



March 13, 2025

**INVITATION TO BID
BL032-25**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified contractors for the **Provision of Document Processing Services for Voter Registrations and Elections on an Annual Contract** with four (4) additional one-year options to renew for the Gwinnett County Voter Registrations and Elections Division.

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 March 28, 2025** 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.gwinnettcounty.com.

Questions regarding bids should be directed to Jake Scarpone, Purchasing Associate II, at jake.scarpone@gwinnettcounty.com or by calling 770-822-8722, no later than **3:00 P.M. local time on March 19, 2025**. Bids are legal and binding upon the bidder when submitted.

Successful contractor(s) 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-7 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 supplier submitting the lowest responsive and responsible bid. Gwinnett County reserves the right to reject any or all bids to waive technicalities and to make an award deemed in its best interest. Bids may be split or awarded in entirety. Gwinnett County reserves the option to negotiate terms, conditions, and pricing with the lowest responsive, responsible bidder(s) at its discretion.

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

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

A handwritten signature in black ink that reads "Jake Scarpone".

Jake Scarpone
Purchasing Associate II

The following pages should be returned with your bid:

**Bid Schedule, Pages 4-5
References, Page 6
Contractor Affidavit & Agreement, Page 7
Code of Ethics Affidavit, Page 8**

SPECIFICATIONS & REQUIREMENTS

I. SCOPE OF WORK

The Gwinnett County Department of Community Services' Voter Registrations & Elections Division is seeking qualified service providers for document processing services. This division is responsible for producing approximately 1,000,000 (+/-) voter notifications on a yearly basis. This number increases by a minimum of one half in large election cycles.

It is imperative that the information be printed and populated accurately with electoral information received via a file provided by the Elections Division of the Georgia Secretary of State's Office in regular intervals.

II. SERVICE PROVIDER RESPONSIBILITY

- A. The department will provide PDF versions of all forms to be printed and populated with electoral district information and polling location information for county and/or city elections. Currently, the department has five (5) forms, but reserves the right to add more or remove as required by law.
- B. The Secretary of State's Office will send files on a regular basis. The service provider shall print, insert and mail the forms within 24 hours of transmission (excluding weekends and holidays). Typically, the transmission will occur daily, with the forms to be mailed out the next business day. The service provider will be required to process approximately 25,000 transactions per month. During scheduled election cycles this number may fluctuate by 30,000 (+/-) monthly.
- C. In addition to regular runs, occasional special runs will be required (between 1,000 – 300,000).
- D. The service provider should allow for the following items (all provided by the service provider) in most mail outs: the notice document, the return envelope and the carrier envelope. These must be included in unit pricing in the Bid Schedule.

The carrier envelope shall be a window type displaying information such as the individual voter address and the return address.

- 1. All carrier All carrier envelopes shall have the words "Official Election Documents/Documento Official Electoral" in red lettering.
- 2. The words "Gwinnett County" shall be printed on bottom left of the return envelope.
- E. The service provider shall assemble and package the completed order following the proper U.S. Postal Service procedure for the class of mail requested and complete all U.S. Postal Service mailing forms required. The service provider may either deliver the mailing to the U.S. Post Office of acceptance, or have the order picked up and delivered, within 24 hours or on the next business day. The service provider shall maintain their own supply of postal trays, labels, tags, bands, sacks and other items for packaging the mailing.
- F. The service provider shall meter the completed pieces with the proper U.S. postage using presorted First- Class rates. The service provider shall maintain their own U.S. Postal Service permits for the class requested. Additional U.S. postal costs caused by the service provider's failure to follow the required postal metering, packaging, or sorting procedures will be paid by the service provider. The service provider shall obtain the best rate possible for First Class postage, whether automated or carrier route. Items shall not be less than First Class. The service provider may use First Class indicia or have the envelope pre- printed.
- G. Damage to inserts, envelopes or improper insertion by the service provider's equipment will be at the service provider's expense.
- H. The service provider will assume responsibility for any delay in printing and/or mailing due to staffing issues during holiday periods.
- I. The service provider must have the capability to sort item types for special inserts, withholding return envelopes.
- J. The service provider shall maintain an adequate stock of paper, envelopes, and necessary supplies to complete the mail out process. Failure to complete the process due to the lack of proper supplies will be a violation of the contract. Stock shall be limited to no more than 30 days of inventory in order to address changes when necessary.
- K. The service provider shall provide detailed weekly reports which will include the number of items mailed, number

of outgoing and return envelopes used, amount of postage and cost break down for handling charges. The report shall include any other information deemed necessary by the Voter Registrations & Elections Division. The service provider shall provide a fully consolidated report once per month. The service provider shall provide email confirmation of completion of daily billing cycle to include the date, the number of impressions printed (including duplex), the number of items mailed, the total amount billed, and a list of items on hold for further processing or review.

- L. The service provider shall provide PDF proofs as part of the print and mail services offered for each set of documents generated.
- M. The service provider shall be SAS-70 and PCI compliant to ensure that sensitive, private information provided by the department is handled properly and securely.
- N. The service provider shall not utilize outside vendors to complete printing or mailing of documents.
- O. All file formats must be in RDI (raw data interface) format.
- P. The service provider shall have emergency back-up operations wherein printing services for the Voter Registrations & Elections Division could resume within 24 hours in the event of an emergency at the service provider's primary processing facility.
- Q. **POSTAGE:** In order to match the federal rate, postage shall be determined based on the mailing type and the current postage rate at the time of each mailing. Postage charges shall be adjusted when USPS adjusts postage rates.

III. DOCUMENT PRINTING

- A. The department is open to suggestions for design changes. Otherwise, the documents shall be printed exactly as the attached samples. Any design changes must be approved, in writing by Voter Registrations & Elections Division staff.
- B. Currently documents in line items 1-5 are three panel folded letter format. Please see language regarding line item 1 on the Bid Schedule.

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN QUOTE BEING DEEMED NON-RESPONSIVE.

BID SCHEDULE

ITEM #	APPROX. ANNUAL QTY.	DESCRIPTION	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
1.	500,000 EA	Voter notifications or precinct cards*		\$	\$
2.	100,000 EA	List maintenance confirmation notifications (8.5" x 14") with return envelope		\$	\$
3.	100,000 EA	Regular / daily confirmation notices notifications (8.5" x 14") with return envelope		\$	\$
4.	20,000 EA	Letters notifications to poll officials (8.5" x 11")		\$	\$
5.	100,000 EA	Letters to challenged voters (8.5" x 11")		\$	\$
6.	300,000 EA	Information mailer (Resident/ Residente) (8.5" x 14") double sided color – must be 70# Husky Paper and 90% Ink Saturation		\$	\$
7.	75,000 EA	Polling location change letters (8.5" x 11")		\$	\$
BID TOTAL					\$

***Line item 1 in the bid schedule above is the voter notification document in a three-panel folded letter format. This is the current document format. Voter registrations and elections is currently developing a twofold pressure sensitive post card to replace the letter. We are asking for a unit price for the post card should the department switch to those during the term of this contract. A sample mockup of the post card in development is attached.**

\$ _____

NOTE: Pricing MUST contain ALL charges associated with service including installation, materials, and travel.

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.

Company Name _____

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN QUOTE BEING DEEMED NON-RESPONSIVE.

BID SCHEDULE CONTINUED

Certification of Non-Collusion in Quote Preparation _____

Signature

Date

In compliance with the attached specifications, the undersigned acknowledges all requirements outlined in the "Instructions to Vendors" 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 _____

Address _____

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

Representative Signature _____

Printed Name _____

Telephone Number _____ Fax Number _____

Email Address _____

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

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

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 April 22, 2025 or upon notification of award.**

Unless otherwise noted, bid prices 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:

1st Renewal Option _____ increase/decrease (circle one) 2nd Renewal Option _____ increase/decrease (circle one)

3rd Renewal Option _____ increase/decrease (circle one) 4th Renewal Option _____ increase/decrease (circle one)

**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 within the past five (5) years.

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 _____



BL032-25, Provision of Document Processing Services for Voter Registrations and Elections 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____

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

Notary Public
My Commission Expires: _____

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



BL032-25, Provision of Document Processing Services for Voter Registrations and Elections 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
_____ day of _____, 20____

Printed Name of Authorized Officer or Agent

Notary Public

Title of Authorized Officer or Agent of Contractor

(seal)

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



Insurance:

Contractor shall provide evidence of insurance for at least the coverage and amounts set forth below. All insurance shall be maintained in the form and with a company (or companies) satisfactory to the Gwinnett County Board of Commissioners. The Contractor and their Subcontractor’s/vendor’s Certificates of Insurance shall require that the County be notified in writing thirty (30) days prior to cancellation, modification, or non-renewal of any insurance policy listed on the certificate(s). Upon request, the County will be provided certified copies of all required insurance policies.

A. Minimum Coverage

Commercial General Liability (Occurrence Form):

General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000
Each Occurrence	\$1,000,000

- Gwinnett County Board of Commissioners to be named as Additional Insured
- Additional Insured Endorsement CG 20 10 (edition dates of 07/04, 04/13, 12/19 or a substitute endorsement providing equivalent coverage) and CG 2037 (edition dates of 07/04, 04/13, 12/19 or a substitute endorsement providing equivalent coverage) must be provided with your Certificate of Insurance.
- Primary and Non-Contributory Endorsement to be specified in writing
- 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
- Include Waiver of Subrogation in favor of Gwinnett County Board of Commissioners
- If project or operations are within 50 ft of a railroad, Contractor is required to name the specific Railroad as an Additional Insured and provide a copy of the Additional Insured Endorsement CG2417 or its equivalent.
- In the event the General Liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained, or an extended discovery period will be exercised for a period of five (5) years or applicable statute of limitation period following completion of the work.

Automobile Liability to include:

Combined Single Limit – Each Accident	\$1,000,000
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- Comprehensive form providing coverage for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of all owned, non-owned, leased, hired, borrowed vehicles, and any other statutorily required automobile coverage.
- Gwinnett County Board of Commissioners to be named as Additional Insured

- Additional Insured Endorsements must be provided with the Certificate of Insurance
- Coverage to include loading and unloading
- Contractual Liability

Worker’s Compensation & Employer’s Liability Coverage to include:

Workers Compensation Employers Liability	Georgia State Statutory Limits
Bodily Injury by Accident – Each Accident	\$ 500,000
Bodily Injury by Disease – Policy Limit	\$ 500,000
Bodily Injury by Disease – Each Employee	\$ 500,000

- Waiver of Subrogation in favor of Gwinnett County Board of Commissioners

Umbrella/Excess Liability Insurance with policy limits as determined by Contract Sums (higher limits may be required depending on the extent of contract):

Contract Sums:

Contracts up to \$999,999

Each Occurrence and Aggregate Limit \$1,000,000

Contracts from \$1,000,000 to \$1,999,999

Each Occurrence and Aggregate Limit \$3,000,000

Contracts from \$2,000,000 to \$4,999,999

Each Occurrence and Aggregate Limit \$5,000,000

Contracts Over \$5,000,000

Each Occurrence and Aggregate Limit \$10,000,000

- Concurrency of Effective Dates with Primary
- Blanket Contractual Liability
- Drop Down Feature
- Umbrella Policy must be as broad as the primary policy.
- Coverage excess over General Liability, Business Auto Liability, and Employers Liability
- In the event the Umbrella/Excess Liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of five (5) years or applicable statute of limitation period following completion of the work.
- Evidence of coverage in the form of a Certificate of Insurance shall be provided to the County prior to start of work.
- Gwinnett County Board of Commissioners shall be Additional Insureds.
- Contractor shall be liable for money, securities, or other property of the County.
- Such coverage shall include an owner coverage endorsement for County and County shall be included as a loss payee.
- Additional Insured Endorsements must be provided with the Certificate of Insurance

Cyber Liability Insurance: Applies if scope of work includes the storage or transfer of any County data or sensitive data (including but not limited to personally identifiable, health, or payment card data) or the related hosting of database(s) or internet site(s):

Limit of Insurance per Claim	\$1,000,000
Aggregate Limit	\$1,000,000

The Contractor shall maintain insurance coverage for network security and privacy risks, including, but not limited to, insurance for data breach or introduction of virus or malicious codes, consumer notification, whether or not required by law, forensic investigation, public relations and crisis management and credit or identity monitoring or similar remediation services, unauthorized access, failure of security information theft, damage to destruction of or alteration of electronic information, breach of privacy perils, wrongful disclosure and release of private information, collection, or other negligence in the handling of confidential information, and including coverage for related regulatory fines, defenses, and penalties allowed by law.

Property Insurance:

The Contractor is fully and solely responsible for any physical loss or damage to all tools, equipment, construction office trailers and their contents, vehicles or any other personal property utilized in the performance of the Contractor's work. Contractor agrees to waive its rights of recovery and cause its insurers, if any, to waive their rights of subrogation against Owner and Company for any such damage or loss, however caused.

Riggers Liability Insurance:

If any work to be performed involves the rigging, lifting, lowering or moving of property or equipment, then those parties performing such work shall carry Rigger's Liability Insurance in an amount adequate to insure against the physical loss or damage to the property or equipment in its care

Aviation Insurance: Applies if scope of work requires the use of aircraft, including helicopters, unmanned aircraft systems (e.g., drones) and/or fixed-wing aircraft:

Maintain (or require aircraft owner or operator to maintain), and Contractor shall furnish proof of, Aircraft Liability insurance with minimum limits of \$10,000,000 per occurrence for bodily injury and property damage of all aircraft.

Unmanned aircraft systems, minimum limits of \$2,000,000 for bodily injury, property damage, and personal injury (including invasion of privacy) for unmanned aircraft systems, and guest voluntary settlement bodily injury coverage (for any aircraft except unmanned aircraft systems)

- Such policy shall include contractual liability covering all owned and non-owned aircraft
 - If the party providing the Aircraft Liability insurance is not Contractor, then Contractor shall require such party to (a) waive any subrogation rights of recovery they and/or their insurance carriers may have against County and any other indemnified parties and (b) name County and such other parties as Additional Insureds
 - The Contractor shall (or shall require aircraft owner or operator) to hire, employ, and utilize pilots certified by the Federal Aviation Administration to operate any such aircraft.
- B. Gwinnett County Board of Commissioners (and any applicable Authority) must be specified in writing as an Additional Insured on General Liability, Auto Liability and Umbrella Liability policies.
- C. The cancellation should provide 10 days' notice for nonpayment and 30 days' notice of cancellation.

- D. Certificate Holder should read:
- Gwinnett County Board of Commissioners
75 Langley Drive
Lawrenceville, GA 30046-6935
- E. Insurance Company, except Worker' Compensation carrier, must have an A.M. Best Rating of A-7 or higher. Certain Workers' Comp funds may be accepted subject to the approval of the Gwinnett County 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-7 or better.
- F. Insurance companies providing coverage should be licensed, and authorized to do business by the Office of the Insurance and Safety Fire Commissioner of Georgia ("Insurance Commissioner"), with the exception of non-admitted carriers, in which case the broker placing coverage should be licensed by the Insurance Commissioner. All agents placing coverage should be licensed by the Insurance Commissioner, either as a resident or non-resident.
- G. Certificates of Insurance, and any subsequent renewals, must reference each corresponding bid/contract by project name and project/bid number, if applicable.
- H. 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 compliance with these insurance requirements.
- I. All insurance coverage required to be provided by the Contractor shall state that it is primary over any insurance program carried by the County.
- J. 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. The Contractor agrees that if for any reason a subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
- K. 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 a 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.
- L. The Contractor and its insurer(s) 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.
- M. Special Form Contractors' Equipment and Contents Insurance covering owned, used, and leased equipment, tools, supplies, and contents is 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.
- N. The Contractor shall make available to the County, through its records or the records of its insurer, information regarding any claim related to a County project. Any loss run information relating to a County project will be made available to the County upon its request.
- O. Compliance by the Contractor and Subcontractors with the foregoing insurance requirements shall not relieve

the Contractor and Subcontractors of liability under the Contract and any applicable law.

- P. 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.
- Q. The Contractor shall at a minimum apply risk management practices accepted by the Contractors' industry.
- R. The Contractor shall advise the County if required limits of insurance become eroded or impaired.

Surety Bonds (if required)

All of the surety requirements will stay the same except the Surety Company must have the same rating as set forth in item E above.

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

Buyer Initials: JS

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

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

COMPANY NAME _____

AUTHORIZED REPRESENTATIVE _____
SIGNATURE

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

*****ATTENTION*****

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

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

I. PREPARATION OF SUBMITTAL

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

II. DELIVERY

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

III. EXPLANATION TO VENDORS

Any explanation desired by a vendor regarding the meaning or interpretation of the solicitation, drawings, specifications, etc. must be requested by the question cutoff deadline stated in the solicitation for a reply to reach all vendors before the deadline of the solicitation. Any information given to a prospective vendor concerning a solicitation will be furnished to all prospective vendors as an addendum to the solicitation if such information is necessary or if the lack of such information would be prejudicial to uninformed vendors. The written solicitation documents supersede any verbal or written communications between the

parties. Receipt of addenda should be acknowledged in the submittal. **It is the vendor's responsibility to ensure they have all applicable addenda prior to their submittal.** This may be accomplished by contacting the assigned Purchasing Associate prior to the submittal or visiting the Gwinnett County website.

IV. SUBMISSION OF FORMAL OFFERS/SUBMITTALS

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

V. WITHDRAWAL DUE TO ERRORS

Vendors must give Gwinnett County Purchasing Division written notice within two (2) business days of completion of the opening stating that they wish to withdraw their submittal without penalty for an obvious clerical or calculation error. Submittal may be withdrawn from consideration if the price was substantially lower than the other submittals due solely to a mistake therein, provided pricing was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake and was due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the submittal. The unintentional arithmetic error or omission can be clearly proven through inspection of the original work papers, documents, and materials used in preparing the

submittal sought to be withdrawn. The vendor's original work papers shall be the sole acceptable evidence of error and mistake if a vendor elects to withdraw their submittal. If a quote or bid submittal is withdrawn under the authority of this provision, the lowest remaining responsive offer shall be deemed to be low bid.

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

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

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

VI. TESTING AND INSPECTION

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

VII. F.O.B. POINT

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

VIII. PATENT INDEMNITY

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

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

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

X. DISCOUNTS

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

later date. Payment is deemed to be made for the purpose of earning the discount on the date of the County check.

XI. AWARD

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

XII. DELIVERY FAILURES

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

XIII. COUNTY FURNISHED PROPERTY

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

XIV. REJECTION OF SUBMITTALS

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

XV. CONTRACT

Each submittal is received with the understanding that the acceptance in writing by the County of the offer

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

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

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

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

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

XVI. NON-COLLUSION

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

XVII. DEFAULT

The contract may be canceled or annulled by the Purchasing Director in whole or in part by written notice of default to the vendor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible bidder, or the next highest scoring responsive and responsible proposer, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting vendor (or their surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices; provided, however, that the vendor shall continue the performance

of this contract to the extent not terminated under the provisions of this clause. Failure of the vendor to deliver materials or services within the time stipulated on their offer, unless extended in writing by the Purchasing Director, shall constitute contract default.

XVIII. TERMINATION FOR CAUSE

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

XIX. TERMINATION FOR CONVENIENCE

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

XX. SUBSTITUTIONS

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

XXI. INELIGIBLE VENDORS

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

XXII. PENDING LITIGATION

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

XXIII. OCCUPATION TAX CERTIFICATE

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

XXIV. PURCHASING POLICY AND REVIEW COMMITTEE

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

XXV. AMERICANS WITH DISABILITIES ACT

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

XXVI. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the vendor's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

XXVII. TAX LIABILITY

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

XXVIII. STATE AND FEDERAL LAW REGARDING WORKER VERIFICATION

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

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

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

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

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

XXIX. SOLID WASTE ORDINANCE

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

XXX. GENERAL CONTRACTORS LICENSE

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

XXXI. PRODUCTS MANUFACTURED IN GEORGIA

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

XXXII. INDEMNIFICATION

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

or type of damages, compensation, or benefits payable by or for the vendor or any subcontractor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts.

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

XXXIII. CODE OF ETHICS

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

Any business entity holding a contract with Gwinnett County that after execution of the contract or issuance of the purchase order employs, subcontracts with, or transfers a direct or indirect pecuniary interest in the business entity to an elected official shall within five (5) days disclose such fact in writing under oath to the Clerk of the Board of Commissioners. Failure to comply, or vendors submitting false information or omitting material information shall be referred to the Purchasing Policy & Review Committee for action pursuant to the Purchasing Ordinance or to the District Attorney for possible criminal prosecution. Note: See Gwinnett County Code of Ethics Ordinance EO2011, 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.



Gwinnett

Board of Voter Registrations and Elections
Junta de Inscripción de Votantes y Elecciones
455 Grayson Highway, Suite 200
Lawrenceville, GA 30046

RETURN SERVICE REQUESTED/
SERVICIO DEVUELTO SOLICITADO

Voting Districts/Distritos de Votación

US Congress/Congreso de los EE.UU.

State Senate/Senado Estatal

State House/Cámara Estatal

Judicial/Judicial

County Commission/Comisión del Condado

City District/Distrito de la Ciudad

School Board/Consejo Escolar

Sign Here/Firma Aquí

X _____



If you move in the future/Si te mudas en el futuro

Update Online/Actualizar en Línea

If you have a valid GA driver's license or ID card, you can update your name or address at MVP.SOS.GA.gov.

Si tiene una licencia de conducir o tarjeta de identificación de GA válida, puede actualizar su nombre o dirección en MVP.SOS.GA.gov.

OR/O

Update by Mail/Actualizar por Correo

In the future, if you move within your county, you may write your new address below and sign.

En el futuro, si se muda dentro de su condado, puede escribir su nueva dirección a continuación y firmar.

Your New Address/Tu Nueva Dirección

Sign Below/Firme Abajo

X

Date Below/Fecha Abajo

To update your address by mail, return this postcard in an envelope to:

Para actualizar su dirección por correo, devuelva esta postal en un sobre a:

455 Grayson Highway, Suite 200, Lawrenceville, GA 30046

Precinct Card

Tarjeta de Distrito Electoral

Voter Name and Address

Nombre y Dirección del Votante

County Precinct Name

Nombre de Distrito Electoral del Condado

County Polling Place

Lugar de Votación del Condado

Municipal Polling Place

Lugar de Votación Municipal

Registration Number

Número de Inscripción

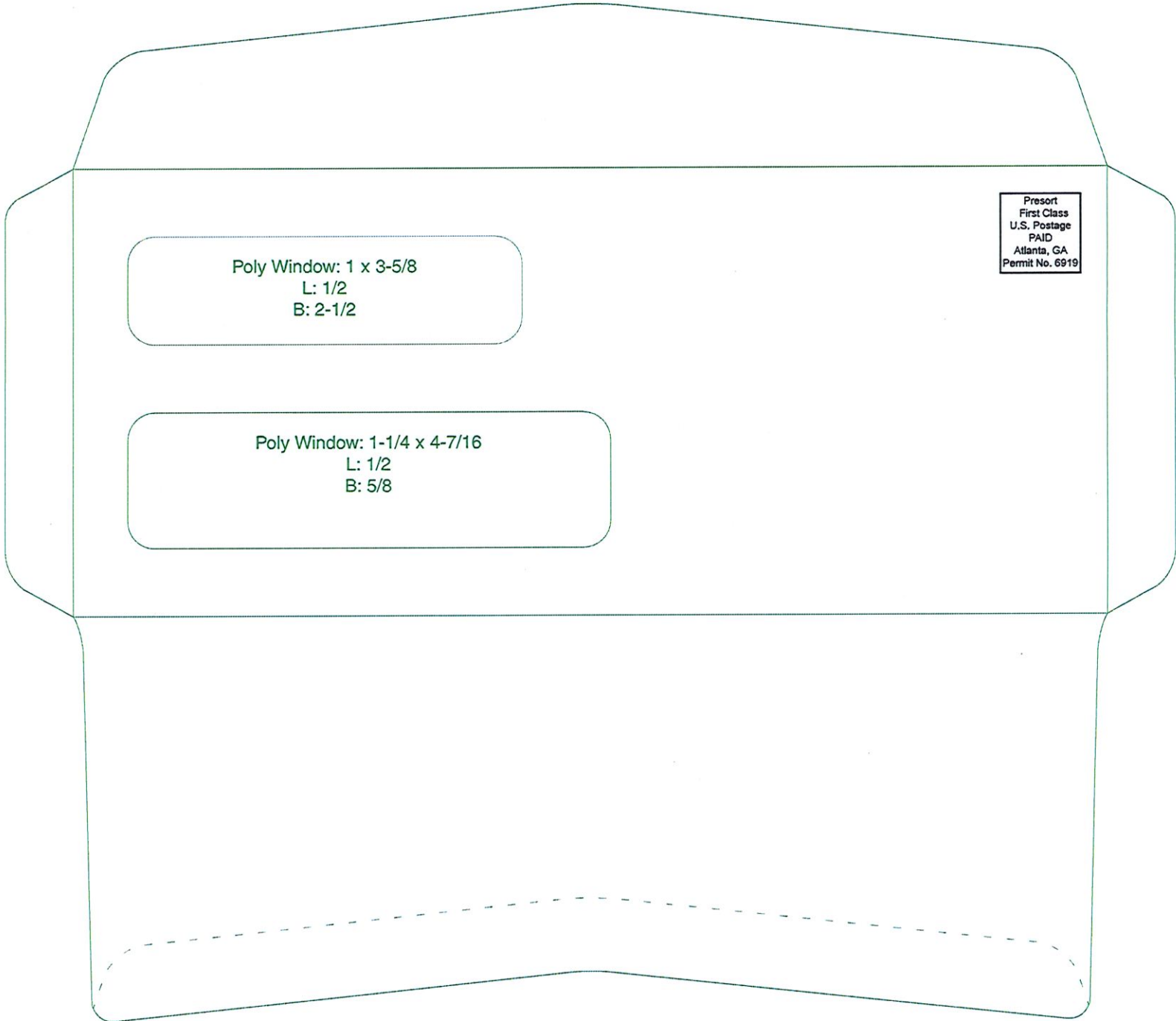
Registration Date

Fecha de Inscripción

Date Issued

Fecha de Emisión

Learn more at/Obtenga más información en
MVP.SOS.GA.gov



Presort
First Class
U.S. Postage
PAID
Atlanta, GA
Permit No. 6919

Poly Window: 1 x 3-5/8
L: 1/2
B: 2-1/2

Poly Window: 1-1/4 x 4-7/16
L: 1/2
B: 5/8

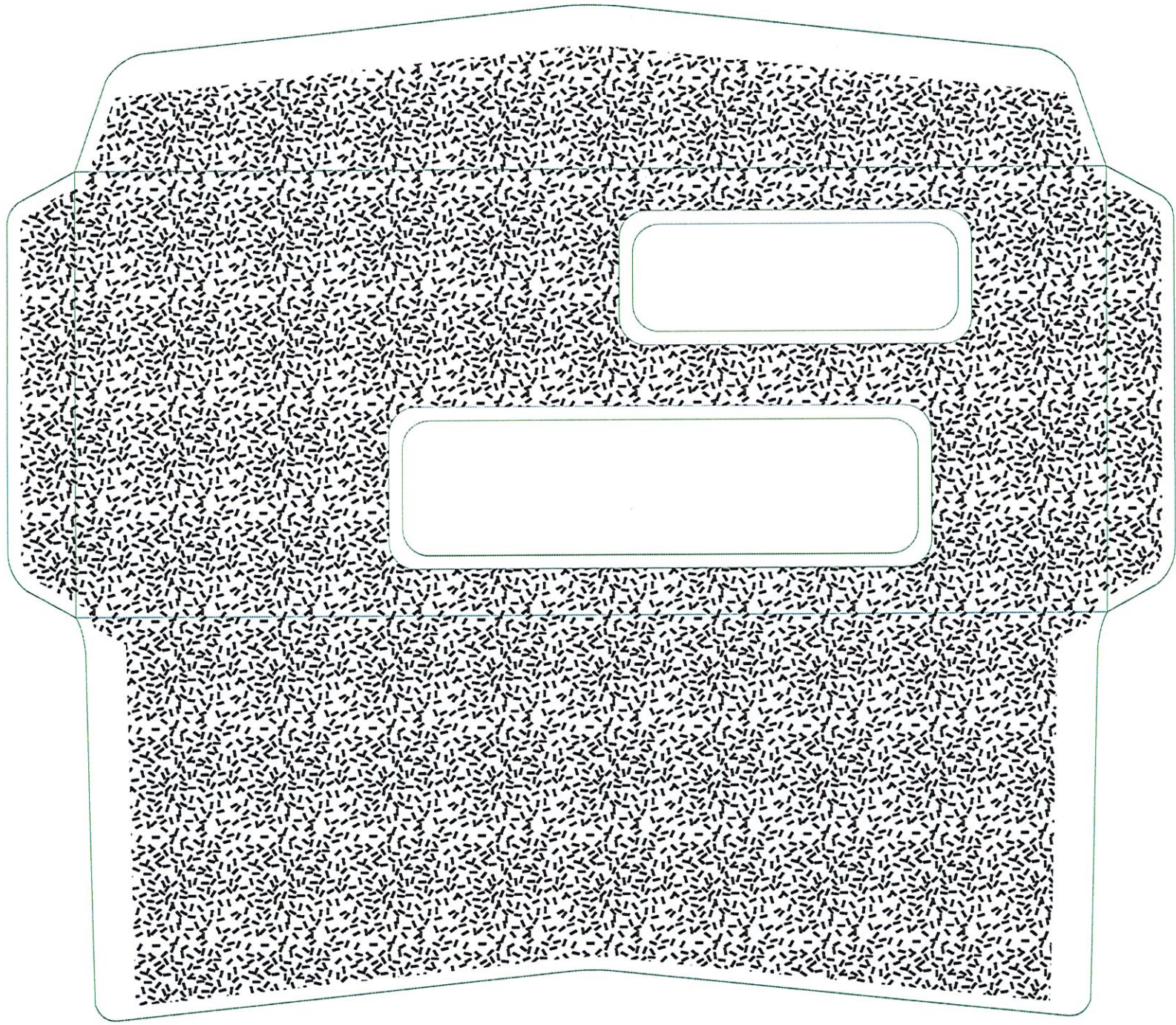
White Wove

Proof Approval:

Job # 2002355 Qty _____ Size #10
Colors Black Stock 24# wvw

Approved Send a new proof
Signed _____ Date _____

All copy is 100% solid
 Copy contains screens, call outs
will be given for screen values.



White Wove

Proof Approval:

Job # 2002355 Qty _____ Size #10
Colors Black Stock 24# WW

Approved Send a new proof
Signed _____ Date _____

All copy is 100% solid
 Copy contains screens, call outs
will be given for screen values.



Gwinnett

GWINNETT COUNTY/ CONDADO DE GWINNETT
VOTER REGISTRATIONS AND ELECTIONS DIVISION/
DIVISION DE INSCRIPCION DE ELECTORES Y ELECCIONES
455 Grayson Highway, Suite 200 | Lawrenceville GA 30046

OFFICIAL ELECTIONS DOCUMENT
DOCUMENTO OFICIAL DE ELECCIONES

CROSSSTATE2024**Single-Piece** Registration number
FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX
ADDRESSSTREETNUMBER ADDRESSSTREETSUFFIX ADDRESSSTREETNAME ADDRESSAPT ADDRESSSTREET2
ADDRESSCITY ADDRESSSTATE ADDRESSZIPCODE ADDRESSZIPPLUS4

IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION
INFORMACIÓN IMPORTANTE ACERCA DE SU INSCRIPCIÓN DE VOTANTE DE GEORGIA

BARCODE

REGISTRATION NUMBER
FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX GWINNETT

HON. BRAD RAFFENSPERGER
SECRETARY OF STATE / SECRETARIO DE ESTADO
PO BOX 105325
ATLANTA GA 30348-9562

Thank you in advance for taking time to return this important information.
Gracias de antemano por tomarse el tiempo para devolver esta información importante.

www.gwinnettelections.com

www.mvp.sos.ga.gov

Register to vote or update your registration online at:
Inscríbese para votar o actualice su inscripción en línea en:



GWINNETT COUNTY/ CONDADO DE GWINNETT
 DEPARTMENT OF COMMUNITY SERVICES/
 DEPARTAMENTO DE SERVICIOS A LA COMUNIDAD
 VOTER REGISTRATIONS AND ELECTIONS DIVISION/
 DIVISION DE INSCRIPCION DE ELECTORES Y ELECCIONES
 455 Grayson Highway, Suite 200 | Lawrenceville, GA 30046-6935

**OFFICIAL ELECTIONS DOCUMENT
 DOCUMENTO OFICIAL DE ELECCIONES**

NOCONTACT2023**Single-Piece** Registration number
 FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX
 ADDRESSSTREETNUMBER ADDRESSSTREETSUFFIX ADDRESSSTREETNAME ADDRESSAPT ADDRESSSTREET2
 ADDRESSCITY ADDRESSSTATE ADDRESSZIPCODE ADDRESSZIPPLUS4

**IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION
 INFORMACIÓN IMPORTANTE ACERCA DE SU INSCRIPCIÓN DE VOTANTE DE GEORGIA**

REGISTRATION NUMBER

FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX GWINNETT

HON. BRAD RAFFENSPERGER
 SECRETARY OF STATE/ SECRETARIO DE ESTADO
 PO BOX 105325
 ATLANTA GA 30348-9562

Thank you in advance for taking time to return this important information.
 Gracias de antemano por tomarse el tiempo para devolver esta información importante.

www.gwinnettelections.com

www.mvp.sos.ga.gov

Register to vote or update your registration online at:
 Inscríbese para votar o actualice su inscripción en línea en:

NOCONTACT 2023

**IMPORTANT INFORMATION ABOUT YOUR
GEORGIA VOTER REGISTRATION**

DEAR VOTER:

**YOUR COUNTY BOARD OF REGISTRARS IS UPDATING ITS
VOTER REGISTRATION LIST**

The attached confirmation notice is being sent because you have not voted, updated your voter registration, or made contact with your registrar's office in at least 5 years.

PLEASE NOTE: This confirmation notice was sent to the current mailing address on your voter registration record. The county you are currently registered in is shown in both the mailer portion of this notice and return portion of this notice.

- (1) If you still live at the same address as shown on the current voter registration file, complete the form below and return within 30 days.
- (2) If you have moved to an address within the county that is different from the address currently on file, complete the form below and return within 30 days. Alternatively, from the Secretary of State's website, you can access Online Voter Registration (OLVR) or your My Voter Page (www.mvp.sos.ga.gov) to submit an address change if you have a valid Georgia Driver's License or identification card issued by the GA Department of Driver Services. A new precinct card will be mailed showing your new voting location.
- (3) If you have moved from the county in which you are currently registered to an address outside such county, please complete the form below and return within 30 days or submit a change request through OLVR or your My Voter Page. If your new residence address is within Georgia but outside the county where you are currently registered, your voter registration file shall be transferred to the county of your new address. If your residence address is outside the State of Georgia, your name will be removed from the list of electors.
- (4) **If you do not return the form below within 30 days, or submit an address change request within 30 days, you will be moved to an inactive status.** Your voter registration will be canceled if you DO NOT update your voter registration or vote in an election up to and including the second November General Election held after you are placed on the inactive list.

**INFORMACIÓN IMPORTANTE SOBRE
SU INSCRIPCIÓN DE VOTANTE EN GEORGIA**

ESTIMADO(A) VOTANTE:

**LA JUNTA DE REGISTRADORES DEL CONDADO ESTA ACTUAL-
IZANDO LA LISTA DE INSCRIPCIÓN DE VOTANTES**

El aviso de confirmación adjunto se envía porque no ha votado, actualizado su inscripción de votante o no se ha puesto en contacto con la oficina de su registrador en al menos 5 años.

TENGA EN CUENTA: Este aviso de confirmación se envió a la dirección postal actual que figura en su historial de votante. El condado en el que está inscrito actualmente se muestra tanto en la parte de envío postal de este aviso como en la parte de devolución de este aviso.

- (1) Si aún vive en la misma dirección que se muestra en el archivo de inscripción de votante actual, complete la parte inferior de este aviso y devuélvalo dentro de los 30 días.
- (2) Si se ha mudado a una dirección dentro del condado que es diferente de la dirección actualmente en el archivo, complete el siguiente formulario y devuélvalo dentro de los 30 días. Alternativamente, desde el sitio web de la Secretaría de Estado, puede acceder a inscripciones de votantes en línea (OLVR) o a su página My Voter Page (www.mvp.sos.ga.gov) para enviar un cambio de dirección si tiene una licencia de conducir o tarjeta de identificación válida de Georgia emitida por el Departamento de Servicios al Conductor de GA. Se enviará por correo una nueva tarjeta de precinto que mostrará su nuevo lugar de votación.
- (3) Si se ha mudado del condado en el que está inscrito actualmente a una dirección fuera de dicho condado, complete el formulario a continuación y devuélvalo el formulario a continuación dentro de los 30 días o envíe una solicitud de cambio a través de OLVR o su página MY Voter Page. Si su nueva dirección de residencia está dentro de Georgia, pero fuera del condado donde está actualmente inscrito, su archivo de historial de votante se transferirá al condado de su nueva dirección. Si su dirección de residencia esta fuera del estado de Georgia, su nombre será eliminado de la lista de electores.
- (4) **Si no devuelve el formulario a continuación dentro de los 30 días, o no envía una solicitud de cambio de dirección dentro de los 30 días, pasará a un estado inactivo.** Su inscripción de votante será cancelada si NO actualiza su inscripción de votante o vota en una elección hasta e incluyendo la segunda Elección General de Noviembre celebrada después de que lo coloquen en la lista inactiva.

If you have any questions, please contact the Gwinnett County Board of Voter Registrations and Elections by calling 678.226.7210 or by emailing VoterRegistration@GwinnettCounty.com. Visit the Secretary of State's website at www.sos.ga.gov/elections for information on elections and voter registration.

If you have moved out of state, please visit www.eac.gov/voters/register-and-vote-in-your-state to find out how to register to vote in your new state.

Si tiene alguna pregunta, por favor comuníquese con la Junta de inscripción de Electores y Elecciones del Condado de Gwinnett llamando al 678.226.7210 o enviando un correo electrónico a VoteRegistration@GwinnettCounty.com. Visite el sitio web del Secretario de Estado en www.sos.ga.gov/elections para obtener información de votantes

Si se ha mudado fuera del estado, visite el sitio web www.eac.gov/voters/register-and-vote-in-your-state para enterarse como inscribirse para votar en su nuevo estado.

To confirm or update your voter registration information, please complete the form below. Fold and return the entire document in the envelope provided. No postage necessary.

Para confirmar o actualizar su información de inscripción de votante, por favor llene la tarjeta de abajo. Doble y envíe de vuelta todo el documento en el sobre que se proporciona. No es necesario usar estampilla.

RETURN WITHIN 30 DAYS!

¡DEVUELVALO DENTRO DE 30 DÍAS!

Complete all fields in ink.

Complete todos los casilleros con tinta.

CONFIRM23/CONFIRMAR23 NOCONTACT

Your Name (as appears on this mailer) / Su nombre (como aparece en este correo)		Valid GA. Driver's License or GA. I.D. No.: Required / Licencia de conducir o n. de I.D. de GA: Necesario										
Present Name (if different from name on this mailer) / Nombre actual (si es diferente del nombre este correo)		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>										
Date of Birth / Fecha de nacimiento		Phone (Optional) / Teléfono (opcional)	Residence County / Condado de residencia:									
Residence Street Address / Dirección de la residencia		Apt #	City / Ciudad	State / Estado	Zip Code / Código postal							
Mailing Address (If different from residence) / Dirección postal (si es diferente de la residencia)		Apt #	City / Ciudad	State / Estado	Zip Code / Código postal							
Email / Correo electrónico:												

Last 4 Digits of Social Security Number: Optional If no GA Driver's License or I.D. Card No., the last 4 digits of your social security number are required / Si no tiene una licencia de conducir de GA o n. de tarjeta de I.D., se requieren los últimos 4 dígitos de su número de seguro social

--	--	--	--	--	--

X
Signature / Firma:

Date / Fecha:



GWINNETT COUNTY/ CONDADO DE GWINNETT
 VOTER REGISTRATIONS AND ELECTIONS DIVISION /
 DIVISION DE INSCRIPCION DE ELECTORES Y ELECCIONES
 455 Grayson Highway, Suite 200 | Lawrenceville, GA 30046-6935

Gwinnett PHONE / TELÉFONO: 678-226-7210

FORWARDING SERVICE REQUESTED

**OFFICIAL ELECTIONS DOCUMENT
 DOCUMENTO OFICIAL DE ELECCIONES**

****Single-Piece** NCOAOutOfCounty2024 Registration number**
 FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX
 ADDRESSSTREETNUMBER ADDRESSSTREETSUFFIX ADDRESSSTREETNAME ADDRESSAPT ADDRESSSTREET2
 ADDRESSCITY ADDRESSSTATE ADDRESSZIPCODE ADDRESSZIPPLUS4

**IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION
 INFORMACIÓN IMPORTANTE ACERCA DE SU INSCRIPCIÓN DE VOTANTE DE GEORGIA**



REG#
 VOTER NAME

OUT OF COUNTY NCOA/NCOA FUERA DEL CONDADO
 GWINNETT

HON. HBLE. BRAD RAFFENSPERGER
 SECRETARY OF STATE
 SECRETARIO DE ESTADO
 PO BOX 105325
 ATLANTA GA 30348-9562

IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION

DEAR VOTER:

YOUR COUNTY BOARD OF REGISTRARS IS UPDATING ITS VOTER REGISTRATION LIST. The attached confirmation notice is being sent because you have filed a change of address form with the U.S. Postal Service.

PLEASE NOTE: This confirmation notice was sent to the current mailing address on your voter registration record. The county you are currently registered in is shown in both the mailer portion of this notice and return portion of this notice.

(1) If you still live at the same address as shown on the current voter registration file, complete the attached card and return within 30 days.

(2) If you have moved to an address within the county that is different from the address currently on file, complete the attached card and return within 30 days. Alternatively, from the Secretary of State's website, you can access Online Voter Registration (OLVR) or your My Voter Page (mvp.sos.ga.gov) to submit an address change if you have a valid Georgia Driver's License or identification card issued by the GA Department of Driver Services. A new precinct card will be mailed showing your new voting location.

(3) If you have moved from the county in which you are currently registered to an address outside such county, please complete and return the form below or submit a change request through OLVR or your My Voter Page within 30 days. If your new residence address is within Georgia but outside the county where you are currently registered, your voter registration file shall be transferred to the county of your new address. If your residence address is outside the State of Georgia, your name will be removed from the list of electors.

(4) **If you do not return the attached card within 30 days, you will be moved to an inactive status.** Your voter registration will be canceled if you DO NOT update your voter registration or vote in an election up to and including the second November General Election held after you are placed on the inactive list.

If you have any questions, please contact Gwinnett County Voter Registrations and Elections by calling 678.226.7210 or by emailing VoterRegistration@GwinnettCounty.com. Visit the Secretary of State's website at www.sos.ga.gov/elections for information on elections and voter registration.

If you have moved out of state, please visit www.eac.gov/voters/register-and-vote-in-your-state to find out how to register to vote in your new state.

To confirm or update your voter registration information, please fill out the card below in ink.

No postage necessary

RETURN WITHIN 30 DAYS!

From the Secretary of State website, www.sos.ga.gov, a registered voter with a valid Georgia driver's license or identification card issued by the GA Department of Driver Services may change his or her name or address using Online Voter Registration or by submitting a change request through their My Voter Page (mvp.sos.ga.gov).

If you have questions, visit our website or contact your local registrar's office.

**IN ORDER TO MAINTAIN YOUR PRIVACY, DO NOT SEPARATE THE CARD BELOW FROM THIS SECTION!
PARA MANTENER SU PRIVACIDAD, ¡NO SEPRE LA TARJETA A CONTINUACIÓN DE ESTA SECCIÓN!**

FILL IN ALL BOXES ON THIS FORM. USE INK ONLY! (DO NOT USE PENCIL!) / COMPLETE TODAS LAS CASILLAS DE ESTE FORMULARIO. ¡USE SOLO TINTA! (¡NO USE LÁPIZ!)
Please update / confirm my voter registration within current county of registration / Actualizar o confirmar mi inscripción de votante dentro del condado de inscripción actual

CONFIRM23 - NCOA 0C

Your Name (as appears on this mailer)/Su nombre (como aparece en este correo):		Valid GA. Driver's License or GA. I.D. No.: Required/Licencia de conducir válida o no. de I.D. de GA: Necesario													
		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>													
Present Name (if different from name on this mailer)/Nombre actual (si es diferente del nombre en este correo):		Last 4 Digits of Social Security Number: Optional/Últimos 4 dígitos del Número de Seguro Social: Opcional													
		<table border="1"> <tr> <td></td><td></td><td></td><td></td> </tr> </table> <p>If no GA Driver's License or I.D. Card No., the last 4 digits of your social security number are required. / Si no tiene una licencia de conducir de GA o no. de tarjeta de I.D., se requieren los últimos 4 dígitos de su número de seguro social.</p>													
Date of Birth/Fecha de nacimiento:	Phone (Optional)/Teléfono (Opcional):	Residence County/Condado de residencia:	Inside City Limits/Dentro de los límites de la ciudad												
			<input type="checkbox"/> Yes/Sí <input type="checkbox"/> No/No												
Residence Street Address/Dirección de la residencia:		Apt #	City/Ciudad	State/Estado	Zip Code/Código postal										
Mailing Address (if different from residence)/Dirección postal (si es diferente de la residencia):		Apt #	City/Ciudad	State/Estado	Zip Code/Código postal										
Military or Overseas / Militar o en el extranjero:		<input type="checkbox"/> Yes/Sí <input type="checkbox"/> No/No													

X
Signature/Firma

Date/Fecha

INFORMACIÓN IMPORTANTE ACERCA DE SU INSCRIPCIÓN DE VOTANTE DE GEORGIA

ESTIMADO VOTANTE:

LA JUNTA DEL REGISTRADOR DEL CONDADO ESTÁ ACTUALIZANDO LA LISTA DE INSCRIPCIONES DE VOTANTES. Se envía un aviso de confirmación adjunto porque presentó un formulario de cambio de dirección en el Servicio Postal de EE. UU.

ATENCIÓN: Este aviso de confirmación se envió a la dirección postal actual que se encuentra en su inscripción de votante. El condado en el que está inscrito actualmente se muestra tanto en la parte de envío postal de este aviso como en la parte de devolución de este aviso.

(1) Si todavía vive en la misma dirección que se muestra en el archivo de inscripción de votante actual, complete la tarjeta adjunta y devuélvala dentro de los 30 días.

(2) Si se ha mudado a otra dirección dentro del condado diferente a la que se encuentra en el actualmente en el archivo, complete la tarjeta adjunta y devuélvala dentro de los 30 días. Alternativamente, desde el sitio web de la Secretaría de Estado, puede acceder a Inscripciones de Votantes en Línea (OLVR) o a su página My Voter Page (www.mvp.sos.ga.gov) para enviar un cambio de dirección si tiene una licencia de conducir o tarjeta de identificación válida de Georgia emitida por el Departamento de Servicios al Conductor de GA. Se enviará por correo una nueva tarjeta de precinto que mostrará su nuevo lugar de votación.

(3) Si se ha mudado de la dirección en la que está inscrito actualmente a una dirección que se encuentra fuera de dicho condado, complete el formulario a continuación y devuélvalo dentro de los 30 días. Si su nuevo domicilio residencial es dentro de Georgia, pero fuera del condado donde está inscrito actualmente, su archivo de inscripción de votante deberá transferirse al condado de su nuevo domicilio. Si su domicilio residencial está fuera del estado de Georgia, su nombre será eliminado de la lista de votantes.

(4) **Si no devuelve la tarjeta adjunta dentro de los 30 días, se le cambiará el estado a inactivo.** Su inscripción de votante será cancelada si NO actualiza su inscripción de votante o vota en una elección hasta e inclusive la segunda Elección General de Noviembre celebrada después de que lo coloquen en la lista inactiva.

Si tiene alguna pregunta, por favor comuníquese con Inscripción de Votantes y Elecciones del Condado de Gwinnett llamando al 678.226.7210 o enviando un correo electrónico a VoterRegistration@GwinnettCounty.com. Visite el sitio web del Secretario de Estado en www.sos.ga.gov/elections para obtener información de votantes.

Si se ha mudado a otro estado, visite www.eac.gov/voters/register-and-vote-in-your-state para conocer más acerca de cómo inscribirse para votar en su nuevo estado.

Para confirmar o actualizar su información en el registro de votante, complete con tinta la tarjeta que se encuentra a continuación.

No se necesita sello

¡DEVUÉVALO EN 30 DÍAS!

Desde el sitio web de la Secretaría de Estado, www.sos.ga.gov, un votante inscrito con una licencia de conducir válida de Georgia o una tarjeta de identificación emitida por el Departamento de Servicios al Conductor de Georgia, puede cambiar su nombre o dirección mediante el Inscripción de Votantes en Línea o enviando una solicitud de cambio a través de su página My Voter Page (mvp.sos.ga.gov).

Si tiene preguntas, visite nuestro sitio web o comuníquese con la su oficina de inscripción local.

FORWARDING SERVICE REQUESTED



GWINNETT COUNTY/ CONDADO DE GWINNETT
VOTER REGISTRATIONS AND ELECTIONS DIVISION /
DIVISION DE INSCRIPCION DE ELECTORES Y ELECCIONES
455 Grayson Highway, Suite 200 | Lawrenceville, GA 30046-6935

Gwinnett PHONE / TELÉFONO: 678-226-7210

OFFICIAL ELECTIONS DOCUMENT
DOCUMENTO OFICIAL DE ELECCIONES

Single-Piece NCOAOutOfState2024 Registration number
FIRSTNAME MIDDLENAME LASTNAME NAMESSUFFIX
ADDRESSSTREETNUMBER ADDRESSSTREETSUFFIX ADDRESSSTREETNAME ADDRESSAPT ADDRESSSTREET2
ADDRESSCITY ADDRESSSTATE ADDRESSZIPCODE ADDRESSZIPPLUS4

IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION
INFORMACIÓN IMPORTANTE ACERCA DE SU INSCRIPCIÓN DE VOTANTE DE GEORGIA

<INSERT BARCODE>

REG#
VOTER NAME

OUT OF STATE NCOA / NCOA FUERA DEL ESTADO
GWINNETT

HON. HBLE. BRAD RAFFENSPERGER
SECRETARY OF STATE
SECRETARIO DE ESTADO
PO BOX 105325
ATLANTA GA 30348-9562

IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION

DEAR VOTER:

You are receiving this notice because records indicate you have filed a change of address with the United States Postal Service (USPS) indicating that you may have moved outside the state of Georgia. If you have moved to another state, please mark the appropriate checkbox below, sign the card, and follow the instructions to cancel your voter registration. If you still live in Georgia, please complete the card below and return it within 30 days.

If you have moved out of state, please visit www.eac.gov/voters/register-and-vote-in-your-state to find out how to register to vote in your new state.

INFORMACIÓN IMPORTANTE ACERCA DE SU INSCRIPCIÓN DE VOTANTE DE GEORGIA

ESTIMADO VOTANTE:

Está recibiendo esta notificación debido a que presentó un cambio de dirección ante el Servicio Postal de los Estados Unidos (USPS), lo que indica que es posible que se haya mudado fuera del estado de Georgia. Si se mudó a otro estado, marque la casilla correspondiente a continuación, firme la tarjeta y siga las instrucciones para cancelar su inscripción de votante. Si todavía vive en Georgia, complete la tarjeta que aparece a continuación y devuélvala dentro de los próximos 30 días.

Si se mudó a otro estado, visite www.eac.gov/voters/register-and-vote-in-your-state para conocer más acerca de cómo inscribirse para votar en su nuevo estado.

ARE YOU STILL A GEORGIA RESIDENT? (check the box below that correctly answers the question)

YES – COMPLETE THE CARD BELOW AND RETURN IT WITHIN 30 DAYS

If you are still a Georgia resident, please complete the boxes below and mail the card to your county registrar. If you have moved to another Georgia address, then you will receive a new precinct card once your record has been updated. Alternatively, visit MVP.SOS.GA.GOV to update your registration. Rules for determining residence are in Georgia code section 21-2-217. If you do not return the card or update your registration within 30 days, then you will be moved to inactive status.

NO – PLEASE CANCEL MY VOTER REGISTRATION

If you are no longer a Georgia resident, mark the checkbox indicating that you wish to cancel your registration, sign on the line below, and return this notice to your local election office.

X _____
Signature Date

If you have any questions, please contact Gwinnett County Voter Registrations and Elections by calling 678.226.7210 or by emailing VoterRegistration@GwinnettCounty.com. Visit the Secretary of State's website at www.sos.ga.gov/elections for information on elections and voter registration.

¿TODAVÍA ES RESIDENTE DE GEORGIA? (marque la casilla a continuación que responde correctamente a la pregunta)

SÍ - COMPLETE LA TARJETA A CONTINUACIÓN Y DEVUÉLVALA DENTRO DE LOS PRÓXIMOS 30 DÍAS

Si todavía es residente de Georgia, complete las casillas a continuación y devuelva la tarjeta por correo al Registrador de su condado. Si se mudó a otra dirección en Georgia, recibirá una nueva tarjeta de distrito electoral una vez que se haya actualizado su inscripción. Alternativamente, visite MVP.SOS.GA.GOV para actualizar su inscripción. Las normas para determinar la residencia se encuentran en el artículo 21-2-217 del código de Georgia. Si no devuelve la tarjeta o actualiza su inscripción dentro de los 30 días, se le cambiará el estado a inactivo.

NO - POR FAVOR CANCELAR MI INSCRIPCIÓN DE VOTANTE

Si ya no es residente de Georgia, marque la casilla que indica que desea cancelar su inscripción, firme en la línea a continuación y devuelva este aviso a la oficina electoral local.

X _____
Firma Fecha

Si tiene alguna pregunta, por favor comuníquese con Inscripción de Votantes y Elecciones del Condado de Gwinnett llamando al 678.226.7210 o enviando un correo electrónico a VoterRegistration@GwinnettCounty.com. Visite el sitio web del Secretario de Estado en www.sos.ga.gov/elections para obtener información de votantes.

FILL IN ALL BOXES ON THIS FORM. USE INK ONLY! (DO NOT USE PENCIL!) / COMPLETE TODAS LAS CASILLAS DE ESTE FORMULARIO. ¡USE SOLO TINTA! (¡NO USE LÁPIZ!)
Please update / confirm my voter registration within current county of registration / Actualizar o confirmar mi inscripción de votante dentro del condado de inscripción actual

CONFIRM23 - NCOA OS

Your Name (as appears on this mailer)/Su nombre (como aparece en este correo):		Valid GA. Driver's License or GA. I.D. No.: Required/Licencia de conducir válida o n.de I.D. de GA: Necesario	
Present Name (if different from name on this mailer)/Nombre actual (si es diferente del nombre en este correo):		Last 4 Digits of Social Security Number: Optional/Últimos 4 dígitos del Número de Seguro Social: Opcional If no GA Driver's License or I.D. Card No., the last 4 digits of your social security number are required. / Si no tiene una licencia de conducir de GA o n. de tarjeta de I.D., se requieren los últimos 4 dígitos de su número de seguro social.	
Date of Birth/Fecha de nacimiento:	Phone (Optional)/Teléfono (Opcional):	Residence County/Condado de residencia:	Inside City Limits/Dentro de los límites de la ciudad <input type="checkbox"/> Yes/Sí <input type="checkbox"/> No/No
Residence Street Address/Dirección de la residencia:		Apt #	City/Ciudad
Mailing Address (if different from residence)/Dirección postal (si es diferente de la residencia):		Apt #	City/Ciudad
Military or Overseas / Militar o en el extranjero:		<input type="checkbox"/> Yes/Sí <input type="checkbox"/> No/No	

X

Signature/Firma

Date/Fecha



**OFFICIAL ELECTIONS DOCUMENT
DOCUMENTO OFICIAL DE ELECCIONES**

NGE2023

REGISTRATIONNUMBER
FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX
ADDRESSSTREETNUMBER ADDRESSSTREETSUFFIX ADDRESSSTREETNAME ADDRESSAPT ADDRESSSTREET2
ADDRESSCITY ADDRESSSTATE ADDRESSZIPCODE ADDRESSZIPPLUS4

**IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION
INFORMACIÓN IMPORTANTE ACERCA DE SU INSCRIPCIÓN DE VOTANTE DE GEORGIA**

REGISTRATIONNUMBER

FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX GWINNETT

HON. BRAD RAFFENSPERGER
SECRETARY OF STATE / SECRETARIO DE ESTADO
PO BOX 105325
ATLANTA GA 30348-9562

Thank you in advance for taking time to return this important information.
Gracias de antemano por tomarse el tiempo para devolver esta información importante.

IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION

DEAR VOTER:

YOUR COUNTY BOARD OF REGISTRARS IS UPDATING ITS VOTER REGISTRATION LIST.

Your voter registration record was inactive through the November 03, 2020 and November 08, 2022 General Elections. **You will be removed from the voter rolls in the State of Georgia if you do not take action in the next 30 days.**

To prevent cancellation, you must complete one of the following in the next 30 days

- Follow the instructions below to complete, sign, and return the bottom portion of this notice-
- Submit an updated voter registration application online at **mvp.sos.ga.gov/s/voter-registration**
- Complete, print, sign, and return the postage-paid voter registration application located on the Secretary of State's website at **sos.ga.gov**

Failure to act within 30 days will lead to cancellation and require you to re-register to vote.

INFORMACIÓN IMPORTANTE SOBRE SU INSCRIPCIÓN COMO VOTANTE EN GEORGIA

ESTIMADO(A) VOTANTE:

LA JUNTA DE REGISTRADORES DE SU CONDADO ESTÁ ACTUALIZANDO LA LISTA DE INSCRIPCIÓN DE VOTANTES.

Su historial de inscripción de votante estuvo inactivo para las Elecciones Generales, entre el 03 de Noviembre del 2020 y el 08 de Noviembre del 2022.

Usted será removido de la lista de votantes en el Estado de Georgia si no realiza ninguna acción en los próximos 30 días.

Para evitar la cancelación, debe realizar una de las siguientes acciones en los próximos 30 días:

- Seguir las instrucciones que se indican a continuación para completar, firmar y devolver la parte inferior de este aviso
- Enviar una solicitud actualizada de su inscripción de votante en línea en **mvp.sos.ga.gov/s/voter-registration**
- Completar, imprimir, firmar y devolver la solicitud de inscripción de votante con franqueo pagado que se encuentra en el sitio web del Secretario de Estado en **sos.ga.gov**

La falta de acción de los 30 días dará lugar a la cancelación y requerirá que vuelva a inscribirse para votar.

If you have any questions, please contact the Gwinnett County Board of Voter Registrations and Elections by calling 678.226.7210 or by emailing VoterRegistration@GwinnettCounty.com. Visit the Secretary of State's website at www.sos.ga.gov/elections for information on elections and voter registration.

If you have moved out of state, please visit www.eac.gov/voters/register-and-vote-in-your-state to find out how to register to vote in your new state.

To confirm or update your voter registration information, please fill out the card below in ink. Fold and return the entire document in the envelope provided. No postage necessary.

RETURN WITHIN 30 DAYS!

From the Secretary of State's website, www.sos.ga.gov, a registered voter with a valid Georgia driver's license or identification card issued by the GA Department of Driver Services may change his or her name or address using Online Voter Registration. A registered voter can also submit a change request through their My Voter Page, www.mvp.sos.ga.gov.

Complete all fields in ink.

CONFIRM23/CONFIRMAR23 NGE

Your Name (as appears on this mailer)/Su nombre (como aparece en este correo):		Valid GA. Driver's License or GA. I.D. No.: Required/Licencia de conducir válida o n.º de I.D. de GA: Necesario <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>		
Present Name (if different from name on this mailer)/Nombre actual (si es diferente del nombre en este correo):		Last 4 Digits of Social Security Number: Optional/Últimos 4 dígitos del Número de Seguro Social: Opcional If no GA Driver's License or I.D. Card No., the last 4 digits of your social security number are required. / Si no tiene una licencia de conducir de GA o n.º de tarjeta de I.D., se requieren los últimos 4 dígitos de su número de seguro social. <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>		
Date of Birth/Fecha de nacimiento:	Phone (Optional)/Teléfono (opcional):	Residence County/Condado de residencia:		
Residence Street Address/Dirección de la residencia:		Apt #	City/Ciudad	State/Estado
Mailing Address (if different from residence)/Dirección postal (si es diferente de la residencia):		Apt #	City/Ciudad	State/Estado
Email/Correo electrónico:				

Signature/Firma:

Date/Fecha:



Gwinnett

GWINNETT COUNTY/ CONDADO DE GWINNETT
VOTER REGISTRATIONS AND ELECTIONS DIVISION /
DIVISION DE INSCRIPCION DE ELECTORES Y ELECCIONES
455 Grayson Highway, Suite 200 | Lawrenceville, GA 30046-6935

PHONE / TELÉFONO: 678-226-7210

FORWARDING SERVICE REQUESTED

OFFICIAL ELECTIONS DOCUMENT
DOCUMENTO OFICIAL DE ELECCIONES

Single-Piece NCOAWithinCounty2024 Registration number

FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX
ADDRESSSTREETNUMBER ADDRESSSTREETSUFFIX ADDRESSSTREETNAME ADDRESSAPT ADDRESSSTREET2
ADDRESSCITY ADDRESSSTATE ADDRESSZIPCODE ADDRESSZIPPLUS4

IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION
INFORMACIÓN IMPORTANTE ACERCA DE SU INSCRIPCIÓN DE VOTANTE DE GEORGIA



REG# WITHINCOUNTY NCOA/DENTRO DEL CONDADO

VOTER NAME GWINNETT

HON. HBLE. BRAD RAFFENSPERGER
SECRETARY OF STATE
SECRETARIO DE ESTADO
PO BOX 105325
ATLANTA GA 30348-9562

IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION

DEAR VOTER:

YOUR COUNTY BOARD OF REGISTRARS IS UPDATING ITS VOTER REGISTRATION LIST

You are receiving this notice because you have filed a change of address form with the U.S. Postal Service. Under federal and state law, and in the interest of maintaining accurate and efficient voter registration records, your residential address for voting purposes will be updated to the address listed below.

Voter's Name: FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX
Street Address: NEW_RES_ADDR1 NEW_RES_ADDR2
City, State Zip: NEW_RES_CITY NEW_RES_STATE NEW_RES_ZIP_CODE
NEW_RES_ZIP4

IS THIS YOUR CURRENT RESIDENTIAL ADDRESS?

YES → **NO RESPONSE REQUIRED**

If the address listed above matches your current residential address, no further action is required. Your voter registration information will be updated to the address listed above. After your address is updated, you will receive a postcard notifying you of your election day polling place and voting districts.

NO → **COMPLETE AND RETURN THE BOTTOM PORTION OF THIS FORM, OR VISIT MVP.SOS.GA.GOV TO SUBMIT A CHANGE REQUEST.**

If the residential address listed above is not your current residential address, then complete and return the bottom portion of this form or submit an address change request through My Voter Page (MVP) at MVP.SOS.GA.GOV.

Also, if you are unable to receive mail at the residential address, please use either this form or MVP to submit a request to add a mailing address to your voter registration record.

If you have questions, please contact Gwinnett County Voter Registrations and Elections by calling 678.226.7210 or by emailing VoterRegistration@GwinnettCounty.com. Visit the Secretary of State's website at www.sos.ga.gov/elections for information on elections and voter registration.

If you have moved out of state, please visit www.eac.gov/voters/register-and-vote-in-your-state to find out how to register to vote in your new state.

To confirm or update your voter registration information, please fill out the card below in ink.

No postage necessary.

From the Secretary of State website, www.sos.ga.gov, a registered voter with a valid Georgia driver's license or identification card issued by the GA Department of Driver Services may change his or her name or address using Online Voter Registration or My Voter Page.

If you have any questions, please contact Gwinnett County Voter Registrations and Elections.

INFORMACIÓN IMPORTANTE ACERCA DE SU INSCRIPCIÓN DE VOTANTE DE GEORGIA

ESTIMADO VOTANTE:

LA JUNTA DEL REGISTRADOR DEL CONDADO ESTÁ ACTUALIZANDO LA LISTA DE INSCRIPCIONES DE VOTANTES

Está recibiendo esta notificación debido a que ha presentado un formulario de cambio de domicilio en el Servicio Postal de

EE. UU. Conforme a la ley federal y estatal, y al interés por mantener el historial de votantes preciso y eficiente, para fines electorales, su domicilio residencial se actualizará a la dirección que se encuentra a continuación si no responde en los próximos 30 días.

Nombre del votante: FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX
Domicilio: NEW_RES_ADDR1 NEW_RES_ADDR2
Ciudad, Estado, Código Postal: NEW_RES_CITY NEW_RES_STATE NEW_RES_ZIP_CODE_NEW_RES_ZIP4

¿ESTE ES SU DOMICILIO RESIDENCIAL ACTUAL?

SÍ → **NO SE REQUIERE RESPUESTA**

Si la dirección presentada anteriormente coincide con su domicilio residencial actual, no se requieren medidas. Su información de inscripción de votante se actualizará con la dirección presentada anteriormente. Luego de que pase el período de 30 días para responder y que se actualice su domicilio, recibirá una postal que le indicará el lugar de votación al que se debe dirigir el día de las elecciones y los distritos de votación.

NO → **COMPLETE Y DEVUELVA LA PARTE INFERIOR DE ESTE FORMULARIO, O VISITE MVP.SOS.GA.GOV PARA ENVIAR UNA SOLICITUD DE CAMBIO.**

Si la dirección residencial indicada anteriormente no es su dirección residencial actual, complete y devuelva la parte inferior de este formulario, o envíe una solicitud de cambio de dirección a través de My Voter Page (MVP) en MVP.SOS.GA.GOV.

Además, si no puede recibir correo en la dirección residencial, utilice este formulario o MVP para enviar una solicitud para agregar una dirección postal a su inscripción de votante.

Si tiene preguntas, comuníquese con Inscripciones de Votantes y Elecciones del Condado de Gwinnett llamando al 678.226.7210 o enviando un correo electrónico a VoterRegistration@GwinnettCounty.com. Visite el sitio web del Secretario de Estado en www.sos.ga.gov/elections para obtener información sobre elecciones y registro de votantes.

Si se mudó fuera del estado, visite www.eac.gov/voters/register-and-vote-in-your-state para saber cómo registrarse para votar en su nuevo estado.

Para confirmar o actualizar su información de inscripción de votante, complete con tinta la siguiente tarjeta. No se necesita sello.

Desde el sitio web de la Secretaría de Estado, www.sos.ga.gov, un votante inscrito con una licencia de conducir válida de Georgia o una tarjeta de identificación emitida por el Departamento de Servicios al Conductor de Georgia puede cambiar su nombre o dirección utilizando Inscripción de Votantes en Línea o My Voter Page

Si tiene alguna pregunta, comuníquese con Inscripciones de Votantes y Elecciones del Condado de Gwinnett.

Do not separate this card from the section above!

¡No separe esta tarjeta de la sección anterior!

CONFIRM23 - NCOA WC

(FILL IN ALL BOXES ON THIS FORM. USE INK ONLY!) (DO NOT USE PENCIL!)
Please update / confirm my voter registration within current county of registration:

(COMPLETE TODAS LAS CASILLAS DE ESTE FORMULARIO. ¡USE SOLO TINTA!) (¡NO USE LÁPIZ!)
Actualizar o confirmar mi inscripción de votante dentro del condado de inscripción actual:

Your Name (as appears on this mailer)/Su Nombre (como aparece en este correo):		Valid GA. Driver's License or GA. ID No.: Required/Licencia de conducir válida o No. de ID de GA: Necesario					
Present Name (if different from name on this mailer) / Nombre Actual (si es diferente del nombre en este correo):		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
Date of Birth/Fecha de Nacimiento:		Phone (Optional)/Teléfono (Opcional):		Residence County/Condado de Residencia:		Inside City Limits/Dentro de los Límites de la Ciudad	
						<input type="checkbox"/> Yes/Sí <input type="checkbox"/> No/No	
Residence Street Address/Dirección de la Residencia:		Apt #	City/Ciudad	State/Estado	Zip Code/Código Postal		
Mailing Address (if different from residence)/Dirección postal (si es diferente de la residencia):		Apt #	City/Ciudad	State/Estado	Zip Code/Código Postal		
Military or Overseas / Militar o en el Extranjero: <input type="checkbox"/> Yes/Sí <input type="checkbox"/> No/No							

X
Signature/Firma:

Date/Fecha:



GWINNETT COUNTY/ CONDADO DE GWINNETT
VOTER REGISTRATIONS AND ELECTIONS DIVISION/
DIVISION DE INSCRIPCIÓN DE ELECTORES Y ELECCIONES
455 Grayson Highway, Suite 200 | Lawrenceville GA 30046

**OFFICIAL ELECTIONS DOCUMENT
DOCUMENTO OFICIAL DE ELECCIONES**

RETMAIL2024**Single-Piece** Registration number
FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX
ADDRESSSTREETNUMBER ADDRESSSTREETSUFFIX ADDRESSSTREETNAME ADDRESSAPT ADDRESSSTREET2
ADDRESSCITY ADDRESSSTATE ADDRESSZIPCODE ADDRESSZIPPLUS4

**IMPORTANT INFORMATION ABOUT YOUR GEORGIA VOTER REGISTRATION
INFORMACIÓN IMPORTANTE ACERCA DE SU INSCRIPCIÓN DE VOTANTE DE GEORGIA**

RETMAIL REGISTRATION NUMBER

FIRSTNAME MIDDLENAME LASTNAME NAMESUFFIX GWINNETT

HON. BRAD RAFFENSPERGER
SECRETARY OF STATE/ SECRETARIO DE ESTADO
PO BOX 105325
ATLANTA GA 30348-9562

Gracias de antemano por tomarse el tiempo para devolver esta información importante.

Thank you in advance for taking time to return this important information.

www.gwinnettelections.com

www.mvp.sos.ga.gov

RETURUN MAIL 2024

Inscríbese para votar o actualice su inscripción en línea en:

Register to vote or update your registration online at:

**IMPORTANT INFORMATION ABOUT YOUR
GEORGIA VOTER REGISTRATION**

DEAR VOTER:

You are receiving this notice because our records indicate that our most recent efforts to mail you voter registration or elections information has been returned by United States Postal Service (USPS) as Undeliverable Mail, indicating that you may have moved to another residential address or are no longer receiving mail at the mailing address we have on file.

Please complete this form to ensure your Voter Registration Status remains in Active or is Cancelled if you no longer wish to be registered in the State of Georgia. If you would like to update your Voter Registration Information, including your name and address please visit MVP.SOS.GA.GOV and select "Update Voter Information" once you enter your First Initial, Last Name, DOB, & County, or complete this form. Please contact Gwinnett County Voter Registrations and Elections if you do not have a GA Driver's license or State ID Number associated with your Voter Registration Record.

ARE YOU A GEORGIA RESIDENT? (Check the box below that correctly answers the question)

YES – COMPLETE THE CARD BELOW AND RETURN IT WITHIN 30 DAYS

If you are still a Georgia resident, please complete the form below. Fold and return the entire document in the envelope provided. No postage necessary. If you have moved to another Georgia address, then you will receive a new precinct card once your record has been updated. Alternatively, visit MVP.SOS.GA.GOV to update your Registration. Rules for determining residence are in Georgia code section 21-2-217. If you do not return the card or update your registration within 30 days, then you will be moved to inactive status.

NO - PLEASE CANCEL MY VOTER REGISTRATION

If you are no longer a Georgia resident, mark the checkbox indicating that you wish to cancel your registration, sign on the line below, and return this notice in the envelope provided. No postage necessary.

If you have any questions, please contact the Gwinnett County Board of Voter Registrations and Elections by calling 678.226.7210 or by emailing VoterRegistration@GwinnettCounty.com. Visit the Secretary of State's website at www.sos.ga.gov/elections for information on elections and voter registration.

To confirm or update your voter registration information, please complete the form below. Fold and return the entire document in the envelope provided. No postage necessary.

RETURN WITHIN 30 DAYS!

Complete all fields in ink.

Complete todos los casilleros con tinta.

CONFIR24/CONFIRMAR24 RET

Your Name (as appears on this mailer) /Su nombre (como aparece en este correo)		Valid GA. Driver's License or GA. I.D. No.: Required/Licencia de conducir o n. de I.D. de GA: Necesario			
Present Name (if different from name on this mailer) /Nombre actual (si es diferente del nombre este correo)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Date of Birth/Fecha de nacimiento		Phone (Optional)/Teléfono (opcional)	Residence County/Condado de residencia:		
Residence Street Address/Dirección de la residencia		Apt #	City/Ciudad	State/Estado	Zip Code/Código postal
Mailing Address (If different from residence) /Dirección postal (si es diferente de la residencia)		Apt #	City/Ciudad	State/Estado	Zip Code/Código postal
Email/Correo electrónico:					

X
Signature/Firma:

Date/Fecha:

RETURN MAIL 2024

**INFORMACIÓN IMPORTANTE SOBRE
SU INSCRIPCIÓN DE VOTANTE EN GEORGIA**

ESTIMADO(A) VOTANTE:

Usted recibe este aviso porque nuestros registros indican que nuestros intentos más recientes de enviarle por correo su inscripción de votante o información electoral fueron devueltos por el Servicio Postal de los Estados Unidos (USPS) como Correo no entregable, lo que indica que es posible que se haya mudado a otra dirección residencial o que ya no esté recibiendo correo en la dirección postal que tenemos registrada.

Complete este formulario para asegurarse de que su estado de inscripción de votante permanezca activo o cancelado si ya no desea estar inscrito en el estado de Georgia. Si desea actualizar su información de inscripción de votante, visite MVP.SOS.GA.GOV y seleccione "Actualizar información de votante" una vez que ingrese su Inicial, Apellido, Fecha de Nacimiento y Condado, o complete el formulario en el interior de este correo. Comuníquese con Inscripción de Votantes y Elecciones del Condado de Gwinnett si no tiene una licencia de conducir de Georgia o un número de identificación estatal asociado con su inscripción de votante.

¿SIGUE SIENDO RESIDENTE DE GEORGIA? (marque la casilla que responda correctamente la pregunta)

SÍ: COMPLETE LA TARJETA A CONTINUACIÓN Y DEVUÉLVALA DENTRO DE LOS 30 DÍAS.

Si todavía es residente de Georgia, complete las casillas a continuación y envíe la tarjeta por correo a la dirección preimpresa en el reverso de este correo. Si se mudó a otra dirección de Georgia, recibirá una nueva tarjeta de distrito una vez que se haya actualizado su inscripción. Alternativamente, visite MVP.SOS.GA.GOV para actualizar su inscripción. Las reglas para determinar la residencia se encuentran en la sección 21-2-217 del código de Georgia. Si no devuelve la tarjeta o no actualiza su inscripción dentro de los 30 días, pasará a estado inactivo.

NO – POR FAVOR CANCELE MI INSCRIPCIÓN DE VOTANTE

Si ya no es residente de Georgia, marque la casilla que indica que desea cancelar su inscripción, firme en la línea a continuación y devuelva este aviso a la dirección preimpresa en el reverso de este correo.

Si tiene alguna pregunta, por favor comuníquese con la Junta de inscripción de Electores y Elecciones del Condado de Gwinnett llamando al 678.226.7210 o enviando un correo electrónico a VoteRegistration@GwinnettCounty.com. Visite el sitio web del Secretario de Estado en www.sos.ga.gov/elections para obtener información de votantes

Para confirmar o actualizar su información de inscripción de votante, por favor llene la tarjeta de abajo. Doble y envíe de vuelta todo el documento en el sobre que se proporciona. No es necesario usar estampilla.

¡DEVUELVALO DENTRO DE 30 DÍAS!

Absentee Voting

Absentee@GwinnettCounty.com
GwinnettCounty.com/AbsenteeVoting

- 1. Get your absentee ballot application**
 - Download at MVP.SOS.GA.gov or
 - Print from GwinnettElections.com
- 2. Complete and return application**
 - **Provide all required fields noted in red**
 - Email to Absentee@GwinnettCounty.com, fax to **678.226.7208**, or hand-deliver to Elections Office **by October 25**
- 3. Receive your ballot and vote**
 - Follow instructions for voting your ballot
 - Mail or hand-deliver voted ballot (no faxes) or place in designated Advance Voting drop box*
 - Due at Elections Office **by November 5 at 7:00pm**

Advance Voting

Every Day | October 15 – November 1
7:00am – 7:00pm

Locations & Drop Boxes*

Visit GwinnettElections.com/AdvanceVoting
or scan the QR code.



*Drop boxes are inside designated advance voting locations during the dates and times above.

Election Day Voting

Tuesday, November 5 | 7:00am – 7:00pm

- Voting **must be** at your assigned polling location
- Bring **photo ID** to vote

For polling locations, sample ballots, or voter registration, visit MVP.SOS.GA.gov or scan the QR code.



November 5
General Election

October 7
Voter Registration Deadline

5 de Noviembre
Elecciones Generales

7 de Octubre
Fecha Límite de Inscripción de Votantes

11월 5일
총선거

10월 7일
유권자 등록 마감

Ngày 5 tháng Mười Một
Tổng tuyển cử

Ngày 7 tháng Mười
Hạn chót ghi danh cử tri

11月5日
大选

10月7日
选民登记截止日期

Visit GwinnettElections.com or scan the
QR code to see translated sample ballots.



Visite GwinnettElections.com o escanee el
código QR para ver las boletas electorales de
muestra traducidas.

번역된 투표용지 샘플 및 기타 자료는
GwinnettElections.com 에서 찾으시거나 QR 코드
를 스캔하세요.

Xem lá phiếu mẫu đã dịch và
các tài liệu khác trên trang
GwinnettElections.com hoặc quét mã QR.

访问 GwinnettElections.com 或扫描二维码 即可
获得选票样本和 其他可用资料的翻译版本。

WINNETT COUNTY
VOTER REGISTRATIONS AND ELECTIONS
BEAUTY P. BALDWIN BUILDING

455 Grayson Highway, Suite 200 | Lawrenceville, GA 30046



Gwinnett

3 WAYS TO VOTE

3 MANERAS DE VOTAR

투표하는 세 가지 방법

BA CÁCH BẦU CỬ

三种投票方式

GwinnettElections.com
678.226.7210



Votación Ausente

Absentee@GwinnettCounty.com
GwinnettCounty.com/AbsenteeVoting

1. Obtenga su solicitud de boleta de voto ausente

- Descárguela en [MVP.SOS.GA.gov](https://www.mvp.sos.ga.gov) o
- Imprímala en [GwinnettElections.com](https://www.gwinnettelections.com)

2. Complete y devuelva la solicitud

- **Complete todos los campos obligatorios marcados en rojo**
- Enviela por correo electrónico a Absentee@GwinnettCounty.com, por fax al **678.226.7208** o entréguela personalmente en la Oficina de Elecciones **antes del 7 de Octubre**

3. Devuelva su boleta y vote

- Siga las instrucciones para votar con su boleta
- Envía la boleta con su voto por correo o entréguela personalmente (no por fax), o colóquela en el buzón de boleta designado para votación adelantada*
- La boleta debe presentarse en la Oficina Electoral **antes del 5 de Noviembre a las 7:00pm.**

Votación Adelantada

Todos los días | Del 15 de Octubre al 1 de Noviembre de 7:00am a 7:00pm



Ubicaciones y buzones de entrega*

Visite [GwinnettCounty.com/AdvanceVoting](https://www.gwinnettcounty.com/advancevoting) o escanee el código QR.

*Los buzones están adentro de las ubicaciones para votación adelantada durante los días y en los horarios de arriba.

Votación en el Día de las Elecciones

Martes 5 de Noviembre | 7:00am – 7:00pm

- **Debe votar** en su lugar de votación asignado
- Debe presentar **una identificación con fotografía** para votar



Para ver los lugares de votación y boletas de muestra, visite [MVP.SOS.GA.gov](https://www.mvp.sos.ga.gov) o escanea el código QR.

부재자 투표

Absentee@GwinnettCounty.com
GwinnettCounty.com/AbsenteeVoting

1. 부재자 투표 신청서 받기

- [MVP.SOS.GA.gov](https://www.mvp.sos.ga.gov) 에서 다운로드하거나
- [GwinnettElections.com](https://www.gwinnettelections.com) 에서 인쇄하십시오

2. 신청서 작성 및 제출

- **빨간색으로 표시된 모든 필수란을 작성 하십시오**
- **10월 25일까지** 이메일 Absentee@GwinnettCounty.com, 팩스 **678.226.7208**, 또는 선거 관리국에 직접 제출해 주시기 바랍니다

3. 투표용지 제출 및 투표

- 투표용지에 명시된 지침을 따라주십시오
- 투표용지를 우편으로 발송하거나(팩스 불가) 지정된 투표소의 사전투표 투표함에 넣어주십시오
- **11월 5일까지** 선거 관리국에 투표용지가 도착해야 합니다

사전 투표

매일 | 10월 15일 – 11월 1일 | 오전 7시 - 오후 7시

투표소 위치 및 투표함*

[GwinnettCounty.com/AdvanceVoting](https://www.gwinnettcounty.com/advancevoting) 를 방문하거나 QR 코드를 스캔하십시오

*투표함은 상기 날짜와 시간에 지정된사전 투표소 내에 비치되어 있습니다.

선거 당일 투표

선거일 투표 11월 5일 화요일 | 오전 7시 – 오후 7시

- **반드시** 각 유권자에게 지정된 투표소에서 투표해야 합니다
- 투표를 위해 **사진이 포함된 신분증**을 지참하십시오

투표소 위치 및 샘플 투표용지를 확인하시려면, [MVP.SOS.GA.gov](https://www.mvp.sos.ga.gov) 를 방문하거나 QR 코드를 스캔하십시오

Bỏ phiếu Vắng Mặt

Absentee@GwinnettCounty.com
GwinnettCounty.com/AbsenteeVoting

1. Nhận đơn đăng ký lá phiếu vắng mặt của quý vị

- Tải xuống tại [MVP.SOS.GA.gov](https://www.mvp.sos.ga.gov) hoặc
- in từ [GwinnettElections.com](https://www.gwinnettelections.com)

2. Hoàn thành và gửi lại đơn xin

- **Điền vào tất cả các ô bắt buộc được đánh dấu màu đỏ**
- Gửi email tới Absentee@GwinnettCounty.com, fax tới **678.226.7208** hoặc giao tận tay cho Văn phòng Bầu cử **trước ngày 25 tháng Mười**

3. Gửi lại lá phiếu của quý vị và bầu cử

- Làm theo hướng dẫn để bầu cử trên lá phiếu của quý vị
- Lá phiếu đã điền được gửi qua đường bưu điện hoặc giao tận tay (không fax) hoặc đặt vào hộp bỏ phiếu được chỉ định trước*
- Đến Văn phòng Bầu cử **trước 7:00 tối ngày 5 tháng Mười Một**

Bỏ phiếu trước

Mỗi ngày 15/10 – 01/11 | 7 giờ sáng – 7 giờ tối

Địa điểm & Thùng bỏ phiếu*

Truy cập [GwinnettCounty.com/AdvanceVoting](https://www.gwinnettcounty.com/advancevoting) hoặc quét mã QR

*Thùng bỏ phiếu được đặt bên trong các địa điểm bỏ phiếu trong những ngày và thời gian nêu trên.

Bỏ Phiếu Ngày Bầu Cử

Thứ Ba, ngày 05/11 | 7 giờ sáng – 7 giờ tối

- Việc bỏ phiếu **phải diễn ra** tại địa điểm bỏ phiếu được chỉ định
- Mang theo **căn cước công dân có ảnh** để bỏ phiếu

Đối với các địa điểm bỏ phiếu và phiếu bầu mẫu, truy cập [MVP.SOS.GA.gov](https://www.mvp.sos.ga.gov) hoặc quét mã QR.

缺席投票

Absentee@GwinnettCounty.com
GwinnettCounty.com/AbsenteeVoting

1. 获取缺席选票申请表

- 在 [MVP.SOS.GA.gov](https://www.mvp.sos.ga.gov) 下载或从
- [GwinnettElections.com](https://www.gwinnettelections.com) 打印

2. 完整填写并交回申请表

- **提供红色标注的所有必填字段的信息**
- 通过电子邮件发送至 Absentee@GwinnettCounty.com, 传真至 **678.226.7208**, 或在 **10月25日** 前亲手递交至选举办公室 (Elections Office)

3. 收到你的选票和投票

- 按照说明填写选票投票
- 邮寄或亲手递送选票 (请勿传真发送), 或投入指定的提前投票箱*
- **11月5日晚上 7:00 前返回** 选举办公室 (Elections Office)

提前投票

每天 | 10月15日至11月1日
上午 7:00 – 下午 7:00

地点和投票箱*

访问 [GwinnettCounty.com/AdvanceVoting](https://www.gwinnettcounty.com/advancevoting) 或扫描二维码

*在上述日期和时间, 投票箱将位于指定的提前投票地点之内。

选举日投票

11月5日星期二 | 上午 7:00 – 下午 7:00

- **必须**在指定的投票地点投票
- 请携带有**照片的身份证件**投票

如要获取投票地点和选票样本的信息, 请访问 [MVP.SOS.GA.gov](https://www.mvp.sos.ga.gov) 或扫描二维码。