



September 13, 2023

**INVITATION TO BID  
BL081-23**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified service providers for the **Provision of Minor Roof Repairs, Roof Cleaning and Inspection, and Roof Condition Assessments on an Annual Contract** for the Department of Support 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 October 12, 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](http://www.gwinnettcounty.com).

Questions regarding bids should be directed to Dana Garland, CPPB, FOII, NIGP-CPP, Purchasing Associate III at [dana.garland@gwinnettcounty.com](mailto:dana.garland@gwinnettcounty.com) or by calling 770-822-8723, no later than **3:00 P.M. on September 28, 2023**. Bids are legal and binding upon the bidder when submitted.

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

Award notification will be posted after award on the County website, [www.gwinnettcounty.com](http://www.gwinnettcounty.com) and companies submitting a bid will be notified via email.

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

A handwritten signature in blue ink, appearing to read "Dana Garland".

Dana Garland, CPPB, FOII, NIGP-CPP  
Purchasing Associate III

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

**Bid Schedule, Pages 20-36**  
**References, Pages 37-38**  
**Contractor Affidavit and Agreement, Page 39**  
**Code of Ethics Affidavit, Page 40**

## Scope of Services

The Gwinnett County Board of Commissioners is soliciting competitive pricing for minor roof repairs, roof cleaning and inspection, and roof condition assessments for various County facilities located throughout the County. Roofs will be of various types including, but not limited to the following: decking with fiberglass shingles, asphalt shingles, cedar shingles, built-up roofs with asphalt and gravel, built-up roofs with shingle or multi-ply sheeting of varying types, single ply membrane with or without ballast, metal deck, aluminum, and slate tile. The majority of the roofs covered under this contract are built-up or shingled. Repairs shall also include patching, flashing, gutters, downspouts, gravel stops, coping, pipe collars, dormers, vents, horizontal panels, nailers, insulation, decking, roof hatches etc. The services will include two different work elements: 1) an Annual Program of Preventive Maintenance to be performed with a set fee schedule and 2) Service Call Repairs to be performed on a Time and Material Basis. The two sets of services are described in Section I- Scope of Services and Section II - Service Call Repair on Time and Material Basis outlined below. The facilities included are listed in Section I. This contract may be awarded by section or to the overall low responsive and responsible bidder.

### I. Annual Program of Preventive Maintenance

The County has designated a list of facilities for which it requires a set schedule of preventive maintenance tasks. The services covered under this section are described under sub-sections I.A.-I.G. Most facilities will require annual or semi-annual maintenance. The frequency of service for each facility is specified herein, along with the actual month that the work must be performed. Any modifications to the specified schedule must be agreed upon in writing by the approved County representative.

The awarded service provider will be responsible for all listed work items and their associated costs. Included in, but not limited to, these costs are administration, supervision and overhead, travel, equipment and tools necessary to perform the services, including hand tools, drills, ladders, cleaning agents, personnel time; and consumable materials such as rags, gloves, and tarps.

If during the preventative/scheduled maintenance services, the service provider determines the need for repair or replacement of roofing material, gutters, downspouts, splash plates, etc., the scope of which extends beyond the assigned preventive/scheduled maintenance tasks, the service provider shall promptly notify the County, while on site, and shall proceed with the repair and/or replacement of the items per the County's direction. It is in the County's best interest to authorize these repairs quickly to minimize unscheduled service calls. For repairs exceeding \$2,000, refer to Section II.G., Repairs in Excess of \$2,000/Equipment Replacements. These repairs and replacements shall be performed under the Time and Materials element of the agreement and **Service Call Charges will not be allowed for such repairs.**

Any damage to a facility because of the service provider or his work will be the responsibility of the service provider to repair as required and supervised by the County at the service provider's expense. Any damage as part of a preventive maintenance task to roof, façade, or other components in work area must be repaired at no additional cost to the County. All repairs must be performed to match existing application prior to damage.

NOTE: As part of its services, the awarded service provider shall be responsible for confirming and updating the building list for each facility. This list has been embedded into this document for reference but will be provided to the awarded contract in Microsoft Excel format. The County Representative shall review and approve the format prior to the service provider preparing the updated list. The service provider shall provide the building list to the County Representative as soon as practicable but no later than thirteen (13) months after the start of the contract, and immediately following any equipment change. This is non-negotiable. The list shall include all major building names, roof types, square footages of each type, age of roofs and shall indicate the square footage of each roof type for each building. The service provider shall maintain this master list of buildings for the duration of the contract.

When the County or the service provider replaces a portion or section of roofing material, gutter or downspout, the service provider shall update the list to reflect the new components. The service provider shall provide an updated list at the time of each component change and a minimum of once annually if there are no changes. The County will provide an update to the service provider if roofing upgrades, replacement or changes outside this agreement occur. All preventive maintenance checklists should include roofing type, and photos for verification for each visit.

**PREVENTIVE MAINTENANCE:** The Preventive Maintenance items listed are a MINIMUM of tasks that the County demands to be performed. After award but before work commences (if possible), it is the responsibility of the awarded service provider to review the manufacturer's minimum cleaning and inspection requirements and provide these back to the County for approval. If there are additional tasks recommended, the County will update these lists. This will ensure all types of roofs in the County portfolio are maintained as recommended to prolong the life of each roof, as well as keep warranties intact. It is possible this information cannot be provided prior to the first site visit; therefore, the service provider must review at that time and notify the County of any additional information.

#### **A. Cleanings and Inspections**

Roof cleanings and inspections are an important part of this contract and serve multiple functions. Regular cleaning and inspection of building roof systems will lead to early detection of roof problems, protection of County capitol assets, and maintenance of safe working environments. In roofing systems still under warranty, the County will require semi-annual cleanings and inspections. These cleanings and inspections will serve the purpose of identifying material and workmanship defects that may be covered under warranty. Additionally, the semi-annual schedule satisfies manufacturer's minimum standard for maintaining warranty coverage. Occasionally, a cleaning and inspection may be called in after significant weather events, these inspections will serve the purpose of identifying damage and producing an action plan for resolution. Annual and semi-annual cleanings and inspections will be billed at the rates stated in the bid tab, emergency cleanings and inspections will be billed using the hourly rate as stated in the bid tab. Cleaning and inspection reports must be provided to the designated contacts for each department within five days of the inspection.

The awarded service provider will be responsible for performing roof cleanings and inspections according to the County supplied schedule. Cleanings and inspections must be completed in the assigned month. The County has supplied a sample of the roof cleaning and inspection document; however, the service provider will be responsible for creating and maintaining cleaning and inspection documents. All documents must be in Microsoft Excel and approved by the County before work commences.

#### **B. Gwinnett County Roof Cleaning and Inspection Checklist**

1. Thoroughly check roof, both flat and sloped, and remove leaves, limbs, pine needles, dirt, and other debris. On sloped roofs, clean out valleys to ensure no debris can clog gutters. These items must be bagged and removed from site.
2. Clean out debris from inside of gutters.
3. Clean out downspouts to ensure full flow of water. Remove all debris from site that was cleared from gutters and downspouts.
4. Clear all roof drains, scuppers, and scupper piping to ensure there is no debris preventing water from leaving the roof surface.
5. Remove all debris from the top of HVAC or refrigeration equipment.
6. Note heavy debris areas on the roof, overhanging limbs, necessary tree or shrub pruning or vegetation for the County to address.
7. Note any presence of algae or moss on roof.

8. Note the presence of abandoned equipment, materials, debris, and other foreign objects on roof.
9. Inspect membrane for deteriorated coating, granular loss.
10. Note any punctures or large holes.
11. Note any blistering.
12. Note any fasteners that have come loose, corroded, or have penetrated roof.
13. Note metal flashing deficiencies to include deteriorated sealants and deteriorated metal.
14. Note any areas where ponding is evident.
15. Inspect penetrations and seals around them. I.e.: piping boots, pitch pans, roof curbs and flue piping.
16. Inspect for cracks or alligatoring.
17. Inspect shingles for buckling, deformed edges, and missing tabs.
18. Inspect fascia to assure all is secure.
19. Inspect soffits to assure all is secure.
20. Inspect condition of skylights and seals/flashing around them.
21. Provide photos of items from checklist tasks 1-19. Include photo of before and after cleaning.
22. Provide annotated photographs of all roof sections and deficiencies.
23. Include as part of this report a scope of work to repair deficiencies found during this cleaning and inspection.

### C. Roof Assessments

Roof Assessments are a vital component of the County's Asset Management Program. The selected roofing service provider will be required to perform an annual roof assessment for each roof provided in this invitation. Annual roof assessment reports are due no later than 30 calendar days from last calendar day of the scheduled month. Occasionally, an emergency roof assessment may be requested. In this case, a report may be due 48 hours upon completion. This would be on a case-by-case basis and is not typical. As part of the roof assessment, the service provider will provide a detailed report, one for each facility, to include the minimum information, but not limited to:

1. Facility name with color photo
2. Site overview to include an aerial photo showing the property and structure.
3. If roof has multiple sections, often based on the County's recommendation, break out each area by section and roof type.
4. Report shall include for each section and roof type, the square footage and installation date or age of roof.
5. Report shall include access type to each roof section. For example, roof hatch, structure mounted ladder, extension ladder, etc.
6. Report summary page shall include each section, square footage, installation date and a grade/score of roof condition.
7. Each section or type of the roof shall include color photos that will provide a clear understanding of the roof condition and roofing materials.
8. Report shall notate penetrations, condition of sealants, deficiencies, and a recommended course of action to correct deficiencies.
9. Thoroughly show roof curbing, flue piping, plumbing piping vents, expansion joints, screw or fastener issues and any other items that provide issues or concerns to be addressed.
10. The report shall include a detailed condition summary to include the grade for each type of roofing material, flashings, gutters, seams, and an overall grade/score for that section, along with a cost to make the suggested repairs.
11. Report will include photos and condition of gutters and downspouts and show indications of any deficiencies of how water is routed once it exits downspouts. Show areas of erosion and structural damage if necessary.
12. The typical grading/scoring that the County utilizes is:

- a. A = 10 Years or more of service life remaining
- b. B = 8-10 Years of service life remaining
- c. C = 5-7 Years of service life remaining
- d. D = 2-4 Years of service life remaining
- e. F = Less than 1 Year of service life remaining

13. In addition to the report, service provider will be required to provide digital photos in their original format. This can be by email, Dropbox, or a physical usb flash drive.

**D. Facilities Roof information with preventive maintenance schedule**

The County reserves the right to add or delete facilities and/or services to be performed throughout the life of the contract. Such action will be done in writing by an authorized County representative. The service provider will be provided with the scope of service and the specifications of equipment to be serviced, so the successful service provider can submit pricing prior to addition of said services.

**Section I.A. Department of Community Services**

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Mountain Park Aquatic Center & Activity Building	Membrane	11,600	2022	Annual	October	N/A
	Standing Seam Metal	24,800	2004	Annual	October	N/A
Rhodes Jordan Community Center and Aquatic Center	Membrane	33,000	2020	Annual	October	N/A

**Section I.B. Department of Fire and Emergency Services**

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Fire Academy – Administration/Training	Flat	15,500	2016	Semi-Annual	January/April	May
Fire Academy -Tower	Flat	1,800	1997	Annual	April	May
Fire Academy - Annex	Metal/Sloped	4,100	1990	Annual	April	May
Fire Academy Apparatus/Training	Flat DHM	5,000	2016	Semi-Annual	January/April	May
	Metal/Sloped	5,200	2016	Semi-Annual	January/April	May
Fire Academy – Butler Building	Metal/Sloped	2,200	2016	Annual	April	May
Fire Academy - Burn Building	Flat	1,700	1997	Semi-Annual	January/April	February
Fire Academy – Drivers Training	Flat	855	2016	Annual	April	May

## Section I.B. Department of Fire and Emergency Services Continued

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Fire Academy - Pavilion	Metal/Sloped	12,308	2016	Semi-Annual	January/April	May
Fire Administration - Headquarters	Flat DHM	14,000	2004	Semi-Annual	January/June	July
	Metal/Sloped	8,652	2004	Semi-Annual	January/June	July
Fire Facilities Management	Metal/Sloped	7,532	1979	Annual	January	February
Fire Resource Management	Metal/Sloped	14,163	2004	Semi-Annual	January/June	July
Fire Apparatus Management (Behind Fleet)	Metal/Sloped	24,000	2004	Semi-Annual	January/June	July
Self-Contained Breathing Apparatus Maintenance (Behind Fleet)	Metal/Sloped	7,500	2004	Semi-Annual	January/June	July
Gwinnett Fire Station #1	Shingle/Sloped	9,440	2008	Annual	May	June
Gwinnett Fire Station #2	Metal/Sloped	6,865	2001	Annual	May	June
Gwinnett Fire Station #3	Metal/Sloped	5,938	2001	Annual	January	February
Gwinnett Fire Station #4	Flat DHM	5,664	2000	Annual	May	June
Gwinnett Fire Station #5	Metal/Sloped	14,349	2004	Annual	April	May
Gwinnett Fire Station #6	Metal/Sloped	9,200	2021	Semi-Annual	January/June	February
Gwinnett Fire Station #7	Shingle/Sloped	12,806	2009	Annual	May	June
Gwinnett Fire Station #8	Metal/Sloped	9,683	2007	Annual	April	May
Gwinnett Fire Station #9	Flat DHM	9,559	2023	Semi-Annual	January/April	February

## Section I.B. Department of Fire and Emergency Services Continued

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Gwinnett Fire Station #10	Metal/Sloped	15,775	2016	Semi-Annual	January/April	February
Gwinnett Fire Station #11	Metal/Sloped	14,561	2000	Annual	January/May	June
Gwinnett Fire Station #12	Shingle/Sloped	13,182	2006	Annual	May	June
Gwinnett Fire Station #13	Metal/Sloped	5,291	2022	Semi-Annual	January/April	February
	Flat	5,632	2022	Semi-Annual	January/April	February
Gwinnett Fire Station #14	Flat	10,563	2002	Annual	April	May
Gwinnett Fire Station #15	Metal/Sloped	5,291	2019	Semi-Annual	January/April	February
	Flat	5,632	2019	Semi-Annual	January/April	February
Gwinnett Fire Station #16	Metal/Sloped	5,390	1981	Annual	April	May
Gwinnett Fire Station #17	Metal Sloped	5,390	1981	Annual	April	May
Gwinnett Fire Station #18	Shingle/Sloped	13,421	2009	Annual	May	June
Gwinnett Fire Station #19	Metal/Sloped	13,809	1994	Semi-Annual	January/May	June
Gwinnett Fire Station #20	Metal/Sloped	14,158	2017	Semi-Annual	January/May	June
Gwinnett Fire Station #21	Metal/Sloped	8,600	2016	Semi-Annual	January/June	February
Gwinnett Fire Station #22	Metal/Sloped	9,952	2015	Annual	June	July
Gwinnett Fire Station #23	Metal/Sloped	9,952	2019	Semi-Annual	January/April	February
Gwinnett Fire Station #24	Metal/Sloped	13,792	2004	Annual	April	May

**Section I.B. Department of Fire and Emergency Services Continued**

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Gwinnett Fire Station #25	Metal/Sloped	9,342	2004	Annual	April	May
Gwinnett Fire Station #26	Metal/Sloped	10,927	2006	Annual	June	July
Gwinnett Fire Station #27	Metal/Sloped	10,927	2007	Annual	June	July
Gwinnett Fire Station #28	Metal/Sloped	9,325	2008	Annual	June	July
Gwinnett Fire Station #29	Metal/Sloped	9,352	2009	Annual	April	May
Gwinnett Fire Station #30	Metal/Sloped	15,124	2009	Annual	April	May
Gwinnett Fire Station #31	Metal/Sloped	16,246	2016	Semi-Annual	January/April	February

**Section I.C. Department of Support Services Airport Facilities**

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Airport Maintenance Office & Police Aviation	Metal/Sloped	19,112	1994	Annual	June	July
Briscoe Field Control Tower	Flat/TPO	1,500	2020	Annual	June	July

**Section I.D. Department of Support Services Library Facilities**

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Buford-Sugar Hill Branch Library	Metal/Sloped	13,000	2015	Annual	April	May



## Section I.D. Department of Support Services Library Facilities Continued

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Centerville Library and Community Center	Metal/Sloped	22,968	2002	Annual	June	July
Collins Hill Branch Library	Metal/Sloped	17,137	1999	Semi-Annual	April	May
	Flat/Membrane	9,893	1999	Semi-Annual	April	May
Dacula Branch Library	Metal/Sloped	27,150	2006	Annual	April	May
	EPDM	1,750	2006	Annual	April	May
Duluth Branch Library	Mod Bit	22,833	2021	Semi-Annual	May/November	June
Elizabeth H. Williams Branch Library	Mod Bit	27,500	2023	Semi-Annual	June/November	July
Five Forks Branch Library	Metal/Sloped	18,876	1995	Semi-Annual	January/August	February
	EPDM	2,800	1995	Semi-Annual	May/November	February
Grayson Branch Library	Shingle/Sloped	27,150	2023	Semi-Annual	June/November	July
	Flat/Membrane	1,750	2006	Semi-Annual	June/November	July
Hamilton Mill Branch Library	Metal/Sloped	24,050	2010	Annual	May	June
Lawrenceville Branch Library and HQ	Shingle/Sloped	34,250	1990	Semi-Annual	February/August	March
	Flat/Membrane	12,250	1990	Semi-Annual	February/August	March
Lilburn Branch Library	Flat/Membrane	30,150	2016	Semi-Annual	May/November	June
	Metal/Sloped	9,200	2016	Semi-Annual	May/November	June
Mountain Park Branch Library	Shingle/Sloped	12,528	2014	Semi-Annual	January/August	February

## Section I.D. Department of Support Services Library Facilities Continued

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Norcross Branch Library	Flat/Membrane	30,750	2021	Semi-Annual	May/November	June
Peachtree Corners Branch Library	Flat/Membrane	16,208	2014	Semi-Annual	May/November	June
Suwanee Branch Library	Metal/Sloped	17,000	2004	Semi-Annual	April/November	May
	Flat/Membrane	5,050	2004	Semi-Annual	April/November	May

## Section I.E. Department of Support Services General Buildings Facilities

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Bill Atkinson Animal Welfare Center	Flat/Mod Bit	37,573	2007	Annual	March	April
Centerville Senior Center	Metal/Sloped	6,000	2016	Semi-Annual	April/October	May
	Flat/Membrane	4,950	2016	Semi-Annual	April/October	May
Charlotte J. Nash Court Building	Flat/Mod Bit	51,468	2021	Semi-Annual	April/October	May
Comprehensive Correctional Complex	Built Up Roof	124,628	2003	Annual	March	March
DOT District 1 Maintenance Barn	Metal/Sloped	8,850	2018	Semi-Annual	April/October	May
DOT District 2 Maintenance Barn	Metal/Sloped	8,850	1999	Annual	April	May
DOT District 3 Maintenance Barn	Metal/Sloped	8,850	2004	Annual	April	May
DOT District 5 Maintenance Barn	Metal/Sloped	8,850	2007	Annual	April	May
Female Seminary	Cedar Shingle/Sloped	3,170	2021	Semi-Annual	February/August	March

## Section I.E. Department of Support Services General Buildings Facilities Continued

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Fleet Surplus Building	Metal/Sloped	1,250	2018	Annual	March	April
Former Duluth Branch Library	Slate/Sloped	10,090	1989	Annual	June	July
	Ballast/EPDM	3,800	1989	Annual	June	July
Georgia Department of Driver Services	Metal/Sloped	14,814	2004	Annual	March	April
Gwinnett Central Services	Flat/TPO	139,743	2007	Annual	March	April
Gwinnett Courts Annex	Flat/Mod Bit	34,146	2006	Annual	Feb	March
Gwinnett Entrepreneur Center	Shingle/Sloped	7,313	2011	Semi-Annual	Jan/June	February
Gwinnett Government Annex	Flat/TPO	13,609	2016	Semi-Annual	February/August	March
Gwinnett Historic Courthouse	Slate/Sloped	8,314	2022	Semi-Annual	February/August	April
	Flat/Mod Bit	2,933	2022	Semi-Annual	February/August	April
Gwinnett Justice & Administration Center	metal/sloped	20,800	1988	Semi-Annual	February/November	March
	Flat/Mod Bit	168,266	2016	Semi-Annual	April/October	March
Gwinnett Medical Examiner's Office	Flat/Mod Bit	15,145	2017	Semi-Annual	March/Sept	April
Gwinnett Senior Services Center	Flat/Mod Bit	12,327	2011	Annual	March	April
	Flat/Mod Bit	13,992	2013	Annual	March	April
Isaac Adair House	Cedar Shingle/Sloped	1,938	2019	Semi-Annual	February/August	April
	Cedar Shingle/Sloped	1,742	2016	Semi-Annual	February/August	April
Lawrenceville Senior Center	Flat/Mod Bit	5,891	2011	Semi-Annual	January/September	February
	Metal/Sloped	6,941	2016	Annual	January/September	February
Lilburn City Hall	Flat/Membrane	13,271	2016	Semi-Annual	May/Nov	June
	Metal/Sloped	480	2016	Semi-Annual	May/Nov	June

## Section I.E. Department of Support Services General Buildings Facilities Continued

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
North Tag Office	Metal/Sloped	9,941	2005	Annual	April	May
One Justice Square	Flat/Membrane EPDM Ballasted	29,174	2000	Semi-Annual	February/August	March
OneStop Buford	Flat/Mod Bit	24,692	2017	Semi-Annual	March/Sept	April
OneStop Norcross	Flat/Mod Bit	30,900	2022	Semi-Annual	April/October	May
Senior Information Building	Flat/Mod Bit	1,060	2010	Annual	February	March
Snellville Tag Office	Shingle/Sloped	5,642	2006	Annual	April	May
Transportation Central Facility	Metal/Sloped	68,000	2007	Annual	April	May

## Section I.F. Department of Support Services Fleet Facilities

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Fleet Management Facility	Metal/Sloped	56,727	2000	Annual	March	April
Fuel Site - Berkeley Lake	Flat/Metal	2750	1992	Annual	February	March
Fuel Site - Buford	Flat/Metal	2750	1998	Annual	February	March
Fuel Site - Hamilton Mill	Flat/Metal	2750	1997	Annual	February	March
Fuel Site - Jimmy Carter	Flat/Metal	2750	1996	Annual	February	March
Fuel Site - Lawrenceville Hwy	Flat/Metal	2750	2002	Annual	February	March
Fuel Site - Oakland	Flat/Metal	2750	1994	Annual	February	March
Fuel Site - Scenic Highway	Flat/Metal	2750	2001	Annual	February	March
Fuel Site - Seaboard	Flat/Metal	2750	2000	Annual	February	March

**Section I.F. Department of Support Services Fleet Facilities Continued**

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
Fuel Site - Snellville	Flat/Metal	2750	2006	Annual	February	March
Fuel Site - Southside	Flat/Metal	2750	1998	Annual	February	March
Fuel Site - Swanson	Flat/Metal	2750	1998	Annual	February	March

**Section I.G. Department of Water Resources Facilities**

Building Name	Roof Type	Roof Sq. Footage	Age/Year	Cleaning Interval	Actual Months of PM Occurrence	Actual Months of Assessment Occurrence
The Water Tower - Bldg A	Membrane	26,000	2021	Annual	April	May

**E. Reporting**

The awarded service provider shall prepare and submit to the County a Preventive Maintenance Checklist for each preventive maintenance visit completed. The Preventive Maintenance Checklist must be a comprehensive account of all services performed, to include at a minimum the tasks listed in Section A and B and must be signed and dated by the responsible technician and a County representative from the facility where the services were performed, if applicable. A legible copy of the completed Checklist must be submitted to the County's Department of Support Services Representative within 48 hours of completion of the services. The failure by the service provider to submit these Checklists in a timely manner for scheduled preventive maintenance visits may be cause for the County to withhold payment for that service element in a particular month. The format for the Preventive Maintenance Checklist must be approved by the County prior to the start of services under this Agreement. Every checklist and work summary shall include the building name, roof type and PM type. There shall be one checklist per building. This checklist is in addition to a completed work order that includes labor hours and materials used, if applicable. The service provider is responsible for working with the County to develop a format and maintain all checklists for the duration of this contract. The service provider must include in Preventative Maintenance Work Summary the actual number of man hours utilized to complete the Preventative Maintenance. The service provider must include on each Preventative Maintenance summary a list of all materials used and installed during that Preventative Maintenance. This is to ensure that all roofs, gutters and downspouts are serviced on this Preventative Maintenance. All work performed on site as part of this Preventative Maintenance shall be documented in a computerized device and generate a digital notification to the designated County representative, prior to leaving the work site, that the work is complete. In addition, any items found that need noting, a digital photo of item, within the report, shall be included in the work summary, so that items that need addressed can be done so in a timely manner. If for whatever reason, this is not possible, the technician must call the County Representative and inform him/her that the work is complete. This does not relieve the service provider of providing the digital notification of work complete. A MONTHLY REPORT shall be supplied to the County representative as a summary of all preventative maintenance tasks completed and will include any notes that the technician has included. This report shall be capable of attaching to an

email. This will allow the County to have records of possible roofing issues that need to be addressed with the ANNUAL BUDGET. This format must also be approved by the County prior to start of services under this Agreement.

Also, as part of this contract, the awarded service provider must provide a Preventive Maintenance plan that aligns with their organization and that will show the following:

- List of all facilities included in this contract
- Detailed man hours planned for each task, and each occurrence (This information is utilized to assure proper attention is applied to the County assets)
- Show totals for each type, along with grand total of hours anticipated for preventive maintenance program. NOTE: This information is utilized for the County's Asset Management program and is for informational purposes only.

#### **F. Invoicing**

Invoices for services under the preventive maintenance program shall be submitted by the service provider directly to the Gwinnett County Department of Financial Services, Treasury Division by email to [disbursements@gwinnettcounty.com](mailto:disbursements@gwinnettcounty.com). Invoices must include the Purchase Order Number assigned to this contract; and must list each facility and the monthly cost for services. These are submitted on a monthly basis. A copy of the invoice shall also be emailed to a Gwinnett County Support Services Fiscal Management representative. This information will be released upon award of contract. Each month, the service provider will submit an invoice, for review, to the County representative. Once approved, the service provider will be authorized to send in invoice to multiple emails for processing. If the invoice is not correct, the service provider will be notified to correct and resend for approval. Monthly invoices for preventive maintenance services will only be for the work performed in that month. Therefore, every task listed in the preventive maintenance program, shall be itemized with the approved amount. If any service is determined to be incomplete, that amount will be removed from the invoice prior to approval. Once those services are completed, the service provider can invoice for those services on the following monthly invoice.

Monthly Invoices for preventive maintenance must be one invoice per facility type. The County's buildings are divided up into 4 categories. Therefore, all facilities under that category can be on one invoice. Each facility will be itemized per the awarded amount. This could result in only 4 invoices maximum per month for PM's.

- Airport
- Libraries
- General Buildings
- Fleet

## **II. Service Call Repair on Time and Material Basis**

### **A. Basic Scope**

The service provider shall provide leak investigation and roofing repair services on an as needed basis in response to service calls (and as noted in Paragraph I.A., as discovered necessary during preventive maintenance services.) The service provider shall be available on a 24 hour/7day per week (including holidays) basis and shall respond to service requirements at all facilities listed in Section I, C. The service provider shall provide all of the transportation, equipment, labor, parts and materials needed to complete necessary repairs due to service calls.

### **B. Service Requests**

The service provider shall provide these Time and Material services in response to specific service requests made by the Department of Support Services Representative or designees of

this representative. Prior to the start of services under this Agreement the Support Services Representative shall provide the service provider a list of what other personnel may submit a service request to the service provider. Service requests will be submitted by telephone or email.

**C. Response Time**

The service provider should respond with repair crew at the facility within two (2) business days for normal business requests. The service provider must acknowledge emergency requests within 2 hours and respond to emergency calls, in the field within four (4) hours. Normal business requests should be 7:00 am to 5:00 pm Monday through Friday. Recognized holidays for the County are: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, and Christmas Day. This response time is a critical requirement of this contract, and the service provider's failure to consistently adhere to this requirement may be considered non-performance.

**D. Basis of Compensation**

Compensation to the service provider for service call responses will be based on the hourly labor rates provided in the bid for the contract, the actual cost of parts plus a percentage markup indicated in the same bid (but not to exceed the percentages provided in the bid schedule) and a fixed Service Call Charge when applicable. Hours shall be calculated daily from the time the service provider's personnel arrives at a service location until the personnel leaves the site. Travel time to and from the location will not be compensated, and travel time away from the service location will not be compensated on an hourly basis. However, one Service Call Charge of a fixed amount may be added to a service call to cover all travel time, including time away from the service site to pick up parts or materials. Overtime labor rates may be charged for time outside of the "normal hours" specified in the bid. Parts must be itemized and billed at actual cost plus the pre-determined markup. The service provider also agrees that it will provide documentation of costs for parts and materials upon request of the County. This is accomplished by attaching the itemized invoice. Sub-contractor services when authorized by the County shall be billed at cost plus the same mark-up utilized for parts and materials. Sub-contractor costs must be documented.

As part of this contract, there are items that will not be accepted as billable. Included in these costs are administration, supervision, equipment, and tools necessary to perform the services, including rags, hand cleaners, hand tools, step ladders, extension ladders, wet dry vacuums, drills, cleaning supplies, etc. In addition, if drill bits, gloves, hole saws, Sawzall blades, dust masks, etc. are purchased for a repair, these are considered consumables or tools and are not subject to billing. If a specialty item is needed outside the normal list of repair and installation standards, then purchase of such item must be pre-approved and turned over to the County at time of completion of task. Truck stock items are acceptable, however, charge for such items must be in line with customary pricing of vendor, including mark up.

**E. Limitation on Utilization of Personnel**

The service provider will typically be expected to utilize two (2) technicians for a routine service call or repair. If the service provider anticipates using additional staff for the repair, it shall obtain prior approval from the Support Services Representative prior to committing to the use of the additional staff. The County will withhold payment for any invoice reflecting additional labor, where this support did not have prior approval. Staff utilization on larger scale repairs and projects with written authorization from the County shall reflect the staffing levels in the service provider's approved proposal.

**F. Service Call Charges**

As noted above, the County will not pay the hourly labor rate for time to travel to and from the service site or away from the service location to pick up parts and/or materials. Instead, compensation may include one Service Call Charge per service call to cover any travel time. This amount will be a flat fee charged in lieu of hourly time. Example: Repair personnel shows up on job 9:00 AM checks out problem and discovers that he needs to replace a part that he does not have on service vehicle. Technician leaves the job site at 10:00 AM, picks up the part and returns to the job site at 11:30 AM. Technician completes the repair at 12:30 PM. Billable costs at the hourly rate are from 9:00 – 10:00 and 11:30 – 12:30, and there is one Service Call Charge. If an additional technician or technicians are required to perform the work, there is still only one Service Call Charge.

**G. Repairs in Excess of \$2,000/Equipment Replacements**

If the service provider expects a repair to exceed \$2,000.00, the technician or another service provider representative shall contact the Support Services Representative prior to initiating the repair and shall provide a written estimate of the repair costs. This estimate shall include a detailed listing of expected labor costs by personnel classification, rate and hours; an itemized description of required parts and their costs; and a schedule for when the work can be performed. This estimate must be approved in writing by the Support Services Representative and must be retained and submitted by the service provider to the County with the final service provider Service Report.

**H. Sub-contractors**

The service provider shall be prepared to perform all the services called for under this contract with its own staff and its bid should reflect this approach. The County on occasion, may require the service provider to utilize specialty sub-contractors for projects or other work elements. In such cases, the Support Services Representative shall approve such sub-contractors before they are utilized. Sub-contractor expenses shall be billed as “reimbursables” at the documented actual costs plus the service provider’s pre-determined mark-up for parts/materials.

**I. Service Report Requirements and Invoicing**

In most cases where multiple technicians are needed to perform a task or complete a work order, in addition to the employee’s name and hours listed, it must also include what that technician’s role was in completing the work. Each completed service call shall be documented by a service provider Service Report. The Service Report must be signed by the technician who provided the services or repairs and by a representative from the facility where the work was completed. The Service Report shall be in a format acceptable to and approved by the County’s Support Services Representative and must provide comprehensive information. The service report must match the invoice that goes with the service and shall include, at a minimum, the following:

- A service report tracking number.
- Location of Services – Facility Name/Address
- Personnel utilized and hours of service for each day, if multiple
- If multiple staff are utilized, specify hours for each and specific tasks for each.
- All items addressed and materials used.
- Description of roof or roofing component serviced.
- Photos of issue before resolved and after resolved. The service provider can choose to have a link in work order that goes to a site to prevent large documents in email.

If the Invoice does not include the information provided below, the service will be determined incomplete and is not applicable for processing for payment. The Invoice shall include, at a minimum, the following information:



- Bid BL Number
- County Purchase Order Number
- A Work Order Number (provided by the County)
- Location of Services – Facility Name/Address
- Personnel Utilized and Hours of Service
- Calculation of Personnel Cost
- Truck Stock Parts & Materials Utilized/Costs/Markup
- Attached invoice of parts and materials from supplier
- Service Call Charge (If Applicable)
- Total Cost of Service
- Description of roof or roof component serviced
- Description of Services or repairs performed per site visit and/or per day per employee

The service provider will be required to submit the Service Reports within 24 hours of the completion of the services (some exceptions may be made to this requirement for large scale equipment replacements and special project work) to an email address assigned to this contract. The Support Services Representative will review the Service Reports and let the service provider know within 5 calendar days if there are questions or concerns regarding the services or costs. Services should be invoiced within 10 business days of actual service, if there is no discrepancy in the Service Reports.

The service provider shall invoice the County for its services only after there is confirmation that the information provided is acceptable to the County. No questions or no directions to modify the costs on the Service Report shall be taken as confirmation. If changes are required by the County, the final invoice should reflect those modifications. The service provider shall submit its invoices by email to the designated County Department liaison and copy the Gwinnett County Department of Financial Services at [disbursements@gwinnettcounty.com](mailto:disbursements@gwinnettcounty.com). Invoices shall include the applicable Purchase Order Number and the Service Report Tracking Number and shall be formatted according to terms and rates in the bid schedule. The labor and materials listed on the invoice and Service Report shall correspond, and the Service Report should be attached to the invoice. It is very important that this referenced information be complete and correct. The service provider's failure to present thorough and correct information may delay the payment process.

### **III. Performance Standards and Quality Assurance**

#### **A. Manufacturers' Standards**

All preventive maintenance and repair services called for herein, unless otherwise stated in these specifications, shall be in accordance with the standards, methods and procedures established in original manufacturers' operations, maintenance, and repair manuals. When the service provider installs new equipment or materials, it also shall follow the standards and procedures established by the applicable equipment manufacturers.

#### **B. Parts and/or materials**

Repair parts or components shall conform to the manufacturers and industry's standards. Parts or components furnished by the service provider shall be new, free of defects, and suitable for intended services. Parts must be replaced with comparable parts and must enable the roof or roofing component to function at the same or an enhanced level. The service provider shall be responsible for proper removal and disposal of old components and equipment. Replacement of parts and equipment will be subject to the Support Services Representative's approval, and the Representative may review fieldwork and audit associated invoices at any time.

**C. Protection, Cleaning and Restoration of Work Sites**

The service provider shall keep work sites clean and free of debris. When providing services, the service provider shall maintain a level of cleanliness and neatness needed for proper execution of the work. The service provider shall keep newly installed work clean and protect it from damage. When services are complete, the service provider shall clean the work site, in all areas disturbed by its activities, of rubbish, waste material and litter; remove all tools, equipment and surplus materials from the site, and remove any temporary protection and facilities installed during its services. Any surfaces and/or finishes that are damaged by the service provider's work shall be patched, repaired, and repainted to match surrounding area. The service provider also shall take precautions to protect all landscape such as trees, shrubbery, and grass at its service locations. Where such items are inadvertently destroyed or damaged, the service provider shall replace or restore components to match existing landscape at no cost to the County. All repairs are subject to County approval.

**D. Waste Disposal**

The service provider shall dispose of all waste promptly and shall comply with government regulations and legal requirements in doing so. The service provider shall not dispose of volatile wastes such as cleaning compounds, primers, and solvents; in storm or sanitary drains, on pavements or in gutters, or in a manner that will contaminate soils or be harmful to plant life at the service location. The service provider shall be responsible for proper disposal of all roofing or gutter system parts, materials and equipment removed during its services. The service provider also shall be responsible for the proper removal and disposal of cleaning agents and contaminants according to the latest EPA regulations. Where special removal is required of hazardous materials or other items, the service provider shall package items in clearly marked and sealed hazardous waste bags, provided by the service provider, and must be removed in a reasonable fashion or within 3 working days.

**E. Safety Precautions and Requirements**

1. The service provider shall take precautions to prevent fires. The service provider shall store flammable materials in non-combustible containers and store away from fire sources. The service provider shall remove flammable waste regularly from the work site. The service provider shall also carefully supervise any operation that could be a potential fire source such as cutting and welding.
2. The service provider shall take precautions to prevent accidents due to physical hazards. The service provider shall provide barricades and signs as required to protect the service provider's personnel, County employees and the public from hazards and to inform them thereof. Barricades and warning signs shall comply with OSHA safety regulations.
3. The service provider shall provide and require use of safety equipment, clothing and accessories as required by its work activities and safety regulations. NOTE: As a safety precaution, the County requires any service provider performing work to furnish their own tools and ladders. The County maintains a ladder inventory for numerous facilities, but they are for County employees' use only.

**F. Warranties**

The service provider shall warrant against failure of all materials and workmanship associated with its work for one (1) year after the date of acceptance of such work. The service provider shall also warranty the labor to replace or repair for such equipment, parts, or materials for (1) year after the date of acceptance for such work. The third service call regarding the same exact issue will be at service provider's expense and at no cost to the County. All travel, materials, and labor will be covered at no charge. The service provider shall correct such work promptly, at no cost to the County, after receipt of written notice from the County to do so. Maximum response time for initiation of repairs during the warranty period shall be 48 hours.

The service provider shall provide to the Support Services Representative copies of the standard manufacturer's warranties for any new equipment and parts purchased and installed by the service provider. The service provider shall provide this warranty information with its Service Report whenever applicable.

**G. Gwinnett County Support Services Representative**

In administration of the services under this contract, the County will be represented by the Asset Management Group within the Department of Support Services, who is referenced herein as the Support Services Representative. The role and primary responsibilities of the Support Services Representative are noted in the previous sections through descriptions of the relationship to the service provider. The Support Services Representative may designate other personnel to provide certain directions or decisions. Also, in this person's absence, responsibility falls to the: Operation Trades Manager or Section Manager in the Asset Management Group.

**H. Additional Requirements**

- a. The successful service provider should have the following and will provide upon request:
  - i. A roof inspection/roof assessment department
  - ii. A service and maintenance department with a minimum of ten, two-man service crews.
  - iii. A production department with Asbestos Abatement License
  - iv. An Accounts Payable and Accounts Receivable Department
  - v. 24/7 operations
- b. The successful service provider should have a company specific corporate safety policy in place.
- c. The successful service provider will provide a job specific Safety Plan & Hazard Plan upon request.
- d. The successful service provider should submit a sample roof condition assessment report along with the name and description of software utilized to prepare the report.
- e. The successful service provider should submit a sample service report for completed work.

**I. Service Provider References**

The successful service provider must have demonstrated successful performance with services of similar scope, both in number/size of facilities and types of services. Bidders should submit a minimum of three (3) references for roofing maintenance and repair services. All references must be for service contracts that are either current or were held within the past five (5) years. Reference information should include a brief description of the scope of services (number and sizes of buildings; nature of services: on-call, preventive maintenance, comprehensive, contract term, etc.)

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BID SCHEDULE

ITEM #	Section I.A. Department of Community Services	Annual Qty.	P.M. Type	Unit Cost	Total Cost
1.	Mountain Park Aquatic Center & Activity Building, 1063 Rockbridge Road, Stone Mtn., GA 30087	Ea*	Roof Assessment	\$	
		1	Roof Cleaning	\$	\$
2.	Rhodes Jordan Community Center & Aquatic Center, 100 East Crogan St., Lawrenceville, GA 30046	Ea*	Roof Assessment	\$	
		1	Roof Cleaning	\$	\$
<b>Section I.A. Total</b>					<b>\$</b>
ITEM #	Section I.B. Department of Fire and Emergency Services	Annual Qty.	P.M. Type	Unit Cost	Total Cost
1.	Fire Academy – Administration/Training, 3608 Braselton Hwy, Dacula, GA 30019	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
2.	Fire Academy – Tower, 3608 Braselton Hwy, Dacula, GA 30019	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
3.	Fire Academy – Annex, 3608 Braselton Hwy, Dacula, GA 30019	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
4.	Fire Academy – Apparatus/Training, 3608 Braselton Hwy, Dacula, GA 30019	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
5.	Fire Academy – Butler Building, 3608 Braselton Hwy, Dacula, GA 30019	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$

\*Requesting unit price should department choose to utilize this service.

Contractor Name \_\_\_\_\_

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BID SCHEDULE

ITEM #	Section I.B. Department of Fire and Emergency Services Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
6.	Fire Academy – Burn Building, 3608 Braselton Hwy, Dacula, GA 30019	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
7.	Fire Academy – Driver’s Training, 3608 Braselton Hwy, Dacula, GA 30019	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
8.	Fire Academy – Pavilion, 3608 Braselton Hwy, Dacula, GA 30019	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
9.	Fire Administration – Headquarters, 408 Hurricane Shoals Road N.E., Lawrenceville, GA 30045	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
10.	Fire Facilities Management, 1890 Five Forks Trickum Road, Lawrenceville, GA 30044	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
11.	Fire Resource Management, 450 Hosea Road, Lawrenceville, GA 30045	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
12.	Fire Apparatus Management, 650 Swanson Drive, Lawrenceville, GA 30045	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
13.	Self-Contained Breathing Apparatus Maintenance, 650 Swanson Drive, Lawrenceville, GA 30045	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$

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BID SCHEDULE

ITEM #	Section I.B. Department of Fire and Emergency Services Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
14.	Fire Station #1, 165 Lawrenceville Street, Norcross, GA 30071	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
15.	Fire Station #2, 12 Harmony Grove Road, Lilburn, GA 30047	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
16.	Fire Station #3, 4935 Five Forks Trickum Road, Lilburn, GA 30047	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
17.	Fire Station #4, 5550 Spaulding Drive, Norcross, GA 30092	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
18.	Fire Station #5, 3001 Old Norcross Road, Lawrenceville, GA 30045	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
19.	Fire Station #6, 3890 Johnson Drive, Snellville, GA 30039	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
20.	Fire Station #7, 3343 Bunten Road, Duluth, GA 30096	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
21.	Fire Station #8, 2295 Brannen Blvd, Grayson, GA 30017	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$

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BID SCHEDULE

ITEM #	Section I.B. Department of Fire and Emergency Services Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
22.	Fire Station #9, 1900 Five Forks Trickum Road, Lawrenceville, GA 30044	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
23.	Fire Station #10, 1131 Rock Springs Road, Lawrenceville, GA 30043	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
24.	Fire Station #11, 5885 Live Oak Parkway, Norcross, GA 30093	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
25.	Fire Station #12, 2815 Lenora Church Road, Snellville, GA 30078	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
26.	Fire Station #13, 105 Main Street, Suwanee, GA 30024	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
27.	Fire Station #14, 1600 Hwy 23, Buford, GA 30518	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
28.	Fire Station #15, 199 Scenic Hwy S, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
29.	Fire Station #16, 195 Dacula Road, Dacula, GA 30019	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$

Contractor Name \_\_\_\_\_

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BID SCHEDULE

ITEM #	Section I.B. Department of Fire and Emergency Services Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
30.	Fire Station #17, 2739 Brooks Road, Dacula, GA 30019	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
31.	Fire Station #18, 1515 Mineral Springs Road, Hoschton, GA 30548	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
32.	Fire Station #19, 3275 N. Berkeley Lake Road, Duluth, GA 30096	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
33.	Fire Station #20, 1801 Cruse Road, Lawrenceville, GA 30044	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
34.	Fire Station #21, 470 Old Peachtree Road, Suwanee, GA 30024	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
35.	Fire Station #22, 2180 Stone Drive, Lilburn, GA 30047	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
36.	Fire Station #23, 4355 Steve Reynolds Blvd, Duluth, GA 30096	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
37.	Fire Station #24, 3735 Mall of Ga Blvd, Buford, GA 30519	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$

Contractor Name \_\_\_\_\_



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BID SCHEDULE

ITEM #	Section I.B. Department of Fire and Emergency Services Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
38.	Fire Station #25, 3575 Lawrenceville Hwy, Lawrenceville, GA 30044	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
39.	Fire Station #26, 6075 Suwanee Dam Road, Sugar Hill, GA 30518	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
40.	Fire Station #27, 2825 Old Fountain Road, Dacula, GA 30019	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
41.	Fire Station #28, 3725 Rosebud Road, Loganville, GA 30052	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
42.	Fire Station #29, 2800 Thompson Mill Road, Buford, GA 30519	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
43.	Fire Station #30, 1052 Ozora Road, Loganville, GA 30052	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
44.	Fire Station #31, 1061 Collins Hill Road, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
<b>Section I.B. Total</b>				\$	\$

Contractor Name \_\_\_\_\_

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BID SCHEDULE

ITEM #	Section I.C. Department of Support Services Airport Facilities	Annual Qty.	P.M. Type	Unit Cost	Total Cost
1.	Airport Maintenance Office & Police Aviation, 600 Briscoe Boulevard, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
2.	Briscoe Field Control Tower, 590 Briscoe Boulevard, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
<b>Section I.C. Total</b>					<b>\$</b>
ITEM #	Section I.D. Department of Support Services Library Facilities	Annual Qty.	P.M. Type	Unit Cost	Total Cost
1.	Buford-Sugar Hill Library, 2100 Buford Hwy., Buford, GA 30518	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
2.	Centerville Library and Community Center, 3025 Bethany Church Road, Snellville, GA 30039	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
3.	Collins Hill Branch Library, 455 Camp Perrin Road, Lawrenceville, GA 30043	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
4.	Dacula Branch Library, 265 Dacula Road, Dacula, GA 30019	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$

Contractor Name \_\_\_\_\_

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BID SCHEDULE

ITEM #	Section I.D. Department of Support Services Library Facilities Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
5.	Duluth Branch Library, 3180 Main Street, Duluth, GA 30096	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
6.	Elizabeth H Williams Branch Library, 2245 Wisteria Drive SW, Snellville, GA 30078	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
7.	Five Forks Branch Library, 2780 Five Forks Trickum Road, Lawrenceville, GA 30044	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
8.	Grayson Branch Library, 700 Grayson Parkway, Grayson, GA 30017	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
9.	Hamilton Mill Branch Library, 3690 Braselton Highway, Dacula, GA 30019	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
10.	Lawrenceville Branch Library and HQ, 1001 Lawrenceville Hwy., Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
11.	Lilburn Branch Library, 4817 Church Street, Lilburn, GA 30047	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$

Contractor Name \_\_\_\_\_

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

BID SCHEDULE

ITEM #	Section I.D. Department of Support Services Library Facilities Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
12.	Mountain Park Branch Library, 1210 Pounds Road SW, Lilburn, GA 30047	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
13.	Norcross Branch Library, 5735 Buford Hwy., Norcross, GA 30071	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
14.	Peachtree Corners Branch Library, 5570 Spalding Drive, Norcross, GA 30092-2501	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
15.	Suwanee Branch Library, 361 Main Street, Suwanee, GA 30024	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
<b>Section I.D. Total</b>					\$
ITEM #	Section I.E. Department of Support Services General Building Facilities	Annual Qty.	P.M. Type	Unit Cost	Total Cost
1.	Bill Atkinson Animal Welfare Center, 884 Winder Highway, Lawrenceville, GA 30045	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$

Contractor Name \_\_\_\_\_

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BID SCHEDULE

ITEM #	Section I.E. Department of Support Services General Building Facilities Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
2.	Centerville Senior Center, 3075 Bethany Church Road, Snellville, GA 30339	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
3.	Charlotte J. Nash Court Building, 75 Langley Drive, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
4.	Comprehensive Correctional Complex, 750 Hi Hope Road, Lawrenceville, GA 30043	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
5.	DOT District 1 Maintenance Barn, 2992 Bart Johnson Road, Buford, GA 30519	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
6.	DOT District 2 Maintenance Barn, 4181 Abbots Bridge Road, Duluth, GA 30097	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
7.	DOT District 3 Maintenance Barn, 425 Hoke O 'Kelley Mill Rd., SE, Loganville, GA 30052	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
8.	DOT District 5 Maintenance Barn, 4115 Arcadia Ind. Circle, Lilburn, GA 30047	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$

Contractor Name \_\_\_\_\_

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BID SCHEDULE

ITEM #	Section I.E. Department of Support Services General Building Facilities Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
9.	Female Seminary, 415 South Perry Street, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
10.	Fleet Surplus Building, 620 Swanson Drive, Lawrenceville, GA 30043	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
11.	Former Duluth Branch Library, 3480 Duluth Park Lane, Duluth, GA 30096	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
12.	Georgia Department of Driver Services, 310 Hurricane Shoals Road, Lawrenceville, GA 30045	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
13.	Gwinnett Central Services, 455 Grayson Highway, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
14.	Gwinnett Courts Annex, 115 Stone Mountain Street, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
15.	Gwinnett Entrepreneur Center, 405 North Perry Street, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$

Contractor Name \_\_\_\_\_

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BID SCHEDULE

ITEM #	Section I.E. Department of Support Services General Building Facilities Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
16.	Gwinnett Government Annex, 750 South Perry Street, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
17.	Gwinnett Historic Courthouse, 185 West Crogan Street, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
18.	Gwinnett Justice & Administration Center, 75 Langley Drive, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
19.	Gwinnett Medical Examiner's Office, 320 Hurricane Shoals Road, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
20.	Gwinnett Senior Services Center, 567 Swanson Drive, Lawrenceville, GA 30043	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
21.	Isaac Adair House, 415 South Perry Street, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
22.	Lawrenceville Senior Center, 225 Benson Street, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$

Contractor Name \_\_\_\_\_

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BID SCHEDULE

ITEM #	Section I.E. Department of Support Services General Building Facilities Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
23.	Lilburn City Hall, 4817 Church Street, Lilburn, GA 30047	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
24.	North Tag Office, 2735 Mall of Georgia Boulevard, Buford, GA 30519	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
25.	One Justice Square, 446 West Crogan Street, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
26.	OneStop Buford, 2755 Sawnee Avenue, Buford, GA 30518	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
27.	OneStop Norcross, 5030 Georgia Belle Court, Norcross, GA 30093	1	Roof Assessment	\$	\$
		2	Roof Cleaning	\$	\$
28.	Senior Information Building, 186 East Pike Street, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
29.	Snellville Tag Office, 2845 Lenora Church Road, Snellville, GA 30078	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
30.	Transportation Central Facility, 620 Winder Highway, Lawrenceville, GA 30045	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
<b>Section I.E. Total</b>					<b>\$</b>

Contractor Name \_\_\_\_\_



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

BID SCHEDULE

ITEM #	Section I.F. Department of Support Services Fleet Facilities	Annual Qty.	P.M. Type	Unit Cost	Total Cost
1.	Fleet Management Facility, 620 Swanson Drive, Lawrenceville, GA 30043	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
2.	Fuel Site – Berkeley Lake, 3275 North Berkeley Lake Road, Duluth, GA 30096	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
3.	Fuel Site – Buford, 1600 Buford Highway, Buford, GA 30518	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
4.	Fuel Site – Hamilton Mill, 3608 Braselton Highway, Dacula, GA 30019	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
5.	Fuel Site – Jimmy Carter, 6160 Crescent Drive, Norcross, GA 30071	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
6.	Fuel Site – Lawrenceville Hwy, 3375 Lawrenceville Highway, Lawrenceville, GA 30044	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
7.	Fuel Site – Oakland, 1801 Cruse Road, Lawrenceville, GA 30044	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
8.	Fuel Site – Scenic Highway, 703 Scenic Highway, Lawrenceville, GA 30046	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$

Contractor Name \_\_\_\_\_

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BID SCHEDULE

ITEM #	Section I.F. Department of Support Services Fleet Facilities Continued	Annual Qty.	P.M. Type	Unit Cost	Total Cost
9.	Fuel Site – Seaboard, 684 Winder Highway, Lawrenceville, GA 30045	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
10.	Fuel Site – Snellville, 2825 Lenora Church Road, Snellville, GA 30078	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
11.	Fuel Site – Southside, 2180 Stone Drive, Lilburn, GA 30047	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
12.	Fuel Site – Swanson, 620 Swanson Drive, Lawrenceville, GA 30043	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
<b>Section I.F. Total</b>					<b>\$</b>
ITEM #	Section I.G. Department of Water Resources Facilities	Annual Qty.	P.M. Type	Unit Cost	Total Cost
1.	The Water Tower, Bldg. A – 2500 Clean Water Court Buford, GA, 30519	1	Roof Assessment	\$	\$
		1	Roof Cleaning	\$	\$
<b>Section I.G. Total</b>					<b>\$</b>
<b>Section I TOTAL (ALL SUBSECTIONS)</b>					<b>\$</b>

Contractor Name \_\_\_\_\_

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

BID SCHEDULE

Item #	Section II – Labor and Materials	Approx. Annual Qty.	Unit Price	Total Price
1.	Two Man Crew			
a.	State regular hourly rate	1,800 hours	/hr	\$
b.	State over-time hourly rate	75 hours	/hr	\$
c.	State holiday hourly rate	75 hours	/hr	\$
2.	One Man Crew			
a.	State regular hourly rate	640 hours	/hr	\$
b.	State over-time hourly rate	65 hours	/hr	\$
c.	State holiday hourly rate	60 hours	/hr	\$
3.	Service Call Charge	300 each	\$	\$
4.	State Percentage of mark-up above cost for repair parts <b>(Not to Exceed 25% on items \$0-\$500.00)</b>	\$16,000.00*	%	\$
5.	State Percentage of mark-up above cost for repair parts <b>(Not to Exceed 20% on items \$501.00-\$2,000.00)</b>	\$8,000.00*	%	\$
6.	State Percentage of mark-up above cost for repair parts <b>(Not to Exceed 15% on items \$2,000.00 or more)</b>	\$5,500.00*	%	\$
<b>Section II Total</b>				<b>\$</b>
<b>Section I and II Total</b>				<b>\$</b>

\*The projections are for evaluation purposes only and are not a guarantee of parts needed.

Contractor Name \_\_\_\_\_

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

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 January 1, 2024 or upon award by the Gwinnett County Board of Commissioners.

Unless otherwise noted, quoted prices will remain firm for two (2) 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 _____

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 bidders.

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 \_\_\_\_\_

E-Mail Address \_\_\_\_\_

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

**REFERENCES**

Gwinnett County requests a minimum of three (3) references where work of a similar size and scope has been completed. Bidders should submit a minimum of three (3) references for roofing maintenance and repair services. All references must be for service contracts that are either current or were held within the past five (5) years. Reference information should include a brief description of the scope of services (number and sizes of buildings; nature of services: on-call, preventive maintenance, comprehensive, contract term, etc.)

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 \_\_\_\_\_  
 # of Buildings \_\_\_\_\_ Approximate Building Size \_\_\_\_\_ SQFT.  
 Completion Date \_\_\_\_\_  
 Contract Amount \$ \_\_\_\_\_ Contract Term \_\_\_\_\_  
 Service Type \_\_\_\_\_ On-Call Repair \_\_\_\_\_ Maintenance \_\_\_\_\_ Comprehensive \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_
  
2. Company Name \_\_\_\_\_  
 Brief Description of Project \_\_\_\_\_  
 # of Buildings \_\_\_\_\_ Approximate Building Size \_\_\_\_\_ SQFT.  
 Completion Date \_\_\_\_\_  
 Contract Amount \$ \_\_\_\_\_ Contract Term \_\_\_\_\_  
 Service Type \_\_\_\_\_ On-Call Repair \_\_\_\_\_ Maintenance \_\_\_\_\_ Comprehensive \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_
  
- Contractor Name \_\_\_\_\_

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

**REFERENCES CONTINUED**

Gwinnett County requests a minimum of three (3) references where work of a similar size and scope has been completed. Bidders should submit a minimum of three (3) references for roofing maintenance and repair services. All references must be for service contracts that are either current or were held within the past five (5) years. Reference information should include a brief description of the scope of services (number and sizes of buildings; nature of services: on-call, preventive maintenance, comprehensive, contract term, etc.)

3. Company Name \_\_\_\_\_

Brief Description of Project \_\_\_\_\_

# of Buildings \_\_\_\_\_ Approximate Building Size \_\_\_\_\_ SQFT.

Completion Date \_\_\_\_\_

Contract Amount \$ \_\_\_\_\_ Contract Term \_\_\_\_\_

Service Type \_\_\_\_\_ On-Call Repair \_\_\_\_\_ Maintenance \_\_\_\_\_ Comprehensive \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contractor Name \_\_\_\_\_



**BL081-23 Provision of Minor Roof Repairs, Roof Cleaning and Inspection, and Roof Condition Assessments 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: \_\_\_\_\_

<b>For Gwinnett County Use Only:</b>
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).



**BL081-23 Provision of Minor Roof Repairs, Roof Cleaning and Inspection, and Roof Condition Assessments on an Annual Contract**

**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**



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

## BL081-23

**Buyer Initials: DG**

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

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

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

AUTHORIZED REPRESENTATIVE \_\_\_\_\_

SIGNATURE

**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 (61<sup>st</sup>) 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](http://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](mailto:vendorelectronicpayment@gwinnettcountry.com) and indicate the desire to enroll in Gwinnett County's virtual credit card payment process.
  
- B. A vendor may select Direct Deposit payment process and the payment will be deposited directly into an account at their designated financial institution. To securely enroll in Direct Deposit, either access your online [Vendor Login and Registration](#) on the County's web site and update the requested information on the Direct Deposit tab or mail a [Direct Deposit Authorization Agreement](#) form.

The County will send a Payment Advice notification via email for both payment types. For more information about Electronic Payments, please 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.