



September 18, 2024

**INVITATION TO BID
BL115-24**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified contractors for the **Provision of Laboratory Analysis Services on an Annual Contract** for the Department of Water Resources.

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 8, 2024**, at the Gwinnett County Financial Services - Purchasing Division – 2nd Floor, 75 Langley Drive, Lawrenceville, Georgia 30046. Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at 3:00 P.M. Apparent bid results will be available the following business day on the website www.gwinnettcountry.com.

A Web-Ex pre-bid conference is scheduled for **11:00 A.M. on September 26, 2024**. To access, dial **1-408-418-9388** and enter conference ID, **23453939575##**. All consultants are urged to attend. Questions regarding bids should be directed to Jenny Coleman, Purchasing Associate II, at jenny.coleman@gwinnettcountry.com or by calling 770-822-8734, no later than **3:00 P.M. local time on September 27, 2024**. Bids are legal and binding upon the vendor when submitted.

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

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

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

Award will be made to the contractor 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 vendor(s) at its discretion.

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

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

Jenny Coleman
Purchasing Associate II

The following pages should be returned in your bid:

**Bid Schedule, pages 13-24
References, page 25
Code of Ethics Affidavit, page 29
E-Verify, page 30**

Laboratory Analysis Services on an Annual Contract

1. SCOPE OF WORK

The Awarded Laboratory shall be required to perform laboratory analysis on wastewater, sludge, potable water, and surface water samples, as required, for the Gwinnett County Department of Water Resources (DWR).

The Awarded Lab(s) shall also be required to perform laboratory analysis on Fats, Oil, and Grease (FOG) or high-strength organic wastes (HSW). These wastes are hauled to Gwinnett County's F. Wayne Hill Water Resources Center for anaerobic digestion.

FOG/HSW can vary widely in total solids concentrations, so rates for both liquid and soil analyses are included. However, all samples are to be reported as liquid concentrations (e.g. mg/L, ug/L, etc.) and any tests used to determine the density of the sample for this conversion of soils analyses shall be priced into the sample unit cost.

Previous analyses of these wastes have yielded solids values ranging from 1,700 to 500,000 mg/L as total suspended solids (TSS). Oil and grease, or n-hexane-extractable materials (HEM), can range from 0 mg/L to 160,000 mg/L. The methods utilized for previous analyses are included in Sections A-F and bidding laboratories are asked to include their proposed methods for examination and their detection limits.

In addition, Gwinnett County is also looking at having low-level volatile fatty acid (VFA) concentrations analyzed for domestic wastewater. The specific compounds and their desired detection limits are shown in Section G. Gwinnett County will not be looking for individual compounds to be analyzed but desires all these compounds to be analyzed as a suite of analyses per sample submitted.

2. LABORATORY ANALYTICAL SERVICES AND REQUIREMENTS

2.1 Gwinnett County requires that the Awarded Laboratory shall be geographically located within specific Georgia counties.

2.1.1 For the Bid Schedule tables associated with Sections A-F, Gwinnett County requires that the awarded lab(s) shall be geographically located within the following Georgia counties: Barrow, DeKalb, Forsyth, Fulton, Gwinnett, Hall, Rockdale, Walton. All samples will be hand delivered.

2.1.2 For FOG, VFA (Section G) and HSW analyses only, the lab is not required to be in the referenced counties above. Gwinnett County requires only a location at which samples can be dropped off. Any costs associated with sending off samples to other laboratories shall be included in the unit pricing. All other analyses are for compliance purposes. The laboratory should have proof of state certification and a valid Quality Assurance/ Quality Control Manual.

2.2 Gwinnett County requires adherence to the correct holding times found in the applicable EPA-approved method. It will be the Awarded Laboratories responsibility to analyze the sample(s) within the appropriate holding times.

2.3 "Turnaround Time" is defined as that period of elapsed time between the date of delivery of the sample to the Laboratory and the date that the analyte result is e-mailed to DWR. All notifications shall be via e-mail and shall be sent to the specified DWR division representatives. A list of the representatives will be provided to the awarded lab(s).

2.4 The Awarded Laboratories must meet requested turnaround times.

2.5 An Awarded Laboratory that fails to meet any obligation under this contract will be notified via e-mail that the first violation has been noted and recorded. Upon identification of a second violation,

the Awarded laboratory will receive a final notice of violation and be reminded that any subsequent violations will result in the third violation sanctions described immediately below. For a third or other subsequent violation, DWR may 1) cease using the firm that has violated the agreement and will seek from the violating firm reimbursement of any differential cost incurred by DWR in having to utilize an alternate service provider; OR 2) require the rewriting of the Quality Control/Quality Assurance manual (Section 4) so as to address the cause of the violation and prevent a recurrence. DWR will have up to 10 business days to review/comment/approve the rewritten QA/QC manual.

- 2.6 Gwinnett County reserves the right to inspect the premises and view the equipment, raw data and quality assurance documentation at any time after the bid opening and/or during the term of the contract.
- 2.7 The Awarded Lab(s) shall comply with the approved chain of custody procedures. A copy of the fully completed chain of custody document will be supplied by the contracted lab along with the analysis results, as specified in Section 2.2, and in compliance with Section 2.4.
- 2.8 Gwinnett County requires that samples be held a minimum of 90 days after completion of requested analysis.
- 2.9 Specified Georgia Environmental Protection Division (EPD) method detection limits, and method detection limits noted in the Bid Schedule must be met.
- 2.10 Unless otherwise stated, all analyses must be performed in accordance with techniques and methods approved by the US Environmental Protection Agency as found in 40 CFR 136 (CWA), 40 CFR 141 (SDWA) and 40 CFR 503 (RCRA). The analytical methods used must be sufficiently sensitive and applicable to the concentration ranges of the samples.
- 2.11 Any cost of shipping samples to a subcontracting laboratory shall be part of the "Price per Test Result" on the attached BID SCHEDULE.
- 2.12 Any additional charges due to Laboratory policies or for after-hours drop-offs, including weekends, nights, and holidays, shall be included in the "Unit Price for 5 Day Turn Around" on the attached BID SCHEDULE.
- 2.13 The Awarded Laboratory will furnish the appropriate sample containers, the cost of which is to be included in the "Unit Price for 5 Day Turn Around" provided on the attached bid schedule.
- 2.14 Quantities are approximate. Analyses will be requested on an "as needed" basis by DWR.

3. CERTIFICATION AND ACCREDITATION REQUIREMENTS

- 3.1 Certification/Accreditation for analyses associated with water/wastewater/ambient stream/stormwater samples.
 - 3.1.1 The Awarded Laboratory, and any subcontracted laboratory, must be approved by GA EPD to perform analyses for the purposes to meet the Georgia Rules and Regulations for Water Quality Control (GA Rule 391-3-6). This approval may be met by the Awarded Laboratory meeting either one of the following requirements.
 - 3.1.1.1 Accredited for water/wastewater/ambient stream/stormwater analyses by an EPA approved accrediting agency as listed at the EPA website, OR
 - 3.1.1.2 Certified for water/wastewater/ambient stream/stormwater analyses by a primary State as noted on the EPA website.

The Awarded Laboratory shall at a minimum supply a copy of the Accreditation/Certification annually or anytime there is a change made to the Georgia Rules and Regulations for Water Quality Control (GA Rule 391-3-6).

- 3.2 The Awarded Laboratory, and any subcontracted laboratory, shall be certified to analyze the parameters included in the Bid Schedule, in accordance with the analytical procedures in Georgia Rules and Regulations for Water Quality Control (GA Rule 391-3-6), and Georgia Rules and Regulations for Hazardous Waste Management (GA Rule 391-3-11).
- 3.3 The Awarded Laboratory, and any subcontracted laboratory, shall comply with GA Rules and Regulations for Commercial Environmental Laboratories (GA 391-3-26).

4. QUALITY CONTROL/QUALITY ASSURANCE DOCUMENTATION

Failure to provide the below documentation may result in the bid being deemed non-responsive.

- 4.1 The Awarded Laboratory, and any subcontracted laboratory, should supply a current Quality Control/Quality Assurance Manual with their bid.
- 4.2 The Awarded Laboratory, and any subcontracted laboratory, shall supply a current Quality Control/Quality Assurance Manual annually and whenever a major revision occurs.
- 4.3 The Awarded Laboratory, and any subcontracted laboratory, should supply with their bid and shall provide annually thereafter, results of Water Supply and Water Pollution proficiency testing for all contracted analytes.

5. DOCUMENTS AND INVOICES

The Awarded Laboratory is required to submit invoices, along with analysis results, to the DWR employee(s) and specific DWR workgroup that requested the work, which will be specified on the Chain of Custody submitted with the sample. The Awarded Laboratory will use the following addresses for submittal of analysis results and invoices. The contact information, per location, will be provided to the awarded lab(s). Gwinnett County reserves the right to add/delete locations as necessary.

- 5.1 DWR, Industrial Pretreatment Program
Gwinnett County Department of Water Resources
684 Winder Highway
Lawrenceville, GA 30045
- 5.2 DWR, BMP Inspections and IDIC Section
Gwinnett County Department of Water Resources
684 Winder Highway
Lawrenceville, GA 30045
- 5.3 DWR, Water Resources Laboratory
Gwinnett County Department Water Resources
1510 One Water Way
Buford, GA 30519
- 5.4 DWR, Research Team
Gwinnett County Department of Water Resources
684 Winder Highway
Lawrenceville, GA 30045
- 5.5 DWR, F. Wayne Hill WRC
Gwinnett County Department Water Resources
1500 One Water Way
Buford, GA 30519
- 5.6 DWR, Crooked Creek WRF

Gwinnett County Department Water Resources
 6557 Plant Drive NW
 Norcross, GA 30092

6. LABORATORY REPORT FORMAT AND CONTENTS

- 6.1 The results of each test, or series of tests carried out by the Awarded Laboratory, and any subcontracted laboratory, shall be reported accurately, clearly, unambiguously, and objectively.
- 6.2 The results will be reported in a test report and shall include, as a minimum, the following items:
- 6.2.1 A title, e.g. "Test Report", "Analytical Report", etc.;
- 6.2.2 Name and address of any laboratory, and the location where the tests were performed;
- 6.2.3 Unique identification of the test report (e.g. serial number, project number), total number of pages, and on each page an identification in order to ensure that the page is recognized as a part of the test report (e.g. 3 of 10);
- 6.2.4 Name and address of the requesting DWR workgroup;
- 6.2.5 Identification of the test method used;
- 6.2.6 Date and time of receipt of sample, date and time (where provided) of sample collection, date(s) of performance of test, date(s) and time(s) of sample preparation and/or analysis;
- 6.2.7 Date report is issued;
- 6.2.8 A printed name, signature and title of the person(s) accepting responsibility for and certifying the content of the report and the completion of the analysis in conformance of all applicable standards;
- 6.2.9 Clear identification of all test data provided by outside sources, such as subcontracted laboratories;
- 6.2.10 When necessary, data will be qualified in accordance with Standard Methods for the Examination of Water and Wastewater (most current approved edition), Table 1020:II.
- 6.2.11 If a State Form is required, all results will be reported on the forms required by the state. If a Federal Form is required, all results will be reported on the forms required by the Federal Agency.
- 6.2.12 Reporting Levels
- 6.2.12.1 The Awarded Laboratory, and any subcontracted laboratory, shall provide the method detection limit (MDL) as determined in accordance with 40 CFR 136 app. B.
- 6.2.12.2 Unless otherwise instructed, all analytical results must be reported as follows:
- Report results below the MDL as "not detected" ("ND").
 - Report results between the MDL and PQL with qualification for

quantification (as stated in section 6.2.10).

- Report results above the PQL with the actual value.
- 6.2.12.3 Data shall be flagged in accordance with section 6.2.10.

7. SUBCONTRACTORS

7.1 Gwinnett County requires that the subcontractors (if any) used by the Awarded Laboratory shall meet the following requirements:

- 7.1.1 The Awarded Laboratory will advise the Department of Water Resources in writing of any intention to subcontract work and shall gain the approval of Gwinnett County prior to such subcontracting.
- 7.1.2 The Awarded Laboratory is responsible to Gwinnett County for the subcontractor's work.
- 7.1.3 The cost of shipping samples to a subcontracting laboratory shall be part of the "Unit Price for 5 Day Turn Around " on the Bid Schedule.
- 7.1.4 The Awarded Laboratory shall maintain a register of all subcontractors that it uses for analyses and a record of the evidence of compliance with the requirements in Section 3 and 4 for the work in question.

8. ADDITION OR DELETION OF SAMPLE TESTS

The Department of Water Resources reserves the right to add or delete tests during the term stated in this Bid document which become required or cease to be required by government regulations, laws, or ordinances, or that may be required in order for the Department of Water Resources to remain in compliance, or for the County to protect the health and safety of the public. A fair price for such additional tests will be determined through mutual agreement in line with generally accepted market pricing between the Awarded Laboratory and the Department of Water Resources. If a fair price cannot be agreed to, the County retains the right to rebid the contract in whole or in part.

9. NO COMMUNICATIONS POLICY

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

10. AWARD

Award will be made to the 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. It is the County's intent to award to the overall low responsive and responsible bidder. However, Gwinnett County reserves the right to award in its best interest to include by section.

GENERAL REQUIREMENTS (SECTION A, ITEMS 1-13)

The following limits listed in the table below are with the understanding that these limits reflect non-diluted sample analysis. Based on the high-strength nature of these wastes, it is understood that dilution is necessary on occasions to complete analysis and that dilution will change these reporting limits. All APPROVED METHODS shall include the following:

CHEMICAL CONSTITUENTS	MINIMUM REPORTING LIMIT
Item 1 - SEMI-VOLATILE ORGANIC SCAN	
acenaphthene	10 µg/L
1,2,4-trichlorobenzene	10 µg/L
hexachlorobenzene	10 µg/L
benzidine	80 µg/L
hexachloroethane	2 µg/L
bis (2-chloroethyl) ether	10 µg/L
2-chloronaphthalen	10 µg/L
1,2-dichlorobenzene	10 µg/L
1,3-dichlorobenzene	10 µg/L
1,4-dichlorobenzene	10 µg/L
3,3-dichlorobenzidine	10 µg/L
2,4-dinitrotoluene	10 µg/L
2,6-dinitrotoluene	10 µg/L
1,2-diphenylhydrazine	10 µg/L
flouranthene	10 µg/L
4-chlorophenyl phenyl ether	10 µg/L
4-bromophenyl phenyl ether	10 µg/L
bis (2-chloroisopropyl) ether	10 µg/L
bis (2-chloroethoxy) methane	10 µg/L
hexachlorobutadiene	10 µg/L
hexachlorocyclopetadiene	10 µg/L
isophorone	10 µg/L
naphthalene	10 µg/L
nitrobenzene	10 µg/L

CHEMICAL CONSTITUENTS	MINIMUM REPORTING LIMIT
N-nitrosodimethylamine	10 µg/L
N-nitrosodiphenylamine	10 µg/L
N-nitrosodi-n-propylamine	10 µg/L
bis (2-ethylehexyl) phthalate	10 µg/L
butylbenzyl phthalate	10 µg/L
di-n-butyl phthalate	10 µg/L
di-n-octyl phthalate	10 µg/L
diethyl phthalate	10 µg/L
dimethyl phthalate	10 µg/L
benzo (a) anthracene	10 µg/L
benzo (a) pyrene	10 µg/L
3,4-benzofluoranthene	10 µg/L
benzo (k) fluranthene	10 µg/L
chrysene	10 µg/L
acenaphthylene	10 µg/L
anthracene	10 µg/L
benzo (ghi) perylene	10 µg/L
fluorene	10 µg/L
phenanthrene	10 µg/L
dibenzo (a,h) anthracene	10 µg/L
indeno (1,2,3-cd) pyrene	10 µg/L
pyrene	10 µg/L
ITEM 2 and 3 - VOLATILE ORGANIC SCAN	
ethylbenzene	2 µg/L
acrolein	50 µg/L
benzene	2 µg/L
carbon tetrachloride	2 µg/L
chlorobenzene	10 µg/L
1,2-dichloroethane	2 µg/L

CHEMICAL CONSTITUENTS	MINIMUM REPORTING LIMIT
1,1,1-trichloroethane	2 µg/L
1,1-dichloroethane	2 µg/L
1,1,2-trichloroethane	2 µg/L
1,1,2,2-tetrachloroethane	2 µg/L
chloroethane	5 µg/L
acrylonitrile	50 µg/L
2-chloroethyl vinyl ether	10 µg/L
chloroform (trichloromethane)	2 µg/L
1,1-dichloroethylene	2 µg/L
1,2-trans-dichloroethylene	2 µg/L
1,2-dichloropropane	2 µg/L
methylene chloride (chloromethane)	10 µg/L
methy chloride	10 µg/L
methyl bromide (bromomethane)	10 µg/L
bromoform (tribromomethane)	10 µg/L
dichlorobromomethane	10 µg/L
chlorodibromomethane	10 µg/L
tetrachloroethylene	10 µg/L
toluene	2 µg/L
trichloroethylene	2 µg/L
1,3-dichloropropene (cis)	2 µg/L
1,3-dichloropropene (trans)	2 µg/L
vinyl chloride	10 µg/L
ITEM 4 and 6 - CHLORINATED PESTICIDES/PCBS SCAN	
4,4'-DDD	0.5 ug/L
4,4'-DDE	0.5 ug/L
4,4'-DDT	0.5 ug/L
Aldrin	0.5 ug/L

CHEMICAL CONSTITUENTS	MINIMUM REPORTING LIMIT
alpha-BHC	0.5 ug/L
Aroclor 1016	5.0 ug/L
Aroclor 1221	5.0 ug/L
Aroclor 1232	5.0 ug/L
Aroclor 1242	5.0 ug/L
Aroclor 1248	5.0 ug/L
Aroclor 1254	5.0 ug/L
Aroclor 1260	5.0 ug/L
beta-BHC	0.5 ug/L
Chlordane	5.0 ug/L
delta-BHC	0.5 ug/L
Dieldrin	0.5 ug/L
Endosulfan I	0.5 ug/L
Endosulfan II	0.5 ug/L
Endosulfan sulfate	0.5 ug/L
Endrin	0.5 ug/L
Endrin aldehyde	0.5 ug/L
gamma-BHC	0.5 ug/L
Heptachlor	0.5 ug/L
Heptachlor epoxide	0.5 ug/L
Methoxychlor	3.0 ug/L
Toxaphene	5.0 ug/L
ITEM 5 - PESTICIDES SCAN	
aldrin	0.1 µg/L
dieldrin	0.1 µg/L
chlordane	0.5 µg/L
4,4-DDT	0.2 µg/L
4,4-DDE	0.2 µg/L
4,4-DDD	0.2 µg/L

CHEMICAL CONSTITUENTS	MINIMUM REPORTING LIMIT
a-endosulfan	0.5 µg/L
b-endosulfan	0.5 µg/L
endosulfan sulfate	0.5 µg/L
endrin	0.2 µg/L
endrin aldehyde	0.2 µg/L
heptachlor	0.1 µg/L
heptachlor epoxide	0.1 µg/L
a-BHC-Alpha	0.1 µg/L
b-BHC-Beta	0.1 µg/L
lindane[hexachlorocyclo-cyclohexane] {g-BHC-Gamma}	0.1 µg/L
d-BHC-Delta	0.1 µg/L
methoxychlor	0.3 µg/L
toxaphene	2.0 µg/L
ITEM 7 - AROCLORS	
PCB-1242	1.0 µg/L
PCB-1254	1.0 µg/L
PCB-1221	1.0 µg/L
PCB-1232	1.0 µg/L
PCB-1248	1.0 µg/L
PCB-1260	1.0 µg/L
PCB-1016	1.0 µg/L
ITEM 8 - SEMI-VOLATILE ACIDS SCAN	
pentachlorophenol	20 µg/L
phenol	10 µg/L
2-chlorophenol	10 µg/L
2,4-dichlorophenol	10 µg/L
2-nitrophenol	50 µg/L
4-nitrophenol	50 µg/L
2,4-dinitrophenol	50 µg/L

CHEMICAL CONSTITUENTS	MINIMUM REPORTING LIMIT
2,4-dimethylphenol	10 µg/L
3-methyl-4-chlorophenol	10 µg/L
2-methyl-4,6-dinitrophenol	50 µg/L
2,4,6-trichlorophenol	10 µg/L
ITEM 9 - HERBICIDES SCAN	
2,4-dichloroethoxyacetic acid	5 µg/L
2,4,5-trichlorophenoxy propionic acid (TP silvex)	10 µg/L
ITEM 10 and 11- METALS SCAN (15 metals)	
Antimony, Total	5.0 µg/L
Arsenic, Total	5.0 µg/L
Beryllium, Total	1.0 µg/L
Cadmium, Total	0.7 µg/L
Chromium, Total	5.0 µg/L
Chromium, Hexavalent	5.0 µg/L
Copper, Total	5.0 µg/L
Lead, Total	1.0 µg/L
Mercury, Total	0.5 µg/L
Nickel, Total	5.0 µg/L
Selenium, Total	5.0 µg/L
Silver, Total	5.0 µg/L
Thallium, Total	1.0 µg/L
Zinc, Total	10.0 µg/L
Molybdenum, Total	15.0 µg/L
ITEM 12 and 13 - TOTAL PRIORITY POLLUTANT SCAN	
A "Total Priority Pollutant Scan" consists of a measurement of all the one hundred and twenty-eight (128) analytes listed in items 1 through 11 plus Cyanide to a detection limit of 25 µg/L. Each analyte shall be analyzed to the minimum reporting limit as specified.	

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

BID SCHEDULE

The Base Bid Price is calculated by multiplying the price for the 5-day turnaround time by the estimated quantity of each item to obtain the Extended Price. The Extended Prices are added for the Section and Bid Totals. Analysis methods used must meet requirements noted in this bid document. Analysis methods used must meet requirements in 2.7.

Item #	Parameter	EPA/SM Method Number	Method Detection Limit (MDL) (ug/L)	Bidder's Method Detection Limit (MDL) (ug/L)	Accredited on this Item? Yes / No	Price for Same Day Turn Around	Price for 24 Hour Turn Around	Price for 48 - 72 Hour Turn Around	A	B	A X B
									Unit Price for 5 Day Turn Around	Estimated Quantity (each)	Extended Price
SECTION A: Priority Pollutants, per EPA approved methods (See GENERAL REQUIREMENTS (Items 1-13) for additional details)											
1.	Semi-Volatile Organic Scan (B/N/A)	EPA 8270E	N/A	N/A						10	
2.	Volatile Organic Scan	EPA 8260D	N/A	N/A						10	
3.	Volatile Organic Scan	EPA 624.1	N/A	N/A						6	
4.	Chlorinated Pesticides/PCBs Scan	EPA 608.3/ SW8081B	N/A	N/A						5	
5.	Pesticides Scan	SW 8141B	N/A	N/A						6	
6.	Polychlorinated Biphenyls (PCBs)	SW 8082A	N/A	N/A						10	
7.	Aroclors	EPA 608.3	N/A	N/A						5	
8.	Semi-Volatile Acids Scan	EPA 625.1	N/A	N/A						5	
9.	Herbicides Scan	EPA 615	N/A	N/A						5	
10.	Metals Scan	EPA 200.7/ SW6010D	N/A	N/A						75	
11.	Trace Metal Scan	EPA 200.8	N/A	N/A						6	
12.	Total Priority Pollutant Scan	N/A	N/A	N/A						105	
13.	Total Priority Pollutant Scan (SOLID)	N/A	N/A	N/A						8	
SECTION A TOTAL											

Item #	Parameter	EPA/SM Method Number	Method Detection Limit (MDL) (ug/L)	Bidder's Method Detection Limit (MDL) (ug/L)	Accredited on this Item? Yes / No	Price for Same Day Turn Around	Price for 24 Hour Turn Around	Price for 48 - 72 Hour Turn Around	A	B	A X B
									Unit Price for 5 Day Turn Around	Estimated Quantity (each)	Extended Price
22.	Lead, Dissolved	EPA 200.9	0.7							20	
23.	Lead, Dissolved	SM 3120B	1.64							20	
24.	Manganese, Total	EPA 200.9	0.3							21	
25.	Manganese, Total	SM 3120B	0.91							21	
26.	Mercury, Total	EPA 245.1	0.2							20	
27.	Mercury, Total (solid)	SW7473	0.2							20	
28.	Molybdenum, Total	EPA 200.8	0.01							45	
29.	Nickel, Total	EPA 200.9	0.6							20	
30.	Nickel, Total	SM 3120B	1.31							20	
31.	Selenium, Total	EPA 200.8	2.1							20	
32.	Silver, Total	EPA 200.9	0.5							20	
33.	Silver, Total	SM 3120B	0.47							20	
34.	Thallium, Total	EPA 200.9	0.7							20	
35.	Zinc, Total	EPA 200.8	0.1							20	
36.	Zinc, Total	SM 3120B	1.53							20	
37.	Zinc, Dissolved	EPA 200.8	0.1							20	
38.	Zinc, Dissolved	SM 3120B	1.53							20	
39.	Mercury, Low Level	EPA 1631E- Low Level	0.5							5	
SECTION B TOTAL											

Item #	Parameter	EPA/SM Method Number	Method Detection Limit (MDL) (mg/kg)	Bidder's Method Detection Limit (MDL) (mg/L)	Accredited on this Item? Yes / No	Price for Same Day Turn Around	Price for 24 Hour Turn Around	Price for 48 - 72 Hour Turn Around	A	B	A X B
									Unit Price for 5 Day Turn Around	Estimated Quantity (each)	Extended Price
11.	Lead	EPA 6010B	0.187							100	
12.	Magnesium	EPA 6010B	1.4							100	
13.	Manganese	EPA 6010B	0.0393							100	
14.	Mercury	EPA 7471A	0.454							50	
15.	Molybdenum	EPA 6010B	0.265							100	
16.	Nickel	EPA 6010B	0.216							100	
17.	Potassium	EPA 6010B	7.09							100	
18.	Selenium	EPA 6010B	0.758							100	
19.	Silver	EPA 6010B	0.0128							100	
20.	Thallium	EPA 6010B	0.406							100	
21.	Tin	EPA 6010B	0.437							100	
22.	Titanium	EPA 6010B	0.115							100	
23.	Vanadium	EPA 6010B	0.0638							100	
24.	Zinc	EPA 6010B	0.298							100	
25.	Cake Solids, which consist of the following: 1. Total, Volatile, and Fixed Residue by SM2540G-2015 2. Total Phosphorus, soils E365.1 3. Total Mercury by SW7473 4. Nitrogen, Total E351.2M+E353.2M 5. Percent Moisture D2216 6. Metals, Total SW6010D: - 16 metals (Sb, As, Be, Cd, Co, Cu, Fe, Pb, Mo, Ni, K, Se, Ag, Tl, Zn)	Various	Various							10	
Section D Total											

Item #	Parameter	EPA/SM Method Number	Method Detection Limit (MDL) (mg/L)	Bidder's Method Detection Limit (MDL) (mg/L)	Accredited on this Item? Yes / No	Price for Same Day Turn Around	Price for 24 Hour Turn Around	Price for 48 - 72 Hour Turn Around	A	B	A X B
									Unit Price for 5 Day Turn Around	Estimated Quantity (each)	Extended Price
Section E: Nutrient Analytes, Solid Samples											
1.	Nitrogen, Ammonia (As N)	EPA 350.1	2.65							100	
2.	Nitrogen, total Kjeldahl (TKN)	EPA 351.2	12.3							100	
3.	Nitrogen, Nitrite (As N)	EPA 9056	0.6							100	
4.	Nitrogen, Nitrate (As N)	EPA 9056	0.932							100	
5.	Nitrogen, Nitrate-Nitrite (As N)	EPA 353.2	2.14							100	
6.	Phosphorus, Total (As P)	EPA 365.1	2.69							100	
7.	Phosphorus, Total Orthophosphate (as P)	EPA 9056	2.5							100	
8.	Nitrogen Combo, (Ammonia, TKN, Nitrate, Nitrite, and Organic Nitrogen calculation)	Various	Various							5	
										Section E Total	

Item #	Parameter	EPA/SM Method Number	Method Detection Limit (MDL) (mg/kg)	Bidder's Method Detection Limit (MDL) (mg/L)	Accredited on this Item? Yes / No	Price for Same Day Turn Around	Price for 24 Hour Turn Around	Price for 48 - 72 Hour Turn Around	A	B	A X B
									Unit Price for 5 Day Turn Around	Estimated Quantity (each)	Extended Price
Section F: Conventional Pollutants – Solid Samples											
1.	Calcium	EPA 6010B	2.21							100	
2.	Sodium	EPA 6010B	6.71							100	
3.	Fecal Coliform Method SM9222D	SM9222D	2 colonies/g- dry							50	
										Section F Total	
										Sub-Total (Sections A - F)	

Item #	Parameter	Desired Method Detection Limit (MDL) (mg/L)	Bidder's Proposed Method	Accredited on this Item? Yes / No	Price for 48 Hour Turn Around	Price for 72 Hour Turn Around	A	B	A X B
							Unit Price for 5 Day Turn Around	Estimated Quantity (each)	Extended Price
Section G: Low Level Volatile Fatty Acid (VFA) Analysis									
1.	Acetic Acid	0.12						N/A	
2.	Propionic Acid	0.05						N/A	
3.	Butyric Acid	0.06						N/A	
4.	Pyruvic Acid	0.06						N/A	
5.	Lactic Acid	0.05						N/A	
6.	Pentanoic Acid	0.06						N/A	
7.	i-Pentanoic Acid	0.06						N/A	
8.	Hexanoic Acid	0.06						N/A	
9.	i-Hexanoic Acid	0.06						N/A	
10.	Formic Acid	0.05						N/A	
11.	Total Low-Level VFA Analysis	N/A						20	
Section G Total									
BID TOTAL (Sections A – G)									

Company Name _____

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

BID SCHEDULE CONTINUED

What are your Normal Business Hours? (Gwinnett County requires that Normal Business Hours to be, at a minimum, Monday through Friday, 8:00 AM to 5:00 PM.)

What are the Laboratories policies and charges concerning after hours drop off of samples? Are they different for Saturdays, Sundays, and Holidays? Are they different depending on the analyte?

Please provide your Normal Operating Hours on Saturdays, Sundays, and all Holidays.

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

Unless otherwise noted, quoted pricing will remain firm for four (4) additional one-year periods.

If a percentage increase/decrease will be a part of this bid, 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: _____

Company Name _____

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

BID SCHEDULE CONTINUED

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

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

Termination for Cause: The County may terminate this agreement for cause upon ten days prior written notice to the contractor of the contractor's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the County's rights or remedies by law.

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

Certification Of Non-Collusion In Bid Preparation _____
Signature Date

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

Legal Business Name _____

Gwinnett County Vendor ID _____

Address _____

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

Representative Signature _____

Printed Name _____

Telephone Number _____ E-mail address _____

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

Telephone Number _____ E-mail address _____

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

REFERENCES

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

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

1. Company Name _____

Brief Description of Project _____

Completion Date _____

Contract Amount \$_____ Start Dates _____

Contact Person _____ Telephone _____

E-Mail Address _____

2. Company Name _____

Brief Description of Project _____

Completion Date _____

Contract Amount \$_____ Start Date _____

Contact Person _____ Telephone _____

E-Mail Address _____

3. Company Name _____

Brief Description of Project _____

Completion Date _____

Contract Amount \$_____ Start Date _____

Contact Person _____ Telephone _____

E-Mail Address _____

Company Name _____

STANDARD INSURANCE REQUIREMENTS

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

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

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

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

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

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

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

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

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

9. Insurance Company should be licensed to do business by the Georgia Department of Insurance.

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



Bid # & Description: BL115-24 Provision of Laboratory Analysis Services 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 vendor, 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**



Solicitation Name & No. BL115-24 Provision of Laboratory Analysis Services 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: _____

* 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).

For Gwinnett County Use Only:

Document ID # _____

Issue Date: _____

Initials: _____

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 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 fee schedule. The person signing the submittal should initial erasures or other changes. An authorized agent of the vendor must sign the submittal.
- C. Fee schedule pricing should have only two decimal places unless otherwise stated. In the event of a calculation error in total price, the unit pricing prevails.
- D. Except for solicitations for the sale of real property, individuals, firms, and businesses seeking an award of a Gwinnett County contract may not initiate or continue any verbal or written communications regarding a solicitation with any County officer, elected official, employee, or other County representative other than the Purchasing Associate named in the solicitation between the date of the issuance of the solicitation and the date of the final award. The Purchasing Director will review violations. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award. Solicitations for the sale of real property may allow for verbal or written communications with the appropriate Gwinnett County representative.
- E. Sample contracts (if pertinent) are attached. These do NOT have to be filled out with the submittal but are contained for informational purposes only. If awarded, the successful vendor(s) will be required to execute these documents prior to County execution.
- F. Effective July 1, 2013 and in accordance with the Georgia Illegal Immigration Reform Enhancements for 2013, an original signed, notarized and fully completed Contractor Affidavit and Agreement should be included with vendor's submittal, if the solicitation is for the physical performance of services for all labor or service contract(s) that exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia). Failure to provide the Contractor Affidavit and Agreement with your submittal may result in being deemed non-responsive and automatic rejection.

II. DELIVERY

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

III. EXPLANATION TO VENDORS

Any explanation desired by a vendor regarding the meaning or interpretation of the solicitation, drawings, specifications, etc. must be requested by the question cutoff deadline stated in the solicitation for a reply to reach all vendors before the deadline of

the solicitation. Any information given to a prospective vendor concerning a solicitation will be furnished to all prospective vendors as an addendum to the solicitation if such information is necessary or if the lack of such information would be prejudicial to uninformed vendors. The written solicitation documents supersede any verbal or written communications between the parties. Receipt of addenda should be acknowledged in the submittal. **It is the vendor's responsibility to ensure they have all applicable addenda prior to their submittal.** This may be accomplished by contacting the assigned Purchasing Associate prior to the submittal or visiting the Gwinnett County website.

IV. SUBMISSION OF FORMAL OFFERS/SUBMITTALS

- A. Formal bid and proposal submittals shall be enclosed in a sealed package or envelope, addressed to the Gwinnett County Purchasing Division with the name of the vendor, the date and hour of opening and the solicitation number on the face of the package or envelope. Facsimile or emailed submittals will not be considered. Any addenda should be enclosed in the sealed envelopes as well.
- B. ADD/DEDUCT: Add or deduct amounts indicated on the outside of the envelope are allowed and will be applied to the lump sum amount. Amount shall be clearly stated and should be initialed by an authorized representative.
- C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the vendor's request and expense, if items are not destroyed by testing.
- D. Items offered must meet required specifications and must be of a quality that will adequately serve the use and purpose for which intended.
- E. Full identification of each item submitted, including brand name, model, catalog number, etc. must be furnished to identify exactly what the vendor is offering. Manufacturer's literature may be furnished but vendor should not submit excessive marketing material.
- F. The vendor must certify that items to be furnished are new and that the quality has not deteriorated to impair its usefulness.
- G. Unsigned submittals will not be considered except in cases where it is enclosed with other documents that have been signed. The County will determine acceptability in these cases.
- H. Gwinnett County is exempt from federal excise tax and Georgia sales tax regarding goods and services purchased directly by Gwinnett County. Vendors are responsible for federal excise tax and sales tax, including taxes for materials incorporated in county construction projects. Vendors should contact the State of Georgia Sales Tax Division for additional information. Agreements were there is a cost-plus mark-up, mark-up will not be paid on taxes.
- I. Information submitted by a vendor in the solicitation process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act.

V. WITHDRAWAL DUE TO ERRORS

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

No vendor who is permitted to withdraw their submittal shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid or proposal was submitted.

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

Withdrawal is not automatically granted and will be allowed solely at Gwinnett County's discretion.

VI. TESTING AND INSPECTION

Since tests may require several days for completion, the County reserves the right to use a portion of any supplies before the results of the tests are determined. Cost of inspections and tests of any item that fails to meet the specifications, shall be borne by the vendor.

VII. F.O.B. POINT

Unless otherwise stated in the request for invitation and any resulting contract, or unless qualified by the vendor, items shall be shipped F.O.B. Destination, Freight Prepaid and Allowed. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed. Unless the F.O.B. clause states otherwise, the seller assumes transportation and related charges either by payment or allowance.

VIII. PATENT INDEMNITY

The vendor guarantees to hold the County, its agents, officers, or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the vendor is not the patentee, assignee, or licensee.

IX. BID BONDS AND PAYMENT AND PERFORMANCE BONDS (IF REQUIRED, FORMS WILL BE PROVIDED IN THIS DOCUMENT)

A five percent (5%) bid bond, a one hundred percent (100%) performance bond, and a one hundred percent (100%) payment bond must be furnished to Gwinnett County for any solicitation as required in the solicitation package or document. **Failure to submit a bid bond with the proper rating will result in submittal being deemed non-responsive.** Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of the Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating as stated in the insurance requirement of the solicitation. **The bid bond, payment bond, and performance bond must have the proper A.M. Best rating as stated in the solicitation document.**

X. DISCOUNTS

- A. Time payment discounts may be considered in arriving at net prices and in award of solicitations. Offers of discounts for payment within ten (10) days following the end of the month are preferred.
- B. In connection with any discount offered, time will be computed from the date of delivery and acceptance at destination, or from the date correct invoice or voucher is received, whichever is the later date. Payment is deemed to be made for the purpose of earning the discount on the date of the County check.

XI. AWARD

- A. Award will be made to either the highest scoring firm (for proposals) or the lowest responsive and responsible vendor (for quotes/bids). The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the County, and the delivery terms will be taken into consideration in making the award. The County may make such investigations as it deems necessary to determine the ability of the vendor to perform, and the vendor shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any submittal if the evidence submitted by, or investigation of such vendor fails to satisfy the County that such vendor is properly qualified to carry out the obligations of the contract.
- B. The County reserves the right to reject or accept any or all offers and to waive technicalities, informalities and minor irregularities in the submittals received.
- C. The County reserves the right to make an award as deemed in its best interest, which may include awarding to a single vendor or multiple vendors; or to award the whole solicitation agreement, only part of the agreement, or none of the agreement, based on its sole discretion of its best interest.
- D. In the event of proposal scores rounded to the nearest whole number result in a tie score, the award will be based on lowest cost.
- D. If proposal negotiations with the highest ranked firm are unsuccessful, the County may then negotiate with the second ranked firm and so on until a satisfactory agreement has been reached.

XII. DELIVERY FAILURES

Failure of a vendor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Director, or failure to make replacement of rejected articles/services when so requested, immediately or as directed by the Purchasing Director, shall constitute authority for the Purchasing Director to purchase in the open market articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the vendor shall reimburse the County within a reasonable time specified by the Purchasing Director for any expense incurred in excess of the contract prices, or the County shall have the right to deduct such amount from monies owed the defaulting vendor. Alternatively, the County may penalize the vendor one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the County reserves the right to use or consume articles/services delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.

XIII. COUNTY FURNISHED PROPERTY

No material, labor or facilities will be furnished by the County unless so provided in the solicitation package.

XIV. REJECTION OF SUBMITTALS

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

XV. CONTRACT

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

Upon receipt of a solicitation package containing a Gwinnett County "Sample Contract" as part of the requirements, it is understood that the vendor has reviewed the documents with the understanding that Gwinnett County requires that all agreements between the parties must be entered into via this document. If any exceptions are taken to any part, each must be stated in detail and submitted as part of the vendor's submittal. If no exceptions are stated, it is assumed that the vendor fully agrees to the provisions contained in the "Sample Contract" in its entirety.

Any Consultant as defined in O.C.G.A. §36-80-28 that is engaged to develop or draft specifications/requirements or serve in a consultative role during the procurement process for any County procurement method, by entering into such an arrangement or executing a contract, the consultant agrees to abide by the current state law and: 1) Avoid any appearance of impropriety and shall follow all policies and procedures of the County, 2) Disclose to the County any material transaction or relationship pursuant to §36-80-28, that is considered a conflict of interest, any involvement in litigation or other dispute, relationship, or financial interest not disclosed in the ethics affidavit, and 3) Acknowledge that any violation or threatened violation of the agreement may cause irreparable injury to the County, entitling the County to seek injunctive relief in addition to all other legal remedies.

When the vendor has performed in accordance with the provisions of this agreement, Gwinnett County shall pay to the vendor, within thirty (30) days of receipt of any department approved payment request and based upon work completed or service provided pursuant to the contract, the sum so requested, less the retainage stated in this agreement, if any. If Gwinnett County fails to pay the vendor within sixty (60) days of receipt of a pay request based upon work completed or service provided pursuant to the contract, the County shall pay the vendor interest at the rate of ½% per month or pro rata fraction thereof, beginning the sixty-first (61st) day following receipt of pay requests. The vendor's acceptance of progress payments or final payment shall release all claims for interest on said payment.

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

XVI. NON-COLLUSION

Vendor declares that the submittal is not made in connection with any other vendor's submittal for the same commodity or commodities, and that the submittal is bona fide and is in all respects fair and without collusion or fraud. An affidavit of non-collusion shall be executed by each vendor. Collusion and fraud in submittal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

XVII. DEFAULT

The contract may be canceled or annulled by the Purchasing Director in whole or in part by written notice of default to the vendor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible vendor, or the next highest scoring responsive and responsible proposer, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting vendor (or their surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices; provided, however, that the vendor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the vendor to deliver materials or services within the time stipulated on their offer, unless extended in writing by the Purchasing Director, shall constitute contract default.

XVIII. TERMINATION FOR CAUSE

The County may terminate this agreement for cause upon ten days prior written notice to the vendor of the vendor's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the County's rights or remedies by law.

XIX. TERMINATION FOR CONVENIENCE

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

XX. SUBSTITUTIONS

Vendors offering substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their offer. The absence of

such a substitution list shall indicate that the vendor has taken no exception to the specifications contained herein.

XXI. INELIGIBLE VENDORS

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

XXII. PENDING LITIGATION

An individual, firm, or business that has litigation pending against the County, or anyone representing a firm or business in litigation against the County, not arising out of the procurement process, will be disqualified.

XXIII. OCCUPATION TAX CERTIFICATE

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

XXIV. PURCHASING POLICY AND REVIEW COMMITTEE

The Purchasing Policy & Review Committee has been established to review purchasing procedures and make recommendations for changes; resolve problems regarding the purchasing process; make recommendations for standardization of commodities, schedule buying, qualified products list, annual contracts, supplier performance (Ineligible Source List), and other problems or requirements related to purchasing. The Purchasing Policy & Review Committee has authority to place vendors on the Ineligible Source List for reasons listed in Part 6, Section II of the Gwinnett County Purchasing Ordinance, for a period not to exceed three (3) years.

XXV. AMERICANS WITH DISABILITIES ACT

All vendors for Gwinnett County are required to comply with all applicable sections of the Americans with Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), Gwinnett County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees without disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations. Any requests for the reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County should be directed to the ADA Coordinator, 75 Langley Drive, Lawrenceville, Georgia 30046, 770-822-8165.

XXVI. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the vendor's solicitation response. If there are "exceptions" or

comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

XXVII. TAX LIABILITY

Local and state governmental entities must notify vendors of their use tax liability on public works projects. Under Georgia law, private vendors are responsible for paying a use tax equal to the sales tax rate on material and equipment purchased under a governmental exemption that is incorporated into a government construction project: excluding material and equipment provided for the installation, repair, or expansion of a public water, gas, or sewer system when the property is installed for general distribution purposes. To the extent the tangible personal property maintains its character (for example, the installation of a kitchen stove), it remains tax-exempt. However, if the installation incorporates the tangible personal property into realty (for example, the installation of sheetrock), it becomes taxable to the private vendor. See O.C.G.A. §48-8-3(2) and O.C.G.A. §48-8-63.

XXVIII. STATE AND FEDERAL LAW REGARDING WORKER VERIFICATION

Effective July 1, 2013 State Law requires that all who enter into a contract for the physical performance of services for all labor or service contract(s) that exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia) and that all who enter into a contract for public works as defined by O.C.G.A. §36-91-2(12) for the County, must satisfy the Illegal Immigration Reform Enhancements for 2013 in conjunction with the Federal Immigration Reform and Control Act (IRCA) of 1986, in all manner, and such are conditions of the contract.

The Purchasing Division Director with the assistance of the Internal Audit Division shall be authorized to conduct random audits of a vendor's or subcontractors' compliance with the Illegal Immigration Reform Enhancements for 2013 and the rules and regulations of the Georgia Department of Labor. The vendor and subcontractors shall retain all documents and records of its compliance for a period of five (5) years following completion of the contract or shall abide by the current time requirements at the time of the contract. This requirement shall apply to all contracts for all public works, labor or service contracts that exceed \$2,499.99 except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia.

Whenever it appears that a vendor's or subcontractor's records are not sufficient to verify the work eligibility of any individual in the employment of such vendor or subcontractor, the Purchasing Director shall report same to the Department of Homeland Security and may result in termination of the contract if it is determined at any time during the work that the vendor or subcontractor is no longer in compliance with worker verification.

By submitting an offer to the County, vendor agrees that, in the event the vendor employs or contracts with any subcontractor(s) in connection with the covered contract, the vendor will secure from the subcontractor(s) such subcontractor(s)' indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they follow the Illegal Immigration Reform Enhancements for 2013 in conjunction with all federal requirements. Original signed, notarized Subcontractor Affidavits and Agreements must be maintained by the vendor awarded the contract.

A vendor's or subcontractor's failure to participate in the federal work authorization program as defined above shall be subject to termination of the contract. A vendor's

failure to follow Gwinnett County's instruction to terminate a subcontractor that is not participating in the federal work authorization program may be subject to termination of the contract.

XXIX. SOLID WASTE ORDINANCE

No individual, partnership, corporation, or other entity shall engage in solid waste handling except in such a manner as to conform to and comply with the current Gwinnett County Solid Waste Ordinance and all other applicable local, state and federal legislation, rules, regulation, and orders.

XXX. GENERAL CONTRACTORS LICENSE

Effective July 1, 2008: **All General Contractors must have a current valid license from the State Licensing Board for Residential and General Contractors, unless specifically exempted from holding such license pursuant to Georgia law (O.C.G.A. §43-41-17).**

XXXI. PRODUCTS MANUFACTURED IN GEORGIA

When contracting for or purchasing supplies, materials, equipment, or agricultural products that exceeds \$100,000.00, excluding beverages for immediate consumption, Gwinnett County shall give preference as far as may be reasonable and practicable to such supplies, materials, equipment, and agricultural products as may be manufactured or produced in this state. Such preference shall not sacrifice quality. Gwinnett County Board of Commissioners shall consider, among other factors, information submitted by the vendor which may include the vendor's estimate of the multiplier effect on gross state domestic product and the effect on public revenues of the state and the effect on public revenues of political subdivisions resulting from acceptance of an offer to sell Georgia manufactured or produced goods as opposed to out-of-state manufactured or produced goods. Any such estimates shall be in writing. **(O.C.G.A. §36-84-1).**

XXXII. INDEMNIFICATION

To the fullest extent permitted by law, the vendor shall, at his sole cost and expense, indemnify, defend, satisfy all judgments, and hold harmless the County, its commissioners, officers, agents, and employees from and against all claims, damages, actions, judgments, costs, penalties, liabilities, losses and expenses, including, but not limited to, attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, action, judgment, cost, penalty, liability, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by the negligent acts, errors by any act or omission of the vendor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless whether such claim is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any of the rights or obligations of indemnity which would otherwise exist as to any party or person described in this agreement. In any and all claims against the County, its commissioners, officers, agents, and employees by any employee of the vendor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation contained herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the vendor or any subcontractor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts.

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

XXXIII. CODE OF ETHICS

Vendors shall disclose under oath the name of all elected officials whom it employs or who have a direct or indirect pecuniary interest in the business entity, its affiliates, or its subcontractors. (This shall not apply to informal purchases as defined by the Purchasing Ordinance.) The vendor shall execute a Code of Ethics affidavit. Failure to submit the affidavit during the procurement process shall render the offer non-responsive.

Any business entity holding a contract with Gwinnett County that after execution of the contract or issuance of the purchase order employs, subcontracts with, or transfers a direct or indirect pecuniary interest in the business entity to an elected official shall within five (5) days disclose such fact in writing under oath to the Clerk of the Board of Commissioners. Failure to comply, or vendors submitting false information or omitting material information shall be referred to the Purchasing Policy & Review Committee for action pursuant to the Purchasing Ordinance or to the District Attorney for possible criminal prosecution. Note: See Gwinnett County Code of Ethics Ordinance E02011, Sec. 54-33. The ordinance is available to view in its entirety at www.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@gwinnettcounty.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.

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

BL# 115-24

Buyer Initials: **JC**

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

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

COMPANY NAME _____

AUTHORIZED REPRESENTATIVE _____

SIGNATURE