



January 21, 2026

**INVITATION TO BID  
BL035-26**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified contractors for the **Provision of Exterminating Services on a Multi-Year Contract for various County Departments.**

Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the BL# and Bidders Name or Company Name. **Sealed Bids will be received until 2:50 P.M. local time on February 16, 2026, at the Gwinnett County Financial Services - Purchasing Division – 4th Floor Charlotte J. Nash Building, 75 Langley Drive, Lawrenceville, Georgia 30046. NOTE THAT THE PURCHASING DIVISION HAS TEMPORARILY RELOCATED. ALL BIDS MUST BE SUBMITTED AT THIS LOCATION. Any bid received after this date and time will not be accepted.** Bids will be publicly opened and read at 3:00 p.m. Apparent bid results will be available the following business day on our website [www.GwinnettCounty.com](http://www.GwinnettCounty.com).

A pre-bid conference is scheduled for **10:00 a.m. on February 6, 2026** inside the Gwinnett County Purchasing Division, 4th Floor Charlotte J. Nash Building, 75 Langley Drive, Lawrenceville, Georgia 30046. All bidders are strongly urged to attend. Questions regarding bids should be submitted to Savannah Anderson, Purchasing Associate II, via email [Savannah.Anderson@GwinnettCounty.com](mailto:Savannah.Anderson@GwinnettCounty.com) no later than **3:00 p.m. local time, February 10, 2026**. Bids are legal and binding upon the bidder when submitted.

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

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

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

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

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

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

Savannah Anderson  
Purchasing Associate II

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

**Information Sheet, Pages 8-9**  
**Bid Schedule, Pages 10-38**  
**References, Page 39**  
**Subcontractor List, Page 40**  
**Code of Ethics Affidavit, Page 41**  
**Contractor Affidavit and Agreement, Page 42**

**PROVISION OF EXTERMINATING SERVICES  
ON A MULTI-YEAR CONTRACT**

**I. SCOPE OF WORK**

The intent of this agreement is to provide comprehensive Preventative Maintenance (PM) pest control services, to include but not limited to, the treatment of all interior areas as well as the exterior perimeter of buildings. The interior areas of the building include but are not limited to: Public entrance(s), restrooms, janitorial closets, storerooms, break rooms/kitchens, and offices at various County facilities. An On Demand component will be utilized to perform services or locations not covered under the PM section.

**II. SPECIFICATIONS**

All pest control and termite inspection services shall be covered by the following:

- Rules of the Structural Pest Control Act (State of Georgia) Chapter 3, 6 & Y, July, 1988.
- Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), 1996.
- Occupational Safety and Health Act of 1970.
- Georgia Pesticide Use and Application Act of 1976.
- Rules of Georgia Structural Pest Control Commission, Chapter 620, 04/01/14.

Gwinnett County Designated Department Representative (DDR) reserves the right to add facilities at a comparable rate (DDR is defined in section II.B.) and delete, as necessary for their respective department.

**A. The pest control service shall cover all pests:**

**Crawling Insects:** Including but not limited to ants, roaches, silverfish, spiders, earwigs, centipedes, millipedes, and beetles.

**Flying Insects:** Including but not limited to flies, mosquitoes, wasps, gnats, and yellow jackets.

**Rodents:** Including but not limited to mice and rats.

**Wood Destroying Organisms:** Including but not limited to termites (subterranean & drywood) and carpenter bees.

**Nuisance Wildlife:** Including but not limited to squirrels, raccoons, birds, and bats. This element shall be captured under the "On Demand" section.

**Bed Bug Control:** Furnish labor, materials, and equipment to inspect and treat bed bug infestations. Treatment shall be by the room and billed by the square foot.

**Pest Exclusion Projects:** Occasionally sites may need alterations specifically to support the pest control program. The contractor will be expected to specify and quote these projects utilizing the rates as stated in the bid document. The service provider will also be responsible for carrying out these projects.

- B. Successful service provider will be provided with a list of designated department representatives upon award. It shall be the supplier's responsibility to contact each DDR for special instructions for servicing and invoicing. Services must be scheduled in advance and coordinated with each department/location. Once schedules have been determined, it is the service provider's responsibility to adhere to these schedules and/or arrange a 24-hour notification prior to treatment.**
- C. Successful service provider must obtain a signature from an employee at each facility every time the facility is serviced. The successful service provider MUST provide a copy of the service ticket to ensure payment of invoice.**
- D. Gwinnett County requests a 24-hour in the field response time for call backs and emergency service. Call backs within 30 calendar days of treatment shall be at no additional charge.**

- E. Successful service provider shall supply Material Safety Data Sheets for all products used to each DDR upon award. Successful service provider shall, upon request, inspect any Gwinnett County Building for termites. Upon completion of inspections, company will provide, in writing, notification of infestation or notification of no termite activity, as well as providing a remedy plan for any infestations.
- F. Unless otherwise directed by the DDR, Preventative Maintenance (PM) services shall, at a minimum, be inclusive of the building perimeter, breakrooms, and bathrooms.

### **III. Participating Departments**

#### **Department of Corrections**

This is a secure facility. To maintain safety and security, the following procedures must always be followed:

**Staff Check-In:** All staff entering the building must report to the designated check-in area upon arrival.

**Vendor Escort:** All staff entering the facility will be escorted by authorized staff while on prison grounds.

**Search Procedures:** All persons entering or on facility grounds are subject to search at any time.

**Scheduling:** Staff may enter the building during normal business hours excluding the following times: 9:30am; 12:00pm; and 4:30pm. This schedule is subject to change at the discretion of the Department of Corrections.

#### **Fire and Emergency Services**

Locations and square footage are provided in bid document.

#### **Parks and Recreation (P&R)**

Locations, site details, and square footage are provided in the bid document.

#### **Police Services**

Locations and square footage are provided in the bid document; it will be the responsibility of awarded service provider to coordinate access and security protocols with Police.

#### **Sheriff's Office**

The service shall cover the square footage as listed in the bid document. Regular pest control services will take place every other week in both kitchens and laundry area, roach spraying will occur between 6:30pm and 7:30pm on a mutually agreed upon day each week. Rodent stations checks will also be performed every other week. The Sheriff's office will require semiannual treatment around entire perimeter of building.

#### **Department of Support Services (DoSS)**

Manages a diverse portfolio of buildings including courts, public service, administrative, libraries, Fleet, Department of Transportation, and general buildings. These are represented by four (4) funding categories: Airport, Libraries, General Buildings, and Fleet. This will result in no more than 4 separate invoices for the PM program per month (or quarter).

#### **Tax Commissioner**

The facilities are scheduled and billed through the Department of Support Services.

#### **Department of Water Resources (DWR)**

Each of the plant locations has a kitchen on site as well as warehouses which may require special attention. Monthly treatment for all Water Resources' facilities to include: Treatments of all building's entrances, restrooms, janitorial closets, breakrooms, and storerooms. Rodent control for all facilities listed in the bid document to include main building, warehouse, and outbuilding warehouse location. This includes inspecting cleaning, and re-baiting ten (10) exterior bait stations and sixteen (16) interior mechanical traps. This also includes one per year complete treatment for entire facility based on the square footage as listed in the bid document to include DWR Central and all plant locations and supporting buildings.

#### **IV. ANNUAL PROGRAM OF PREVENTATIVE MAINTENANCE (PM)**

The County has designated a list of facilities for which it requires a set schedule of preventative maintenance tasks. Most facilities will require monthly service. The frequency of service for each facility is specified in the bid document. If service is not provided in the time frame scheduled service provider shall forfeit the ability to bill for the undelivered services.

Service provider shall furnish all insurance, permits, transportation, supplies, materials, machinery, tools, equipment, labor, supervision, expertise, management and all things necessary to perform Pest Control Services.

The PM program is to service the following pests:

Roaches, ants, silverfish, rats, ticks, mice and other common household pests.

##### **A. Site considerations**

- Service provider will conduct a pretreatment inspection and site risk assessment to identify possible hazards.
- Identify potential hazards such as food storage, flammable materials, risk to people or facility damage. Develop a plan to mitigate these risks and provide to DDR.
- Service provider shall provide pre-treatment recommendations such as covering food, electronics, and removing animals.
- Post signage when applying treatments alerting people to potential hazards and identifying specific area of treatment.
- Minimize exposure for staff, service providers, and residents by ensuring they are removed or protected during application, as well as scheduling re-entry times based on Chemical Safety Data Sheets (SDS).
- Service provider shall provide clear instructions for safe re-entry, cleaning, what to expect after treatments such as odors, and areas to avoid.
- When kitchen areas are sprayed, the spraying is first to be around the perimeter of area, to prevent migration of pests out of area.
- Removal and proper disposal of pest carcasses shall be included as part of the comprehensive pest control services, with no additional charge.

##### **B. County Initiated Call Back Provision**

In the event that pest activity is observed or reported by the County following treatment, the County will request follow up service. Such request may be called in or emailed, if telephone is utilized it should be followed up by an email. The service provider shall respond to all County-initiated callbacks within one (1) business day of notification. All callback services, including labor, materials, and travel, shall be performed at the Service provider's sole expense, with no additional cost to the County.

Failure to respond within the specified timeframe may be considered a breach of contract and may be subject to penalties or other remedies as outlined herein.

#### **V. ON DEMAND SERVICES**

The Service provider may be requested to perform additional pest control services not covered under the Preventative Maintenance (PM) scope of work. On Demand requests will be emailed or called in by phone and followed by email. All On Demand requests must have a county issued work order number which will be referenced in all subsequent documentation. These services may include, but are not limited to:

- Treatment of facilities or areas not covered under the Preventative Maintenance scope of work.
- Response to occasional invaders such as houseflies, crickets, fleas, beetles, millipedes, centipedes, mites, booklice, meal moths, bees, spiders, scorpions, drain flies, and other

seasonal insects commonly found in Georgia.

- Wildlife exclusion services, including the identification, removal, and sealing of entry points used by wildlife to access the structure. Services may include, but are not limited to, the installation of exclusion materials such as wire mesh, sealant metal flashing, or one-way doors to prevent re-entry. Covered wildlife may include, but are not limited to raccoons, squirrels, opossums, bats, birds, snakes skunks and other small to medium sized wild animals that may enter or occupy attics, crawl spaces, soffits, basements, sally ports, buildings, play structures, or wall voids.
- Emergency or as needed pest control due to unforeseen conditions. Emergency service requests shall be defined as requests for immediate pest control services that occur outside of normal business hours, specifically on weekends, holidays or on weekdays between the hours of 6pm-7am. The service provider shall respond to emergency requests within four (4) hours of notification.

In response to On Demand service requests, the service provider may charge using rates as stated in the bid document.

- Trip fee: service provider may charge a flat trip charge for emergency requests. Only one trip charge may be applied to any service call.
- Material cost: The cost of materials used, plus a markup not to exceed 20% as stated in the bid document.
- Labor rate: An hourly rate for one (1) technician at the rate as indicated in the bid document.

## VI. REPORTING AND BILLING

### A. Service Reports

The service provider shall provide a post service report for each facility serviced. Reports must be submitted prior to invoicing. The report should be emailed to the DDR, for DoSS properties it will also be sent to [OMInvoices@gwinnettcountry.com](mailto:OMInvoices@gwinnettcountry.com). Each report must include:

- The complete purchase order (PO) number issued by the county.
- The service location, name and address
- The full name of the technician who performed the service
- The date and time of the service
- A detailed list of chemicals and/or treatments used.
- Any site conditions, issues, or concerns observed during service, with photographs.

### B. Invoicing

Invoices for services under the Annual Preventative Maintenance Program , as well as invoices for OnDemand services shall be submitted by the service provider directly to the Gwinnett County Department of Financial Services, Treasury Division by email to [disbursements@gwinnettcountry.com](mailto:disbursements@gwinnettcountry.com). And [OMInvoices@gwinnettcountry.com](mailto:OMInvoices@gwinnettcountry.com), the DDR should be copied. Invoices for Exterminating Services must include the Purchase Order Number assigned to this contract; and must list each facility and the monthly cost for services. The service report must be submitted prior to invoicing. These are submitted on a monthly basis. On Demand invoices must have a County issued Work Order number and follow the rates as stated in the Bid Document. A copy of the invoice shall also be emailed to the DDR and [OMInvoices@gwinnettcountry.com](mailto:OMInvoices@gwinnettcountry.com). PM program invoices for pest control services will only be for the work performed in that month. If any service is determined to be incomplete, that amount will be removed from the invoice prior to approval. Services not performed in the scheduled month will not be rescheduled or eligible for payment.

Invoices for pest control services must be one invoice per department. Some departments will require invoices further be divided into facility types which will require separate invoices. All invoices must follow the rates as stated in the cost tabulation. Each facility will be itemized per the awarded amount in the cost tabulation.

**VII. PERFORMANCE STANDARDS****A. Authority**

The Operations and Maintenance Division of the Support Services Department of Gwinnett County Government is responsible for managing this contract. Each participating department will manage related sections and will be billed separately. A Designated Department Representative (DDR) will be assigned to each department. While Service provider staff should accept general guidance and feedback on daily cleaning from managers at each facility, any additional service approvals or change authorizations must come from the DDR. The Service provider should direct all questions regarding the contract to the DDR.

**B. Background Checks**

The Service provider shall furnish the DDR a list of all staff that will be working in the facilities with an indication of which staff will service each facility. Prior to authorizing any personnel to work in County facilities, the County shall require the Service provider to submit documentation for each employee that enables the County to assess the employee's work eligibility and criminal history. The Service provider must provide the following for each employee for which it is seeking authorization and clearance:

- A copy of the Department of Homeland Security I-9 Employment Eligibility Verification for the person for whom authorization is sought. This form shall be the form submitted by the employee at the start of his or her employment with the firm.
- Copy of an unexpired and acceptable Document of Identity as listed in the I-9 Form Instructions regarding Employment Eligibility Verification.
- (If Applicable) A copy of an E-Verify Program form for the person for whom authorization is requested. This form must have the notation "Resolved/Authorized" in the Resolution Section. This requirement applies to employees hired since January 1, 2008.
- A signed County Consent Form authorizing the County to run a criminal history check on the person for whom authorization is requested.

**C. Professional Behavior and Appearance**

All Service provider staff are expected to behave in a professional manner while on County property and be dressed appropriately. Clothing shall be free of visible stains and odors and will not have writing or illustrations other than the Service provider's logo. A County issued badge will be worn at all times by all pest control personnel while on County property. Unauthorized use of facility equipment, including phones, is prohibited. Any type of smoking or alcohol consumption is prohibited in all facilities, including outside at public entrances and parking areas.

**D. Safety**

Service providers shall take precautions to prevent accidents due to physical hazards. Service provider shall provide barricades and signage as required to protect Service provider's personnel, County staff, and public from hazards and to inform them thereof. The Service provider is responsible for blocking off parts of the property as needed to ensure safety to visitors and staff. However, the facilities must remain accessible to the public during operating hours. Operating hours of each facility are subject to change. Barricades and warning signs shall comply with OSHA 10. Service providers shall provide and require use of safety equipment, clothing, and accessories as required by their work activities and safety regulations including gloves, masks, shoe protectors, and protective gowns. It is the Service provider's responsibility to instruct staff not to report for work if they are exhibiting symptoms of contagious diseases, and the Service provider shall provide alternate staff.

**E. Security**

Staff entering secured buildings and secured areas may be subject to passing through a metal detector, being searched, and passing through a body temperature detector. Badges shall only be used by the person who was issued the badge. Keys will be only in the possession of designated staff authorized to work in a facility and will not be duplicated. Badges and keys issued to Service provider staff must be recovered by the Service provider immediately upon dismissal of staff. Badges must be returned to the County, while keys may be transferred to other staff with documentation in writing and provided to the DDR. The Service provider shall under no circumstances allow children or non-staff personnel to accompany staff during the provision of services in the facilities.

**F. Subcontracting**

Certain work elements of this invitation may require the utilization of subservice providers, such as nuisance wildlife or rodent exclusion projects. If it becomes necessary for the Service provider to subcontract any services, the Service provider must notify the DDR in writing to request approval, and the DDR shall have final approval of any subcontractor, and the scope of services assigned to said subcontractor. If approved, subcontracted services shall be billed at the actual invoiced cost for services rendered. In addition, the service provider may charge an administrative hourly rate, as stated in the bid document, not to exceed \$150.00 total.

**G. Scheduling**

Service provider shall adhere to all facility schedules as indicated in the invitation, or as directed to by the DDR in writing. Failure to adhere to scheduling shall be considered failure to perform. Some secure locations may require county staff for access. If no notice is provided service provider staff may be denied access without compensation.

**H. Employee Qualifications**

For some locations, Gwinnett County may require the Service provider to submit documentation that enables the County to assess the employee's work eligibility and criminal history. When requested, the Service provider must provide the following for each employee for which it is seeking authorization and clearance:

- A copy of the Department of Homeland Security I-9, Employment Eligibility Verification for the person for whom authorization is sought. This form shall be the form submitted by the employee at the start of his or her employment with the firm.
- Copy of an unexpired and acceptable Document of Identity as listed in the I-9 Form Instructions regarding Employment Eligibility Verification.
- (If Applicable) A copy of an E-verify Program form for the person for whom authorization is requested. This form must have the notation "Resolved/Authorized" in the Resolution Section. This requirement applies to employees hired since January 1, 2008.
- A signed County Consent Form authorizing the County to run a criminal history check on the person for whom authorization is requested.

When the County issues an Identification/Access Card, the employee must wear the card whenever he/she provides services on the identified buildings. The Service provider shall ensure that the Identification/Access Cards are returned to the County at the conclusion of the service.

**FAILURE TO RETURN THIS PAGE AS PART OF THE BID RESPONSE MAY RESULT IN REJECTION OF BID.**

**INFORMATION SHEET**

Information to be provided should include, but not be limited to the following (attach a separate sheet if needed):

1. State the number of employees at the location from which Gwinnett County will be serviced. Describe certification, training, and experience of employees. State number of employees that will be designated to the Gwinnett County contract.  

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2. Explain, in detail, your treatment for each of the following: Roaches, Ants, Fleas, Ticks, Silverfish, Rats, Mice, Spiders, and any other common household pests, be sure to address any differences whether services are performed monthly, quarterly, semi-annually, or annually.
  - A. Roaches: 

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  - B. Ants: 

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  - C. Fleas: 

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  - D. Ticks: 

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  - E. Silverfish: 

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



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**INFORMATION SHEET CONTINUED**

E. Rats: \_\_\_\_\_

\_\_\_\_\_

F. Mice: \_\_\_\_\_

\_\_\_\_\_

G. Spiders: \_\_\_\_\_

\_\_\_\_\_

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. A copy of your company guarantee stating that you will provide treatment as specified and include a return call between treatments at no additional charge should be submitted with your bid.

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

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## BID SCHEDULE

Part I - Department of Corrections				
ITEM #	APPROX. SQ. FT.	LOCATION – MONTHLY SERVICE	MONTHLY COST	ANNUAL TOTAL (MONTHLY *12)
1	114,747	Gwinnett County Comprehensive Correctional Complex 750 Hi Hope Road, Lawrenceville, GA 30043 <b>Includes: Inmate Housing Units, Kitchen, Staff and residents Dining, Classrooms and Office Areas</b>	\$	\$
2	10,500	Gwinnett County Comprehensive Correctional Complex Warehouse 750 Hi Hope Road, Lawrenceville, GA 30043 <b>Includes: Offices and Open Warehouse Space (NO FOOD)</b>	\$	\$
3	17,000	Gwinnett County Comprehensive Correctional Complex Administration Area 750 Hi Hope Road, Lawrenceville, GA 30043	\$	\$
4	1,200	Gwinnett County Comprehensive Correctional Complex Equipment Storage Area 750 Hi Hope Road, Lawrenceville, GA 30043	\$	\$
Part I – Department of Corrections Total:			\$	\$

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

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## BID SCHEDULE CONTINUED

Part II – Fire Services				
ITEM #	APPROX. SQ. FT.	LOCATION	MONTHLY COST	ANNUAL COST (MONTHLY*12)
1	8,676	Station #1 165 Lawrenceville St., Norcross, GA 30071	\$	\$
2	4,700	Station #2 12 Harmony Grove Road, Lilburn, GA 30047	\$	\$
3	4,760	Station #3 4394 Five Forks Trickum Road, Lilburn, GA 30047	\$	\$
4	4,760	Station #4 5550 Spalding Drive, Norcross, GA 30092	\$	\$
5	12,806	Station #5 3001 Old Norcross Rd., Duluth, GA 30096	\$	\$
6	8,676	Station #6 3890 Johnson Drive, Snellville, GA 30039	\$	\$
7	12,806	Station #7 3343 Buntin Rd., Duluth, GA 30096	\$	\$
8	8,676	Station #8 2295 Brannen Blvd., Grayson, GA 30017	\$	\$
9	6,460	Station #9 1900 Five Forks Trickum Rd., Lawrenceville, GA 30244	\$	\$
10	14,322	Station #10 1131 Rock Springs Road, Lawrenceville, GA 30043	\$	\$
11	12,806	Station #11 5885 Live Oak Pkwy, Norcross, GA 30093	\$	\$
12	12,806	Station #12 2815 Lenora Church Road, Snellville, GA 30078	\$	\$
13	11,000	Station #13 105 Main Street, Suwanee, Ga 30024	\$	\$
14	12,229	Station #14 1600 Buford Highway, Buford, GA 30518	\$	\$
15	10,788	Station #15 199 Scenic Highway, Lawrenceville, GA 30046	\$	\$
16	3,086	Station #16 195 Dacula Road, Dacula, GA 30019	\$	\$
17	3,087	Station #17 2739 Brooks Road, Dacula, GA 30019	\$	\$

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

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	MONTHLY COST	ANNUAL COST (MONTHLY*12)
18	12,806	Station #18 1515 Mineral Springs Road, Hoschton, GA 30548	\$	\$
19	11,264	Station #19 3275 N. Berkeley Lake Rd. NE, Duluth, GA 30096	\$	\$
20	12,264	Station #20 1801 Cruse Road, Lawrenceville, GA 30044	\$	\$
21	8,676	Station #21 470 Old Peachtree Road, Suwanee, GA 30024	\$	\$
22	8,678	Station #22 2180 Stone Drive, Lilburn, GA 30047	\$	\$
23	8,678	Station #23 4355 Steve Reynolds Blvd., NW, Norcross, GA 30093	\$	\$
24	12,806	Station #24 & Vehicle Storage Building 2735 Mall of Georgia Blvd, Buford, GA 30519	\$	\$
25	8,676	Station #25 3575 Lawrenceville Highway, Lawrenceville, GA 30044	\$	\$
26	8,676	Station #26 6075 Suwanee Dam Rd. Sugar Hill, GA 30518	\$	\$
27	8,676	Station # 27 2825 Old Fountain Rd., Sugar Hill, GA 30518	\$	\$
28	8,676	Station #28 3725 Rosebud Road., Loganville, GA 30019	\$	\$
29	8,676	Station #29 2800 Thompson Mill Road, Buford, GA 30519	\$	\$
30	12,680	Station #30 1052 Ozora Road, Loganville, GA 30052	\$	\$
31	14,322	Station #31 1061 Collins Hill Road, Lawrenceville, GA 30046	\$	\$

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

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**BID SCHEDULE CONTINUED**

<b>ITEM #</b>	<b>APPROX. SQ. FT.</b>	<b>LOCATION</b>	<b>MONTHLY COST</b>	<b>ANNUAL COST (MONTHLY*12)</b>
32	25,088	Fire Headquarters 408 Hurricane Shoals Rd. N.E. Lawrenceville, GA 30045	\$	\$
33	14,022	Fire Training Center 3608 Braselton Hwy., Dacula, GA 30019 Includes: Fire Academy Apparatus Training, Fire Academy Annex	\$	\$
34	17,176	Fire Apparatus  650 Swanson Drive, Lawrenceville, GA 30045	\$	\$
35	8,491	Fire Facilities Management 1890 Five Forks Trickum Road, Lawrenceville, Ga 30044	\$	\$
<b>Part II – Fire Services Total:</b>			\$	\$

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

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## BID SCHEDULE CONTINUED

Part III - Parks and Recreation				
Section A: Quarterly Services				
ITEM #	APPROX. SQ. FT.	LOCATION	QUARTERLY COST	TOTAL ANNUAL COST (QUARTERLY*4)
1	20,566	<b>Best Friend Park, Gym, Pool, Tennis</b> 6224 Jimmy Carter Blvd. Norcross, GA 30071 Gym & classrooms (15,400 sf), pool facility including office and pool filter room (1928 sf), tennis office (3,136 sf), tennis storage bldg (102 sf).	\$	\$
2	45,141	<b>Bogan Community Park</b> 2723 North Bogan Rd. Buford, GA 30519 Comm. Ctr, and Gym., (23154 sf); Gym, two classrooms, foyer, restrooms (21,987 sf)	\$	\$
3	4,160	<b>Dacula Park</b> 205 Dacula Rd. Dacula, GA 30211 Pool complex bldg. (4160 sf)	\$	\$
4	25,524	<b>George Pierce Park</b> 55 Buford Hwy. Suwanee, GA 30174 Community center with senior wing (25,524 sf) and Gym	\$	\$
5	14,280	<b>Lenora Park &amp; Pool</b> 4515 Lenora Church Rd Snellville, GA 30278 gymnasium (14280 sf),	\$	\$
6	29,807	<b>Lucky Shoals Park</b> 4651 Britt Rd. Norcross, GA 30071 Community Recreation Center (29,807 sf)	\$	\$
7	7,249	<b>Mountain Park Activity Center</b> 1063 Rockbridge Rd. Stone Mountain, GA 30087	\$	\$
8	20,500	<b>Pinckneyville Community Recreation Center</b> 4650 Peachtree Ind. Blvd. Norcross, Ga. 30092 Community Center including classrooms, offices	\$	\$
9	25,550	<b>Rhodes Jordan Park</b> 100 E. Crogan St. Lawrenceville, GA 30043 community ctr. (25550 sf)	\$	\$

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

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	QUARTERLY COST	TOTAL ANNUAL COST (QUARTERLY*4)
10	7,950	<b>Shorty Howell Park</b> 2750 Pleasant Hill Rd. Duluth, GA 30136 Activity Bldg (2016 sf,) lower level, (5934 sf) upper level)	\$	\$
11	30,830	<b>Bethesda Park Aquatics Center</b> 225 Bethesda Church Rd. Lawrenceville, GA 30047	\$	\$
12	26,784	<b>Bogan Park Aquatics</b> 2723 N. Bogan Rd. Buford, GA 30519	\$	\$
13	24,440	<b>Collins Hill Aquatics Center</b> 2000 Collins Hill Rd. Lawrenceville, GA 30043	\$	\$
14	34,520	<b>Mountain Park Aquatics Center</b> 1063 Rockbridge Rd. Stone Mountain, GA 30087 Aquatics Center (32,409) and outdoor pool pump room (2111)	\$	\$
15	8,130	<b>Dacula Activity Building</b> 2735 Old Auburn Rd., Dacula, GA 30019 Activity bldg. (8,130)	\$	\$
16	43,160	<b>West Gwinnett Park &amp; Aquatic Center</b> 4488 Peachtree Industrial Blvd., Norcross, GA 30071 Main Aquatic Center (43,160 both floors)	\$	\$
17	2,200	<b>Lilburn Activity Building</b> 788 Hillcrest Rd, Lilburn GA 30047	\$	\$
18	1,575	<b>Isaac Adair House</b> 455 S. Perry Street, Lawrenceville, GA 30046	\$	\$
19	3,672	<b>Female Seminary</b> 415 S. Perry Street, Lawrenceville, GA 30046	\$	\$
20	25,865	<b>Gwinnett Historic Courthouse (3 floors)</b> 185 W. Crogan Street, Lawrenceville, GA 30046	\$	\$
21	600	<b>Gwinnett County Historic Courthouse – Magistrate Building</b> 185 Crogan Street, Lawrenceville, GA 30046	\$	\$
<b>Section A: Quarterly Services Total:</b>			\$	\$

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

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## BID SCHEDULE CONTINUED

Section B: Semi-Annual				
ITEM #	APPROX. SQ. FT.	LOCATION	SEMI-ANNUAL COST	TOTAL SEMI-ANNUAL COST (SEMI-ANNUAL*2)
1	10,078	<b>Bay Creek Park</b> 143 Ozora Rd. Loganville, GA 30052 Football conc. (1435 sf) maint bldg. (1839 sf), baseball Conc. (4704 sf) 2 Comfort Stations (600 sf each) FB Press Box (900 sf)	\$	\$
2	29,521	<b>Bethesda Park</b> 225 Bethesda Church Rd. Lilburn, GA 30047 Senior multi-purpose bldg. (16526), soccer conc (829), baseball concession (2220), t-ball concession (732), adult softball conc. (3130), lower soccer comfort station (1365 sf), maint bldg. (2015 sf) upper soccer comf. sta. (384), football concession (1400 sf), and comfort station (600sf), s-cargo (320)	\$	\$
3	3,630	<b>Bogan Community Park</b> 2723 North Bogan Rd. Buford, GA 30519 baseball conc. , (1822 sf); basketball conc., (457 sf); comfort station, (329 sf); maint.bldg.(1022 sf);	\$	\$
4	3,840	<b>Cemetery Field</b> 211 Cemetery St. Norcross, GA 30071 Football conc. (2880 sf), lower bldg. (960 sf)	\$	\$
5	6,120	<b>Collins Hill Park</b> 2225 Collins Hill Rd. Lawrenceville, GA 30045 Concession bldg (2600 sf), fld. 6 conc.(800 sf), comfort station (600 sf), and maint bldg (1800 sf); sea cargo (320 sf)	\$	\$
6	4,595	<b>Dacula Park</b> 205 Dacula Rd. Dacula, GA 30211 Maint. Bldg. (1025 sf), bb/sb concession bldg. (1769 sf), football concession (1330 sf), comfort station (600 sf). Sea cargo (320 sf), FB press box (576 sf)	\$	\$
7	59,000	<b>Environmental &amp; Heritage Center</b> 2020 Clean Water Dr. Buford, GA 30519	\$	\$
8	600	<b>Holcomb Bridge</b> 4300 Holcombe Bridge Rd., Norcross, GA 30092 Comfort Station (600)	\$	\$
9	600	<b>Graves Park</b> 1514 Graves Rd. Norcross, GA 30093 Comfort Station	\$	\$

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	SEMI-ANNUAL COST	TOTAL SEMI-ANNUAL COST (SEMI-ANNUAL*2)
10	1,650	<b>Harmony Grove Park</b> 9 Harmony Grove Rd. Lilburn, GA 30047 Conc. bldg.(1650)	\$	\$
11	5,720	<b>Jones Bridge Park</b> 4901-E Jones Bridge Rd. Norcross, Ga 30092 Good Age Community Bldg. (4000 sf), soc conc. Bldg. (600 sf), pavilion storage and restrooms (800 sf), sea- cargo storage (320 sf)	\$	\$
12	15,922	<b>Lenora Park &amp; Pool</b> 4515 Lenora Church Rd Snellville, GA 30278 Conc bldg. with office and classrooms and maint. (7985 sf), comfort station (390 sf), football concession (1320 sf), aquatic center bathhouse (2165 sf), pumphouse (1150 sf), barn (2912 sf)	\$	\$
13	600	<b>Little Mulberry Park Hog Mountain Side</b> 3900 Hog Mountain Rd. Dacula, GA 30019 Comfort station	\$	\$
14	1,510	<b>Little Mulberry Park – Fence Road Side</b> 3855 Fence Rd. Auburn, GA 30011 Maint bldg. (950 sf), and one comfort station (560 sf)	\$	\$
15	3,827	<b>Lucky Shoals Park</b> 4651 Britt Rd. Norcross, GA 30071 Concession (1600 sf), comfort station (293 sf), maint bldg (1934 sf)	\$	\$
16	4,654	<b>Lions Club Park</b> 5500 Rockbridge Circle Lilburn, GA 30047 Two-story meeting/storage bldg (2,048), restroom/storage football (1,600), baseball concession/restroom (742), concrete storage building (264)	\$	\$
17	9,701	<b>Mountain Park</b> 5050 Five Forks Trickum Rd. Lilburn, GA 30047 Depot (community rooms and office) (3800 sf), baseball concession (1716 sf), tennis center (900 sf), maintenance bldg (1800 sf) and comfort station (600 sf) FB press box (885 sf)	\$	\$
18	7,408	<b>McDaniel Farm Park</b> 3251 McDaniel Rd. Duluth, GA House (1480), barn (3700), tenant farmers house (423), comfort station (614), maint bldg. (1191)	\$	\$

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	SEMI-ANNUAL COST	TOTAL SEMI-ANNUAL COST (SEMI-ANNUAL*2)
19	4,928	<b>Pinckneyville Soccer Park</b> 4707 S. Old Peachtree Rd. Norcross, GA Soccer concession (2208 sf), comfort station (600 sf), maintenance bldg. (1800 sf), sea-cargo (320 sf)	\$	\$
20	5,538	<b>Pinckneyville Park (Baseball, Medlock Pavilion, Skate)</b> 4578 S. Old Peachtree Rd. Norcross, GA Bb/sb concession (2208 sf), fld. 7 conc. (670 sf), comfort station (540 sf), Medlock Pavilion - Kitchen & restrooms (1450 sf), skate conc. (670 sf)	\$	\$
21	14,320	<b>Rabbit Hill Park</b> 400 Rabbit Hill Rd. Dacula, GA 30019 Maint Bldg (2511 sf), concession sf comf sta. (600 sf) football concession (2102), Press Box (44), baseball concession (2832), soccer concession (2832), Comfort station (1890), C1 (610), C2 (610), small pavilion cs (289)	\$	\$
22	13,425	<b>Rhodes Jordan Park</b> 100 E. Crogan St. Lawrenceville, GA 30043 Maint/office bldg (3200 sf), large bb conc. (1769 sf), small conc. bldg (724 sf), tennis office,(600 sf),new comfort station (711 sf), pool conc. bldg. (2250 sf), pool filter bldg. (1150 sf), football conc. bldg. (1728 sf), press box (860 sf), sea-cargo trailer (320 sf), tennis storage bldg. (113 sf)	\$	\$
23	584	<b>Ronald Reagan Park</b> 2777 Five Forks Trickum Rd. Lawrenceville, GA 30044 Comfort station	\$	\$
24	600	<b>Singleton Park</b> 5220 Singleton Rd. Norcross, GA 30092 Comfort Station (600)	\$	\$
25	8,169	<b>Shorty Howell Park</b> 2750 Pleasant Hill Rd. Duluth, GA 30136 Comfort station (607 sf), football concession (1318 sf), football press box/storage (900 sf), BB concession bldg (3278 sf), maintenance bldg (2066 sf)	\$	\$
26	7,113	<b>South Gwinnett Park</b> 2015 McGee Rd. Snellville, GA 30078 Baseball concession (2593), football concession (576), storage bldg (1998), maintenance building (1440), block building (440), vending station (66)	\$	\$

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	SEMI-ANNUAL COST	TOTAL SEMI-ANNUAL COST (SEMI-ANNUAL*2)
27	600	<b>Sweet Water Park</b> 800 Bethesda School Rd. Lawrenceville, GA 30044 Comfort Station (600)	\$	\$
28	2,778	<b>Tribble Mill Park</b> 2125 Tribble Mill Parkway Grayson, GA 30021 Maint. Bldg., sea-cargo storage, (2,120), Two comfort stations (329 ea)	\$	\$
29	4,600	<b>Vines Park</b> 3500 Oak Grove Rd. Loganville, GA 30052 Maintenance barn (4,000) comfort station (600)	\$	\$
30	3,204	<b>Yellow River Park</b> 3232 Juhan Rd. Stone Mountain, GA Maint bldg. (1800 sf) comfort station (535 sf), changing station (549 sf), sea cargo (320 sf)	\$	\$
31	1,770	<b>Yellow River Post Office</b> 3519 Five Forks Trickum Rd. Lilburn, GA 30047 barn (900 sf), wash house (150 sf), post office (720 sf)	\$	\$
32	2,417	<b>Alexander Park</b> 800 Old Snellville Hwy., Lawrenceville, GA 30045 Maint. Bldg (1800), comfort sta. (617 sf)	\$	\$
33	600	<b>Club Drive Park</b> 3300 Club Drive, Lawrenceville, GA 30043 comfort station (600)	\$	\$
34	540	<b>DeShong Park</b> 2859 North DeShong Rd, Stone Mountain, GA 30087 Comfort station (540)	\$	\$
35	5,530	<b>Duncan Creek Park</b> 3700 Braselton Hwy., Buford, GA 30519 Playground area comfort station (600), teen area concession/comfort station (900), FB concession (1320), Pressbox (440 sf each floor), Maintenance Bldg. (1830)	\$	\$
36	2,430	<b>Harbins Park</b> 2995 Luke Edwards Rd., Dacula, GA 30019 Maintenance bldg. (1830), comfort station (600)	\$	\$
37	15,777	<b>Park Operations Center</b> 352 Hosea Rd., Lawrenceville, GA 30046	\$	\$

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	SEMI-ANNUAL COST	TOTAL SEMI-ANNUAL COST (SEMI-ANNUAL*2)
38	6,060	<b>Peachtree Ridge Park</b> 3170 Suwanee Creek Rd., Suwanee, GA 30024 Comfort Station (540 sf) Football concession/restroom bldg (1680 sf), Baseball concession/restroom bldg (2040 sf), Maintenance bldg (1800 sf)	\$	\$
39	4,450	<b>Rock Springs Park</b> 550 Rock Springs Rd., Lawrenceville, GA 30043 Playground comfort station (540), Football concession (1320), Pressbox (440 sf each floor), Tennis bldg (470), Maintenance bldg (1240), Soccer bldg	\$	\$
40	591	<b>Settles Bridge Park</b> 380 Johnson Rd., Suwanee, GA 30024 Comfort Station (591)	\$	\$
41	2,610	<b>West Gwinnett Park &amp; Aquatic Center</b> 4488 Peachtree Industrial Blvd., Norcross, GA 30071 Comfort station (1520), Mechanical bldg (1090)	\$	\$
42	28,800	<b>Simpsonwood Park</b> 4511 Jones Bridge Circle NE Peachtree Corners, GA 30092 Comfort Station (8600), Chapel (1000), Maintenance Shop (19,200)	\$	\$
43	4,330	<b>Bryson Park</b> 5065 Lawrenceville Highway Lilburn, GA 30047 Maintenance Shop (1300), Football Concession (1320), Press Box (450), Soccer Comfort Station (620), small comfort station (640)	\$	\$
44	600	<b>Eastern Regional Greenway</b> 2892 Harbins Rd SE. Bethlehem, GA 30620 Comfort Station (600)	\$	\$
45	650	<b>J.B. Williams Park</b> 4935 Five Forks Trickum Rd. Lilburn, GA 30047	\$	\$
46	3,200	<b>E.E. Robinson Park</b> 650 Peachtree Industrial Blvd. Sugar Hill, GA 30518 Football, Tennis, Comfort Station/Splash Pad	\$	\$
47	3,000	<b>E.E. Robinson Park</b> 885 Level Creek Rd. Sugar Hill, GA 30518 Baseball, Maintenance Shop	\$	\$

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BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	SEMI-ANNUAL COST	TOTAL SEMI-ANNUAL COST (SEMI-ANNUAL*2)
48	1,850	<b>Freemen's Mill Park</b> 1401 Alcovy Rd. Lawrenceville, GA 30045	\$	\$
49	2,400	<b>Elisha Winn House</b> 908 Dacula Rd. Dacula GA 30211 Comfort Station (800), House (1,600)	\$	\$
<b>Section B: Semi-Annual Total:</b>			\$	\$
<b>PART III - SECTIONS A and B Total:</b>			\$	\$

Parks require a single, flat fixed rate fee for retreatment services after 30 days at all Parks locations on an as needed bases.

All work to be done during the hours of 7:00 am and 3:30pm.

- Must call Jacob McDaniel at 770-822-8966 Or e-mail [jacob.mcdaniel@gwinnettcountry.com](mailto:jacob.mcdaniel@gwinnettcountry.com) to schedule all inspections and treatments.
- All initial inspections and treatments to be done within two months of contract award.

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## BID SCHEDULE CONTINUED

Part IV: Police Services			
Section A: Radio Towers Annual Service			
ITEM #	APPROX. SQ. FT.	LOCATION	ONE TIME ANNUAL TREATMENT COST
1	500	Police Headquarters 770 Hi Hope Road, Lawrenceville, GA 30043	\$
2	500	Goshen Springs 5878 Goshen Springs Road, Norcross, GA 30071	\$
3	500	Tribble Mill Park 2568 Chandler Road, Grayson, GA 30017	\$
4	500	Brown Road 1850 Brown Road, Lawrenceville, GA 30043	\$
5	500	Tuggle Road 3800 Tuggle Road, Buford, GA 30519	\$
6	500	Lanier Water Park 2601 Buford Dam Road, Buford, GA 30518	\$
7	500	Lanier Mountain 2286 Highpoint Road, Snellville, GA 30078	\$
8	800	Hickory View 374 Hickory View Drive, Lawrenceville, GA 30046	\$
9	500	Forsyth County 3680 Old Atlanta Hwy, Suwanee, GA 30024	\$
10	500	Crooked Creek 6556 Plant Drive, Peachtree Corners, GA 30092	\$
11	500	Norris Lake 4663 Anderson Livsey Road, Snellville, GA 30039	\$
Section A: Radio Towers Annual Service Total:			\$

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

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## BID SCHEDULE CONTINUED

Section B: Quarterly Service				
ITEM #	APPROX. SQ. FT.	LOCATION	QUARTERLY COST	ANNUAL COST (QUARTERLY*4)
1	68,000	Police Services Headquarters 770 Hi Hope Road, Lawrenceville, GA 30043 Includes: Police services bldg. #2, Evidence shed, and Police Fleet/Maintenance bldg.	\$	\$
2	13,000	Central Police Precinct 3125 Satellite Blvd., Duluth, GA 30096	\$	\$
3	17,000	Eastside Precinct 2273 Alcovy Road, Dacula, GA 30019	\$	\$
4	152,097	Police Training Facility 854 Winder Hwy., Lawrenceville, GA 30045 Includes: Classroom (28,630) Shooting Range (94,440) and Maintenance/Quartermaster building (9,957)	\$	\$
5	11,000	Northside Police Precinct (share with tag office) 2735 Mall of Georgia Blvd, Buford, GA30519	\$	\$
6	3,096	Southside Police Precinct 2180 Stone Drive, Lilburn, Ga. 30047	\$	\$
7	13,000	Westside Police Precinct 6160 Crescent Drive, Norcross, GA 30071	\$	\$
8	12,117	Bay Creek Precinct 185 Ozora Road, Grayson GA 30052	\$	\$
9	6,236	Bay Creek 911 Center 185 Ozora Road, Grayson GA 30052	\$	\$
10	44,137	Police Annex 800 Hi Hope Road, Lawrenceville, GA 30043	\$	\$
11	22,800	Police Special Operations Center 854 Winder Hwy, Lawrenceville, GA 30045	\$	\$
Section B: Quarterly Service Total:			\$	\$
Part IV – Sections A and B Total:			\$	\$

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

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BID SCHEDULE CONTINUED

Part V - Sheriff's Office				
ITEM #	APPROX SQ.FT.	LOCATION	MONTHLY COST	TOTAL ANNUAL COST (MONTHLY *12)
1	15,000	2900 University Parkway, Lawrenceville, GA 30043	\$	\$
Part V - Sheriff's Office Total:			\$	\$

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



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## BID SCHEDULE CONTINUED

Part VI – Department of Support Services				
ITEM #	APPROX. SQ. FT.	LOCATION	MONTHLY COST	TOTAL ANNUAL COST (MONTHLY*12)
1	5,010	DOT Airport Office & Police Avation 600 Briscoe Blvd., Lawrenceville, GA 30045	\$	\$
2	1,772	Briscoe Field Control Tower 590 Briscoe Blvd., Lawrenceville, GA 30045	\$	\$
3	10,544	Fleet Management Facility 620 Swanson Drive, Lawrenceville, GA 30043 Includes: Office area & Parts departments	\$	\$
4	800	Fleet Surplus Building 620 Swanson Drive, Lawrenceville, GA 30043	\$	\$
5	35,095	Bill Atkinson Animal Welfare Center 884 Winder Hwy, Lawrenceville, GA 30045 Includes: Main Bldg (31,960), Barn (1,170) and Canine (1,964)	\$	\$
6	24,415	Community Resource Center at Sawnee Ave. 2755 Sawnee Avenue, Buford, GA 30518	\$	\$
7	9,342	Centerville Senior Center 3075 Bethany Church Road, Snellville, GA 30039	\$	\$
8	6,000	Day Reporting Center 595 Old Norcross Rd., Lawrenceville, GA 30046	\$	\$
9	63,629	DOT Central Facility 620 Winder Hwy., Lawrenceville, GA 30045	\$	\$
10	2,240	DOT District 1 Maintenance Barn 2922 Bart Johnson Rd, Buford, GA 30519	\$	\$
11	5,000	DOT District 2 Maintenance Barn 4181 Abbotts Bridge Rd., Duluth, GA 30097	\$	\$
12	5,000	DOT District 3 Maintenance Barn 425 Hoke O'Kelly Mill Rd., Loganville, GA 30052	\$	\$

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

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	MONTHLY COST	TOTAL ANNUAL COST (MONTHLY*12)
13	6,120	DOT District 5 Maintenance Barn 4115 Arcadia Industrial Circle, Lilburn, GA 30047	\$	\$
14	6,718	Gwinnett Entrepreneur Center 405 N. Perry St., Lawrenceville, GA 30046	\$	\$
15	29,609	Community Resource Center at Bethany Church Rd. 3025 B Bethany Church Rd., Snellville, GA 30039	\$	\$
17	11,643	Georgia Department of Driver Services 310 Hurricane Shoals Rd., Lawrenceville, GA 30046	\$	\$
18	133,580	Gwinnett Central Services 455 Grayson Hwy., Lawrenceville, GA 30045	\$	\$
19	107,531	Traffic Court and Juvenile Justice (4 floors) 115 Stone Mountain St., Lawrenceville, GA 30046	\$	\$
20	44,836	Connections Corner (4 floors) 750 South Perry Street, Lawrenceville, GA 30043	\$	\$
21	20,000	Gwinnett Senior Services Center 567 Swanson Drive, Lawrenceville, GA 30043	\$	\$
22	508,000	Gwinnett Justice and Administration Center (4 floors) 75 Langley Drive, Lawrenceville, GA 30046 <b>Monthly Service Includes:</b> Split Ground Level All Perimeter; Lower Level: All Restrooms & Locker rooms (4 total), Breakrooms (2), Entire Mailroom #11620, Custodial Supply #LL600, Entire Law Library #LL216; First Floor: All breakrooms & public restrooms, Cafeteria, includes all areas associated with storage, preparation, and serving, including both dining rooms, public & private; patio area, upper floors: All breakrooms & public bathrooms	\$	\$

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

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	MONTHLY COST	TOTAL ANNUAL COST (MONTHLY*12)
23	195,000	Charlotte J. Nash Court Building (5 floors) 75 Langley Drive, Lawrenceville, GA 30046 <b>Monthly Service Includes:</b> Bottom Level: Perimeter; All Restrooms & Locker rooms (4 total), Breakrooms (2), Trash storage #0100; Upper Floors: All breakrooms & public restrooms	\$	\$
24	12,000	Lawrenceville Senior Service Center 225 Benson Street, Lawrenceville, GA 30046	\$	\$
25	15,132	Gwinnett Medical Examiner's Office 320 Hurricane Shoals Road, Lawrenceville, GA 30046	\$	\$
26	53,637	Community Resource Center at Georgia Belle court (2 floors) 5030 Georgia Belle Court, Norcross, GA 30093	\$	\$
27	102,000	Innovation Square (4 floors) 446 West Crogan Street, Lawrenceville, GA 30046	\$	\$
28	768	Senior Information Building 186 E. Pike Street, Lawrenceville, GA 30046	\$	\$
29	4,590	NorthTag Office (excluding Police Precinct) 2735 Mall of Georgia Blvd, Buford, GA 30519	\$	\$
30	3,894	Peachtree Corners Tag Office 6135 Peachtree Parkway, Suite 201B, Norcross GA 30092	\$	\$
31	3,964	Snellville Tag Office 2845 Lenora Church Road, Snellville, GA	\$	\$
32	10,624	Buford – Sugar Hill Branch Library 2100 Buford Hwy, Buford, GA 30518	\$	\$
33	20,809	Centerville Library & Community Center 3025 Bethany Church Road, Snellville, GA 30078	\$	\$
34	20,745	Collins Hill Branch Library 455 Camp Perrin Road, Lawrenceville, GA 30043	\$	\$
35	20,540	Dacula Branch Library 265 Dacula Road, Dacula, GA 30019	\$	\$
36	10,499	Former Duluth Library 3480 Duluth Park Lane, Duluth, GA 30096	\$	\$
36a.	22,000	Duluth Branch Library (New) 3215 Main Street, Duluth, GA 30096	\$	\$

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

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ITEM #	APPROX. SQ. FT.	LOCATION	MONTHLY COST	TOTAL ANNUAL COST (MONTHLY*12)
37	20,135	Five Forks Branch Library 2780 Five Forks Trickum Road, Lawrenceville, GA 30045	\$	\$
38	20,540	Grayson Branch Library 700 Grayson Parkway, Grayson, GA 30017	\$	\$
39	20,850	Hamilton Mill Branch Library 3690 Braselton Hwy, Dacula, GA 30019	\$	\$
40	28,309	Lawrenceville Branch Library and HQ 1001 Lawrenceville Highway, Lawrenceville, GA 30245	\$	\$
41	47,213	Lilburn Branch Library & City Hall (2 floors) 340 Main Street, Lilburn, GA 30047	\$	\$
42	25,000	Hooper-Renwick Themed Library 56 Neal Blvd., Lawrenceville, GA 30046	\$	\$
43	10,260	Mountain Park Branch Library 1210 Pounds Road SW, Lilburn, GA 30247	\$	\$
44	22,000	Norcross Branch Library 5735 Buford Highway, Norcross, GA 30071	\$	\$
45	14,852	Peachtree Corners Branch Library 5570 Spalding Drive, Norcross, GA 30092	\$	\$
46	10,260	Elizabeth Williams Branch Library 2245 Wisteria Dr, SW, Snellville, GA 30078	\$	\$
47	20,477	Suwanee Branch Library 361 Main Street, Suwanee, GA 30024	\$	\$
48	86,075	Records Management Warehouse 1050 Grayson Hwy, Lawrenceville, GA 30046		
<b>Part VI – Department of Support Services Total:</b>			\$	\$

NOTE: Service is to be scheduled in advance and for normal business hours. Business hours vary by facility, and may change, but generally between 8am- 5pm Mon-Fri. Some facilities may request specific service times based on staffing. Library staff arrives after 9am. Facility staff must sign each service document acknowledging that service was completed. For multi-floor buildings, monthly service will cover the perimeter of the bottom floor and all breakrooms, kitchens, eating areas, and public bathrooms on all floors.

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

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## BID SCHEDULE CONTINUED

Part VII - DEPARTMENT OF WATER RESOURCES				
Section A: MONTHLY SERVICE				
ITEM #	APPROX. SQ. FT.	LOCATION	MONTHLY COST	YEARLY COST (Monthly x 12)
1	118,000	Department of Water Resources Central Facility 684 Winder Hwy., Lawrenceville, GA 30045-5012 Includes: Out buildings	\$	\$
2	14,000	Department of Water Resources Pump Maintenance Bldg. (located beside DWR Central Facility) 604 Winder Hwy., Lawrenceville, GA 30045-5012	\$	\$
3	60,252	The Water Tower 2500 Clean Water Court, Buford GA 30519 Main Building – 55,600 sf Support Building – 2,138 sf FTC Building – 2,469 sf	\$	\$
SECTION A: MONTHLY SERVICE TOTAL:			\$	\$

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## BID SCHEDULE CONTINUED

Section B: QUARTERLY SERVICE				
ITEM #	APPROX. SQ. FT.	LOCATION	QUARTERLY COST	YEARLY COST (Quarterly x4)
1	32,000	Crooked Creek Water Reclamation Facility 6557 Plant Drive, Norcross, GA Includes: Control Bldg & Belt Press Bldg. Operations Bldg. & Maintenance Bldg	\$	\$
2	13,708	Yellow River Water Reclamation Facility 858 Tom Smith Road, Lilburn, GA Includes: Administrative Bldg. & Maintenance Building Administration area	\$	\$
3	46,885	F. Wayne Hill Water Resources Center 1500 One Water Way, Buford, GA 30519 Includes: Water Resources Lab, Warehouse & Maintenance Bldg.	\$	\$
4	7,036	Grayson Booster 300 Grayson New Hope Rd., Grayson, GA	\$	\$
5	1,560	Lanier Mtn. Booster 2270 Highpoint Rd., Snellville, GA	\$	\$
6	800	Rockbridge Booster 303 Rockbridge Rd., Lilburn, GA	\$	\$
7	12,254	Water Resources Lab 1510 One Water Way, Buford, GA 3051	\$	\$
8	40,000	Lanier Filter Plant 2601 Buford Dam Road, Buford, GA Includes: Ozone bldg., Chemical bldg., Filter bldg., (1) Filter bldg., (2) Maintenance bldg., Admin. bldg., Sludge bldg., Equalization bldg. And High service pump station.	\$	\$
9	6,520	Rock Quarry Booster 2710 West Rock Quarry Road, Buford, GA 30519	\$	\$
10	55,000	Shoal Creek Filter Plant (6 buildings at this site) 1755 Buford Dam Rd., Buford, GA 30518	\$	\$

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

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	QUARTERLY COST	YEARLY COST (Quarterly x4)
11	600	Lanier Surge Tank 6283 Woodlake Drive, Buford, GA 30518	\$	\$
12	3,600	Lanier Raw Water 6340 Woodlake Drive, Buford, GA 30518	\$	\$
13	2,400	Norcross Booster Station 278 Langford Drive, Norcross, GA	\$	\$
14	1,900	Bogan Tank Booster Station 2868 North Bogan Road, Buford, GA 30518	\$	\$
15	6,148	Sunny Hill Booster Station 2109 Sunny Hill Road Lawrenceville GA	\$	\$
16	4,800	Shoal Creek Raw Water Electrical Bldg. and Pump Bldg. 1620 Buford Dam Rd Buford GA 30518	\$	\$
17	11,556	Beaver Ruin Pump Station 3530 Cruise Rd Lawrenceville, GA Includes : Control room, mezzanine, booster room, odor control, top of stairs (3), compressor	\$	\$
18	900	Patterson Pump Station 152 Arnold Rd Lawrenceville GA Includes: Control room, top of grinder stairs	\$	\$
19	900	Marathon Pump Station 1711 Marathon Blvd. Lawrenceville GA Includes: Control Room	\$	\$
20	704	Northfork Peachtree Creek Pump Station 6782 Crescent Drive Norcross GA Includes: Control room, storage	\$	\$
21	744	North Chattahoochee Interceptor Pump Station 4858 River Hollow Run Norcross GA Includes: Control room, top of grinder well stair	\$	\$
22	3,394	Suwanee Creek Pump Station 1758 Peachtree Industrial Blvd Suwanee GA Includes: Control room, motor floor, odor control, air handler room, top of stairs wet well.	\$	\$

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

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. SQ. FT.	LOCATION	QUARTERLY COST	YEARLY COST (Quarterly x4)
23	5,278	Level Creek Pump Station 5209 Basingstoke Drive Suwanee GA Includes: Control room, dry well stair & hallway, odor control area, blower room	\$	\$
24	256	Sherwood Pump Station 3000 West Rock Quarry Buford GA Includes: Control Room	\$	\$
25	224	Rock Quarry Pump Station 3801 Tuggle Road Buford GA Includes: Control Room	\$	\$
26	224	Hog Mountain Pump Station 2910 Old Fountain Road Lawrenceville GA Includes: Control room, compressor	\$	\$
27	224	Hog Mountain #2 Pump Station 3175 Hog Mountain Road Dacula GA Includes: Motor room	\$	\$
28	256	Jim Moore Road Pump Station 3501 Jim Moore Road Hog Mountain GA Includes: Control room	\$	\$
29	256	Dacula Road Pump Station 1183 Dacula Road Dacula GA Includes: Control room	\$	\$
30	872	Alcovy River Pump Station 1344 Highway 29 Dacula GA Includes: Control room, top of grinder stair, compressor room	\$	\$
31	6,600	Alcovy Booster 1344 Highway 29 Dacula GA Includes: Control room, top of grinder stair, compressor room	\$	\$
32	3,390	Brooks Rd Pump Station 1180 Brooks Road Lawrenceville GA Includes: Control room, pump floor	\$	\$

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



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**BID SCHEDULE CONTINUED**

ITEM #	APPROX. SQ. FT.	LOCATION	QUARTERLY COST	YEARLY COST (Quarterly x4)
33	3,640	Brooks Rd Booster 1180 Brooks Road Lawrenceville GA Includes: Control room, motor floor	\$	\$
34	2,909	NBC Pump Station 2735 Springdale Rd Snellville GA Includes: Control room, HV/AC room, rest room, odor control room, top of stairs, odor control blower room	\$	\$
35	3,534	Lower Big Haynes Pump Station 2680 Centerville Rosebud Rd Loganville GA Includes: Control room, doorway valve room, drywell motor room, odor control	\$	\$
36	825	Norris Lake Pump Station 4298 McCord Livsey Rd Lithonia GA Includes: Control room, compressor room	\$	\$
37	672	Peachtree Station Pump Station 4476 Stilson Circle Norcross GA Includes: Control room	\$	\$
38	11,556	Appalachee River Pump Station 2898 Harbins Rd, Dacula, GA		
39	11,556	Wold Creek Pump Station 4511 Jones Bridge Road, Norcross, GA		
<b>Section B: Quarterly Services:</b>			\$	\$
<b>Part VII – Sections A and B Total:</b>			\$	\$

**NOTE: EACH OF THE PLANT LOCATIONS HAS A KITCHEN ON SITE AS WELL AS WAREHOUSES WHICH MAY REQUIRE SPECIAL ATTENTION.**

**Monthly Treatment for all Water Resources Facilities to include:**

- Treatments of all building entrances, restrooms, janitorial closets, break rooms, and storerooms.
- Rodent control (for the Department of Water Resources Central Facility listed above) to include main building, warehouse, and outbuilding warehouse location.  
This includes inspecting, cleaning, and re-baiting ten (10) exterior bait stations and sixteen (16) interior mechanical traps

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

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**BID SCHEDULE CONTINUED**

<b>Part VIII - Miscellaneous Treatments at Various Facilities</b>				
<b>Please Note the following items: Miscellaneous Treatments at Various Facilities. Applicable to all County locations.</b>				
<b>ITEM #</b>	<b>APPROX. QTY</b>	<b>DESCRIPTION</b>	<b>PRICE</b>	<b>TOTAL</b>
1	12	Bait Station - Interior/Exterior Rodent Problem (when normal treatments do not solve rodent problem)	\$_____/STATION	\$
2	12	Re-Bait Station - Interior/Exterior Rodent Problem (when normal treatments do not solve rodent problem)	\$_____/STATION	\$
3	5,000	Interior/Exterior Treatment of Fleas	\$_____/SQ FT	\$
4	20,000	Interior/Exterior Treatment of Ants	\$_____/SQ FT	\$
5	20,000	Interior/Exterior Treatment of Roaches	\$_____/SQ FT	\$
6	20,000	Interior/Exterior Treatment of Termites	\$_____/SQ FT	\$
7	2,502	Bed Bug Control - Furnish labor, materials, and equipment to inspect and treat bed bug infestations. Treatment shall be by the room and billed by the square foot.	\$_____/SQ FT	
<b>Part VIII - Miscellaneous Treatments at Various Facilities Total:</b>			\$	\$

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

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**BID SCHEDULE CONTINUED**

<b>Part IX – On Demand Services:</b>					
<b>Item #</b>	<b>Approx</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
1	200	State Hourly Rate for Regular Hours	Hour	\$	\$
2	25	State Hourly Rate for Overtime / Emergency Hours	Hour	\$	\$
2	20	State hourly Rate for Subcontracted Administrative Time	Hour	\$	\$
3	10	State Fixed Rate for Trip Charge (Round Trip)	Trip	\$	\$
4	\$6,000.00	Material Cost plus Mark Up not to Exceed 20%	%		
<b>Part IX – On Demand Services Total:</b>				\$	\$

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

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BID SCHEDULE CONTINUED

Part X - Retreatment					
ITEM #	APPROX. SQ. FT.	LOCATION	FLAT RATE	NUMBER OF OCCURANCES	TOTAL
1	Variable	Re-treatments after 30 Days, flat rate to apply to all parks facilities	\$	105	\$
Section C: Retreatment Total:					\$

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

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BID SCHEDULE CONTINUED

Section	Total
Part I - Department of Corrections Total:	\$
Part II - Department of Fire and Emergency Services Total:	\$
Part III – Department of Parks and Recreation Total:	\$
Part IV – Department of Police Services Total:	\$
Part V – Sheriff Department Total:	\$
Part VI - Department of Support Services Total:	\$
Part VII - Department of Water Resources Total:	\$
Part VIII - Miscellaneous Treatments at Various Facilities Total:	\$
Part IX – On Demand Services Total:	\$
Part X – Retreatment Total:	\$
Grand Total (Part I, Part II, Part III, Part IV, Part V, Part VI, Part VII, Part VIII, Part IX, and Part X):	\$

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

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**BID SCHEDULE CONTINUED**

Gwinnett County requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for Gwinnett County to declare bid non-responsive. Contract to begin April 1, 2026, or upon Board of Commissioners approval.

Unless otherwise noted, quoted prices will remain firm for four (4) additional 12-month periods. If a percentage increase/decrease is a part of the renewal options, please note this in the space provided together with an explanation.

Renewal Option 1:	_____ % Increase	_____ % Decrease	Explanation _____
Renewal Option 2:	_____ % Increase	_____ % Decrease	Explanation _____
Renewal Option 3:	_____ % Increase	_____ % Decrease	Explanation _____
Renewal Option 4:	_____ % Increase	_____ % Decrease	Explanation _____

Certification Of Non-Collusion In Bid Preparation \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

In compliance with the attached specifications, the undersigned acknowledges all requirements outlined in the "Instructions to 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 bid 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 bid, I understand that Gwinnett County uses Electronic Payments for remittance of goods and services. Vendors should select their preferred method of electronic payment upon notice of award. For more information on electronic payments, please refer to the [Electronic Payment](#) information in the Instructions to Vendors.

Company Name \_\_\_\_\_

Legal Business Name \_\_\_\_\_

Address \_\_\_\_\_

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

Representative Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Contact person (if someone other than the authorized representative listed above) \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

FAILURE TO RETURN THIS PAGE AS PART OF THE 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 last 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 \_\_\_\_\_

**GWINNETT COUNTY, GEORGIA  
LIST OF SUBCONTRACTORS**

I do \_\_\_\_\_, do not \_\_\_\_\_, propose to subcontract some of the work on this project. I propose to Subcontract work to the following subcontractors:

NAME AND ADDRESS	TYPE OF WORK

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





## CODE OF ETHICS AFFIDAVIT

**PLEASE RETURN THIS FORM COMPLETED WITH YOUR SUBMITTAL. SUBMITTED FORMS ARE REQUIRED PRIOR TO EVALUATION.**

In accordance with Section 54-33 of the Gwinnett County Code of Ordinances the undersigned bidder/proposer makes the following full and complete disclosure under oath, to the best of their knowledge, of the name(s) of all elected officials whom it employs or who have a direct or indirect pecuniary interest in or with the bidder/proposer, its affiliates or its subcontractors:

1. \_\_\_\_\_  
Company Submitting Bid/Proposal

2. Please select one of the following:  
☐ No information to disclose (*complete only section 4 below*)  
☐ Disclosed information below (*complete section 3 & section 4 below*)

3. If additional space is required, please attach list:

\_\_\_\_\_  
Gwinnett County Elected Official Name

\_\_\_\_\_  
Gwinnett County Elected Official Name

\_\_\_\_\_  
Gwinnett County Elected Official Name

\_\_\_\_\_  
Gwinnett County Elected Official Name

4. BY: \_\_\_\_\_  
Authorized Officer or Agent Signature

Sworn to and subscribed before me this

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Notary Public

(seal)

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

**BL035-26 Provision of Exterminating Services on a Multi-Year Contract****Page 42**

**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 SUBSCRIBEDAND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_**For Gwinnett County Use Only:****Document ID #** \_\_\_\_\_**Issue Date:** \_\_\_\_\_**Initials:** \_\_\_\_\_

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



**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	Georgia State Statutory Limits
Employers Liability	
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

- Concurrence 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

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

- E. 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.

## BL035-26

**Buyer Initials: SA**

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

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

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

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

SIGNATURE

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

**\*\*\*ATTENTION\*\*\***

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

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



## I. PREPARATION OF SUBMITTAL

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

## II. DELIVERY

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

## III. EXPLANATION TO VENDORS

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

#### **IV. SUBMISSION OF FORMAL OFFERS/SUBMITTALS**

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

#### **V. WITHDRAWAL DUE TO ERRORS**

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

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

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

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

## VI. TESTING AND INSPECTION

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

## VII. F.O.B. POINT

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

## VIII. PATENT INDEMNITY

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

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

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

## X. DISCOUNTS

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

## XI. AWARD

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

**XII. DELIVERY FAILURES**

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

**XIII. COUNTY FURNISHED PROPERTY**

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

**XIV. REJECTION OF SUBMITTALS**

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

**XV. CONTRACT**

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

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

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

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

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

**XVI. NON-COLLUSION**

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

**XVII. DEFAULT**

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

**XVIII. TERMINATION FOR CAUSE**

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

**XIX. TERMINATION FOR CONVENIENCE**

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

**XX. SUBSTITUTIONS**

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

**XXI. INELIGIBLE VENDORS**

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

**XXII. PENDING LITIGATION**

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

**XXIII. OCCUPATION TAX CERTIFICATE**

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

**XXIV. PURCHASING POLICY AND REVIEW COMMITTEE**

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

**XXV. AMERICANS WITH DISABILITIES ACT**

All vendors for Gwinnett County are required to comply with all applicable sections of the Americans with Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), Gwinnett County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees without disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those

tasks that are essential to the job with or without reasonable accommodations. Any requests for the reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County should be directed to the ADA Coordinator, 75 Langley Drive, Lawrenceville, Georgia 30046, 770-822-8165.

**XXVI. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS**

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

**XXVII. TAX LIABILITY**

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

**XXVIII. STATE AND FEDERAL LAW REGARDING WORKER VERIFICATION**

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

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

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

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

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

**XXIX. SOLID WASTE ORDINANCE**

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

**XXX. GENERAL CONTRACTORS LICENSE**

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

**XXXI. PRODUCTS MANUFACTURED IN GEORGIA**

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

**XXXII. INDEMNIFICATION**

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

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

**XXXIII. CODE OF ETHICS**

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

Any business entity holding a contract with Gwinnett County that after execution of the contract or issuance of the purchase order employs, subcontracts with, or transfers a direct or indirect pecuniary interest in the business entity to an elected official shall within five (5) days disclose such fact in writing under oath to the Clerk of the Board of Commissioners. Failure to comply, or vendors submitting false information or omitting material information shall be referred to the Purchasing Policy & Review Committee for action pursuant to the Purchasing Ordinance or to the District Attorney for possible criminal prosecution. Note: See Gwinnett County Code of Ethics Ordinance EO2011, Sec. 54-33. The ordinance is available to view in its entirety at [www.gwinnettcounty.com](http://www.gwinnettcounty.com).

#### **XXXIV. ELECTRONIC PAYMENT**

Vendors accepting procurements should select one of Gwinnett County's electronic payment options.

- A. A vendor may select ePayables payment process which allows acceptance of Gwinnett County's virtual credit card as payment for outstanding invoices. The authorized vendor representative must send an email to: [vendorelectronicpayment@gwinnettcountry.com](mailto:vendorelectronicpayment@gwinnettcountry.com) and indicate the desire to enroll in Gwinnett County's virtual credit card payment process.
- B. A vendor may select Direct Deposit payment process and the payment will be deposited directly into an account at their designated financial institution. To securely enroll in Direct Deposit, either access your online [Vendor Login and Registration](#) on the County's web site and update the requested information on the Direct Deposit tab or mail a [Direct Deposit Authorization Agreement](#) form.

The County will send a Payment Advice notification via email for both payment types. For more information about Electronic Payments, please visit the Gwinnett County Treasury Division page or click here -> [Gwinnett County Electronic Payments](#).

#### **DIRECTIONS TO GJAC BUILDING FROM I-85**

Take I-85 to Georgia Highway 316 (Lawrenceville/Athens exit). Exit Highway 120 (Lawrenceville/Duluth exit) and turn right. At seventh traffic light, turn right onto Langley Drive. Cross Highway 29 through the traffic light and proceed through the roundabout. Visitors can either proceed to the front parking area on the left or to the parking deck behind the building. Click [here](#) for additional information about parking. **The Purchasing Division is located on the fourth floor of the Charlotte J. Nash Building. NOTE THAT THE PURCHASING DIVISION HAS TEMPORARILY RELOCATED.**