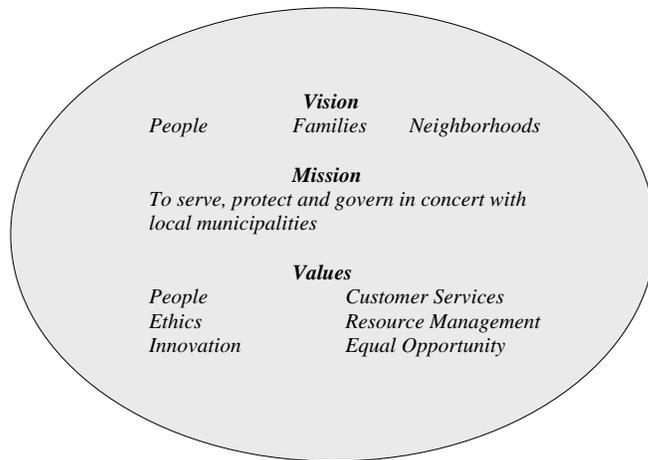




# FULTON COUNTY



**PURCHASING DEPARTMENT  
INVITATION TO BID NO.  
10ITB7266010YC-BL (RE-BID)**

**PERISHABLE & NON-PERISHABLE FOOD ITEMS**

**For**

**HUMAN SERVICES DEPARTMENT**

**BID ISSUE DATE: Monday, April 26, 2010**

**Last Day to Submit Questions: Wednesday, May 5, 2010**

**BID DUE TIME AND DATE: Wednesday, May 12, 2010 at 11:00 AM Local Time**

**PURCHASING CONTACT: William E. Long, Jr.**

**E-MAIL: [william.long@fultoncountyga.gov](mailto:william.long@fultoncountyga.gov)**

**LOCATION: FULTON COUNTY PURCHASING DEPARTMENT  
130 PEACHTREE STREET, S.W., SUITE 1168  
ATLANTA, GA 30303**

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**INVITATION TO BID**  
**Bid #10ITB7266010YC-BL (RE-BID)**  
**PERISHABLE & NON-PERISHABLE FOOD ITEMS**

**1.0 Purpose:**

Fulton County's Department of Human Services is soliciting bids from qualified vendors to provide **PERISHABLE & NON-PERISHABLE FOOD ITEMS** for the **HUMAN SERVICES** Department.

**1.1 Bid Document**

This document and supporting documents can be downloaded at the Fulton County Website, <http://www.fultoncountyga.gov> under "Bid Opportunities".

**1.2 Term of Contract:**

The Contract will be valid for an initial period of one (1) year from date of award. Fulton County reserves the right to extend the contract for two (2) additional twelve (12) month periods, subject to satisfactory performance by the contractor, availability of funds and approval by the Fulton County Board of Commissioners.

**1.3 No Contact Provision**

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the

Purchasing Agent that the submitted Bid or proposal of the person, firm, or entity in violation is “non-responsive”, and same shall not be considered for award.

#### **1.4 Bid Contact**

Information regarding the bid, either procedural or technical, may be obtained by contacting William Long, Chief Assistant Purchasing Agent, at [william.long@fultoncountyga.gov](mailto:william.long@fultoncountyga.gov) or (404) 612-7660. Information regarding the bid requirements may be obtained by using the following procedure. Inquiries must be submitted in writing to;

**Fulton County Purchasing Department**  
**Attn: William Long**  
**130 Peachtree Street, S.W. Suite 1168**  
**Atlanta, GA 30303**  
**Phone: (404) 612-7660 or Fax: (404) 893.6268**  
**Reference Bid #10ITB7266010YC-BL (RE-BID)**

#### **1.5 Bid Opening**

Bids will be opened in public and read aloud on **Wednesday, May 12, 2010 at 11:00 A. M., local time** in the Fulton County Purchasing Department’s bid room, located at 130 Peachtree Street, S.W., Atlanta, Georgia 30303. Bids received after 11:00 A.M., will be considered late and will be returned to the bidder unopened. Bidders may, at their discretion, attend the bid opening. **Bidders are to submit four (4) copies, two (2) originally signed and two (2) copies.**

#### **1.6 Bid Due Date**

All Bids are due in the Purchasing Department of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree Street, S.W., Atlanta, Georgia 30303 on or before **Wednesday, May 12, 2010 at 11:00 A. M., local time**. All submitted bids will be time and date stamped according to the clock at the front desk of the Fulton County Purchasing Department. Any bid received after this appointed schedule will be considered late and subject to be returned unopened to the bidder. The bid due date can be changed only by addendum.

#### **1.7 Delivery Requirements**

Any bid received after the above stipulated due date and time will not be considered and will be rejected and returned. It shall be the sole responsibility of the bidder to have his/her bid delivered to the Fulton County Department of Purchasing for receipt on or before the above stipulated due date and time. If a bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Department of Purchasing.

#### **1.8 Basis of Award**

The Contract will be awarded to the lowest responsive, responsible bidder(s), if awarded.

## SECTION 2

### INSTRUCTIONS TO BIDDERS 10ITB7266010YC-BL (RE-BID) PERISHABLE & NON-PERISHABLE FOOD ITEMS BID GENERAL REQUIREMENTS

**2.0** The following information pertains to the submission of a Bid to Fulton County, and contains instructions on how Bids must be presented in order to be considered. Listed below are the requirements for all Bidders interested in doing business with Fulton County.

1. The Bid sheets included in this Invitation to Bid (“Bid”) must be fully completed and returned with the Bid unless otherwise specified in writing by the Purchasing Department. Type or neatly print the date, company name, and the full legal name and title of the person(s) signing the Bid in the place provided at the bottom of each Bid sheet. Any additional sheets submitted must contain the same signature and Bidder information.
2. Original signature(s) must appear on each page of the Bid document. All signatures must be executed by person(s) having contracting authority for the Bidder
3. Absolutely no fax Bids or reproduction Bids will be accepted, except that photocopies may be submitted in addition to the original when multiple copies of the Bid are specifically requested in the solicitation
4. The envelope in which the Bid response is submitted must be sealed and clearly labeled with the bid number, project title, due date and time, and the name of the company or individual submitting the proposal. Bids must be received by the opening date and time shown on this Bid in order to be considered. The Purchasing Agent has obligation to consider Bids which are not in properly marked envelopes. Contract Compliance submittals shall be submitted in a separated sealed envelope or package.
5. The original and the required number of copies of the Bid must be returned to:

Fulton County Purchasing Agent  
Fulton County Purchasing Department  
130 Peachtree Street, S.W., Suite 1168  
Atlanta, Georgia 30303

Any inquiries, questions, clarifications or suggestions regarding this solicitation should be submitted in writing to the Purchasing Contact Person. Contact with any other County personnel in regard to a current solicitation is strictly prohibited in accordance with Fulton County “No Contact” Show information and prices in the format requested. Prices are to be quoted F.O.B. Destination, and must

include all costs chargeable to the Contractor executing the Contract, including taxes. Unless otherwise provided in the Contract, Fulton County shall have no liability for any cost not included in the price. The Contractor shall provide Fulton County the benefit through a reduction in price of any decrease in the Contractor's costs by reason of any tax exemption based upon Fulton County's status as a tax-exempt entity.

6. All prices Bid must be audited by the Bidder to ensure correctness before the Bid is submitted. The Bidder is solely responsible for the accuracy of information placed on a Bid sheet, including prices. Clerical or mathematical error is insufficient to void a successful Bid but a Bidder may withdraw a sealed Bid prior to opening without a penalty.
7. All prices must be submitted in the format requested and less all trade discounts. When multiple items are being Bid, Bidder must show both the unit price and the total extended price for each item. When applicable, the Bidder must include an additional lump sum Bid for groups or items. In the event a Bidder is offering an additional discount on groups of items, Bidder must indicate the total lump sum Bid for the particular group of items before any extra discount, the amount of extra discount, and the net total for the particular group. In the event of an extension error, unit pricing shall prevail.
8. By submitting a signed Bid, Bidder agrees to accept an award made as a result of that Bid under the terms and conditions spelled out in the Bid documents. In the event of a conflict between the different Bid documents, the County's cover Contract (if used) shall have precedence, followed in order by the Invitation to Bid Purchase Order, Bid, Contractor's Warranty Agreement, Maintenance Agreement, and/or other Contractor provided agreements.
9. A Bidder may submit only one (1) Bid response for each specific Bid solicitation unless otherwise authorized in the specifications.
10. All prices submitted by the Bidder to Fulton County must be guaranteed by the authorized person(s) against any price increase for the time period designated in the Bid specifications, and Fulton County must be given the benefit of any price decrease occurring during such designated time period.
11. All items Bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
12. All Bidders must specify in the Bid response the earliest actual delivery date for each item unless otherwise specified in writing by Fulton County. The delivery date may be a factor in deciding the Bidder's capability to perform.
13. A successful Bidder's delivery ticket(s) and invoice(s) must list each item separately and must show Fulton County's purchase order number as well as the proper department and address to which delivery was made, as listed on the

purchase order or in the Bidder's contract with Fulton County.

14. Unless clearly shown as "no substitute" or words to that effect, any items in this invitation to Bid which have been identified, described or referenced by a brand name or trade name are for reference only. Such identification is intended to be descriptive but not restrictive, and is to indicate the general quality and characteristics of products that may be offered. Each item Bid must be individually identified as to whether it is a specified item or an equivalent item by typing or printing after the item(s): The brand name; model or manufacturer's number, or identification regularly used in the trade. Deviations from the specifications must be clearly and fully listed on the Bid sheet, including photographs or cuts, specifications, and dimensions of the proposed "alternate". Fulton County is the sole judge of "exact Equivalent: or "alternate". The factors to be considered are function, design, materials, construction, workmanship, workmanship finishes, operating features, overall quality, local services facilities, warranty terms and service and other relevant features of item(s) Bid.
15. For all Bids, Fulton County reserves the right to request representative samples. If requested, samples must be delivered at the Bidder's cost within three (3) business days. Samples are submitted at the risk of the Bidder and may be subjected to destructive tests by Fulton County. Samples must be plainly tagged with Fulton County's Bid number, item name, manufacturer, and the name of the Bidder.
16. Item(s) Bid must be complete and ready to operate. No obvious omissions of components or necessary parts shall be made even though the specifications may not detail or mention them. Unit(s) must be furnished with factory installed equipment and must be comparable with the basic form, fit, and functional requirements which are all to be included in the base price as well as any other equipment included as standard by the manufacturer or generally provided to the buying public.
17. All successful Bidders must assume full responsibility for all item(s) damaged prior to F.O.B. Destination delivery and agree to hold harmless Fulton County of all responsibility for prosecuting damage claims.
18. All successful Bidders must assume full responsibility for replacement of all defective or damaged goods within thirty (30) days of notice by Fulton County of such defect or damage.
19. All successful Bidders must assume full responsibility for providing or ensuring warranty service on any and all items including goods, materials, or equipment provided to the County with warranty coverage. If a successful Bidder is not the manufacturer, all manufacturers' warranties must be passed through to Fulton County. The Bidder and not Fulton County is responsible for contacting the manufacturer of the warranty service provided during the warranty period and supervising the completion of the warranty service to the satisfaction of Fulton County.

20. As a successful Bidder providing any equipment which requires fitting and assembly the Bidder shall be solely responsible for such installation being performed by a manufacturer's authorized or approved servicer an experienced worker, utilizing workmanship of the highest caliber. The Bidder must verify all dimensions at the site, shall be responsible for their correctness, and shall be responsible for the availability of replacement parts when specified in writing by Fulton County in the specifications, purchase order, or other contract.
21. A successful Bidder is solely responsible for disposing of all wrappings, crating, and other disposable material upon deliver of item(s).
22. All Bidders are required to be authorized distributors or regularly engaged in the sale or distribution of the type of goods, materials, equipment or services for which the Bidder is submitting a Bid response in addition, all Bidders are required to provide Fulton County with three (3) written references documenting the successful completion of Bids or contracts for the types of items including goods, materials, equipment, or services for which the Bidder is submitting a Bid response. In instances where a Bidder has never supplied such goods, material, equipment, or services before, the Bidder must submit with the Bid response a statement and supporting documentation demonstrating such expertise, knowledge, or experience to establish the Bidder as a responsible Bidder, capable of meeting the Bid requirements should an award be made. No exceptions to this provision will be made unless authorized in the Bid specifications.
23. Bidders may be required to furnish evidence that they maintain permanent places of business of a type and nature compatible with their Bid proposal, and are in all respects competent and eligible vendors to fulfill the terms of the specifications. Fulton County may make such investigations as it deems necessary to determine the ability of the Bidder to perform such work, and reserves the right to reject any Bidder if evidence fails to indicate that the Bidder is qualified to carry out the obligation of the Contract and to complete the work satisfactorily.
24. All Bidders must comply with all Fulton County Purchasing laws, policies, and procedures, non-discrimination in contracting and procurement ordinances, and relevant state and federal laws including but not limited to compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act. Successful Bidder must obtain all permits, licenses, and inspections as required and furnish all labor, materials, insurance, equipment, tools, supervision, and incidentals necessary to accomplish the work in these specifications.
25. If a successful Bidder is unable or unwilling to enter into a Contract with Fulton County subsequent to being granted an award, or who fails to perform in accordance with the Bid specifications the Bidder will be subject to damages and all other relief allowed by law.
26. Successful Bidders contract directly with Fulton County and are the party or parties obligated to perform. Contracts may not be assigned and any failure to

perform the Contract in accordance with the specifications will constitute a breach of Contract and may result in a Bidder being found to be “non-responsive” in the future.

27. In case of default by the successful Bidder, Fulton County may procure the articles for services from another source and hold the successful Bidder responsible for any resulting excess cost.
28. The County may award any Bid in whole or in part to one or more vendors or reject all Bids and/or waive any technicalities if it is in the best interests of the County to do so. In the event that all Bids are not rejected, Bids for items including goods, materials, equipment, and services will be awarded to the lowest “responsible” Bidder(s) as determined by Fulton County. Submitting the lowest Bid, as published at the Bid opening, does not constitute an award or the mutual expectation of an award of a Contract and purchase order. For purposes of this notice and the attached Bid sheets, a purchase order is a Contract to provide items including goods, materials, equipment, and services and is intended to have the full force and effect of a Contract. A breach of the terms and conditions of a purchase order constitutes a breach of Contract.
29. Bids for projects that are solicited pursuant to the Georgia Local Government Registrations & Elections Construction Law ( O.C.G.A 36-91-1 et seq) may withdrawn as follows:  
  
Competitive sealed Bids (Bid) may not be revoked or withdrawn until 60 days after the time set by the governmental entity for opening of Bids. At the end of this time period the Bid will cease to be valid, unless the Bidder provides written notice to the County prior to the scheduled expiration date that the Bid will be extended for a time period specified by the County.
30. In the evaluation of the Bids, any award will be subject to the Bid being:
  - A. Compliant to the specification – meets form, fit, and function requirements stated or implied in the specification.
  - B. Lowest cost to the County over projected useful life.
  - C. Administratively Compliant – Including all required bonds, insurance, established quality of work and general reputation, financial responsibility, relevant experience, and related criteria.
31. All bids and Bids submitted to Fulton County are subject to the Georgia “Open Records Act”, Official Code of Georgia, Annotated (O.C.G.A.) §50-18-70 et seq.
32. All bids and Bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h). The Utility Contractor License number of the person who will perform the utility work shall be written on the face of the Bid envelope.
33. The apparent silence of this specification, and any supplement thereto, as to

details, of the omission from it of a detailed description concerning any point, will be regarded as meaning only the best commercial practices are to prevail. Only materials of the highest quality, correct type, size, and design are to be used. All interpretations of this specification will be made upon the basis of this statement, with Fulton County interpretation to prevail.

34. It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.
  - A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
  - B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
  - C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted Bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.
35. Any Bidder intending to respond to this solicitation as a Joint Venture must submit an executed Joint Venture Agreement with this Bid. This agreement must designate those persons or entities authorized to execute documents or otherwise bind the Joint Venture in all transactions with Fulton County, or are accompanied by a document, binding upon the Joint Venture and its constituent members, making such designation. Bids from Joint Ventures that do not include these documents will be rejected as being "non-responsive".
36. Any Bidder intending to respond to this solicitation must complete all of the Procurement Affidavit Forms provided in this solicitation. Bids that do not include these completed documents will be rejected as being "non-responsive".

## 2.1

### Definition of Purchasing Terms

**Addenda** - the plural of addendum.

**Addendum** - a written or graphic change to the contract documents issued prior to bid opening which becomes a part of the specifications for the project.

**Advertisement** - public notice inviting bids shall be published for two (2) consecutive weeks. All projects shall be published on the Fulton County's website @ [www.co.fulton.ga.us](http://www.co.fulton.ga.us) , under "Bid Opportunities".

**Amendment** – a change, addition, alteration, correction or revision to a bid or proposal or contract document.

**Award** - approval by the Board of Commissioners, to begin the contracting process with the lowest most responsive and responsible bidder.

**Bid** - the formal process allowing prospective vendors to compete for goods and services sought by the County.

**Bid acceptance** - the acceptance of bids delivered to the Purchasing Agent at the time, place, and under the conditions contained in the invitation for bids and as further stipulated in the specifications document.

**Bid opening** - the public opening of bids received and accepted and the reading aloud of the name of each bidder and the amount of bid in the presence of one (1) or more witnesses at the time and place designated in the invitation to bid. For RFP openings only the name of the proponents are read aloud.

**Brand name or equal specification** – means a specification limited to one or more items by manufacturer's names or catalogue numbers to describe the standard of quality, performance and other salient characteristics needed to meet County requirements and which provides for the submission of equivalent products from any manufacturer.

**Brand name specifications** – means a specification limited to one or more items by manufacturer's names or catalogue numbers.

**Collusion** – a secret agreement, whether expressed or implied, to commit a fraudulent, deceitful, unlawful, or wrongful act.

**Collusive bidding** – a violation of antitrust statutes that consists of a response to a solicitation by two or more persons who have secretly agreed to circumvent laws and rules regarding independent and competitive bidding.

**County** - "County" shall mean the Fulton , Georgia, a political subdivision of the State of Georgia, and shall include all agencies, establishments or officials of the government of the .

**Contractor** - any person or entity having a contract with the County.

**Days** - “Days” shall mean calendar days.

**Debarment** – the exclusion of a person or company from participating in a procurement activity for an extended period of time, as specified by law, because of previous illegal or irresponsible action.

**Designee** - an authorized representative of a person holding superior position of responsibility.

**Invitation to bid (ITB)** - all documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.

**Inspection** - an authorized representative of the County, or of the County’s architect/engineer, assigned to make all necessary inspections, test, and reports of the work performed or being performed.

**May** - denotes permissive.

**Offer** - a proposal by an offeror submitted when procurement is made by a source selection method other than competitive sealed bidding.

**Offeror** – a person making an offer.

**Procurement** - buying, purchasing, renting, leasing or otherwise acquiring any supplies, services or construction. Also includes all functions that pertain to the obtaining of any supply, service or construction, including a description of requirements, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration.

**Purchasing Agent** - the Director of the Fulton County Department of Purchasing the principal purchasing official for the County.

**Responsible bidder or responsible offeror** – means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements.

**Scope of work** - means the work that is required by the contract documents.

**Shall** - denotes imperative.

**Solicitation** - an invitation for bid, a request for proposal, a request for quotation, or any other document issued by the County for the purpose of soliciting bids or bids to perform a County contract.

**Specifications** – means any description of the physical or functional characteristics or of the nature of a supply, service or construction item. It may include a description of any requirement for inspecting, testing or preparing a supply, service or construction item for

delivery.

- 2.2** No Pre-Bid Conference will be conducted. Bidders may submit requests for clarifications or interpretations regarding this ITB. Bidders must prepare such requests in writing for the County's consideration as set forth in this section of this ITB. While the County has not placed an initial limitation on the number of requests which can be submitted, Bidders are cautioned that if Bidders do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests received after **Wednesday, May 5, 2010 at 5:00 PM**, local prevailing time. Bidders are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County's failure to respond to any such request will not relieve the bidder of any obligations or conditions required by this ITB.

Request for clarification or interpretation regarding this ITB shall only be submitted in writing (letter, fax or email) to:

William Long, Chief Assistant Purchasing Agent  
Department of Purchasing  
Fulton County Public Safety Building  
130 Peachtree Street, S.W., 1168  
Atlanta, GA 30303  
Fax: (404) 893.6268  
[William.long@fultoncountyga.gov](mailto:William.long@fultoncountyga.gov)

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this ITB to all persons registered with the County to have received a copy of the ITB.

No oral interpretation, instruction, or information concerning this ITB given by any employee or agent of the County shall be binding on the County. Bidders who submit a bid in reliance on any such oral information risk having their response to this ITB deemed non-responsive by the County. Only written responses issued by addendum to this ITB should be considered by the bidders.

During the period provided for the preparation of bids, the County may issue addenda to this ITB. These addenda will be numbered consecutively and will be distributed to those who have been issued a copy of this ITB. Additionally, the addenda will be posted on the Fulton County website, [www.fultoncountyga.gov](http://www.fultoncountyga.gov). These addenda will be issued by, or on behalf of, the County and will constitute a part of this ITB. Each bidder is required to acknowledge by submitting an executed acknowledgment form included with this bid. This acknowledgment shall include all addenda distributed prior to the bid submission date. All responses to this ITB shall be prepared with full consideration of the addenda issued prior to the bid submission date.

**2.3 Right to Reject Bids**

The County reserves the right to reject any or all bids and to waive informalities. No bids will be received after the time set for opening bids. Any unauthorized conditions, limitations or provisions attached to the Bid, except as provided herein, will render it informal and may cause its rejection. Unbalanced bids will be subject to rejection. Any bidder may withdraw his/her bid, either personally or by telegraphic or written request, at any time prior to the scheduled closing time for receipt of bids. Telegraphic or written requests for withdrawal must be in the possession of the County prior to the closing time for receipt of bids.

#### **2.4 Disqualification of Bidders**

The submission of more than one (1) bid to the County as the primary Bidder or member of a joint venture for the same bid by an individual firm, partnership or corporation under the same or different names may be considered as sufficient for disqualification of a bidder and the rejection of the bid.

#### **2.5 Applicable Laws**

All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their complaints in the manner provided in the Fulton County Code of Laws §2-324, which is incorporated by reference herein.

#### **2.6 Examination of Contract Documents**

Prospective bidders shall examine the contract documents and before submitting a bid, shall make a written request to the County for an interpretation or correction of any ambiguity, in consistency or error therein which could be discovered by a bidder. At the bid opening each bidder shall be presumed to have read and be familiar with the contract documents.

#### **2.7 Termination**

The County may terminate the contract resulting from this solicitation at any time the vendor fails to carry out the contract provisions, if in the opinion of the County, the performance of the contract is unreasonably delayed, or the vendor is in direct violation of the contract conditions. The County shall provide the vendor with notice of any conditions which violate or endanger the performance of the contract and, if after such notice the contractor fails to remedy such conditions within thirty (30) days, to the satisfaction of the County, the County may exercise their option in writing to terminate the Contract without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises. Vendor agrees by its bid submission that the County's decision is final and valid.

#### **2.8 Indemnification and Hold Harmless Agreement**

Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and

agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, or the performance, or nonperformance, of its obligations under this agreements.

## **2.9 Irrevocable Offer**

No bid may be modified, withdrawn, or cancelled by the bidder for sixty (60) days following the date and time designated for receipt of bids, and each bidder so agrees in submitting its bid. All adjustment factors shall remain valid during this time period unless noted otherwise.

Prior to the date and time designated for receipt of bids, a bid may be withdrawn on written or facsimile (fax) request, provided that written confirmation of any fax withdrawal over the signature of the bidder must have been mailed and postmarked on or before the date and time set for receipt of bids. A withdrawn bid may be resubmitted up to the date and time designated for receipt of bids, provided that it is then fully in conformance with these Instructions to Bidders.

## SECTION 3

### PURCHASING FORMS & INSTRUCTIONS

#### 3.1 Introduction

To be deemed responsive to this ITB, Bidders must provide the information requested and complete in detail all Bid Forms. The appropriate individual(s) authorized to commit the Bidder must sign the Bid Forms. Bidders should reproduce each Bid Form, as required, and complete the appropriate portions of the forms provided in this section.

#### Procurement Affidavits

Procurement Affidavit Form 1	Certification Regarding Debarment
Procurement Affidavit Form 2	Form A: Non-Collusion Affidavit Prime Bidder/Offeror
Procurement Affidavit Form 3	Certificate of Acceptance of Invitation to Bid Requirements
Procurement Affidavit Form 4	Offeror's Disclosure Form and Questionnaire
Procurement Affidavit Form 5	Declaration of Employee Number Agreement
Procurement Affidavit Form 6	Georgia Security and Immigration Contractor Affidavit
Procurement Affidavit Form 7	Georgia Security and Immigration Subcontractor Affidavit

#### 3.2 Procurement Affidavit Forms Description

The following paragraphs present an overview of each Procurement Affidavit Form required.

##### 3.2.1 Certification Regarding Debarment

Bidder shall complete and submit Form 1, which certifies that neither it nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency.

##### 3.2.2 Non-Collusion Affidavit Prime Bidder/Offeror

The Bidder shall include a copy of Proposal Form 2A, executed by an authorized officer of the corporation. Bids developed by a joint venture shall be similarly executed by all joint venture participants. Additionally, all sub-contractors shall

execute a copy of Bid Form 2B which shall also be submitted with the bid.

**3.2.3 Certificate of Acceptance of Invitation to Bid Requirements**

Bidder shall complete and submit Form 3, which certifies that Bidder has read the solicitation including all addenda, exhibits, attachments and appendices.

**3.2.4 Offerors Disclosure Form and Questionnaire**

**3.2.5 Declaration of Employee-Number Agreement**

**3.2.6 Georgia Security and Immigration Contractor Affidavit**

**3.2.7 Georgia Security and Immigration Subcontractor Affidavit**

## **CERTIFICATION REGARDING DEBARMENT**

- (1) The Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the Fulton County Government.
- (2) If the Offeror is unable to certify to any of the statements in this certification, such Offeror or subcontractor shall attach an explanation to this bid or proposal.

### *INSTRUCTIONS FOR CERTIFICATION*

By signing and submitting this certification, the Offeror is providing the certification set out below:

- (1) The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, the Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
- (2) The prospective Offeror shall provide immediate written notice to the Purchasing Agent if at anytime the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) Offeror shall be under a continuing duty to immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Offeror certification regarding debarment is affected.

### **DEBARMENT ORDINANCE**

The following SECTION 2-322 of Fulton County Code of Laws establishes the procedure for the debarment of contractors.

- (a) *Authority to suspend.*

After reasonable notice to the entity involved and reasonable opportunity for that entity to be heard, the Purchasing Agent, after consultation with user department, the County Manager and the County Attorney shall have the authority to suspend an entity for cause from consideration for award of county contracts. As used in this SECTION, the term entity means any business entity, individual, firm, contractor, subcontractor or business corporation, partnership, limited liability corporation, firm, contractor, subcontractor or business structured; provided, further, that any such entity shall also be subject to suspension under this SECTION if any of its constituents, members, subcontractors at any tier of such entity's and the entity, or any constituent or member, knew or should have known of the commission of the act. The suspension shall be for a period not to exceed three (3) years unless cause is based on a felony conviction for an offense related or associated with fraudulent contracting or misappropriation of funds wherein the suspension

shall not exceed seven (7) years.

(b) *Causes for Suspension.* The causes for suspension include:

- (1) Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;
- (2) Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county contractor.
- (3) Conviction of state or federal anti-trust statutes arising out of the solicitation and submission of bids and bids;
- (4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action:
  - a. Failure to perform in accordance with the specifications within a time limit provided in a county contract;
  - b. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension;
  - c. Material representation of the composition of the ownership or workforce or business entity certified to the county as a minority business enterprise; or
  - d. Falsification of any documents.
- (5) For violation of the ethical standards set forth in Fulton County Code Chapter 9, Code of Ethics.
- (6) Knowing misrepresentation to the county, of the use which a majority owned contractor intends to make a minority business enterprise (a business entity at least 51 percent of which is owned and controlled by minority persons, as defined in Fulton County Code Chapter 6, Article B, Minority Business Enterprise Affirmative Action Program and certified as such by the county), as a subcontractor or a joint venture partner, in performing work under contract with the county.

Failure to fully and truthfully provide the information required, may result in the disqualification of your bid/proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as a part of the bid/proposal package along with other required documents.

Under penalty of perjury, I declare that I have examined this certification and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
(Legal Name of Offeror) (Date)

\_\_\_\_\_  
(Signature of Authorized Representative) (Date)

\_\_\_\_\_  
(Title)

**STATE OF GEORGIA**

**COUNTY OF FULTON**

**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/OFFEROR**

I, \_\_\_\_\_ certify that pursuant to Fulton County Code SECTION 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. SECTION 36-91-21 (d) and (e), \_\_\_\_\_ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or bids by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of \_\_\_\_\_ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

\_\_\_\_\_  
(COMPANY NAME)

\_\_\_\_\_  
(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

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

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**NOTE:**

**IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.**

**IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.**

**CERTIFICATE OF ACCEPTANCE OF INVITATION TO BID  
REQUIREMENTS**

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages # \_\_\_\_\_ to # \_\_\_\_\_ inclusive, including any addenda # to # \_\_\_\_\_ exhibit(s) # \_\_\_\_\_ to # \_\_\_\_\_, attachment(s) # \_\_\_\_\_ to # \_\_\_\_\_, and/or appendices # to #, \_\_\_\_\_ in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

**(Affix Corporate Seal)**

## OFFEROR'S DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.
3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

### **LITIGATION DISCLOSURE:**

**Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.**

1. **Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:**
  - (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;
  - (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and
  - (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.
2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One:                    YES                                    NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?

Circle One:                    YES                                    NO

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

Circle One:                    YES                                    NO

5. Has any offeror, member of offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One:                    YES                                    NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

**NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.**

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the

bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
(Legal Name of Proponent) (Date)

\_\_\_\_\_  
(Signature of Authorized Representative) (Date)

\_\_\_\_\_  
(Title)

**Sworn to and subscribed before me,**

this \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
(Notary Public) (Seal)

Commission Expires \_\_\_\_\_  
(Date)

## DECLARATION OF EMPLOYEE-NUMBER CATEGORIES

Please affirmatively indicate by checking the appropriate box the employee-number category applicable to your company:

- 500 or more employees
- 100 or more employees
- Fewer than 100 employees

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

I certify that the above classification is true and correct.

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT**

### **Instructions:**

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit provided. The affidavit should be executed by Contractors who have indicated on Form F, Declaration of Employee-Number Categories, that they have 500 or more employees.

**STATE OF GEORGIA  
COUNTY OF FULTON**

**GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND  
AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_

**[insert name of prime contractor]** on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A/ 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer of Agent  
(Insert Subcontract Name)

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

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**NOTE:**

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

## GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

### **Instructions:**

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

**STATE OF GEORGIA  
COUNTY OF FULTON**

**GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_

\_\_\_\_\_ **[insert name of prime contractor]**

behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer of Agent  
(Insert Subcontract Name)

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

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**NOTE:**

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

## SECTION 4 CONTRACT COMPLIANCE REQUIREMENTS

### 4.1 NON-DISCRIMINATION IN CONTRACTING AND PROCUREMENTS

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners (“Board”) that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

**Equal Business Opportunity Plan (EBO Plan):** In addition to the proposal submission requirements, each vendor **must** submit an Equal Business Opportunity Plan (EBO Plan) with their bid/proposal. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a bidder/proposer, contractor, or vendor or by Fulton County. The respondent **must** outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with *this solicitation*.

The EBO Plan **must** identify and include:

1. Potential opportunities within the scope of work of *this solicitation* that will allow for participation of racial, gender or ethnic groups.
2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in *this solicitation*.

Fulton County encourages joint ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

**Prompt Payment:** The prime contractor **must** certify in writing and **must** document on the Exhibit G Form (Prime Contractor/Subcontractor Utilization Report) that all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the prime contractor prior to receipt of any further progress payments). In the event the prime contractor is unable to pay subcontractors, sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime contractor shall pay all subcontractors, sub-consultants or suppliers funds due from said progress payment within forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than fifteen (15) days as provided for by state law.

## 4.2 REQUIRED FORMS AND EBO PLAN

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), bidders/proposers **must** submit the following completed documents. Failure to provide this information **shall** result in the proposal being deemed non-responsive.

- **Exhibit A** – Promise of Non-Discrimination
- **Exhibit B** – Employment Report
- **Exhibit C** – Schedule of Intended Subcontractor Utilization
- **Exhibit D**– Letter of Intent to Perform as a Subcontractor or Provide Materials or Services
- **Exhibit E** – Declaration Regarding Subcontractors Practices
- **Exhibit F** – Joint Venture Disclosure Affidavit
- **Equal Business Opportunity Plan (EBO Plan)** – This document is not a form. It is a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.

All Contract Compliance documents (Exhibits A – F and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked “Contract Compliance”. The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.

The following document must be completed as instructed if awarded the project:

- **Exhibit G** – Prime Contractor’s Subcontractor Utilization Report

**EXHIBIT A – PROMISE OF NON-DISCRIMINATION**

“Know all persons by these presents, that I/We ( \_\_\_\_\_ ),  
Name

\_\_\_\_\_  
Title Firm Name  
Hereinafter “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to SECTION 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

**SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**EXHIBIT B – EMPLOYMENT REPORT**

The demographic employment make-up for the bidder/proposer **must** be identified and submitted with this bid/proposal. In addition, if subcontractors will be utilized by the bidder/proposer to complete this project, then the demographic employment make-up of the subcontractor(s) must be identified and submitted with this bid, **10ITB7266010YC-BL (RE-BID), PERISHABLE & NON-PERISHABLE FOOD ITEMS**

**EMPLOYEES**

CATEGORY	NATIVE AMERICAN		AFRICAN AMERICAN		ASIAN AMERICAN		HISPANIC AMERICAN		CAUCASIAN AMERICAN		OTHER	
	M	F	M	F	M	F	M	F	M	F	M	F
Male/Female												
Mgmt/Official												
Professional												
Supervisors												
Office/ Clerical												
Craftsmen												
Laborers												
Other (specify)												
TOTALS												

**FIRM'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

This completed form is for (Check one)  Bidder/Proposer  Subcontractor

**Submitted by:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**EXHIBIT C - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION**

If the bidder/proposer intends to subcontract any portion of this scope of work/service(s), this form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** include Letter(s) of Intent (Exhibit D) in the bid document for all subcontractors who will be utilized under the scope of work/services.

**Prime Bidder/Proposer:** \_\_\_\_\_

**Project Name or Description of Work/Service(s):** \_\_\_\_\_

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is \_\_\_\_\_ is not \_\_\_\_\_ a minority or female owned and controlled business enterprise. (Please indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly):

\_\_\_\_\_  
\_\_\_\_\_

2. If the Prime Bidder/Proposer is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

3. Sub-Contractors (including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

SUBCONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE VALUE: \_\_\_\_\_ %

**\*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); \*\*If yes, please attach copy of recent certification.**

SUBCONTRATOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
\_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE VALUE: \_\_\_\_\_ %

SUBCONTRATOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
\_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE VALUE: \_\_\_\_\_ %

SUBCONTRATOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
\_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE VALUE: \_\_\_\_\_ %

SUBCONTRATOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_  
WORK TO BE PERFORMED: \_\_\_\_\_  
\_\_\_\_\_  
DOLLAR VALUE OF WORK: \$ \_\_\_\_\_ PERCENTAGE VALUE: \_\_\_\_\_ %

**Total Dollar Value of Subcontractor Agreements: (\$)**

**Total Percentage Value: (%)**

**CERTIFICATION:** The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Firm or Corporate Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** (     ) \_\_\_\_\_

**Fax Number:** (     ) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**EXHIBIT D**

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR  
OR  
PROVIDE MATERIALS OR SERVICES**

This form **must** be completed by **ALL** known subcontractor and submitted with the bid/proposal. The Prime Contractor **must** submit Letters of Intent for **ALL** known subcontractors at time of bid submission.

**To:** \_\_\_\_\_  
**(Name of Prime Contractor Firm)**

**From:** \_\_\_\_\_  
**(Name of Subcontractor Firm)**

**ITB Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

<b>Description of Work</b>	<b>Project Commence Date</b>	<b>Project Completion Date</b>	<b>Estimated Dollar Amount</b>

\_\_\_\_\_  
**(Prime Bidder)**

\_\_\_\_\_  
**(Subcontractor)**

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**EXHIBIT E - DECLARATION REGARDING SUBCONTRACTING PRACTICES**

If the bidder/proposer **does not intend to subcontract** any portion of the scope of work services(s), this form **must be** completed and submitted with the bid/proposal.

\_\_\_\_\_ hereby declares that it is my/our intent to  
**(Bidder)**

perform 100% of the work required for \_\_\_\_\_  
**(ITB/ Number)**

**(Description of Work)**

In making this declaration, the bidder/proposer states the following:

1. That the bidder/proposer does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform **all elements** of the work on this project with his/her own current work forces;
2. If it should become necessary to subcontract some portion of the work at a later date, the bidder/proposer will comply with all requirements of the County's Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a decision made by the bidder/proposer to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County's Non-Discrimination Ordinances;
3. The bidder will provide, upon request, information sufficient for the County to verify Item Number one.

**AUTHORIZED COMPANY REPRESENTATIVE**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**EXHIBIT F - JOINT VENTURE DISCLOSURE AFFIDAVIT**

**ITB No.** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

This form must be completed and submitted with the bid/proposal if a joint venture approach is to be undertaken.

In order to evaluate the extent of small, minority and female business involvement being proposed by a Bidder/Proposer, certain relevant information must be provided prior to contract award. The information requested below is to clearly identify and explain the extent of small business participation in the proposed joint venture. All items must be properly addressed before the business entity can be evaluated.

**1. Firms:**

1) **Name of Business:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Nature of Business:** \_\_\_\_\_

2) **Name of Business:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Nature of Business:** \_\_\_\_\_

3) **Name of Business:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Nature of Business:** \_\_\_\_\_

**NAME OF JOINT VENTURE (If applicable):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PRINCIPAL OFFICE:** \_\_\_\_\_

**OFFICE PHONE:** \_\_\_\_\_

**Note:** Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof.
2. Describe the financial controls of the joint venture, e.g., will a separate cost center be established? Which venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each joint venture to commit or obligate the order?
3. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.
4. Describe the estimated contract cash flow for each joint venturer.
5. To what extent and by whom will the on-site work be supervised?
6. To what extent and by whom will the administrative office be supervised?
7. Which joint venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?
8. Which joint venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?
9. Describe the experience and business qualifications of each joint venturer.
10. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.
11. Percent of Minority/Female Business Enterprises ownership by each joint venture in terms of profit and loss sharing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. The authority of each joint venturer to commit or obligate the other: \_\_\_\_\_  
\_\_\_\_\_
13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the Minority/Female Business Enterprises enterprise, the majority firm or the joint venture: \_\_\_\_\_  
\_\_\_\_\_

14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

<u>Name</u> <u>Operation</u>	<u>Race</u>	<u>Sex</u>	<u>Financial</u> <u>Decisions</u>	<u>Supervision</u> <u>Field</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Finance, under the direction of the County Manger's Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

**WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.**

FOR \_\_\_\_\_  
(Company)

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Company)

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Printed Name)

State of \_\_\_\_\_:

County of \_\_\_\_\_:

On this \_\_\_\_\_ day of \_\_\_\_\_, 2010, before me, appeared

\_\_\_\_\_, the undersigned known to me to be the person described in the foregoing Affidavit and acknowledge that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

**EXHIBIT – G PRIME CONTRACTOR/SUB-CONTRACTOR UTILIZATION REPORT**

This report **must** be submitted by the **tenth day** of each month, along with a copy of your monthly invoice (schedule of values/payment application) to Contract Compliance. Failure to comply **shall** result in the County commencing proceedings to impose sanctions to the prime contractor, in addition to pursuing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial of participation in any future contracts awarded by Fulton County.

<b>REPORTING PERIOD</b>		<b>PROJECT NAME:</b>				
<b>FROM:</b>		<b>PROJECT NUMBER:</b>				
<b>TO:</b>		<b>PROJECT LOCATION:</b>				
<b>PRIME CONTRACTOR</b>		<b>Contract Award Date</b>	<b>Contract Award Amount</b>	<b>Change Order Amount</b>	<b>Contract Period</b>	<b>% Complete to Date</b>
<b>Name:</b>						
<b>Address:</b>						
<b>Telephone #:</b>						

AMOUNT OF REQUISITION THIS PERIOD: \$ \_\_\_\_\_  
 TOTAL AMOUNT REQUISITION TO DATE: \$ \_\_\_\_\_

**SUBCONTRACTOR UTILIZATION** (add additional rows as necessary)

Name of Sub-Contractor	Description of Work	Contract Amount	Amount Paid To Date	Amount Requisition This Period	Contract Period	
					Starting Date	Ending Date
<b>TOTALS</b>						

**Executed** By: \_\_\_\_\_

*(Signature)*

*(Printed Name)*

**Notary:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

## SECTION 5

### INSURANCE AND RISK MANAGEMENT PROVISIONS

#### Insurance and Risk Management Provisions Goods and Ancillary Services

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name and Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be received by Fulton County Government prior to the start of any activities/services as described in the bid. Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

#### **Accordingly the Respondent shall provide a certificate evidencing the following:**

**1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer's Liability Insurance	BY ACCIDENT - EACH ACCIDENT	\$1,000,000.
Employer's Liability Insurance	BY DISEASE - POLICY LIMIT	\$1,000,000.
Employer's Liability Insurance	BY DISEASE - EACH EMPLOYEE	\$1,000,000.

**2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000

Fire Damage	Limits	-	\$100,000
<b>3. BUSINESS AUTOMOBILE LIABILITY INSURANCE</b>			
<b>Combined Single Limits</b>	Each Occurrence	-	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).			
<b>4. UMBRELLA LIABILITY</b>			
(In excess of above noted coverage's)	Each Occurrence	-	\$5,000,000
<b>5. FIDELITY BOND AND CRIME</b>			
(Employee Dishonesty) (Theft)	Each Occurrence	-	\$ 100,000
**Above to include 3 <sup>rd</sup> Party Coverage**			

**Certificates:**

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Subcontractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates should be sent to Fulton County Government and must identify the "Certificate Holder" as follows:

Fulton County Government - Department of Purchasing & Contract Compliance  
130 Peachtree Street, S.W.  
Suite 1168  
Atlanta, Georgia 30303-3459

**Important:**

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

**USE OF PREMISES**

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

**PROTECTION OF PROPERTY**

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor's obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of

Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

***If the bid/quotation involves construction services Contractor/Vendor will be responsible fully for any and all damage to the work during the course of construction, until the point of Final acceptance by Fulton County.***

FULTON COUNTY ACKNOWLEDGES THAT ALL PROVISIONS OF THIS INDEMNITY AGREEMENT MAY NOT BE APPLICABLE TO THE CONTRACTOR/VENDOR'S BUSINESS. TO THE EXTENT THAT CONTRACTOR/VENDOR MAY DEMONSTRATE SUCH NONAPPLICABILITY, FULTON COUNTY MAY NEGOTIATE AMENDMENTS TO THIS AGREEMENT AS THE CIRCUMSTANCES DICTATE.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SECTION 6

### PERISHABLE & NON-PERISHABLE FOODS

Food Type	Number of Items on Bid
Meats	20
Seafood	11
Poultry	13
Perishables/Non-Perishables	56
Canned & Dry Goods	184
Produce	38
Ready to Serve Items	134
<b>Total Biddable Items</b>	<b>456</b>

Fulton County is soliciting bids from qualified vendors to provide Perishable & Non-Perishable Food Items to the Health and Human Service Department on an as, if and/or when requested basis during a twelve month period.

- Successful respondent must have the capacity to provide weekly and bi-weekly deliveries
- Successful respondent must be capable of supply fountain equipment
- Successful respondent must repair and/or replace defective equipment within 24 hour of service call
- Vendor Facility: Vendors submitting bids must have adequate facilities and equipment to meet delivery requirements.
- Orders must be delivered on agreed upon delivery schedule. Failure to consistently meet agreed upon delivery schedule may result in the withdrawal of the award from the vendor.
- All products must be delivered inside the kitchen or pantry or other specified area by designated staff personnel of the Human Services Department.
- Bread Product Specifications: All products shall be delivered fresh. Fresh indicates that the bread was baked not earlier than 24 hours before delivery. All packaging shall have the expiration date clearly printed.
- All products shall be enriched not less than the minimum requirements of the U.S. Government specifications and enrichment shall be obtained by using only enriched flour and adding U.S. Government approved additives necessary to meet the U.S. Government requirements.

All packaging and wrapping shall meet all federal, state, and local requirements including labeling and ingredient information. All packaging shall be moisture proof.

#### MINIMUM STANDARDS AND DELIVERY LOCATIONS FOR THE DEPARTMENT OF BEHAVIORAL HEALTH ONLY –

- The three (3) Developmental Disabilities Centers service adults daily and serve lunch. The lunch is ready to cook foods (canned vegetables, etc), where the cooks can warm the food and serve the clients.
- The three (3) centers are participating in the Bright from the Start Food Nutrients Program and have to adhere to Federal guidelines. The centers must order SOY MILK and follow menus.
- The centers does not have a “prep” sink to prepare raw uncooked foods, therefore all meat products need to be ready cooked and able to be warmed up and served.
- The individuals served may have some motor skills that do not allow them to use certain condiments in the cafeteria area, for example opening ketchup and mustard packages. Therefore we must order individual bottles to assist the individuals.
- The individuals also attend community outings where they take their lunches with them. Therefore we need certain foods to prepare their lunches.
- Bidder will deliver goods, within twenty-four (24) hours after receipt of order to the following locations as requested:
  1. Central Training Center (CTC)  
425 Langhorn St., Atlanta, GA 30310
  2. North Training Center (NTC)  
5025 Roswell Road, NE, Atlanta, GA 30342
  3. South Training Center (STC)  
2605 Fairburn Road, SW  
Atlanta, GA 30331
- All prices must be FOB Destination, unloaded inside, free of charge of goods between the hours of 8:00 am and 1:00 pm, Monday through Thursday. No deliveries will be accepted after 1:00 pm.

<b>Item No.</b>	<b>Packaging/Size</b>	<b>Description</b>	<b>Estimated QTY (Cases)</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1	1/15 LB	Bacon Slab Sli 18/22 Ct C/C	144	\$	\$
2	72/1.8 OZ	Beef Burger Mini With Bun	36	\$	\$
3	1/60#AVG	Beef Chuck Bnls 2Pc 126A	24	\$	\$
4	2/7-10#	Beef Corned Brisket Ch Prck	12	\$	\$
5	1/10 LB	Beef Diced F/ Stew 3/8 Cut	48	\$	\$
6	30/5.33OZ	Beef Fritter Cntry Tx Style	48	\$	\$
7	4/10 LB	Beef Ground Bulk 81/19 Fine	72	\$	\$
8	40/4 OZ	Beef Liver Sliced Sknd&Dvnd	288	\$	\$
9	78/3.8 OZ	Beef Patty Flm Brld Ckd	96	\$	\$
10	3/11-14#	Beef Ribeye Lipon Bnls Selct	24	\$	\$
11	2/16#DN	Beef Ribeye Lipon 112A Usa	24	\$	\$
12	3/23#AVG	Beef Round Ins Top Ch 168	24	\$	\$
13	1/10 LB	Frank All Beef 8X1 Skls 6"	96	\$	\$
14	2/9-10#	Ham Buffet Bnls H/W 32% Menu ma	87	\$	\$
15	8/4-8#AV	Pork Boston Butt B/I Trmd Frsh	48	\$	\$
16	1/10 LB	Pork Chop Cc Spcl 1412A 5 Oz	384	\$	\$
17	6/8-9#AV	Pork Loin Bnls C/C Always Tndr	48	\$	\$
18	1/11 LB	Sausage Beef Smkd Rope	96	\$	\$
19	1/10 LB	Sausage Ital Rope Mild N/C	96	\$	\$
20	1/12LB	Sausage Lnk W/H 2Oz A/C	48	\$	\$
*Case or Box					\$
<b>MEAT TOTAL</b>					

<b>Item No.</b>	<b>Packaging/Size</b>	<b>Description</b>	<b>Estimated QTY (Cases)</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1	1/12 LB	Sausage Pork Pty 2 Oz Pure	96	\$	\$
2	4/2.5 LB	Crab Imit Flake Style	48	\$	\$
3	1/10 LB	Flounder Filet Brd Raw 4-5 Oz	96	\$	\$
4	1/15 LB	Pangasius Striped Iqf 5-7Oz	240	\$	\$
5	4/10 LB	Perch Filet Shatr-Pk 4-6 Ct	96	\$	\$
6	4/3 LB	Shrimp Brd Bfly Cl/T 26/30 Ct	48	\$	\$
7	5/2/LB	Shrimp P&D Wht 26/30 T/On Farm	120	\$	\$
8	4/2.5 LB	Shrimp Tgr P&D Ckd Tlon 26/30	48	\$	\$
9	1/10 LB	Tilapia Fil Iqf 3-5 Oz Ocn Frn	72	\$	\$
10	4/10 LB	Tilapia Fil Skls 5-7 Oz Ind	240	\$	\$
11	4/10 LB	Whiting Filet Layer-Pk 4-6 Oz	144	\$	\$
*Case or Box Pricing					\$
<b>SEAFOOD TOTAL</b>					

<b>Item No.</b>	<b>Packaging/Size</b>	<b>Description</b>	<b>Estimated QTY (Cases)</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1	48/4 OZ	Chicken Brst Bnls Skls Mar Tp	378	\$	\$
2	40/4 OZ	Chicken Brst Flt Brd Frt S/Sty	96	\$	\$
3	48/7OZ	Chicken Cut Brst Half Iqf	180	\$	\$
4	14/3.25#	Chicken Cvp 8Pc Cut Frsh Cln	144	\$	\$
5	1/10 LB	Chicken Meat Pulled Wht	96	\$	\$
6	8/5LB	Chicken Wing Iqf 1&2 Jt Jmbo	192	\$	\$
7	2/5 LB	Frank Turkey 8X1 5.25" Cn	96	\$	\$
8	80/2 OZ	Sausage Chicken Brk Pty	24	\$	\$
9	128/1.25OZ	Sausage Turkey Pty	48	\$	\$
10	2/8-10#	Turkey Brst Bnls Raw Bag	36	\$	\$
11	2/8-10#	Turkey Brst Bnls Raw Foil	96	\$	\$
12	2/8#AVG	Turkey Brst Sknls Nat Ch Brwnd	36	\$	\$
13	1/30 LB	Turkey Wing Tom 2 Joint	300	\$	\$
Case or Box Pricing <b>POULTRY MEAT BID TOTAL</b>					\$

<b>Item No.</b>	<b>Packaging/Size</b>	<b>Description</b>	<b>Estimated QTY (Cases)</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1	4/25 CT	Aptzr Frank In Puff Pastry	12	\$	\$
2	4/25 CT	Aptzr Scallop Bacon Wrpd	12	\$	\$
3	1/30 LB	Bean Lima Baby	60	\$	\$
4	4/32 CT	Blintz Brunch	12	\$	\$
5	10/24OZ	Bread Marble Rye Deli	12	\$	\$
6	6/24 OZ	Bread Texas Toast White 3/4 Sl	12	\$	\$
7	1/125 CT	Bread Toast Garlic New York	96	\$	\$
8	3/10 LB	Broccoli Cuts Iqf	96	\$	\$
9	12/12 OZ	Cake Pound	96	\$	\$
10	4/48 OZ	Cake Sheet Sponge Yellow Unice	96	\$	\$
11	96/EACH	Corn Cob Mini	96	\$	\$
12	96/EA	Corn Cob Petite	120	\$	\$
13	3/10 LB	Corn Whl Kernel	96	\$	\$
14	168/1.25OZ	Croissant Butter	60	\$	\$
15	128/1 OZ	Croissant Butter Curved	60	\$	\$
16	48/3 OZ	Croissant Butter Curved Sli	96	\$	\$
17	6/8 CT	Danish Asst Elite	24	\$	\$
18	4/24 CT	Danish Asst Mini 1.25 Oz	24	\$	\$
19	216/2.2 OZ	Dough Biscuit Southern Style	96	\$	\$
20	240/1.5 OZ	Dough Roll Dinner Wheat	120	\$	\$
21	2/5LB	Eggplant Cutlet Brd Naples Cut	24	\$	\$
22	4/76 OZ	Entree Beef Chipped Creamed	24	\$	\$
23	4/96OZ	Entree Lasagna Meat	195	\$	\$
24	4/96OZ	Entree Lasagna Veg	144	\$	\$
25	12/3 LB	Green Collard Chopped	106	\$	\$
26	12/3 LB	Green Collard Iqf	70	\$	\$
27	12/3 LB	Green Turnip W/Diced Trnps Iqf	106	\$	\$
28	48/6 OZ	Juice Apple Squat Cup	124	\$	\$
29	96/4 OZ	Juice Crnbry Blend Cup	124	\$	\$
30	96/4 OZ	Juice Orange Cup	120	\$	\$
31	96/4 OZ	Juice Orange Squat Cup	120	\$	\$
32	4/5 LB	Okra Cut Brd Iqf Gr A	96	\$	\$
33	1/30 LB	Okra Cut Gr A Iqf	96	\$	\$
34	40/4 OZ	Pasta Lasagna Egg Sheet Preckd	96	\$	\$
35	1/30 LB	Pea Blackeye	96	\$	\$
36	12/2.5 LB	Pea Green Gr A P	96	\$	\$

37	12/2 LB	Pea Sugar Snap Gr A Usa	24	\$	\$
38	6/46 OZ	Pie Apple Rtb Opt 10" Oldfash	96	\$	\$
39	6/34 OZ	Pie Lemon Meringue Cond 10"	48	\$	\$
40	6/38 OZ	Pie Lemon Meringue T&S 10"	48	\$	\$
41	20/9 IN	Pie Shell Veg	96	\$	\$
42	6/5 LB	Potato Fry Steak	100	\$	\$
43	5/3 LB	Potato Sweet Platter Fries	48	\$	\$
44	6/5 LB	Potato Tater Tot Versitot	65	\$	\$
45	80/1.25OZ	Roll Yeast Whl Bkd	48	\$	\$
46	12/3 LB	Spinach Chopped Grade A	48	\$	\$
47	12/16 OZ	Topping Strawberry Sli	48	\$	\$
48	12/2 LB	Topping Whpd Base	48	\$	\$
49	24/12 CT	Tortilla Flour Pressed 8"	24	\$	\$
50	3/10 LB	Vegetable Blend Calif Gr A	96	\$	\$
51	6/4 LB	Vegetable Blend Chfcut Bahamas	96	\$	\$
52	6/4 LB	Vegetable Blend Chfcut Cal Gol	96	\$	\$
53	6/4 LB	Vegetable Blend Chfcut Key Lar	24	\$	\$
54	12/2 LB	Vegetable Blend Stir Fry	84	\$	\$
55	3/10 LB	Vegetable Mix 5 Way	96	\$	\$
56	4/25 CT	Aptzr Cheese Straw	24	\$	\$
Case or Box Pricing					\$
<b>PERISHABLE GOODS BID TOTAL</b>					

Item No.	Packaging/Size	Description	Estimated QTY (Cases)	Unit Cost	Total Cost
1	6/3 KILO	Artichoke Heart Qtr	12	\$	\$
2	6/#10	Bean Baked New Eng Style Fcy	100	\$	\$
3	6/#10	Bean Great Northern	50	\$	\$
4	1/20 LB	Bean Navy Pea Us#1 Dried	12	\$	\$
5	6/#10	Bean Red Fcy	48	\$	\$
6	6/#10	Beet Sli Med Fcy	86	\$	\$
7	6/#10	Beet Whl Fcy 80/130 Ct	24	\$	\$
8	1/25 LB	Breading Mix Seafood	12	\$	\$
9	12/42 OZ	Cereal Hot Oat Quick	48	\$	\$
10	6/.5GAL	Cherry Mara Stem Lg Plas	24	\$	\$
11	4/1 GAL	Cherry Mara Stem Lg Plas	24	\$	\$
12	12/#303	Chestnut Water Sliced	12	\$	\$
13	104/1 OZ	Chip Potato Reg Ss	264	\$	\$
14	1/10 LB	Coconut Shred Med	12	\$	\$
15	1/10 LB	Cookie Choc Chip 324 Ct	48	\$	\$
16	4/12 CT	Cookie Nutter Butr 1.9 Oz	48	\$	\$
17	1/10 LB	Cookie Oatmeal 324 Ct	52	\$	\$
18	12/13.3OZ	Cookie Vanilla Wafr	48	\$	\$
19	1/25 LB	Corn Meal Yellow Self-Rising	96	\$	\$
20	24/1 LB	Corn Starch	48	\$	\$
21	60/TRAYS	Cracker Asst Distinctive Hrtg	96	\$	\$
22	25/4.64OZ	Cracker Asst Medley Sleeves	24	\$	\$
23	300/3/4 OZ	Cracker Goldfish	24	\$	\$
24	300/2 PK	Cracker Saltine Prem	96	\$	\$
25	1/10 LB	Cracker Saltine Prem Crsh	24	\$	\$
26	500/2 PK	Cracker Variety Favorite	48	\$	\$
27	1/10 LB	Cranberry Dried & Sweetened	24	\$	\$
28	20/50 CT	Creamer Coffee Nondairy Pwd Pk	12	\$	\$
29	100/1.5 OZ	Dressing Balsamic Vingrt Pkt	12	\$	\$
30	100/1 OZ	Dressing Blue Cheese Cup	24	\$	\$
31	128/1.5OZ	Dressing Honey Mustard Dip Cup	24	\$	\$
32	100/1.5 OZ	Dressing Ital Crmy Cup	48	\$	\$
33	60/1.5 OZ	Dressing Parmesan Peppcrn Pkt	48	\$	\$
34	100/1.5OZ	Dressing Ranch Cup	48	\$	\$
35	4/1 GAL	Dressing Ranch Jalapeno	48	\$	\$
36	4/1 GAL	Dressing 1000 Islnd	66	\$	\$
37	100/1.5 OZ	Dressing 1000 Islnd Cls Cup	48	\$	\$
38	6/16 OZ	Extract Lemon Imitation Pet	24	\$	\$
39	6/32 OZ	Extract Vanilla Imitt	36	\$	\$
40	6/16 OZ	Extract Vanilla Pure	36	\$	\$
41	1/25 LB	Flour H&R All Purpose	120	\$	\$
42	1/25 LB	Flour H&R Self-Rising	120	\$	\$

43	12/32 OZ	Garlic Chopped In Oil	48	\$	\$
44	15/3.25 Z	Gelatin Diet source Asst Red	39	\$	\$
45	12/1 LB	Gelatin Plain	45	\$	\$
46	8/5 LB	Grits Quick Hominy Wht	48	\$	\$
47	6/#10	Hash Corned Beef	12	\$	\$
48	6/#10	Hash Corned Beef	12	\$	\$
49	6/5 LB	Honey Pure Plas	48	\$	\$
50	4/1 GAL	Horseradish White Prpd	12	\$	\$
51	6/5LB	Icing Mix White	48	\$	\$
52	2/11 LB	Icing Rtu Choc Fudge	24	\$	\$
53	200/3/8 OZ	Jam Asst Sugar Free	48	\$	\$
54	400/.5 OZ	Jam Strawberry Cup	120	\$	\$
55	200/.5 OZ	Jelly Assorted Cup #4	96	\$	\$
56	12/25.4OZ	Juice Grape Sparkling White	24	\$	\$
57	6/48 OZ	Juice Lemon	36	\$	\$
58	4/1 GAL	Juice Lemon	48	\$	\$
59	12/46 OZ	Juice Pineapple Unswtd Fcy	12	\$	\$
60	6/#10	Ketchup Fancy	140	\$	\$
61	1000/9 GM	Ketchup Pkt (Sys/Hnz)	48	\$	\$
62	4/1 GAL	Mayonnaise Lite	32	\$	\$
63	200/7/16OZ	Mayonnaise Lite	96	\$	\$
64	6/4.5LB	Mix Cake Choc	48	\$	\$
65	6/4.75LB	Mix Cake Yellow 4.75Lb	48	\$	\$
66	4/1 GAL	Molasses Unsulfured	12	\$	\$
67	24/16 OZ	Mushroom Stem & Pcs	48	\$	\$
68	12/16 OZ	Mustard Dry	12	\$	\$
69	500/4.5 GM	Mustard Pkt	48	\$	\$
70	4/1 GAL	Mustard Prpd / Salad	44	\$	\$
71	4/1 GAL	Mustard Spicy Brown	12	\$	\$
72	6/14 OZ	Nut Almond Blnchd Slvrd	12	\$	\$
73	1/35 LB	Oil Corn	24	\$	\$
74	6/1 GAL	Oil Olive Blend 80/20	24	\$	\$
75	1/35 LB	Oil Peanut Heavy Duty	24	\$	\$
76	10/56 OZ	Oil Sesame Seed Imported	12	\$	\$
77	1/35 LB	Oil Soybean	420	\$	\$
78	4/1 GAL	Olive Queen Stfd 70/90	24	\$	\$
79	6/22 OZ	Pan Coating Arsl Conc	48	\$	\$
80	2/10 LB	Pasta Macaroni Elbow	86	\$	\$
81	2/5 LB	Pasta Noodle Egg Med	134	\$	\$
82	20/1 LB	Pasta Spaghetti	86	\$	\$
83	2/10 LB	Pasta Ziti	12	\$	\$
84	6/#10	Peach Yc Sli Ch Ls	88	\$	\$
85	6/#10	Pear Hvs Ch Ls 30/35 Ct	88	\$	\$
86	1/5 LB	Pecan Pcs Medium	48	\$	\$
87	12/6 OZ	Pepper Green Sport	48	\$	\$
88	24/28 OZ	Pimiento Diced Unpeeled	36	\$	\$

89	6/#10	Pineapple Tidbit Jce	62	\$	\$
90	6/2.25LB	Potato Au Gratin Classic Cass	86	\$	\$
91	6/2.5 LB	Potato Hash Brown Redi-Shrd	48	\$	\$
92	6/5.437#	Potato Instant Comp W/Vit C	48	\$	\$
93	6/2.25LB	Potato Scalloped Cls Cassrole	24	\$	\$
94	6/#10	Potato Whl Wht Fcy 90/120	12	\$	\$
95	6/5 LB	Powder Baking Double Acting	24	\$	\$
96	6/#10	Prune Ptd Hs 140/180 Ch	48	\$	\$
97	24/3.4 OZ	Pudding Diet source Van Mix	12	\$	\$
98	24/15 OZ	Raisin Seedless	122	\$	\$
99	4/1 GAL	Relish Swt Grn Fcy Pr	39	\$	\$
100	200/9 GM	Relish Swt Grn Pkt	60	\$	\$
101	6/36 OZ	Rice Long Grain And Wild	60	\$	\$
102	1/25 LB	Rice Parboiled Perfect	86	\$	\$
103	6/4 LB	Salmon Pink Fcy	96	\$	\$
104	12/3 LB	Salt Kosher	25	\$	\$
105	6/1000CT	Salt Pkt	60	\$	\$
106	4/1 GAL	Sauce Bbq Classic	58	\$	\$
107	4/1 GAL	Sauce Bbq Original	58	\$	\$
108	12/32 OZ	Sauce Browning	24	\$	\$
109	6/#10	Sauce Cheese Chdr Sharp	68	\$	\$
110	6/#10	Sauce Chili Fcy	60	\$	\$
111	100/1 OZ	Sauce Cocktail Cup	24	\$	\$
112	6/#10	Sauce Cocktail Seafood Rtu	12	\$	\$
113	24/16 OZ	Sauce Cranberry Jellied Fcy	32	\$	\$
114	24/6 OZ	Sauce Hot	24	\$	\$
115	200/7 GM	Sauce Hot Packet	144	\$	\$
116	4/138 OZ	Sauce Picante Medium	24	\$	\$
117	6/.5 GAL	Sauce Soy Light	12	\$	\$
118	6/#10	Sauce Spaghetti Marinara Supreme	96	\$	\$
119	2/1 GAL	Sauce Steak Bgndy	24	\$	\$
120	4/1 GAL	Sauce Tartar	24	\$	\$
121	100/1.5 OZ	Sauce Tartar Cup	96	\$	\$
122	6/#10	Sauce Tomato Mw	84	\$	\$
123	4/1 GAL	Sauce Worcestershire	24	\$	\$
124	1/2 GAL	Sauerkraut Shredded Fcy	12	\$	\$
125	6/6.25 Z	Seasoning Italian Whl	60	\$	\$
126	6/12 OZ	Seasoning Poultry	60	\$	\$
127	6/12 CT	Snack Bar Cinnabon Orig 1.3 Oz	24	\$	\$
128	128/1.2OZ	Snack Bar Granola Alm Swt&Slty	24	\$	\$
129	120/1 OZ	Snack Bar Granola Variety	24	\$	\$
130	10/1 LB	Snack Mix American Blend	24	\$	\$
131	72/2 OZ	Snack Trail Mix Nut & Choc	24	\$	\$
132	24/12 OZ	Soda Coca Cola Classic	144	\$	\$
133	6/1LB	Soup Base Beef No Msg Added	96	\$	\$

134	6/1 LB	Soup Base Chicken No Msg/Hvp	96	\$	\$
135	6/28 OZ	Soup Base Crm No Msg	24	\$	\$
136	6/1 LB	Soup Base Lobster No Msg	12	\$	\$
137	6/1 LB	Soup Base Seafood No Add Msg	24	\$	\$
138	12/50 OZ	Soup Cream Of Celery	48	\$	\$
139	12/50 OZ	Soup Cream Of Chicken	84	\$	\$
140	12/49.5OZ	Soup Cream Of Mshrm	48	\$	\$
141	6/1 LB	Spice Allspice Ground	30	\$	\$
142	6/5 OZ	Spice Basil Leaves Sweet	24	\$	\$
143	3/8 OZ.	Spice Bay Leaves Whl	24	\$	\$
144	6/18 OZ	Spice Chili Powder Lt	24	\$	\$
145	6/18 Z	Spice Cinnamon Grnd	52	\$	\$
146	6/8 OZ	Spice Cinnamon Stick	24	\$	\$
147	6/1 LB	Spice Curry Powder	12	\$	\$
148	6/26 OZ	Spice Garlic Granulated	54	\$	\$
149	6/1 LB	Spice Ginger Ground	24	\$	\$
150	6/28 OZ	Spice Lemon Pepper	49	\$	\$
151	6/1 LB	Spice Nutmeg Ground	6	\$	\$
152	6/20 OZ	Spice Onion Powder	51	\$	\$
153	3/1.5 LB	Spice Oregano Leaf	48	\$	\$
154	6/1 LB	Spice Paprika Xfcy	51	\$	\$
155	3/10 OZ	Spice Parsley Flake	48	\$	\$
156	6/1 LB	Spice Pepper Black Shaker Grnd	56	\$	\$
157	6/1000CT	Spice Pepper Pkt	48	\$	\$
158	6/13 OZ	Spice Pepper Red Crushed	24	\$	\$
159	6/1 LB	Spice Pepper Red Ground	24	\$	\$
160	6/18 OZ	Spice Pepper White Ground	24	\$	\$
161	6/13 OZ	Spice Pickling Whl	24	\$	\$
162	6/6 OZ	Spice Thyme Leaves Whl	48	\$	\$
163	12/2 LB	Sugar Brown Light Cane	48	\$	\$
164	1/50 LB	Sugar Granulated Extra Fine	52	\$	\$
165	3000/1/100Z	Sugar Pkt	48	\$	\$
166	1/2000CT	Sugar Pkt Sub Blue	48	\$	\$
167	2000/INDV	Sugar Substitute 1 Gram	48	\$	\$
168	24/24 OZ	Syrup Chocolate Squeeze Bottle	12	\$	\$
169	4/1 GAL	Syrup Corn Light Red Label	12	\$	\$
170	100/1.1 OZ	Syrup Pancake Cup	48	\$	\$
171	1/1 LB	Tea Hot Citrus Oolong Organic (drop ship)	12	\$	\$
172	6/32 OZ	Tenderizer Meat Seasoned	36	\$	\$
173	6/# 10	Tomato Diced In Jce Mw	84	\$	\$
174	6/#10	Tomato Puree 1.045 Fcy Cal	24	\$	\$
175	6/#5	Topping Strawberry Sli	96	\$	\$
176	6/66.5OZ	Tuna Light Skpjck Chunk In Water	136	\$	\$
177	6/1 GAL	Vinegar Apple Cider	12	\$	\$

178	4/1 GAL	Vinegar Red Wine 50 Grain	12	\$	\$
179	4/1 GAL	Vinegar White Distilled 50 Gr	16	\$	\$
180	48/8 OZ	Water Spring	420	\$	\$
181	24/.5 LTR	Water Spring	360	\$	\$
182	6/#10	Yam Cut Fcy	96	\$	\$
183	6/#10	Yam Mashed Fcy	48	\$	\$
184	6/#10	Apple Slice In Water 6.5 Lb	48	\$	\$
*Case or Box Pricing Only					\$
<b>CANNED &amp; DRY GOODS TOTAL</b>					

Item No.	Packaging/Size	Description	Estimated QTY (Cases)	Unit Cost	Total Cost
1	1/10#	Banana Grn Turn To Yel Fresh	48	\$	\$
2	2/5 LB	Bean Green Fdsvc Trimmed Frsh	72	\$	\$
3	1/14 CT	Broccoli Fcy Frsh Icels	12	\$	\$
4	1/50 LB	Cabbage Green Frsh Medium	48	\$	\$
5	1/3 CT	Cabbage Red Fdsvc	48	\$	\$
6	25#/JUMBO	Carrot Fresh	24	\$	\$
7	50#/JUMBO	Carrot Fresh	60	\$	\$
8	1/36 CT	Celery Pascal Fresh	12	\$	\$
9	1/5 LB	Cucumber Fresh	48	\$	\$
10	1/12 CT	Cucumber Hydroponic	12	\$	\$
11	1/22LB	Grape Red Seedless Frsh	48	\$	\$
12	1/165 CT	Lemon Ch Fresh	12	\$	\$
13	4/6 CT	Lettuce Green Leaf Fresh	24	\$	\$
14	4/6 CT	Lettuce Iceberg Trimmed Fresh	36	\$	\$
15	4/6 CT	Lettuce Romaine Fresh	24	\$	\$
16	1/18 CT	Melon Cantaloupe Fcy Fresh	24	\$	\$
17	25#/8 CT	Melon Honeydew Fresh	24	\$	\$
18	1/3 LB	Mushroom Fresh Xlarge	24	\$	\$
19	1/3 LB	Mushroom Portabella Cap 3 1/2"	12	\$	\$
20	1/12 CT	Onion Green Fresh	12	\$	\$
21	1/10 LB	Onion Red Jumbo Frsh	24	\$	\$
22	1/25 LB	Onion Yellow #1 Fresh Jumbo	48	\$	\$
23	1/12 CT	Parsley Curly Bunch Iceless	12	\$	\$
24	1/1.1 BU	Pepper Green Bell Frsh Med	48	\$	\$
25	1/5 LB	Pepper Red Bell Large Fresh	24	\$	\$
26	1/7 CT	Pineapple Golden Ripe Frsh	12	\$	\$
27	1/80 CT	Potato Baking Idaho	48	\$	\$
28	1/50 LB	Potato Red #1 Fresh Sz A	48	\$	\$
29	40#/55 CT	Potato Sweet #1	96	\$	\$
30	2/11 LB	Salad Coleslaw Cls Creamy	48	\$	\$
31	2/12 LB	Salad Potato Southern W/Egg	48	\$	\$
32	1/1/2 BU	Squash Yellow S/N Med	48	\$	\$
33	1/1/2 BU	Squash Zucchini Green Med	48	\$	\$
34	8/1 LB	Strawberry Fresh	24	\$	\$
35	1/25LB	Tomato Bulk Green Fresh	24	\$	\$
36	1/25 LB	Tomato Bulk Utility Fresh	48	\$	\$
37	12/1 PT	Tomato Grape Frsh	24	\$	\$
38	1/12 CT	Apple Red Del Fancy Fresh	12	\$	\$
*Case or Box Pricing <b>PRODUCE TOTAL</b>					\$

<b>Item No.</b>	<b>Packaging/Size</b>	<b>Description</b>	<b>Estimated QTY (Cases)</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1	4/5 LB CS	American Cheese, Sliced	36	\$	\$
2	1/96 CT	Fruit cup mixed, 4 oz cup	34	\$	\$
3	1/96 CS	Oreo cookies	8	\$	\$
4	1/CS	Ice cream cup–vanill/choc/strawb	12	\$	\$
5	6/8-9# AV	Turkey, boneless	25	\$	\$
6	3 LB PCK	Ham slice	50	\$	\$
7	2 LB PCK	Turkey slice	50	\$	\$
8	1/GAL	Mayonnaise	40	\$	\$
9	96 CT	Dinner rolls	192	\$	\$
10	1/GAL	Milk Soy	890	\$	\$
11	6/CS	Tropical Fruit	36	\$	\$
12	26 SL/PCK	Bread, Wheat, Pullman	200	\$	\$
13	1.1 OZ BG	Sun Chips	90	\$	\$
14	4/5 LB CS	BBQ Pork	36	\$	\$
15	4/5 LB CS	Meat Loaf	50	\$	\$
16	4/5 LB CS	Salisbury Steak	50	\$	\$
17	6#10	Canned Mixed Vegetables	40	\$	\$
18	6#10	Green Beans	40	\$	\$
19	6#10	Sliced Carrots	40	\$	\$
20	6#10	Squash	40	\$	\$
21	6#10	Broccoli Spears	40	\$	\$
22	6#10	Vegetable Blend	40	\$	\$
23	6#10	Chicken Noodle Soup	40	\$	\$
24	6#10	Chicken Rice Soup	40	\$	\$
25	6#10	Applesauce	40	\$	\$
26	6#10	Sweet Peas	40	\$	\$
27	6#10	Pinto Beans	40	\$	\$
28	6#10	Lima Beans	40	\$	\$
29	6#10	Pickle Spears	40	\$	\$
30	6#10	Corn, Whole Kernel	40	\$	\$
31	6#10	Beef Stew	40	\$	\$
32	6#10	Fruit Cocktail	40	\$	\$
33	6#10	Creamed Chicken Soup	40	\$	\$
34	6#10	Peas and Carrots	40	\$	\$
35	6#10	Pineapple Chunks	40	\$	\$
36	6#10	Tomato sliced	40	\$	\$
37	6#10	Mandarin Orange	40	\$	\$
38	6#10	Diced Pears	40	\$	\$
39	6#10	Spinach	40	\$	\$
40	6#10	Field snap	40	\$	\$
41	6#10	Diced potatoes	40	\$	\$
42	6#10	Fruit cocktail diet	12	\$	\$

43	6#10	Tomatoes Roma, diced	60	\$	\$
44	6/ 2LB 3 OZ	Seasoned salt	18	\$	\$
45	35 LB	Butter	40	\$	\$
46	4/5 LB	Corn bread dressing	72	\$	\$
47	40 CT	Chicken patties	50	\$	\$
48	5 LB	Ground turkey	40	\$	\$
49	500/CS	Individual Ketchup, 1 oz	48	\$	\$
50	500/CS	Individual Mustard, 1 oz	36	\$	\$
51	1/CS	Meat balls, 1 or 2 oz each	48	\$	\$
52	12/50 OZ CAN	Chicken & Dumpling	40	\$	\$
53	10 LB	Diced chicken	48	\$	\$
54	96 CT	Pizza, pepperoni	36	\$	\$
56	96 CT	Pizza, Beef	36	\$	\$
57	96 CT	Pizza, Sausage	36	\$	\$
58	2/5 LB BAG	Diced onions	36	\$	\$
59	6#10	Field snap	40	\$	\$
60	4/10 LB	Ground Beef	60	\$	\$
61	4/5 LB BAG	Tossed Salad	36	\$	\$
62	4/5 LB BAG	Carrot Sticks	36	\$	\$
63	2/5 LB BAG	Diced onions	36	\$	\$
64	4/1 GAL	Dressing, Italian	36	\$	\$
65	4/1 GAL	Dressing, Ranch	36	\$	\$
66	12 CT	Chicken Gravy Mix	36	\$	\$
67	12 CT	Brown Gravy Mix	36	\$	\$
68	2/5 LB BAG	Fish patties	48	\$	\$
69	4/5 LB BAG	Coleslaw mix	36	\$	\$
70	2/5 LB BAG	Chicken tenders	60	\$	\$
71	5/10 LB BAG	Bell Pepper, diced	36	\$	\$
72	8/6 OZ	Juice, Grape, individual	48	\$	\$
73	8/6 OZ	Juice, Apple, individual	48	\$	\$
74	8/6 OZ	Juice, Orange, individual	48	\$	\$
75	250 CT	Fruit punch, dry	20	\$	\$
76	40 CT	Hamburger patties	60	\$	\$
77	96 CT	Hamburger buns	40	\$	\$
78	5 LB BAG	French fries, 1 oz	60	\$	\$
79	500 CT	Saltine crackers	36	\$	\$
80	200 CT	Graham cracker	36	\$	\$
81	6#10	Beef ravioli meat sauce	48	\$	\$
82	2/5 LB BAG	Tom turkey	15	\$	\$
83	6/2 LB 3 OZ	Salt	12	\$	\$
84	2/5 LB BAG	Honey wings	60	\$	\$
85	4/5 LB CTN	BBQ Beef	36	\$	\$
86	4/5 LB BAG	Lettuce shredded	60	\$	\$
87	4/5 LB BAG	Celery, chopped	36	\$	\$
88	4/18 PER CTN	Eggs	36	\$	\$
89	6/2 LB	Margarine (no transfat)	12	\$	\$

90	2/5 LB BAG	Cut Okra	10	\$	\$
91	6/6 OZ	Jello, Strawberry	36	\$	\$
92	6/48 OZ	Egg Noodles	48	\$	\$
93	2/5 LB BAG	Chicken breast strips	60	\$	\$
94	6/2 LB 3 OZ	Nacho Chips	60	\$	\$
95	96 CT	Flour Tortillas	36	\$	\$
96	2/5 LB BAG	Salad Mix	48	\$	\$
97	6#10	Nacho cheese	36	\$	\$
98	6#10	Beef ravioli meat sauce	48	\$	\$
99	4/1 GAL	Caesar Salad dressing	36	\$	\$
100	2/5 LB BAG	Fajita chicken breast strips	60	\$	\$
101	2/5 LB BAG	Chicken Philly Meat	60	\$	\$
102	2/5 LB BAG	Chicken Wings Boneless	60	\$	\$
103	500 CT	Wheat Saltine Crackers	36	\$	\$
104	2/5 LB BAG	Beef Philly Meat	60	\$	\$
105	6/2 LB 3 OZ	Soppy Joe Meat Powder	36	\$	\$
106	2/5 LB BAG	Popcorn Chicken	60	\$	\$
107	6#10	Refried Beans	36	\$	\$
108	6#10	Field snap	40	\$	\$
109	2/5 LB BAG	Turkey breast	25	\$	\$
110	15-19 LB EA	Spiral Ham	40	\$	\$
111	2/5 LB BAG	Chicken Nuggets	48	\$	\$
112	2/5 LB BAG	Vegetable Medley	36	\$	\$
113	4/1 GAL	Bottle ketchup	60	\$	\$
114	2/5 LB BAG	Honey wings	60	\$	\$
115	2/5 LB BAG	Celery sticks	36	\$	\$
116	6/2 LB 3 OZ	Chili Powder	36	\$	\$
117	6/2 LB 3 OZ	Onion Powder	36	\$	\$
118	6/2 LB 3 OZ	Garlic Powder	36	\$	\$
119	6 COUNT	Sweet Potato Pie	20	\$	\$
120	2/5 LB BAG	Lettuce Salad Mix	48	\$	\$
121	6#10	Tomato Paste	40	\$	\$
122	2 COUNT	½ Sheet cake, yellow	30	\$	\$
123	6/3000 FT	Plastic Film	36	\$	\$
124	4/1 GAL	Bleach	36	\$	\$
125	1000 COUNT	Forks, plastic	72	\$	\$
126	1000 COUNT	Foam Cups, 8 OZ	24	\$	\$
127	1000 COUNT	Foam Cups, 12 OZ	72	\$	\$
128	4/125 COUNT	Foam Plates, 9"	100	\$	\$
129	500 COUNT	Spork	72	\$	\$
130	1000 COUNT	Foam Soup Bowls, 12 OZ	36	\$	\$
131	1 GAL	Dish Detergent	36	\$	\$
132	12/500 COUNT	Dinner Napkins	48	\$	\$
133	1000 COUNT	Disposable gloves, med, latex free	36		
134	500 COUNT	Ziploc sandwich bag (94600-500)	36		

**Required Submittal Checklist**  
**10RFP73171C-BL**

**EMERGENCY NOTIFICATION SYSTEM**

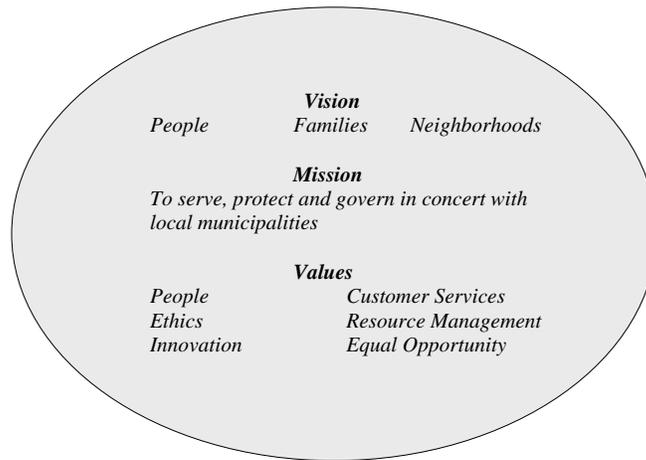
**Bidder's Name:** \_\_\_\_\_

Item #	Required Bid Submittal Check Sheet	Check (√) <small>(if applicable)</small>	Check (√) <small>(completed)</small>
<b>1</b>	One (1) Bid marked <b>“Original”</b> , ____ ( ) copies		
<b>2</b>	Bid Form – <b>submittal shall show amounts for both Base Bid and Alternate and shall be signed and sealed by the bidder.</b> All dollar amounts must be Both in writing AND figures and represent prices for the published scope of work without exceptions.		
<b>3</b>	Bid Breakdown Form		
<b>4</b>	Acknowledgement of each Addendum		
<b>5</b>	Bid Bond (separate envelope if Public Works Construction project)		
<b>6</b>	Purchasing Forms Form A - Non-Collusion Affidavit of Prime Bidder/Offeror Form B - Certificate of Acceptance of Request for Bid/Proposal Requirements Form C - Georgia Utility Contractor License (If required) Form D - Certificate Regarding Debarment Form E - Disclosure Form & Questionnaire Form F - Declaration of Employee-Number Categories Form G - Georgia Security and Immigration Contractor Affidavit and Agreement Form H – Georgia Security and Immigration Subcontractor Affidavit		
<b>7</b>	Office of Contract Compliance Requirements Exhibit A - Promise of Non-Discrimination Exhibit B - Employment Record Exhibit C - Schedule of Intended Subcontractor Utilization Exhibit D - Letter of Intent to Perform as Subcontractor Exhibit E - Declaration Regarding Subcontractor Practices Exhibit F - Joint Venture Disclosure Affidavit Exhibit G - Prime Contractor/Subcontractor Utilization Report Equal Business Opportunity Plan (EBO Plan)		
<b>8</b>	Risk Management Insurance Provisions Form		
<b>9</b>	Project References		

SAMPLE CONTRACT  
(For Information Only Do Not Return With Bid Submittal)



**FULTON COUNTY**



*Vision*  
*People Families Neighborhoods*

*Mission*  
*To serve, protect and govern in concert with local municipalities*

*Values*  
*People Customer Services*  
*Ethics Resource Management*  
*Innovation Equal Opportunity*

CONTRACT DOCUMENTS FOR  
**10ITB7266010YC-BL (RE-BID)**  
**PERISHABLE & NON-PERISHABLE FOOD ITEMS**

For  
**HUMAN SERVICES DEPARTMENT**

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- ARTICLE 7. SCHEDULE OF WORK
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- ARTICLE 37. NON-APPROPRIATION
- ARTICLE 38. WAGE CLAUSE

# CONTRACT AGREEMENT

Contractor: *[Insert Contractor Name]*  
Contract No.: *[Insert Project Number and Title]*  
Address: *[Insert Contractor Address]*  
City, State  
Telephone: *[Insert Contractor telephone #]*  
Email: *[Insert Consultant Email]*  
Contact: *[Insert Contractor Contact Name]*  
*[Insert Contractor Contact Title]*

This Agreement made and entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as “**County**”, and *[Insert Contractor Company Name]* to provide professional consulting services in Georgia, hereinafter referred to as “**Contractor**”.

## WITNESSETH

WHEREAS, County through its *[Insert User Department Name]* hereinafter referred to as the “**Department**”, desires to retain a qualified and experienced Contractor to perform *[Insert project description/services to be provided]*, hereinafter, referred to as the “**Project**”.

WHEREAS, Contractor has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Contractor agree as follows:

## ARTICLE 1. CONTRACT DOCUMENTS

County hereby engages Contractor, and Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

- I. Form of Agreement;
- II. Addenda;
- III. Exhibit A: General Conditions;
- IV. Exhibit B: Scope of Work
- V. Exhibit C: Compensation;
- VI. Exhibit D: Purchasing Forms;
- VII. Exhibit E: Contract Compliance Forms;
- VIII. Exhibit F: Insurance and Risk Management Form;
- IX. Exhibit G: Payment & Performance Bonds (if applicable)

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Policy and Procedure 800-6 governing change orders, is signed by the County's and the Contractor's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the Bid document, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Contractor's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on *[Insert Board of Commissioners approval date and item number]*.

#### ARTICLE 2. SEVERABILITY

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

#### ARTICLE 3. DESCRIPTION OF PROJECT:

County and Contractor agree the Project is to perform *[Insert project description]*. All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

#### ARTICLE 4. SCOPE OF SERVICES

Unless modified in writing by both parties in the manner specified in the agreement, duties of Contractor shall not be construed to exceed those services specifically set forth herein. Contractor agrees to provide all services, products, and data and to perform all tasks described in Exhibit B, Scope of Services.

#### ARTICLE 5. SERVICES PROVIDED BY COUNTY

Contractor shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Services, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Contractor in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County's authorized representative shall have complete authority to transmit instructions, receive information, and define County's policies, consistent with County rules and regulations. Contractor may rely upon written consents and approvals signed by County's

authorized representative that are consistent with County rules and regulations.

#### ARTICLE 6. MODIFICATIONS

If during the course of performing the Project, County and Contractor agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of Fulton County Policy 800-6, which is incorporated by reference herein.

#### ARTICLE 7. SCHEDULE OF WORK

Contractor shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Contractor from County. The Contractor shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.

#### ARTICLE 8. CONTRACT TERM

***[Insert contract term and any renewal options]***

#### ARTICLE 9. COMPENSATION

Compensation for work performed by Contractor on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit C, Compensation.

The total contract amount for the Project shall not exceed ***[Insert amount approved by BOC]***, which is full payment for a complete scope of services.

#### ARTICLE 10. PERSONNEL AND EQUIPMENT

Contractor shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Contractor on all matters pertaining to this contract.

Contractor represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Contractor under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or subcontractor performing services on this Project by Contractor. No changes or substitutions shall be permitted in Contractor's key personnel or subcontractor as set forth herein without the prior written approval of the County.

Requests for changes in key personnel or subcontractors will not be unreasonably withheld by County.

#### ARTICLE 11. SUSPENSION OF WORK

**Suspension Notice:** The County may by written notice to the Contractor, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Contractor must, unless the notice requires otherwise:

- 1) Immediately discontinue suspended services on the date and to the extent specified in the notice;
- 2) Place no further orders or subcontracts for material, services or facilities with respect to suspended services, other than to the extent required in the notice; and
- 3) Take any other reasonable steps to minimize costs associated with the suspension.

**Notice to Resume:** Upon receipt of notice to resume suspended services, the Contractor will immediately resume performance under this Agreement as required in the notice.

#### ARTICLE 12. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the [insert user department name] designated representative. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The Contractor shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. This condition shall not be pleaded in any suit involving a question of fact arising under this Agreement, unless the same is fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or is not supported by substantial evidence. In connection with any appeal proceeding under this clause, Contractor shall be afforded an opportunity to be heard and to offer evidence in support of an appeal. Pending any final decision of a dispute hereunder, Contractor shall proceed diligently with performance of the Agreement and in accordance with the decision of the [insert user department name] designated representative.

#### ARTICLE 13. TERMINATION OF AGREEMENT FOR CAUSE

- (1) Either County or Contractor may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.
- (2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.
- (3) **TIME IS OF THE ESSENCE** and if the Contractor refuses or fails to perform the work as specified in Exhibit B, Scope of Services and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling there of, or fails to

complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination

- (4) The County may, by written notice to Contractor, terminate Contractor's right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Contractor shall be required to provide all copies of finished or unfinished documents prepared by Contractor under this Agreement.
- (5) Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.
- (6) Whether or not the Contractor's right to proceed with the work has been terminated, the Contractor shall be liable for any damage to the County resulting from the Contractor's refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Contractor to complete the project.

#### ARTICLE 14. **TERMINATION FOR CONVENIENCE OF COUNTY**

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Contractor. If the Agreement is terminated for convenience by the County, as provided in this article, Contractor will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by Contractor which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

#### ARTICLE 15. **WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

#### ARTICLE 16. **INDEPENDENT CONTRACTOR**

Contractor shall perform the services under this Agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute Contractor or any of its agents or employees to be the agent, employee or representative of County.

#### ARTICLE 17. **RESPONSIBILITY OF CONTRACTOR**

Contractor represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Contractor or under the direct supervision of Contractor. All personnel engaged in the Project by Contractor shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Contractor without the prior written consent of the County.

#### ARTICLE 18. INDEMNIFICATION

Contractor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

These indemnity provisions are for the protection of the County indemnities only and shall not establish, of themselves, any liability to third parties. The provisions of this article shall survive termination of this Agreement.

#### ARTICLE 19. COVENANT AGAINST CONTINGENT FEES

Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees maintained by Contractor for the purpose of securing business and that Contractor has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion

to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

#### ARTICLE 20. **INSURANCE**

Contractor agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement documents, Exhibit G, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

#### ARTICLE 21. **PROHIBITED INTEREST**

##### Section 21.01 **Conflict of interest:**

Contractor agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Contractor further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

##### Section 21.02 **Interest of Public Officials:**

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

#### ARTICLE 22. **SUBCONTRACTING**

Contractor shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.

#### ARTICLE 23. **ASSIGNABILITY**

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Contractor without the prior expressed written consent of County shall at County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

#### ARTICLE 24. **ANTI-KICKBACK CLAUSE**

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Contractor hereby promises to comply with all applicable "Anti-Kickback" Laws, and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

#### ARTICLE 25. **AUDITS AND INSPECTORS**

At any time during normal business hours and as often as County may deem necessary, Contractor shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Contractor's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Contractor. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Contractor's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts or transcripts of such information outside the area covered by this Agreement without the prior written consent of Contractor. Contractor shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Contractor agrees that the provisions of this Article shall be included in any Agreements it may make with any subcontractor, assignee or transferee.

#### ARTICLE 26. **ACCOUNTING SYSTEM**

Contractor shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Contractor must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

#### ARTICLE 27. **VERBAL AGREEMENT**

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Contractor to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

#### ARTICLE 28. **NOTICES**

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

**[Insert User Department Representative Position for project]**

**[Insert User Department Address]**

Atlanta, Georgia 30303

Telephone:

Facsimile:

Attention: **[Insert User Department Representative for project]**

**With a copy to:**

Fulton County Department of Purchasing  
Purchasing Director  
130 Peachtree Street, Suite 1168  
Atlanta, Georgia 30303  
Telephone: (404) 730-5800  
Facsimile: (404) 893-6273  
Attention: Felicia Strong-Whitaker, Interim Director

Notices to Contractor shall be addressed as follows:

**[Insert Contractor Representative for project]**

**[Insert Contractor Address]**

Telephone:

Facsimile:

Attention: **[Insert Contractor Representative for project]**

ARTICLE 29. **JURISDICTION**

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the **Fulton County Superior Courts**. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

ARTICLE 30. **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, Contractor agrees as follows:

Section 30.01 Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 30.02 Contractor will, in all solicitations or advertisements for employees placed by, or on behalf of, Contractor state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 30.03 Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 31. **FORCE MAJEURE**

Neither County nor Contractor shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Contractor from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

#### ARTICLE 32. OPEN RECORDS ACT

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Contractor acknowledges that any documents or computerized data provided to the County by the Contractor may be subject to release to the public. The Contractor also acknowledges that documents and computerized data created or held by the Contractor in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Contractor shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Contractor shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Contractor. The Contractor shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

#### ARTICLE 33. CONTRACTOR'S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT

Where the procurement documents do not place a degree or level of service relating to the scope of work, M/FBE participation, or any other matter relating to the services being procured, should any Contractor submit a response to the County promising to provide a certain level of service for the scope of work, M/FBE participation, or any other matter, including where such promises or assurances are greater than what is required by the procurement documents, and should this response containing these promises or assurances be accepted by the County and made a part of the Contract Documents, then the degree or level of service promised relating to the scope of work, M/FBE participation, or other matter shall be considered to be a material part of the Agreement between the Contractor and the County, such that the Contractor's failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to ARTICLE 14 of the Agreement.

#### ARTICLE 34. INVOICING AND PAYMENT

Contractor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

**Time of Payment:** Invoices for payment shall be submitted to County by the first (1st) calendar day of the month to facilitate processing for payment in that same month. Invoices received after the first (1st) calendar day of the month may not be paid until the last day of the following month. The County shall make payments to Contractor by U.S. mail approximately thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term

shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

**Submittal of Invoices:** Contractor shall submit all invoices in original and one (1) copy to:

**[Insert User Department Representative Position for project]**

**[Insert User Department Address]**

Atlanta, Georgia 30303

Telephone:

Facsimile:

Attention: **[Insert User Department Representative for project]**

Contractor's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

Optional: [A narrative of one (1) page only, listing the scope of services billed for shall accompany each invoice.]

**County's Right to Withhold Payments:** The County may withhold payments for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Contractor when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. The County shall promptly pay any undisputed items contained in such invoices.

**Payment of Sub-contractors/Suppliers:** The Contractor must certify in writing that all sub-contractors of the Contractor and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Contractor is unable to pay sub-contractors or suppliers until it has received a progress payment from Fulton County, the prime Contractor shall pay all sub-contractors or supplier funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

**Acceptance of Payments by Contractor; Release.** The acceptance by the Contractor of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Contractor for work performed or furnished for or relating to the service for which payment was accepted, unless the Contractor within five (5) days of its receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

## ARTICLE 35. **TAXES**

The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to

the County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Contractor for payment of any tax from which it is exempt.

#### ARTICLE 36. PERMITS, LICENSES AND BONDS

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

#### ARTICLE 37. NON-APPROPRIATION

This Agreement states the total obligation of the County to the Contractor for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Contractor in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

#### ARTICLE 38. WAGE CLAUSE

Contractor shall agree that in the performance of this Agreement the Contractor will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

**IN WITNESS THEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

**FULTON COUNTY, GEORGIA**

CONTRACTOR:

***[Insert Contractor COMPANY NAME ]***

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John H. Eaves, Commission Chair  
Board of Commissioners

---

***[Insert Name & Title of person authorized to sign contract]***

ATTEST:

ATTEST:

---

Mark Massey  
Clerk to the Commission (Seal)

---

Secretary/  
Assistant Secretary

(Affix Corporate Seal)

APPROVED AS TO FORM:

---

Office of the County Attorney

APPROVED AS TO CONTENT:

---

***[Insert Department Head Name  
Insert Department Head Title]***

# **ADDENDA**

Instructions for Users: Acknowledgement(s) of any addenda should be inserted behind this cover sheet.

# **EXHIBIT A**

## **GENERAL CONDITIONS**

Instructions for Users: Insert any General Conditions that were in the solicitation document behind this cover sheet.

Example: “Fulton County Purchasing Department Request For Proposal (RFP) General Requirements”.

# **EXHIBIT B**

## **SCOPE OF WORK**

Instructions for Users: Insert the detailed Scope of Work to be provided by the Contractor behind this cover sheet.

# **EXHIBIT C**

## **COMPENSATION**

Instructions for Users: Insert the detailed Compensation to Contractor (payment to contractor providing service) behind this cover sheet.

# **EXHIBIT D**

## **PURCHASING FORMS**

Instructions for Users: Insert the Purchasing forms submitted by the Contractor. Please contact Purchasing to insure you have the correct forms. Insert forms behind this cover sheet.

# **EXHIBIT E**

## **CONTRACT COMPLIANCE FORMS**

Instructions for Users: Insert the Contract Compliance forms submitted by the Contractor. Please contact Contract Compliance to insure you have the correct forms. Insert forms behind this cover sheet.

# **EXHIBIT F**

## **INSURANCE AND RISK MANAGEMENT FORMS**

Instructions for Users: Insert the following information behind this cover sheet.

1. Insurance and Risk Management Provisions from Solicitation Document

The following information should be inserted after you have received submittals from the Contractor:

1. Certificate of Insurance

# **EXHIBIT G**

## **PAYMENT & PERFORMANCE BONDS**

Instructions for Users: The following information should be inserted after you have received submittals from the Contractor.