



March 29, 2023

INVITATION TO BID
BL055-23

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified firms for the **Provision of Landscaping Services** for the Department of Transportation.

Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the BL# and Company Name. **Bids will be received until 2:50 P.M. local time on April 26, 2023** at the Gwinnett County Financial Services - Purchasing Division – 2nd Floor, 75 Langley Drive, Lawrenceville, Georgia 30046. Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at 3:00 P.M. Apparent bid results will be available the following business day on our website www.gwinnettcountry.com.

A site visit is scheduled for 10:00 A.M. on **April 10, 2023**. Vendors should meet at 2580 Hinton Circle, Dacula, GA 30019. All firms are urged to attend.

Questions regarding bids should be directed to Lindsey Gravitt, Purchasing Associate II, at lindsey.gravitt@gwinnettcountry.com or by calling 770-822-8722, no later than **April 12, 2023**. Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate.

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

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

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

Lindsey Gravitt
Purchasing Associate II

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

Bid Schedule, Pages 5-7
References, Pages 8
List of Subcontractors, Page 9
Code of Ethics Affidavit, Page 10
Contractor Affidavit & Agreement, Page 11

SPECIFICATIONS

1. Scope of Work

The scope of this project is to add landscaping plants and features near the intersection of Dacula Road and Winder Highway, Dacula, GA 30019. The scope and project requirements are described herein and within the included design and technical specifications sections:

Attachment 1- Landscape Plan

Attachment 2 – Location Maps

Attachment 3 – Fertilizer Specs

2. Products

All required products are described within the Landscape plan (Attachment 1) and Bid Schedule.

3. Lump Sum Base Bid

The lump sum should include all materials, equipment, grading and labor included in the Attachments, Scope of Work, and General Requirements, Technical Specifications, and other elements of the Procurement Documents, as well as the unit prices.

4. Unit Costs

A unit price is an amount calculated and proposed by the Contractor in the Bid Schedule as a price per unit of measurement for materials or services that will be added to or deducted from the Contract Sum by Change Order in the event certain unexpected work items are encountered or certain estimated quantities of work required by the Contract Documents are increased or decreased.

Unit prices shall include all expenses related to the unit price work items that are materials, labor, equipment, transportation, general requirements, overhead, profit, taxes and any other costs incidental to the work items. The Contractor will be compensated only for the quantities of unit price work completed. The Schedule of Unit Prices is included with the Bid Schedule. The Schedule of Unit Prices may be used to determine changes to the Contract Sum. Where quantities of items for which unit prices are provided, they are estimates; and are included in the scope of the Work upon which the Contract Sum is based. The Contractor will be compensated for the actual quantities of unit price items completed at the established unit price rates. These actual extensions of unit prices for work completed, whether requiring a decrease or an increase in the Contract Sum, will be incorporated into the Contract Sum through a modification to the Contract by Change Order.

5. Construction Implementation

The Contractor shall provide all labor, materials, equipment, and supervision necessary to complete the work as described in the Scope of Work and General Requirements. The contractor shall perform a site visit to inspect existing conditions prior to bid submission. The Contractor shall be responsible for all field measurements and verification of conditions necessary to layout and properly execute the work. Contractor is to provide submittals as required per scope of work documents. Work will not be permitted to start until all submittals have been approved. Contractor shall comply with all manufacturer installation guides, recommendations, and specifications.

6. Schedule of Work

It is anticipated that the majority of the Contractor's work will be performed during normal business hours. All parking should be in County or State ROW. It is anticipated that the majority of the Contractor's work will be performed over consecutive days. All off hour work time can be performed, as necessary, if approved by a

Gwinnett County representative. The Contractor shall submit work schedules a minimum of 2 weeks in advance and receive written approval from the County for this schedule prior to proceeding with work. Any change to this schedule must be approved by the County Representative. The County Representative will assist in the coordination of work with the tenants affected by the project.

The contractor is not to interrupt utilities serving facilities occupied by the Owner, or others, unless permitted by the owner in writing no less than five (5) days in advance. Any required utility shutdowns are to occur during off hour periods. The contractor is to coordinate operations that may result in high levels of noise, vibrations, odors, or other disruptions to Owner occupancy with the Owner. All requests must be approved by the Owner in writing no less than two (2) days in advance of proposed disruptive operations.

This project should be completed within forty-five (45) calendar days from receipt of the Notice to Proceed.

7. Protection, Cleaning, and Restoration of Project Site

The Contractor shall take all necessary precautions and implement measures as applicable to protect building fixtures and finishes in the immediate project area as well as those not in the immediate project area or affected by the project work. The Contractor also shall protect surfaces exterior to the building such as walkways, lawns, shrubbery and trees. Contractor shall be responsible for placing all barriers, protective screening and/or signage needed to caution, protect or direct non-Contractor personnel in the areas of work and adjacent spaces.

Contractor shall not dispose of volatile wastes such as primers or solvents in storm or sanitary drains, on pavement, or in gutters on the project site. Contractor shall not handle or dispose of waste materials, cleaning compounds, paints, solvents, or other chemicals in a manner that will adversely affect building occupants or that will contaminate soil or be harmful to plant life on the project site.

The Contractor shall keep the worksite clean and free of debris. Demolished materials shall be removed from the site prior to, or upon completion of work, and Contractor shall comply with government regulations and legal requirements when removing these materials and other debris. The Contractor always shall maintain a level of cleanliness and neatness needed for proper execution of the work. The Contractor shall keep installed work clean and shall protect it from damage.

Each day, the Contractor shall clean the project site in all areas disturbed by construction, of rubbish, waste material and litter; remove all tools, construction equipment and surplus materials from the project site; and remove temporary protection and facilities installed during construction.

Except as otherwise provided herein, any surfaces and/or finishes that are damaged by construction shall be patched, repaired or restored to match the surrounding areas.

8. Safety Precautions and Requirements

The Contractor shall take precautions to prevent fires and to facilitate fire-fighting operations. The Contractor shall store flammable materials in non-combustible containers and away from fire sources, shall remove flammable waste promptly and regularly, and shall carefully supervise operation of potential fire sources, such as cutting and welding.

Contractor shall provide hand-carried, portable, UL-rated Class ABC, dry chemical extinguishers or a combination of extinguishers of NFPA recommended classes for the expected exposures. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.

The Contractor shall take precautions to prevent accidents due to physical hazards, and shall provide barricades and signs to protect the Contractor's personnel and the public from hazards and to inform them thereof. Barricades and signage shall comply with all safety regulations.

Contractor shall provide and require use of safety equipment, clothing, and accessories as required by construction activity and applicable safety regulations. Contractor is responsible for complying with all required safety procedures, training, and is to have qualified supervision onsite throughout the duration of the project.

9. Insurance

Contractor shall obtain, maintain, and furnish to the County certificates of insurance covering the duration of the project period. The insurance must include the terms and coverage provided for the Standard Insurance Requirements of these quote documents.

10. Warranties

The Contractor shall warrant against failure of all materials and workmanship associated with its work for one (1) year after the date of acceptance of such work. The Contractor shall correct such work promptly, at no cost to Gwinnett County, after receipt of written notice from the County to do so. Maximum response time for initiation of repairs during the warranty period shall be 48 hours.

In addition to the above general warranty, the Contractor shall provide the Owner copies of the standard manufacturer's warranties for the new equipment and products purchased and installed by the Contractor.

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

BID SCHEDULE

The Bidder has carefully examined and fully understands the Attachments, Scope of Work, and General Requirements, Technical Specifications, and other elements of the Procurement Documents hereto attached, and has made a personal examination of the Site of the proposed Work, the legal requirements, and other conditions affecting the performance and cost of the Work, and has satisfied himself to the actual conditions and requirements of the Work, and hereby proposes and agrees that if his bid is accepted, he will furnish all labor, materials and services required for the Work defined in the Procurement Documents entitled: **Provision of Landscaping Services.**

Site Location: Dacula Road and Winder Highway, per the specifications and attachments

A. LUMP SUM BASE BID

_____ Dollars (\$_____)

B. UNIT PRICES: Provision of Landscaping Services

The following Unit Prices are submitted as a part of the Lump Sum Bid, The Proposer declares that they understand that the quantities of work shown are subject to either increase or decrease, and that should the quantities of any of the items of the work be increased, the Proposer proposed to do the additional work at the unit prices listed herein; and should the quantities be decreased, the Proposer also understands that payment will be made on the basis of actual quantities at the unit price proposal and will make no claim for anticipated profits for any decrease in quantities and that the actual quantities will be determined upon completion of the work; at which time adjustment will be made to the Bid Sum:

ITEM	UNIT PRICE
1. Juniper Horizontallis Base bid shall include 30 new plants	\$_____ /plant
2. Cryptomeria Japonica 'Yoshino' - 10'-12' HT. Base bid shall include 14 new plants	\$_____ /plant
3. Ilex X 'Nellie R. Stevens' - 10'-12' HT. Base bid shall include 30 new plants	\$_____ /plant
4. Quercus Alba 2 Inch Caliper B&B Base bid shall include 20 new plants	\$_____ /plant
5. Magnolia G. Brackens BRN. Beauty 10-12' Base quote shall include 30 new plants	\$_____ /plant
6. Sod - Bermuda (Tiftuf) Base quote shall include 4,000 SQUARE YARDS	\$_____ /SY
7. Landscape Mulch - Dark Brown Dyed Double Shredded Hardwood Bark Mulch - 4" Thick Layer Base quote shall include 3,400 SQ YARDS	\$_____ /SY

COMPANY NAME _____

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

BID SCHEDULE CONTINUED

ITEM	UNIT PRICE
8. Plant Topsoil (6 Inch Depth In Plant Beds) Base quote shall include 550 SQUARE YARDS	\$ _____ /SY
9. Agricultural Lime Base quote shall include 1 TON	\$ _____ /Ton
10. Fertilizer Mixed Grade Base quote shall include 1 TON	\$ _____ /Ton
11. Fertilizer Nitrogen Content Base quote shall include 200 POUNDS	\$ _____ /LB
12. Natachez Crape Myrtles 10'-12' HT. B&B full head, straight leader, 3 canes max Base bid shall include 21 new plants	\$ _____ /plant

COMPANY NAME _____

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID MAY RESULT IN BID BEING REJECTED.

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. The contract will begin upon award.

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

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

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 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 sixty (60) 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.

Legal Business Name _____

Federal Tax ID _____

Address _____

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

Representative Signature _____

Printed Name _____

Telephone Number _____ E-mail address _____

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

Telephone Number _____ E-mail address _____

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

REFERENCES

Gwinnett County requests a minimum of three (3) references where work of a similar size and scope have been completed on approximately 5 miles of natural surface trails and 2 miles of hardscape surface trails over the past five (5) years in environmentally sensitive areas. Attach additional pages if necessary.

- 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 _____



CODE OF ETHICS AFFIDAVIT

(THIS FORM SHOULD BE FULLY COMPLETED AND RETURNED WITH YOUR SUBMITTAL AND WILL BE REQUIRED PRIOR TO EVALUATION)

In accordance with Section 54-33 of the Gwinnett County Code of Ordinances the undersigned bidder/proposer makes the following full and complete disclosure under oath, to the best of his/her knowledge, of the name(s) of all elected officials whom it employs or who have a direct or indirect pecuniary interest in or with the bidder/proposer, its affiliates or its subcontractors:

1. _____
(Company Submitting Bid/Proposal)

2. (Please check **one** box below)

No information to disclose *(complete only section 4 below)*

Disclosed information below *(complete section 3 & section 4 below)*

3. (if additional space is required, please attach list)

_____	_____
Gwinnett County Elected Official Name	Gwinnett County Elected Official Name
_____	_____
Gwinnett County Elected Official Name	Gwinnett County Elected Official Name

4. Sworn to and subscribed before me this

BY: _____ day of _____, 20__

Authorized Officer or Agent Signature

Printed Name of Authorized Officer or Agent

Notary Public

Title of Authorized Officer or Agent of Contractor

(seal)

Note: See Gwinnett County Code of Ethics Ordinance EO2011, Sec. 54-33. The ordinance will be available to view in its' entirety at www.gwinnettcounty.com



**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).

**Gwinnett County, Georgia
BID BOND**

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____
(Corporation, Partnership or Individual)

hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

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

Gwinnett County Board of Commissioners
(Name of Obligee)

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

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

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

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

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

Gwinnett County, Georgia

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

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

ATTEST:

	(Principal)
(Principal Secretary)	
(SEAL)	By: _____
	(Address)

(Witness as to Principal)

(Address)

	(Surety)
ATTEST:	By: _____
	(Attorney-in-Fact)

Resident or Nonresident Agent	
(SEAL)	(Address)

(Witness as to Surety)

(Address)

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

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

BOND #

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____
(Corporation, Partnership or Individual)

hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

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

Gwinnett County Board of Commissioners
(Name of Obligee)

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

hereinafter called Obligee;

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

_____ Dollars

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

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

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

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

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

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

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

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

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

[Signatures Next Page]

WINNETT COUNTY, GEORGIA
ATTEST:

(Principal Secretary)

(SEAL)

(Witness as to Principal)

(Address)

ATTEST:

Resident or Nonresident Agent

(SEAL)

(Witness as to Surety)

(Address)

(Principal)

By: _____

(Address)

(Surety)

By: _____
(Attorney-in-Fact)

(Address)

BONDING AGENT CONTACT INFO

Print Name _____

Company Name _____

E-Mail _____

Phone _____

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

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

BOND #

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____
(Corporation, Partnership or Individual)

hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

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

Gwinnett County Board of Commissioners _____ (Name of Obligee)

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

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

_____ Dollars

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

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

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

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

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

(Signatures Next Page)

ATTEST:

(Principal Secretary)

(SEAL)

(Witness as to Principal)

(Address)

(Principal)

By: _____

(Address)

ATTEST:

Resident or Nonresident Agent

(SEAL)

(Witness as to Surety)

(Address)

(Surety)

By: _____
(Attorney-in-Fact)

(Address)

BONDING AGENT CONTACT INFO

Print Name _____

Company Name _____

E-Mail _____

Phone _____

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

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

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.

*****Gwinnett County requires that all Contracts between parties be entered into via the following documents. If any exceptions are taken to any part of this document, each must be stated in detail and submitted as part of your proposal/bid document. If no exceptions are noted, it is assumed that the party fully agrees to the contract in its entirety. Exceptions to the sample contract provided in this request for proposal will be considered in terms of responsiveness when making award.*****

"SAMPLE"

**ONE TIME
SERVICE PROVIDER CONTRACT**

This **CONTRACT** made and entered into this _____ day of _____, 20__ by and between Gwinnett County, Georgia (Party of the First Part, hereinafter called the "County"), and, _____(Party of the Second Part, hereinafter called the "Service Provider").

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

1. TERM:

This contract shall commence_____.

2. ATTACHMENTS:

This Contract shall consist of the Service Provider's bid/proposal and all Invitations to Bid/Proposals including all drawings, specifications, price lists, Instructions to Bidders, General Conditions, Special Provisions, Detailed Specifications, addenda, and change orders issued after execution of the Contract (hereinafter collectively referred to as the "Bid"), which are specifically incorporated herein by reference (Exhibit A). In the event of a conflict between the County's contract documents and the Service Provider's bid/proposal, the County's contract documents shall control.

3. PERFORMANCE:

Service Provider agrees to furnish all skill and labor of every description necessary to carry out and complete in good, firm and substantial, workmanlike manner, the work specified, in strict conformity with the Bid.

4. PRICE:

As full compensation for the performance of this Contract, the County shall pay the Service Provider for the actual quantity of work performed, which shall in no event exceed \$ _____. The fees for the work to be performed under this Contract shall be charged to the County in accordance with the rate schedule referenced in the Bid Proposal (Exhibit A). The County agrees to pay the Service Provider following receipt by the County of a detailed invoice, reflecting the actual work performed by the Service Provider.

5. INDEMNIFICATION AND HOLD HARMLESS:

Service Provider agrees to protect, defend, indemnify, and hold harmless the COUNTY, its commissioners, officers, agents and employees from and against any and all liability, damages, claims, suits, liens, and judgments, for whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons to the extent arising out of and attributed to the negligent acts, errors, or omissions of the Service Provider. Service Provider's obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove shall include any matter arising out of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

Service Provider further agrees to protect, defend, indemnify, and hold harmless the COUNTY, its commissioners, officers, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the Service Provider.

6. TERMINATION FOR CAUSE:

The County may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any of the County's rights or remedies provided by law.

7. TERMINATION FOR CONVENIENCE:

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

8. CONTRACT NOT TO DISCRIMINATE:

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability, which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice provider, providing that the foregoing provisions shall not apply to contracts or subservice providers for standard commercial supplies of raw materials.

9. ASSIGNMENT:

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the County in writing.

10. WAIVER:

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

11. SEVERABILITY:

The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

12. GOVERNING LAW:

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in Gwinnett County, Georgia.

13. MERGER CLAUSE:

The parties agree that the terms of this Contract include the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

[Signatures Next Page]

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

GWINNETT COUNTY, GEORGIA

By: _____

Nicole L. Hendrickson, Chairwoman
Gwinnett County Board of Commissioners

ATTEST:

Signature

Tina King, County Clerk
Board of Commissioners

APPROVED AS TO FORM:

Signature
Gwinnett County Staff Attorney

SERVICE PROVIDER: _____

BY: _____
Signature

Print Name

Title

ATTEST:

Signature

Print Name
Corporate Secretary
(Seal)

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

Buyer Initials: LG

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.

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 (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, 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 EO2011, Sec. 54-33. The ordinance will be available to view in its entirety at www.gwinnettcountry.com.

XXXIII. PENDING LITIGATION:

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

XXXIV. ELECTRONIC PAYMENT

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

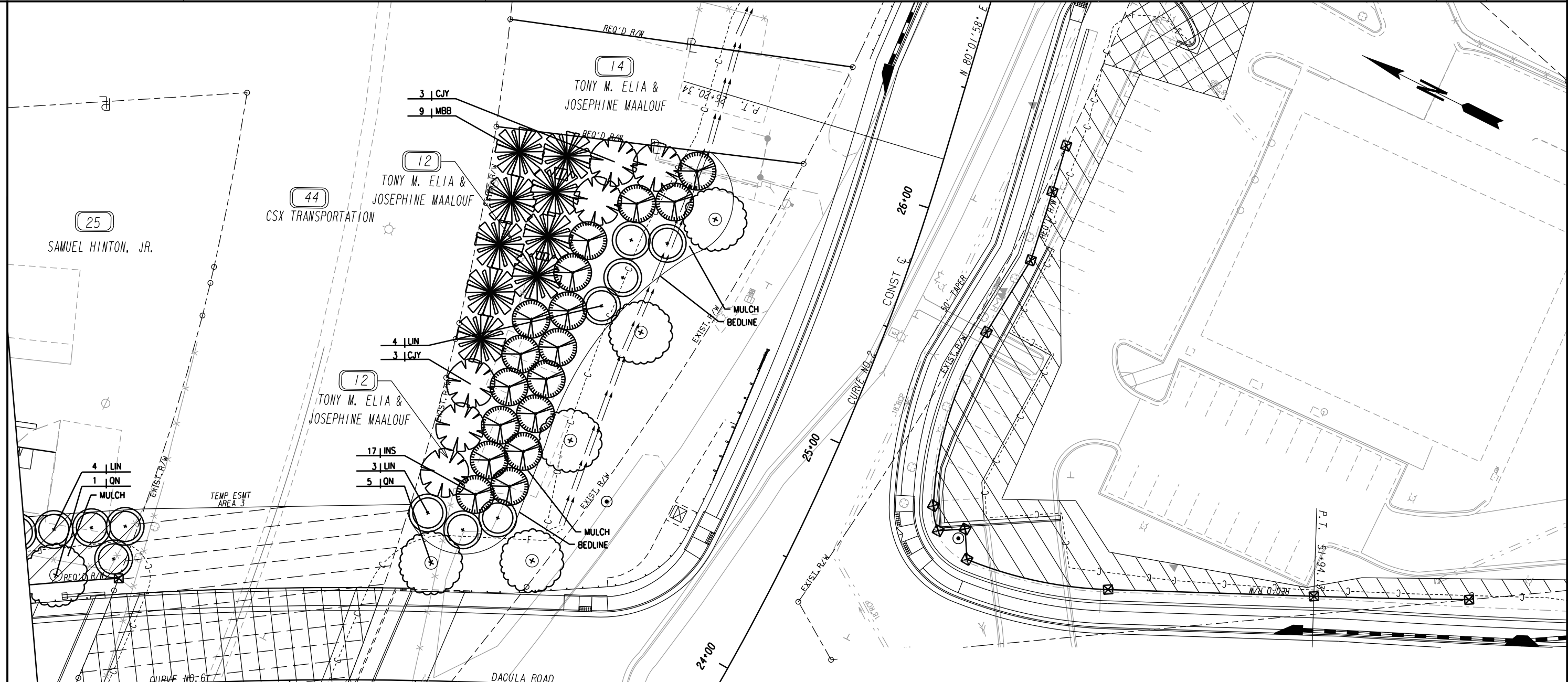
- A. A vendor may select ePayables payment process which allows acceptance of Gwinnett County's virtual credit card as payment for outstanding invoices. The authorized vendor representative must send an email to: vendorelectronicpayment@gwinnettcountry.com and indicate the desire to enroll in Gwinnett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

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

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

DIRECTIONS TO GJAC BUILDING FROM I-85

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



PLANT LEGEND

SYMBOL	KEY	SCIENTIFIC NAME	COMMON NAME
	CJY	CRYPTOMERIA JAPONICA 'YOSHINO'	YOSHINO JAPANESE CEDAR
	INS	ILEX X 'NELLIE R. STEVENS'	NELLIE STEVENS HOLLY
	LIN	LAGERSTROEMIA INDICA 'NATCHEZ'	NATCHEZ CRAPE MYRTLE
	MBB	MAGNOLIA G. BRACKEN'S BRN. BEAUTY	BRACKEN'S BRN. BEAUTY MAGNOLIA
	QN	QUERCUS NUTTALLII	NUTTALL OAK

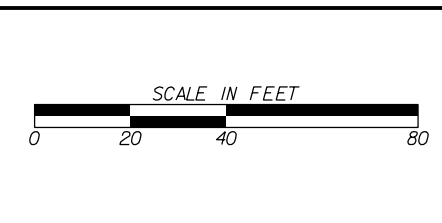
EASEMENT FOR CONSTR & MAINTENANCE OF SLOPES	
EASEMENT FOR CONSTR OF SLOPES & DEMOLITION	
EASEMENT FOR CONSTR & MAINTENANCE OF DRNG STRUCTURES	
EASEMENT FOR CONSTR OF DRIVES	
EASEMENT FOR CONSTR OF DETOUR	

BEGIN LIMIT OF ACCESS.....BLA	
END LIMIT OF ACCESS.....ELA	
LIMIT OF ACCESS	
REQ'D R/W & LIMIT OF ACCESS PROPERTY AND EXISTING R/W LINE	
REQUIRED R/W LINE	
CONSTRUCTION LIMITS	

ATKINS
Member of the SNC-Lavalin Group

Alkins North America, Inc.
1600 RiverEdge Parkway NW, Ste. 700
Atlanta, GA 30328
Tel: (770)933-0280

Certificate of Authorization #PEF000902
Expiration date 06/30/2022



REVISION DATES

GWINNETT COUNTY
DEPARTMENT OF TRANSPORTATION

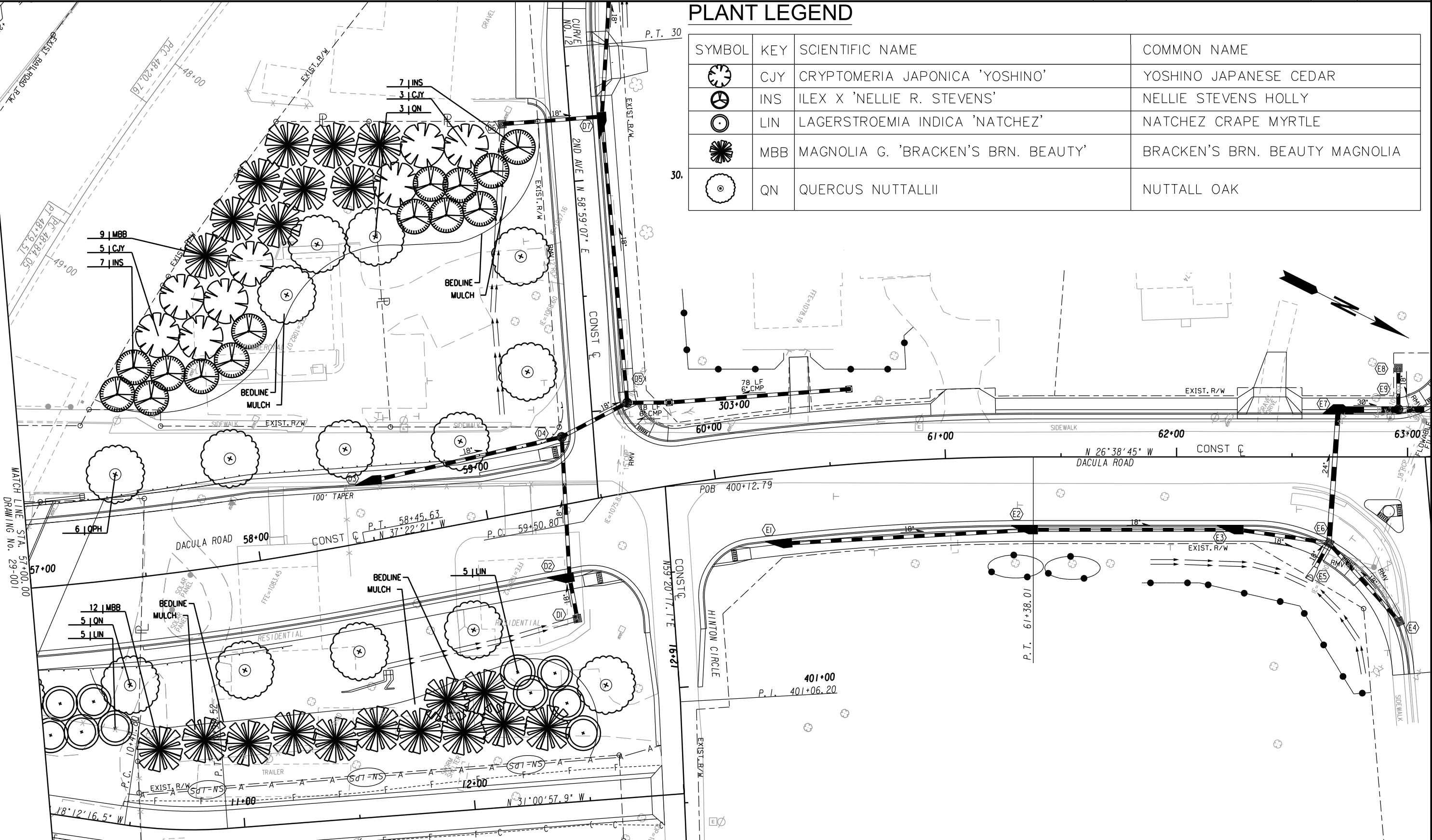
OFFICE: **LANDSCAPING PLANS**

DACULA ROAD AT SR 8/US 29

DRAWING No. **29-01**

PLANT LEGEND

SYMBOL	KEY	SCIENTIFIC NAME	COMMON NAME
	CJY	CRYPTOMERIA JAPONICA 'YOSHINO'	YOSHINO JAPANESE CEDAR
	INS	ILEX X 'NELLIE R. STEVENS'	NELLIE STEVENS HOLLY
	LIN	LAGERSTROEMIA INDICA 'NATCHEZ'	NATCHEZ CRAPE MYRTLE
	MBB	MAGNOLIA G. 'BRACKEN'S BRN. BEAUTY'	BRACKEN'S BRN. BEAUTY MAGNOLIA
	QN	QUERCUS NUTTALLII	NUTTALL OAK



EASEMENT FOR CONSTR & MAINTENANCE OF SLOPES	
EASEMENT FOR CONSTR OF SLOPES & DEMOLITION	
EASEMENT FOR CONSTR & MAINTENANCE OF DRNG STRUCTURES	
EASEMENT FOR CONSTR OF DRIVES	
EASEMENT FOR CONSTR OF DETOUR	

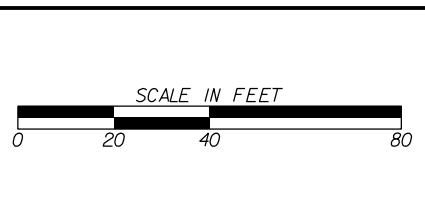
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END LIMIT OF ACCESS.....ELA	
LIMIT OF ACCESS	
REQ'D R/W & LIMIT OF ACCESS PROPERTY AND EXISTING R/W LINE	
REQUIRED R/W LINE	
CONSTRUCTION LIMITS	

ATKINS

Member of the SNC-Lavalin Group

Atkins North America, Inc.
1600 RiverEdge Parkway NW, Ste. 700
Atlanta, GA 30328
Tel: (770)933-4280

Certificate of Authorization #PEF000902
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REVISION DATES

GWINNETT COUNTY
DEPARTMENT OF TRANSPORTATION

OFFICE: **LANDSCAPING PLANS**

DACULA ROAD AT SR 8/US 29

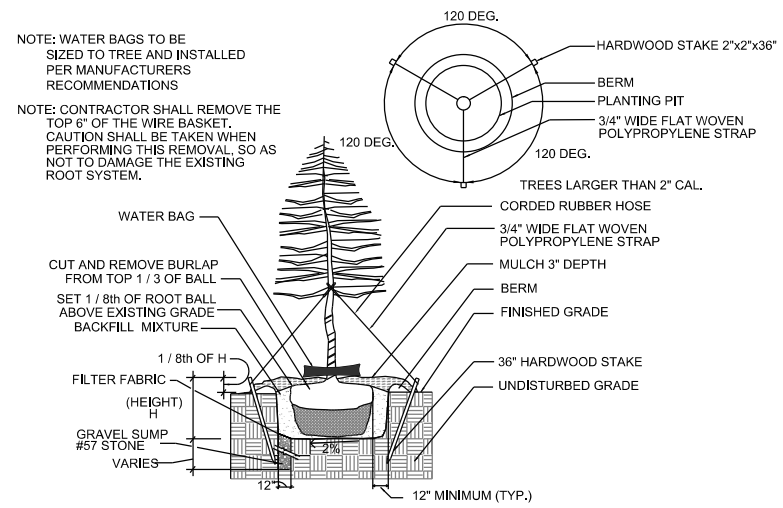
DRAWING No.
29-02

OVERALL PROJECT LANDSCAPE PLANT SCHEDULE

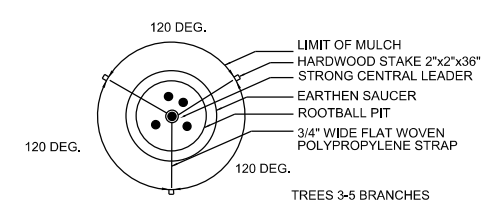
KEY	QUANTITY	SCIENTIFIC NAME	COMMON NAME	SIZE	COMMENT
CJY	14	CRYPTOMERIA JAPONICA 'YOSHINO'	YOSHINO JAPANESE CEDAR	10-12' HT	B.B., FULL TO GROUND
INS	31	ILEX X 'NELLIE R. STEVENS'	NELLIE STEVENS HOLLY	10-12' HT	B.B., FULL TO GROUND
LIN	21	LAGERSTROEMIA INDICA 'NATCHEZ'	NATCHEZ CRAPE MYRTLE	10-12' HT	B.B., FULL HEAD, STRAIGHT LEADER, 3 CANES MAX.
MBB	30	MAGNOLIA G. 'BRACKEN'S BROWN BEAUTY'	BRACKEN'S BROWN BEAUTY MAGNOLIA	10-12' HT	B.B., FULL TO GROUND
QN	20	QUERCUS NUTTALLII	NUTTALL OAK	3" CAL.	B.B., SINGLE-STEM
MULCH ± 3,400 SY. DARK BROWN DYED DOUBLE SHREDDED HARDWOOD MULCH					
TOPSOIL - PLANT MIXTURE = 6" IN PLANT BED AREAS					
FERTILIZER = RATE PER SOILS TEST RECOMMENDATIONS					

LANDSCAPE PLANTING NOTES:

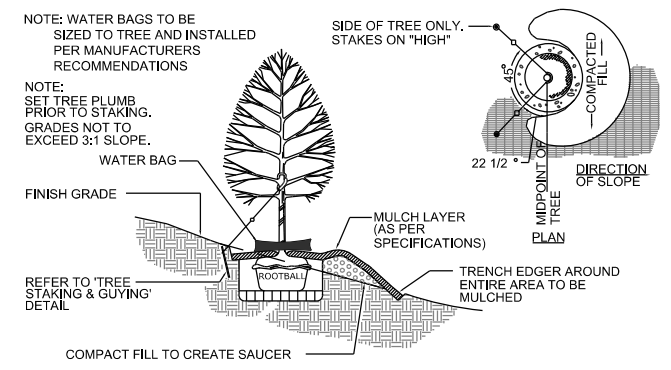
- ALL PLANTS MUST BE HEALTHY, VIGOROUS MATERIAL, FREE OF PESTS & DISEASES.
- ALL PLANTS MUST BE CONTAINER-GROWN OR BALLED & BURLAPPED (B&B) AS INDICATED IN THE PLANT LIST. BURLAP MATERIAL ON BALLED AND BURLAPPED PLANTS SHALL BE THE TYPE WHICH WILL DECAY WITHIN TWO YEARS (NO SYNTHETICS, PLASTIC, NYLON, TREATED OR OTHER NON NATURAL TYPES WILL BE ALLOWED). AFTER SETTING BALLED AND BURLAPPED PLANTS IN THE PLANTING PIT, ALL BINDER TWINE SHALL BE CUT AND THE BURLAP REMOVED FROM THE TOP 1/3 OF THE ROOTBALL.
- ALL TREES MUST BE STRAIGHT TRUNKED, FULL-HEADED & MEET ALL REQUIREMENTS SPECIFIED.
- ALL PLANTS ARE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT & THE OWNER BEFORE, DURING & AFTER INSTALLATION UNTIL THE DATE OF FINAL ACCEPTANCE.
- ALL TREES MUST BE GUYED OR STAKED AS SHOWN IN THE DETAILS.
- ALL PLANTS & PLANTING AREAS MUST BE COMPLETELY MULCHED AS PER SPECIFICATIONS.
- PRIOR TO CONSTRUCTION, THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES & SHALL AVOID DAMAGE TO ALL UTILITIES DURING THE COURSE OF THE WORK, THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY & ALL DAMAGE TO UTILITIES, STRUCTURES, SITE APPURTENANCES, ETC. WHICH OCCURS AS A RESULT OF THE LANDSCAPE CONSTRUCTION.
- THE QUANTITIES SHOWN IN THE PLANT SCHEDULE ARE SOLELY FOR THE INFORMATION OF THE CONTRACTOR. THE CONTRACTOR SHALL VERIFY THE QUANTITIES SHOWN IN THE PLANT SCHEDULE WITH THE QUANTITIES SHOWN ON THE PLANTING PLAN. ALL DIFFERENCES IN THE QUANTITIES SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT FOR CLARIFICATION. CONTRACTOR IS RESPONSIBLE TO INSTALL THE PLANT MATERIAL QUANTITIES THAT ARE SHOWN IN THE LANDSCAPE PLANS.
- THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL PLANTING (INCLUDING, BUT NOT LIMITED TO: WEEDING, WATERING, SPRAYING, MULCHING, FERTILIZING, ETC.) OF PLANTING AREAS & LAWNS UNTIL FINAL ACCEPTANCE OF THE PROJECT.
- THE LANDSCAPE CONTRACTOR SHALL COMPLETELY GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR BEGINNING FROM THE FINAL ACCEPTANCE DATE. FINAL ACCEPTANCE WILL BE GRANTED BY THE OWNER'S REPRESENTATIVE UPON COMPLETION OF THE ENTIRE PROJECT. THE CONTRACTOR SHALL PROMPTLY MAKE ALL REPLACEMENTS BEFORE, DURING, AND AT THE END OF THE GUARANTEE PERIOD AS DIRECTED BY THE OWNER'S REPRESENTATIVE.
- THE LANDSCAPE ARCHITECT OR OWNERS REPRESENTATIVE WILL APPROVE THE STAKED LOCATION OF ALL MATERIAL PRIOR TO INSTALLATION.
- AFTER BEING DUG AT THE NURSERY SOURCE, ALL TREES IN LEAF SHALL BE ACCLIMATED FOR TWO (2) WEEKS UNDER A MIST SYSTEM PRIOR TO INSTALLATION.
- ANY PLANT MATERIAL WHICH DIES, TURNS BROWN OR DEFLOLIATES (PRIOR TO FINAL ACCEPTANCE OF THE PROJECT AND DURING THE COURSE OF THE ONE YEAR GUARANTEE PERIOD) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUALITY AND SIZE AND MEETING ALL PLANT LIST SPECIFICATIONS.
- ALL PLANT MATERIAL SHALL CONFORM WITH THE LATEST EDITION OF "AMERICAN STANDARDS FOR NURSERY STOCK" BY THE AMERICAN NURSERY AND LANDSCAPE ASSOCIATION. ALL PLANT MATERIAL SHALL MEET OR EXCEED THE SPECIFICATIONS OF THE FEDERAL, STATE, AND COUNTY LAWS REQUIRING INSPECTION FOR DISEASE AND INSECT CONTROL. ONE PLANT OF EACH SPECIES SHALL BE PROVIDED FOR THE OWNER'S REVIEW WITH THE NAME AND SIZE OF THE PLANT IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR THE AMERICAN NURSERY & LANDSCAPE ASSOCIATION, INC. (ANLA). BOTANICAL NAMES SHALL TAKE PRECEDENCE OVER COMMON NAMES.
- THE CONTRACTOR SHALL REMOVE ALL DEAD WOOD, SUCKERS, AND ALL BROKEN OR DAMAGED BRANCHES IN ACCORDANCE WITH THE ANLA IN ORDER TO PRESERVE THE NATURAL CHARACTER OF THE TREE AND SHRUB.
- ALL PLANTING PITS SHALL BE FREE OF ROCKS, GRAVEL, AND OTHER DEBRIS. ALL PLANTING PITS SHALL BE PREPARED IN ACCORDANCE WITH THE PLANTING DETAILS.
- NO SUBSTITUTION OF PLANT SPECIES OR VARIETY SHALL BE MADE WITHOUT PRIOR WRITTEN PERMISSION FROM THE LANDSCAPE ARCHITECT OR OWNERS REPRESENTATIVE.
- ALL SHRUB, GROUNDCOVER, AND SEASONAL COLOR BED AREAS SHALL BE TOP DRESSED WITH A MINIMUM OF 3" OF COMPACTED PINE STRAW MULCH. THE MULCH SHALL BE FREE FROM MOLD, STICKS, CONES, WEEDS AND OTHER DEBRIS. COMPACTION OF THE MULCH SHALL OCCUR NATURALLY OVER A TWO WEEK PERIOD DURING WHICH AT LEAST ONE SIGNIFICANT RAINFALL HAS OCCURRED. ADDITIONAL MULCH SHALL BE PLACED IN ORDER TO MAINTAIN THE MINIMUM DEPTH UNTIL DATE OF FINAL ACCEPTANCE AND APPROVED BY OWNER.
- FERTILIZER APPLICATION AMOUNTS AND SOIL PREPARATION DESCRIBED IN THE PLANT SCHEDULE SHALL BE STRICTLY FOLLOWED.
- SPRAY TREES AND SHRUBS WITH ANTI-DESCCANT, PRIOR TO TRANSPORTING AND TRANSPLANTING IF FOLIAGE IS PRESENT. ALL PLANT MATERIAL MUST BE PROTECTED DURING SHIPMENT FROM WIND BY A TARPULIN.
- ALL PLANT MATERIALS SHALL BE PLANTED AS PER THE PLANTING DETAILS OR THE PLANTINGS NOTES.
- ALL EXISTING TURF AND VEGETATION SHALL BE STRIPPED AND REMOVED PRIOR TO THE INSTALLATION OF ANY TURF OR PLANT MATERIAL.
- BACKFILL MIXTURE FOR ALL AREAS SHALL CONTAIN 1/3 BY VOLUME OF AMENDMENT GRADE, FINELY GROUND AND FULLY COMPOSTED PINE OR HARDWOOD BARK. AMENDMENT SHALL BE MIXED THOROUGHLY WITH THE ENTIRE VOLUME OF GOOD SOIL REMOVED FROM THE PLANTING PIT. THIS MIXTURE SHALL BE USED TO BACKFILL AROUND THE ROOTBALL.
- ALL PLANT MATERIAL SHALL BE PROPERLY WATERED IMMEDIATELY AFTER PLANTING. WATER SHALL BE APPLIED AT A RATE THAT WILL COMPLETELY SATURATE THE ENTIRE ROOTBALL REGARDLESS OF WEATHER CONDITIONS. IF THE HEIGHT OF THE ROOTBALL IS 24", THEN THE PLANT SHALL BE WATERED TO A DEPTH OF 24".
- THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REJECT, AT ANY TIME UNTIL THE END OF THE GUARANTEE PERIOD, ANY AND/OR ALL PLANT MATERIAL THAT DOES NOT MEET THE SPECIFICATIONS AS SET FORTH HERE IN AND IN THE PLANT SCHEDULE.
- ALL DISTURBED AREAS SHALL BE SEEDED UNLESS INDICATED OTHERWISE ON THE PLANS. CONTRACTOR IS TO PROVIDE A VIGOROUS STAND OF TURF, FREE FROM DISEASE AND / OR WEEDS.
- ALL SLOPES THAT ARE GREATER THAN 3:1 SHALL BE STABILIZED WITH EROSION CONTROL FABRIC PRIOR TO PLANTING. EROSION CONTROL FABRIC SHALL BE OF THE TYPE THAT DECOMPOSES AFTER 18 MONTHS TO 2 YEARS.
- FINAL LOCATION OF ALL PLANT MATERIAL SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER'S REPRESENTATIVE. BEFORE INSTALLATION, THE CONTRACTOR IS TO NOTIFY THE OWNER'S REPRESENTATIVE FOR INSPECTION AFTER THE LAYOUT IS COMPLETE. FIELD VERIFY PLANT LOCATIONS WITH LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF ANY PLANT MATERIAL. ANY PLANT MATERIAL INSTALLED PRIOR TO THE OWNER'S REPRESENTATIVE'S APPROVAL WILL BE SUBJECT TO ADJUSTMENT/RELOCATION AT THE LANDSCAPE CONTRACTOR'S EXPENSE.
- CONTRACTOR TO PROVIDE WATER BAG IRRIGATION DEVICES. AT ALL TREES, INSTALL PER MANUFACTURER'S RECOMMENDATIONS. CONTRACTOR IS TO FILL WITH WATER FOR EACH TREE UNTIL THE END OF GUARANTEE PERIOD, BAGS TO BE REMOVED ONCE TREES HAVE BEEN ESTABLISHED.
- DO NOT SCALE FROM DRAWINGS.
- PLANT QUALITY: ALL PLANTS SHALL BE SOUND, FREE OF PLANT DISEASE OR PESTS AND SHALL HAVE A HEALTHY, NORMAL ROOT SYSTEM FREE OF GIRDLING ROOTS. TREES ARE TO BE PLANTED THE APPROPRIATE DEPTH, EXPOSING THE ROOT FLARE. THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REJECT AT ANY TIME, AN AND/OR ALL PLANT MATERIAL THAT DOES NOT MEET THE SPECIFICATIONS AS SET FORTH IN THE PLANTING SCHEDULE.



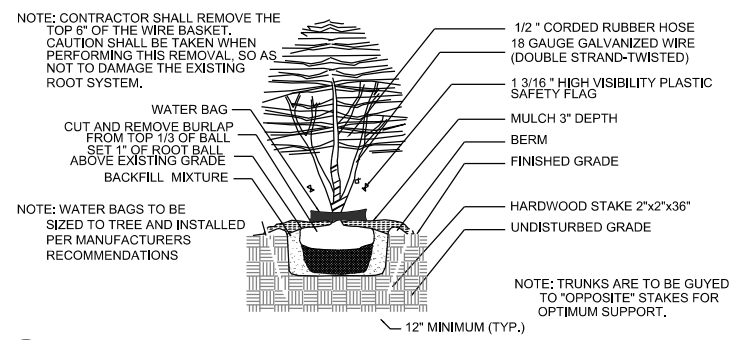
3 TREE PLANTING DETAIL
N.T.S.



4 MULTI-TRUNK TREE STAKING DETAIL (TYPICAL)
N.T.S.



1 TREE PLANTING ON SLOPES
N.T.S.



2 MULTI-TRUNK TREE WELL DETAIL (TYPICAL)
N.T.S.

ATKINS

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REVISION DATES

GWINNETT COUNTY
DEPARTMENT OF TRANSPORTATION

OFFICE:
LANDSCAPING PLANS

DACULA ROAD AT SR 8/US 29

DRAWING No.
29-03



**Reference Address for General Location
64 Dacula Road, Dacula Ga 30019**

**Estimated
Landscaping
Location**

**Estimated
Landscaping
Location**

**Estimated
Landscaping
Location**



GDOT Specifications

Please see information below from Section 702 to the GDOT Specifications. Full documents at the link below:

<https://www.dot.ga.gov/PartnerSmart/Business/Source/specs/2021StandardSpecifications.pdf>

Section 702 — Vine, Shrub, and Tree Planting

H. Spring Application of Fertilizer

1. Method and Rate of Application

Follow these requirements when applying fertilizer in the spring:

a. Trees

Apply a slow-release fertilizer according to soil test results. Assume 8-12-12 with a rate of 1 cup (0.25 L) per caliper inch of tree for bidding purposes.

2. Shrubs and vines

Fertilize shrubs according to soil test results with a slow release fertilizer by spreading fertilizer around the base of the plant and working it into the soil by hand. Assume 6-12-12 with a rate of 0.5 cup (0.12 L) per foot of shrub height for bidding purposes.

Bed Areas

Spread fertilizer on bed areas (defined by method of planting in Subsection 702.3.05.B), over the mulch according to soil test results. Assume 3 lbs./100ft² of 6-12-12 for bidding purposes. Thoroughly water in the plants.

3. Native Restoration or Stream Buffer Areas

The addition of fertilizer or lime is prohibited within the native restoration or stream buffer planting areas.

4. Tidal March Areas

The addition of fertilizer or lime is prohibited within marsh areas.

5. Time of Spring Fertilizer Application

Apply fertilizer in the spring in Zones 1 and 2 (with reference to the Planting Zones specified in Subsection 702.3.05.A) between April 1 and April 15. Apply between March 15 and April 1 for Zones 3 and 4. For late plantings, do not apply fertilizer less than 30 days after the plantings.

6. Additional Fertilizer

Approximately one month after the spring fertilizer is applied; the Engineer will inspect planted areas and determine if an additional application of fertilizer is needed for any plant or group of plants.

If the Engineer determines additional fertilizer is required, apply fertilizer according to soil test results between June 15 and July 15th.

Section 891—Fertilizers

891.1 General Description

This section includes the requirements for fertilizers. Comply and meet the fertilizer requirements of the Georgia Fertilizer Act of 1997 and the Georgia Soil Amendment Act of 1976 which regulates labeling, sampling and tonnage reporting. Purchase all fertilizers through a Georgia registered licensed distributor. All fertilizer is subject to a sampling inspection by the Georgia Department of Agriculture.

891.1.01 Related References

A. Standard Specifications

General Provisions 101 through 150
Section 163 – Miscellaneous Erosion Control Items
Section 700 - Grassing
Section 702 – Vine, Shrub, and Tree Planting
GSP 18

B. Referenced Documents

Georgia Fertilizer Act of 1997
Georgia Soil Amendment Act of 1976

891.2 Materials

891.2.01 Fertilizer

A. Requirements

1. Use commercial fertilizer as a single nutrient or mixed grade.
2. Apply fertilizer based on recommendations from a public or private Soil Laboratory that participates in a national proficiency testing program. Proof of testing is the responsibility of the Contractor. Provide a soil test report to the Engineer prior to application. Take soil test samples in accordance with GSP 18 Sampling, Testing and Inspection Specifications.
3. From this recommendation use single nutrient or mixed grade fertilizers containing the nutrients - nitrogen(N), phosphate (P₂O₅), and potash(K₂O) in amounts recommended by the soil test. Composted animal manure may be substituted for commercial fertilizer that meets the soil test recommendations. See web-based Fertilizer Calculators to assist in determining the correct analysis and amounts to be applied according to the soil test.
4. Clearly label the analysis on the fertilizer container.
5. Apply fertilizer as a dry or liquid material, using equipment specifically designed for mixing and agitating the fertilizer. Dry or liquid fertilizer may be applied by use of a hydroseeder.
6. Any fertilizer that becomes caked or otherwise damaged, making it unsuitable for use, shall be replaced at the Contractor's expense.

B. Fabrication

General Provisions 101 through 150.

C. Acceptance

The Department will accept fertilizer that meets the above requirements.