



May 11, 2026

**INFORMAL WRITTEN QUOTE  
IWQ 130603**

Gwinnett County is soliciting competitive quotes from qualified contractors for the **Gwinnett County Fire Station #24 Parking Lot Improvements Project** for the Department of Support Services.

Quotes should be typed or submitted in ink and returned to the Attention of Jake Scarpone, Purchasing Associate III. Quotes should be received by **3:00 P.M. on Friday, June 10, 2026** by email to [Jake.Scarpone@GwinnettCounty.com](mailto:Jake.Scarpone@GwinnettCounty.com) or sent to the Gwinnett County Financial Services - Purchasing Division – 2nd Floor – Financial Services, 75 Langley Drive, Lawrenceville, Georgia 30046.

A pre-quote conference is scheduled for **May 20, 2026 at 2:00 P.M. at the Gwinnett County Fire Station #24 located at 2735 Mall of Georgia Blvd, Buford, GA 30519**. All interested contractors are urged to attend. Questions regarding quotes should be directed to Jake Scarpone, Purchasing Associate II at [Jake.Scarpone@GwinnettCounty.com](mailto:Jake.Scarpone@GwinnettCounty.com) or by calling 770-822-8722 no later than 3:00 P.M. on **May 27, 2026**. Quotes are legal and binding upon the bidder when submitted. The written Quote documents supersede any verbal or written prior communications between the parties.

Successful awarded vendor will be required to meet insurance requirements. Insurance Company must be authorized to do business in Georgia by The Georgia Insurance Department, listed in the Department of Treasury's Publication of Companies holding Certificates of Authority as Acceptable Surety on Federal Bonds and as acceptable reinsuring companies, 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, Gwinnett County Justice and Administration Center, 770-822-8165.

Award will be made to the contractor submitting the lowest responsive and responsible quote. Gwinnett County reserves the right to reject any or all quotes, to waive technicalities, and to make an award deemed in its best interest. Quotes 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.

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

Jake Scarpone  
Purchasing Associate II

The following pages should be returned with your quote:

**Quote Schedule, Page 5  
References, Page 6  
Subcontractor List, Page 7  
E-Verify, Page 8**

## SPECIFICATIONS

### GWINNETT COUNTY ENTREPRENEUR CENTER ROOF AND GUTTER REPLACEMENT

#### I. GENERAL INFORMATION

The Gwinnett County Department of Support Services is soliciting quotes from qualified contractors for parking lot improvements at the Gwinnett County Fire Station #24, located at 2735 Mall of Georgia Blvd, Buford, GA 30519.

The awarded contractor is expected to substantially complete the work by August 1, 2026.

#### II. SPECIFICATIONS & SCOPE OF WORK

1. All specifications are listed in the attached construction documents, titled GWINNETT FIRE STATION 24 PARKING LOT IMPROVEMENTS, which include:
  - COVER SHEET
  - RECORD DRAWING
  - C-0.1 – EXISTING CONDITIONS – SITE PHOTOS
  - C-1.0 – DEMOLITION & EROSION CONTROL PLAN
  - C-2.0 – SITE PLAN
  - C-3.0 – GRADING PLAN
  - D-1.0 – DETAILS - CONSTRUCTION
  - D-1.1 – DETAILS - GDOT
2. **The SCOPE OF WORK includes:**
  - The scope for this project includes asphalt surface improvements, striping and signage.
  - As indicated on the design, sections of asphalt surfaces will be improved through full-depth removal, milling & overlay, and crack fill and sealing.
  - Any wheel stops, signs, and posts affected by construction must be securely reinstalled.
  - Striping and other marking must be installed as indicated on the design.
  - **NOTE: All ADA curb modifications are not included in the IWQ and will be completed by the stand-by contractor.**
3. **Implementation**

The contractor shall provide all labor, materials, equipment, and supervision necessary to complete the work as described in the Scope of Work, Specifications, and General Requirements. Work will be considered completed when the County Representative has determined that all requirements of the project scope have been met. **The contractor should attend a scheduled pre-bid meeting to inspect existing conditions.** The contractor shall be responsible for verification of conditions necessary to properly execute the work. The contractor shall comply with all manufacturer recommendations and specifications. **The contractor shall haul away all trash, debris, and sediment collected in the scope of work. The contractor will be required to work under the supervision of and comply with directions of the County representative. This facility is always operational and must remain accessible to Fire and Emergency vehicles and personnel. All emergency egress points must remain clear and unblocked. Other work may take place at the facility concurrently.**

All work must comply with the intent of the Construction Documents. The contractor will continuously monitor the quality of both work and materials and address all concerns and correct issues

communicated by the County Representative for each phase of work before moving on to the next phase. **The contractor must have a final proposed plan ready for the preconstruction meeting which must be approved by the County Representative.** Phasing for striping may be different from or additional to phasing for asphalt work. All existing striping must be completely covered and not be visible once the sealcoat is completed. Striping will be solid, not semi-transparent, not wavy, with crisp and clear edges and no overspray. **The Contractor will be responsible for securing the parking lot from vehicle traffic until striping is dry.** Wheel stops, signs, and posts will be securely installed, with all bolts, rods, and other fasteners per manufacturer recommendations, correctly positioned and oriented as intended for proper function, and without damaging surrounding surfaces.

#### **4. Scheduling of Work**

**The Contractor will email a proposed schedule to the County Representative and will provide notice of delays as early as possible.** Delays in scheduling may be approved due to inclement weather. It is anticipated that all work will be completed during normal daytime working hours on consecutive days, with some downtime possibly required to move vehicles from side of the parking lot to the other between phases. **The Contractor is expected to substantially complete the work by August 1, 2026.**

#### **5. Protection, Cleaning and Restoration of Project Site**

The Contractor shall take all necessary precautions and implement measures as applicable to protect building fixtures and finishes in the immediate project area or affected by the project work. The contractor also shall protect surfaces exterior to the building such as walkways, lawns, shrubs, and trees. The contractor shall be responsible for placing all barriers, protective screening and/or signage needed to caution or protect non-contractor personnel in the work area and adjacent spaces.

The contractor shall not dispose of volatile waste such as paints, cleaners, or solvents in storm or sanitary drains, on pavement, or in gutters on the project site. The contractor shall not handle or dispose of waste materials, cleaning compounds, paints, solvents, or other chemicals in a manner that will adversely affect building occupants or that will contaminate soil or be harmful to plant life on the project site.

The contractor shall keep the worksite clean and free of debris. Trash shall be removed from the site daily. The contractor shall always maintain a level of cleanliness and neatness needed for proper execution of the work. Tools and other equipment must be properly stored and secured. The contractor will secure all facility entrances at the end of each workday as indicated during the preconstruction meeting. The contractor shall keep finished work clean and shall protect it from damage.

When the work is complete, the contractor shall clean the project site in all areas disturbed by construction, of rubbish, waste material and litter; remove all tools, construction equipment and surplus materials from the project site; and remove temporary protection and facilities installed during construction. Except as otherwise provided herein, all surfaces and/or finishes damaged by construction shall be patched, repaired, or restored to match the surrounding areas.

#### **6. Safety Precautions and Requirements**

The contractor shall take precautions to prevent fires and to facilitate fire-fighting operations. The contractor shall store flammable materials in non-combustible containers and away from fire sources, shall remove flammable waste promptly and regularly, and shall carefully supervise operation of potential fire sources, such as cutting and welding.

The contractor shall take precautions to prevent accidents due to physical hazards and shall provide barricades and signs to protect the contractor's personnel and the public from hazards and to inform them thereof. Barricades and signage shall comply with all safety regulations.

The contractor shall provide and require use of safety equipment, clothing, and accessories as required by construction activity and applicable safety regulations.

**7. Insurance**

The contractor shall obtain, maintain, and furnish the County with certificates of insurance covering the duration of the project period. The insurance must include the terms and coverage provided for the Vendor Insurance Requirements of these quote documents.

**8. General Warranty**

The contractor shall warrant against any defects in labor and materials for a minimum of 1 year from completion of installation. The contractor shall respond to warranty calls within 48 hours and take immediate action to repair or replace defective or malfunctioning parts within 7 days of notice.



**REFERENCES**

Gwinnett County requests a minimum of three (3) references from within the last five (5) years 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 Date \_\_\_\_\_

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 \_\_\_\_\_





## VENDOR INSURANCE REQUIREMENTS

**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

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

- Gwinnett County Board of Commissioners shall be Additional Insureds.
- Contractor shall be liable for money, securities, or other property of the County.
- Such coverage shall include an owner coverage endorsement for County and County shall be included as a loss payee.
- Additional Insured Endorsements must be provided with the Certificate of Insurance

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

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

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

Property Insurance:

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

Riggers Liability Insurance:

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

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

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

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

- Such policy shall include contractual liability covering all owned and non-owned aircraft
- If the party providing the Aircraft Liability insurance is not Contractor, then Contractor shall require such party to (a) waive any subrogation rights of recovery they and/or their insurance carriers may have against County and any other indemnified parties and (b) name County and such other parties as Additional Insureds
- The Contractor shall (or shall require aircraft owner or operator) to hire,

employ, and utilize pilots certified by the Federal Aviation Administration to operate any such aircraft.

- B. Gwinnett County Board of Commissioners (and any applicable Authority) must be specified in writing as an Additional Insured on General Liability, Auto Liability and Umbrella Liability policies.
- C. The cancellation should provide 10 days' notice for nonpayment and 30 days' notice of cancellation.
- D. Certificate Holder should read:  
  
Gwinnett County Board of Commissioners  
75 Langley Drive  
Lawrenceville, GA 30046-6935
- E. Insurance Company, except Worker' Compensation carrier, must have an A.M. Best Rating of A-7 or higher. Certain Workers' Comp funds may be accepted subject to the approval of the Gwinnett County Insurance Unit. European markets including those based in London and domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the Contractor's broker/agent can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A-7 or better.
- F. Insurance companies providing coverage should be licensed, and authorized to do business by the Office of the Insurance and Safety Fire Commissioner of Georgia ("Insurance Commissioner"), with the exception of non- admitted carriers, in which case the broker placing coverage should be licensed by the Insurance Commissioner. All agents placing coverage should be licensed by the Insurance Commissioner, either as a resident or non- resident.
- G. Certificates of Insurance, and any subsequent renewals, must reference each corresponding bid/contract by project name and project/bid number, if applicable.
- H. The Contractor shall agree to provide complete certified copies of current insurance policy(ies) or a certified letter from the insurance company(ies) if requested by the County to verify compliance with these insurance requirements.
- I. All insurance coverage required to be provided by the Contractor shall state that it is primary over any insurance program carried by the County.
- J. Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every subcontractor in any tier and shall require each and every subcontractor of any tier to comply with all such requirements. The Contractor agrees that if for any reason a subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
- K. No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Gwinnett County as a to form and content has been filed with Gwinnett County. The ACORD Certificate of Insurance or a preapproved substitute is the required form in all cases where reference is made to a Certificate of Insurance or an approved substitute.

- L. The Contractor and its insurer(s) shall agree to waive all rights of subrogation against the County, the Board of Commissioners, its officers, officials, employees, and volunteers from losses arising from work performed by the Contractor for the County.
- M. Special Form Contractors' Equipment and Contents Insurance covering owned, used, and leased equipment, tools, supplies, and contents is required to perform the services called for in the Contract. The coverage must be on a replacement cost basis. The County will be included as a Loss Payee in this coverage for County owned equipment, tools, supplies, and contents.
- N. The Contractor shall make available to the County, through its records or the records of its insurer, information regarding any claim related to a County project. Any loss run information relating to a County project will be made available to the County upon its request.
- O. Compliance by the Contractor and Subcontractors with the foregoing insurance requirements shall not relieve the Contractor and Subcontractors of liability under the Contract and any applicable law.
- P. The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
- Q. The Contractor shall at a minimum apply risk management practices accepted by the Contractors' industry.
- R. The Contractor shall advise the County if required limits of insurance become eroded or impaired.

Surety Bonds (if required)

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

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

**Buyer Initials: JS**

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

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

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

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

SIGNATURE



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

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**\*\*\*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 VERSUS 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 OR 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.



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DEPARTMENT OF FINANCIAL SERVICES | PURCHASING  
**GENERAL INSTRUCTIONS FOR VENDORS,  
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**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 only have 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



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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 [GwinnettCounty.com](http://GwinnettCounty.com).

**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



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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 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.**



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**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 to 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.



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**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.



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**XVI. NON-COLLUSION**

Vendor declared 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 Division 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 vendor, 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 (10) 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 thirty (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.



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**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 the 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 the 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 Police and 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 Police and 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 of 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.



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**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 subcontractor's 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 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 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



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preference as far as may be reasonable and practicable to such suppliers, materials, equipment, and agricultural products as may be manufactured or produced in this state. Such preference shall not sacrifice quality. The 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, judgement, cost, penalty, liability, loss, or expense (1) is attributable to bodily injury, sickness, disease, or death, or 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 subcontracts (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 and Review Committee for action pursuant to the Purchasing Ordinance or to the District



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Attorney for possible criminal prosecution. Note: See Gwinnett County Code of Ethics Ordinance E02011, Section 54-33. The ordinance is available to view in its entirety at [GwinnettCounty.com](http://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 [Supplier Login and Registration](#) on the County's website and update the requested information on the Direct Deposit tab or mail a [Direct Deposit Authorization Agreement](#) form.

County staff are required to verify receipt of goods and submit proof of delivery of services with invoice before payment is processed. Failure to provide proof of delivery of goods and/or services may result in delayed payment.

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 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 the 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. **The Purchasing Division is located on the second floor of the Gwinnett Justice and Administration Center at 75 Langle Drive, Lawrenceville, Georgia, 30046. WE HAVE MOVED BACK TO OUR PERMANENT LOCATION.**

# GWINNETT FIRE STATION #24 PARKING LOT IMPROVEMENTS

2735 MALL OF GEORGIA BLVD, BUFORD, GA 30519

GWINNETT COUNTY

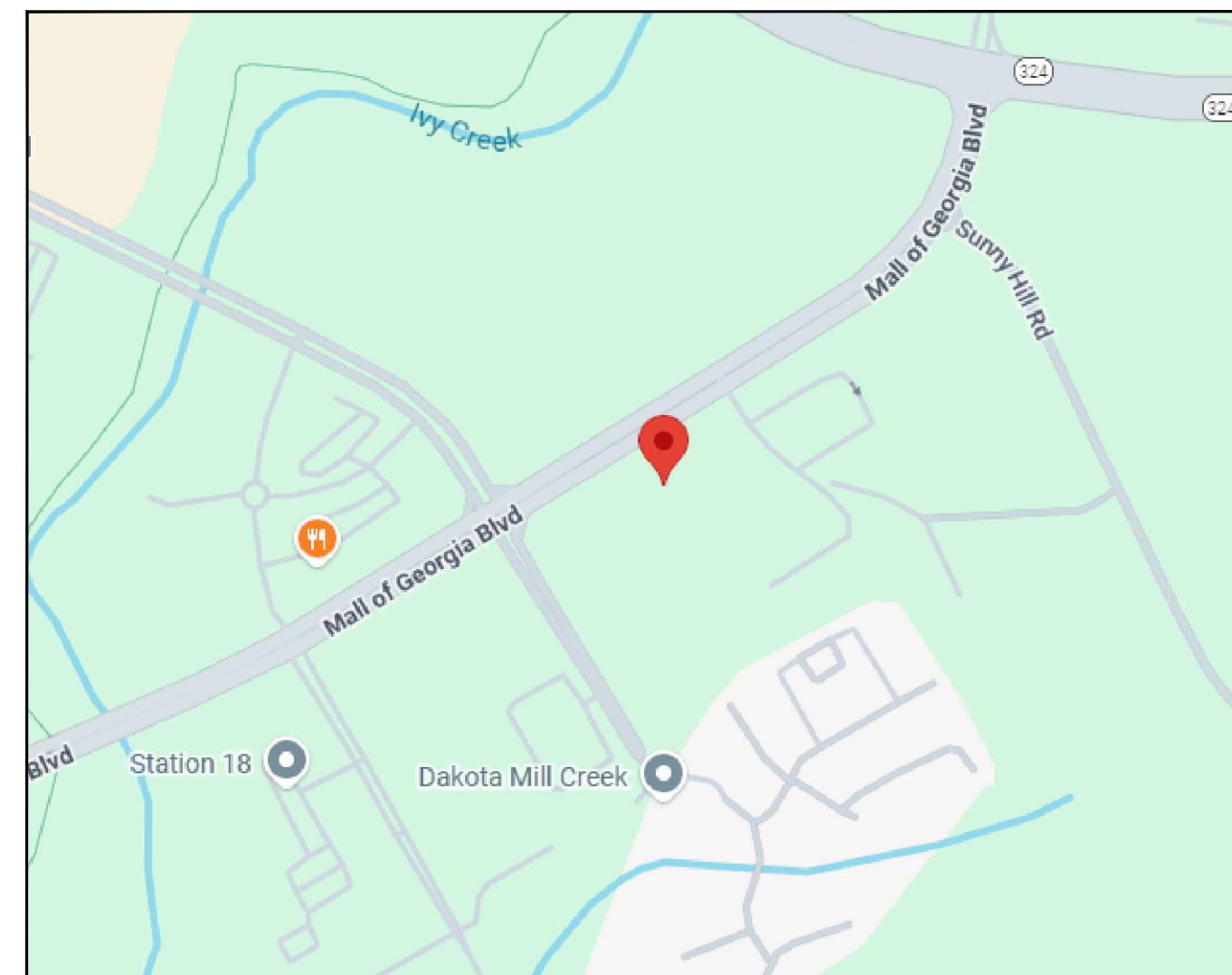
GWINNETT PLAN REVIEW CASE #: EPN2026-00180

**CODE REFERENCE**

2012 GWINNETT COUNTY ORDINANCE FOR FIRE PREVENTION AND PROTECTION ORDINANCE  
2023 OCGA 120-3-3 GEORGIA MINIMUM FIRE SAFETY STANDARDS  
2024 INTERNATIONAL FIRE CODE (AMENDED BY 120-3-3)  
2010 ADA STANDARD FOR ACCESSIBLE DESIGN

**GWINNETT COUNTY STANDARD NOTES:**

- NOTIFY GWINNETT COUNTY INSPECTOR 24 HOURS BEFORE BEGINNING OF EVERY PHASE OF CONSTRUCTION: (678) 518 - 6000
- NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL SITE IMPROVEMENTS HAVE BEEN COMPLETED.
- NO OUTSIDE STORAGE PROPOSED. THIS INCLUDES SUPPLIES, EQUIPMENT VEHICLES, PRODUCTS, ETC
- SIGNS, LOCATION, NUMBER, AND SIZE ARE NOT APPROVED UNDER THIS BUILDING PERMIT. A SEPARATE PERMIT IS REQUIRED FOR EACH SIGN.
- ALL CONSTRUCTION TO COMPLY WITH GWINNETT COUNTY STANDARDS.
- NO OVERSIZED SIGNS ARE PERMITTED.
- NATURAL VEGETATION SHALL REMAIN ON THE PROPERTY UNTIL ISSUANCE OF A DEVELOPMENT PERMIT. NO INTERIM LAND DISTURBANCE PERMITS SHALL BE ISSUED.
- PARKING LOTS SHALL BE MAINTAINED IN GOOD CONDITION, FREE OF POTHoles, FADED PAVEMENT MARKINGS, WEEDS, DUST, TRASH AND DEBRIS.
- THE DESIGN PROFESSIONAL, WHOSE SEAL APPEARS HEREON, CERTIFIES THE FOLLOWING: 1) THE NATIONAL WETLAND INVENTORY MAPS HAVE BEEN CONSULTED, 2) THE APPROPRIATE PLAN SHEET 1) DOES / [X] DOES NOT INDICATE AREAS OF UNITED STATES ARMY CORPS OF ENGINEERS JURISDICTIONAL WETLANDS AS SHOWN ON THE MAPS, AND 3) IF THE WETLANDS ARE INDICATED, THE LAND OWNER OR DEVELOPER HAS BEEN ADVISED THAT LAND DISTURBANCE OF PROTECTED WETLANDS SHALL NOT OCCUR UNLESS THE APPROPRIATE FEDERAL WETLANDS ALTERATION ("SECTION 404") PERMIT HAS BEEN OBTAINED.
- THERE ARE NO STREAM BUFFERS ON THIS PROPERTY.
- THERE IS NO FLOODPLAIN ON THIS PROPERTY FROM A WATER COURSE WITH A DRAINAGE AREA EXCEEDING 100 ACRES OR FLOODPLAIN PER FIRM PANEL 13135C0035F DATED 09/29/2006.
- DESIGN PROFESSION EMAIL: TERESACURRY@AXISCOMPANIES.COM
- DEVELOPER EMAIL: EDWARD.GOODLETT@GWINNETTCOUNTY.COM



**LOCATION MAP**

N.T.S.



Know what's below  
Call before you dig

LIMITS OF DISTURBANCE: 6,125 S.F.



Gwinnett

**DEVELOPER**

**GWINNETT COUNTY GOVERNMENT**

75 LANGLEY DRIVE NORTHWEST  
LAWRENCEVILLE, GEORGIA 30046

24-HOUR CONTACT

EDDIE GOODLETT

(678) 232-8953



70 MANSELL CT., STE. 200  
ROSWELL, GEORGIA 30076  
PHONE: 678.395.4920

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF GWINNETT COUNTY AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.

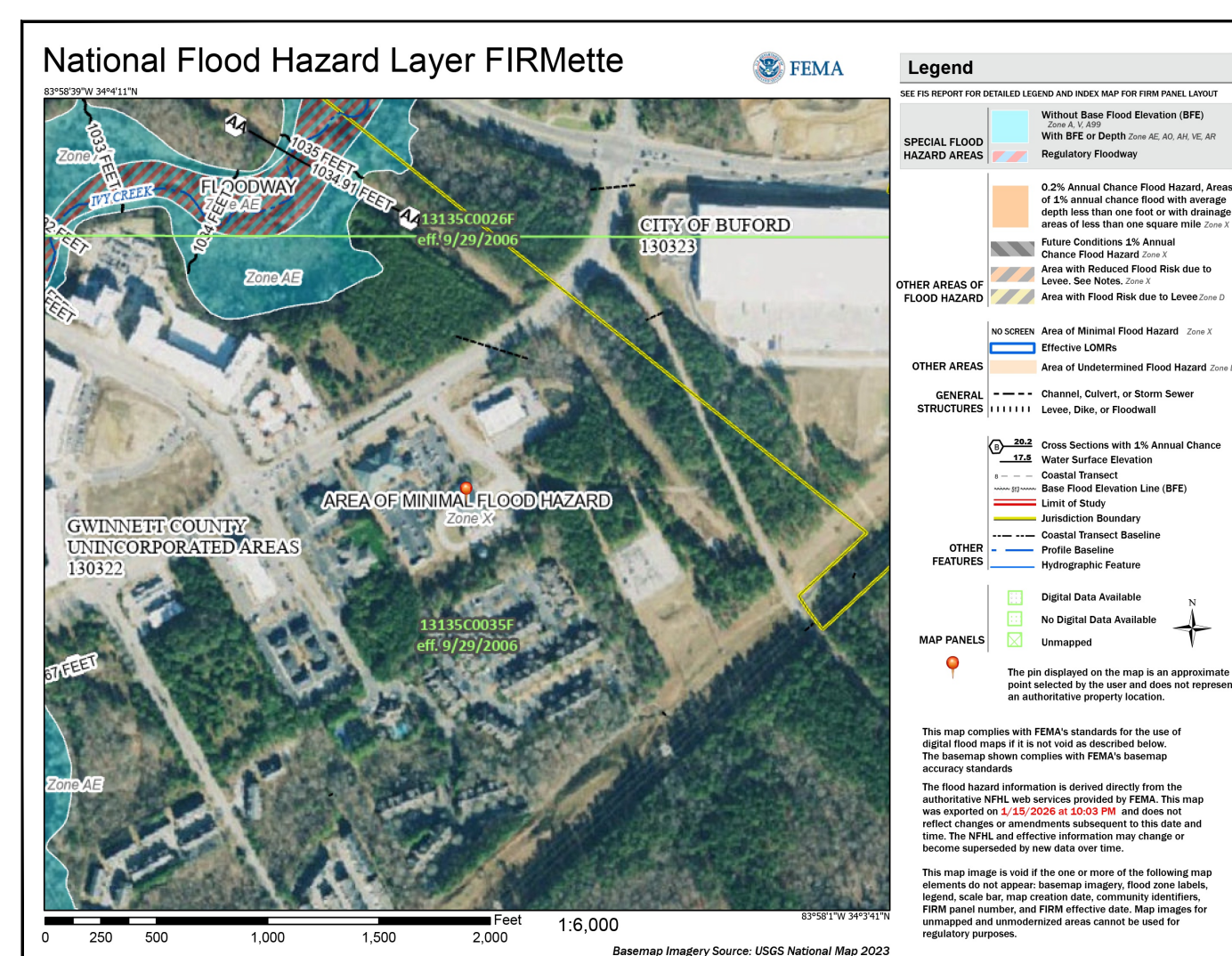
SHEET NO.	SHEET NAME	REVISIONS					
		1	2	3	4	5	6
	COVER SHEET						
	RECORD DRAWING						
C-0.1	EXISTING CONDITIONS - SITE PHOTOS						
C-1.0	DEMOLITION & EROSION CONTROL PLAN						
C-2.0	SITE PLAN						
C-3.0	GRADING PLAN						
D-1.0	DETAILS - CONSTRUCTION						
D-1.1	DETAILS - GDOT						

**SITE INFORMATION**

TOTAL SITE AREA: 3.77 ACRES & 3.54 ACRES  
DISTURBED AREA: 0.14 ACRES  
SITE ZONING: O1  
COUNTY PROJECT NO: 2026-00180  
PARCEL ID: 7144 014 & 7144 210  
DISTRICT: 07

**SCOPE OF WORK**

THE SCOPE OF WORK IN THESE PLANS INCLUDES THE REPAIR OF THE EXISTING PARKING LOT & DRIVE AISLE WITH ASPHALT FULL-DEPTH REPLACEMENT, MILLING & OVERLAYING, AND SEALING AS NECESSARY. THE LOT WILL BE RESTRIPTED AND ANY ADA AREAS IDENTIFIED AS NON-COMPLIANT ARE BEING REPAIRED TO BRING THEM INTO COMPLIANCE WITH ADA REQUIREMENTS.



**FEMA MAP**

**CERTIFICATE OF DEVELOPMENT PLANS APPROVAL**

ALL REQUIREMENTS OF THE GWINNETT COUNTY UNIFIED DEVELOPMENT ORDINANCE (UDO) RELATIVE TO THE PREPARATION AND SUBMISSION OF A DEVELOPMENT PLANS HAVING BEEN FULFILLED, AND SAID APPLICATION AND ALL SUPPORTING PLANS AND DATA HAVING BEEN REVIEWED FOR CODE COMPLIANCE BY ALL AFFECTED COUNTY DEPARTMENTS AS REQUIRED UNDER THEIR RESPECTIVE AND APPLICABLE REGULATIONS, APPROVAL OF THIS DEVELOPMENT PLAN IS HEREBY GRANTED AND ALL OTHER DEVELOPMENT PLANS ASSOCIATED WITH THIS PROJECT SHALL BE SUBJECT TO ALL FURTHER PROVISIONS OF SAID UDO.

THIS CERTIFICATE EXPIRES TWELVE MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED.

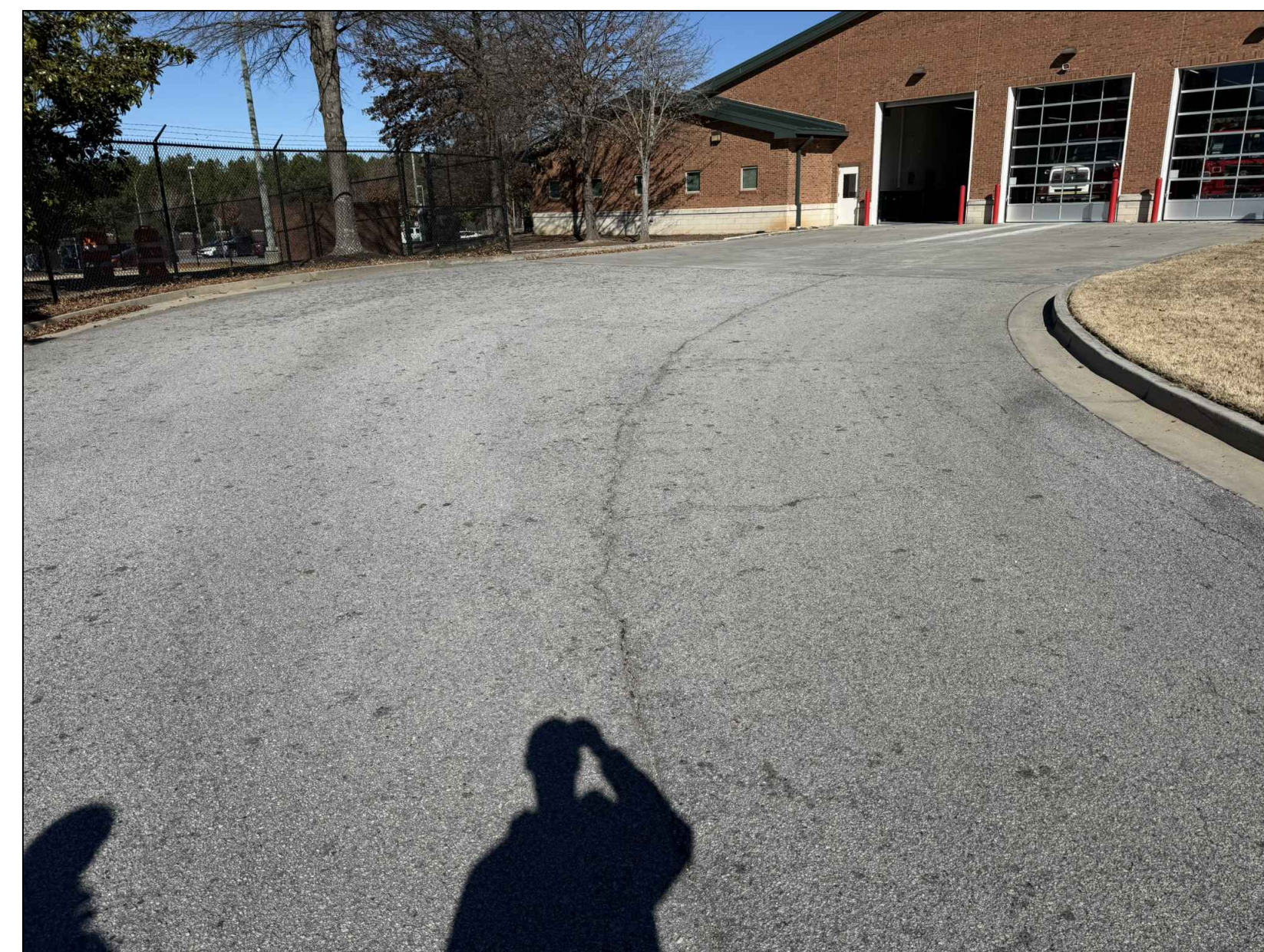
LEVEL II CERTIFIED DESIGN PROFESSIONAL GEORGIA SOIL AND WATER CONSERVATION COMMISSION TERESA M. CURRY CERT. ID: 0000066176 (EXP. 05/04/27)		AXIS PROJECT NUMBER: GWI02501343	
NO.	DATE	REVISION	
0	01.16.26	INITIAL SUBMITTAL	
1	02.05.26	COUNTY COVER REVS	
2	03.11.26	COUNTY COVER REVS	
2.1	04.20.26	RELOCATED ADA PARKING	



4-20-2026  
DATE



PERMIT STAMP CASE# EPN2026-00180



**GWINNETT FIRE STATION #24 - PARKING LOT IMPROVEMENTS**

**PROJECT ADDRESS:**  
 EXISTING FIRE STATION #24  
 2735 MALL OF GEORGIA BLVD, BUFORD, GA 30519  
 GWINNETT COUNTY

**PREPARED FOR:**  
 GWINNETT COUNTY  
 75 LANGLEY DRIVE, LAWRENCEVILLE, GA 30046

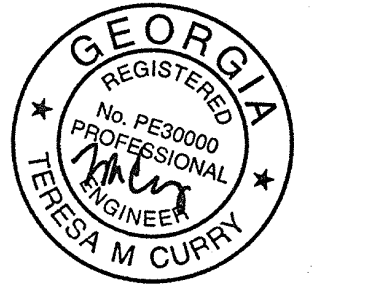


**24 HOUR CONTACT:**  
 EDDIE GOODLETT  
 GWINNETT CO  
 (678) 232-8953

**PROJECT REVISIONS**

NO.	DATE	DESCRIPTION
1	02.05.26	COUNTY COVER REVS.
2	03.11.26	COUNTY COVER REVS.
2.1	04.20.26	RELOCATED ADA PARKING

LEVEL II CERTIFIED DESIGN PROFESSIONAL  
 GEORGIA SOIL AND WATER CONSERVATION COMMISSION  
 TERESA M. CURRY  
 CERT. ID: 0000064174 (EXP: 05/04/27)



4-20-2026  
 DATE

**AXIS INFRASTRUCTURE**  
 70 MANSSELL CT., STE. 200  
 ROSWELL, GEORGIA 30076  
 PHONE: 678.395.4920

P.L.	TC	REV.	0
DRAWN	NL	REV. DATE	
CHECKED	TC	ISSUE DATE	01.16.26

SHEET TITLE

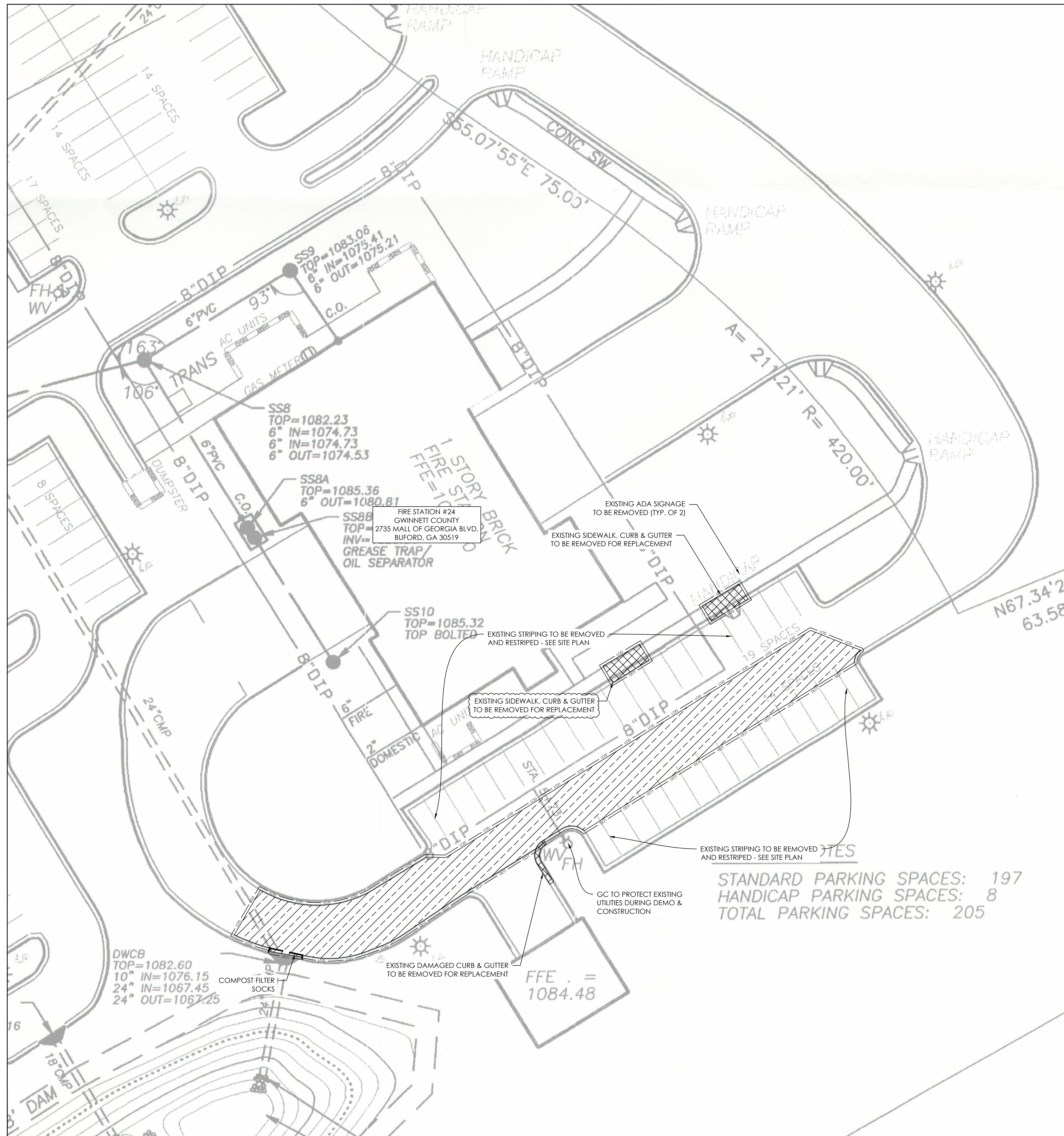
EXISTING CONDITIONS - SITE PHOTO

SHEET NO.

C-0.1

These project documents have been reviewed by applicable county departments and have been found to be in substantial compliance with the applicable codes and regulations.





**EROSION CONTROL PHASE I NARRATIVE:**  
 PRIOR TO STARTING CONSTRUCTION ON SITE, DEMOLITION CONTRACTOR SHALL:

1. ESTABLISH ALL BEST MANAGEMENT PRACTICES AS NOTED ON THIS PLAN.
2. ESTABLISH A CONSTRUCTION ENTRANCE AS NOTED AND AS APPROVED BY THE INSPECTOR.
3. COMMENCE DEMOLITION AND SITE WORK AFTER BEING RELEASED BY THE INSPECTOR.

SEDIMENT SHALL BE CONTROLLED USING THE FOLLOWING BEST MANAGEMENT PRACTICES:

BEST MANAGEMENT PRACTICES (SEE DETAILS ON D-1.0)	
SYMBOL	SPECIFICATION
	COMPOST FILTER SOCKS

DEMOLITION LEGEND	
DESCRIPTION	LEGEND
FULL-DEPTH ASPHALT REMOVAL	
CONCRETE REMOVAL	

- DEMOLITION NOTES:**
1. GC TO COORDINATE UNDERGROUND UTILITY LOCATIONS WITH UTILITY COMPANIES AND FIELD VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES. CONTACT ENGINEER WITH ANY DISCREPANCIES.
  2. EXTENTS OF DEMOLISHED AREA SHALL BE FILLED IN AND GRADED TO DRAIN POSITIVELY. ANY PONDING AS A RESULT OF GRADING AFTER DEMOLITION SHALL BE MITIGATED.
  3. GC IS RESPONSIBLE FOR SEED AND STRAW OF ALL DISTURBED AREAS IN ORDER TO MEET 90% GERMINATION.
  4. ALL DEBRIS IS TO BE HAULED OFF SITE. IN NO SCENARIO SHALL ANY MATERIAL FROM DEMOLITION BE BURIED UNDERGROUND ON THE SITE.
  5. CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL OF ALL TREES AND LANDSCAPING WITHIN THE LIMITS OF DISTURBANCE.
  6. **DEMOLITION, PAVING, AND SEALING TO BE COORDINATED WITH FIRE MARSHALL AS CRITICAL INFRASTRUCTURE (TRAVEL LANE) IS TO BE IMPACTED.**

**LIMITS OF DISTURBANCE: 6,125 S.F.**

FIRE STATION #24  
 GWINNETT COUNTY  
 2735 MALL OF GEORGIA BLVD.  
 BUFORD, GA 30519

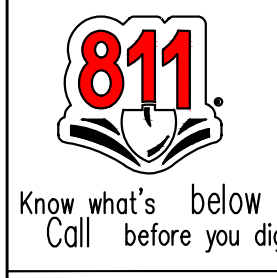
STANDARD PARKING SPACES: 197  
 HANDICAP PARKING SPACES: 8  
 TOTAL PARKING SPACES: 205



GWINNETT FIRE STATION #24 - PARKING LOT IMPROVEMENTS

**PROJECT ADDRESS:**  
 EXISTING FIRE STATION #24  
 2735 MALL OF GEORGIA BLVD. BUFORD, GA 30519  
 GWINNETT COUNTY

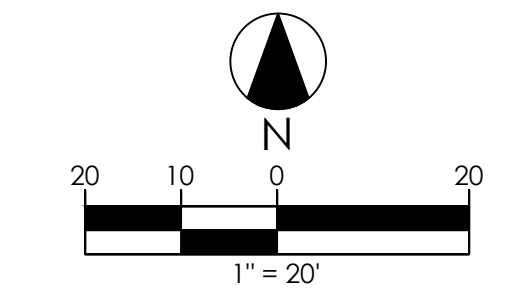
**PREPARED FOR:**  
 GWINNETT COUNTY  
 75 LANGLEY DRIVE, LAWRENCEVILLE, GA 30046



24 HOUR CONTACT:  
 EDDIE GOODETT  
 GWINNETT CO.  
 (678) 232-8953

**PROJECT REVISIONS**

NO.	DATE	DESCRIPTION
1	02.05.26	COUNTY COVER REVS.
2	03.11.26	COUNTY COVER REVS.
2.1	04.20.26	RELOCATED ADA PARKING



LEVEL II CERTIFIED DESIGN PROFESSIONAL  
 GEORGIA SOIL AND WATER CONSERVATION COMMISSION  
 TERESA M. CURRY  
 CERT. ID: 000064174 (EXP. 05/04/27)



4-20-2026  
 DATE

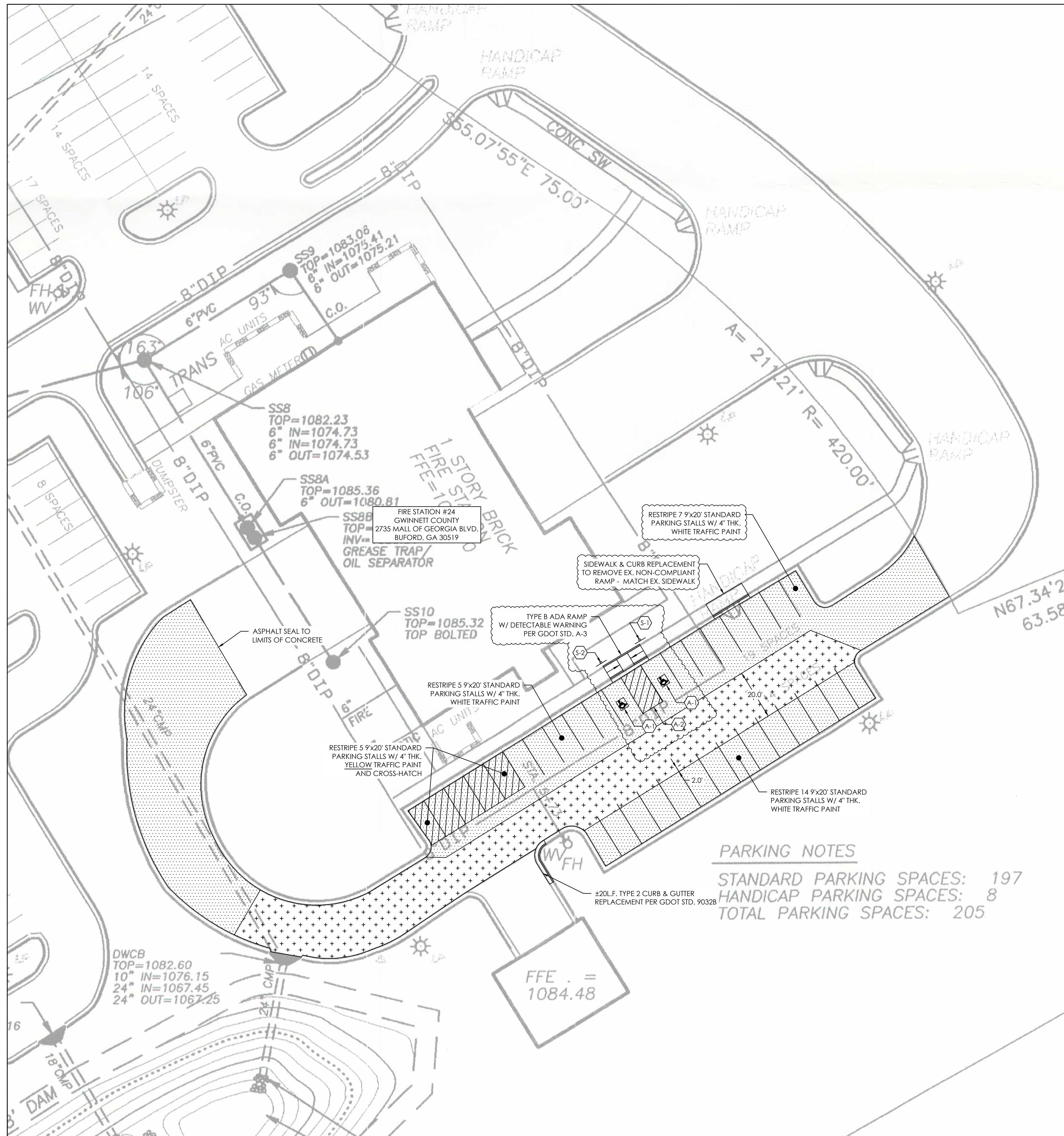
**AXIS INFRASTRUCTURE**  
 70 MANSELL CT., STE. 200  
 ROSWELL, GEORGIA 30076  
 PHONE: 678.395.4920

P.M.	TC	REV.	0
DRAWN	NL	REV. DATE	
CHECKED	TC	ISSUE DATE	01.16.22

SHEET TITLE  
 DEMOLITION & EROSION CONTROL PLAN

SHEET NO.  
 C-1.0

These project documents have been reviewed by applicable county departments and have been found to be in substantial compliance with the applicable codes and regulations.



SITE DATA TABLE			
SITE ADDRESS: 2735 MALL OF GEORGIA BLVD, BUFORD, GEORGIA 30519			
CURRENT SITE AREA: ±3.77 ACRES & ±3.54 ACRES			
TAX PIN: 7144-014 & 7144-210			
SITE PARKING COUNT	EXISTING	PROPOSED	
TOTAL PARKING SPACES	33 (5 STRIPED OUT)	33 (5 STRIPED OUT)	
ADA PARKING SPACES	2	2	

PROPOSED PAVEMENT TREATMENT			
DESCRIPTION	SPECIFICATION	KEY	QTY (S.F.)
ASPHALT PAVEMENT SEALING	SEE SEALMASTER SMT-105 SPECIFICATIONS ON D-1.0 AND SEALING NOTES BELOW		±11,400
ASPHALT PAVEMENT FULL-DEPTH REPLACEMENT	FULL DEPTH RECLAMATION & REPAVING PER STANDARD ASPHALT SECTION ON D-1.0		±5,200

**ASPHALT SEALING NOTES:**

- CONTRACTOR SHALL CLEAN THE PAVEMENT SURFACE AND CHECK JOINTS AND CRACKS TO ENSURE THEY ARE FREE OF VEGETATION, DIRT, DUST, MOISTURE, AND OTHER FOREIGN MATERIALS.
- CONTRACTOR SHALL PLACE WEED CONTROL PER GDOT STANDARD SPECIFICATION SECTION 425.
- CONTRACTOR SHALL PLACE ASPHALT-RUBBER JOINT AND CRACK SEALER PER GDOT STANDARD SPECIFICATION SECTION 407.
- CONTRACTOR SHALL APPLY TWO COATS OF SEALMASTER POLYMER MODIFIED COAL TAR SEALER (PMCTS) WITH SAND IN ALL PARKING AREAS. ALL DRIVE AISLES, ENTRANCES, EXITS AND HIGH TRAFFIC AREAS SHALL RECEIVE THREE COATS OF PMCTS WITH SAND. SURFACE MUST BE CLEAN AND FREE FROM ALL LOOSE MATERIAL AND DIRT. TREAT ALL GREASE, OIL, AND GASOLINE SPOTS OR STAINS WITH SEALMASTER PETRO SEAL OR PREP SEAL OR APPROVED EQUIVALENT.

**SPECIAL NOTE:**

ALL INFORMATION CONTAINED WITHIN THIS PLAN SET IS BASED ON COUNTY-PROVIDED GIS DATA & RECORD DRAWINGS. ANY DISCREPANCIES WITH EXISTING CONDITIONS & PROPOSED IMPROVEMENTS WITHIN THESE PLANS & THE FIELD CONDITIONS, SHALL BE REPORTED TO AND COORDINATED WITH, THE ENGINEER.

SIGNAGE LEGEND	
	MUTCD SIGN R7-8 & R7-8B VAN ACCESSIBLE SIGN ON TUBE PER GDOT STD. 1-3A - SEE SIGN REGTS ON D-1.0
	MUTCD SIGN R7-8 STANDARD ADA SIGN ON TUBE POST PER GDOT STD. 1-3A - SEE SIGN REGTS ON D-1.0

STRIPING LEGEND	
	9' WIDE ADA PARKING STALL, STRIPED PER ADA REGTS
	9' WIDE ADA STRIPED ACCESS AISLE, STRIPED PER ADA REGTS

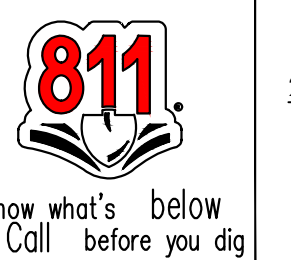
**PARKING NOTES**

STANDARD PARKING SPACES: 197  
 HANDICAP PARKING SPACES: 8  
 TOTAL PARKING SPACES: 205



PROJECT ADDRESS:  
 EXISTING FIRE STATION #24  
 2735 MALL OF GEORGIA BLVD, BUFORD, GA 30519  
 GWINNETT COUNTY

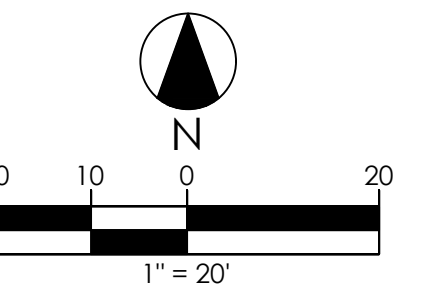
PREPARED FOR:  
 GWINNETT COUNTY  
 75 LANGLEY DRIVE, LAWRENCEVILLE, GA 30046



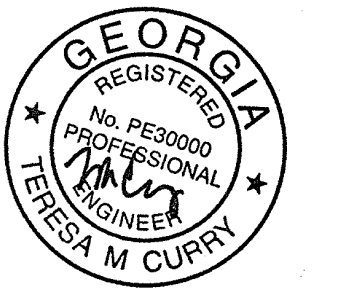
24 HOUR CONTACT:  
 EDDIE GOODETT  
 GWINNETT CO.  
 (678) 232-8953

**PROJECT REVISIONS**

NO.	DATE	DESCRIPTION
1	02.05.26	COUNTY COVER REVS.
2	03.11.26	COUNTY COVER REVS.
2.1	04.20.26	RELOCATED ADA PARKING



LEVEL II CERTIFIED DESIGN PROFESSIONAL  
 GEORGIA SOIL AND WATER CONSERVATION COMMISSION  
 TERESA M. CURRY  
 CERT. ID: 0000064174 (EXP: 05/04/27)



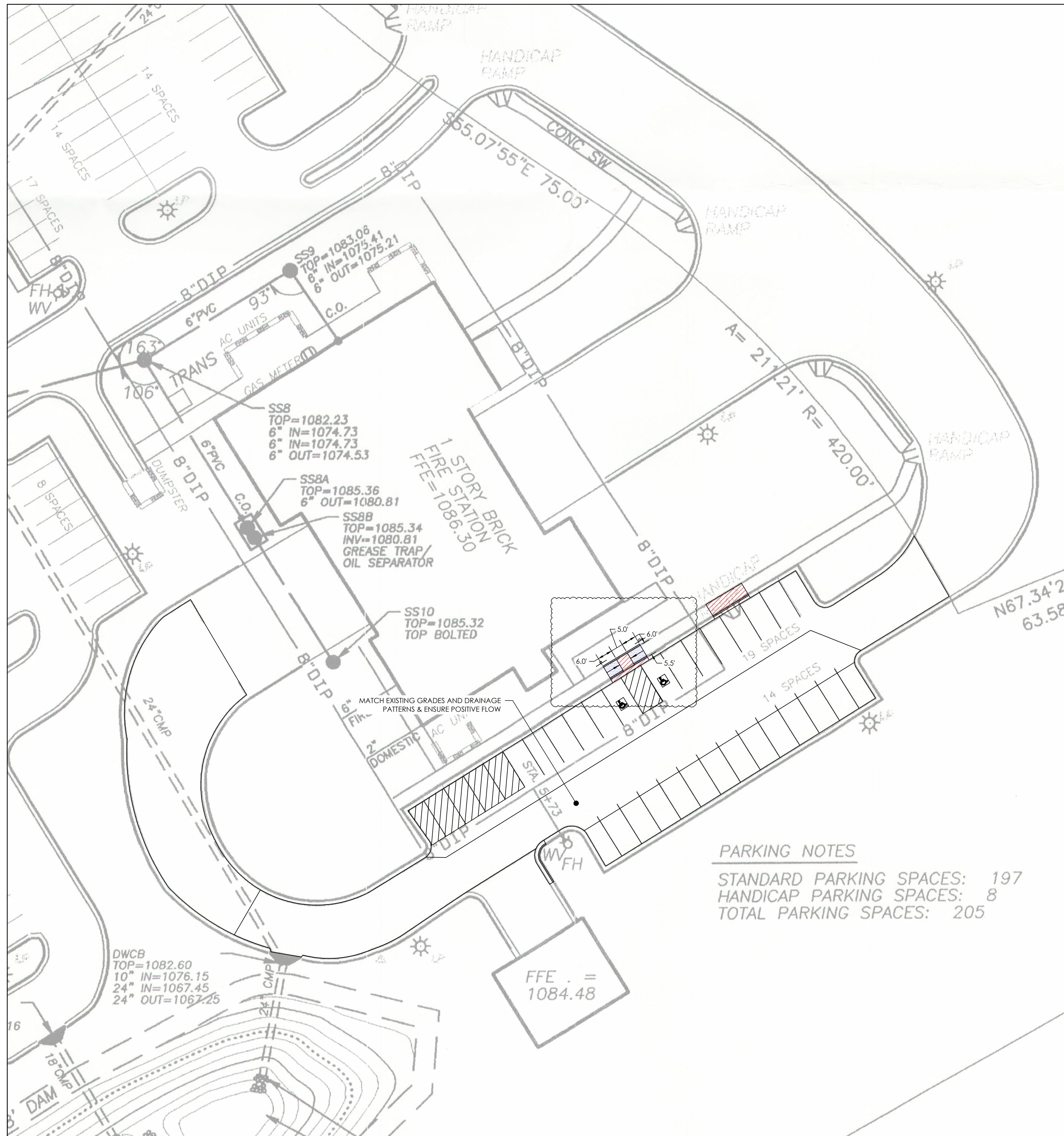
4-20-2026  
 DATE



P.I.M.	TC	REV.	0
DRAWN	NL	REV. DATE	
CHECKED	TC	ISSUE DATE	01.16.26

SHEET TITLE: SITE PLAN  
 SHEET NO.: C-2.0

These project documents have been reviewed by applicable county departments and have been found to be in substantial compliance with the applicable codes and regulations.



- GRADING NOTES**
1. GRADING SHALL BE KEPT WITHIN THE LIMITS SHOWN ON THE GRADING PLAN. CONTRACTOR SHALL PROTECT EXISTING TREES AND VEGETATION OUTSIDE THE LIMITS OF GRADING.
  2. CONTRACTOR SHALL PROVIDE ROUNDING AT TOP OF CUTS AND TOE OF FILLS WHEREVER POSSIBLE TO BLEND NEW CONTOURS TO EXISTING.
  3. ALL UNSURFACED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL, SOD, MULCH AND WATER.
  4. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATIONS OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE.
  5. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
  6. ALL SPOT ELEVATIONS SHOWN ARE IN REFERENCE TO THE BENCHMARK. CONTRACTOR TO VERIFY PROPOSED GRADES PRIOR TO PAVING ASPHALT, POURING CONCRETE CURB, AND CONCRETE SIDEWALK.
  7. ALL NEW CURB FACES AND PAVEMENT SHALL MATCH EXISTING ADJOINING CURBING AND PAVEMENT EXACTLY.
  8. PRIOR TO GRADING, CONTRACTOR TO ENSURE ALL EROSION AND SEDIMENT CONTROL MEASURES ARE IN PLACE. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL FOREMENTIONED MEASURES DURING CONSTRUCTION IN ACCORDANCE WITH CONSTRUCTION SCHEDULE. SEE C-1.0 FOR EROSION AND SEDIMENT CONTROL MEASURES.

**ADA COMPLIANCE HATCHING LEGEND**

- LEVEL LANDING AREA:**  
RUNNING SLOPES NOT TO EXCEED 2.0%  
CROSS SLOPES NOT TO EXCEED 2.0%
- AIISLE:**  
RUNNING SLOPES NOT TO EXCEED 5.0%  
CROSS SLOPES NOT TO EXCEED 2.0%
- RAMP:**  
RUNNING SLOPES NOT TO EXCEED 8.33%  
CROSS SLOPES NOT TO EXCEED 2.0%

NOTE: SLOPES IN ADA ACCESSIBLE AREAS NOT TO EXCEED DESIGNATED MAXIMUMS. GC TO ADD ASPHALT OR CONCRETE AS REQUIRED TO MEET SLOPES AND MAKE SMOOTH TRANSITION TO EXISTING GRADES.

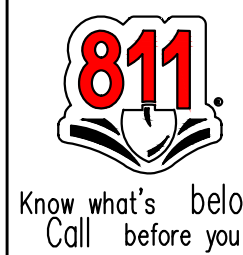
**PARKING NOTES**  
 STANDARD PARKING SPACES: 197  
 HANDICAP PARKING SPACES: 8  
 TOTAL PARKING SPACES: 205



GWINNETT FIRE STATION #24 - PARKING LOT IMPROVEMENTS

PROJECT ADDRESS:  
 EXISTING FIRE STATION #24  
 2735 MALL OF GEORGIA BLVD, BUFORD, GA 30519  
 GWINNETT COUNTY

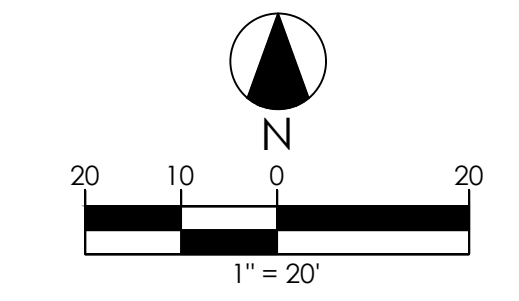
PREPARED FOR:  
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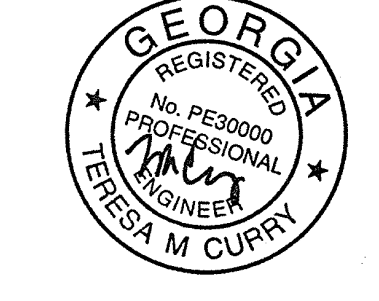
24 HOUR CONTACT:  
 EDDIE GOODETT  
 GWINNETT CO.  
 (678) 232-8953

**PROJECT REVISIONS**

NO.	DATE	DESCRIPTION
1	02.05.26	COUNTY COVER REVS.
2	03.11.26	COUNTY COVER REVS.
2.1	04.20.26	RELOCATED ADA PARKING



LEVEL II CERTIFIED DESIGN PROFESSIONAL  
 GEORGIA SOIL AND WATER CONSERVATION COMMISSION  
 TERESA M. CURRY  
 CERT. ID: 000064174 (EXP. 05/04/27)



4-20-2026  
 DATE

**AXIS INFRASTRUCTURE**  
 70 MANSSELL CT., STE. 200  
 ROSWELL, GEORGIA 30076  
 PHONE: 678.395.4920

P.M.	TC	REV.	0
DRAWN	NL	REV. DATE	
CHECKED	TC	ISSUE DATE	01.16.22

SHEET TITLE  
 GRADING PLAN

SHEET NO.  
 C-3.0

These project documents have been reviewed by applicable County Dept. approvals and have been found to be in substantial compliance with the applicable codes and regulations.



**SealMaster** Technical Data Sheet  
**SEALMASTER POLYMER-MODIFIED COAL TAR SEALER (PMCTS)** SMT-105  
 REVISED 6/27/23

**PRODUCT DESCRIPTION & BENEFITS**  
 SealMaster Polymer Modified Coal Tar Sealer (PMCTS) is a premium quality coal tar emulsion pavement sealer fortified with cross-linking rubber polymers and special surfactants. Crosslinking rubber polymers are not blended into SealMaster Coal Tar Sealer Concentrate that meets ASTM D5727 specifications. Dilution water is then added at the factory for both economy and convenience. The result is a premium coal tar sealer that meets the full resistance specifications of ASTM D5727, FAA P-625, FAA P-620 and FAA P-631. PMCTS is job-mixed with specifically graded aggregate and applied at a rate of 50-56% solids (ultra conventional sealers that are applied at 40-43% solids). The aggregate provides a safe, skid-resistant surface for both pedestrian and vehicle traffic. PMCTS dries faster than conventional pavement sealers that are diluted with water prior to application. PMCTS protects pavement from oxidation, moisture intrusion, fuel, and oil. PMCTS deep, rich black color gives old, oxidized pavement a "like new" surface that melts snow and ice faster, and reduces cleaning and maintenance costs.

**USES**  
 SealMaster PMCTS is designed to beautify and protect asphalt pavement surfaces including parking lots, airports, driveways, and roadways.

**COMPOSITION**  
 PMCTS is a polymer-modified, clay stabilized coal tar pitch emulsion pavement sealer fortified with specialty surfactants to promote superior adhesion and durability. PMCTS is job mixed with select aggregate to produce a superior skid-resistant wearing surface.

**SIZES**  
 SealMaster PMCTS is available in 4,000 gallon bulk tankers, 55-gallon drums, and 5-gallon pails.

**COLOR**  
 PMCTS dries to a deep, rich black color.

**LIMITATIONS**  
 SealMaster PMCTS shall not be applied when temperature is expected to drop below 50°F at any time within a 24 hour period after application.

**ENVIRONMENTAL CONSIDERATIONS**  
 SealMaster PMCTS does not contain asbestos. PMCTS is an environmentally friendly water based pavement sealer containing less than 50 grams per liter volatile organic content (VOC).

**PHYSICAL CHEMICAL PROPERTIES**  
 SealMaster PMCTS is a premium quality pavement sealer that meets the following material requirements when tested in accordance with ASTM D 140, ASTM D 464, ASTM D 490, ASTM B117, ASTM D 529, ASTM D 2939, and ASTM D244 procedures.

Test	Requirement	Result
Adhesion	Minimum adhesion to substrate and show no separation or delamination by subsequent drying.	PASSED
Chemical & Physical Analysis		
Min. Volatiles %	20% Min.	PASSED
Min. Solids %	51 %	PASSED
Specific Gravity @ 20°C	1.18 Maximum	PASSED
Storage Time	184 Min. (Typically less than 60 Days)	PASSED
Adhesion & Resistance to Water	No separation or loss of adhesion.	PASSED
Resistance to Heat	No Bleeding or Sagging	PASSED
Flexibility	No Cracking or Flaking	PASSED
Resistance to Impact	No Chipping, Flaking or Cracking	PASSED
Resistance to Abrasion	100% (See Method 10a)	PASSED
Min. Film Coefficient	Smooth, Nongranular Free from Coarse Particles	PASSED
Resistance to Kerfing	No loss of adhesion or penetration	PASSED
F-429 Salt Resistance Test	Exceeds (See Method 10a)	PASSED
F-429 Salt Resistance Test	Exceeds (See Method 10a)	PASSED
F-429 Salt Resistance Test	Exceeds (See Method 10a)	PASSED

**INSTALLATION**  
 Surface must be clean and free from all loose material and dirt. Pavement surface repairs should be made with a suitable hot or cold asphalt mix. Cracks should be filled with SealMaster hot pour or cold applied crack fillers. Treat all grease, oil, and gasoline spots or stains with SealMaster Petro Seal or Prep Seal.

**METHODS**  
 SealMaster PMCTS shall be applied by either pressurized spray application equipment or self-propelled squeegee equipment. Pressurized spray equipment shall be capable of spraying pavement sealer with sand added. Equipment shall have continuous agitation or mixing capabilities to maintain homogeneous consistency of pavement sealer mixture throughout the application process. Self-propelled squeegee equipment shall have at least 2 squeegee or brush devices (one behind the other) to assure adequate distribution and penetration.

**WARRANTY AND DISCLAIMER**  
 The statements made on this technical data sheet are believed to be true and accurate and are intended to provide a guide for approved application practices. As workmanship, weather, construction, condition of pavement, tools utilized, and other variables affecting results are all beyond our control, the manufacturer warrants only that the material conforms to product specifications and any liability to the buyer or user of this product is limited to the replacement value of the product.

**SealMaster**  
 Phone: 1-800-395-7325  
 www.sealmaster.net

**SealMaster** Technical Data Sheet  
**SEALMASTER POLYMER-MODIFIED COAL TAR SEALER (PMCTS)** SMT-105  
 REVISED 6/27/23

of sealer into bituminous pavement. Hand squeegees and brushes shall be acceptable in areas where practicality prohibits the use of mechanized equipment.

**MIXING PROCEDURES**  
 For optimum results, PMCTS shall be mixed in accordance with the following mix design (based on 100 gallons for ease of calculation):  
 PMCTS Concentrate ..... 100 gallons  
 Sand\* ..... 200-400 lbs.  
 \*60-70 mesh AFS rating)

NOTE: If required, a small amount of water may be added to facilitate application of mixed material.

**APPLICATION**  
 For optimum performance and durability apply two coats of PMCTS with sand. A third coat of PMCTS with sand may be applied to high traffic areas such as entrances, exits, and drive lanes.

**APPLICATION RATE OF MIXED PMCTS**  
 Apply properly mixed PMCTS Concentrate, Sand, and Water - if needed) at a rate of 11 to 13 gallon per square yard (70-82 square feet per gallon) per coat.

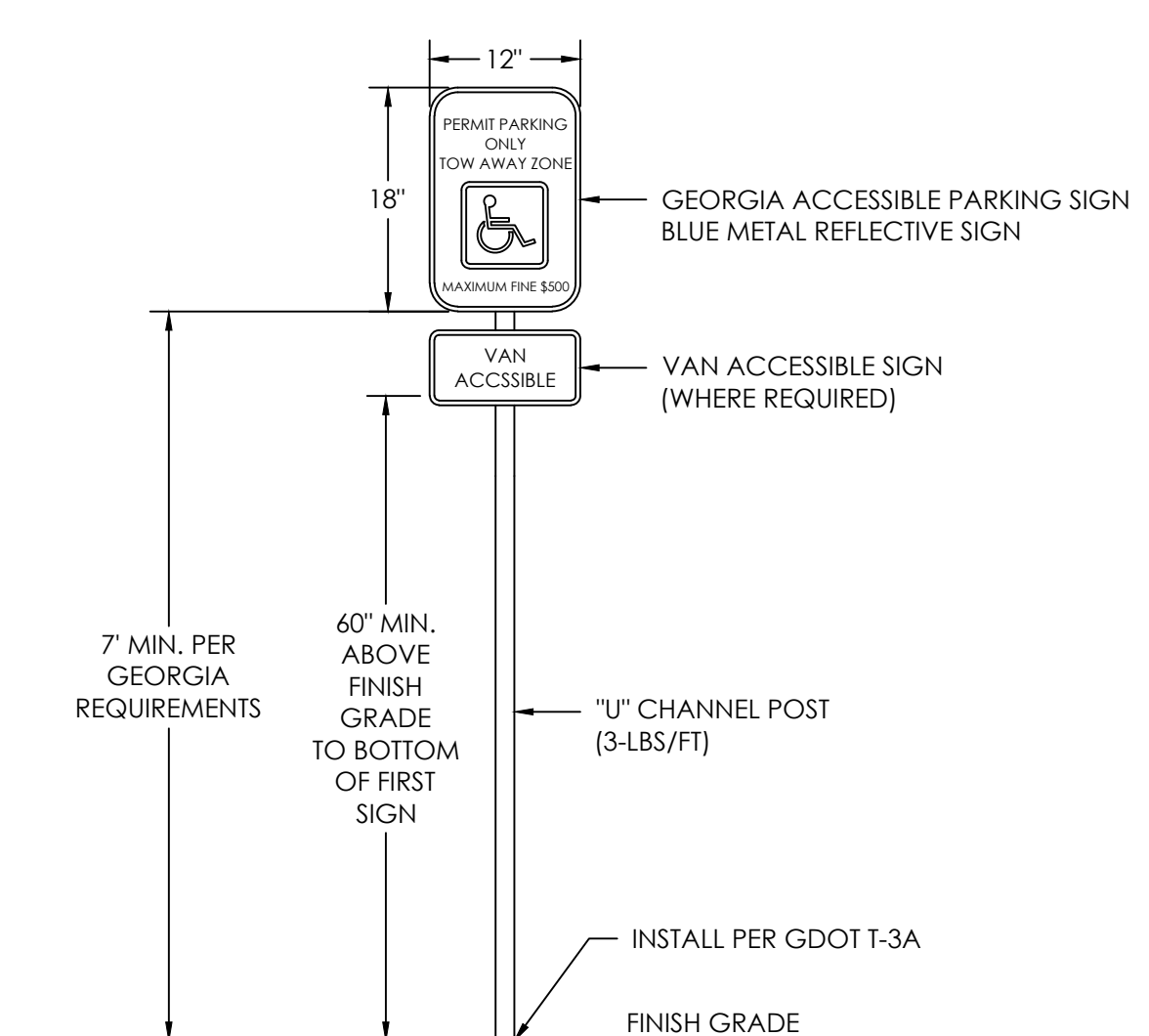
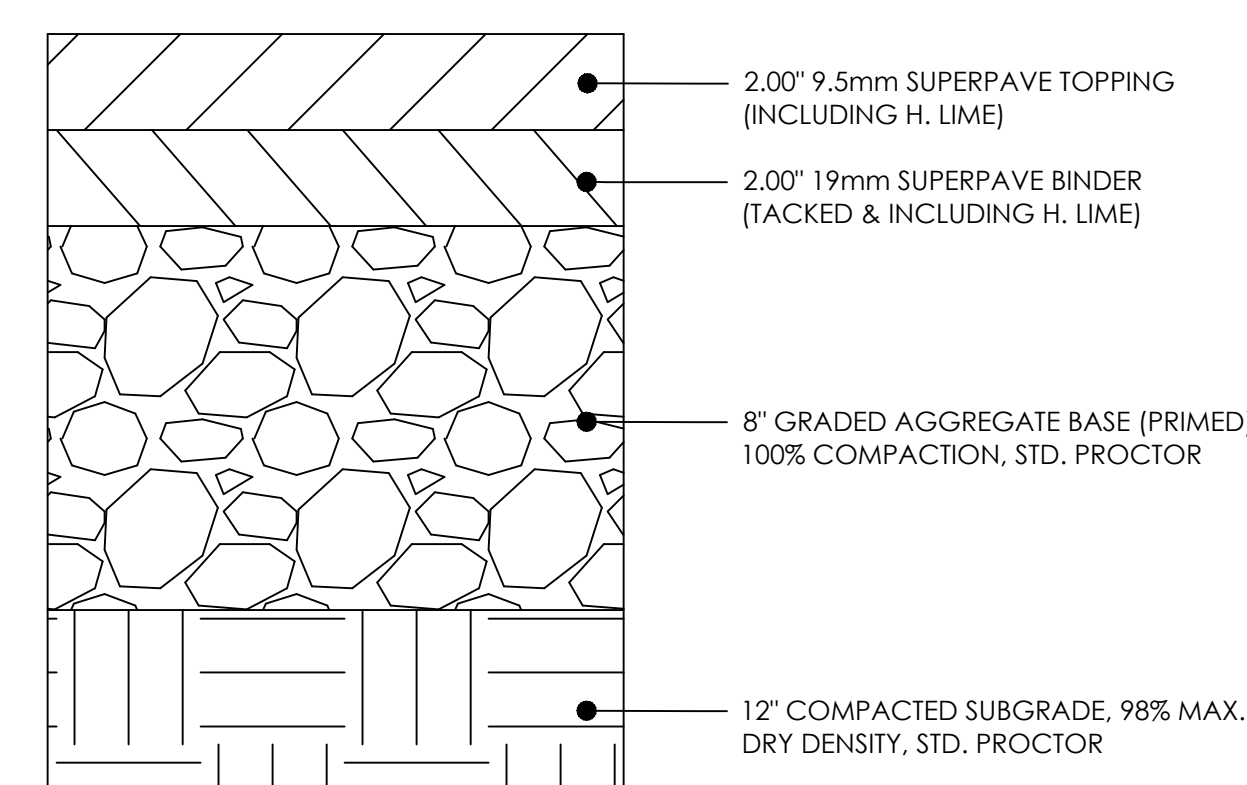
**ESTIMATING MATERIAL REQUIREMENTS**  
 To estimate gallons of PMCTS required to cover a specific area use the following coverage rate:  
 • One gallon of SealMaster Coal Tar Concentrate will cover approximately 85-95 square feet (8.4 to 10.5 square yards) per coat when properly mixed and applied.

NOTE: Coverage rates may vary due to pavement age and porosity.

**PRECAUTIONS**  
 Both surface and ambient temperature shall be a minimum of 50°F in a 24 hour period following application. New asphalt surfaces should be allowed to cure a minimum of four weeks under ideal weather conditions (70°F) before applying PMCTS. Keep out of reach of children. Do not store unopened drums or pails in freezing temperatures.

**WARRANTY AND DISCLAIMER**  
 The statements made on this technical data sheet are believed to be true and accurate and are intended to provide a guide for approved application practices. As workmanship, weather, construction, condition of pavement, tools utilized, and other variables affecting results are all beyond our control, the manufacturer warrants only that the material conforms to product specifications and any liability to the buyer or user of this product is limited to the replacement value of the product.

**SealMaster**  
 Phone: 1-800-395-7325  
 www.sealmaster.net

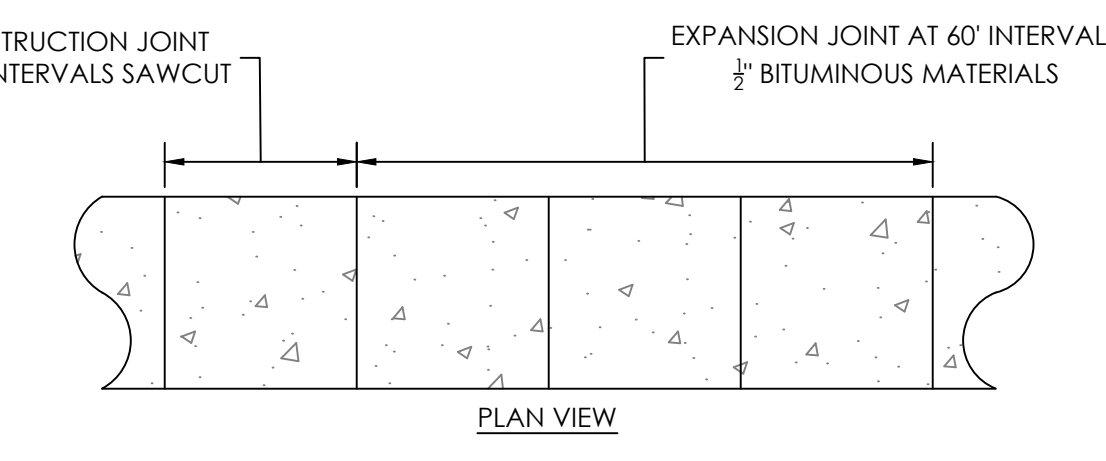
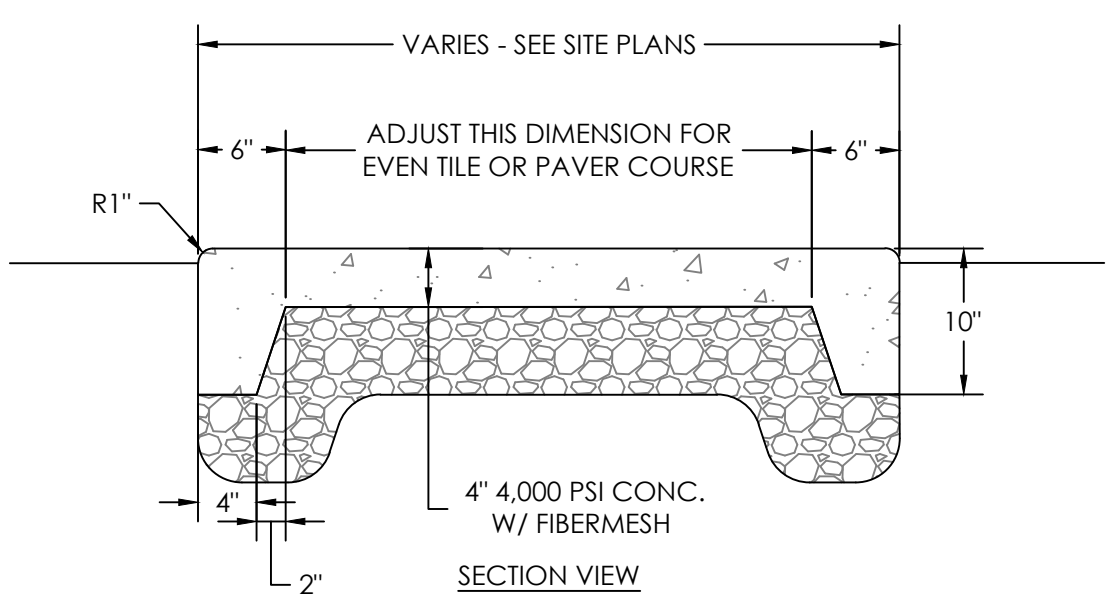


1 ASPHALT SEALANT DETAIL  
 D-1.0 NOT TO SCALE

2 ASPHALT SEALANT DETAIL  
 D-1.0 NOT TO SCALE

3 FULL ASPHALT SECTION  
 D-1.0 NOT TO SCALE

4 ADA SIGN DETAIL  
 D-1.0 NOT TO SCALE



5 STANDARD CONCRETE SIDEWALK  
 D-1.0 NOT TO SCALE

**RAISED EDGE WITH CONCRETE GUTTER**  
 TYPE 8

**CONCRETE CURB & GUTTER**  
 TYPE 1, TYPE 2, 3 OR 4, TYPE 7, TYPE 9

**CONCRETE MEDIAN (Integral)**  
 WITH TIE BARS, WITHOUT TIE BARS

**CONCRETE DOWELED INTEGRAL CURBS**  
 TYPE 1, TYPE 2, 3 OR 4, TYPE 6, TYPE 7, TYPE 9

**DETAILS OF RECESSED CURB FOR DRIVEWAYS**  
 ISOMETRIC VIEW, SECTIONAL VIEW SECTION A-A

**DETAILS OF CURB AND GUTTER TRANSITION TO RURAL SHOULDER**  
 SECTION A-A

**CURB FACE DESIGN**  
 TYPE 1, TYPE 2, 3 OR 4, TYPE 6, TYPE 7, TYPE 9

**CONCRETE HEADER CURBS**  
 TYPE 1, TYPE 2, 3 OR 4, TYPE 6, TYPE 7, TYPE 9

**TRUCK APRON IN ROUNDABOUTS**  
 TYPE 1, TYPE 2, 3 OR 4, TYPE 6, TYPE 7, TYPE 9

**DEPARTMENT OF TRANSPORTATION**  
 STANDARD CONCRETE CURB & GUTTER CONCRETE CURBS, CONCRETE MEDIANS  
 NOT TO SCALE MAR. 2003  
 NUMBER 9032B



**PROJECT ADDRESS:**  
 EXISTING FIRE STATION #24  
 2735 MALL OF GEORGIA BLVD. BUFORD, GA 30519  
 GWINNETT COUNTY

**PREPARED FOR:**  
 GWINNETT COUNTY  
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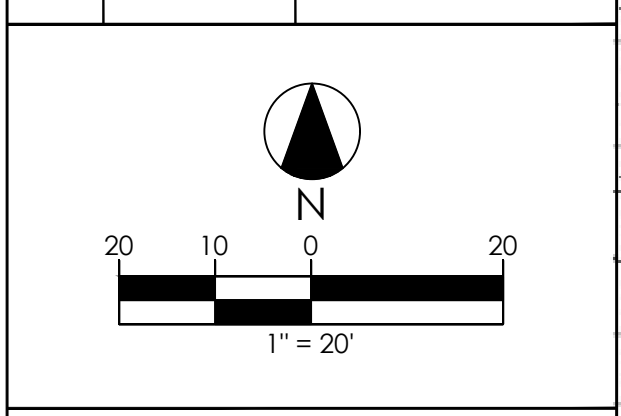
**GWINNETT FIRE STATION #24 - PARKING LOT IMPROVEMENTS**

**811**  
 Know what's below  
 Call before you dig

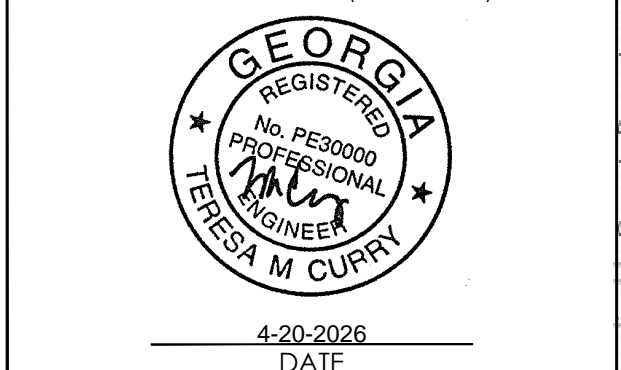
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 GWINNETT CO  
 (678) 232-8953

**PROJECT REVISIONS**

NO.	DATE	DESCRIPTION
1	02.05.26	COUNTY COVER REVS.
2	03.11.26	COUNTY COVER REVS.
2.1	04.20.26	RELOCATED ADA PARKING



LEVEL II CERTIFIED DESIGN PROFESSIONAL  
 GEORGIA SOIL AND WATER CONSERVATION COMMISSION  
 TERESA M. CURRY  
 CERT. ID: 000006474 (EXP. 05/04/27)



**AXIS INFRASTRUCTURE**  
 70 MANSSELL CT., STE. 200  
 ROSWELL, GEORGIA 30076  
 PHONE: 678.395.4920

4-20-2026  
 DATE

P.L.	TC	REV.	0
DRAWN	NL	REV. DATE	
CHECKED	TC	ISSUE DATE	01.16.27

SHEET TITLE  
 DETAILS - CONSTRUCTION

SHEET NO.  
 D-1.0

THESE PROJECT DOCUMENTS HAVE BEEN REVIEWED BY APPLICABLE COUNTY DEPARTMENTS AND HAVE BEEN FOUND TO BE IN SUBSTANTIAL COMPLIANCE WITH THE APPLICABLE CODES AND REGULATIONS.

