



August 15, 2023

**INVITATION TO BID
BL109-23**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from certified Independent Service Providers (ISP) for the **Provision of Bunker Gear Maintenance and Repair on an Annual Contract** with four (4) options to renew for the Department of Fire and Emergency Services.

Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the BL# and Company Name. Bids will be received until **2:50 P.M. local time on September 7, 2023**, at the Gwinnett County Purchasing Office, 75 Langley Drive, Lawrenceville, Georgia 30046. Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at 3:00 P.M. Apparent bid results will be available the following business day on our website www.gwinnettcounty.com.

Questions regarding bids 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 pm on August 24, 2023**. Bids are legal and binding upon the bidder when submitted.

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

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

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

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

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

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

A handwritten signature in black ink, appearing to read "Casey Beauston".

Casey Beauston
Purchasing Associate II

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

- Bid Schedule, Pages 11-15**
- References, Page 16**
- Contractor Affidavit and Agreement, Page 17**
- Code of Ethics Affidavit, Page 18**

PROVISION OF BUNKER GEAR MAINTENANCE AND REPAIR

I. SCOPE OF WORK

Gwinnett County Fire and Emergency Services is seeking competitive bids from certified Independent Service Providers (ISP) for the inspection, cleaning, repair, and tracking of Department structural gear worn by Firefighters engaged in emergencies involving fire, wild land, EMS, hazmat, and technical rescue. The Department has over 1,000 sets of structural gear, including both frontline and reserve. Services will be rendered on an as-needed basis; quantities in Bid Schedule are for estimation purposes only. The County reserves the right to add and/or delete equipment and services during the contract period at a mutually agreeable and comparable rate. The Purchasing Division representative will provide written confirmation of any additions or deletions.

II. DESCRIPTION OF WORK

The ISP will provide services to maintain structural firefighting gear (also known as bunker gear, structural gear, structural gear ensemble), and will include the components listed below. Services will include but not be limited to advanced inspection, cleaning, repair, decontamination, barcode tracking database, and on-line reporting services of turnout gear for the Department in compliance with NFPA 1851-2020, or latest edition. Structural gear includes but is not limited to coat (outer shell and thermal coat liner), trouser (outer shell and thermal liner), helmet, hood, gloves, boots, etc. If the requirements change, the ISP process will be brought into compliance with the new requirements within one (1) year or as specified by the NFPA, whichever is shorter.

The Department will communicate with the ISP for scheduling and planning of annual services and when specialized services are needed. The Department will provide a single point of contact, and additional contacts as necessary for the completion of the services required. An up-to-date list of technical specifications and manufacturers for the Department PPE will be provided as needed.

III. MINIMUM QUALIFICATIONS

ISP must be an established and verified Independent Service Provider repair facility for advanced cleaning, inspection, repair, decontamination and tracking of structural firefighting protective ensembles in compliance with National Fire Protection Association (NFPA) Standard 1851.

Third Party Verified: Verification must be provided by an accredited organization to perform the services described herein. Bidder shall provide a copy of a letter or certificate issued by an independent third party, such as certifications provided by Intertek, Underwriters Laboratories, etc., documenting that the facility is in compliance.

ISP shall utilize only commercial-grade, structural firefighting gear manufacturer-approved cleaners and equipment that meet NFPA 1851-2020 (or latest edition) standards and guidelines.

Services will be performed by ISP employees properly trained by structural firefighting gear manufacturers and certified to provide the services described herein. All work will be performed in full compliance with NFPA 1851.

ISP must be provided third party verification to perform gear repairs and maintenance for the Department's current multiple gear components including, but not limited to, Globe Manufacturing Co., Tencate Ultra Gold, Caldura SL2, Kombat Flex (a.k.a. Kombat Flex with PBI Technology) Gore Crosstech Black, and Gore Parallon products. ISPs shall submit a letter or certificate from the structural firefighting gear manufacturers documenting compliance with requirements. If the County purchases turnout gear manufactured by companies not listed, the successful ISP shall obtain certification for the cleaning and repair of the "new" manufacturer's gear within thirty (30) days of being notified by the County.

ISP shall provide a list of no fewer than three (3) client references who can confirm that the ISP has successfully inspected, cleaned, repaired, and serviced turnout gear within the past twelve (12) months. The

information must be provided on the included References sheet.

ISP must provide the specified information and documents with their submittal forms and affidavits as proof of compliance with the qualifications. However, the County may, at its sole discretion and in its best interest, allow ISPs to complete, supplement, or supply the required documents during bid evaluation.

The Department reserves the right to tour the ISP service facility as it deems necessary.

IV. SPECIFICATIONS

A. Current Bunker Gear Specification

- i. Tencate PBI Gold Kombat Flex Outer Shell
- ii. Tencate Flex 7 Outer Shell
- iii. WL Gore Parallon Thermal Liner/Moisture Barrier
- iv. 3M Lime Yellow Scotchlite Triple Trim
- v. Upper Back Sew On Letter Patches – Black PCA Advance and Black Pioneer
- vi. Reinforcing materials – Black Arashield
- vii. Globe Particulate Blocking Guard with Crosstech – Coat #N100GGG
- viii. Globe Particulate Blocking Guard with Crosstech – Trouser #N200GGG
- ix. Globe Silicone Knee Padding

B. Previous Bunker Gear Specification

- i. Tencate Gold Ultra Outer Shell
- ii. Tencate Caldura SL2i Thermal Liner
- iii. WL Gore Crosstech Moisture Barrier
- iv. 3M Lime Yellow Scotchlite Triple Trim
- v. Upper Back Sew On Letter Patches – Black PCA Advance and Black Pioneer
- vi. Reinforcing materials – Black Dragonhide (can replace with Arashield)

C. Other equipment includes but is not limited to:

- i. Helmets
 - Cairns MSA 1010
 - Cairns MSA 880
 - Honeywell EV1
 - Phenix TC1
- ii. Hoods
 - Innotex Gray 25
- iii. Gloves
 - Pro-Tec 8 Fusion
 - HexArmor 8180
 - Saber
- iv. Boots
 - Globe 14" Supreme
 - Haix Fire Hunter Extreme

V. LOSS OR DESTRUCTION OF PROPERTY

Loss or destruction of County property by the Successful ISP will result in the ISP being charged the remaining value of the equipment as a percentage of the current replacement cost.

EXAMPLE: Gear is lost in the 7th year of the 10-year life cycle and the replacement cost is \$2,000. The ISP will be responsible for 30% of the replacement cost, or \$600.

FORMULA: for these computations, turnout gear has a maximum ten (10) year life cycle.

$$\frac{\text{a. \# of years used}}{\text{b. total life cycle years}} = \frac{\text{c. X percentage to be covered by County}}{\text{d. 100}}$$

EXAMPLE:

$$\frac{\text{a. 7 years used}}{\text{b. 10 year life cycle}} = \frac{\text{c. X}}{\text{d. 100}}$$

CALCULATION:

- Step 1: (a) 7 (# years used) x (d) 100 = 700
- Step 2: 700 ÷ (b) 10 (total life cycle years) = 70% (this is the percentage covered by the County)
- Step 3: 70% x \$2,000 (cost of the gear) = \$1,400 (this is the cost covered by the County to replace the gear)
- Step 4: \$2,000 – \$1,400 = \$600 (this is the cost covered by the bidder to replace the gear)

The ISP must notify the County of such loss within twenty-four (24) hours of pickup. The ISP will be responsible for returning all remaining portions of the turnout gear to the County for proper disposal as required by NFPA. The County shall have the right to deduct the said charges from any outstanding amount due, or that may become due to the ISP under this agreement, or to invoice the ISP for such damages if the costs incurred exceed the amount due to the ISP.

VI. WARRANTY REQUIREMENTS

The successful ISP must fully warrant all repairs and cleaning furnished hereunder against defect in materials and/or workmanship for a period of ninety (90) days from date of delivery and acceptance by the County. Should any defect in materials or workmanship, except ordinary wear and tear, appear during the warranty period, the ISP must make the repair or replacement at no cost to the County immediately upon written notice.

VII. DEFICIENCIES IN WORK

The ISP must promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract standards. All corrections must be made within two (2) business days after such rejected defects, deficiencies, and/or non-conformances are reported to the ISP by the County. The ISP must bear all costs of correcting such rejected work including the retrieval of such items from the identified station location. If the ISP fails to correct the work within the period specified, the County may, at its discretion, notify the ISP in writing that the ISP may be subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within two (2) days of receipt of the notice. If the ISP fails to correct the work within the period specified in the notice, the County shall place the ISP in default, obtain the services of another ISP to correct the deficiencies, and charge the incumbent ISP for these costs, either through a deduction from the final payment owed to the ISP or through invoicing. If the ISP fails to honor the invoice or credit memo, the County may terminate the contract for default.

VIII. PICKUP AND DELIVERY OF GARMENTS

ISP must provide delivery and/or pick-up services for soiled and/or contaminated ensembles and ensemble elements at the below main delivery/receiving address, or at a location coordinated with ISP and Department liaison for pickup and delivery.

Gwinnett County Resource Management
450 Hosea Rd
Lawrenceville GA 30046

All shipping fees must be included in repair costs breakdown.

ISP must return all gear requiring maintenance or repair services within five (5) business days. Department authorized designee will instruct the ISP on the type of services required for each garment.

IX. DELIVERY

All packages delivered or shipped must be completely wrapped and intact. The packaging materials must be that of a standard commercial quality and be able to withstand shipment to the delivery destination.

Deliveries are to be made during normal weekday business hours to the Department (Monday-Friday 8:30 am to 4:30 pm).

All delivered or shipped items are subject to inspection by Department-authorized designee upon receipt. If any of the garments or package is damaged, defective, or otherwise unsatisfactory, the ISP agrees to repair the products within two (2) business days after notification from the Department, and at no additional cost.

All delivery timeframes must be adhered to by the ISP(s), except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the ISP. In these cases, the ISP must notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the ISP(s) to whom the contract(s) is awarded fail to deliver in the time stated above, the County reserves the right to cancel the contract on a default basis.

X. RESPONSE TIME

Response to all requests for services must be within 24 hours of notification.

XI. EMERGENCY RESPONSE

ISP must provide a point of contact (POC) which must be available 24 hours a day. This POC must be authorized to commit the successful ISP for emergency services. The ISP will be expected to open their facilities within a maximum four (4) hour response time to repair, wash, and decontaminate gear. The ISP will provide on-scene emergency services as required and when required by the County. ISP will be required to report to the emergency's location within two (2) hours of receiving notification and will be expected to provide replacement gear to personnel on-scene as needed.

ISP must be capable of responding to an emergency for decontamination of protective clothing within 12 hours' notification.

ISP must provide a 24-hour access phone number.

XII. EMERGENCY EQUIPMENT

Successful ISP's work site must be equipped with a generator capable of providing for its electrical needs. The purpose of this generator is to ensure the ISP is capable of providing the County with service in the event of a power loss.

XIII. DEFINITIONS**A. Advanced Cleaning/Inspections**

Advanced cleaning is a thorough cleaning of gear and gear elements accomplished by washer/extractor machine and must meet NFPA 1851 current edition. This gear will be placed in a UV-blocking bag provided by the ISP.

B. Biohazard Decontamination Cleaning

Biohazard decontamination cleaning is specialized cleaning that may be needed when gear is exposed to blood borne pathogens, body fluids, hazardous chemicals (including fuel, gasoline, paint, and other substances), smoke, and byproducts of fire. Gear that has been exposed to hazardous materials or is extremely contaminated that cannot be cleaned by the ISP will be placed in red bags provided by the ISP and will not be cleaned. This gear needs to be returned to the Department for proper disposal in accordance with Federal, State, and Local regulations, unless otherwise directed by the Department Liaison.

C. Specialized/Heavy Contamination Cleaning

Heavily soiled cleaning involves cleaning materials that are imbedded in gear, such as tar, oils, grease, grime, black soot, resins, sewer discharge, etc. This gear will be placed in a black bag provided by the ISP.

D. Advanced Inspection

Advanced inspection must meet the current NFPA 1851 edition guidelines.

E. Inspection and Evaluation

Both the outer shell and liner system for all gear must be inspected, at no cost, for structural integrity problems and areas requiring special attention. Thermal liners must be inspected for loss of quilting threads. Excessively large areas where quilt stitching is broken or missing can indicate the need to replace the liner. Stress areas are generally considered to be the corners of pockets and flaps, the base of the fly, the top and bottom of the storm flap, and any place where the stitching begins or ends.

F. ISP Certifications

ISP's staff must be certified by the structural gear manufacturer, and trained to repair all components of the ensemble such as shells, liners, moisture barriers, etc. Repairs include but are not limited to bums, rips, hook and loop, zippers, OEM reflective material, leather reinforcement, alterations, hardware such as snaps, etc. Cleaning must be done using structural gear manufacturer-approved detergents for use with all outer shell, moisture barrier, and thermal liner materials so as to not void the fabric's retardant capability. ISP will provide all materials needed for repairs including but not limited to thread, hook and loop, shell, liner, moisture barrier, hardware, etc. The exception will be the complete replacement of the moisture barrier when the barrier is deemed outside of warranty.

G. Cleaning and Decontamination

ISP's cleaning process must be compliant with the current edition of the NFPA 1851 standard and cleaning specifications and manufacturer's guidelines. The ISP must provide all the chemicals and supplies necessary for the cleaning, repair, inspection, and certification of outer shells, moisture barriers, and thermal liners as to not void the fabric's fire-retardant capability. The ISP's facility must also be equipped with the necessary equipment for the cleaning, inspection, and repairing of the gear. The ISP will be responsible for the separation of the garments (liners from shells) and cleaning according to manufacturer's washing instructions, drying, inspecting, hydro-static testing, and repairs (if necessary) and then reassembling with its corresponding unit (shell with liner). The serial number barcode on the shell must match the serial number barcode on liner as well as the serial number on the DRD to prevent mismatched garments.

ISP must be able to process a minimum of 1,000 sets of gear annually. Gear information will be entered into online database. Specialized cleaning may be needed to decontaminate gear exposed to blood borne

pathogens, chemicals, and other substances. ISP's trained staff will notify the Department authorized designee when badly damaged gear should be condemned and replaced. This will require the approval of the Department-authorized designee.

Cleaning services must include, but not be limited to, the thorough cleaning of protective ensembles or elements such as coats, trousers, coveralls, and hoods (all types of outer shell, moisture barrier and thermal liner combinations) by washing with cleaning agents or specialized cleaning to remove hazardous materials or body fluids in full compliance with NFPA 1851, Current Edition and manufacturer's guidelines.

ISP shall have liability insurance to clean protective clothing and for the repair or replacement of ensembles and ensemble elements damaged in laundry, or from wash water contamination. ISP must replace all ensembles and ensemble elements damaged in laundry, or from wash water contamination.

ISP must take reasonable precautions to protect its personnel from contaminant exposures while handling ensembles and ensemble elements.

ISP must provide Material Safety Data Sheets (MSDS) on all chemicals used in the cleaning process or verification that chemicals are approved by the manufacturer and meet 1851 requirements for cleaning detergents.

ISP must take appropriate steps to prevent cross contamination between any and all products laundered in the facility. ISP must test ensembles or ensemble elements after decontamination to ensure that decontaminated ensembles or ensemble elements are truly decontaminated and safe to wear.

Ensembles and ensemble elements must be cleaned and decontaminated only with like elements, including but not limited to outer shells with outer shells, liners with liners, hoods with hoods, gloves with gloves, and boots with boots. Garment liner systems must be removed if possible and cleaned separately to avoid contamination with the debris found in the shell. Since the moisture barrier will limit the flow of water through the outer shell fabric, removing the liner will result in better cleaning. Separating the liner from the outer shell will also reduce drying time.

To prevent the spread of disease or infections through cross contamination, soiled elements should not be cleaned with other items of clothing or laundry.

The cleaning process must remove all contaminants from the normal course of firefighting activities including gear heavily contaminated with tar, oil, fuels, grease, resins, gasoline, acid, asbestos, paint, biological contaminants, and other hazardous materials which require special handling.

The process used for cleaning must not void fiber manufacturer's warranty. The cleaning process must be approved and recommended by all major fiber, liner, and turnout-gear manufacturers.

The cleaning process must not harm the fire retardancy of the gear or damage the fabrics in any way.

ISP must not use any chlorine, caustic detergents, solvent, or any other chlorinated solvent that damage or degrade the fire protective fibers, liners, reflective trim, or leather enforcements.

ISP must use the minimum temperature as dictated by NFPA 1851 for the type of contamination being addressed.

All garments are to be hung dry away from exposure to sunlight or ultraviolet light.

Contaminants, when removed from the gear, along with effluents must be properly disposed of in accordance with all Local, State, and Federal codes and regulations, latest editions.

H. Repairs

All repairs will be NFPA-compliant and third-party verified.

All repairs must be made in accordance with manufacturer's guidelines meeting the latest edition of the NFPA 1851 Standard and third-party certified. ISP's staff should be trained to repair all components of the ensembles such as shells, liners, and moisture barriers. Repairs may include burns, rips, tears, holes, Velcro, zippers, reflective material, leather reinforcement, alterations, hardware such as snaps, etc., and any custom work needed.

If repair is needed to comply with NFPA standards, the ISP must contact the Department-authorized designee, with an estimate before any repairs may begin. Any garment, which is deemed to have excessive repair costs, or being beyond repair and/or structurally unfit for firefighting, shall be returned tagged as being "non-NFPA Compliant", at no cost, with a recommendation to remove the garment from service.

The ISP shall be Third Party Certified to repair and perform resealing operations on W.L. Gore's Crosstech Moisture Barrier material and Parallon Thermal Liner/Moisture Barrier

All garments repaired must be returned and tagged "NFPA compliant."

All repairs performed on gear shall be listed in detail.

ISP must use NFPA-compliant repair materials from the original garment manufacturer and all thread must be 100% Nomex® meeting "Major A Seam" requirements.

ISP shall be capable of providing a full range of repair service, including but not limited to the following:

- Replacement of reflective trim
- Replacement of leather reinforcements
- Repair of rips, tears, and burn holes
- Repair and/or replacement of hardware
- Replacement or repair of zipper or Velcro closures
- Additions of all types of pockets
- Repair of both moisture barrier and thermal liner materials
- Custom alterations (i.e., lengthen and shorten coats, sleeves, pant legs and waist adjustments)

All moisture barrier repairs shall be performed by the manufacturer or a verified ISP. Moisture barrier materials are found in collars, collar closure systems, and other assemblies, including, but not limited to, storm flaps and sleeve wells.

Repair of broken zippers shall be repaired provided that doing so will not cause a breach to any moisture barrier material and will not affect the garment integrity.

Hooks and loops shall be replaced, provided that doing so will not cause a breach to any moisture barrier material and will not affect the garment integrity.

ISP shall not repair or clean gear that has reached the ten (10) year life cycle based on manufacture date. This gear shall be returned to the County for proper disposal. The County will not pay any charges/fees for gear mistakenly processed in error by the ISP.

ISP shall notify the County in writing when badly damaged gear is not economical to repair. This gear will be placed in a white bag provided by ISP with a label showing the information shown below stating that the gear cannot be used in fire service and include explanation for disposition.

Gear that is suitable for fire service will be placed in a UV-blocking bag provided by ISP with a label

showing the following information:

- Date of Inspection, Cleaning and Repair:
- Type of Gear (Turnout Coat Shell/Liner, Turnout Pants Shell/Liner):
- Manufacturer of the gear:
- Manufacturer's barcode / serial number:
- Date of Manufacture:
- Size of gear:
- Firefighter Name:
- Firefighter ID Number:
- Disposition:
 - BER (Beyond Economic Repair)
 - Exceeds 10-year limit Certified for fire service

I. Containers/Bags/Labels

The ISP will also be responsible for providing disposable bags. The disposable bags should be 20x4x30, 0.8 mil high-density polyethylene PE merchandise bags in white, red, and black.

The "RED" bags are for bio-hazardous contaminated gear.

"UV-blocking" bags are for gear that requires inspection, cleaning, and repair.

"WHITE" bags are for gear that has failed inspection or is marked for training.

Plastic bags shall not be reused. The colored bags must be provided for each set of turnout gear picked up for processing as well as for delivery from the ISP.

J. Helmets

Helmet inspection and advance cleaning must be made in accordance with manufacturer's guidelines meeting the latest edition of the NFPA 1851.

- Helmet elements must be inspected for the following:
 - Soiling
 - Contamination
 - Physical damage to the shell, such as:
 - Cracks, crazing dents, and abrasions
 - Thermal damage to the shell, such as bubbling, soft spots, warping, and discoloration
 - Physical damage to the earflaps, such as:
 - Rips, tears, and cuts
 - Thermal damage such as charring, burn holes, or melting
 - Damage to or missing components of the suspension and retention systems
 - Damage to or missing components of the faceshield/goggle system, including discoloration, crazing, and scratches to the faceshield/goggles lens limiting visibility
 - Damage to reflective rim
 - Loss of seam integrity and broken or missing stitches

Helmet requirements for advanced cleaning:

- Detachable or separate components, such as ear covers, suspensions covers, and goggles, shall be removed from the helmet and shall be washed and dried separately.
- Detachable components that are textile based shall either be separately hand washed or washed in a washer/ extractor with other components such as garments or hoods as specified.
- Helmets shall not be machine washed or dried using equipment that produces mechanical actions by tumbling or agitation.
- Unless otherwise specified, helmets shall be hand washed in a utility sink.
- Attached face shields shall be hand washed with a soft cloth.

K. Storage

Ensembles and ensemble elements shall be stored away from ultraviolet (UV) light, such as fluorescent light, especially from sunlight. Ensembles and ensemble elements shall be completely dry before packaging. Ensembles and ensemble elements shall be stored in accordance with NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting. Ensembles and ensemble elements shall be stored in areas where they will not come in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.

L. Record Keeping and Reporting

The County currently has approximately 1,500 sets of turnout gear in the field which are labeled by the manufacturer showing the month and year of manufacture.

The successful ISP shall establish a web-based record keeping system. This system shall have the ability to record the following data fields for each piece of gear the ISP has and has cleaned:

- Firefighter's name (Last, First, Middle Initial)
- Firefighter's Employee ID
- Date and condition when issued
- Type of gear
- Size of gear
- Manufacturer and Model name
- Manufacturer's identification number or serial number
- Month and year of Manufacture
- Date of advanced inspection, cleaning, testing and repair
- Results of testing
- Detailed description of all repairs
- Findings at time of advanced inspection
- Date of gear retirement (out of service)

The ISP shall record the information shown above in a format from which the Department can manipulate and generate reports; access will be via the Internet. The system shall allow the Department to generate ad-hock reports sorted by any one of the thirteen (13) fields. This access should be secure and should only be used and accessible by authorized County personnel. Reports shall be available at no cost to the County. The online reporting should include the garments processed, the name of the employee to which the gear is assigned, as well as garments that are no longer suitable for service. In addition to the information listed above, the ISP shall provide an email notification on the number of sets picked up or received and provide the names of the personnel for that gear for accountability purposes. At the completion of the contract, accumulated data shall be provided to the Department in a media capable of being accessed by the Department. Within one (1) week of the contract's completion, any held or stored gear shall be either returned to the Department's Logistics Section or to the new ISP as directed by the County. Lost gear shall be reimbursed as per Section V *Loss or Destruction of Property*.

Bid schedule is an estimated projection of services. Repairs will require a written quote provided to the Department liaison for approval prior to beginning repair services. The Department will not be responsible for repairs completed that were not approved.

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

BID SCHEDULE

| Item # | Description | Approx. Annual Qty. | Unit Price | Total Price |
|---------------|---------------------------------------|----------------------------|-------------------|--------------------|
| 1 | Advanced Cleaning & Inspection - Coat | 1,500 EA | \$ | \$ |
| 2 | Advanced Cleaning & Inspection - Pant | 1,500 EA | \$ | \$ |
| 3 | Advanced Inspection - Pant Shell | 1 EA | \$ | \$ |
| 4 | Advanced Inspection - Coat Shell | 1 EA | \$ | \$ |
| 5 | Clean Only (including Liner System) | 1 EA | \$ | \$ |
| 6 | Clean Outer Shell ONLY - Coat | 1 EA | \$ | \$ |
| 7 | Clean Outer Shell ONLY - Pant | 1 EA | \$ | \$ |
| 8 | Cleaning & Inspection - Helmet | 100 EA | \$ | \$ |
| 9 | Cleaning Leather Boots - Pair | 1 EA | \$ | \$ |
| 10 | Cleaning & Inspection - Hood | 1 EA | \$ | \$ |
| 11 | Cleaning & Inspection - Gloves | 1 EA | \$ | \$ |
| 12 | Bartack | 191 EA | \$ | \$ |
| 13 | Belt Loop (1) | 2 EA | \$ | \$ |
| 14 | D-Ring/Coat (1) | 3 EA | \$ | \$ |
| 15 | Extreme Clean | 1 EA | \$ | \$ |
| 16 | Hazmat Tar, Oil, Grease | 5 EA | \$ | \$ |
| 17 | Hook/Coat (1) | 1 EA | \$ | \$ |
| 18 | Install Crotch Loop/Pant (1) | 1 EA | \$ | \$ |
| 19 | Knee Padding (any Type) (1) | 2 EA | \$ | \$ |
| 20 | Knee Pads/Pant Single | 1 EA | \$ | \$ |
| 21 | Large Patch MB/Coat | 1 EA | \$ | \$ |
| 22 | Large Patch MB/Pant (1) | 1 EA | \$ | \$ |
| 23 | Large Patch OS/Coat (1) | 2 EA | \$ | \$ |
| 24 | Large Patch OS/Pant (1) | 16 EA | \$ | \$ |
| 25 | Large Patch TL/Coat | 1 EA | \$ | \$ |

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| Item # | Description | Approx. Annual Qty. | Unit Price | Total Price |
|---------------|--|----------------------------|-------------------|--------------------|
| 26 | Large Patch TL/Pant (1) | 1 EA | \$ | \$ |
| 27 | Lengthen Coat & Liner 2+" up to 4" / Pkt Lowered | 1 EA | \$ | \$ |
| 28 | Lengthen Inseam up to 2" | 1 EA | \$ | \$ |
| 29 | Lengthen Sleeve up to 2" | 1 EA | \$ | \$ |
| 30 | Lengthen Sleeve up to 4" | 1 EA | \$ | \$ |
| 31 | Medium Patch MB/Coat | 1 EA | \$ | \$ |
| 32 | Medium Patch MB/Pant (1) | 1 EA | \$ | \$ |
| 33 | Medium Patch OS/Coat (1) | 32 EA | \$ | \$ |
| 34 | Medium Patch OS/Pant (1) | 60 EA | \$ | \$ |
| 35 | Medium Patch TL/Coat | 1 EA | \$ | \$ |
| 36 | Medium Patch TL/Pant (1) | 2 EA | \$ | \$ |
| 37 | Miscellaneous Velcro per 1"/ Pant | 1 EA | \$ | \$ |
| 38 | Modified Liner Inspection Pant | 19 EA | \$ | \$ |
| 39 | Open/Close Seam for Repair | 61 EA | \$ | \$ |
| 40 | Reconstruct Front or Back Panel from Trim Down (1) | 1 EA | \$ | \$ |
| 41 | Remove Letters | 33 EA | \$ | \$ |
| 42 | Replace Binding (Per Inch) | 6 EA | \$ | \$ |
| 43 | Replace Crotch Loop/Pant (1) | 1 EA | \$ | \$ |
| 44 | Replace Cuff Around Sleeve (any Type) (1) | 5 EA | \$ | \$ |
| 45 | Replace Cuff Reinforcement (any Type) (1) | 5 EA | \$ | \$ |
| 46 | Replace Knee Reinforcements (any Type) (1) | 100 EA | \$ | \$ |
| 47 | Replace Leg Trim (1) | 2 EA | \$ | \$ |
| 48 | Replace MB From Knee Down (1) | 1 EA | \$ | \$ |
| 49 | Replace Pant Fly Zipper | 1 EA | \$ | \$ |
| 50 | Replace Rivet/Grommet Coat (1) | 174 EA | \$ | \$ |

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| Item # | Description | Approx. Annual Qty. | Unit Price | Total Price |
|---------------|---------------------------------|----------------------------|-------------------|--------------------|
| 51 | Replace Snap/Coat (1) | 1 EA | \$ | \$ |
| 52 | Replace Trim Body Coat | 1 EA | \$ | \$ |
| 53 | Replace Trim Sleeve Coat | 6 EA | \$ | \$ |
| 54 | Replace Trim Up To 4" | 6 EA | \$ | \$ |
| 55 | Replace Trim Up To 8" | 7 EA | \$ | \$ |
| 56 | Replace Trim Up To 12" | 15 EA | \$ | \$ |
| 57 | Replace Trim, Coat Pocket | 1 EA | \$ | \$ |
| 58 | Replace Zipper/Coat (1) | 7 EA | \$ | \$ |
| 59 | Restitch Seam/Coat (1) | 25 EA | \$ | \$ |
| 60 | Restitch Seam/Pant (1) | 168 EA | \$ | \$ |
| 61 | Restitch Trim/Coat (1) | 34 EA | \$ | \$ |
| 62 | Restitch Trim/Pant (1) | 45 EA | \$ | \$ |
| 63 | Re-Stripe Entire Pant Cuffs (2) | 1 EA | \$ | \$ |
| 64 | Reverse Hook/Coat | 2 EA | \$ | \$ |
| 65 | Rivets/Grommet (1) | 51 EA | \$ | \$ |
| 66 | Sew On Letters or #S Scotch (1) | 38 EA | \$ | \$ |
| 67 | Shorten Inseam 2"- 4" | 1 EA | \$ | \$ |
| 68 | Shorten Inseam up to 2" | 1 EA | \$ | \$ |
| 69 | Shorten Sleeve up to 2" | 1 EA | \$ | \$ |
| 70 | Shorten Sleeves 2" to 4" | 1 EA | \$ | \$ |
| 71 | Small Patch MB/Coat | 1 EA | \$ | \$ |
| 72 | Small Patch MB/Pant (1) | 1 EA | \$ | \$ |
| 73 | Small Patch OS/Coat (1) | 116 EA | \$ | \$ |
| 74 | Small Patch OS/Pant (1) | 221 EA | \$ | \$ |
| 75 | Small Patch TL/Coat | 3 EA | \$ | \$ |

COMPANY NAME _____

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

BID SCHEDULE

| Item # | Description | Approx. Annual Qty. | Unit Price | Total Price |
|---------------|--------------------------------|----------------------------|-------------------|--------------------|
| 76 | Small Patch TL/Pant (1) | 12 EA | \$ | \$ |
| 77 | Snap Tab (1) | 1 EA | \$ | \$ |
| 78 | Suspender Button/Snap/Pant (1) | 13 EA | \$ | \$ |
| 79 | Suspender Loop (1) | 7 EA | \$ | \$ |
| 80 | Tape hole in MB Up per 6" | 1 EA | \$ | \$ |
| 81 | Tape Pin Hole in MB Up Per 3" | 22 EA | \$ | \$ |
| 82 | Tape Pin Hole in MB Up Per 6" | 4 EA | \$ | \$ |
| 83 | Velcro Fly /Pant (1) | 69 EA | \$ | \$ |
| 84 | Velcro Storm Flap/Coat (1) | 1 EA | \$ | \$ |
| 85 | Velcro Up To 4"/Coat (1) | 166 EA | \$ | \$ |
| 86 | Velcro Up To 4"/Pant (1) | 119 EA | \$ | \$ |
| 87 | Velcro Up To 8"/ Coat (1) | 1 EA | \$ | \$ |
| 88 | Velcro Up To 8"/ Pant (1) | 49 EA | \$ | \$ |
| 89 | Velcro Up To 12"/ Coat (1) | 13 EA | \$ | \$ |
| 90 | Velcro Up To 12"/ Pant (1) | 25 EA | \$ | \$ |
| 91 | Visual Liner Inspection Coat | 8 EA | \$ | \$ |
| 92 | Wristlet Thumbhole (1) | 10 EA | \$ | \$ |
| | | | BID TOTAL | \$ |

COMPANY NAME _____

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

BID SCHEDULE CONTINUED

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

Unless otherwise noted, quoted prices will remain firm for four (4) additional one-year 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 _____ |

Certification Of Non-Collusion in Bid 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 |
|--------------|-------|--------------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

In compliance with the attached specifications, the undersigned acknowledges all requirements outlined in the "Instructions to Bidders" and all documents referred to therein, if this bid is accepted by the Board of Commissioners within ninety (90) days of the date of bid opening, to furnish any or all of the items upon which prices are bid, at the price set opposite each item bid, delivered to the designated point(s) within the time specified in the bid schedule. By submission of this bid, I understand that Gwinnett County uses Electronic Payments for remittance of goods and services. Vendors should select their preferred method of electronic payment upon notice of award. For more information on electronic payments, please refer to the Electronic Payment information in the instructions to vendors.

Legal Business Name _____

Complete Address _____

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

Representative Signature _____ Printed Name _____

Telephone Number _____ E-mail address _____

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

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 _____



BL109-23 Provision of Bunker Gear Maintenance and Repair on an Annual Contract

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

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

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

E-Verify * User Identification Number

Date Registered

Legal Company Name

Street Address

City/State/Zip Code

BY: _____
Authorized Officer or Agent
(Contractor Signature)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

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

Notary Public
My Commission Expires: _____

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

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is "E-Verify" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



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

Printed Name of Authorized Officer or Agent

_____ day of _____, 20____

Title of Authorized Officer or Agent of Contractor

Notary Public

(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**

STANDARD INSURANCE REQUIREMENTS

(For projects less than \$1,000,000)

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

2. Commercial General Liability Insurance
 - (a) \$500,000 limit of liability per occurrence for bodily injury and property damage
 - (b) The following additional coverage must apply:
 - ✓ 1986 (or later) ISO Commercial General Liability Form
 - ✓ Dedicated Limits per Project Site or Location (CG 25 03 or CG 25 04)
 - ✓ Additional Insured Endorsement (Form B CG 20 10 with a modification for completed operations or a separate endorsement covering Completed Operations)
 - ✓ Blanket Contractual Liability
 - ✓ Broad Form Property Damage
 - ✓ Severability of Interest
 - ✓ Underground, explosion, and collapse coverage
 - ✓ Personal Injury (deleting both contractual and employee exclusions)
 - ✓ Incidental Medical Malpractice
 - ✓ Hostile Fire Pollution Wording

3. Auto Liability Insurance
 - (a) \$500,000 limit of liability per occurrence for bodily injury and property damage
 - (b) Comprehensive form covering all owned, non-owned, leased, hired, and borrowed vehicles
 - (c) Additional Insured Endorsement
 - (d) Contractual Liability

4. Umbrella Liability Insurance - \$1,000,000 limit of liability
 - (a) The following additional coverage must apply
 - ✓ Additional Insured Endorsement
 - ✓ Concurrency of Effective Dates with Primary
 - ✓ Blanket Contractual Liability
 - ✓ Drop Down Feature
 - ✓ Care, Custody, and Control - Follow Form Primary
 - ✓ Aggregates: Apply Where Applicable in Primary
 - ✓ Umbrella Policy must be as broad as the primary policy

5. Gwinnett County Board of Commissioners (**and any applicable Authority**) should be shown as an additional insured on General Liability, Auto Liability and Umbrella Liability policies.

6. The cancellation should provide 10 days notice for nonpayment and 30 days notice of cancellation.

7. Certificate Holder should read:
 - Gwinnett County Board of Commissioners
 - 75 Langley Drive
 - Lawrenceville, GA 30046-6935

8. Insurance Company, except Worker' Compensation carrier, must have an A.M. Best Rating of A-5 or higher. Certain Workers' Comp funds may be acceptable by the approval of the Insurance Unit. European markets including those based in London and domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor's broker/agent can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A-5 or better.

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

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

BL109-23

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.
- 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 bidder, 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.gwinnettcounty.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.