



March 25, 2026

**INVITATION TO BID  
BL049-26**

The Gwinnett County Board of Commissioners is soliciting competitive sealed bids from qualified suppliers for the **Supplemental Purchase of Janitorial Supplies on an Annual Contract** with four (4) one year options to renew for various Gwinnett County Departments.

Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the BL# and Company Name. **Bids will be received until 2:50 P.M. local time on April 30, 2026 at the Gwinnett County Financial Services - Purchasing Division – 2nd Floor, 75 Langley Drive, Lawrenceville, Georgia 30046. Any bid received after this date and time will not be accepted.** The bid opening will be virtual ONLY. To access the bid opening virtually, visit the following link: <https://teams.microsoft.com/meet/24952025427058?p=AErkbUYrEK6VzkKLqx> or dial +1 323-676-6170 and enter Conference ID 516 093 586# Apparent bid results will be available the following business day on our website [www.gwinnettcounty.com](http://www.gwinnettcounty.com).

Questions regarding bids should be directed to Savannah Anderson, Purchasing Associate II, at [Savannah.Anderson@GwinnettCounty.com](mailto:Savannah.Anderson@GwinnettCounty.com) or by calling 770-822-8736, no later than **Wednesday, April 8, 2026**. Bids are legal and binding upon the vendor when submitted. All bids should be submitted in duplicate.

Successful suppliers will be required to meet insurance requirements. The Insurance Company should be authorized to do business in Georgia by the Georgia Insurance Department and must have an A.M. Best rating of A-7 or higher.

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

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

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

**Bid Schedule, Pages 7-15  
References, Page 16  
Ethics Affidavit, Page 17**

## REQUIREMENTS

### I. Scope of Work

The successful supplier(s) will be required to provide janitorial products as specified within the bid documents for the various Gwinnett County departments as requested on an as needed basis during the contract term. The contract shall commence upon approval by the Gwinnett County Board of Commissioners for a twelve (12) month period. **Pricing and delivery are to remain firm throughout the initial term of the contract period. No increases will be accepted.**

The contract may be renewed for four (4) additional annual (12) month periods providing that pricing remains firm or there is a pre-approved increase, service is satisfactory, both parties are willing to renew, and upon approval by the Gwinnett County Board of Commissioners.

### II. General Information

- A. During the term of this contract, if successful supplier is unable to provide any products as specified in the bid document or is providing products below specifications, Gwinnett County reserves the right to terminate the contract and/or purchase outside of contract. **See General Instructions for Bidders, Terms and Conditions, Delivery Failures.**
- B. On the Bid Schedule, under the columns "BRAND NAME & MFG. #" and "UNIT & CASE SIZE" be sure to be specific; include all information applicable to the items (for example: can, box, drum, jug, and how many units are in each container and the unit size for each). **Failure to complete the Bid Schedule in its entirety may result in rejection of bid.**
- C. Approximate quantity is per unit as described, not case.
- D. It will be the responsibility of each bidder to read each line-item description carefully as described on the bid schedule and technical specifications, and then appropriately and legibly fill in the information as requested in each column of the bid schedule. This information will determine your responsiveness to this solicitation.
- E. Manufacturer names, brand names, and product numbers referenced in the following bid documents are used for the sole purpose of describing and establishing minimum performance and quality levels. Such references are not intended to be restrictive.
- F. Material Safety and Data Sheets (MSDS) should be submitted for each product/item bid if requested by Gwinnett County.

### III. Product Packaging

- A. On each product, box, and/or case delivered to each of the County facilities indicated in the following bid specifications, the name of the distributor and the manufacturer name must be indicated with the item/product number, size, quantity, brand name, and case weight. Distributor's name is not to cover/disguise manufacturer's information. Failure to provide labeling with the required information may result in the refusal of delivery, cancellation of order and/or the return of items that are not in compliance with the bid specifications at which no additional cost will be incurred by the County. It will be the responsibility of the successful supplier to incur any additional expense associated with picking up/replacing non-compliant items with items compliant to the bid specifications.
- B. Upon an approved change or substitution of a product by the user department and/or the Purchasing Division, the successful supplier must submit an MSDS sheet with the new product if requested.

### IV. Product Requirements

- A. All products quoted must meet or exceed the technical specifications indicated within this bid. Product technical specifications and MSDS should be submitted for each product labeled with its corresponding item number on the bid schedule if requested by the County. These requirements

establish a minimum performance level and describe features deemed necessary to accomplish specific tasks.

- B. The successful supplier(s) shall supply labels for Gwinnett County to apply to smaller containers when a larger concentrated size is being used.

**V. Equivalent Products/Alternate Bids**

- A. Equivalent products and alternate bids are invited on these items provided the quality and/or performance of the proposed substitution meets or exceeds the specifications as indicated within the bid specifications for each item. Supplier should provide the same guarantee for the equivalent/alternate item as they would for specified product indicated in the bid documents. Supplier should ensure product has been personally investigated and determined that it is equal or superior in all respects to that specified.

The following must be provided with the bid documents for all alternate/equivalent items bid:

- 1. Product identification, including manufacturer's name and product code, brand name, item number, container size, product number, and case quantity.
  - 2. Manufacturer's product literature/specifications, including but not limited to product description and Material Safety Data Sheets for each product if requested.
  - 3. Itemized comparison of alternate product versus product specified.
- B. If bidding something other than the product specified in the Bid Schedule, state your packaging (under the column "UNIT & CASE SIZE") and brand information (under the column "BRAND NAME & MFG. #"). Also, state unit price information (for example if the bid specified a certain size container but is also competitively available in a size very close to what is specified, then the supplier is encouraged to indicate this substitute information and pricing in addition to the specified item being bid). All alternate bids made available to Gwinnett County will be evaluated and awarded only when deemed in the County's best interest.

**VI. Samples**

Gwinnett County reserves the right to request samples for evaluation purposes prior to award.

- A. Samples shall be provided upon request within seven (7) business days.
- B. It will be the responsibility of the supplier to incur all costs associated with the samples.
- C. All samples are to be identified and must include the following:
- D. Labeled with product identification, including supplier's name, manufacturer's/ distributor name, product number, brand name, item number as indicated on the Bid Schedule and the Bid Number.
- E. Manufacturer's product literature/specifications, including but not limited to product description, and Material Safety Data Sheets if requested.
- F. All samples used for evaluation purposes must be the same product that will be provided to the user departments and as indicated on the bid schedule. Quality, quantity per box/case, size, and performance of product and case weight will be taken into consideration in comparing equivalent items bid. Samples will not be returned.
- G. Failure to submit samples upon request may result in rejection of bid documents.

**VII. Substitutions**

- A. No substitutions will be permitted after the award of this bid has been made unless pre-approved in writing by an authorized Gwinnett County representative. Any substitutions that are received, other than those items approved/awarded and indicated on the successful suppliers bid documents will result in possible rejection and cancellation of order. Any approved substitutions must remain at the contracted price. **Gwinnett County reserves the right to purchase outside of this contract and the price difference will be charged to the supplier if substitution is not approved or if the pricing is not held firm.**
1. Prior approval by the user departments and the Purchasing Division is required for any substituted item to ensure that the substituted products are acceptable by all departments made part of this bid. Any products provided to any of the user departments without prior approval/authorization will be returned at the supplier's expense and deemed non-compliant.
  2. The successful supplier agrees not to assign, transfer, or sublet in whole or in part any items indicated in this bid.

**VIII. Product Variations**

Product items described within the bid specifications may be limited to a 4 oz (+/-) variation. If supplier is not able to bid the specified size as described in the bid specifications an equivalent product/item may be bid with the exception of the stated variation. Any product bid that exceeds this variation may be deemed non-responsive.

**IX. Orders**

Orders will be placed directly with the successful supplier with a purchase order issued by the individual user departments on an "as needed" basis. Quantities are approximate annual quantities. Orders are to be filled regardless of quantity and/or dollar amount. All orders delivered or picked up will require a PO number. Orders provided without a contract document are not to be considered authorized purchases and may be subject to non-payment of invoice. All orders must be accompanied by a packing slip and all orders shipped in error, to be returned are to be picked up within five (5) business days of notification.

**XI. Delivery Terms/Invoice**

- A. Delivery should be coordinated with each user department upon award, as orders are placed individually by each department and will require delivery to various facilities and locations as indicated below in item XII.
- B. All products delivered to Gwinnett County under this contract are subject to inspection and verification for compliance with bid specifications. Gwinnett County reserves the right to refuse delivery or return any items received that are not labeled properly, damaged, or not in compliance with the bid specifications. Any and all non-compliance will be documented by County personnel and may have a negative impact on suppliers with this contract including but not limited to vendor replacement of products, rejection of shipment, possible cancellation of order and/or re-award of contract which could negatively impact future awards. All cost incurred to pick up and correct non-compliant or damaged orders will be the sole responsibility of the successful supplier.
- C. Deliveries will be F.O.B. Destination to each location, drop ship only (no inside delivery required). Supplier shall deliver orders as specified on the issued PO document received and be accompanied with a packing slip. All invoices shall reflect the bid number, PO document number and the delivery address. **All items ordered from this contract must be invoiced separately from those items ordered which are not a part of this contract.**

**F.O.B. Point:** Item(s) shall be shipped F.O.B. Destination. 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 all items are delivered and the contract of carriage has been complete.

**Delivery Time A.R.O.**

After receipt of order (PO document) and all pertinent information necessary from Gwinnett County, please indicate on the attached **Bid Schedule** for each item, the number of calendar days required for delivery.

**XII. Delivery Locations**

Delivery will be F.O.B. Destination to the following locations: (Gwinnett County reserves the right to change locations through the life of the contract and locations may be added and deleted.)

<p><b>Gwinnett County Comprehensive – Correctional Complex</b> 750 Hi-Hope Road Lawrenceville, GA 30043</p>	<p><b>Gwinnett County Detention Center</b> 2900 University Parkway Lawrenceville, GA 30043 <b>** Hours of Delivery- 7:00 am – 3:30 pm</b></p>
<p><b>Police Services - Police Headquarters</b> 770 Hi-Hope Road Lawrenceville, GA 30043</p>	<p><b>Department of Water Resources – Central Warehouse</b> 684 Winder Highway Lawrenceville, GA 30045</p>
<p><b>Department of Community Services – Parks and Recreation Warehouse</b> 352 Hosea Road Lawrenceville, GA 30046 <b>**Hours of Delivery at this Location should be Monday – Friday, 7:00 am. – 2:00 p.m.</b></p>	<p><b>Department of Fire &amp; Emergency Services - Logistical Support Section</b> 450 Hosea Road Lawrenceville, GA 30046</p>
<p><b>Department of Support Services Fleet Management</b> 620 Swanson Drive Lawrenceville, GA 30043 <b>**Hours of Delivery at this location should be Monday – Friday, 8:00 am. – 4:00 p.m.</b></p>	<p><b>Department of Support Services - Housekeeping/Building Services</b> 75 Langley Drive Lower Level – Room LL752 Lawrenceville, GA 30046 <b>**Hours of Delivery at this location should be Monday – Friday, 8:00 am. – 4:00 p.m.</b></p>
<p><b>Department of Transportation – Signal Shop</b> 250 Oak Street Lawrenceville, GA 30046</p>	<p><b>Department of Transportation – Airport</b> 600 Briscoe Boulevard Lawrenceville, GA 30046 <b>**Hours of Delivery at this location should be Monday – Friday, 8:00 am. – 4:00 p.m.</b></p>
<p><b>Department of Transportation – Central Warehouse</b> 620 Winder Highway Lawrenceville, GA 30045</p>	<p><b>Voter Registrations &amp; Elections</b> 455 Grayson Hwy, Ste 200 Lawrenceville, GA 30046 Contact: Nicola Gordon Phone: 678-2267-7239 <b>**Delivery Time: Monday-Friday 8:00 a.m. to 4:00 p.m.</b></p>

**XIII. Award**

Award will be based on the correct lowest unit of measure price. Gwinnett County reserves the right to make award of this bid by line item, by section, or to the overall low responsive and responsible supplier bidding the majority of items, and/or on the basis of uniformity as deemed in the County's best interest.

**XIV. Communications**

Individuals, firms, and businesses seeking an award of a Gwinnett County contract may not initiate or continue any verbal or written communications regarding a solicitation with any County officer, elected

official, employee, or other County representative without permission of the Purchasing Associate named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.

### **BID SCHEDULE INFORMATION**

**Examples: Please see the first two lines of the Bid Schedule for the example along with the explanation for calculation below:**

The Supplier will complete the columns "BRAND NAME & MFG. #" and "UNIT & CASE SIZE" and "DELIVERY A.R.O.". Failure to provide this information could result in your bid being deemed non-responsive.

The unit price should be two (2) decimal places. Any unit price per case/box/bag/etc. will be rounded to two decimal places.

**PLEASE NOTE: To compare bid prices, the lowest unit of measure formula is rounded to the fourth decimal place. NOTE: THE COST OF LOWEST UNIT OF MEASURE (i.e., Cost per OZ.) WILL BE EVALUATED AND USED TO DETERMINE THE AWARDED BIDDER.**

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## BID SCHEDULE

ITEM #	APPROX. ANNUAL QTY	DESCRIPTION	BRAND NAME & MFG. #	UNIT & CASE SIZE	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
<b>SECTION A: GENERAL CLEANERS</b>							
1.	480 GAL	Heavy Duty All Purpose Industrial Cleaner/ Degreaser w/ pump, concentrated, water-based, non-flammable, non-corrosive, can be diluted from 5 to 50 parts water, 1 gallon container, (pump MUST be included), Zep Formula 50 # 085921 or approved equivalent		_____/BOX _____/CASE		\$	\$
2.	572 GAL	Cleaner, Degreaser, 1 gallon bottle, Zep Citrus 045524 or approved equivalent		_____/BOX _____/CASE		\$	\$
3.	2,348 GAL	Multi-use Disinfectant Pine Scented Cleaner, 1 gallon container, Renown REN02810-MS or approved equivalent		_____/BOX _____/CASE		\$	\$
4.	3,198 GAL	Disinfectant Bathroom Cleaner, mild, non-acid ready to use, 1-gallon containers, Spartan NABC 749604 or approved equivalent		_____/BOX _____/CASE		\$	\$
5.	11,250 EA	Window Cleaner, non-ammoniated, streak free, 32 oz bottles w/ sprayer, Renown REN02812-MS or approved equivalent		_____/BOX _____/CASE		\$	\$
6.	6,360 EA	Mildew Stain Remover, 32 oz bottle, Ajax or approved equivalent		_____/BOX _____/CASE		\$	\$
7.	580 EA	Drain & Sewer cleaner plus maintainer, liquid ready-to-use, non-acid, one quart (32oz.) container, Bloc-Aid, Spartan 738003 or approved equivalent		_____/BOX _____/CASE		\$	\$
8.	760 EA	Cleaner, Odor Eliminator, Stain Remover, one quart (32 oz.) container, Consume Spartan 319703 or approved equivalent		_____/BOX _____/CASE		\$	\$
9.	200 GAL	Cleaner, all-purpose hydrogen peroxide cleaner, green seal certified, gallon container, Peroxy or approved equivalent		_____/BOX _____/CASE		\$	\$

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 BID SCHEDULE CONTINUED**

ITEM #	APPROX. ANNUAL QTY	DESCRIPTION	BRAND NAME & MFG. #	UNIT & CASE SIZE	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
10.	131 GAL	Vital Oxide, 1 gallon jug, will be used with electrostatic sprayers		_____/BOX _____/CASE		\$	\$
11.	810 EA	Metered Air Fresheners		_____/BOX _____/CASE		\$	\$
12.	58 GAL	Disinfectant Bathroom Cleaner, mild, non-acid ready to use, 1-gallon containers		_____/BOX _____/CASE		\$	\$
<b>SECTION A TOTAL:</b>						\$	
<b>SECTION B: SOAP PRODUCTS</b>							
1.	10,010 EA	Disinfecting Wipes, citrus scent, pre-moistened, 75 count container, Lysol, Clorox or approved equivalent		_____/BOX _____/CASE		\$	\$
2.	48 EA	Lotion Hand Soap w/ moisturizes, enriched w/ Glycerin, Aloe & Vitamin E, must work with the Technical Concepts One Shot Dispenser # 401310. 27 fl. oz/800 ml bottle, Technical Concepts # 401311 or approved equivalent		_____/BOX _____/CASE		\$	\$
3.	3 EA	Antibacterial Foam Hand Soap, Gallon Bottles, Viscosity <=/=25 cps, Specific Gravity of 1.00 and 100% water solubility. Global Industrial Foam Hand Soap or approved equivalent		_____/BOX _____/CASE		\$	\$
4.	600 EA	Clario foam hand wash or approved equivalent, 1000 ml, For use with item #18 (Above)		_____/BOX _____/CASE		\$	\$

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BID SCHEDULE CONTINUED

ITEM #	APPROX. ANNUAL QTY	DESCRIPTION	BRAND NAME & MFG. #	UNIT & CASE SIZE	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
5.	2 EA	Antibacterial Instant Hand Sanitizer w/moisturizers & vitamin E (waterless), kills 99.9% of most common germs		_____/BOX _____/CASE		\$	\$
<b>SECTION B TOTAL:</b>						\$	
<b>SECTION C: INDUSTRIAL PRODUCTS</b>							
1.	730 EA	Vehicle Wash and Wax, concentrated blended liquid detergent & wax, free rinsing, 1 gallon container, GCI 07440 or approved equivalent		_____/BOX _____/CASE		\$	\$
2.	1,1124 EA	Vinyl and Rubber Protectant, 32 oz trigger spray bottle, ZEP All Around 0389 or approved equivalent		_____/BOX _____/CASE		\$	\$
3.	542 EA	Premium Oil Absorbent, coarse granular clay, 40 lb. bag, Oil Dri Absorbs-It #I01140 or approved equivalent		_____/BOX _____/CASE		\$	\$
4.	53 EA	WD-40, 12oz can with smart spray straw		_____/BOX _____/CASE		\$	\$
<b>SECTION C TOTAL:</b>						\$	
<b>SECTION D: KITCHEN PRODUCTS</b>							
1.	212 BX	Scouring Pads, 6" x 4 1/2" teledyne green, 12 count boxes		_____/BOX _____/CASE		\$	\$
2.	9,322 EA	Scrubber Sponges, 2-sided cleaning pad w/ one side sponge & one side abrasive material, Impact 7130P or approved equivalent		_____/BOX _____/CASE		\$	\$

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BID SCHEDULE CONTINUED

ITEM #	APPROX. ANNUAL QTY	DESCRIPTION	BRAND NAME & MFG. #	UNIT & CASE SIZE	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
3.	1,820 EA	Stainless Steel Scrubber Pads, non-flaking		_____/BOX _____/CASE		\$	\$
4.	651 EA	Liquid Dish Detergent, 5-gallon pail, Dawn or approved equivalent, MUST have grease-fighting power equal to that of Dawn		_____/BOX _____/CASE		\$	\$
5.	1,840 EA	Liquid Dish Detergent, 42oz bottle, Dawn or approved equivalent.		_____/BOX _____/CASE		\$	\$
<b>SECTION D TOTAL:</b>						\$	
<b>SECTION E: FLOOR PRODUCTS</b>							
1.	15 EA	26 Quart Plastic Mop Bucket w/ Plastic 3" Casters, heavy duty molded plastic, color: yellow, 18 7/8" x 18 5/8" x 13 1/8", Rubbermaid # 6132-88 or approved equivalent For use with Item F2 (Below)		_____/BOX _____/CASE		\$	\$
2.	15 EA	Downward Pressure Wringer accepts mop sizes of 16 oz - 32 oz, molded plastic, For use with Item F1 (Above)		_____/BOX _____/CASE		\$	\$
3.	116 EA	26 Quart Heavy Duty Bucket/Wringer Combo, SW12, side press ringer, yellow w/ corrosion resistant handles & hardware, w/ 3" non-marking casters, Continental, Combo Pack 226-312 YW or approved equivalent		_____/BOX _____/CASE		\$	\$
4.	36 EA	Wax Mop Head, all rayon, looped ends w/ tailband, candy-strip blue & white yarn, non-linting, Size: Large		_____/BOX _____/CASE		\$	\$
5.	120 EA	11" Whisk Broom w/ corn bristles		_____/BOX _____/CASE		\$	\$
6.	84 EA	24" Push Broom for smooth surfaces with 60" steel handle, resin block, natural Tampico fibers, Quickie Bulldozer #00594 or approved equivalent		_____/BOX _____/CASE		\$	\$
7.	10 EA	36" Dust Mop Frame (only), 5"X x 36"L, oval at end, rust resistant, w/ bracket in middle to attach mop head, ABCO #BH-24536 or approved equivalent, For use with items F19 & F20		_____/BOX _____/CASE		\$	\$

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## BID SCHEDULE CONTINUED

ITEM #	APPROX. ANNUAL QTY	DESCRIPTION	BRAND NAME & MFG. #	UNIT & CASE SIZE	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
8.	590 EA	Dust Mop Head (only), 5"W x 36"L constructed of heavy-duty preshrunk canvas backing & natural 4 ply cotton yarn, must be tufted design and slot pocket style, tie on, ABCO #DM24536W or approved equivalent, For use with items F18 & F20		_____/BOX _____/CASE		\$	\$
9.	90 EA	24" Dust Mop Frame (only), constructed of chrome plated heavy steel wire approx. 1/4" diameter, oval at end, 5"W x 24"L, w/ bracket to attach mop head Item F20.		_____/BOX _____/CASE		\$	\$
10.	458 EA	Dust Mop Head (only), 5"W x 24"L constructed of heavy-duty preshrunk canvas backing & natural 4 ply cotton yarn, tufted design and slot pocket style, LaFitte Mop #DM60524 or approved equivalent. For use w/ Item F19.		_____/BOX _____/CASE		\$	\$
11.	1,854 EA	Industrial Wet Mop Head, 24 oz, 4 ply, 5" vinyl mesh headband synthetic/acrylic blend, preshrunk, non-linting, must withstand being laundered on a regular basis (in mesh bag), must be banded, looped end w/ double-sewn tailbands, for use w/ clamp or gripper mop, non-disposable, color: blue, size: large, ABCO CLM-303LWB or approved equivalent		_____/BOX _____/CASE		\$	\$
12.	55 EA	60" Metal threaded wood broom handle, 15/16" Diameter, ABCO 01104 or approved equivalent. For use with item #F24		_____/BOX _____/CASE		\$	\$
13.	960 EA	32 oz Spray Bottle w/ Trigger Sprayer (Combo), constructed of high impact, durable plastic w/ adjustable sprayer, units of measurement must be indicated on bottle in 1 fl. oz increments starting with 2 fl. oz - 32 fl. oz,		_____/BOX _____/CASE		\$	\$
14.	2,500 EA	32 oz Plastic Bottle for use w/ Trigger Sprayer Item F27, units of measurement must be indicated on bottle in 1 fl. oz increments from 2 fl. oz to 32 fl. oz, Continental 932CG or approved equivalent		_____/BOX _____/CASE		\$	\$
15.	3,125 EA	Trigger sprayer, leak-proof nozzle, adjustable spray for use with 32 oz plastic bottle, Item F26 Continental Spray Pro 902RW9 or approved equivalent		_____/BOX _____/CASE		\$	\$
16.	282 EA	Utility Scrub Brush, 8" polypropylene bristles in plastic block, Renown REN03948 or approved equivalent		_____/BOX _____/CASE		\$	\$
17.	252 EA	Wire Brush, 1 1/8" x 10" L, rugged wood block filled with 4 x 16 rows of tempered steel wire, staple set, 1 1/4" trim		_____/BOX _____/CASE		\$	\$

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BID SCHEDULE CONTINUED

ITEM #	APPROX. ANNUAL QTY	DESCRIPTION	BRAND NAME & MFG. #	UNIT & CASE SIZE	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
18.	268 EA	9" Plastic Truck Brush, 9" plastic block, one threaded & one tapered handle hole, 2 1/2" trimmed soft plastic bristles		_____/BOX _____/CASE		\$	\$
19.	234 EA	Lambs wool Duster w/ telescoping plastic handle, adjustable 30"-42", Rubbermaid FG9C0400 0000 or approved equivalent		_____/BOX _____/CASE		\$	\$
20.	100 EA	Aero Chemical Spray Mister 1000, 1-gallon bottles		_____/BOX _____/CASE		\$	\$
21.	396 EA	Floor Finish, high gloss, combination sealer/polish, 1 gallon, Renown REN02819-MS or approved equivalent		_____/BOX _____/CASE		\$	\$
22.	444 EA	Floor Stripper, no-rinse, non- caustic, 1 gallon, Renown REN02808-MS or approved equivalent		_____/BOX _____/CASE		\$	\$
23.	156 EA	Floor Spray Buff for use in high-speed buffers, 1 quart size, Renown REN02842-MS or approved equivalent		_____/BOX _____/CASE		\$	\$
24.	36 EA	4' long broom handle, Threaded tip, 7/8" diameter MUST fit Angle broom (above)		_____/BOX _____/CASE		\$	\$
25.	50 EA	10" Plastic Truck Brush, 10" plastic block, one threaded & one tapered handle hole, 2 1/2" trimmed soft plastic bristles, Better Brush #180710 or approved equivalent		_____/BOX _____/CASE		\$	\$
<b>SECTION E TOTAL:</b>						\$	
<b>SECTION F: TRASH CAN LINERS</b>							

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BID SCHEDULE CONTINUED

ITEM #	APPROX. ANNUAL QTY	DESCRIPTION	BRAND NAME & MFG. #	UNIT & CASE SIZE	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
1.	180 CS	24" x 33" charcoal, 1.5 mil, 12/16-gallon		_____/BOX _____/CASE		\$	\$
2.	2,310 CS	38" x 58" clear low density super heavy, 1.1 mil, 60-gallon (100/case)		_____/BOX _____/CASE		\$	\$
3.	5,416 CS	38" x 58" black, 1.5 mil, 60 gallon		_____/BOX _____/CASE		\$	\$
4.	720 CS	38" x 60" orange, 17 mic, 60 gallon		_____/BOX _____/CASE		\$	\$

**SECTION F TOTAL:**

**\$**

**SECTION G: MISCELLANOUS**

1.	2,260 EA	Wipes, All-Purpose, Kimberly-Clark Wypall 9/case		_____/BOX _____/CASE		\$	\$
2.	180 EA	Hand Sanitizer Dispenser Wall/Pedestal		_____/BOX _____/CASE		\$	\$
3.	1,405 EA	Glove, black nitrile Industrial Textured-Powder free-non-sterile-latex free, 100 per box - XL		_____/BOX _____/CASE		\$	\$
4.	1,690 EA	Glove, black nitrile Industrial Textured-Powder free-non-sterile-latex free, 100 per box - 2XL		_____/BOX _____/CASE		\$	\$
5.	200 CS	enMotion 8" Recycled High-Capacity Paper Towel (6 Rolls-Case) / MFG# 89440		_____/BOX _____/CASE		\$	\$
6.	250 EA	Painter's Choice, Rag, Cloth-N-Box, 4lb box, white produce number 6414-05-TS Qty		_____/BOX _____/CASE		\$	\$
7.	100 CS	enMotion Gen2 1,200 mL Tranquil Aloe Gentle Moisturizing Foam Soap (MFG # 42715)		_____/BOX _____/CASE		\$	\$
8.	500 EA	Sanitary Napkins		_____/BOX _____/CASE		\$	\$

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

BID SCHEDULE CONTINUED

ITEM #	APPROX. ANNUAL QTY	DESCRIPTION	BRAND NAME & MFG. #	UNIT & CASE SIZE	DELIVERY A.R.O.	UNIT PRICE	TOTAL PRICE
9.	275 CS	Hairnet, white, 21" pleated, latex-free, Bouffant Caps (1000/case) AmerCare Royal #RP110NWP or equivalent ____ # of caps/sleeve ____ # of sleeve/case		_____/BOX _____/CASE		\$	\$
<b>Section G Total:</b>						\$	

SECTIONS	TOTAL AWARD FOR SECTION
SECTION A: GENERAL CLEANERS	\$
SECTION B: SOAP PRODUCTS	\$
SECTION C: INDUSTRIAL PRODUCTS	\$
SECTION D: KITCHEN PRODUCTS	\$
SECTION E: FLOOR PRODUCTS	\$
SECTION F: TRASH CAN LINERS	\$
SECTION G: MISCELLANEOUS	\$
<b>GRAND TOTAL (SECTIONS A, B, C, D, E, F, G)</b>	\$

**NOTE:**

- Unit price must include freight cost and should be rounded to nearest 2 decimal points.
- IN ORDER TO COMPARE BID PRICES LOWEST UNIT OF MEASURE MUST BE ROUNDED TO THE FOURTH DECIMAL PLACE. The cost of lowest unit of measure (i.e., cost per bag) will be evaluated and used to determine the awarded supplier.
- THE PRICE PER CASE SHOULD BE ROUNDED TO THE SECOND DECIMAL PLACE and MUST INCLUDE FREIGHT CHARGES. Bidders are requested to enter unit cost for each item for which a bid is submitted (the unit price should only use the appropriate decimal place, as listed above).

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

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

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.

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 \_\_\_\_\_

**REFERENCES**

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

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

1. Company Name \_\_\_\_\_  
Brief Description of Project \_\_\_\_\_  
Completion Date \_\_\_\_\_  
Contract Amount \$ \_\_\_\_\_ Start Dates \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

2. Company Name \_\_\_\_\_  
Brief Description of Project \_\_\_\_\_  
Completion Date \_\_\_\_\_  
Contract Amount \$ \_\_\_\_\_ Start Date \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

3. Company Name \_\_\_\_\_  
Brief Description of Project \_\_\_\_\_  
Completion Date \_\_\_\_\_  
Contract Amount \$ \_\_\_\_\_ Start Date \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

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



## 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

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 E02011, Sec. 54-33. The ordinance will be available to view in its' entirety at [www.gwinnettcountry.com](http://www.gwinnettcountry.com)

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

## BL049-26

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

## **I. PREPARATION OF SUBMITTAL**

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

## **II. DELIVERY**

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

## **III. EXPLANATION TO VENDORS**

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

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

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

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

**V. WITHDRAWAL DUE TO ERRORS**

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

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

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

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

**VI. TESTING AND INSPECTION**

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

**VII. F.O.B. POINT**

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

**VIII. PATENT INDEMNITY**

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

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

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

**X. DISCOUNTS**

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

**XI. AWARD**

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

B. A vendor may select Direct Deposit payment process and the payment will be deposited directly into an account at their designated financial institution. To securely enroll in Direct Deposit, either access your online [Vendor Login and Registration](#) on the County's web site and update the requested information on the Direct Deposit tab or mail a [Direct Deposit Authorization Agreement](#) form.

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

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

Take I-85 to Georgia Highway 316 (Lawrenceville/Athens exit). Exit Highway 120 (Lawrenceville/Duluth exit) and turn right. At seventh traffic light, turn right onto Langley Drive. Cross Highway 29 through the traffic light and proceed through the roundabout. Visitors can either proceed to the front parking area on the left or to the parking deck behind the building. Click [here](#) for additional information about parking. The Purchasing Division is located on the second floor, West Wing.