



July 20, 2023

**REQUEST FOR PROPOSAL
RP021-23**

The Gwinnett County Board of Commissioners is soliciting competitive sealed proposals from qualified service providers for **Provision of Safety, Health, and Loss Control Services on an Annual Contract** with four (4) one-year options to renew for the Departments of Financial Services.

Proposals must be returned in a sealed container marked on the outside with the Request for Proposal number and Company Name. Proposals will be received until **2:50 P.M. local time on August 21, 2023**, at the Gwinnett County Financial Services - Purchasing Division – 2nd Floor, 75 Langley Drive, Lawrenceville, Georgia 30046. Any proposal received after this date and time will not be accepted. Proposals will be publicly opened and only names of submitting firms will be read at 3:00 P.M. A list of firms submitting proposals will be available the following business day on our website www.gwinnettcounty.com.

A WebEx pre-proposal conference is scheduled for 10:00 A.M. local time on **August 7, 2023**. To access, dial 408-418-9388, and enter Access Code 23475287260##. All service providers are urged to attend.

Questions regarding proposals should be directed to Casey Beauston, Purchasing Associate II, at casey.beauston@gwinnettcounty.com or by calling 770-822-7995, no later than **3:00 P.M. local time on August 9, 2023**. Proposals are legal and binding upon the vendor when submitted. **One (1) unbound, single-sided copy marked "original", four (4) exact bound copies, and one (1) electronic copy (minus Cost Proposal) on a USB drive should be submitted.**

Successful service provider 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 proposal documents supersede any verbal or written prior communications between the parties.

Selection criteria are outlined in the request for proposal documents. Gwinnett County reserves the right to reject any or all proposals to waive technicalities, and to make an award deemed in its best interest.

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

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

Casey Beauston
Purchasing Associate II

The following pages should be returned:

- Service Provider Questionnaire, Pages 6-20**
- Service Provider Information, Page 21**
- Cost Proposal (separate sealed envelope), Page 22**
- References, Page 23**
- Code of Ethics, Page 26**
- Contractor Affidavit and Agreement, Page 27**

The Gwinnett County Board of Commissioners is interested in receiving Safety, Health, and Loss Control proposals for technical assistance in developing and conducting in-house training for approximately 5,000 employees, and general safety, health, and loss control consulting.

The relationship between the safety, health, and loss control representative(s) and Risk Manager is one of shared activities with the ultimate goal being the effective use of talents to achieve the most favorable results for the County.

The County feels that it is very important to develop a close relationship with the safety, health, and loss control the service provider(s). It is not required that representatives or companies provide a proposal on all sections of the Request for Proposal (RFP). The proposal will be broken down into two (2) sections. These sections are:

1. In-house safety, health, and loss control training
2. providing safety, health, and loss control general consulting

Each of these two (2) sections will be scored separately; each section may be awarded to a different service provider, or all sections may be awarded to one service provider. Gwinnett County will award this contract in its best interest.

If the top-rated service provider is unwilling to provide this service, the opportunity will be offered to another service provider in the order of ranking. The award shall be a one (1) year contract period beginning January 1, 2024, through December 31, 2024, with four (4) one-year options to renew.

Currently, Gwinnett County has one (1) safety officer. In the past, Gwinnett County had two (2) in-house safety officers on staff. These safety officers were responsible for conducting approximately 70 -100 safety classes, providing facility and crew inspections, investigating serious accidents, attending departmental safety committee meetings, writing safety, health, and loss control articles for the County Newsletter, and special projects.

I. Scope of Work

The work to be provided shall be on an "as needed" basis. Safety training classes will depend on the number of employees who sign up for classes. If the attendance is not adequate to provide a class, then the class will be cancelled or rescheduled. Gwinnett County has training material that will be provided to the awarded service provider(s) for training. However, the awarded service provider(s) will need to update this material as required. Gwinnett County will also issue the required certificates.

II. Proposal Format: Tab 1 and Tab 2

The proposal should follow the format listed below. If a service provider will not be submitting a proposal for a specific section, please indicate on the first sheet following the tab. NOTE: Service providers are not required to propose on both tabs. Proposals may be submitted for Tab 1 only, Tab 2 only, or both tabs.

A. Tab 1: In-house Safety, Health, and Loss Control Training

The County plans to conduct twelve (12) defensive driving classes throughout the year (one per month) using the selected service provider. These classes must conform to the National Safety curriculum and instructors need to be licensed by the National Safety Council to conduct these classes. This class conforms to the six-hour class requirement. The County plans to conduct another eight (8) days of classes. The classes and days are listed on the attached 2024 Safety Class Schedule. The dates and times have already been scheduled. Because of the demand for space, these dates and times cannot be changed. It is possible that a class will be added, cancelled, or the space moved. This information will be provided in a timely manner. Gwinnett County books classes seven (7) days in advance. If a class is booked by the County, the class will move forward. If the County feels there is insufficient participation in a given class, that class will be cancelled, and the instructor and class participants notified.

Some of the classes the County teaches (see Tab 1 list of classes) have been approved by the State for Water and Wastewater Plant Operators and Lab Analysts licenses continuing education. The County desires to continue having the courses and instructor approved by the State so employees can continue acquiring CE credits. The County estimates approximately 140 hours of service provider-taught classes in 2024, with similar numbers being taught in each of the successive renewal years. These classes are taught at the Gwinnett County Justice and Administration Center, Corrections, Environmental Health Center, and Department of Water Resources facilities. (See Tab 1 for a list of classes including our Defensive Driving class.)

Proposing service providers should include the following in their submission:

- Personnel qualifications
- An explanation of their approach, and understanding of the scope of work
- References
 - NOTE: References may be used for other sections if the work pertains to that specific section.

B. Tab 2: Providing Safety, Health, and Loss Control General Consulting (including Safety Inspections)

The County requires assistance in various areas of health, safety, and loss control that may arise. The Risk Manager needs to be able to contact the service provider and discuss possible solutions to various problems or situations. The County anticipates approximately 30 - 40 hours that the Risk Manager will need in 2024.

A portion of this Safety Consulting work may include performing facility inspections. Facility inspections are normally handled by the Gwinnett County Safety Officer. The County plans to have their five (5) major facilities inspected every year. These facilities are:

- Lanier Filter Plant
- Shoal Creek Filter Plant
- Yellow River Water Reclamation Facility
- Crooked Creek Water Reclamation Facility
- F. Wayne Hill Water Resources Center

On average, these inspections take about four (4) hours to complete.

Other facilities will be rotated and inspected every two (2) to five (5) years; these facilities could include but are not limited to parks and senior centers, fire stations, police precincts, detention center, offices, community centers, airport, animal shelters, and fleet maintenance. The County has various crews throughout the County doing repairs and maintenance. The Department of Water Resources has crews out making repairs and maintenance on water, sewer, and stormwater pipes. The Department of Transportation has crews maintaining traffic control devices, repairing roads, and maintaining road easements. The Department of Corrections has inmate crews out cutting grass in parks and other facilities, picking up trash along roads, etc. The County anticipates about 15 - 20 inspections of this type. These inspections should take no more than one (1) to two (2) hours on average.

- Personnel qualifications
- An explanation of their approach, and understanding of the scope of work
- References
 - NOTE: References may be used for other sections if the work pertains to that specific section.

III. General Requirements

The full cost for proposal preparation is to be borne by the proposing service provider. Proposals must be signed in ink by a service provider official who has authorization to commit company resources. The service provider is responsible for delivery of the proposal on or before the stated date and time on Page 1 of this solicitation.

Proposal shall be submitted in a sealed envelope/package addressed to Gwinnett County Financial Services - Purchasing Division – 2nd Floor, 75 Langley Drive, Lawrenceville, Georgia 30046, and should be identified with proposal number, date of opening, and service provider name on the outside of the package. One (1) unbound original (secured with binder clip or rubber band) and four (4) exact, bound copies of the Technical Proposal should be submitted. One (1) original and four (4) copies of the Cost Proposal should be submitted. All copies of the Technical & Cost Proposals must be identical. The Technical Proposal and Cost Proposal should be enclosed in a sealed package. Within the sealed package, the **Cost Proposal must be enclosed in another separate sealed envelope** and marked "COST PROPOSAL." All proposals and supporting materials as well as correspondence relating to this RFP become the property of Gwinnett County when received. Any proprietary information contained in the proposal should be indicated as such; however, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

Gwinnett County requests that written questions pertaining to the proposal be submitted to the contact person, listed below, at least two (2) business days prior to the Pre-Proposal Conference. Verbal questions will also be discussed at this conference. If changes to the RFP are required, they will be contained in an addendum. There is no intention to write and issue minutes of the Pre-Proposal Conference; however, all addenda will be posted on the Gwinnett County website, www.gwinnettcounty.com. If service providers require additional information concerning the proposal or the procurement process, please make such inquiries to Casey Beauston, Purchase Associate II, at (770) 822-7995 or casey.beauston@gwinnettcounty.com.

Individuals, firms, and businesses seeking an award of a Gwinnett County contract may not initiate or continue any verbal or written communications regarding a solicitation with any County officer, elected official, employee, or other County representative without permission of the Purchasing Associate named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm, or business may be disqualified from consideration for award.

The awarded service provider(s) will be required, within ten (10) days of the Notice to Award, to provide the following:

- Certificate of Insurance as specified in the proposal documents
- Two (2) original, properly executed contract documents

Failure to provide the above documents within ten (10) days may be just cause for the annulment of the award. At the discretion of the County, the award may then be made to the next highest-scoring responsible proposer.

The County asks that proposers include any exceptions to contract, terms and conditions, or proposal requirements in their submittal.

The awarded service provider(s) shall provide coverage for the entire term of the contract as per the attached insurance requirements.

IV. Criteria

Each of these two (2) sections (Tab 1 and Tab 2) will be scored separately based on the criteria stated below. The County will assemble an Evaluation Team to conduct the scoring.

Selection of Service Provider(s)

Criteria		Points
1	Personnel Qualifications: Provide qualifications and experience of personnel to conduct training, inspections, attend safety meeting, write safety articles and provide periodic consulting services.	30
2	Approach and understanding of scope of work: Clearly state your understanding of the work to be performed, including your company’s approach for implementation, and documenting a plan of action to include staffing.	10
3	References: Provide three (3) references where the requested types of services have been completed.	10
4	Cost (submitted in a separate sealed envelope)	50
Sub-Total		100
Optional Interview		10
Total (with Interview)		110

Step 1: The Evaluation Team will evaluate criteria as described above, and score and rank the proposals. After this scoring, the Evaluation Team may shortlist any number of the highest-ranking proposers, and they may advance to Step 2.

Step 2: The Evaluation Team will open only the Cost Proposals of the firms that have advanced to Step 2; the Cost Proposals will then be and scored and ranked. The results will then be combined with the Step 1 scores of the proposers who advanced to Step 2. After this scoring, a number of the highest-ranking proposers may advance to Step 3 of the evaluation process and be invited to interview and/or provide a presentation. The number of proposers who advance to the Step 3 will be at the discretion of the Evaluation Team. The Evaluation Team may choose to make an award without conducting any interviews and/or presentations.

Step 3: At the discretion of the Evaluation Team, interviews and/or presentations may be conducted. If the County exercises this option, a maximum of ten (10) additional points may be assigned.

The Evaluation Team may request clarification or additional information during the evaluation process. All costs related to proposal submittal and interview (if required) will be borne by the Service Provider. Gwinnett County reserves the right to negotiate optional scope of work items and fees with the highest-ranking Service Provider. If a satisfactory Contract cannot be negotiated with the highest-ranked proposer, negotiations shall then be undertaken with the second-ranked proposer, and so on until a satisfactory agreement is reached.

SERVICE PROVIDER QUESTIONNAIRE – TAB 1

Tab 1: In-house Safety, Health, and Loss Control Training

Service providers should complete this questionnaire based on the activities of **their local office** unless the instructions provide otherwise. If expertise from other offices will be available and/or necessary in servicing the County’s requirement, please specify these services, the offices, and personnel to be involved. Do not include the services of any insurance companies unless the service provider owns the company or has an exclusive contract with the company. Service providers should include a copy of their annual report when returning this questionnaire, and any other material describing their services and organizations that they believe may be appropriate.

Date: _____

1. Name of Service Provider: _____

Address and location of all offices (use separate sheet if necessary):

Telephone number of local office: _____

Fax number of local office: _____

Date Service Provider was established: _____

2. Provide the names of personnel that will be providing services; number of years they have been with the service provider; and years as a Health, Safety, and Loss Control Representative/Engineer (use separate sheet if necessary).

If selected, what type of guarantee can you give the Gwinnett County Board of Commissioners, excluding termination, promotion, or transfer that the personnel assigned to our account will continue to service our account?

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 1

Should a personnel member working or assigned to the County’s account resigns, is terminated, or is unable to work, describe how the member would be replaced and what assurances the County would have of them being properly licensed for our account.

3. How many employees are in the local office? _____

a. Number designated: CSP _____ CIH _____ Other _____

4. State insurance carried to protect the your company and clients, as follows:

	<u>Limit</u>	<u>Insurer</u>
a. Professional Liability/Errors & Omissions	_____	_____
General Liability	_____	_____
Auto Liability [If vehicle(s) is/are in service provider’s name]	_____	_____
Workers’ Compensation	_____	_____

b. Will you submit Certificate of Insurance if requested?

Yes _____ No _____

c. Will you add the Gwinnett County Board of Commissioners as additional insured to the general liability policy?

Yes _____ No _____

5. Certification

a. Are all the employees who could teach the National Safety Defensive Driving Course certified or licensed with the National Safety Council to teach this course? If not, please explain.

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 1

- b. Are you certified by the State to teach safety classes (see attached list) that are approved by the State for Water and Wastewater Plant Operators and Lab Analysts continuing education license requirements? If not, please explain, and state whether you can obtain the State’s approval.

- 6. Do you comply with the requirements of the Equal Employment Opportunity Act, as amended?

Yes _____ No _____

- a. Can your staff provide training services in risk and loss control as outlined and on the days and times specified?

Yes _____ No _____

Describe: _____

- b. Please indicate if you have staff capable of training any of these classes:

	Yes	No
National Safety Council Defensive Driving:	_____	_____
Back Injury Prevention:	_____	_____
Eye Injury Prevention:	_____	_____
Bloodborne Pathogens:	_____	_____
Hearing Conservation:	_____	_____
Hand/Power Tool Class:	_____	_____
Logout/Tagout:	_____	_____
Fall Protection:	_____	_____
Work Place Violence:	_____	_____
Trench Safety:	_____	_____
Confined Space Safety:	_____	_____
Arc Flash Safety:	_____	_____
Compressed Gas Safety:	_____	_____
Respirator Training:	_____	_____
Right to Know/Haz Comm:	_____	_____
Office Safety & Ergonomics:	_____	_____

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 1

10. The County would pay the yearly fees out of the appropriate year’s Risk Management Budget. This budget is not approved by the Board of Commissioners until the first Tuesday meeting in January. Once the budget is approved, the County will be able to pay for any services. Are you willing to bill the County on a monthly basis and receive payment either at the end of the month or the next month?

Yes____No____

11. References: Please list by name, location, approximate annual premium (if not confidential), and services rendered to your three (3) largest governmental accounts which are similar to Gwinnett County in size and scope of operations. Also, please give the name, phone number, and email address of each reference. Proposers may use a separate sheet if necessary. Please ensure all contact information is correct before listing.

1. _____

2. _____

3. _____

12. Please review the sample contract attached in this proposal and indicate if your firm is willing to accept. If this contract is not acceptable, list the changes you would propose.

13. If your firm is selected and awarded a line of coverage or several lines of coverage, can you “guarantee” the County renewal pricing by **October 20th** of each year?

Yes____No____

COMPANY NAME_____

SERVICE PROVIDER QUESTIONNAIRE – TAB 1

Tab 1 - In-house Safety, Health, and Loss Control Training Information

SAFETY CLASSES & DESCRIPTIONS
<p>Safety Awareness/Accident Investigation (2.0 hr)</p> <p>Provides attendees with consistent, structured approach for identifying the causes of injuries and damage. Identifies Hazard Controls that management possesses and ways in which those controls can be faulty. Reviews common deficiencies in past investigation reports, provides role-playing in accident investigation. Points out factors that are often neglected in reports on routine accidents. Identifies statements that are of no value when used to correct unsafe acts/conditions.</p>
<p>Back Injury Preventions (2.0 hr)</p> <p>Provides an understanding of the primary causes of back injury and the way the back is most frequently damaged. Stresses and informs about correct lifting/sitting technique as well as providing exercises which can promote the health and comfort of your back. Discusses Ergonomics, what it is and why it's important to your back. Reviews back belt usage.</p>
<p>Bloodborne Pathogens (1.0 hr)</p> <p>Class provides basic information on the ways that bloodborne pathogens (specifically AIDS and Hepatitis B, Hepatitis C) are transmitted, the risk factors for various types of occupations, and the ways in which the risk of disease transmission can be minimized. Class also covers current laws on various issues related to these diseases.</p>
<p>Confined Space Safety (3.0 hr)</p> <p>Course educates participants on how to identify, monitor and control confined space environments so that work can be conducted safely. Provides information on the hazards that can be encountered in confined space environments Review of OSHA Confined Space Standard.</p>
<p>Compressed Gas Safety (2.0 hr)</p> <p>Course provides information on some of the hazards of commonly used compressed industrial gases and the care and handling of compressed gas cylinders. Gases discussed include chlorine, oxygen, acetylene, propane and helium.</p>
<p>Defensive Driving (6.0 hr)</p> <p>Reminds participants of good driving habits. Provides drivers with ways to reduce their chances of being involved in auto accidents by implementing certain driving strategies and techniques. Certificate, which may affect auto insurance rates, is awarded for successful participation and is normally good for two years (some insurance may allow a three-year period, please check with your insurer).</p>
<p>Eye Safety (1.0 hr)</p> <p>Emphasizes the sense of sight and demonstrates the actual difficulties encountered with its loss. Evaluates specific eyewear for particular tasks and the incorrect use of some eyewear. First Aid for eye injuries is covered.</p>
<p>Equipment Lockout/Tagout Procedure (2.0 hr)</p> <p>Covers OSHA's Lockout/Tagout Standard. Provides information on perhaps the single most important and effective means of preventing electrical and mechanical injuries on the job. Applies to both industrial and office settings.</p>
<p>Gator ATV Utility Vehicle Safety (1.5 hr)</p> <p>Class covers the primary functions and proper operation of the 4-wheel and 6-wheel Gator Utility Vehicle and covers payload capacities, proper load distribution, maneuvering on hills and maintenance schedules.</p>

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 1

<p>Emergency Plan (2.5 hr)</p> <p>Provides an overview of the basic factors composing our Emergency Plans for buildings. Covers such matters as alarm responses, duties of Monitors and Guides during alarms, locations of evacuation assembly points and tornado shelters, chemical releases, bomb threats, and other issues.</p>
<p>Hand and Power Tool Safety (2.0 hr)</p> <p>Describes classic hand related injuries and practical techniques for avoiding hand injuries. Covers good tips for tool selection and care of tools. Power tools, powder tools, jacks and striking tools are covered. Deals with the specifics of protective equipment selection.</p>
<p>Right to Know/Hazard Communication (3.0 hr)</p> <p>Class covers the primary factors of the OSHA Hazard Communication Standard which stipulates that employees have the right-to-know, and employers have the obligation to train and inform, about any harmful effects, which may result from the chemicals they are exposed to in the workplace. Use of the SDS (Safety Data Sheets for specific chemicals) is emphasized as a basic source of information on possible health hazards and as a guide to personnel protective equipment and fire/emergency response. Other issues such as required container labeling are addressed.</p>
<p>Hearing Conservation (2.0 hr)</p> <p>Describes the various factors that may cause hearing loss. Explains how the ear functions and may malfunction. Explains how sound is measured, how it affects hearing, and how noise related deafness can be prevented.</p>
<p>Sun/Heat Stress (1.0 hr)</p> <p>Description of the basis, symptoms, and prevention of heat related illness. Discussion of physical problems that may be confused with heat stress. Reviews the many factors that must be taken into account related to health issues due to heat. The basic principles of heat stress prevention are emphasized.</p>
<p>Office Safety and Ergonomics (2.0 hr)</p> <p>Goes beyond discussion of common office accidents such as slips, trips, falls and paper cuts. Promotes understanding of lock out procedure, types and use of fire extinguishers, on-premise traffic problems, hazards encountered with office equipment, materials and furniture and an overview of the risk management process. Second half of class discusses workstation set up to reduce injuries (ergonomics).</p>
<p>Poisonous Plants (1.0 - 2.0 hr)</p> <p>Provides ways of identifying the three most common poisonous plants in our area, their habitats, how contamination occurs and a means of prevention. Points out plants which may be mistakenly confused with poisonous plants. Weather permitting, several of these plants will be observed during a brief tour of their natural environment.</p>
<p>Respirator Training (2.5 hr)</p> <p>Provides an overview of the OSHA respirator standard. When respirators should be worn, what is required prior to use, discusses respirator selection and what is required post use. Supervisors are strongly encouraged to attend this class. Employees that have met all prerequisites for respirator use may come to this class for fit testing.</p>
<p>Trenching and Shoring Safety (3.0 hr)</p> <p>Provides insight into the natural and man-made hazards created by excavation work in general and trenching in particular. Describes soil characteristics and gives information on local soils. Reviews OSHA Final Rule on Excavation and discusses the trench injury and death cases as reported in local newspapers. Strongly emphasizes the action level on trench depth and the only three approved options for protecting workers in trenches.</p>

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 1

<p>Safety Awareness (1.0 hr)</p> <p>Educates attendees on basic safety concepts. Root causes and solutions examined. Accident costs and effects examined. Class reviews Job Hazard Analysis process. Participants team up to compete in communication and safety hazard awareness contests.</p>
<p>Workplace Violence Prevention (2.5 hr)</p> <p>Class content identifies some perceptual causes of anger. Other issues discussed include physical and mental techniques one can personally use to help maintain self-control as well as techniques that may help to diffuse or redirect anger in others. Principals of organizational violence and threat handling are discussed.</p>
<p>Fall Protection (2.0 hr)</p>
<p>Safety Leadership (7.0 hr)</p>

State of Georgia Classes Currently Approved for Recertification Points	
<u>Class</u>	<u>Points</u>
Hand Safety	2
CPR/1st Aid	4
Bloodborne Pathogens	2
Back Safety	2
Eye Safety	2
Excavation Safety	2
Confined Space Safety	4
Lockout/Tagout	1
OSHA Hazard Communication Standard	4
Aqueducts	2
Treatment Plant Operations	2
Development of City Water	2
Sewers	2
Incident Command Systems 700	2
Incident Command Systems 100	2
High Risk Electrical Safety	1
Flagging Certification	2
OSHA 10 hour Safety	6

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 1

SAFETY CLASSES TAUGHT BY OUTSIDE SERVICE PROVIDER

Date	Day of Week	Time(s)	Class Name	Outside Instructor Day Count	Estimated Outside Instructor hours
1/9/2024	Tuesday	0830-1630	Defensive Driving	1	8
2/15/2024	Thursday	0830-1630	Defensive Driving	2	8
2/22/2024	Thursday	0830-1030	Lockout Tagout	3	2
2/22/2024	Thursday	1030-1230	Fall Protection	3	2
3/5/2024	Tuesday	0830-1630	Defensive Driving	4	8
3/12/2024	Tuesday	0830-1130	Safety Awareness/Accident Investigation	5	3
3/12/2024	Tuesday	1300-1530	Workplace Violence	5	2.5
4/11/2024	Thursday	0830-1030	Hand Power Tool	6	2
4/11/2024	Thursday	1030-1130	Sun Heat	6	2
4/18/2024	Thursday	0830-1630	Defensive Driving	7	8
5/23/2024	Thursday	0830-1630	Defensive Driving	8	8
6/13/2024	Thursday	0830-1030	Lockout Tagout	9	3
6/13/2024	Thursday	1030-1230	Fall Protection	9	2
6/20/2024	Thursday	0830-1630	Defensive Driving	10	8
7/11/2024	Thursday	0830-1630	Defensive Driving	11	8
8/8/2024	Thursday	0830-1200	Trench Safety	12	3.5
8/8/2024	Thursday	1300-1600	Confined Space	12	3
8/13/2024	Tuesday	0830-1630	Defensive Driving	13	8
9/12/2024	Thursday	0830-1630	Defensive Driving	14	8
9/19/2024	Thursday	0830-1030	Hand Power Tool	15	2
9/19/2024	Thursday	1030-1230	Hearing Conservation	15	2
9/26/2024	Thursday	0830-1630	Defensive Driving	16	8
10/3/2024	Thursday	0830-1630	Defensive Driving	17	8
10/17/2024	Thursday	0830-1130	Safety Awareness/Accident Investigation	18	3
10/17/2024	Thursday	1300-1530	Workplace Violence	18	2.5
10/31/2024	Thursday	0830-1630	Defensive Driving	19	8
12/3/2024	Tuesday	0830-1630	Defensive Driving	20	8

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 1

2024 SAFETY CLASS SCHEDULE

Date	Day of Week	Time(s)	Class Name	Outside Instructor Day Count
1/9/2024	Tuesday	0830-1630	Defensive Driving	1
1/11/2024	Thursday	0830-1200 & 1300-1630	CPR	County instructor
1/12/2024	Friday	0830-1630	Defensive Driving	County instructor
1/23/2024	Tuesday	0830-1630	Defensive Driving	County instructor
2/8/2024	Thursday	0830-1630	Defensive Driving	County instructor
2/15/2024	Thursday	0830-1630	Defensive Driving	2
2/21/2024	Wednesday	0830-1630	Defensive Driving	County instructor
2/22/2024	Thursday	0830-1030	Lockout Tagout	3
2/22/2024	Thursday	1030-1230	Fall Protection	3
2/22/2024	Thursday	1400-1530	Ladder Safety	County instructor
3/5/2024	Tuesday	0830-1630	Defensive Driving	4
3/7/2024	Thursday	0830-1200 & 1300-1630	CPR	County instructor
3/12/2024	Tuesday	0830-1130	Safety Awareness/Accident Investigation	5
3/12/2024	Tuesday	1300-1530	Workplace Violence	5
3/14/2024	Thursday	0830-1630	Defensive Driving	County instructor
3/22/2024	Friday	0830-1630	Defensive Driving	County instructor
4/4/2024	Thursday	0830-1630	Defensive Driving	County instructor
4/10/2024	Wednesday	0830-1630	Defensive Driving	County instructor
4/11/2024	Thursday	0830-1030	Hand Power Tool	6
4/11/2024	Thursday	1030-1130	Sun Heat	6
4/11/2024	Thursday	1300-1500	Hearing Conservation	County instructor
4/18/2024	Thursday	0830-1630	Defensive Driving	7
5/9/2024	Thursday	0830-1200 & 1300-1630	CPR	County instructor
5/16/2024	Thursday	0830-1630	Defensive Driving	County instructor
5/17/2024	Friday	0830-1130	Right to Know/Hazard Communication	County instructor
5/17/2024	Friday	1300-1400	Office Safety	County instructor
5/17/2024	Friday	1430-1600	Ergonomics	County instructor
5/22/2024	Wednesday	0830-1630	Defensive Driving	County instructor
5/23/2024	Thursday	0830-1630	Defensive Driving	8
6/4/2024	Tuesday	0830-1130	Safety Awareness/Accident Investigation	County instructor
6/4/2024	Tuesday	1230-1430	Office Safety & Ergonomics	County instructor
6/4/2024	Tuesday	1430-1630	Compressed Gas	County instructor
6/6/2024	Thursday	0830-1630	Defensive Driving	County instructor
6/13/2024	Thursday	0830-1030	Lockout Tagout	9
6/13/2024	Thursday	1030-1230	Fall Protection	9
6/13/2024	Thursday	1400-1530	Ladder Safety	County instructor

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 1

6/19/2024	Wednesday	0830-1630	Defensive Driving	County instructor
6/20/2024	Thursday	0830-1630	Defensive Driving	10
6/27/2024	Thursday	0830-1630	Defensive Driving	County instructor
7/11/2024	Thursday	0830-1630	Defensive Driving	11
7/12/2024	Friday	0830-1630	Defensive Driving	County instructor
7/16/2024	Tuesday	0830-1030	Back Injury Prevention	County instructor
7/16/2024	Tuesday	1030-1130	Eye Injury Prevention	County instructor
7/16/2024	Tuesday	1130-1230	Bloodborne Pathogens	County instructor
7/16/2024	Tuesday	1330 - 1530	Hearing Conservation	County instructor
7/17/2024	Wednesday	0830-1630	Defensive Driving	County instructor
7/17/2024	Wednesday	1300 - 1600	Advanced Incident Investigation	County instructor
8/8/2024	Thursday	0830-1200	Trench Safety	12
8/8/2024	Thursday	1300-1600	Confined Space	12
8/13/2024	Tuesday	0830-1630	Defensive Driving	13
8/22/2024	Thursday	0830-1630	Defensive Driving	County instructor
8/23/2024	Friday	0830-1630	Defensive Driving	County instructor
9/10/2024	Tuesday	0830-1630	Defensive Driving	County instructor
9/12/2024	Thursday	0830-1630	Defensive Driving	14
9/17/2024	Tuesday	0830-1200 & 1300-1630	CPR	County instructor
9/18/2024	Wednesday	0830-1630	Defensive Driving	County instructor
9/19/2024	Thursday	0830-1030	Hand Power Tool	15
9/19/2024	Thursday	1030-1230	Hearing Conservation	15
9/26/2024	Thursday	0830-1630	Defensive Driving	16
10/3/2024	Thursday	0830-1630	Defensive Driving	17
10/11/2024	Friday	0830-1630	Defensive Driving	County instructor
10/15/2024	Tuesday	0830-1200 & 1300-1630	CPR	County instructor
10/17/2024	Thursday	0830-1130	Safety Awareness/Accident Investigation	18
10/17/2024	Thursday	1300-1530	Workplace Violence	18
10/22/2024	Tuesday	0830-1630	Defensive Driving	County instructor
10/31/2024	Thursday	0830-1630	Defensive Driving	19
11/6/2024	Wednesday	0830-1630	Defensive Driving	County instructor
11/12/2024	Tuesday	0830-1200 & 1300-1630	CPR	County instructor
11/13/2024	Wednesday	0830-1130	Right to Know/Hazard Communication	County instructor
11/13/2024	Wednesday	1300-1400	Office Safety	County instructor
11/13/2024	Wednesday	1430-1600	Ergonomics	County instructor
11/14/2024	Thursday	0830-1630	Defensive Driving	County instructor
12/3/2024	Tuesday	0830-1630	Defensive Driving	20
12/5/2024	Thursday	0830-1200 & 1300-1630	CPR	County instructor
12/6/2024	Friday	0830-1630	Defensive Driving	County instructor
12/12/2024	Thursday	0830-1630	Defensive Driving	County instructor

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 2

Tab 2: Providing Safety, Health, and Loss Control General Consulting (including Safety Inspections)

Service providers should complete this questionnaire based on the activities of **their local office** unless the instructions provide otherwise. If expertise from other offices will be available and/or necessary in servicing the County’s requirement, please specify these services, the offices, and personnel to be involved. Do not include the services of any insurance companies unless the service provider owns the company or has an exclusive contract with the company. Service providers should include a copy of their annual report when returning this questionnaire, and any other material describing their services and organizations that they believe may be appropriate.

Date: _____

1. Name of Service Provider: _____

Address and location of all offices (use separate sheet if necessary):

Telephone number of local office: _____

Fax number of local office: _____

Date Service Provider was established: _____

2. Provide the names of personnel that will be providing services; number of years they have been with the service provider; and years as a Health, Safety, and Loss Control Representative/Engineer (use separate sheet if necessary).

If selected, what type of guarantee can you give the Gwinnett County Board of Commissioners, excluding termination, promotion, or transfer that the personnel assigned to our account will continue to service our account?

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 2

Should a personnel member working or assigned to the County’s account resigns, is terminated, or is unable to work, describe how the member would be replaced and what assurances the County would have of them being properly licensed for our account.

3. How many employees are in the local office? _____

a. Number designated: CSP _____ CIH _____ Other _____

4. State insurance carried to protect the your company and clients, as follows:

	<u>Limit</u>	<u>Insurer</u>
a. Professional Liability/Errors & Omissions	_____	_____
General Liability	_____	_____
Auto Liability [If vehicle(s) is/are in service provider’s name]	_____	_____
Workers’ Compensation	_____	_____

b. Will you submit Certificate of Insurance if requested?

Yes _____ No _____

c. Will you add the Gwinnett County Board of Commissioners as additional insured to the general liability policy?

Yes _____ No _____

5. Do you comply with the requirements of the Equal Employment Opportunity Act, as amended?

Yes _____ No _____

COMPANY NAME _____

SERVICE PROVIDER QUESTIONNAIRE – TAB 2

- 6. Please list the number of governmental clients for which your company performs health, safety, and loss control services.

	<u># of Clients</u>	<u>Type of Services</u>
Counties	_____	_____
Cities	_____	_____
Schools	_____	_____
Airports	_____	_____
Authorities	_____	_____
Other	_____	_____

Do you provide any of the services outlined in the RFP for counties that have over 5,000 employees and an operating budget over \$1,000,000,000? Yes___No___If so, how many? _____

- 7. Will you operate on a fee basis for all services except hourly consulting? (Yes/No) _____
If no, please describe how your firm's compensation will be determined.

- 8. What special experience, knowledge, or resources might make your firm superior to other firms? How would your firm provide any unusual or unique value to the County?

- 9. The County would pay the yearly fees out of the appropriate year’s Risk Management Budget. This budget is not approved by the Board of Commissioners until the first Tuesday meeting in January. Once the budget is approved, the County will be able to pay for any services. Are you willing to bill the County on a monthly basis and receive payment either at the end of the month or the next month?

Yes___No___

COMPANY NAME_____

SERVICE PROVIDER QUESTIONNAIRE – TAB 2

10. References: Please list by name, location, approximate annual premium (if not confidential), and services rendered to your three (3) largest governmental accounts which are similar to Gwinnett County in size and scope of operations. Also, please give the name, phone number, and email address of each reference. Proposers may use a separate sheet if necessary. Please ensure all contact information is correct before listing.

1. _____

2. _____

3. _____

11. Please review the sample contract attached in this proposal and indicate if your firm is willing to accept. If this contract is not acceptable, list the changes you would propose.

12. If your firm is selected and awarded a line of coverage or several lines of coverage, can you “guarantee” the County renewal pricing by **October 20th** of each year?

Yes____No____

COMPANY NAME_____

SERVICE PROVIDER INFORMATION

NOTE: Service providers must return this page with their technical proposal submittal (not their cost proposal).

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

Legal Business Name _____

Address _____

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

Representative Signature _____ Printed Name _____

Telephone Number _____ Fax Number _____

Email Address _____

Certification of Non-Collusion in Quote Preparation _____
Signature Date

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

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

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

COST PROPOSAL
FAILURE TO RETURN THIS PAGE OF THE PROPOSAL MAY RESULT IN REJECTION OF PROPOSAL

(COST PROPOSAL IS TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.)

Description	Rates	
Safety Training	\$ _____ per day	\$ _____ per hour
Consulting	\$ _____	per hour

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 proposal non-responsive. Contract to begin January 1, 2024, with prior approval from the Board of Commissioners.

Unless otherwise noted, quoted prices will remain firm for four (4) additional 12-month periods. If a percentage increase/decrease is a part of the renewal options, please note this in the space provided together with an explanation.			
Renewal Option 1:	_____ % Increase	_____ % Decrease	Explanation _____
Renewal Option 2:	_____ % Increase	_____ % Decrease	Explanation _____
Renewal Option 3:	_____ % Increase	_____ % Decrease	Explanation _____
Renewal Option 4:	_____ % Increase	_____ % Decrease	Explanation _____

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

REFERENCES

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

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

1. Company Name _____
Brief Description of Project _____
Completion Date _____
Contract Amount \$ _____ Start Dates _____
Contact Person _____ Telephone _____
E-Mail Address _____

2. Company Name _____
Brief Description of Project _____
Completion Date _____
Contract Amount \$ _____ Start Date _____
Contact Person _____ Telephone _____
E-Mail Address _____

3. Company Name _____
Brief Description of Project _____
Completion Date _____
Contract Amount \$ _____ Start Date _____
Contact Person _____ Telephone _____
E-Mail Address _____

COMPANY NAME _____

PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

(For projects less than \$5,000,000)

1. Statutory Workers' Compensation Insurance
 - (a) Employers Liability:
 - ✓ Bodily Injury by Accident - \$100,000 each accident
 - ✓ Bodily Injury by Disease - \$500,000 policy limit
 - ✓ Bodily Injury by Disease - \$100,000 each employee

2. Commercial General Liability Insurance
 - (a) \$1,000,000 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, nonowned, leased, hired, and borrowed vehicles
 - (c) Additional Insured Endorsement
 - (d) Contractual Liability

4. Professional Liability Insurance - \$1,000,000 (project specific for the Gwinnett County project) limit of liability per claim/aggregate or a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate or a claim/aggregate limit of \$3,000,000 per occurrence and \$3,000,000 aggregate.
 - ✓ Insurance company must be authorized to do business in the State of Georgia.
 - ✓ Dedicated Limits per Project Site or Location (CG 25 03 or CG 25 04 or some other form)

5. Gwinnett County Board of Commissioners (and any applicable Authority) should be shown as an additional insured on General Liability and Auto 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.
*See above note regarding Professional Liability
10. Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by project name and project/bid number.
11. The Contractor shall agree to provide complete certified copies of current insurance policy (ies) or a certified letter from the insurance company (ies) if requested by the County to verify the compliance with these insurance requirements.
12. All insurance coverages required to be provided by the Contractor will be primary over any insurance program carried by the County.
13. Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
14. No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Gwinnett County as to form and content has been filed with Gwinnett County. **The Acord Certificate of Insurance or a preapproved substitute is the required form in all cases where reference is made to a Certificate of Insurance or an approved substitute.**
15. The Contractor shall agree to waive all rights of subrogation against the County, the Board of Commissioners, its officers, officials, employees, and volunteers from losses arising from work performed by the contractor for the County.
16. Special Form Contractors' Equipment and Contents Insurance covering owned, used, and leased equipment, tools, supplies, and contents required to perform the services called for in the Contract. The coverage must be on a replacement cost basis. The County will be included as a Loss Payee in this coverage for County owned equipment, tools, supplies, and contents.
17. The Contractor shall make available to the County, through its records or records of their insurer, information regarding a specific claim related to any County project. Any loss run information available from the contractor or their insurer relating to a County project will be made available to the county upon their request.
18. Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
19. The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
20. The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

Surety Bonds (If Required)

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



CODE OF ETHICS AFFIDAVIT

PLEASE RETURN THIS FORM COMPLETED WITH YOUR SUBMITTAL. SUBMITTED FORMS ARE 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 their 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 select one of the following:

- 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. BY: _____
Authorized Officer or Agent Signature

Sworn to and subscribed before me this

_____ day of _____, 20____

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 **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_____

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

Notary Public

My Commission Expires: _____

* 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).

GENERAL CONDITIONS
TO SERVICE PROVIDER AGREEMENT
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Article

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- 2 Contract Documents
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- 19 Ownership, Publication, Reproduction and Use
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- 21 Independent Consultant
- 22 Notices

1. DEFINITIONS

Wherever used in this Agreement, whether in the singular or in the plural, the following terms shall have the following meanings:

- 1.1 COUNTY-means Gwinnett COUNTY, Georgia, a political subdivision of the State of Georgia.
- 1.2 Supplemental Agreement-means a written order to SERVICE PROVIDER signed by COUNTY and accepted by SERVICE PROVIDER, effecting an addition, deletion or revision in the Work, or an adjustment in the Agreement Price or the Contract Time, issued after execution of this Agreement.
- 1.3 Contract-means the Agreement Documents specifically identified and incorporated herein by reference in Section 2, CONTRACT DOCUMENTS.
- 1.4 Agreement Execution-means the date on which SERVICE PROVIDER executes and enters into a Agreement with COUNTY to perform the Work.
- 1.5 Agreement Price-means the total monies, adjusted in accordance with any provision herein, payable to the SERVICE PROVIDER under this Agreement.
- 1.6 Contract Time-means the period of time stated in this Agreement for the completion of the Work.
- 1.7 SERVICE PROVIDER-means the party or parties contracting directly with the COUNTY to perform Work pursuant to this Agreement.
- 1.8 DEPARTMENT-means the Director or designee of requesting department(s) named in this solicitation.
- 1.9 Drawings-means collectively, all the drawings, receipt of which is acknowledged by COUNTY, listed in this Agreement, and also such supplementary drawings as the SERVICE PROVIDER may issue from time to time in order to clarify or explain such drawing or to show details which are not shown thereon.
- 1.10 Specifications-means the written technical provisions including all appendices thereto, both general and specific, which form a part of the Agreement Documents.
- 1.11 SUBSERVICE PROVIDER-means any person, firm, partnership, joint venture, company, corporation, or entity having a contractual agreement with SERVICE PROVIDER or with any of its SUBSERVICE PROVIDERS at any tier to provide a part of the Work called for by this Agreement.
- 1.12 Work-means any and all obligations, duties and responsibilities, including furnishing equipment, engineering, design, workmanship, labor and any other services or things necessary to the successful completion of the Project, assigned to or undertaken by SERVICE PROVIDER under this Agreement.
- 1.13 Liaison-Representative of the COUNTY who shall act as Liaison between the COUNTY and the SERVICE PROVIDER for all matters pertaining to this Agreement, including review of SERVICE PROVIDER's plans and work.

2. CONTRACT DOCUMENTS

2.1 List of Documents

The Agreement, any required bonds, the General Conditions, the Appendices, the Detailed Scope of Work, the Specifications, the Drawings, the Exhibits, and all Agreement Supplemental Agreements shall constitute the Agreement Documents.

2.2 Conflict and Precedence

2.0.1 The Agreement Documents are complementary, and what is called for by one is as binding as if called for by all. In the event there are any conflicting provisions or requirements in the component parts of this Agreement, the several Agreement Documents shall take precedence in the following order:

1. Supplemental Agreements
2. Agreement
3. General Conditions
4. Detailed Scope of Work
5. Specifications
6. Drawings

3. CHANGES AND EXTRA WORK

The COUNTY may, at any time, request changes in the work to be performed hereunder. All such changes, including any increase or decrease in the amount of the SERVICE PROVIDER's compensation, which are mutually agreed upon by and between the COUNTY and the SERVICE PROVIDER, shall be incorporated in written Supplemental Agreements to the Agreement.

4. PERSONNEL AND EQUIPMENT

The SERVICE PROVIDER represents that it has secured or will secure, at its own expense, all personnel necessary to complete this Agreement; none of whom shall be employees of, or have any contractual relationship with, the COUNTY. Primary liaison with the COUNTY will be through its designee. All of the services required hereunder will be performed by the SERVICE PROVIDER under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

The SERVICE PROVIDER shall employ only persons duly registered in the appropriate category in responsible charge of supervision and design of the work; and further shall employ only qualified surveyors in responsible charge of any survey work.

The SERVICE PROVIDER shall endorse all reports, contract plans, and survey data. Such endorsements shall be made by a person duly registered in the appropriate category by the Georgia State Board of Registration, being in the full employ of the SERVICE PROVIDER and responsible for the work prescribed by this Agreement.

5. ACCURACY OF WORK

The SERVICE PROVIDER shall be responsible for the accuracy of the work and shall promptly correct errors and omissions in its plans and specifications without additional compensation.

Acceptance of the work by the COUNTY will not relieve the SERVICE PROVIDER of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.

6. FINDINGS CONFIDENTIAL

The SERVICE PROVIDER agrees that its conclusions and any reports are for the confidential information of the COUNTY and that it will not disclose its conclusions in whole or in part to any persons whatsoever, other than to submit its written documentation to the COUNTY, and will only discuss the same with it or its authorized representatives. Upon completion of this Agreement term, all documents, reports, maps, data and studies prepared by the SERVICE PROVIDER pursuant thereto shall become the property of the COUNTY and be delivered to DEPARTMENT.

Articles, papers, bulletins, reports, or other materials reporting the plans, progress, analyses, or results and findings of the work conducted under this Agreement shall not be presented publicly or published without prior approval in writing of the COUNTY.

It is further agreed that if any information concerning the PROJECT, its conduct, results, or data gathered or processed should be released by the SERVICE PROVIDER without prior approval from the COUNTY, the release of same shall constitute grounds for termination of this Agreement without indemnity to the SERVICE PROVIDER, but should any such information be released by the COUNTY or by the SERVICE PROVIDER with such prior written approval, the same shall be regarded as public information and no longer subject to the restrictions of this Agreement.

7. TERMINATION OF AGREEMENT FOR CAUSE

If through any cause, the SERVICE PROVIDER shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the SERVICE PROVIDER shall violate any of the covenants, agreements or stipulations of this Agreement, the COUNTY shall thereupon have the right to terminate this Agreement by giving written notice to the SERVICE PROVIDER of such termination, and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. Failure to maintain the scheduled level of effort as proposed and prescribed, or deviation from the aforesaid schedule without prior approval of the COUNTY, shall constitute cause for termination. In such event, all finished or unfinished documents, maps, data, studies, work papers and reports prepared by the SERVICE PROVIDER under this Agreement shall become the property of the COUNTY, and the SERVICE PROVIDER shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents, as determined by the COUNTY.

8. TERMINATION FOR CONVENIENCE OF THE COUNTY

The COUNTY may terminate this Agreement for its convenience at any time upon 30 days' notice in writing to the SERVICE PROVIDER. If the Agreement is terminated by the COUNTY as provided in this Article 8, the SERVICE PROVIDER will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by the SERVICE PROVIDER which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

All such expenses shall be properly documented and submitted to the Director or his designee for processing and payment. The Gwinnett County Board of Commissioners shall be the final authority in the event of any disputes over authorized costs between the Director and the SERVICE PROVIDER.

9. SERVICE PROVIDERS TO COOPERATE WITH OTHER SERVICE PROVIDERS

If the COUNTY undertakes or awards other contracts for additional related work, the SERVICE PROVIDER shall fully cooperate with such other service providers and the COUNTY employees or appointed committee(s), and carefully fit its own work to such additional work as may be directed by the COUNTY. The SERVICE PROVIDER shall not commit or permit any act which will interfere with the performance of work by any other SERVICE PROVIDER or by COUNTY employees.

10. INDEMNIFICATION

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.

11. COVENANT AGAINST CONTINGENT FEES

The SERVICE PROVIDER warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by SERVICE PROVIDER for the purpose of securing business and that the SERVICE PROVIDER has not received any non-COUNTY fee related to this Agreement without the prior written consent of the COUNTY. For breach or violation of this warranty, the COUNTY shall have the right to annul this Agreement without liability or at its discretion to deduct from the Agreement Price of consideration the full amount of such commission, percentage, brokerage or contingent fee.

12. INSURANCE

The SERVICE PROVIDER shall, at all times that this Agreement is in effect, cause to be maintained in force and effect an insurance policy (s) that will ensure and indemnify both COUNTY and SERVICE PROVIDER against liability or financial loss resulting from injuries occurring to persons or property or occurring as a result of any negligent error, act, or omission of the SERVICE PROVIDER during the term of this Agreement. The liability under such insurance policy shall be not less than in the attached.

The SERVICE PROVIDER shall provide, at all times that this Agreement is in effect, Worker's Compensation insurance in accordance with the laws of the State of Georgia.

The SERVICE PROVIDER shall provide, at all times that this Agreement is in effect, Professional Liability Insurance with a limit of not less than that shown in the attached.

Additionally, SERVICE PROVIDER shall provide, at all times that this Agreement is in effect, automobile liability insurance with a limit of not less than that shown in the attached.

The policies shall be written by a responsible company(s), to be approved by the COUNTY, and shall be noncancellable except on thirty (30) days' written notice to the COUNTY. Such policies shall name the COUNTY as additional insured, except for worker's compensation and professional liability policies, and a copy of such policy or a certificate of insurance shall be filed with the Director at the time of the execution of this Agreement.

13. PROHIBITED INTERESTS

13.1 Conflict of Interest: The SERVICE PROVIDER agrees that it presently has no interest and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. The SERVICE PROVIDER further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

13.2 Interest of Public Officials: No member, officer, or employee of the COUNTY during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

14. SUBCONTRACTING

The SERVICE PROVIDER shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without the Department's prior written approval of the subservice provider. The Department will not approve any subconsultant for work covered by this Agreement that has not been recommended for approval by the Department Director.

All subcontracts in the amount of \$10,000 or more shall include the provisions set forth in this Agreement.

15. ASSIGNABILITY

The SERVICE PROVIDER shall not assign or transfer whether by an assignment or novation, any of its rights, obligations, benefits, liabilities or other interest under this Agreement without the written consent of the COUNTY.

16. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement, the SERVICE PROVIDER agrees as follows: (1) the SERVICE PROVIDER will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin; (2) the SERVICE PROVIDER will, in all solicitations or advertisements for employees placed by qualified applicants, receive consideration for employment without regard to race, creed, color, sex or national origin; (3) the SERVICE PROVIDER will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each subservice provider, provided that the foregoing provision shall not apply to contracts or subcontracts for standard commercial supplies of raw materials.

17. ANTI-KICKBACK CLAUSE

Salaries of architects, draftsmen, technical engineers and engineers, and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. The SERVICE PROVIDER hereby promises to comply with all applicable "Anti-kickback" laws, and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

18. AUDITS AND INSPECTORS

At any time during normal business hours and as often as the COUNTY may deem necessary, the SERVICE PROVIDER shall make available to the COUNTY for examination all of its records with respect to all matters covered by this Agreement. It shall also permit the COUNTY to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The SERVICE PROVIDER shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement, and for three years from the date of final payment under the Agreement, for inspection by the COUNTY or any reviewing agencies, and copies thereof shall be furnished upon request. The SERVICE PROVIDER agrees that the provisions of this Article shall be included in any Agreements it may make with any subservice provider, assignee, or transferee.

19. OWNERSHIP, PUBLICATION, REPRODUCTION AND USE

All documents and materials prepared pursuant to this Agreement are the property of the COUNTY. The COUNTY shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, maps, or other materials prepared under this Agreement without according credit of authorship. The COUNTY shall hold harmless and indemnify the SERVICE PROVIDER against all claims arising out of such use of documents and materials without the SERVICE PROVIDER'S knowledge and consent.

20. VERBAL AGREEMENT OR CONVERSATION

No verbal agreement or conversation with any officer, agent, or employee of the COUNTY, either before, during, or after the execution of this Agreement, shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the SERVICE PROVIDER to any additional payment whatsoever under the terms for this Agreement. All changes to this Agreement shall be in writing and appended hereto as prescribed in Article 3 above.

21. INDEPENDENT SERVICE PROVIDER

The SERVICE PROVIDER shall perform the services under this Agreement as an independent service provider and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute the SERVICE PROVIDER or any of its agents or employees to be the agent, employee, or representative of the COUNTY.

22. NOTICES

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

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 bid/proposal 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
SERVICE PROVIDER CONTRACT
RP021-23 Provision of Safety, Health, and Loss Control Services on an Annual 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 _____, for a one-year period with four options to renew for an additional one-year period.

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. Bid amount shown on Exhibit A is the total obligation of the County pursuant to OCGA section 36-60-13 (a) (3). 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 (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.

RP021-23

Buyer Initials: CB

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

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

*****ATTENTION*****

FAILURE TO RETURN THE FOLLOWING DOCUMENTS MAY RESULT IN SUBMITTAL BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION. THE COUNTY SHALL BE THE SOLE DETERMINANT OF TECHNICALITY VS. NON-RESPONSIVE SUBMITTAL:

1. FAILURE TO USE COUNTY QUOTE/BID/FEE SCHEDULE.
2. FAILURE TO RETURN OR ACKNOWLEDGE APPLICABLE COMPLIANCE/SPECIFICATION SHEETS.
3. FAILURE TO RETURN OR ACKNOWLEDGE APPLICABLE ADDENDA.
4. FAILURE TO PROVIDE INFORMATION ON ALTERNATES OR EQUIVALENTS.
5. FAILURE TO PROVIDE BID BOND, WHEN REQUIRED, WILL RESULT IN SUBMITTAL BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION. BID BONDS ARE NOT REQUIRED ON ALL SOLICITATIONS. BOND REQUIREMENTS ARE CLEARLY STATED ON THE INVITATION PAGE. IF CLARIFICATION IS NEEDED, CONTACT THE PURCHASING ASSOCIATE LISTED IN THE INVITATION. **IF BONDS ARE REQUIRED, FORMS WILL BE PROVIDED IN THIS SOLICITATION DOCUMENT.**
6. FAILURE TO PROVIDE CONTRACTOR AFFIDAVIT AND AGREEMENT, WHEN REQUIRED, MAY RESULT IN SUBMITTAL BEING DEEMED NON-RESPONSIVE AND REJECTED. THE CONTRACTOR AFFIDAVIT AND AGREEMENT IS NOT REQUIRED ON ALL SOLICITATIONS. IF CLARIFICATION IS NEEDED, CONTACT THE PURCHASING ASSOCIATE LISTED IN THE INVITATION.
7. FAILURE TO PROVIDE AN ETHICS AFFIDAVIT WHEN REQUIRED, MAY RESULT IN SUBMITTAL BEING DEEMED NON-RESPONSIVE AND REJECTED. THE ETHICS AFFIDAVIT IS REQUIRED ON ALL FORMAL SOLICITATIONS OVER \$100,000.00. IF CLARIFICATION IS NEEDED, CONTACT THE PURCHASING ASSOCIATE LISTED IN THE INVITATION.

I. PREPARATION OF SUBMITTAL

- A. Each vendor shall examine the drawings, specifications, schedule, and all instructions. Failure to do so will be at the vendor's risk, as the vendor will be held accountable for their submittal.
- B. Each vendor shall furnish all information required by the solicitation form or document. Each vendor shall sign the submittal and print or type his or her name on the quote/bid/fee schedule. The person signing the submittal should initial erasures or other changes. An authorized agent of the vendor must sign the submittal.
- C. Fee schedule pricing should have only two decimal places unless otherwise stated. In the event of a calculation error in total price, the unit pricing prevails.
- D. Except for 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 award. 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.
- E. Sample contracts (if pertinent) are attached. These do NOT have to be filled out with the submittal but are contained for informational purposes only. If awarded, the successful vendor(s) will be required to execute these documents prior to County execution.
- F. 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 vendor's 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 submittal may result in being deemed non-responsive and automatic rejection.

II. DELIVERY

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

III. EXPLANATION TO VENDORS

Any explanation desired by a vendor regarding the meaning or interpretation of the solicitation, drawings, specifications, etc. must be requested by the question cutoff deadline stated in the solicitation for a reply to reach all vendors before the deadline of the solicitation. Any information given to a prospective vendor concerning a solicitation will be furnished to all prospective vendors as an addendum to the solicitation if such information is necessary or if the lack of such information would be prejudicial to uninformed vendors. The written solicitation documents supersede any verbal or written communications between the parties. Receipt of addenda should be acknowledged in the submittal. **It is the vendor's responsibility to ensure they have all applicable addenda prior to their submittal.** This may be accomplished by

contacting the assigned Purchasing Associate prior to the submittal or visiting the Gwinnett County website.

IV. SUBMISSION OF FORMAL OFFERS/SUBMITTALS

- A. Formal bid and proposal submittals shall be enclosed in a sealed package or envelope, addressed to the Gwinnett County Purchasing Division with the name of the vendor, the date and hour of opening and the solicitation number on the face of the package or envelope. Facsimile or emailed submittals 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 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 vendor's request and expense, if items are not destroyed by testing.
- D. Items offered must meet required specifications and must be of a quality that will adequately serve the use and purpose for which intended.
- E. Full identification of each item submitted, including brand name, model, catalog number, etc. must be furnished to identify exactly what the vendor is offering. Manufacturer's literature may be furnished but vendor should not submit excessive marketing material.
- F. The vendor must certify that items to be furnished are new and that the quality has not deteriorated to impair its usefulness.
- G. Unsigned submittals will not be considered except in cases where it is enclosed with other documents that have been signed. The County will determine acceptability in these cases.
- H. Gwinnett County is exempt from federal excise tax and Georgia sales tax regarding goods and services purchased directly by Gwinnett County. Vendors are responsible for federal excise tax and sales tax, including taxes for materials incorporated in county construction projects. Vendors should contact the State of Georgia Sales Tax Division for additional information. Agreements where there is a cost-plus mark-up, mark-up will not be paid on taxes.
- I. Information submitted by a vendor in the solicitation process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act.

V. WITHDRAWAL DUE TO ERRORS

Vendors must give Gwinnett County Purchasing Division written notice within two (2) business days of completion of the opening stating that they wish to withdraw their submittal without penalty for an obvious clerical or calculation error. Submittal may be withdrawn from consideration if the price was substantially lower than the other submittals due solely to a mistake therein, provided pricing was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake and was 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 submittal. The unintentional arithmetic error or omission can be clearly proven through inspection of the original work papers, documents, and materials used in preparing the submittal sought to be withdrawn. The vendor's original work papers shall be the sole acceptable evidence of error and mistake if a vendor elects to withdraw their submittal. If a quote or bid submittal is withdrawn under the authority of this provision, the lowest remaining responsive offer shall be deemed to be low bid.

No vendor who is permitted to withdraw their submittal 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 or proposal was submitted.

Vendors who fail to request withdrawal by the required forty-eight (48) hours may automatically forfeit bid bond if a bond was required. Bid may not be withdrawn otherwise.

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 that fails to meet the specifications, shall be borne by the vendor.

VII. F.O.B. POINT

Unless otherwise stated in the request for invitation and any resulting contract, or unless qualified by the vendor, items shall be shipped F.O.B. Destination, Freight Prepaid and Allowed. 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 vendor 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 vendor 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 solicitation as required in the solicitation package or document. **Failure to submit a bid bond with the proper rating will result in submittal 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 A.M. Best rating as stated in the solicitation document.**

X. DISCOUNTS

- A. Time payment discounts may be considered in arriving at net prices and in award of solicitations. 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 either the highest scoring firm (for proposals) or the lowest responsive and responsible vendor (for quotes/bids). 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 vendor to perform, and the vendor 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 submittal if the evidence submitted by, or investigation of such vendor fails to satisfy the County that such vendor is properly qualified to carry out the obligations of the contract.
- B. The County reserves the right to reject or accept any or all offers and to waive technicalities, informalities and minor irregularities in the submittals received.
- C. The County reserves the right to make an award as deemed in its best interest, which may include awarding to a single vendor or multiple vendors; or to award the whole solicitation agreement, only part of the agreement, or none of the agreement, based on its sole discretion of its best interest.
- D. In the event of proposal scores rounded to the nearest whole number result in a tie score, the award will be based on lowest cost.
- E. If proposal negotiations with the highest ranked firm are unsuccessful, the County may then negotiate with the second ranked firm and so on until a satisfactory agreement has been reached.

XII. DELIVERY FAILURES

Failure of a vendor 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 vendor shall reimburse the County within a reasonable time specified by the Purchasing Director for any expense incurred in excess of the contract prices, or the County shall have the right to deduct such amount from monies owed the defaulting vendor. Alternatively, the County may penalize the vendor 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/services 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 solicitation package.

XIV. REJECTION OF SUBMITTALS

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

XV. CONTRACT

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

Upon receipt of a solicitation package containing a Gwinnett County "Sample Contract" as part of the requirements, it is understood that the vendor 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 vendor's submittal. If no exceptions are stated, it is assumed that the vendor 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, the consultant agrees to abide by the current state law and: 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, that is considered a conflict of interest, any involvement in litigation or other dispute, relationship, or financial interest not disclosed in the ethics affidavit, 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.

When the vendor has performed in accordance with the provisions of this agreement, Gwinnett County shall pay to the vendor, 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. If Gwinnett County fails to pay the vendor within sixty (60) days of receipt of a pay request based upon work completed or service provided pursuant to the contract, the County shall pay the vendor 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 vendor's acceptance of progress payments or final payment shall release all claims for interest on said payment.

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia.

XVI. NON-COLLUSION

Vendor declares that the submittal is not made in connection with any other vendor's submittal for the same commodity or commodities, and that the submittal is bona fide and is in all respects fair and without collusion or fraud. An affidavit of non-collusion shall be executed by each vendor. Collusion and fraud in submittal 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 vendor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible vendor, or the next highest scoring responsive and responsible proposer, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting vendor (or their surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices; provided, however, that the vendor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the vendor to deliver materials or services within the time stipulated on their offer, 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 vendor of the vendor'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 vendor. In the event of the County's termination of this agreement for convenience, the vendor 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 vendor, which shall itemize each element of performance.

XX. SUBSTITUTIONS

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

XXI. INELIGIBLE VENDORS

The County may choose not to accept the offer by an individual, firm, or business who is in default on the payment of taxes, licenses, or other monies owed to the County. Additionally, vendors or persons placed on an Ineligible Source List for reasons listed in Part 6, Section II of the Gwinnett County Purchasing Ordinance shall not be eligible to provide any commodities or services to the County during the period such person remains on the Ineligible Source List.

XXII. PENDING LITIGATION

An individual, firm, or business that 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.

XXIII. OCCUPATION TAX CERTIFICATE

Each successful vendor must have a valid Gwinnett County occupation tax certificate if the vendor maintains an office within the unincorporated area of Gwinnett County. Incorporated, out of County, and out of State vendors are required to have any and all certificates necessary to do business in any town, County or municipality in the State of Georgia, or as otherwise required by County ordinance or resolution. Vendors may be required to provide evidence of valid certificates. Out of State vendors are required to have a certificate in the Georgia jurisdiction where they receive the most revenue.

XXIV. PURCHASING POLICY AND REVIEW COMMITTEE

The Purchasing Policy & 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 vendors on the Ineligible Source List for reasons listed in Part 6, Section II of the Gwinnett County Purchasing Ordinance, for a period not to exceed three (3) years.

XXV. AMERICANS WITH DISABILITIES ACT

All vendors 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 without 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 the 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 vendor'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 vendors of their use tax liability on public works projects. Under Georgia law, private vendors 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 (for example, the installation of sheetrock), it becomes taxable to the private vendor. See O.C.G.A. §48-8-3(2) and O.C.G.A. §48-8-63.

XXVIII. STATE AND FEDERAL 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) and that all who enter into a contract for public works as defined by O.C.G.A. §36-91-2(12) for the County, must satisfy the Illegal Immigration Reform Enhancements for 2013 in conjunction with the Federal Immigration Reform and Control Act (IRCA) of 1986, in all manner, and such are conditions of the contract.

The Purchasing Division Director with the assistance of the Internal Audit Division shall be authorized to conduct random audits of a vendor's or subcontractors' compliance with the Illegal Immigration Reform Enhancements for 2013 and the rules and regulations of the Georgia Department of Labor. The vendor and subcontractors shall retain all documents and records of its compliance for a period of five (5) years following completion of the contract or shall abide by the current time requirements at the time of the contract. This requirement shall apply to all contracts for all public works, 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 vendor's or subcontractor's records are not sufficient to verify the work eligibility of any individual in the employment of such vendor 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 vendor or subcontractor is no longer in compliance with worker verification.

By submitting an offer to the County, vendor agrees that, in the event the vendor employs or contracts with any subcontractor(s) in connection with the covered contract, the vendor 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 follow the Illegal Immigration Reform Enhancements for 2013 in conjunction with all federal requirements. Original signed, notarized Subcontractor Affidavits and Agreements must be maintained by the vendor awarded the contract.

A vendor's or subcontractor's failure to participate in the federal work authorization program as defined above shall be subject to termination of the contract. A vendor's failure to follow Gwinnett County's instruction to terminate a subcontractor that is not participating in the federal work authorization program may be subject to 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. §43-41-17).

XXXI. PRODUCTS MANUFACTURED IN GEORGIA

When contracting for or purchasing supplies, materials, equipment, or agricultural products that exceeds \$100,000.00, excluding beverages for immediate consumption, Gwinnett County 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 vendor which may include the vendor'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 an 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. §36-84-1).

XXXII. INDEMNIFICATION

To the fullest extent permitted by law, the vendor shall, at his sole cost and expense, indemnify, defend, satisfy all judgments, and hold harmless the County, its commissioners, officers, 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 vendor, 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, its commissioners, officers, agents, and employees by any employee of the vendor, 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 vendor or any subcontractor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts.

Vendor shall also indemnify, hold harmless, insure, and defend the County for damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the vendor or other persons employed or utilized by the vendor in the performance of a contract that utilizes survey services.

XXXIII. CODE OF ETHICS

Vendors 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. (This shall not apply to informal purchases as defined by the Purchasing Ordinance.) The vendor shall execute a Code of Ethics affidavit. Failure to submit the affidavit during the procurement process shall render the offer non-responsive.

Any business entity holding a contract with Gwinnett County that after 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, or vendors 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. Note: See Gwinnett County Code of Ethics Ordinance E02011, Sec. 54-33. The ordinance is available to view in its entirety at www.gwinnettcountry.com.

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 visit the Gwinnett County Treasury Division page 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 proceed through the roundabout. Visitors can either proceed to the front parking area on the left or to the parking deck behind the building. Click [here](#) for additional information about parking. The Purchasing Division is located on the second floor, West Wing.