



October 13, 2021

INVITATION TO BID  
**BL116-21**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified suppliers for the **Purchase of Janitorial Supplies on a Six-Month Contract** with three (3) options to renew for various Gwinnett County Departments.

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 October 28, 2021**, 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 the website [www.gwinnettcounty.com](http://www.gwinnettcounty.com).

Questions regarding bids should be directed to Brittany Taylor, Purchasing Associate II, at [Brittany.K.Taylor@GwinnettCounty.com](mailto:Brittany.K.Taylor@GwinnettCounty.com) or by calling 770-822-7759, **no later than 12:00. P.M on October 21, 2021.** Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate.

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

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

Award will be made to the supplier(s) 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](http://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.

*Brittany Taylor*  
Brittany Taylor  
Purchasing Associate II

The following pages should be returned in duplicate as your bid: **Bid Schedule, Pages 7-20**  
**References, Page 21**  
**Code of Ethics, Page 22**

## REQUIREMENTS

### I. Scope of Work

The successful supplier(s) will be required to provide janitorial products as specified within the bid documents for the various Gwinnett County departments as requested on an as needed basis during the contract term. The contract shall commence upon approval by the Gwinnett County Board of Commissioners for a six (6) month period. Pricing and delivery are to remain firm throughout the initial term of the contract period. No increases will be accepted.

The contract may be renewed for three (3) additional six (6) month periods providing that pricing remains firm or there is a pre-approved increase, service is satisfactory, both parties are willing to renew and upon approval by the Gwinnett County Board of Commissioners.

### II. General Information

1. During the term of this contract, if successful supplier is unable to provide any products as specified in the bid document or is providing products below specifications, Gwinnett County reserves the right to terminate the contract and/or purchase outside of contract. See General Instructions for Bidders, Terms and Conditions, Delivery Failures.
2. On the **Bid Schedule, Pages 7-17**, under the column "Packaging & Container Size", be sure to be specific; include all information applicable to the items (for example: can, box, drum, jug, and how many units are in each container). Failure to complete the Bid Schedule in its entirety may result in rejection of bid.
3. Approximate quantity is per unit as described, not case.
4. It will be the responsibility of each bidder to read each line-item description carefully as described on the bid schedule and technical specifications, and then appropriately and legibly fill in the information as requested in each column of the bid schedule. This information will determine your responsiveness to this solicitation.
5. Manufacturer names, brand names, and product numbers referenced in the following bid documents are used for the sole purpose of describing and establishing minimum performance and quality levels. Such references are not intended to be restrictive.
6. Material Safety and Data Sheets (MSDS) should be submitted for each product/item bid if requested by Gwinnett County.

### III. Product Packaging

1. On each product, box and/or case delivered to each of the County facilities indicated in the following bid specifications, the name of the distributor and the manufacturer name must be indicated with the item/product number, size, quantity, brand name, and case weight. Distributor's name is not to cover/disguise manufacturer's information. Failure to provide labeling with the required information may result in the refusal of delivery, cancellation of order and/or the return of items that are not in compliance with the bid specifications at which no additional cost will be incurred by the County. It will be the responsibility of the successful supplier to incur any additional expense associated with picking up/replacing non-compliant items with items compliant to the bid specifications
3. Upon an approved change or substitution of a product by the user department and/or the Purchasing Division, the successful supplier must submit an MSDS sheet with the new product if requested.

**IV. Product Requirements**

1. All products quoted must meet or exceed the technical specifications indicated within this bid. Product technical specifications and Material Safety Data Sheets should be submitted for each product labeled with its corresponding item number on the bid schedule if requested by the County. These requirements establish a minimum performance levels and describe features deemed necessary to accomplish specific tasks.
2. The successful supplier(s) shall supply labels for Gwinnett County to apply to smaller containers when a larger concentrated size is being used.

**V. Equivalent Products/Alternate Bids**

1. Equivalent products and alternate bids are invited on these items provided the quality and/or performance of the proposed substitution meets or exceeds the specifications as indicated within the bid specifications for each item.

The following must be provided with the bid documents for all alternate/equivalent items bid:

1. Product identification, including manufacturer's name and product code, brand name, item number, container size, product number, case quantity.
  2. Manufacturer's product literature/specifications, including but not limited to product description and Material Safety Data Sheets for each product if requested.
  3. Itemized comparison of alternate product versus product specified.
  4. Product has been personally investigated and determined that it is equal or superior in all respects to that specified.
  5. Supplier will provide the same guarantee for the equivalent/alternate item as they would for specified product indicated in the bid documents.
2. If bidding something other than the product specified, state your packaging, case and unit price information (for example if the bid specified a certain size container but is also competitively available in a size very close to what is specified, then the supplier is encouraged to indicate this substitute information and pricing in addition to the specified item being bid). All alternate bids made available to Gwinnett County will be taken into consideration, evaluated and awarded only when deemed in the County's best interest.

**VI. Samples**

Samples may be required for evaluation purposes upon request prior to award.

1. Gwinnett County reserves the right to request samples for evaluation purposes prior to award. Samples shall be provided upon request within five (5) business days. It will be the responsibility of the supplier to incur all costs associated with the samples. Failure to submit samples upon request may result in rejection of bid documents. All samples are to be identified and must include the following:
  - A. Labeled with product identification, including supplier's name, manufacturer's/distributor name, product number, brand name, item number as indicated on the Bid Schedule and the Bid Number.
  - B. Manufacturer's product literature/specifications, including but not limited to product description, and Material Safety Data Sheets if requested.
3. All samples used for evaluation purposes must be the same product that will be provided to the user departments and as indicated on the bid schedule. Quality, quantity per box/case, size, and performance of product and case weight will be taken into consideration in comparing equivalent items bid. Samples will not be returned.

VII. **Substitutions**

1. No substitutions will be permitted after the award of this bid has been made unless pre-approved in writing by an authorized Gwinnett County representative. Any substitutions that are received, other than those items approved/awarded and indicated on the successful suppliers bid documents will result in possible rejection and cancellation of order. Gwinnett County reserves the right to purchase outside of this contract and the price difference will be charged to the vendor.
2. Prior approval by the user departments and the Purchasing Division is required for any substituted item to ensure that the substituted products are acceptable by all departments made part of this bid. Any products provided to any of the user departments without prior approval/authorization will be returned at the supplier's expense and deemed non-compliant.
3. The successful supplier agrees not to assign, transfer or sublet in whole or in part any items indicated in this bid.

VIII. **Product Variations**

Product items described within the bid specifications may be limited to a 4 oz (+/-) variation. If bidder is not able to bid the specified size as described in the bid specifications an equivalent product/item may be bid with the exception of the stated variation. Any product bid that exceeds this variation may be deemed non-responsive.

IX. **Orders**

Orders will be placed directly with the successful supplier with a purchase order issued by the individual user departments on an "as needed" basis. Quantities are approximate annual quantities. Orders are to be filled regardless of quantity and/or dollar amount. All orders delivered or picked up will require a PO number. Orders provided without a contract document are not to be considered authorized purchases and may be subject to non-payment of invoice. All orders must be accompanied with a packing slip and all orders shipped in error, to be returned are to be picked up within five (5) business days of notification.

XI. **Delivery Terms/Invoice**

Delivery should be coordinated with each user department upon award, as orders are placed individually by each department and will require delivery to various facilities and locations as indicated below in item XII.

All products delivered to Gwinnett County under this contract are subject to inspection and verification for compliance with bid specifications. Gwinnett County reserves the right to refuse delivery or return any items received that are not labeled properly, damaged, or not in compliance with the bid specifications. Any and all non-compliance will be documented by County personnel and may have a negative impact on suppliers with this contract including but not limited to vendor replacement of products, rejection of shipment, possible cancellation of order and/or re-award of contract which could negatively impact future awards. All cost incurred to pick up and correct non-compliant or damaged orders will be the sole responsibility of the successful supplier.

Deliveries will be F.O.B. Destination to each location, drop ship only (no inside delivery required). Supplier shall deliver orders as specified on the issued PO document received and be accompanied with a packing slip. All invoices shall reflect the bid number, PO document number and the delivery address. **All items ordered from this contract must be invoiced separately from those items ordered which are not a part of this contract.**

**F.O.B. Point:** Item(s) 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 all items are delivered and the contract of carriage has been complete.

**Delivery Time A.R.O.**

After receipt of order (PO document) and all pertinent information necessary from Gwinnett County, please indicate on the attached **Bid Schedule Pages 6-15** for each item, the number of calendar days required for delivery.

XII. **Delivery Locations**

Delivery will be F.O.B. Destination to the following locations: (Subject to change through the life of the contract, locations may be added and deleted in writing as necessary)

<p><b>Gwinnett County Comprehensive – Correctional Complex</b> 750 Hi-Hope Road Lawrenceville, GA 30043</p>	<p><b>Gwinnett County Detention Center</b> 2900 University Parkway Lawrenceville, GA 30043 <b>** Hours of Delivery- 7:00 am – 3:30 pm</b></p>
<p><b>Police Services - Police Headquarters</b> 770 Hi-Hope Road Lawrenceville, GA 30043</p>	<p><b>Department of Water Resources – Central Warehouse</b> 684 Winder Highway Lawrenceville, GA 30045</p>
<p><b>Department of Community Services – Parks and Recreation Warehouse</b> 352 Hosea Road Lawrenceville, GA 30046 <b>**Hours of Delivery at this Location should be Monday – Friday, 7:00 am. – 2:00 p.m.</b></p>	<p><b>Department of Fire &amp; Emergency Services - Logistical Support Section</b> 450 Hosea Road Lawrenceville, GA 30046</p>
<p><b>Department of Support Services Fleet Management</b> 620 Swanson Drive Lawrenceville, GA 30043 <b>**Hours of Delivery at this location should be Monday – Friday, 8:00 am. – 4:00 p.m.</b></p>	<p><b>Department of Support Services - Housekeeping/Building Services</b> 75 Langley Drive Lower Level – Room LL752 Lawrenceville, GA 30046 <b>**Hours of Delivery at this location should be Monday – Friday, 8:00 am. – 4:00 p.m.</b></p>
<p><b>Department of Transportation - Signal Shop</b> 250 Oak Street Lawrenceville, GA 30046</p>	<p><b>Department of Transportation – Airport</b> 600 Briscoe Boulevard Lawrenceville, GA 30046 <b>**Hours of Delivery at this location should be Monday – Friday, 8:00 am. – 4:00 p.m.</b></p>

XIII. **Award**

Award will be based on the correct lowest unit of measure price indicated in the bid schedule. Gwinnett County reserves the right to make award of this bid by line item, by section, or to the overall low responsive and responsible supplier bidding the majority of items, and/or on the basis of uniformity as deemed in the County’s best interest.

XIV. **Communications**

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 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.

**\*\*AWARD WILL BE BASED ON THE CORRECT LOWEST UNIT OF MEASURE PRICE\*\***

Example:

ITEM #	DESCRIPTION	APPROX. QTY (EACH)		PACKAGING AND CONTAINER SIZE	# PER CASE	COST PER EACH/DRUM /PAIL	COST OF LOWEST UNIT OF MEASURE i.e. Cost Per Oz	TOTAL PRICE
1.	Titanium liquid detergent, Water Based, Ready to Use 12 oz can	8	ea	14 oz can	4	\$ 3.30/ea	\$.24/oz	\$26.40

This was figured:

Lowest Unit of Measure - \$3.30 divided by ounces per container (14) = .23571 which was rounded to two (2) decimal places.

**PLEASE NOTE:** In order to compare bid prices, lowest unit of measure must be rounded to the second decimal place.

Total Price - \$3.30 (price each) X 8 (approximate quantity) = \$26.40

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**BID SCHEDULE**

ITEM #	DESCRIPTION	APPROX. QTY (EACH)	DELIVERY A.R.O.	MFG. NAME & PRODUCT NUMBER	VENDOR PRODUCT CODE	PACKAGING AND CONTAINER SIZE	# PER CASE	COST PER EACH/DRUM /PAIL	* COST OF LOWEST UNIT OF MEASURE i.e. Cost Per Oz	TOTAL PRICE
<b>SECTION A: GENERAL CLEANERS</b>										
1.	Sweeping Compound for Concrete Floors, Non-petroleum base, 50 lb. drum, Zep or approved equivalent	11 DRM						\$	\$	\$
2.	Heavy Duty All Purpose Industrial Cleaner/ Degreaser w/ pump, concentrated, water-based, non-flammable, non-corrosive, can be diluted from 5 to 50 parts water, 1 gallon container, <b>(pump MUST be included)</b> , Zep Formula 50 # 085921 or approved equivalent	60 EA						\$	\$	\$
3.	Cleaner, Degreaser, 1 gallon bottle Zep Citrus 045524 or approved equivalent	98 EA						\$	\$	\$
4.	Ecolab Grease Strip Plus or approved equivalent, 32 oz bottle	100 EA						\$	\$	\$
5.	Scouring Powder Cleanser, chlorinated, 21 oz can, Comet Disinfectant Cleanser PGC 32987, Ajax or approved equivalent	563 EA						\$	\$	\$
6.	Brasso Metal Polish or approved equivalent, 8 oz bottle	204 EA						\$	\$	\$
7.	Water Base Stainless Steel Non-Abrasive Cleaner & Polish, 20 oz (net 16 oz), Aerosol Can, Spartan 6310 or approved equivalent	82 EA						\$	\$	\$
8.	Oil Base Stainless Steel Non-Abrasive Cleaner & Polish, 20 oz aerosol can, Aero Brand or approved equivalent	70 EA						\$	\$	\$
9.	Airwick Professional Liquid Deodorizer or approved equivalent, clean breeze scent, 1 gallon bottle	76 GAL						\$	\$	\$
10.	Metered Air Fresheners, 7oz vanilla, Chase Spray Scents 438-5191, or approved equivalent for use with Chase Spray Scents Dispenser 1000, <b>For use with item A11 (Below)</b>	378 EA						\$	\$	\$
11.	Dispenser for metered air freshener, Chase Dispenser 1000 or approved equivalent. <b>For use with Item A10 (Above)</b>	29 EA						\$	\$	\$
12.	Hospital Type Disinfectant/Deodorant Spray, 20 oz (Net wt. 15 oz), aerosol can, spring breeze scented, Spartan 6075 or approved equivalent	4,568 EA						\$	\$	\$

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**BID SCHEDULE CONTINUED**

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13.	Furniture polish, aerosol, lemon scented, 20 oz can, Spartan 6120 or approved equivalent	217 EA						\$	\$	\$
14.	Multi-use Disinfectant Pine Scented Cleaner, 1 gallon container, Renown REN02810-MS or approved equivalent	502 GAL						\$	\$	\$
15.	Disinfectant Bathroom Cleaner, mild, non-acid ready to use, 1-gallon containers, Spartan NABC 749604 or approved equivalent	721 EA						\$	\$	\$
16.	Window Cleaner, non-ammoniated, streak free, 32 oz bottles w/ sprayer, Renown REN02812-MS or approved equivalent	872 EA						\$	\$	\$
17.	Mildew Stain Remover, 32 oz bottle, Ajax or approved equivalent	236 EA						\$	\$	\$
18.	Dust mop/dust cloth treatment that will trap and hold dust for dusting floors, furniture, blinds, books, lamp shades, artificial plants, etc., 20 oz (net 16 oz) aerosol can, Spartan 6099 or approved equivalent	1 EA						\$	\$	\$
19.	Drain & Sewer cleaner plus maintainer, liquid ready-to-use, non-acid, one quart container, Bloc-Aid, Spartan 738003 or approved equivalent	37 EA						\$	\$	\$
20.	Cleaner, Odor Eliminator, Stain Remover, one quart container, Consume Spartan 319703 or approved equivalent	55 EA						\$	\$	\$
21.	Cleaner, all-purpose hydrogen peroxide cleaner, green seal certified, gallon container, Peroxy or approved equivalent	20 GAL						\$	\$	\$
22.	Vital Oxide, 1 gallon jug, will be used with electrostatic sprayers	60 GAL						\$	\$	\$
<b>SECTION A TOTAL</b>										<b>\$</b>

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**BID SCHEDULE CONTINUED**

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<b>SECTION B: SOAP PRODUCTS</b>										
1.	Antibacterial Liquid Body Soap, Cleaning Action on Hands & Body, 1 gallon container, Kimberly Clark 93069 or approved equivalent	128 EA						\$	\$	\$
2.	Antibacterial Antiseptic Hand Soap, highly concentrated, Refill, for use in Zep Handstand Dispensers, 27 fluid oz refill pack, Zep Handstand Soap or approved equivalent	50 EA						\$	\$	\$
3.	Pre-moistened, All Purpose Wipes, all natural, no petroleum, harmless to skin, requires no water for use in a self-contained package that allows one-at-a-time dispensing, 70 Towels per container	500 EA						\$	\$	\$
4.	Disinfecting Wipes, citrus scent, pre-moistened, 75-80 count container, Lysol, Clorox or approved equivalent	2,422 EA						\$	\$	\$
5.	Heavy Duty, Waterless Hand Cleaner, must remove dirt, grease & grime with or without the use of water, phosphate free, contains lanolin for added skin protection, 5 oz Tubes, Zep-O-Kreme # 096501 or approved equivalent	44 EA						\$	\$	\$
6.	Antibacterial Instant Hand Sanitizer w/ moisturizers & vitamin E (waterless), kills 99.9% of most common germs, alcohol-based liquid, PH (concentrate): 7.5 - 8.5 pocket size, 4 oz container, Purell or approved equivalent	2,647 EA						\$	\$	\$
7.	Antibacterial Instant Hand Sanitizer w/ moisturizers & vitamin E (waterless), kills 99.9% of most common germs, alcohol-based liquid, hypoallergenic, non-toxic, dye-free, no residual fragrance, 67 oz Container, Purell or approved equivalent	99 EA						\$	\$	\$
8.	Aero QS Plus Hand Sanitizer or approved equivalent, 18 oz pump	425 EA						\$	\$	\$
9.	Instant Hand Sanitizer with Aloe, 2 oz personal squeeze bottle with flip top, Purell, GOJO 9682-24 or approved equivalent	527 EA						\$	\$	\$

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10.	Instant Hand Sanitizer with Aloe, 8 oz pump bottle, Purell, GOJO 9674-12 or approved equivalent	767 EA						\$	\$	\$
11.	Hand sanitizer refill, 2000ml box, gel. Purell, model #2256-04. <b>MUST fit dispenser Purell Model #2220.</b>	160 EA						\$	\$	\$
12.	Lotion Hand Soap w/ moisturizes, enriched w/ Glycerin, Aloe & Vitamin E, must work with the Technical Concepts One Shot Dispenser # 401310. 27 fl. oz/800 ml bottle, Technical Concepts # 401311 or approved equivalent	24 EA						\$	\$	\$
13.	Lotion Hand Soap w/ moisturizers, enriched w/ Glycerin & Aloe, must work with the Technical Concepts One Shot Dispenser # 401310. 54 fl. oz/1600 ml bottle, Technical Concepts # 401541 or approved equivalent	10 EA						\$	\$	\$
14.	Antibacterial Skin Cleanser, mild for everyday use, 800 ml bag in a box refill cartridge, GOJO GOJ9127-12, Kimberly Clarke Kimcare 91298 or approved equivalent. <b>For use with item #15 (Below)</b>	307 EA						\$	\$	\$
15.	Hand Soap Dispenser for GOJO GOJ9033-12, Kimberly Clark 91182 or approved equivalent. <b>For use with item #14 (Above)</b>	74 EA						\$	\$	\$
16.	Lotion Foam Soap with moisturizers, one shot to be used in Rubbermaid foam soap dispenser, 2000 hand washer per 1600ml refill, One Shot Foam Soap or approved equivalent	400 EA						\$	\$	\$
17.	Antibacterial Foam Hand Soap, Gallon Bottles, Viscosity <math>\leq 25</math> cps, Specific Gravity of 1.00 and 100% water solubility. Global Industrial Foam Hand Soap or approved equivalent	202 EA						\$	\$	\$
18.	Hand soap dispensers- hands free/automatic Betco Brand or approved equivalent, Batteries included: replacement batteries on request at no charge, <b>For use with item #19 (Below)</b>	110 EA						\$	\$	\$
19.	Clario foam hand wash or approved equivalent, <b>For use with item #18 (Above)</b>	620 EA						\$	\$	\$

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20.	Hand Sanitizer Gel 12oz with pump, 70% or greater alcohol gel hand sanitizer 12oz or larger plastic bottle with pump, Purell or approved equivalent	2,260 EA						\$	\$	\$
21.	Alcohol Wipes, 70% alcohol or greater for hands, skin, bacteria cleaning wipes, cotton, 6x6 50 per pack or approved equivalent	240 PK						\$	\$	\$
22.	Azure General Purpose Foam #DBU AZU1L or approved equivalent <b>For use with item B23 (Below)</b>	1,000 EA						\$	\$	\$
23.	Pro Line 1 Liter Smoke Curve Soap Dispenser DBU 91606 or approved equivalent <b>For use with item B22 (Above)</b>	25 EA						\$	\$	\$
<b>SECTION B TOTAL</b>										\$
<b>SECTION C: LAUNDRY PRODUCTS</b>										
1.	Liquid Bleach, household type, 1-gallon non-leaking container, must be delivered 144 gals/pallet or less to avoid crushing. GCI 07475 or approved equivalent, non-scented	3,182 EA						\$	\$	\$
2.	Liquid Laundry Detergent, concentrated high-powered grease cutting formula, 100 oz Bottles, Tide or approved equivalent	1,040 EA						\$	\$	\$
<b>SECTION C TOTAL</b>										\$
<b>SECTION D: INDUSTRIAL PRODUCTS</b>										
1.	Liquid Car and Truck Wash, concentrated, non-corrosive, free rinsing, leaves no residues, 35 Gallon Drum	5 DRM						\$	\$	\$
2.	Vehicle Wash and Wax, concentrated blended liquid detergent & wax, free rinsing, 1 gallon container, GCI 07440 or approved equivalent	304 EA						\$	\$	\$
3.	Vinyl and Rubber Protectant, 32 oz trigger spray bottle, ZEP All Around 0389 or approved equivalent	206 EA						\$	\$	\$

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4.	Silicone Lubricant, Aerosol, should be safe for use on all surfaces, net 11 oz can, Champion's Choice CHA 438-5351 or approved equivalent	222 EA						\$	\$	\$
5.	Penetrating Oil, water repellent, dissolves rust and corrosion, aerosol, 11 oz can, PB Blaster 16-PB or approved equivalent	389 EA						\$	\$	\$
6.	Aerosol All-Purpose Degreaser and Safety Solvent, colorless, evaporates rapidly, no residue, low toxicity, completely volatile, non-flammable, non-conductive - dielectric strength up to 37,000 volts, 24 oz can, Zep Aerosolve II # 018101 or approved equivalent	250 EA						\$	\$	\$
7.	Premium Oil Absorbent, coarse granular clay, 40 lb. bag, Oil Dri Absorbs-It #01140 or approved equivalent	84 EA						\$	\$	\$
8.	NDC Neutral Disinfectant Cleaner - (NDC is a concentrated, Quaternary, PH Neutral product that cleans and disinfects a wide range of Hard Surfaces), one gallon container	200 GAL						\$	\$	\$
<b>SECTION D TOTAL</b>										<b>\$</b>
<b>SECTION E: KITCHEN PRODUCTS</b>										
1.	Aerosol Oven Cleaner, 20oz can	130 EA						\$	\$	\$
2.	Scouring Pads, 6" x 4 1/2" teledyne green, 12 count boxes	140 BOX						\$	\$	\$
3.	Scrubber Sponges, 2-sided cleaning pad w/ one side sponge & one side abrasive material, Impact 7130P or approved equivalent	1,696 EA						\$	\$	\$
4.	Stainless Steel Scrubber Pads, non-flaking	400 EA						\$	\$	\$
5.	Liquid Dish Detergent, 42 oz bottle, Dawn, Ajax Super Degreaser or approved equivalent, must have grease-fighting power equal to that of Dawn	2,713 EA						\$	\$	\$

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6.	Liquid Dish Detergent, 5-gallon pail, Dawn or approved equivalent, <b>MUST</b> have grease-fighting power equal to that of Dawn	205 PAIL						\$	\$	\$
7.	Automatic Dishwasher Detergent, 48 oz liquid, Cascade or approved equivalent	300 EA						\$	\$	\$
<b>SECTION E TOTAL</b>										\$
<b>SECTION F: FLOOR PRODUCTS</b>										
1.	26 Quart Plastic Mop Bucket w/ Plastic 3" Casters, heavy duty molded plastic, color: yellow, 18 7/8" x 18 5/8" x 13 1/8", Rubbermaid # 6132-88 or approved equivalent <b>For use with Item F2 (Below)</b>	10 EA						\$	\$	\$
2.	Downward Pressure Wringer accepts mop sizes of 16 oz - 32 oz, molded plastic <b>For use with Item F1 (Above)</b>	10 EA						\$	\$	\$
3.	26 Quart Heavy Duty Bucket/Wringer Combo, SW12, side press ringer, yellow w/ corrosion resistant handles & hardware, w/ 3" non-marking casters, Continental, Combo Pack 226-312 YW or approved equivalent	26 EA						\$	\$	\$
4.	Floor Squeegee w/ Curved Ends & Handle, 36" Frame, rubber blade, aluminum w/ galvanized finish, straight socket, , 6/case, Continental 287010 or approved equivalent	10 EA						\$	\$	\$
5.	Buffing Pads, 20" white super gloss, minimum 1" thick polyester fibers, Norton 54212 or approved equivalent	1,552 EA						\$	\$	\$
6.	Buffing Pads, 20" Red, for spray buffing, minimum 1" thick, Norton 54279 or approved equivalent	1,481 EA						\$	\$	\$
7.	20" Ultra grizzly bear, high speed burnishing pad, minimum 1" thick, synthetic and natural hair fibers, Norton 57804 or approved equivalent	78 EA						\$	\$	\$
8.	20" Stripper Pads, black, high quality nylon, for heavy duty wet stripping, Norton 54230 or approved equivalent	1,525 EA						\$	\$	\$

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

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**BID SCHEDULE CONTINUED**

ITEM #	DESCRIPTION	APPROX. QTY (EACH)	DELIVERY A.R.O.	MFG. NAME & PRODUCT NUMBER	VENDOR PRODUCT CODE	PACKAGING AND CONTAINER SIZE	# PER CASE	COST PER EACH/DRUM /PAIL	* COST OF LOWEST UNIT OF MEASURE i.e. Cost Per Oz	TOTAL PRICE
9.	Wax Mop Head, all rayon, looped ends w/ tailband, candy-strip blue & white yarn, non-linting, Size: Large	296 EA						\$	\$	\$
10.	Heavy duty industrial corn blend broom #32, wood handle 1 1/8", 5 stitches, Continental E502036 Clean Sweep or approved equivalent	57 EA						\$	\$	\$
11.	Full shoulder broom, 5stitches, broom head 100% corn fiber attached to clear, heavy duty handles. This broom has no metal parts for inmate safety. BR-10037 or approved equivalent	20 EA						\$	\$	\$
12.	11" Whisk Broom w/ corn bristles	95 EA						\$	\$	\$
13.	16" Heavy gauge, extra stiff, white plastic bristle street broom (without handle) in hardwood block, 4 1/4" trim length, , Magnolia Brush 1316HD or approved equivalent	50 EA						\$	\$	\$
14.	60" Handle for Push Broom, tapered wood, 1 1/8" diameter, smooth finish, ABCO 01113 or approved equivalent	125 EA						\$	\$	\$
15.	24" Push Broom for smooth surfaces with 60" steel handle, resin block, natural Tampico fibers, Quickie Bulldozer #00594 or approved equivalent	10 EA						\$	\$	\$
16.	Angle Broom, polypropylene bristles, vinyl coated metal handle, Rubbermaid FR637500GRAY or approved equivalent	31 EA						\$	\$	\$
17.	36" Dust Mop Frame (only), 5"X x 36"L, oval at end, rust resistant, w/ bracket in middle to attach mop head, ABCO #BH-24536 or approved equivalent, <b>For use with items F19 &amp; F20</b>	57 EA						\$	\$	\$
18.	Dust Mop Head (only), 5"W x 36"L constructed of heavy-duty preshrunk canvas backing & natural 4 ply cotton yarn, must be tufted design and slot pocket style, tie on, ABCO #DM24536W or approved equivalent, <b>For use with items F18 &amp; F20</b>	63 EA						\$	\$	\$

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

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**BID SCHEDULE CONTINUED**

ITEM #	DESCRIPTION	APPROX. QTY (EACH)	DELIVERY A.R.O.	MFG. NAME & PRODUCT NUMBER	VENDOR PRODUCT CODE	PACKAGING AND CONTAINER SIZE	# PER CASE	COST PER EACH/DRUM /PAIL	* COST OF LOWEST UNIT OF MEASURE i.e. Cost Per Oz	TOTAL PRICE
19.	24" Dust Mop Frame (only), constructed of chrome plated heavy steel wire approx. 1/4" diameter, oval at end, 5"W x 24"L, w/ bracket to attach mop head <b>Item F20.</b>	30 EA						\$	\$	\$
20.	Dust Mop Head (only), 5"W x 24"L constructed of heavy-duty preshrunk canvas backing & natural 4 ply cotton yarn, tufted design and slot pocket style, LaFitte Mop #DM60524 or approved equivalent. <b>For use w/ Item F19.</b>	400 EA						\$	\$	\$
21.	60" L Industrial Wet Mop Handle, quick change, hinged side latch w/ roller adjustment knob for easy loading, plastic head, 15/16" dia., fiberglass handle, ABCO 01206-NB or approved equivalent. <b>For use with line item F22.</b>	81 EA						\$	\$	\$
22.	Industrial Wet Mop Head, 24 oz, 4 ply, 5" vinyl mesh headband synthetic/acrylic blend, preshrunk, non-linting, must withstand being laundered on a regular basis (in mesh bag), must be banded, looped end w/ double-sewn tailbands, for use w/ clamp or gripper mop, non-disposable, color: blue, size: large, ABCO CLM-303LWB or approved equivalent	671 EA						\$	\$	\$
23.	60" Metal threaded wood broom handle, 15/16" Diameter, ABCO 01104 or approved equivalent. <b>For use with item #F24</b>	124 EA						\$	\$	\$
24.	24" Floor Brush (only), 3" L 100% stiff horsehair bristles, 24" wood block constructed of solid hardwood w/ a natural finish w/ threaded center hole - screw type, <b>for use w/ Item #F23</b>	80 EA						\$	\$	\$
25.	32 oz Spray Bottle w/ Trigger Sprayer (Combo), constructed of high impact, durable plastic w/ adjustable sprayer, units of measurement must be indicated on bottle in 1 fl. oz increments starting with 2 fl. oz - 32 fl. oz,	720 EA						\$	\$	\$

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

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**BID SCHEDULE CONTINUED**

ITEM #	DESCRIPTION	APPROX. QTY (EACH)	DELIVERY A.R.O.	MFG. NAME & PRODUCT NUMBER	VENDOR PRODUCT CODE	PACKAGING AND CONTAINER SIZE	# PER CASE	COST PER EACH/DRUM /PAIL	* COST OF LOWEST UNIT OF MEASURE i.e. Cost Per Oz	TOTAL PRICE
26.	32 oz Plastic Bottle for use w/ Trigger Sprayer Item F27, units of measurement must be indicated on bottle in 1 fl. oz increments from 2 fl. oz to 32 fl. oz, Continental 932CG or approved equivalent	582 EA						\$	\$	\$
27.	Trigger sprayer , leak-proof nozzle, adjustable spray for use with 32 oz plastic bottle, Item F26 Continental Spray Pro 902RW9 or approved equivalent	337 EA						\$	\$	\$
28.	Utility Scrub Brush, 8" polypropylene bristles in plastic block, Renown RENO3948 or approved equivalent	107 EA						\$	\$	\$
29.	Toilet Bowl Brush with 12" Handle, "U" shaped brush head, non-scratching fiber bristles	220 EA						\$	\$	\$
30.	Toilet Bowl Mop w/ 12" Plastic Handle, angled head, acid resistant fiber, white, Tolco Deluxe 280100, or approved equivalent	112 EA						\$	\$	\$
31.	Wire Brush, 1 1/8" x 10" L, rugged wood block filled with 4 x 16 rows of tempered steel wire, staple set, 1 1/4" trim	30 EA						\$	\$	\$
32.	9" Plastic Truck Brush, 9" plastic block, one threaded & one tapered handle hole, 2 1/2" trimmed soft plastic bristles	386 EA						\$	\$	\$
33.	Lobby Dustpan, Plastic, 10.75" x 12" x 36.75"H, black, Continental 912BK or approved equivalent	106 EA						\$	\$	\$
34.	Dustpan, All Rubber, 16"W x 7 1/2", heavy duty, Rubbermaid or approved equivalent	146 EA						\$	\$	\$

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



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**BID SCHEDULE CONTINUED**

ITEM #	DESCRIPTION	APPROX. QTY (EACH)	DELIVERY A.R.O.	MFG. NAME & PRODUCT NUMBER	VENDOR PRODUCT CODE	PACKAGING AND CONTAINER SIZE	# PER CASE	COST PER EACH/DRUM /PAIL	* COST OF LOWEST UNIT OF MEASURE i.e. Cost Per Oz	TOTAL PRICE
35.	Lambs wool Duster w/ telescoping plastic handle, adjustable 30"-42", Rubbermaid FG9C0400 0000 or approved equivalent	65 EA						\$	\$	\$
36.	Bonnet Cleaner sanitizing extraction 1 gallon, Renown REN07000-MS or approved equivalent	6 EA						\$	\$	\$
37.	Aero Chemical Spray Mister 1000, 1-gallon bottles	50 EA						\$	\$	\$
38.	Floor Finish, high gloss, combination sealer/polish, 1 gallon, Renown REN02819-MS or approved equivalent	24 EA						\$	\$	\$
39.	Floor Wax, water based, high gloss 5 gal. Pails, SC Johnson Wax, Plaza Plus # 14171 or approved equivalent	154 EA						\$	\$	\$
40.	Floor Stripper, <b>non-ammonia</b> , 5-gallon pail, Mr. Stripper or approved equivalent	149 PAIL						\$	\$	\$
41.	Floor Stripper, no-rinse, non-caustic, 1 gallon, Renown REN02808-MS or approved equivalent	4 EA						\$	\$	\$
42.	Floor Spray Buff for use in high-speed buffers, 1 quart size, Renown REN02842-MS or approved equivalent	102 EA						\$	\$	\$
43.	Floor Cleaner to maintain high gloss floor finish, detergent concentrate, no rinse, one gallon, Damp Mop Spartan 301604 or approved equivalent	64 EA						\$	\$	\$
44.	Angle broom with 4" wood handle, 10" wide sweeping face, Nylon bristles	414 EA						\$	\$	\$
45.	4' long broom handle, Threaded tip, 7/8" diameter MUST fit Angle broom (above)	410 EA						\$	\$	\$
46.	10" Plastic Truck Brush, 10" plastic block, one threaded & one tapered handle hole, 2 1/2" trimmed soft plastic bristles, Better Brush #180710 or approved equivalent	124 EA						\$	\$	\$
<b>SECTION F TOTAL</b>										\$

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

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**BID SCHEDULE CONTINUED**

ITEM #	DESCRIPTION	APPROX. QTY (EACH)	DELIVERY A.R.O.	MFG. NAME & PRODUCT NUMBER	VENDOR PRODUCT CODE	PACKAGING AND CONTAINER SIZE	# PER CASE	COST PER EACH/DRUM /PAIL	* COST OF LOWEST UNIT OF MEASURE i.e. Cost Per Oz	TOTAL PRICE
<b>SECTION G: MISCELLANEOUS</b>										
1.	Urinal Screen with Para Deodorant Block, odor control agent effective up to 30 days, Renown REN03002-FR or approved equivalent.	3,291 EA						\$	\$	\$
2.	20 oz Bar Mop Towels, 17" x 20" Terry Cloth, new or virgin material, 1,200/bale per bundle.	64 BALE						\$	\$	\$
3.	Glove, black nitrile Industrial Textured-Powder free-non-sterile-latex free, Ammex GlovePlus GPNV46100, 100 per box, sizes S-2XL	24,579 BOX						\$	\$	\$
4.	Exam gloves, powder free, 100% latex free, 7.1 mils, sizes S-XL, 100 gloves/box, AmerCare Chameleon 1200 series or approved equivalent	3,894 BOX						\$	\$	\$
5.	Umbrella Bag, Low Density, Clear, 7" x 35", 0.7 mil, w/ "Umbrella Bag" printed in 7" x 5" header 1,000 per pack	3,000 EA						\$	\$	\$
<b>SECTION G TOTAL</b>										<b>\$</b>

<b>SECTION A TOTAL</b>	<b>\$</b>
<b>SECTION B TOTAL</b>	<b>\$</b>
<b>SECTION C TOTAL</b>	<b>\$</b>
<b>SECTION D TOTAL</b>	<b>\$</b>
<b>SECTION E TOTAL</b>	<b>\$</b>
<b>SECTION F TOTAL</b>	<b>\$</b>
<b>SECTION G TOTAL</b>	<b>\$</b>
<b>OVERALL TOTAL</b>	<b>\$</b>

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

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**BID SCHEDULE CONTINUED**

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 on January 01, 2022 or upon award.

**Unless otherwise noted, quoted prices will remain firm for three (3) additional six (6)-month periods. If a percentage increase/decrease will be a part of a renewal option, please note this in the space provided together with an explanation.**

Option 1 Renewal	_____ % Increase	_____ % Decrease
Option 2 Renewal	_____ % Increase	_____ % Decrease
Option 3 Renewal	_____ % Increase	_____ % Decrease
Explanation: _____		

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

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

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

The County requires that all who enter into a contract for the physical performance of services with the County must satisfy OCGA § 13-10-91 and Rule 300-10-1-02, in all manner, and such are conditions of the contract

**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 fee schedule. By submission of this proposal, 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.**

*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.

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

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**BID SCHEDULE CONTINUED**

Legal Business Name \_\_\_\_\_

*(If your company is an LLC, you must identify all principals to include addresses and phone numbers in your submittal)*

Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_

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

Representative Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

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

E-mail address \_\_\_\_\_

**REFERENCES**

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

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

1. Company Name \_\_\_\_\_  
Brief Description of Project \_\_\_\_\_  
Completion Date \_\_\_\_\_  
Contract Amount \$ \_\_\_\_\_ Start Dates \_\_\_\_\_  
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 \_\_\_\_\_



**BL116-21, Purchase of Janitorial Supplies 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

\_\_\_\_\_ Notary Public  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_ (seal)  
Title of Authorized Officer or Agent of Contractor

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 MAY RESULT IN REMOVAL OF YOUR COMPANY FROM COMMODITY LISTING.

**BL116-21**

**Buyer Initials: BT**

**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.



**WINNETT 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 (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, ADA 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.gwinnettcountry.com](http://www.gwinnettcountry.com).

**XXXIII. PENDING LITIGATION:**

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

**XXXIV. ELECTRONIC PAYMENT**

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

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

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

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

**DIRECTIONS TO GJAC BUILDING FROM I-85**

Take I-85 to Georgia Highway 316 (Lawrenceville/Athens exit). Exit Highway 120 (Lawrenceville/Duluth exit) and turn right. At seventh traffic light, turn right onto Langley Drive. Cross Highway 29 through the traffic light and cross at the 4-way stop sign. The main public parking lot is on the left or behind the building, Click [Here](#), for additional information about parking. The Purchasing Division is located in the Administrative Wing.