



**FULTON COUNTY  
GEORGIA**

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**DEPARTMENT OF PUBLIC WORKS**

**PROJECT MANUAL**

**FOR**

**S002E - SOUTH FULTON MAINTENANCE AND  
OPERATION CENTER SECURITY SYSTEM**

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**PURCHASING DEPARTMENT**

**INVITATION FOR BID**

**BID # 05RFB43368K**

A non-refundable \$75.00 payment must be filed with **Fulton County Department of Public Works, 141 Pryor Street, S.W., Suite 3077, Atlanta, Georgia 30303**. Payment must be in the form of a certified check, treasurer's check, cash or cashier's check, issued by a responsible bank or trust company, payable to **Parsons PM Team**. This amount includes all fees for printing and distribution and will be used to defray a portion of the printing cost that may have been incurred for the tendering of the Project. Partial sets of bid document will not be issued. Also, **GA UTILITY CONTRACTOR LICENSE REQUIRED; PROOF TO BE SUBMITTED.**

*BID DUE: **MAY 2, 2005 @ 11:00 A.M.** in the Bid Conference Room in the Purchasing Dept.*

*PRE-BID MEETING: **APRIL 14, 2005 @ 2:00 P.M.** in the Bid Conference Room in the Purchasing Dept. and then conduct the pre-bid site walk at the SFMOC location. The pre-bid meeting is mandatory.*

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

**Technical & Procedural Point of Contact:**

**WILLIAM LONG, (404) 730-5800**

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**NOTE TO VENDOR:**

Please respond to the attached proposal even if your company's response is a "no-bid". Completion of this form is not required. It is optional. We are very interested in ensuring that our proposals are non-restrictive and that no bidder is eliminated arbitrarily. It is the County's intent to abolish any and all barriers to its procurement process which prevent interested and qualified bidders from participating.

Should you respond with a "non-bid", please explain why.

Examples are:

(1) Our company cannot meet these specifications because you require:

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(2) Our company cannot competitively bid on this product or service because:

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(3) Other:

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Your response will be given careful consideration and included in the proposal file with other vendor comments. If it appears, from the feedback received, that the specifications are restrictive, your input will help the County make the necessary changes so that a greater number of interested bidders are included, your input is needed - it will make a difference!

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**CONFIDENTIALITY/NON-DISCLOSURE STATEMENT**

CERTIFICATION OF NONDISCLOSURE OF CONFIDENTIAL INFORMATION REGARDING FULTON COUNTY WATER SYSTEMS.

BIDDER agrees that all BIDDER-Developed Information, all information provided by FULTON COUNTY and BIDDER, and all information becoming known to BIDDER concerning FULTON COUNTY'S inventions, discoveries, improvements, processes or methods, business plans, ventures, or practices, enterprises, explorations, mining information, manufacturing or other plant design, location of operation, or any other information affecting the business or professional operations of FULTON COUNTY ("FULTON COUNTY Proprietary Information") will be maintained confidentially by BIDDER and shall not be published, disseminated, revealed in any manner or to any party, or used in the design, production, manufacture, use, or operation of any other article, material, mine, process plant, business, or the performance of services without first obtaining FULTON COUNTY'S written consent thereto, except for the performance of work or services under this Solicitation or any resulting Contract, that the provisions of this paragraph as they relate to confidentiality will not apply to FULTON COUNTY'S Proprietary Information that was known to BIDDER at the same time it was obtained directly or indirectly from FULTON COUNTY, or is acquired by BIDDER from a third party and such third party did not obtain such information directly or indirectly from FULTON COUNTY under an obligation not disclosed, or is or becomes published or otherwise available in the public domain other than by violation of the conditions of this Solicitation or any resulting Contract by BIDDER. BIDDER is fully responsible for all such FULTON COUNTY'S Proprietary Information in BIDDER'S possession and BIDDER will promptly, upon completion of work or services or on demand, return to FULTON COUNTY all documents and reproductions thereof containing any of FULTON COUNTY'S Proprietary Information. The requirement is subject to the laws or the state of Georgia.

The BIDDER shall include the foregoing requirement in all solicitations, subcontracts, and purchase orders issued under this solicitation or any contract issued as a result of this solicitation.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
(Organization)

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## DOWNLOAD REGISTRATION

This document and supporting documents can be downloaded at the Fulton County Website, <http://www.co.fulton.ga.us/> under "Bid Opportunities". Any firm or person who does download this Bid Document from the website or obtains this document from other sources than Fulton County and desires to participate in the bid opportunity shall fill out the form in this section and return to:

**William Long**  
Department of Purchasing  
Fulton County Public Safety Building  
130 Peachtree Street, S.W., 1168  
Atlanta, GA 30303

Bid #: {05RFB43368K}

This is to certify that on this day, bidder/proposer acknowledges that he/she obtained this bid document from the Fulton County Government Purchasing Departments Website; [www.co.fulton.ga.us](http://www.co.fulton.ga.us).

To ensure that interested parties receive all addendums that may be issued pertaining to this solicitation document, when this solicitation document has been downloaded from the Fulton County Website, it is necessary that this form be completed and returned to the Purchasing Department prior to the bid opening date. By filling out this form the firm or company will be added to the list of bidders for this procurement. It is the responsibility of the bidder/proposer to verify that they have received all addendums.

If this form is completed and submitted to the Purchasing Department and then the firm or company makes the decision not to submit a bid/proposal on this procurement, the firm must submit a statement to the Fulton County Purchasing Department indicating that they are not submitting a bid/proposal.

### BID DOWNLOAD REGISTRATION FORM

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

Person downloading solicitation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Date Bid Downloaded: \_\_\_\_\_

**Note: All Addenda issued for bids/proposals are posted on Fulton County's Website under the solicitation number.**

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**Fulton County Purchasing Department  
General Bid Requirements (Form 99)  
Invitation to Bid**

Listed below are the general bid requirements for all bidders interested in doing business with Fulton County under this invitation to bid:

1. The bid sheets included in this invitation to 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. 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 invitation.
4. The envelope in which the bid response is submitted must be sealed and must be clearly labeled with the bid number and bid opening date and time. The purchasing agent has no obligation to consider bids which are not in properly marked envelopes.
5. All bids must be returned to the Fulton county purchasing and land department agent, 130 Peachtree Street, S.W., Suite 1168, Atlanta, GA 30303, by the designated date and time. No late bids will be accepted for any reason. Bidder may call (404) 730-5800 for any questions about purchasing procedures.
6. If a bidder chooses not to respond to a bid request, bidder must return a copy of the bid request stating on the outside of the envelope "no bid" and indicating whether the bidder wishes to remain on Fulton County's bidder list.
7. All prices must exclude Georgia state sales tax and all other taxes unless otherwise specified in writing by Fulton County.
8. Prices are to be quoted f.o.b. destination, unless otherwise specified in writing by Fulton County.
9. All prices bid must be audited by the bidder to ensure correctness before 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.
10. 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 total lump sum bid for groups of items. In the event 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.
11. 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 by the invitation to bid, purchase order, bid, contractor's warranty agreement, maintenance agreement, and/or other contractor-provided agreements. A bidder may submit only one bid response for each specific bid number unless otherwise authorized in the specifications.

12. 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.
13. All items bid must be new. Used, rebuilt, or refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
14. 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.
15. 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.
16. 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. Other products will be considered for award if such products are identified in the bid and are determined by the county to meet its needs. 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 another 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".
17. 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 of expendable items will not be returned to the bidders. Samples must be plainly tagged with Fulton County's bid number, item name, manufacturer, and the name of the bidder.
18. Fulton County is the sole judge of "exact equivalent", or "alternate". The factors to be considered are: function, design, materials, construction, workmanship, finishes, operating features, overall quality, local service facilities, warranty terms and service, and other relevant features of item(s) bid.
19. 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.
20. 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.
21. 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.
22. 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 manufacturer's warranties must be passed through to Fulton County. The bidder and not Fulton county is responsible for contacting the manufacturer or the warranty service provider during the warranty period and supervising the completion of the warranty service to the satisfaction of Fulton County.

23. A successful bidder providing any equipment which requires fitting and assembly shall be solely responsible for such installation being performed by a manufacturer's authorized or approved servicer or 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.
24. A successful bidder is solely responsible for disposing of all wrappings, crating, and other disposable material upon delivery of item(s).
25. 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.
26. 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.
27. All bidders must comply with all Fulton County purchasing laws, policies, and procedures, and nondiscrimination in contracting and procurement ordinance, 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.
28. A successful bidder who 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 will be subject to damages and all other relief allowed by law.
29. 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 "not responsible" in the future.
30. 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.
31. 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 nor the mutual expectation of an award of a contract or 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.

32. Evaluation of 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.
33. All proposals and bids submitted to Fulton county are subject to the Georgia "open records act", O.C.G.A. 50-18-70 ET SEQ.
34. All proposals and bids submitted to Fulton county involving utility contracting are subject to the Georgia law governing licensing of utility contractors and bid opening procedures, O.C.G.A. 43-14-8.2(h).
35. Silence of specifications - the apparent silence of this specification, and any supplement thereto, as to details, or 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.
36. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiated or continue any verbal or written communications 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 final contract award by the authorized and permitted by the terms and conditions of this solicitation.
37. 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.
38. 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 not responsive, and same shall not thereafter be considered for award.
39. Any offeror intending to respond to this solicitation as a joint venture must submit an executed joint venture agreement with this offer. This agreement must designate those persons or entities authorized to executed 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 consistent members, making such designation. Offers from joint ventures that do not include these documents will be rejected as being non-responsive.

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**SECTION 00020****INVITATION FOR BID****SOUTH FULTON MAINTENANCE AND OPERATION CENTER (SFMOC) SECURITY SYSTEM**BOARD OF COMMISSIONERS  
FULTON COUNTY, GEORGIA**Purpose:**

The Fulton County Purchasing Department solicits bids from qualified and experienced vendors for the South Fulton Maintenance and Operation Center (SFMOC) Security System to establish a contract for the scope of work identified within this invitation for bid.

**Description of Project:**

The "Work" in this project shall include, but not be limited to permitting, purchasing and installing physical security equipment and gates. The "Work" will take place at the South Fulton Maintenance and Operation Center (SFMOC) and interface as a compatible component to the existing equipment and building. The plan incorporates the use of an access control, intrusion detection, and CCTV security system. The work is generally described as follows:

1. Complete the design for the physical security system for each site. Each design should generally conform to that shown on the drawings. The design should provide specific details on the equipment to be utilized including but not limited to the manufacturer and model of key components.
2. Furnish and install the physical security equipment as specified for each site. All equipment and materials purchased will conform to that shown on the drawings and match up with the list of materials provided by Fulton County.
3. Final as-built construction drawings shall be provided. As-built construction drawings shall be true to the installed location, layout and details of structures, equipment, utilities, and instrumentation.
4. Obtain all permits for the construction of the project.
5. Install, construct or remove/relocate any physical security equipment (e.g. security cameras) as shown on the drawings.
6. Provide card readers, keypads, and other security equipment as specified in the bid tabulation sheet.
7. Interface the intrusion detection system with two remote monitored workstations. The existing workstations and software shall be configured where all alarms go to each site.
8. Test results and demonstration of the performance of the equipment installed will be presented to and approved by the construction manager.
9. Provide training to Fulton County Public Works staff on the operation and maintenance of the equipment.
10. Provide a one year warranty for all equipment installed to adjust and/or correct any deficiencies.

The general layout and design for the project is attached for your reference.

All Work including purchasing, permitting, purchasing and installing of the physical security equipment must be completed within 90 calendar days of the Owner's Notice to Proceed.

**Scope of Work Summary:**

This Contract shall include all required engineering, construction, installation, materials, and labor for the Project, as further defined in Section 01010, *Project Description*, of the Bidding Documents. Bidders are to refer to the entire set of Bidding Documents for a complete understanding of the scope of work and contract terms and conditions.

All work shall be performed in accordance to the requirements of the individually assigned project's Construction Drawings, Fulton County Standard Specifications and Fulton County General Conditions.

Applications for documents, along with a non-refundable \$75.00 payment must be filed with **Fulton County Department of Public Works, 141 Pryor Street, S.W., Suite 3077, Atlanta, Georgia 30303**. Payment must be in the form of a certified check, treasurer's check, cash or cashier's check, issued by a responsible bank or trust company, payable to **Parsons PM Team**. This amount includes all fees for printing and distribution and will be used to defray a portion of the printing cost that may have been incurred for the tendering of the Project. Partial sets of bid document will not be issued.

The Instructions to Bidders, Bid, Specifications, Bid Bond, Performance Bond, Payment Bond Requirements and other Documents may be examined at the following:

Fulton County Department of Public Works  
141 Pryor Street, Suite 6001  
Atlanta, GA 30303  
404-730-7400

**Term of Contract**

After award by the Fulton County Board of Commissioner, The term of the contract will be from date of the Notice to Proceed through the construction period of ninety (90) days. Fulton County reserves the right for one (1) additional twelve (12) month renewal period pending availability of appropriated funding, contractor compliance with County rules and policies, satisfactory performance reports and Board of Commissioners approval.

**No Contact Provision**

In accordance with Fulton County policy and procedure 800-9, 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 Capital Managers 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.

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.

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 not responsive, and same shall not thereafter be considered for award.

Between the date of the issuance of any solicitation of bids or proposals for County contracts and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, no County officer, elected official, employee, or designated County representative, except in the

course of carrying out obligations as a member of or a designated advisor to a vendor selection committee acting in accordance with the terms and conditions of the solicitation, shall initiate or continue any verbal or written communication regarding the solicitation with any person, firm, or business entity, however situated or composed, or any such representative of same, who the officer, elected official, employee, or representative knows or should have known has obtained a copy of the solicitation and either has submitted or may submit a bid or proposal; provided, further, except for members of or designated advisors to a vendor selection committee, no County officer, elected official, employee, or designated County representative shall contact any member of such a vendor selection committee regarding a pending solicitation between the date of the issuance of the solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, and all inquiries during this period regarding the solicitation shall be directed to the Purchasing Agent.

### **Bid Contact**

Information regarding the bid, either procedural or technical, may be obtained by contacting [William Long](#), at (404) 730-5800, Fulton County Department of Purchasing. 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) 730-5800  
Fax: (404) 893-1744  
Reference Bid # {05RFB43368K}

The County has contracted a Program and Construction Manager, Parsons PM Team, to provide a wide range of services related to its Capital Improvements Program. The Parsons PM Team shall function as the County's representative for the administration of this Contract. Additional details regarding The Parsons PM Team in connection with this Project are found in Section 00500 of the Project Manual, Owner-Contractor Agreement.

The Contract, if awarded, will be awarded on a lump sum, basis to the lowest responsive and responsible bidder as defined in Section 00100. No bid may be withdrawn for a period of sixty (60) days after the date of bid opening except as permitted by O.C.G.A., §36-91-41 et seq., as amended. Each Bid must be accompanied by a Bid Bond in accordance with the Bid Bond Requirements provided in the Contract Documents, on a Surety Company's Standard Bid Bond Form acceptable to the County in an amount no less than 5% of the amount bid. The successful bidder will be required to furnish a Performance Bond and Payment Bond, **on or before** the issuance of Notice to Proceed, each in the amount of 100% of the Contract Amount. All other required Contract Documents must be fully completed and executed by the Contractor and his/her Surety, and submitted to the Owner **on or before** the issuance of the Notice to Proceed.

### **Pre-Bid Conference**

Date: April 14, 2005  
Time: 2:00 P.M.  
Location: Fulton County Purchasing Department, Public Safety Building  
130 Peachtree Street, S.W. Suite 1168  
Atlanta, GA 30303

A **mandatory** pre-bid conference will be held. All bidders will meet and sign in at the Fulton County Purchasing Department Conference Room, located at 130 Peachtree Street, S.W. Suite 1168, Atlanta, Georgia 30303. The actual pre-bid conference walkthrough will be held at the South Fulton Maintenance and Operation Center. ***Inquiries regarding the solicitation either technical or otherwise must be submitted in writing prior to the pre-bid conference and will be addressed at the pre-bid conference.***

Any additional questions asked at the pre-bid conference must be submitted in written form at the pre-bid conference and will be responded to in the form of an addendum with the County's official responses.

The pre-bid conference will be conducted for the purpose of explaining the County's bid process, the specifications/technical documents, and to provide an initial verbal, non-binding verbal response to questions concerning these bid specifications and to discuss issues from the bidders perspective. However, no verbal response provided at the pre-bid conference binds the County. Only those responses to written and responded to by the County in written communications will be official.

END OF SECTION NO. 00020

**SECTION 00100****INSTRUCTIONS TO BIDDERS****A. Contract Documents**

The Contract Documents include the Invitation to Bid, Instructions to Bidders, Contractor's Bid (including all documentation accompanying the Bid and any post-Bid documentation required by the County prior to the Notice of Award), Bonds, all Special Conditions, General Conditions, Supplementary Conditions, Specifications, Drawings and addenda, together with written amendments, change orders, field orders and the Construction Manager's written interpretations and clarifications issued in accordance with the General Conditions on or after the date of the Contract Agreement. Shop drawing submittals reviewed in accordance with the General Conditions, geotechnical investigations and soils report and drawings of physical conditions in or relating to existing surface structures at or contiguous to the site are not Contract Documents. The Contract Documents shall define and describe the complete work to which they relate.

**B. Definitions:** Where the following words or the pronouns used in their stead occur herein, they shall have the following meaning. If a conflict exists as to the meaning of a word, the definition existing in the General Conditions, if present, shall govern.

1. "**Construction Manager**" shall mean the Assistant Director of Public Works or his duly authorized representative. The Construction Manager is the County's agent for purposes of administering this contract.
2. "**Contractor**" shall mean the party to the second part of the Contract Agreement or the authorized and legal representative of such party.
3. "**Contract Term**" shall mean the time specified in the contract for completion of the work.
4. "**County**" shall mean FULTON County, Georgia, a political subdivision of the State of Georgia, acting by and through the Chair of its Board of Commissioners.
5. "**Day**" shall mean a calendar day of twenty-four hours lasting from midnight of one day to midnight the next day.
6. "**Change Order**" shall mean as is provided in the General Conditions.
7. "**Liquidated Damages**" shall mean the amount per day specified in the Agreement, which amount shall be paid by the Contractor to the County for each act of non-compliance and/or non-performance by the Contractor in the execution of the contract.
8. "**Notice to Proceed**" shall mean a written communication issued by the County to the Contractor authorizing it to proceed with the work, establishing the date of commencement and completion of the work, and providing other direction to the Contractor.
9. "**County**" shall mean the Fulton County, Georgia, party to the first part of the Contract Agreement, or its authorized and legal representatives.
10. "**Products**" shall mean materials or equipment permanently incorporated into the work.
11. "**Program Manager**" The County has contracted with the Program Manager to provide program planning that establishes direction and performance goals for the implementation of numerous projects contained in the County's Capital Improvements Program. The Program Manager has oversight responsibility for the execution of this project.
12. "**Provide**" shall mean to furnish and install.

13. **“Work”** shall mean all of the services specified, indicated, shown or contemplated by the contract documents, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plans, supplies, power, water, transportation and other things necessary to complete such services in accordance with the contract documents to insure a functional and complete facility.

- C. **Addenda and Interpretations:** No interpretations of the meaning of the Drawings, Specifications or other pre-bid documents will be made to any bidder orally. Bidders requiring clarification or interpretation of the Bidding Documents shall make a request that shall reach **William Long** no later than 5:00 PM April 21, 2005. Written requests for clarification or interpretation may be mailed, hand delivered, e-mailed or faxed to the Chief Assistant Purchasing Agent at the below address, email address or fax number. Telephone inquiries will not be accepted.

**William Long**, Chief Assistant Purchasing Agent  
Department of Purchasing  
Fulton County Public Safety Building  
130 Peachtree Street, S.W., 1168  
Atlanta, GA 30303  
Phone: (404) 730-5800  
Fax: (404) 893-6268  
[william.long@co.fulton.ga.us](mailto:william.long@co.fulton.ga.us)

Only communications from firms that are in writing and signed will be recognized by the County as duly authorized expressions on behalf of proposers/bidders. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Specifications which, and if any addenda are issued to this Invitation to Bid.

Since this document and any supporting documents can be downloaded at the Fulton County Website, <http://www.co.fulton.ga.us/> under “Bid Opportunities” any firm who does download this Bid Document from the website or receives the document in any manner other than through Fulton County Public Works and desires to participate in the bid opportunity shall fill out the form in section 00022 and return it to:

**William Long**, Chief Assistant Purchasing Agent  
Department of Purchasing  
Fulton County Public Safety Building  
130 Peachtree Street, S.W., 1168  
Atlanta, GA 30033

Failing to return the completed form in section 00022 may result in the bidding firm not receiving addendums to this bid and their submitted bid being declared “non-responsive”.

If addenda are issued to this Invitation to Bid, the County will attempt to notify all prospective bidders who have secured same, however, it shall be the responsibility of each bidder, prior to submitting the bid, to contact **William Long**, Purchasing Department Insert Telephone Number, to determine if addenda were issued and to make such addenda a part of the bid. Information concerning addenda can also be found on the Fulton County Website <http://www.co.fulton.ga.us/>. The County shall not be responsible for oral interpretations given by any County Employee, representative or others. The issuance of an addendum is the only official method whereby interpretation, clarification or additional information can be given. Failure of a bidder to receive any Addendum shall not relieve the bidder of any obligation under the bid. All Addenda shall become part of the Contract Documents.

- D. **Site Examination:** There will be no site visit for this project. However, bidders are encouraged to visit the route of the reuse main per the design drawings on their own.
- E. **Official Bidder's List:** Prospective Bidders are encouraged to register their firm on the Fulton County Official bidder's list. Related application forms may be obtained from the Fulton County Department of Purchasing, 130 Peachtree Street, S.W., Suite 1167, Atlanta, Georgia 30303.

- F. **Bid:** All Bids must be made on the Bid forms contained herein. The Bid shall be enclosed in a sealed envelope, addressed to Department of Purchasing, Fulton County Public Safety Building, 130 Peachtree Street, S.W., Suite 1168 Atlanta, Georgia 30303 and labeled "Bid for the SOUTH FULTON MAINTENANCE AND OPERATION CENTER (SFMOC) SECURITY SYSTEM Project Number S002E and Bid Number {05RFB43368K}. **THE BIDDER IS ALSO REQUIRED TO DISPLAY THE GEORGIA UTILITY CONTRACTOR LICENSE NUMBER ON THE OUTSIDE OF THE SEALED BID ENVELOPE.** The bidder **must complete and execute** the following:
1. Bid Section 00300
  2. Bid Schedule
  3. Bid Bond Section 00410
  4. Certification of Acceptance of Bid/Proposal Requirements Section 00415
  5. Corporate or Partnership Certificate Section 00422
  6. Non-Collusion Affidavit of Prime Bidder Section 00480
  7. Non-Collusion Affidavit of Subcontractor Section 00481
  8. Contract Compliance Forms, fully executed Section 00120
    - a. Promise of Non-Discrimination Section 00120 (Exhibit A)
    - b. Employment Report Section 00120 (Exhibit B)
    - c. Schedule of Intended Subcontractor Utilization Section 00120 (Exhibit C)
    - d. Letter of Intent to Perform As a Subcontractor or Provide Materials or Services Section 00120 (Exhibit D)
    - e. Declaration Regarding subcontractor Practices Section 00120(Exhibit E, if applicable)
    - f. Joint Venture Disclosure Affidavit Section 00120 (Exhibit F), if applicable
    - g. Equal Business Opportunity (EBO) Plan

Any bids received after the stated time and date (section 00020) shall not be considered. 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 stated time and date (section 00020). If a bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Purchasing Department. Bids delayed by mail will not be considered, shall not be opened, and arrangements shall be made for their return at the bidder's request and expense.

The original signed bid with three (3) copies shall be submitted in a sealed package, clearly marked on the outside " Bid for the SOUTH FULTON MAINTENANCE AND OPERATION CENTER (SFMOC) SECURITY SYSTEM – Bid Number {05RFB43368K}. Additionally Bidder is to write their Utility Contractor License Number on the outside of the sealed package containing the bid. Failure to put the Utility Contractor License number on the package will result in the bid being determined to be non-responsive.

**Addressed to:**

Fulton County Department of Purchasing  
Public Safety Building  
130 Peachtree Street, S.E., Suite 1168  
Atlanta, Georgia 30303

Bid shall be publicly opened, with only the names and total bid price of the bidders disclosed at the opening.

Prospective bidders are encouraged to register their firms on Fulton County's official bidder's list. Registration can be obtained from the Fulton County Purchasing Department (404) 730-5800.

- G. **Bid and Contract Security:** A Bid Bond for an amount equal to five percent (5%) of the bid amount must accompany each Proposal. The bid bond shall be submitted in a separate, sealed envelope marked "Bid Bond".

Any bid bond, performance bond, payment bond, or security deposit required for public works construction contract shall be approved and filed with purchasing agent. At the option of the County, if the surety named in the bond is other than a surety company authorized by law to do business in this state pursuant to a current certificate of authority to transact surety business by

the Commissioner of Insurance, such bond shall not be approved and filed unless such surety is on the United States Department of Treasury's list of approved bond sureties.

A Purchasing Agent shall approve as to form and as to the solvency of the surety any bid bond, performance bond, or payment bond required by this. In the case of a bid bond, such approval shall be obtained prior to acceptance of the bid or proposal. In the case of payment bonds and performance bonds, such approval shall be obtained prior to the execution of the contract.

Whenever, in the judgment of the County:

- (1) Any surety on a bid, performance, or payment bond has become insolvent;
- (2) Any corporation surety is not longer certified or approved by the Commissioner of Insurance to do business in the state; or
- (3) For any cause there are no longer proper or sufficient sureties on any or all the bonds

The County may require the contractor to strengthen any or all of the bonds or to furnish a new or additional bond or bonds within ten days. Thereupon, if so ordered by the County, all work on the contract shall cease unless such new or additional bond or bonds are furnished. If such bond or bonds are not furnished within such time, the County may terminate the contract and complete the same as the agent of and at the expense of the contractor and his or her sureties.

As a condition of responsiveness the bidder must contain a Bid Bond for an amount equal to 5% of the bid amount. The Bid Bond shall be included in a separate envelope marked on the outside "Bid Bond". Checks or letters of credit of any type will not be accepted, except a certified cashier's check would be acceptable. Provide a completed and fully executed AIA Document A310. When the bidder's package is opened, a purchasing agent will verify the presence of the Bid Bond and remove it from the Proposal Package.

If the bidder withdraws its bid from the competition after the selection of its bid for a reason not authorized by Georgia law, the County will proceed on the Bid Bond, along with any other available remedies.

The Surety of the Bid Bond shall be from a surety company authorized to do business in the State of Georgia, shall be listed in the Department of Treasury Circular 570, and shall have an underwriting limitation in excess of 100% of the bid amount. The Bonds and Surety shall be subject to approval by the County Attorney.

Attorneys-in-fact for proposers/bidders who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

- H. **Right to Reject Bids:** Fulton 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.
- I. **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.
- J. **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.
- K. **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.

- L. **Indemnification and Hold Harmless Agreement:** The successful contractor will agree to indemnify, save harmless and defend the County, its agents, servants, and employees from all lawsuits, claims, demands, liabilities, losses and expenses for or on account of any injury or loss in connection with the work performed under this contractor: Provided, however the Contractor shall not be liable for any damages resulting for the sole negligent or intentional acts or omission of the County and its employees, agents or representatives.
- M. **Bid Opening:** Bids will be opened in public and read aloud. All bidders are requested to be present at the opening.
- N. **Determination of Successful Bidder:** Fulton County desires to complete this work in a timely manner. The Contract will be awarded to the lowest responsive, responsible bidder(s), if awarded.
- 1) **Responsibility:** The determination of the bidder's responsibility will be made by the County based on whether the bidder, as a minimum:
    - a) The County reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the County that he/she is properly qualified to carry out the obligations of the Contract.
    - b) Is properly licensed to perform this type of work in Fulton County. Bidders must have a utility contractors license to perform this work. (OCGA 43-14-8.3 (h)-
    - c) Maintains a permanent place of business individually or in conjunction with the prime contractor.
    - d) Has the appropriate and adequate technical experience. Designated Project Manager must be proficient in all aspects of grading, surveying, landscaping.
    - e) Has adequate personnel and equipment to do the work expeditiously,
    - f) Has suitable financial means to meet obligations incidental to the work,
  - 2) **Responsiveness:** The determination of responsiveness will be made by the County based on a consideration of whether the bidder has submitted a complete Bid form without irregularities, excisions, special conditions, or alternative bids for any item unless specifically requested in the Bid form.
  - 3) The apparent low bidder shall submit the Non-Collusion Affidavit of Subcontractors prior to award of subcontracts by the apparent low bidder, and prior to award of the Contract by the County to the successful bidder.
- O. **Employment of Labor:** Preference in employment on the project by the selected bidder shall, insofar as practical, be given to qualified local labor.
- P. **Notice of Award of Contract:** As soon as possible, and within sixty (60) days after receipt of bids, the County shall notify the successful Bidder of the Award of Contract.

The award shall be made by the Board of Commissioners of Fulton County to the lowest responsive, responsible bidder(s) as soon as possible after receipt of bids, taking into consideration price and the responsiveness to the requirements set forth in the Invitation for Bid. In such case, no claim shall be made by the selected Contractor(s) for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of his bid. The total of the awarded contract shall not exceed the available funds allocated for this project.

Should the County require additional time to award the contract, the time may be extended by mutual agreement between the County and the successful bidder. If an Award of Contract has not been made within sixty (60) days from the bid date or within the extension mutually agreed upon, the Bidder may withdraw the Bid without further liability on the part of either party.

Any award made by the Board of Commissioners as a result of this bid will begin from the date of the notice to proceed. The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written order of the Program Manager. The contract shall become effective on the Contract Date and shall continue in effect until the end of the term of the contract or until the project has been closed-out by the Program Manager unless earlier terminated pursuant to the termination provisions of the contract.

- Q. **Execution of Contract Documents:** Upon notification of Award of Contract, the County shall furnish the Contractor the conformed copies of Contract Documents for execution by the Contractor and Contractor's surety.

Within fifteen (15) days after receipt the Contractor shall return all the documents properly executed by the Contractor and the Contractor's surety. Attached to each document shall be an original power-of-attorney for the person executing the bonds for the surety and certificates of insurance for the required insurance coverage.

After receipt of the documents executed by the Contractor and his surety with the power-of-attorney and certificates of insurance, the County shall complete the execution of the documents. Distribution of the completed documents will be made upon completion.

Should the contractor and/or surety fail to execute the documents within the time specified, the County shall have the right to proceed on the Bid Bond accompanying the bid.

If the County fails to execute the documents within the time limit specified, the Contractor shall have the right to withdraw the Contractor's bid without penalty.

Should an extension of any of the time limits stated above be required, this shall be done only by mutual agreement between both parties.

Any agreement or contract resulting from the acceptance of a bid shall be on a County approved document form. The County reserves the right to reject any agreement that does not conform to the Invitation for Bid and any County requirements for agreements and contracts. The County reserves the right to modify the agreement resulting from this bid upon the recommendation of the County Attorney.

- R. **Joint Venture** Any offer or intending to respond to this solicitation as a joint venture must submit an executed joint venture agreement with its offer. The agreement must designate those persons or entities authorized to execute documents or otherwise bind the joint venture in all transactions with Fulton County, or be accompanied by a document, binding upon the joint venture and its constituent members, making such designation. Offers from joint ventures that do not include these documents will be rejected as being non-responsive.

- S. **Contractors Compliance With All Assurances And/Or Promises Made In Response To Procurement:** Should any proposer (bidder) submit a response to the County promising to provide a certain level of service for either the scope of work, MFBE participation, or any other matter, including where such promise or assurance is greater than what is required by the procurement documents, and should this response containing the promise or assurance be accepted by the County and made a part of the Contract Documents, then this degree or level of service promised by the bidder relating to the scope of work, MFBE participation, or other matter shall be considered to be a material part of the Agreement between the bidder and the County, such that the bidder'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 the General Conditions 00700-30 of the Agreement.

- T. **Minimum Participation Requirement (Prime Contactors): Fulton County Code 102-357 –** The county manager is hereby directed to ensure that no contract or project is hereafter

presented to the Board of Commissioners for approval which does not require that the prime contactor or vendor for the project or contract actually perform no less than 51 percent of the scope of the work of the prime contract.

Construction contracts shall be exempt from the requirements of this section.

**Availability Of Funding** Any award of work, contract, or service for any portion of the SFMOc SECURITY SYSTEM will be conditional and subject to Fulton County obtaining financing through the issuance of water and sewer revenue bonds where the proceeds from such bonds are in an amount sufficient to fund the SFMOc SECURITY SYSTEM. This conditional award will not be in effect until Fulton County has been successful in raising the required funds for payment of the SFMOc SECURITY SYSTEM. If it proves impossible for Fulton County to raise the required funds, the conditional award will be cancelled by Fulton County without any recourse by the responding entity. The submittal of a bid in response to any phase of the procurement for the SFMOc SECURITY SYSTEM serves as acceptance of this condition by the entity responding to the procurement. Without waiving any of the conditions contained herein, and solely for informational purposes, please be aware that the Fulton County Board of Commissioners has taken legislative action authorizing the Fulton County Director of Finance to procure the services of the various professionals that will assist in obtaining the bond proceeds, and it is anticipated that the funding will be in place by the second or third quarter of 2005.

**END OF SECTION NO. 00100**

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**SECTION 00120****NON-DISCRIMINATION IN CONTRACTING AND PROCUREMENT**

**Policy Statement:** 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 that Fulton County Government 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 without regard to the race, color, gender or national origin of the ownership of any such business. Similarly, it is the policy of Fulton County Government that the contracting and procurement practices of Fulton County Government should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors who seek 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 the bid. 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 Plan should be designed to enhance the utilization of racial, gender or ethnic groups.

The Plan **must** identify and include:

1. Potential opportunities within the scope of work of this solicitation that will be afforded to racial, gender or ethnic groups for participation in the solicitation.
2. Efforts that will be identified to encourage and solicit minority and female businesses for opportunities within this solicitation.

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.

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 Department of Contract Compliance's Exhibit G Form (Prime Contractor/Subcontractor Utilization Report) that all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials and previous progress payments received (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 receipt of a payment from Fulton County, the prime contractor shall pay 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 (15) days as provided for by state law.

**Authority to Investigate:** The Director of the Fulton County Department of Contract Compliance shall be authorized to investigate discriminatory practices of any vendor who contracts with or seeks to contract with Fulton County. Such investigation may be initiated by the Director of the Department of Contract Compliance on the Director's own initiative, or by a complaint from another, when information available to the Director provides a reasonable basis to believe that such vendor may be engaged in private discriminatory conduct.

**COMPLIANCE PROCEDURES:**

In order to be compliant with the intent and provisions of the Non-Discrimination Ordinance providing for non-discrimination in purchasing and contracting in Fulton County, **bidders must submit the following completed documents**. Failure to provide this information shall result in the Bid being deemed non-responsive:

- < Promise of Non-Discrimination (Exhibit A)
- < Employment Report (Exhibit B)
- < Schedule of Intended Subcontractor Utilization (Exhibit C)
- < Letter of Intent to Perform As a Subcontractor or Provide Materials or Services (Exhibit D)
- < Declaration Regarding Subcontractor Practices (Exhibit E), if applicable
- < Joint Venture Disclosure Affidavit (Exhibit F), if applicable
- < **Equal Business Opportunity Plan (EBO Plan)**

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

- < Prime Contractor's Subcontractor Utilization Report (Exhibit G)

**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 **must** be identified and submitted with this bid. In addition, if subcontractors will be utilized by the bidder to complete this project, then the demographic employment make-up of the subcontractor(s) must be identified and submitted with this bid.

**EMPLOYEES**

CATEGORY	NATIVE INDIAN		AFRICAN AMERICAN		ASIAN AMERICAN		HISPANIC AMERICAN		CACUSIAN AMERICAN		OTHER	
	M	F	M	F	M	F	M	F	M	F	M	F
Male/Female												
Mgmt/Official												
Professional (Arch., P.E., etc.)												
Supervisors												
Office/Sales Clerical												
Craftsmen												
Laborers												
Others (Specify)												
TOTALS												

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

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

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

This completed form is for (Check one) \_\_\_\_\_ Bidder \_\_\_\_\_ Subcontractor

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

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

If the bidder intends to subcontract any portion of this scope of work/service(s), this form **must be** completed and **submitted with the bid**. All prime bidders **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:** \_\_\_\_\_

ITB/RFP NUMBER: \_\_\_\_\_

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

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

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

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

If the Prime Bidder is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit.

2. Sub-Contractors (Including suppliers) to be utilized in the performance of t his 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, attach copy of recent certification letter.**

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

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

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

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

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, attach copy of recent certification letter.**

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

<b>Total Dollar Value of Small Business Enterprise Agreements: (\$)</b>
---

<b>Total Percentage Value: (%)</b>
------------------------------------

**CERTIFICATION:** The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid provisions, including the accompanying Exhibits and other terms and conditions regarding subcontractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder 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 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 subcontractors/suppliers and submitted with the bid. The Prime Contractor **must** submit Letters of Intent for ALL known subcontractors/suppliers at time of bid submission.

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

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

ITB/RFP 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):

Description of Work	Project Commence Date	Project Completion Date	Estimated Dollar Amount

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

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

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT E – DECLARATION REGARDING SUBCONTRACTING PRACTICES**

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

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

Perform 100% of the work required for \_\_\_\_\_  
 (ITB/RFP Number)

\_\_\_\_\_  
 (Description of Work)

In making this declaration, the bidder states the following:

1. That the bidder 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 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 bidder's decision 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**

RFB No. \_\_\_\_\_

Project Name \_\_\_\_\_

This form must be completed and submitted with the bid if a Joint Venture approach is to be undertaken.

The firms listed below do hereby declare that they have entered into a joint venture agreement pursuant to the above mentioned project. The information requested below is to clearly identify and explain the extent of participation of each firm 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: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
County: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_

2) Name of Business: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
County: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_

3) Name of Business: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
County: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_

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

PRINCIPAL OFFICE ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

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

**EXHIBIT F – JOINT VENTURE DISCLOSURE AFFIDAVIT**

Note: Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof. Indicate the percentage make-up for each joint venture partner.
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 Countyship, options for Countyship, or loans between the joint ventures. Identify terms thereof.
4. Describe the estimate 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 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 small business enterprise, the majority firm or the joint venture: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT F – JOINT VENTURE DISCLOSURE AFFIDAVIT**

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>Race</u>	<u>Sex</u>	<u>Financial Decisions</u>	<u>Supervision Field Operation</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 AVOVE 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)

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

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

\_\_\_\_\_  
 (Signature of Affiant)  
 \_\_\_\_\_  
 (Printed Name)

**EXHIBIT F – JOINT VENURE DISCLOSURE AFFIDAVIT**

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

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

On this day of \_\_\_\_\_, 20\_\_\_\_\_, before me, appeared \_\_\_\_\_,

\_\_\_\_\_, the  
aforementioned officers, personally appeared known to me to be an authorized company  
representative described in the foregoing Affidavit and acknowledge that he (she) executed the  
same in the capacity therein stated and for the purpose therein contained.

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

(Notary Seal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Commission Expire

**EXHIBIT G – PRIME CONTRACTOR/SUBCONTRACTOR UTILIZATION REPORT**

This report is required to be submitted by the tenth day of each month, with a copy of your payment invoice (schedule of values/payment application) to Contract Compliance. Failure to comply may result in the County commencing proceedings to impose sanctions on the successful bidder, in addition to purchasing 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 to participate in any future contracts awarded by Fulton County.

REPORTING PERIOD		PROJECT NAME:	
FROM:		PROJECT NUMBER:	
TO:		PROJECT LOCATION:	

<b>PRIME CONTRACTOR</b>		Contract Award Date	Contract Award Amount	Change Order Amount	Contract Period	% Complete to Date
Name:						
Address:						
Telephone #:						

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)

**END OF SECTION NO. 00120**

**SECTION 00300****BID****SOUTH FULTON MAINTENANCE AND OPERATION CENTER SECURITY SYSTEM****TO THE BOARD OF COMMISSIONERS, FULTON COUNTY, GEORGIA**

Submitted \_\_\_\_\_, 2005.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Proposal or in the Contract to be entered into; that this Proposal is made without connection with any other person, company or parties making a bid or Proposal; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written order of the Contracting Officer and to fully complete all work under this Contract within **Ninety (90)** consecutive calendar days from and including said date.

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure.

Bidder acknowledges receipt of Addenda

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BIDDER: \_\_\_\_\_

By: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Attached hereto is a Bid Bond for the sum of \_\_\_\_\_

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

(Figures)

according to the conditions of "Instructions to Bidders" and provisions thereof.

**BASE BID AMOUNT BREAKDOWN****(A) EQUIPMENT**

Provide the cost for the following items including labor, materials and installation:

		QUANTITY	UNIT	UNIT COST	VALUE
<b>1</b>	<b>SFMOC BUILDING EXTERIOR</b> INSTALL EIGHT (8) EXTERIOR MOUNTED CAMERAS: DAY/NIGHT CAMERA, HOUSING, FIBER OPTIC CABLE, FIBER MODEM TRANCEIVER, DIGITAL RECORDER PORT, FHCO, FOCUS AND ADJUST	8	EA	\$	\$
<b>2</b>	HUMAN DETECTION SYSTEM FOR EXTERIOR CAMERAS, SYSTEM PROCESSOR, INTERFACE DEVICES, SOFTWARE, CONFIGURATION AND INTEGRATION WITH CCTV RECORDING SYSTEM		LS	\$	\$
<b>3</b>	<u>FIBER OPTIC CABLE AND CAMERA INTERFACE CABINET:</u> NEMA 4 HOUSING FOR FIBER MODEM, POWER SUPPLIES, FIBER CONNECTIONS, BREAKOUT BOXES, NEMA 12 (INDOOR) FIBER TERMINATIONS ENCLOSURES, FHCO AND TESTING AND CAMERA INTERFACE CABINET	1	EA	\$	\$
<b>4</b>	INSTALL SEVEN (7) EXTERIOR 20' POLE W/ CONCRETE BASE	7	EA	\$	\$
<b>5</b>	INSTALL TWO (2) DUAL HEIGHT CARD READERS	2	EA	\$	\$
<b>6</b>	<u>INSTALL TWO (2) INTERCOMS W/REMOTE RELEASE:</u> INTERCOM SYSTEM WITH INTERCOM SUB-STATION, BACK BOX, HEAD-END ELECTRONICS, CABLE & PROGRAMMING	2	EA	\$	\$
<b>7</b>	PROVIDE (2) EXTERIOR CARD READERS	2	EA	\$	\$
<b>8</b>	EMERGENCY RELEASE PULL STATION	1	EA	\$	\$
<b>9</b>	RELOCATE AND MAINTAIN TWELVE (12) TREES	12	EA	\$	\$
<b>10</b>	INSTALL TWO (2) SIREN/STROBES	2	EA	\$	\$
<b>11</b>	INSTALL ONE (1) KNOX BOX	1	EA	\$	\$
<b>12</b>	<b>SFMOC BUILDING INTERIOR</b> INSTALL TWENTY-ONE (21) SWING DOOR CONTACTS	21	EA	\$	\$
<b>13</b>	INSTALL NINE (9) OVERHEAD DOOR CONTACTS	9	EA	\$	\$
<b>14</b>	INSTALL SIXTEEN (16) PROXIMITY CARD READERS TO INCLUDE DOOR AND GATE HARDWARRE	16	EA	\$	\$
<b>15</b>	INSTALL TEN (10) KEYPADS TO INCLUDE DOOR AND GATE HARDWARE	10	EA	\$	\$

		QUANTITY	UNIT	UNIT COST	VALUE
16	INSTALL TWENTY-FIVE (25) MOTION SENSORS	25	EA	\$	\$
17	INSTALL THIRTEEN (13) INTERIOR FIXED CAMERAS: INCLUDING HOUSING, CABLE, DIGITAL RECORDER PORT, FHCO, FOCUS AND ADJUST	13	EA	\$	\$
18	INSTALL ONE (1) DIGITAL VIDEO RECORDER	1	EA	\$	\$
19	PROVIDE ONE (1) DUPLICATE/ REMOTE BACK-UP DIGITAL RECORDER	1	EA	\$	\$
20	INSTALL ONE (1) PC WORKSTATION WITH UPS AND SOFTWARE	1	EA	\$	\$
21	PROVIDE ONE (1) 8 PORT 10/100 MB ETHERNET SWITCH	1	EA	\$	\$
22	ACCESS CONTROL PANEL: WITH HARDWIRED ACCESS CONTROLLED DOORS, POWER SUPPLIES, BATTERIES, LOCKING HARDWARE, REX DEVICE, DPS, CABLE AND FHCO	1	EA	\$	\$
23	ID ACCESS CARDS WITH PROXIMITY TECHNOLOGY	200	EA	\$	\$
24	INTRUSION DETECTION PANEL: WITH NECESSARY CABLING, TO INCLUDE CONFIGURATION AND PROGRAMMING	1	EA	\$	\$
25	POWER, CONDUIT, CABLING AND SITE WORK		LS	\$	\$
26	CUTTING AND PATCHING OF PAVEMENT, AND BOLLARDS		LS	\$	\$
27	TRAINING	16	HRS	\$	\$

*This is a summary of the main components and shall include all materials and/or supplies necessary to complete this job. Operation and Maintenance manuals shall be included on every equipment/item purchased by the contractor.*

<b>SUBTOTAL EQUIPMENT</b>	<b>\$</b>
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**(B) ALLOWANCE**

A construction allowance in the amount of \$ 25,000 will be put aside and utilized for security improvements as part of this construction contract. The allowance will only be used at the discretion of the construction manager.

<b>SUBTOTAL ALLOWANCE</b>	<b>\$ 25,000.00</b>
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**TOTAL ITEM A THROUGH ITEM B INCLUSIVE**

the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

The County will base their review on this bottom line figure as the total bid amount for this project. Please make sure that all line items are accurately calculated and total up to this inclusive amount.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

The Bidder shall list below work done of a similar nature to that Bid for, as references that will afford the Owner opportunity to judge as to experience, standing, and financial ability.

PROJECT NAME	OWNER'S NAME	OWNER'S REPRESENTATIVE'S TELEPHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**END OF SECTION 00300**

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**SECTION NO. 00400****PURCHASING FORMS & INSTRUCTIONS**

This section contains the procurement forms that are required to be executed and submitted with the bid package. This section does not contain all forms required to be included with the bid package submittal.

- Form A: Non-Collusion Affidavit of Prime Bidder
- Form B: Non-Collusion Affidavit of Sub-Contractors
- Form C: Certificate of Acceptance of Request for Bid Requirements
- Form D: Contractor License Certification
- Form E: Certification Regarding Debarment
- Form F: Corporate Certification

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Form A

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF GEORGIA

COUNTY OF FULTON

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 proposals 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 \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
(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.

Form B

NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR

STATE OF GEORGIA

COUNTY OF FULTON

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 proposals 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 \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
(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.

**Form C****FULTON COUNTY CERTIFICATE OF ACCEPTANCE OF BID/PROPOSAL REQUIREMENTS**

This Is To Certify That On This Day Bidder/Proposer Acknowledges That He/She Has Read This Bid Document, Pages \_\_\_\_ To \_\_\_\_ Inclusive, Including Addendum(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 Bidding/Proposing Company To Submit The Bid/Proposal Herein And To Legally Obligate The Bidder/Proposer Thereto.

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

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

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

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

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

(Corporate Seal)

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**Form D**

**CONTRACTOR'S LICENSE CERTIFICATION**

Contractor's Name: \_\_\_\_\_

Utility Contractor's Name: \_\_\_\_\_

Expiration Date of License: \_\_\_\_\_

(ATTACHED COPY OF LICENSE)

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

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

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

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## Form E

**CERTIFICATION REGARDING DEBARMENT**

- (1) THE OFFEROR CERTIFIES, BY SUBMISSION OF THIS BID OR PROPOSAL 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, OR JOINT VENTURE, HOWEVER DESIGNATED OR 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 CONSTITUENTS OR MEMBERS, IS FOUND TO HAVE COMMITTED ANY ACT CONSTITUTING A CAUSE FOR SUSPENSION 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 SUB-CONTRACT, OR IN PERFORMANCE OF SUCH CONTRACT OR SUB-CONTRACT;
- (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 PROPOSALS;
- (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 BASIS FOR SUSPENSION;
  - C. MATERIAL MISREPRESENTATION 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 sub-contractor or a joint venture partner, in performing work under contract with the county.

Failure to fully and truthfully provide the information requires, 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 \_\_\_\_\_, 2005

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

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

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

## Form F

## CORPORATE CERTIFICATE

Corporations

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named as Contractor in the foregoing Bid; that \_\_\_\_\_, who signed said Bid on behalf of the Contractor was then \_\_\_\_\_ of said Corporation; that said Bid was duly signed for and on behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
(SEAL) must be affixed

Partnership or other entities:

I, \_\_\_\_\_, certify that I am authorized to sign to commit \_\_\_\_\_ named as Contractor in the foregoing Bid. That said company is formed under the laws of the State of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

It is necessary to attach a letter on company letterhead and dated on or after the date of this certificate that the individual signing to commit the partnership or other entity not a corporation to the stipulations of this bid is authorized to do so. The letter should be signed by an individual working for the company who has knowledge of this fact.

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**Form G**

**NON CONFLICT OF INTEREST CERTIFICATION**

I, \_\_\_\_\_, as the legal representative of \_\_\_\_\_, do certify that we will not perform any type of professional services for property owners adjacent or contiguous to any project assigned by Fulton County, during the active life of such project. Further, I additionally certify that if we already have an agreement(s) with property owner(s) adjacent or contiguous to a project assigned by Fulton County, we will either reject the County assignment, or cancel the property owner already in effect if so directed by Fulton County Board of Commissioners. In no case will our firm utilize our knowledge of the ongoing Fulton County project for professional gain during the active life of such Project.

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

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

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

Witness: \_\_\_\_\_

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

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

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

**END OF SECTION NO. 00400**

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**SECTION 00410****BID BOND REQUIREMENTS**

No bid for a contract in Fulton County for work to be done shall be valid for any purpose unless the Contractor shall give a Bid Bond with good and sufficient surety payable to, in favor of, and for the protection of Fulton County. The Bid Bond shall be in the amount of not less than 5% of the total amount payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Georgia.

Attestation for the corporation must be by the corporate officer; for a partnership by another partner; for an individual by a notary with the corporate seal.

**BID BOND**

**SAMPLE**

**Chairman, Board of Commissioners  
STATE OF GEORGIA, COUNTY OF FULTON**

KNOW ALL MEN BY THESE PRESENTS, that we \_\_\_\_\_, as  
Principal, and  
\_\_\_\_\_, as Surety, are held and firmly bound unto the Fulton County  
Board of Commissioners for the  
Sum of \_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) lawful money of the United States, for payment of which sum  
well and truly made, we bind ourselves, our heirs, personal representatives, successors and assigns,  
jointly and severally, firmly by these presents.

**WHEREAS**, THE Principal has submitted to the County as Bid for construction for the SOUTH FULTON  
MAINTENANCE AND OPERATION CENTER SECURITY SYSTEM

**NOW, THEREFORE**, the conditions of this obligation as such that if the Bid be accepted, the Principal  
shall within ten days after receipt of the conformed contract documents execute a contract in accordance  
with the Bid upon the terms, conditions and prices set forth therein, and in the form and manner required  
by the County and execute a sufficient and satisfactory Performance Bond and Payment Bond payable to  
the County, each in an amount of one hundred percent (100%) of the total contract price, in the form and  
with security satisfactory to the County, or in the event of the failure of the Contractor to execute and  
deliver the Contract Agreement and give said Performance and Payment Bonds, the Contractor shall pay  
the County the difference not to exceed the penalty hereof between the amount for which the County may  
in good faith contract with another party to perform the work covered by said Bid, then this obligation shall  
be void; otherwise, it shall be and remain in full force and virtue in law; and the Surety shall, upon failure  
of the Principal to comply with any or all of the foregoing requirements within the time specified above,  
immediately pay to the aforesaid County, upon demand, the amount hereof in good and lawful money of  
the United States of America, not as a penalty, but as liquidated damages.

In the event suit is brought upon this Bond by the COUNTY and judgment is recovered, the SURETY  
shall pay all cost incurred by the COUNTY in such suit, including attorney's fees to be fixed by the Court.

Enclosed is a Bid Bond in the approved form, in the amount of  
\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) being in the amount of five (5%) percent of the CONTRACT sum.  
The money payable on this bond shall be paid to the Fulton County Government, for the failure of the  
Bidder to execute a CONTRACT within ten (10) days after receipt of the contract form and at the same  
time furnish a Payment Bond and Performance Bond.

**IN WITNESS WHEREOF**, THE SAID Principal has hereunder affixed its signature and said Surety has  
hereunto caused to be affixed this corporate signature and seal, by its duly authorized officers, on the

\_\_\_\_\_ day of \_\_\_\_\_, 2005.

(Signatures on the next page)

ATTEST:

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
BY \_\_\_\_\_  
(SEAL)

**CERTIFICATE AS TO CORPORATE PRINCIPAL**

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named as principal in the within bond; that \_\_\_\_\_, who signed the said bond of said corporation, that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by authority of its governing body.

\_\_\_\_\_  
SECRETARY

(CORPORATE SEAL)

\_\_\_\_\_  
SURETY

\_\_\_\_\_  
(SEAL) BY \_\_\_\_\_

**END OF SECTION NO. 00410**

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**SECTION 00440  
OCIP INSURANCE INFORMATION FORM**

**The attached form is required to be completed and submitted by Bidder and its subcontractors. Refer to the instruction sheet attached to the form for specific instructions.**

**END OF SECTION 00 440**

**OCIP INSURANCE INFORMATION FORM  
OCIP Insurance Information Form Instructions (one page) follows**

**FULTON COUNTY OCIP  
INSURANCE COST IDENTIFICATION WORKSHEET**

<b>Contractor</b>	_____	<b>Indv</b>	_____	<b>Ptshp</b>	_____	<b>Corp</b>	_____	<b>J/V</b>	_____
Address	_____						FEIN	_____	
Office Contact:	_____	Phone	_____	Fax:	_____				
Site Contact	_____	Phone	_____	Fax:	_____				
Safety Contact	_____	Phone	_____	Fax:	_____				

**CONTRACT INFORMATION –**

**Contract Value: \$** \_\_\_\_\_ **JOB#:** \_\_\_\_\_

Job Name Description \_\_\_\_\_

Awarding Contractor: \_\_\_\_\_ Prime Contractor: \_\_\_\_\_

Start Date: \_\_\_\_\_ Est. Completion Date \_\_\_\_\_ %Self Performed \_\_\_\_\_ Est. Manhours \_\_\_\_\_

% Subcontracted: \_\_\_\_\_ Est. # of Subcontractors \_\_\_\_\_

*CURRENT INSURANCE INFORMATION; REQUIRED INSURANCE COVERAGES AND LIMITS ARE SHOWN IN THE BID AND CONTRACT DOCUMENTATIONS. INFORMATION DISCLOSED ON THIS FORM IS SUBJECT TO AUDIT AND ADJUSTMENT THROUGHOUT THE TERM OF THE CONSTRUCTION OF PROJECT*

**CONTRACTOR'S INSURANCE BROKER OR AGENT:**

**Company Name** \_\_\_\_\_ **Contract:** \_\_\_\_\_

**City** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**WORKER'S COMPENSATION**

Current WC Ins. Co.: \_\_\_\_\_ Policy Period \_\_\_\_\_

Experience Modifier: \_\_\_\_\_ Rate Date: \_\_\_\_\_ Deductible \_\_\_\_\_ Retention: \_\_\_\_\_

A. Workers' Compensation (Project Site Payroll Only) Attach additional pages if required				
W.C. Classification	W.C. Code	W.C. Rate/ \$100 Payroll	Estimated Payroll*	Premium
1.				
2.				
3.				
4.				
5.				
6.				
Subtotal				
<p><i>* Although credits should be identified, the only allowable credits are Experience Modifier and Premium Discount</i></p> <p>It is extremely important to accurately estimate payrolls anticipated for this contract. Payroll should be raw wages <u>without</u> burden, fringes, or overtime premium; but should include sick, vacation, holiday pay and imputed income. <b>Attach a copy of your declaration page and schedule rate sheets</b></p>			Increase Limit Factor: _____%	\$
			Experience Modifier	\$
			Discounts or Surcharges	\$
			Deductible/Self Insured Retention Credit* OR *Expected Losses within Deductible/Self Insured Retention	\$
			Total Workers' Compensation Premium	A \$

NO CERTIFICATES OF INSURANCE OR POLICIES WILL BE PROVIDED UNDER THE OCIP UNTIL THIS FORM IS RECEIVED.

**FULTON COUNTY OCIP  
INSURANCE COST IDENTIFICATION WORKSHEET**

**GENERAL LIABILITY**

Current GL Ins. Co.: \_\_\_\_\_ Policy Period \_\_\_\_\_

Current GL rate is based on \_\_\_\_\_ Payroll or \_\_\_\_\_ Receipts per \_\_\_\_\_ \$100 \_\_\_\_\_ \$1,000 or Flat Premium \_\_\_\_\_

Deductible \_\_\_\_\_ Retention \$: \_\_\_\_\_

B. General Liability (Project Site Payroll/Receipts Only) Attach additional pages if required				
G.L. Classification	G. L. Code	G.L. Rate	Estimated Payroll/Receipts *	Premium
1.				
2.				
3.				
4.				
<i>It is extremely important to accurately estimate payrolls anticipated for this contract. <b>Attach a copy of your declaration page and schedule rate sheet.</b></i>			Deductible/Self Insured Retention Credit	\$
			OR	
			Expected Losses within Deductible/Self Insured Retention	\$
Total General Liability Premium				<b>B\$</b>
<b>C. Estimated Subcontractor Premiums</b> FORM-1 MUST BE COMPLETED BY AWARDING CONTRACTOR FOR EACH SUBCONTRACTOR.				<b>C\$</b>
<b>D. Umbrella Excess</b> Name of Insurer: _____		Rate: _____	Per \$ _____ Term: _____	<b>D\$</b>
<b>E. Builder's Risk</b> Name of Insurer: _____		Rate: _____	Per \$ _____ Term: _____	<b>E\$</b>
<b>F. TOTAL PREMIUMS (A+B+C+D+E)</b> This amount must equal the insurance credit indicated on your bid proposal.				<b>F\$</b>
"Total Premiums" indicated in F represent the amount of insurance premiums the contractor has excluded from the bid amount since the Owner is furnishing the construction insurance.				

It is each Contractor's responsibility to notify its own insurance carrier to exclude all work to be done under this contract from your current insurance program.

**AGREEMENT**

Fulton County, Georgia, as sponsor of the OCIP, or their Agent, is granted permission by Contractor to inspect the insurance and payroll records used in determining the above credit. Fulton County will deduct the above amount from Contractor's bid to determine contract amount. At completion of the Work, Fulton County's Agent shall audit the project payroll records of Contractor and adjust Contract amount for final audited insurance premiums in accordance with the insurance premium audit provisions of the insurance policy. Any and all returns of premiums, dividends, discounts or other adjustments to any OCIP policy is assigned, transferred and set over absolutely to Fulton County. This assignment is valid for insurance policies whose premiums have been paid by Fulton County on behalf of such Contractor.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

NO CERTIFICATES OF INSURANCE OR POLICIES WILL BE PROVIDED UNDER THE OCIP UNTIL THIS FORM IS RECEIVED.

**INSTRUCTIONS**

Specific instructions for completing the "OCIP Insurance Information Form":

**Section I: Workers' Compensation**

- A. For project site operations only, report the classifications, codes, experience modifier and rates and payroll estimates used in your appropriate workers compensation policy. Provide the name of your regular workers' compensation carrier, along with your policy effective dates and Federal Employer ID#.
- B. If your regular W.C. program includes a deductible or retention level, include allocated losses you would expect within that deductible/retention on this Project.

**Section II: General Liability**

- A. Use the appropriate rates and payroll estimates applicable to on-site project operations as outlined in your appropriate policy.
- B. If your regular G.L. program includes a deductible or retention level, include allocated losses you would expect within that deductible/retention on this Project.

**Section III: Excess/Umbrella Liability**

- A. Use the appropriate rates applicable to on-site project operations as outlined in your appropriate policy.
- B. If you presently do not carry an Excess or Umbrella liability policy, contact your insurance representative or broker for an estimate.

**Section IV: Completed Operations (1 Year)**

Use the appropriate rates applicable to on-site project operations as outlined in your appropriate policy.

**Section V: Subcontractor Premiums and Allocated Losses (excluding Motor Vehicle)**

- A. If lower-tier contractors (subcontractors or sub-subcontractors) are included in your bid, you must provide them with a set of these forms and instructions. Attach the lower-tier contractors' forms to your submission. (Reference O.C.I.P. contract language for information regarding which entities are eligible for coverage under the O.C.I.P.)
- B. If lower-tier contractors have a deductible or retention level within their insurance program, they must also include allocated losses which they would expect within that deductible/retention on this Project.

**Section VI: Overhead & Profit on Insurance Premiums**

Enter the overhead and profit percentage your firm adds to the insurance premiums (5%, 10%, etc.).

**END OF SECTION 00440**

**SECTION 00500****AGREEMENT**

THIS AGREEMENT by and between Fulton County, a political subdivision of the State of Georgia (Party of the First Part, hereinafter called the County), and \_\_\_\_\_ (Party of the Second Part, Hereinafter called the Contractor).

WITNESSETH: That the said Contractor has agreed, and by these presents does agree with the said County, for and in consideration of a Contract Price of \_\_\_\_\_ (\$ \_\_\_\_\_) and other good and valuable consideration, and under the penalty expressed on Bonds hereto attached, to furnish all equipment, tools, materials, skill, and labor of every description necessary to carry out and complete in good, firm, and substantial, and workmanlike manner, the Work specified, in strict conformity with the Drawings and the Specifications hereinafter set forth, which Drawings and Specifications together with the bid Proposal made by the Contractor, General Conditions, Special Provisions, Detailed Specifications, Exhibits, and this Agreement, shall all form essential parts of this Contract. The Work covered by this Contract includes all Work indicated on Plans and Specifications and listed in the Bid entitled:

Project Number: {S002E}

**SOUTH FULTON MAINTENANCE AND OPERATION CENTER SECURITY SYSTEM**

The Contractor shall commence the Work with adequate force and equipment within 10 days from receipt of Notice to Proceed from the County, and shall complete the work within **90 calendar** days from the Notice to Proceed or the date work begins, whichever comes first. The Contractor shall remain responsible for performing, in accordance with the terms of the contract, all work assigned prior to the expiration of the said calendar days allowed for completion of the work even if the work is not completed until after the expiration of such days.

For each calendar day that any work remains uncompleted after the time allowed for completion of the work, the Contractor shall pay the County the **sum of \$ 500.00 not as a penalty but as liquidated damages**, which liquidated damages the County may deduct from any money due the contractor. At the County's convenience and not to its prejudice the County may provide written notice of the commencement of the assessment of liquidated damages.

As full compensation for the faithful performance of this Contract, the County shall pay the Contractor in accordance with the General Conditions and the prices stipulated in the Bid, hereto attached.

It is further mutually agreed between the parties hereto that if, at any time after the execution of this Agreement and the Surety Bonds hereto attached for its faithful performance, the County shall deem the surety or sureties upon such bonds to be unsatisfactory, or, if, for any reason, such bonds cease to be adequate to cover the performance of the Work, the Contractor shall, at his expense, within five days after receipt of notice from the County so to do, furnish an additional bond or bonds in such form and amount, and with such surety or sureties as shall be satisfactory to the County. In such event no further payment to the Contractor shall be deemed to be due under this Agreement until such new or additional security for the faithful performance of the Work shall be furnished in manner and form satisfactory to the County.

The Contractor hereby assumes the entire responsibility and liability for any and all injury to or death of any and all persons, including the Contractor's agents, servants, and employees, and in addition thereto, for any and all damages to property caused by or resulting from or arising out of any act or omission in connection with this contract or the prosecution of work hereunder, whether caused by the Contractor or the Contractor's agents, Servants, or employees, or by any of the Contractor's subcontractors or suppliers, and the Contractor shall indemnify and hold harmless the County, the Construction Manager, or any of their subcontractors from and against any and all loss and/or expense which they or any of them may suffer or pay as a result of claims or suits due to, because of, or arising out of any and all such injuries, deaths and/or damage, irrespective of County or Construction Manager negligence (except that no party shall be indemnified for their own sole negligence). The Contractor, if requested, shall assume and defend at the Contractor's own expense, any suit, action or other legal proceedings arising there from, and the Contractor hereby

agrees to satisfy, pay, and cause to be discharged of record any judgment which may be rendered against the County and the Construction Manager arising there from.

In the event of any such loss, expense, damage, or injury, or if any claim or demand for damages as heretofore set forth is made against the County or the Construction Manager, the County may withhold from any payment due or thereafter to become due to the Contractor under the terms of this Contract, an amount sufficient in its judgment to protect and indemnify it and the Construction Manager from any and all claims, expense, loss, damages, or injury; and the County, in its discretion, may require the Contractor to furnish a surety bond satisfactory to the County providing for such protection and indemnity, which bond shall be furnished by the Contractor within five (5) days after written demand has been made therefore. The expense of said Bond shall be borne by the Contractor. **[see General Conditions 00700-15 for similar provisions]**

This Contract, executed in quadruplicate, constitutes the full agreement between the parties, and the Contractor shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm or corporation without the previous consent of the County in writing. Subject to applicable provisions of law, this Contract shall be in full force and effect as a Contract, from the date on which a fully executed and approved counterpart hereof is delivered to the Contractor and shall remain and continue in full force and effect until after the expiration of any guarantee period and the Contractor and his sureties are finally released by the County.

Signatures next page.

Attest:

NAME OF CONTRACTOR

\_\_\_\_\_

By: \_\_\_\_\_

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

Seal (Affix)

Attest:

FULTON COUNTY, GEORGIA

By: \_\_\_\_\_  
Mark Massey, Clerk to the Commission

By: \_\_\_\_\_  
Karen Handel, Chair  
Board of Commissioners

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Assistant Director of Public Works

**END OF SECTION NO. 00500**

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**SECTION 00610**  
**PERFORMANCE BOND REQUIREMENTS**

No contract with Fulton County for work to be done shall be valid for any purpose unless the Contractor shall give a Performance Bond with good and sufficient surety payable to, in favor of and for the protection of Fulton County. The Performance Bond shall be in the amount of at least the total amount payable by the terms of the Contract and shall be written on the enclosed form.

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business as a surety in Georgia.

Attestation for the corporation must be by the corporate officer; for a partnership by another partner; for an individual by a notary with the corporate seal.

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**PERFORMANCE BOND**

**KNOW ALL MEN BY THESE PRESENTS** \_\_\_\_\_ [name of CONTRACTOR] (hereinafter called the “Principal”) and \_\_\_\_\_ [name of SURETY] (hereinafter called the “Surety”), are held and firmly bound unto **FULTON COUNTY**, a political subdivision of the State of Georgia (hereinafter called the “Owner”) and their successors and assigns, the penal sum of **(100% of Contract Amount)** Dollars (\$ \_\_\_\_\_), lawful money of the United States of America, for the payment of which the principal and the Surety bind themselves, their administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the Principal has entered, or is about to enter, into a certain written contract (hereinafter called the “Contract”), with the Owner, dated \_\_\_\_\_ which is incorporated herein by reference in its entirety, for the **South Fulton Maintenance and Operation Center (SFMOC) Security System** more particularly described in the Contract (herein called the “Project”); and

**NOW, THEREFORE**, the conditions of this obligation are as follows, that if the Principal shall fully and completely perform all the undertakings, covenants, terms, conditions, warranties, and guarantees contained in the Contract, including all modifications, amendments, changes, deletions, additions, and alterations thereto that may hereafter be made, then this obligation shall be void; otherwise it shall remain in full force and effect.

Whenever the Principal shall be, and declared by the Owner to be, in default under the Construction Type Contract, the Surety shall promptly remedy the default as follows:

- 1) Complete the Contract in accordance with its terms and conditions; or at the sole option of the Owner,
- 2) Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by the Surety and the Owner of the lowest responsible bidder, arrange for a contract between such bidder and Owner and make available as the work progresses (even though there should be a default or succession of defaults under the Contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the penal sum set forth in the first paragraph hereof, as may be adjusted, and the Surety shall make available and pay to the Owner the funds required by this Paragraph prior to the payment of the Owner of the balance of the Contract price, or any portion thereof. The term “balance of the Contract price,” as used in this paragraph, shall mean the total amount payable by the Owner to the Contractor under the Contract, and any amendments thereto, less the amount paid by the Owner to the Contractor; or, at the sole option of the Owner,
- 3) Allow Owner to complete the work and reimburse the Owner for all reasonable costs incurred in completing the Work.

In addition to performing as required in the above paragraphs, the Surety shall indemnify and hold harmless the Owner from any and all losses, liability and damages, claims, judgments, liens, costs and fees of every description, including reasonable attorney’s fees, litigation costs and expert witness fees, which the Owner may incur, sustain or suffer by reason of the failure or default on the part of the Principal in the performance of any or all of the terms, provisions, and requirements of the Contract, including any and all amendments and modifications thereto, or incurred by the Owner in making good any such failure of performance on the part of the Principal.

The Surety shall commence performance of its obligations and undertakings under this Bond promptly and without delay, after written notice from the Owner to the Surety.

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The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and any other amendments in or about the Contract, and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, change in payment terms, and amendments.

The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment to the Contract, so as to bind the Principal and the Surety to the full and faithful performance of the Contract as so amended or modified, and so as to increase the penal sum to the adjusted Contract Price of the Contract.

No right of action shall accrue on this Bond to or for the use of any person, entity or corporation other than the Owner and any other obligee named herein, or their executors, administrators, successors or assigns.

This Bond is intended to comply with O.C.G.A. Section 36-91-1 et seq, and shall be interpreted so; as to comply with; the minimum requirements thereof. However, in the event the express language of this Bond extends protection to; the Owner beyond that contemplated by O.C.G.A. Section 36-91-1 et seq, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

**IN WITNESS WHEREOF** the undersigned have caused this instrument to be executed and their respective corporate seals to be affixed and attested by their duly authorized representatives this day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_(SEAL)  
(Principal)

By: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_(SEAL)  
(Surety)

By: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

(Address of Surety's Home Office)

(Resident Agent of Surety)

**END OF SECTION 00610**

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**SECTION 00620****PAYMENT BOND REQUIREMENTS**

No Contract with Fulton County for work to be done shall be valid for any purpose unless the Contractor shall give a Payment Bond with good and sufficient surety payable to Fulton County for the use and protection of all sub-contractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the Contract. The Payment Bond shall be in the amount of at least the total amount payable by the terms of the Contract and shall be written on the following form.

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Georgia.

Attestation for the corporation must be by the corporate officer; for a partnership by another partner; for an individual by a notary with the corporate seal.

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**PAYMENT BOND**

**KNOW ALL MEN BY THESE PRESENTS** that [insert name of contractor] (hereinafter called the “Principal”) and [insert name of surety] (hereinafter called the “Surety”), are held and firmly bound unto **FULTON COUNTY**, a political subdivision of the State of Georgia (hereinafter called the “Owner”), its successors and assigns as obligee, in the penal sum of [ 100% of Contract Amount ], lawful money of the United States of America, for the payment of which the Principal and the Surety bind themselves, their administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the Principal has entered, or is about to enter, into a certain written contract with the Owner, dated [insert date of contract], which is incorporated herein by reference in its entirety (hereinafter called the “Contract”), for design and/or construction-type services of a project known as **South Fulton Maintenance and Operation Center (SFMOC) Security System** as more particularly described in the Contract (hereinafter called the “Project”);

**NOW, THEREFORE**, the condition of this obligation is such that if the Principal shall promptly make payment to all persons working on or supplying labor or materials under the Contract, and any amendments thereto, with regard to labor or materials furnished and used in the Project, and with regard to labor or materials furnished but not so used, then this obligation shall be void; but otherwise it shall remain in full force and effect.

1. A “Claimant” shall be defined herein as any subcontractor, person, party, partnership, corporation or the entity furnishing labor, services or materials used, or reasonably required for use, in the performance of the Contract, without regard to whether such labor, services or materials were sold, leased or rented, and without regard to whether such Claimant is or is not in privity of contract with the Principal or any subcontractor performing work on the Project, including, but not limited to, the following labor, services, or materials: water, gas, power, light, heat, oil, gasoline, telephone service or rental of equipment directly applicable to the Contract.
2. In the event a Claimant files a lien against the property of the Owner, and the Principal fails or refuses to satisfy or remove it promptly, the Surety shall satisfy or remove the lien promptly upon written notice from the Owner, either by bond or as otherwise provided in the Contract.
3. The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in the payment terms, and any other amendments in or about the Contract and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and amendments.
4. The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment or modifications to the Contract, so as to bind the Principal and Surety, jointly and severally, to the full payment of any Claimant under the Contract, as amended or modified, provided only that the Surety shall not be liable for more than the penal sum of the Bond, as specified in the first paragraph hereof.
5. This Bond is made for the use and benefit of all persons, firms, and corporations who or which may furnish any materials or perform any labor for or on account of the construction-type services to be performed or supplied under the Contract, and any amendments thereto, and they and each of them may sue hereon.

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- 6. No action may be maintained on this Bond after one (1) year from the date the last services, labor, or materials were provided under the Contract by the Claimant prosecuting said action.
- 7. This Bond is intended to comply with O.C.G.A. Section 13-10-1 et seq, and shall be interpreted so; as to comply with; the minimum requirements thereof. However, in the event the express language of this Bond extends protection to; the Owner beyond that contemplated by O.C.G.A. Section 13-10-1 et seq, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

**IN WITNESS WHEREOF**, the Principal and Surety have hereunto affixed their corporate seals and caused this obligations to be signed by their duly authorized representatives this \_\_\_\_\_ of \_\_\_\_\_.

\_\_\_\_\_(SEAL)  
(Principal)  
By:

Attest:

Secretary

\_\_\_\_\_(SEAL)  
(Surety)  
By:

Attest:

Secretary

(Address of Surety's Home Office)

(Resident Agent of Surety)

**END OF SECTION 00620**

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STATE OF GEORGIA

COUNTY OF FULTON

**SECTION 00 700**  
**GENERAL CONDITIONS**

FOR FULTON COUNTY  
PUBLIC UTILITIES SEWER/WATER CONSTRUCTION CONTRACTS

00700-1 FAMILIARITY WITH SITE

Execution of this agreement by the Contractor is a representation that the Contractor has visited the site, has become familiar with the local conditions under which the work is to be performed, and has correlated personal observations with the requirements of this agreement.

00700-2 CONTRACT DOCUMENTS

This agreement consists of Owner's invitation for bid, instructions to bidders, bid form, performance bond, payment bond, acknowledgments, the contract, general conditions, special conditions, specifications, plans, drawings, exhibits, addenda, and written change orders.

- A. Notice of Award of Contract:
- B. Execution of Contract Documents

Upon notification of Award of Contract, the Owner shall furnish the Contractor the conformed copies of Contract Documents for execution by the Contractor and the Contractor's surety.

Within ten (10) days after receipt the Contractor shall return all the documents properly executed by the Contractor and the Contractor's surety. Attached to each document shall be an original power-of-attorney for the person executing the bonds for the surety and certificates of insurance for the required insurance coverage.

After receipt of the documents executed by the Contractor and his surety with the power-of-attorney and certificates of insurance, the Owner shall complete the execution of the documents. Distribution of the completed documents will be made upon completion.

Should the Contractor and/or Surety fail to execute the documents within the time specified, the Owner shall have the right to proceed on the Bid Bond accompanying the bid.

If the Owner fails to execute the documents within the time limit specified, the Contractor shall have the right to withdraw the Contractor's bid without penalty.

Drawings and Specifications:

The Drawings, Specifications, Contract Documents, and all supplemental documents, are considered essential parts of the Contract, and requirements occurring in one are as binding as though occurring in all. They are intended to define, describe and provide for all Work necessary to complete the Project in an acceptable manner, ready for use, occupancy, or operation by the Owner.

In case of conflict between the Drawings and Specifications, the Specifications shall govern. Figure dimensions on Drawings shall govern over scale dimensions, and detailed Drawings shall govern over general Drawings.

In cases where products or quantities are omitted from the Specifications, the description and quantities shown on the Drawings shall govern.

Any ambiguities or need for clarification of the Drawings or Specifications shall be immediately reported to the Construction Manager in writing. Any such ambiguity or need for clarification shall be handled by the Construction Manager in writing. No clarification of the Drawings and Specifications hereunder by the Construction Manager shall entitle the Contractor to any additional monies unless a Change Order has been processed as provided by "Changes in the Contract" hereof.

Any work done by the Contractor following a discovery of such differing site condition or ambiguity or need for clarification in the Contract Drawings and Specifications prior to a written report to the Construction Manager shall not entitle the Contractor to additional monies and shall be done at the Contractor's risk.

The Construction Manager will furnish the Contractor five (5) copies of the Contract Drawings and the Specifications, one copy of which the Contractor shall have available at all times on the Project site.

### 00700-3 DEFINITIONS

The following terms as used in this agreement are defined as follows to the extent the definitions herein differ or conflict with those in the Instructions for Bidders, Section 00100, the definitions herein shall control.

Change Order - A written order to the Contractor issued by the County pursuant to Fulton County Policy and Procedures 800-6 for changes in the work within the general scope of the contract documents, adjustment of the contract price, extension of the contract time, or reservation of determination of a time extension.

Construction Manager - The Construction Manager is the person or entity identified as such in writing by the County. The term "Construction Manager" means the Construction Manager or the Construction Manager's authorized representative. The Construction Manager is the County's agent for purposes of administering this contract.

Contract Price - The sum specified in the Agreement to be paid to the Contractor in consideration of the Work.

County - Fulton County, Georgia, a political subdivision of the State of Georgia, acting by and through the Chairman of its Board of Commissioners; Owner.

Day - A calendar day of twenty-four hours lasting from midnight of one day to midnight the next day.

Director - Director of the Department of Public Works of Fulton County, Georgia or the designee thereof.

Engineer - Shall be the Director of Public Works or his duly authorized representative.

Notice to Proceed - A written communication issued by the County to the Contractor authorizing it to proceed with the work, establishing the date of commencement and completion of the work, and providing other direction to the Contractor.

Program Manager - The Program Manager is the person or entity identified in writing by the County. The term "Program Manager" means the Program Manager or the Program Manager's authorized representative.

The County has contracted with the Program Manager to provide program planning that establishes direction and performance goals for the implementation of numerous projects contained in the County's Capital Improvements Program.

OCIP - "Owner-Controlled Insurance Program" is an insurance delivery method that assures the Contractor, and its subcontractors of all tiers, and other persons or interests as the County may designate in connection with the performance of the work are insured for certain prescribed Statutory Workers' Compensation, Employers Liability and Commercial General Liability, and such other coverages as the County may in writing specifically add or delete for the Project. The OCIP and contractor's insurance requirements are set out in Exhibit C - *Insurance*, attached hereto.

Project Manual - The Contract Documents.

Substantial Completion - The date certified by the Construction Manager when all or a part of the work, as established pursuant to General Condition 0700-81, is sufficiently completed in accordance with the requirements of the contract documents so that the identified portion of the work can be utilized for the purposes for which it is intended.

Work - All of the services specified, indicated, shown or contemplated by the contract documents, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plans, supplies, power, water, transportation and other things necessary to complete such services in accordance with the contract documents to insure a functional and complete facility.

#### 00700-4 CODES

All codes, specifications, and standards referenced in the contract documents shall be the latest editions, amendments and revisions of such referenced standards in effect as of the date of the request for proposals for this contract.

#### 00700-5 REVIEW OF CONTRACT DOCUMENTS

Before making its proposal to the County, and continuously after the execution of the agreement, the Contractor shall carefully study and compare the contract documents and shall at once report to the Construction Manager any error, ambiguity, inconsistency or omission that may be discovered, including any requirement which may be contrary to any law, ordinance, rule, or regulation of any public authority bearing on the performance of the work. By submitting its proposal, the Contractor agrees that the contract documents, along with any supplementary written instructions issued by or through the Construction Manager that have become a part of the contract documents, appear accurate, consistent and complete insofar as can be reasonably determined. If the Contractor has timely reported in writing any error, inconsistency, or omission to the Construction Manager, has properly stopped the affected work until instructed to proceed, and has otherwise followed the instructions of the Construction Manager, the Contractor shall not be liable to the County for any damage resulting from any such error, inconsistency, or omission in the contract documents. The Contractor shall not perform any portion of the work without the contract documents, approved plans, specifications, products and data, or samples for such portion of the work. For purposes of this section "timely" is defined as the time period in which the contractor discovers, or should have discovered, the error, inconsistency, or omission, with the exercise of reasonable diligence.

00700-6 STRICT COMPLIANCE

No observation, inspection, test or approval of the County or Construction Manager shall relieve the Contractor from its obligation to perform the work in strict conformity with the contract documents except as provided in General Condition 00700-48.

00700-7 APPLICABLE LAW

All applicable State laws, County ordinances, codes, and rules and regulations of all authorities having jurisdiction over the construction of the project shall apply to this agreement. The Contractor shall comply with the requirements of any Fulton County program concerning non-discrimination in contracting, hereto, and the Fulton County Safety Management Program, as set out in the Contractor Safety and Health Management Process, attached hereto as Exhibit "B", and the Owner Controlled Insurance Program and contractor's insurance requirements, as set out in Exhibit "C" hereto. All work performed within the right of way of the Georgia Department of Transportation and any railroad crossing shall be in accordance with Georgia Department of Transportation regulations, policies and procedures and, where applicable, those of any affected railroad. The Contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work as specified and the Contractor agrees to indemnify and hold harmless the County, its officers, agents and employees, as well as the Construction Manager and the Program Manager against any claim or liability arising from or based on the violation of any law, ordinance, regulation, order or decree affecting the conduct of the work, whether occasioned by the Contractor, his agents or employees.

00700-8 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. The Contractor shall obtain and keep in force at all times performance and payment bonds payable to Fulton County in penal amounts equal to 100% of the Contract price.

00700-9 TAXES

- A. 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 and levies 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.
- B. The Contractor is obligated to comply with all local and State Sales and Use Tax laws. The Contractor shall provide the Owner with documentation to assist the Owner in obtaining sales and/or use tax refunds for eligible machinery and equipment used for the primary purpose of reducing or eliminating air or water pollution as provided for in Chapter 48-8-3 (36) and (37) of the Official Code of Georgia. All taxes shall be paid by the Contractor. All refunds will accrue to the Owner.

Acceptance of the project as complete and final payment will not be made by the Owner until the Contractor has fully complied with this requirement.

00700-10 DELINQUENT CONTRACTORS

The County shall not pay any claim, debt, demand or account whatsoever to any person firm or corporation who is in arrears to the County for taxes. The County shall be entitled to a counterclaim, backcharge, and offset for any such debt in the amount of taxes in arrears, and no assignment or transfer of such debt after the taxes become due shall affect the right of the County to offset any taxes owed against said debt.

00700-11 LIEN WAIVERS

The Contractor shall furnish the County with evidence that all persons who have performed work or furnished materials pursuant to this agreement have been paid in full prior to submitting its demand for final payment pursuant to this agreement. A final affidavit, Exhibit D, must be completed, and submitted to comply with requirements of 00700-11. In the event that such evidence is not furnished, the County may retain sufficient sums necessary to meet all lawful claims of such laborers and materialmen. The County assumes no obligation nor in any way undertakes to pay such lawful claims from any funds due or that may become due to the Contractor.

00700-12 MEASUREMENT

All items of work to be paid for per unit of measurement shall be subject to inspection, measurement, and confirmation by the Construction Manager.

00700-13 ASSIGNMENT

The Contractor shall not assign any portion of this agreement or moneys due therefrom (include factoring of receivables) without the prior written consent of the County. The Contractor shall retain personal control and shall provide personal attention to the fulfillment of its obligations pursuant to this agreement. Any assignment without the express written consent of the County shall render this contract voidable at the sole option of the County.

00700-14 FOREIGN CONTRACTORS

In the event that the Contractor is a foreign corporation, partnership, or sole proprietorship, the Contractor hereby irrevocably appoints the Secretary of State of Georgia as its agent for service of all legal process for the purpose of this contract only.

00700-15 INDEMNIFICATION [there are two indemnification clauses, the other is in the Contract Cover Sheet]

The Contractor hereby assumes the entire responsibility and liability for any and all injury to or death of any and all persons, including the Contractor's agents, servants, and employees, and in addition thereto, for any and all damages to property caused by or resulting from or arising out of any act or omission in connection with this contract or the prosecution of work hereunder, whether caused by the Contractor or the Contractor's agents, servants, or employees, or by any of the Contractor's subcontractors or suppliers, and the Contractor shall indemnify and hold harmless the County, the Construction Manager and the Program Manager, or any of their subcontractors from and against any and all loss and/or expense which they or any of them may suffer or pay as a result of claims or suits due to, because of, or arising out of any and all such injuries, deaths and/or damage, irrespective of County or Construction Manager or Program Manager negligence (except that no party shall be indemnified for their own sole negligence). The Contractor, if requested, shall assume and defend at the Contractor's own expense, any suit, action or other legal proceedings arising therefrom, and the Contractor hereby agrees to satisfy, pay, and cause to be discharged of record any judgment which may be rendered against the County, the Construction Manager and the Program Manager arising therefrom.

In the event of any such loss, expense, damage, or injury, or if any claim or demand for damages as heretofore set forth is made against the County or the Construction Manager or the Program Manager, the County may withhold from any payment due or thereafter to become due to the Contractor under the terms of this Contract, an amount sufficient in its judgment to protect and indemnify it and the Construction Manager and the Program Manager from any and all claims, expense, loss, damages, or injury; and the County, in its discretion, may require the Contractor to furnish a surety bond satisfactory to the County providing for such protection and indemnity, which bond shall be furnished by the Contractor within five (5) days after written demand has been made therefore. The expense of said Bond shall be borne by the Contractor.

#### 00700-16 SUPERVISION OF WORK AND COORDINATION WITH OTHERS

The Contractor shall supervise and direct the work using the Contractor's best skill and attention. The Contractor shall be solely responsible for all construction methods and procedures and shall coordinate all portions of the work pursuant to the contract subject to the overall coordination of the Construction Manager. All work pursuant to this agreement shall be performed in a skillful and workmanlike manner.

The County reserves the right to perform work related to the Project with the County's own forces and to award separate contracts in connection with other portions of the project, other work on the site under these or similar conditions of the contract, or work which has been extracted from the Contractor's work by the County.

When separate contracts are awarded for different portions of the project or other work on the site, the term "separate contractor" in the Contract Documents in each case shall mean the contractor who executes each separate County Agreement.

The Contractor shall cooperate with the County and separate contractors in arranging the introduction and storage of materials and equipment and execution of their work, and shall cooperate in coordinating connection of its work with theirs as required by the Contract Documents.

If any part of the Contractor's Work depends for proper execution or results upon the work of the County or any separate contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly report to the Construction Manager any apparent discrepancies or defects in such other work that render it unsuitable for such proper execution and results **within fourteen (14) days** of discovery of such discrepancy or defect. Failure of the Contractor to so report in writing shall constitute an acceptance of the County's or separate contractor's work as fit and proper to receive the Work, except as to any defects which may subsequently become apparent in such work by others.

Any costs caused by defective or untimely work shall be borne by the party responsible therefore.

Should the Contractor wrongfully cause damage to the work or property of the County, or to other work or property on the site, including the work of separate contractors, the Contractor shall promptly remedy such damage at the Contractor's expense.

Should the Contractor be caused damage by any other contractor on the Project, by reason of such other contractor's failure to perform properly his contract with the County, no action shall lie against the County or the Construction Manager inasmuch as the parties to this agreement are the only beneficiaries hereof and there are no third party beneficiaries and neither the County nor the Construction Manager shall have liabilities therefore, but the Contractor may assert his claim for damages solely against such other contractor. The Contractor shall not be excused from performance of the contract by reason of any dispute as to damages with any other contractor or third party.

Where the Work of this Contract shall be performed concurrently in the same areas as other construction work, the Contractor shall coordinate with the Construction Manager and the separate contractors in establishing mutually acceptable schedules and procedures that shall permit all jobs to proceed with minimum interference.

If a dispute arises between the Contractor and separate contractors as to their responsibility for cleaning up, the County may clean up and charge the cost thereof to the Contractor or contractors responsible therefor as the County shall determine to be just.

#### 00700-17 ADMINISTRATION OF CONTRACT

The Program Manager and the Construction Manager shall provide administration services as hereinafter described.

For the administration of this Contract, the Construction Manager shall serve as the County's primary representative during design and construction and until final payment to the Contractor is due. The Construction Manager shall advise and consult with the County and the Program Manager. The primary point of contact for the Contractor shall be the Construction Manager. All correspondence from the Contractor to the County shall be forwarded through the Construction Manager. Likewise, all correspondence and instructions to the Contractor shall be forwarded through the Construction Manager.

The Construction Manager will determine in general that the construction is being performed in accordance with design and engineering requirements, and will endeavor to guard the County against defects and deficiencies in the Work.

The Construction Manager will not be responsible for or have control or charge of construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, nor will it be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents. The Construction Manager will not be responsible for or have control or charge over the acts or omissions of the Contractor, its engineers, consultants, subcontractors, or any of their agents or employees, or any other persons performing the Work.

Based on the Construction Manager's observations regarding the Contractor's Applications for Payment, the Construction Manager shall determine the amounts owing to the Contractor, in accordance with the payment terms of the Contract, and shall issue Certificates for Payment in such amount to the County.

The Construction Manager shall render interpretations necessary for the proper execution or progress of the Work. Either party to the Contract may make written requests to the Construction Manager for such interpretations.

Claims, disputes and other matters in question between the Contractor and the County relating to the progress of the Work or the interpretation of the Contract Documents shall be referred to the Construction Manager for interpretation.

All interpretations of the Construction Manager shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in graphic form.

Except as otherwise provided in this Contract, the Construction Manager shall issue a decision on any disagreement concerning a question of fact arising under this Contract. The Construction Manager shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Construction Manager shall be final and conclusive unless, within thirty (30) days from the date of receipt of such copy, the Contractor files a written appeal with the Director of Public Works and mails or otherwise furnishes the Construction Manager a copy of such appeal. The decision of the Director of Public Works or the Director's duly authorized representative for the determination of such appeals shall be final and conclusive. Such final decision shall not be pleaded in any suit involving a

question of fact arising under this Contract, provided such is not fraudulent, capricious, arbitrary, so grossly erroneous as necessarily implying bad faith, or is not supported by substantial evidence. In connection with any appeal proceeding under this Article, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of Contractor's appeal. Pending any final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Contract as directed by the Construction Manager.

The Construction Manager shall have authority to reject Work which does not conform to the Contract Documents. Whenever, in the Construction Manager's opinion, it is considered necessary or advisable for the implementation of the intent of the Contract Documents, the County shall have authority to require special inspection or testing of the Work whether or not such Work be then fabricated, installed or completed. The Contractor shall pay for such special inspection or testing if the Work so inspected or tested is found not to comply with the requirements of the contract; the County shall pay for special inspection and testing if the Work is found to comply with the contract. Neither the Construction Manager's authority to act under this Subparagraph, nor any decision made by the Construction Manager in good faith either to exercise or not to exercise such authority, shall give rise to any duty or responsibility of the Construction Manager to the Contractor, any subcontractor, any of their agents or employees, or any other person performing any of the Work.

The Contractor shall provide such shop drawings, product data, and samples as may be required by the Construction Manager and/or as required by these Contract Documents.

The Construction Manager shall conduct inspections to determine Substantial Completion and Final Completion, and shall receive and forward to the County for review written warranties and related documents required by the Contract Documents and assembled by the Contractor. The Construction Manager shall approve and issue Certificates for Payment upon compliance with Substantial and Final Completion requirements indicated in General Conditions 00700-81, 00700-82, 00700-84 and 00700-85 of this Agreement.

Except as provided in General Condition 00700-48, the Contractor shall not be relieved from the Contractor's obligations to perform the work in accordance with the contract documents by the activities or duties of the County or any of its officers, employees, or agents, including inspections, tests or approvals, required or performed pursuant to this agreement.

#### 00700-18 RESPONSIBILITY FOR ACTS OF EMPLOYEES

The Contractor shall employ only competent and skilled personnel. The Contractor shall, upon demand from the Construction Manager, immediately remove any superintendent, foreman or workman whom the Construction Manager may consider incompetent or undesirable.

The Contractor shall be responsible to the County for the acts and omissions of the Contractor's employees, subcontractors, and agents as well as any other persons performing work pursuant to this agreement for the Contractor.

#### 00700-19 LABOR, MATERIALS, SUPPLIES, AND EQUIPMENT

Unless otherwise provided in this agreement, the Contractor shall make all arrangements with necessary support agencies and utility companies, provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the execution and completion of the work.

#### 00700-20 DISCIPLINE ON WORK SITE

The Contractor shall enforce strict discipline and good order among its employees and subcontractors at all times during the performance of the work, to include compliance with the Fulton County Drug Free

Work Place Policy. The Contractor shall not employ any subcontractor who is not skilled in the task assigned to it. The Construction Manager may, by written notice, require the Contractor to remove from the work any subcontractor or employee deemed by the Construction Manager to be incompetent.

#### 00700-21 HOURS OF OPERATION

All work at the construction site shall be performed during regular business hours of the FULTON County government, except upon the Construction Manager's prior written consent to other work hours. It is further understood that the Contractor's construction schedule is based on a normal 40 hours, five day work week, less Fulton County-recognized holidays. Contractors work schedule shall not violate Fulton County Noise Ordinance by working hours inconsistent with the Fulton County Noise Ordinance. The County's current noise ordinance or other applicable ordinance shall govern. If the Contractor desires to work in excess of this limit, the Contractor shall submit a written request to the Construction Manager, a minimum of five days prior to the desired work date. The Contractor shall be responsible for any additional expenses incurred by the Owner as a result of the extended work hours, including resident inspection overtime. The cost associated with resident inspector overtime shall be deducted from the Contractor monthly payment request.

#### 00700-22 FAMILIARITY WITH WORK CONDITIONS

The Contractor shall take all steps necessary to ascertain the nature and location of the work and the general and local conditions which may affect the work or the cost thereof. The Contractor's failure to fully acquaint itself with the conditions which may affect the work, including, but not limited to conditions relating to transportation, handling, storage of materials, availability of utilities, labor, water, roads, weather, topographic and subsurface conditions, other separate contracts to be entered into by the County relating to the project which may affect the work of the Contractor, applicable provisions of law, and the character and availability of equipment and facilities necessary prior to and during the performance of the work shall not relieve the Contractor of its responsibilities pursuant to this agreement and shall not constitute a basis for an equitable adjustment of the contract terms. The County reserves the right to perform with its own forces or to contract with other entities for other portions of the project work, in which case the Contractor's responsibility to assure its familiarity with work conditions hereunder shall include all coordination with such other contractors and the County necessary to insure that there is no interference between contractors as will delay or hinder any contractor in its prosecution of work on the project. The County assumes no responsibility for any understandings or representations concerning conditions of the work made by any of its officers, agents, or employees prior to the execution of this agreement.

#### 00700-23 RIGHT OF ENTRY

The County reserves the right to enter the site of the work by such agent, including the Construction Manager, as it may elect for the purpose of inspecting the work or installing such collateral work as the County may desire. The Contractor shall provide safe facilities for such access so that the County and its agents may perform their functions.

#### 00700-24 NOTICES

Any notice, order, instruction, claim or other written communication required pursuant to this agreement shall be deemed to have been delivered or received as follows:

- (1) Upon personal delivery to the Contractor, its authorized representative, or the Construction Manager on behalf of the County. Personal delivery may be accomplished by in-person hand delivery or bona fide overnight express service.
- (2) Three days after depositing in the United States mail a certified letter addressed to the Contractor or the Construction Manager for the County. For purposes of mailed notices,

the County's mailing address shall be 141 Pryor Street, 6th Floor, Atlanta, Georgia 30303, or as the County shall have otherwise notified the Contractor. The Contractor's mailing address shall be the address stated in its proposal or as it shall have most recently notified the Construction Manager in writing.

#### 00700-25 SAFETY

##### A. COUNTY-CONTRACTOR SAFETY, HEALTH AND LOSS PREVENTION PROGRAM

1. The Contractor shall be responsible for designing and implementing a comprehensive project-specific safety, health and loss prevention process and/or program and employee substance abuse program for this project. All Sub-Contractors must either implement their own program that meets these requirements or follow the Contractor's safety, health and loss prevention process and/or employee substance abuse program.
2. Safety, health and loss prevention process and/or employee substance abuse program must meet or exceed all governmental regulations (OSHA, EPA, DOT, State, local), comply and other specific Fulton County or Owner Controlled Insurance Program (OCIP) requirements, and with any other safety, health and loss prevention requirements detailed in the contract documents including the requirements of the Contractor Safety and Health Management Process which is attached hereto and incorporated herein.
3. Within ten (10) business days of receipt of the Notice of Award (NOA), the Contractor shall submit in writing to the County's designated Representative, the Contractor's written Safety, Health and Loss Prevention Process and/or Program and Employee Substance Abuse Program and those of Sub-Contractors that meet or exceed the requirements referenced in the contract documents. Included in this submittal will be the name and qualifications of the site safety representative.

Prior to issuing the Notice to Proceed (NTP), a meeting will be held with the Contractor and all Sub-Contractors to review the safety, health and loss prevention process and/or program requirements, submittals to be provided by the Contractor, OCIP requirements and procedures, and the OCIP accident prevention process.

These program submittals must be reviewed and accepted by the County's designated Representative as meeting or exceeding safety, health, and loss prevention process and/or program requirements. A Notice To Proceed (NTP) with the work may not be issued until these submittals have been accepted.

##### B. DESIGNATION OF SAFETY REPRESENTATIVE

1. The Contractor will designate an employee by (name, phone number, pager number) as Site Safety Representative. This employee will have sufficient training and knowledge of safety and health principles, regulations, and procedures to report to the Contractor's Project Manager and/or Superintendent. Sub-Contractors must also designate a similar employee responsible for safety and health. The Sub-Contractor's safety designee will coordinate safety activities with the general contractor's safety designee.

For projects with significant risk or hazard potential or for any project for which the Contractor and its Sub-Contractors of any tier have 50 total employees or greater on site, Contractor must designate a qualified employee to be the full

time Site Safety Representative. This person should address safety, health and loss prevention activities for the complete project including Sub-Contractors.

C. COUNTY'S SAFETY, HEALTH, AND LOSS PREVENTION PROCESS GUIDELINES AND REQUIREMENTS

1. The County and its agents reserve the right, but assume no duty, to establish and enforce safety, health, and loss prevention guidelines and to make the appropriate changes in the guidelines, for the protection of persons and property and to review the efficiency of all protective measures taken by the Contractor. The Contractor shall comply with all safety, health, and loss prevention process guidelines and requirements and changes made by the County or its agent(s). The issuance of any such guidelines or changes by the County or its agent(s) shall not relieve the Contractor of its duties and responsibilities under this Agreement, and the County or its agent(s) shall not thereby assume, nor be deemed to have assumed, any such duties or responsibilities of the Contractor.

D. COMPLIANCE OF WORK, EQUIPMENT, AND PROCEDURES WITH ALL APPLICABLE LAWS and REGULATIONS

1. All Work, whether performed by the Contractor or its Sub-Contractors of any tier, or anyone directly or indirectly employed by any of them, and all equipment, appliances, machinery, materials, tools and like items incorporated or used in the Work, shall be in compliance with and conform to:
  - a. All applicable laws, ordinances, rules, regulations and orders of any public, quasi-public or other governmental authority relating to the safety of persons and their protection against injury, specifically including, but in no event limited to, the Federal Occupational Safety and Health Act of 1970, as amended, and all rules and regulations now or hereafter in effect pursuant to said Act.
  - b. All rules, regulations, and requirements of the County or its agent(s) and its insurance carriers relating there to. In the event of a conflict or differing requirements the more stringent shall govern.

E. PROTECTION OF THE WORK

1. The Contractor shall, throughout the performance of the Work, maintain adequate and continuous protection of all Work and temporary facilities against loss or damage from whatever cause, shall protect the property of the County and third parties from loss or damage from whatever cause arising out of the performance of the Work, and shall comply with the requirements of the County or its agent(s) and its insurance carriers, and with all applicable laws, codes, rules and regulations, (as same may be amended) with respect to the prevention of loss or damage to property as a result of fire or other hazards.
2. The County or its agent(s) may, but shall not be required to, make periodic inspections of the Project work area. In such event, however, the Contractor shall not be relieved of its aforesaid responsibilities and the County or its agent(s) shall not assume, nor shall it be deemed to have assumed, any responsibility otherwise imposed upon the assurance of Contractor by this Agreement.

**F. SAFETY EQUIPMENT**

1. The Contractor shall provide to each worker on the Project work area the proper safety equipment for the duties being performed by that worker and will not permit any worker on the Project work area who fails or refuses to use the same. The County or its agent shall have the right, but not the obligation, to order the removal of a worker from the Project work site for his/her failure to comply with safe practices or substance abuse policies, and the Contractor shall promptly comply with the Safety Program or Substance Abuse Program and all such orders.

**G. EMERGENCIES**

1. In any emergency affecting the safety of persons or property, or in the event of a claimed violation of any federal or state safety or health law or regulation, arising out of or in any way connected with the Work or its performance, the Contractor shall act immediately to prevent threatened damage, injury or loss and to remedy said violation. Failing such action the County or its agent(s) may immediately take whatever steps it deems necessary including, but not limited to, suspending the Work as provided in this Agreement.
2. The County or its agent(s) may offset any and all costs or expenses of whatever nature, including attorneys' fees, paid or incurred by the County or its agent(s) (whether such fees are for in-house counsel or counsel retained by the County or its agent), in taking the steps authorized by Section 00700-25(G)(1) above against any sums then or thereafter due to the Contractor. The Contractor shall defend, indemnify and hold the County, its officers, agents, employees and the County's O.C.I.P. Administrator harmless against any and all costs or expenses caused by or arising from the exercise by the County of its authority to act in an emergency as set out herein. If the Contractor shall be entitled to any additional compensation or extension of time change order on account of emergency work not due to the fault or neglect of the Contractor or its Sub-Contractors, such additional compensation or extension of time shall be determined in accordance with General Condition 00700-52 and General Condition 00700-87 of this Agreement.

**H. SUSPENSION OF THE WORK**

1. Should, in the judgment of the County or its agent(s), the Contractor or any Sub-Contractor fail to provide a safe and healthy work place or fail to follow the safety requirements defined in the contract documents and approvals, the County or its agent shall have the right, but not the obligation, to suspend work in the unsafe areas until deficiencies are corrected. All costs of any nature (including, without limitation, overtime pay, liquidated damages or other costs arising out of delays) resulting from the suspension, by whomsoever incurred, shall be borne by the Contractor.
2. Should the Contractor or any Sub-Contractor fail to provide a safe and healthy work place or fail to follow the safety requirements defined in the contract documents and approvals after being formally notified in writing by the County or its agents of such non-compliance, the contract may be terminated following the termination provision of the contract.

- I. CONTRACTOR'S INDEMNITY OF THE COUNTY FOR CONTRACTOR'S NON-COMPLIANCE WITH SAFETY PROGRAM
1. The Contractor recognizes that it has sole responsibility to assure its Safety Program is implemented and to assure its construction services are safely provided. The Contractor shall indemnify, defend and hold the County and its agents harmless, from and against any and all liability (whether public or private), penalties (contractual or otherwise), losses, damages, costs, attorneys' fees, expenses, causes of action, claims or judgments resulting, either in whole or in part, from any failure of the Contractor, its Sub-Contractors of any tier or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, to comply with the safety requirements of the contract. The Contractor shall not be relieved of its responsibilities under the safety requirements of the Contract should the County or its agent(s) act or fail to act pursuant to its rights hereunder. The County, its agents, and the County's O.C.I.P. Administrator shall not assume, nor be deemed to have assumed, any responsibilities otherwise imposed upon the Contractor by this Agreement, by virtue of providing the Safety Program Guidelines.
  2. The Contractor shall not raise as a defense to its obligation to indemnify under this Subparagraph I any failure of those indemnified hereunder to assure Contractor operates safely, it being understood and agreed that no such failure shall relieve the Contractor from its obligation to assure safe operations or from its obligation to so indemnify. The Contractor also hereby waives any rights it may have to seek contribution, either directly or indirectly, from those indemnified hereunder.
  3. In any and all claims against those indemnified hereunder by any employee of the Contractor, any Sub-Contractor of any tier or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Subparagraph I shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Contractor or any Sub-Contractor of any tier under any workers' compensation act, disability benefit or other employee benefit acts.

#### 00700-26 BLASTING AND EXCAVATION

The Contractor acknowledges that it is fully aware of the contents and requirements of O.C.G.A. § 25-9-1 through 25-9-12 concerning blasting and excavation near underground gas pipes and facilities and shall fully comply therewith.

#### 00700-27 HIGH VOLTAGE LINES

The Contractor acknowledges that it is fully aware of the contents and requirements O.C.G.A. § 46-3-30 through 46-3-39 concerning safeguards against contact with high voltage lines, and the Contractor shall fully comply with said provisions.

#### 00700-28 SCAFFOLDING AND STAGING

The Contractor acknowledges that it is the person responsible for employing and directing others to perform labor within the meaning of O.C.G.A. § 34-1-1 and agrees to comply with said provisions.

00700-29 CLEAN-UP

The Contractor shall clean up all refuse, rubbish, scrap materials, and debris caused by its operations to the end that the site of the work shall present a neat, orderly and workmanlike appearance at all times.

00700-30 PROTECTION OF WORK

The Contractor shall be responsible for maintenance and protection of the work, which shall include any County-furnished supplies, material, equipment, until final completion of this agreement and acceptance of the work as defined herein. Any portion of the work suffering injury, damage or loss shall be considered defective and shall be corrected or replaced by the Contractor without additional cost to the County.

00700-31 REJECTED WORK

The Contractor shall promptly remove from the project all work rejected by the Construction Manager for failure to comply with the contract documents and the Contractor shall promptly replace and re-execute the work in accordance with the contract documents and without expense to the County. The Contractor shall also bear the expense of making good all work of other Contractors destroyed or damaged by such removal or replacement.

00700-32 DEFECTIVE WORK

If the Contractor defaults or neglects to carry out any portion of the work in accordance with the contract documents, and fails within three days after receipt of written notice from the Construction Manager to commence and continue correction of such default or neglect with diligence and promptness, the County may, after three days following receipt by the Contractor of an additional written notice and without prejudice to any other remedy the County may have, make good such deficiencies and complete all or any portion of any work through such means as the County may select, including the use of a separate Contractor. In such case, an appropriate change order shall be issued deducting from the payments then or thereafter due the Contractor the cost of correcting such deficiencies. In the event the payments then or thereafter due the Contractor are not sufficient to cover such amount, the Contractor shall pay the difference to the County on demand.

The County may, at its option, accept defective or nonconforming work instead of requiring its removal or correction. In such case, a change order shall be issued reducing the price due the contractor to the extent appropriate and equitable. Such contract price adjustment shall be effected whether or not final payment has been made.

00700-33 WARRANTY OF NEW MATERIALS

The Contractor warrants to the County that all materials and equipment furnished under this contract will be new unless otherwise specified, and the Contractor further warrants that all work will be of good quality, free from faults and defects, and in conformance with the contract documents. The warranty set forth in this paragraph shall survive final acceptance of the work.

00700-34 CONTRACTOR'S WARRANTY OF THE WORK

If within one year after the date of issuance of the certificate of final payment pursuant to General Condition 84, or within such longer period of time as may be prescribed by law or by the term of any applicable special warranty required by the contract documents, any of the work is found to be defective or not in accordance with the contract documents, the Contractor shall correct such work promptly after receipt of written notice from the Construction Manager to do so. This obligation shall survive both final payment for the work and termination of the contract.

00700-35 ASSIGNMENT OF MANUFACTURERS' WARRANTIES

Without limiting the responsibility or liability of the Contractor pursuant to this agreement, all warranties given by manufacturers on materials or equipment incorporated in the work are hereby assigned by the Contractor to the County. If requested, the Contractor shall execute formal assignments of said manufacturer's warranties to the County. All such warranties shall be directly enforceable by the County.

00700-36 WARRANTIES IMPLIED BY LAW

The warranties contained in this agreement, as well as those warranties implied by law, shall be deemed cumulative and shall not be deemed alternative or exclusive. No one or more of the warranties contained herein shall be deemed to alter or limit any other.

00700-37 STOP WORK ORDERS

In the event that the Contractor fails to correct defective work as required by the contract documents or fails to carry out the work in accordance with contract documents, the Construction Manager, in writing, may order the Contractor to stop work until the cause for such order has been eliminated. This right of the County to stop work shall not give rise to any duty on the part of the County or the Construction Manager to execute this right for the benefit of the Contractor or for any other person or entity.

00700-38 TERMINATION FOR CAUSE

If the Contractor is adjudged bankrupt, makes a general assignment for the benefit of creditors, suffers the appointment of a receiver on account of its insolvency, fails to supply sufficient properly skilled workers or materials, fails to make prompt payment to subcontractors or materialmen, disregards laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction, fails to diligently prosecute the work, or is otherwise guilty of a material violation of this agreement and fails within seven days after receipt of written notice to commence and continue correction of such default, neglect, or violation with diligence and promptness, the County may, after seven days following receipt by the Contractor of an additional written notice and without prejudice to any other remedy the County may have, terminate the employment of the Contractor and take possession of the site as well as all materials, equipment, tools, construction equipment and machinery thereon. The County may finish the work by whatever methods the County deems expedient. In such case, the Contractor shall not be entitled to receive any further payment until the work is completed. If the unpaid balance of the contract price exceeds the cost of completing the work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the County on demand. This obligation for payment shall survive the termination of the contract. Termination of this agreement pursuant to this paragraph may result in disqualification of the Contractor from bidding on future County contracts.

00700-39 TERMINATION FOR CONVENIENCE

The County may, at any time upon written notice to the Contractor, terminate the whole or any portion of the work for the convenience of the County. The effective date of the terminations shall be provided in the written notice. Said termination shall be without prejudice to any right or remedy of the County provided herein. In addition, in the event this agreement has been terminated due to the default of the Contractor, and if it is later determined that the Contractor was not in default pursuant to the provisions of this agreement at the time of termination, then such termination shall be considered a termination for convenience pursuant to this paragraph.

00700-40 TERMINATION FOR CONVENIENCE - PAYMENT

If the Contract is terminated for convenience by the Owner as provided in this article, Contractor will be paid compensation for those services actually performed as approved by the Owner or his representative.

Partially completed tasks will be compensated for based on a signed statement of completion prepared by the Project Manager and submitted to the Contractor which shall itemize each task element and briefly state what work has been completed and what work remains to be done. Contractor shall also be paid for reasonable costs for the orderly filing and closing of the project.

#### 00700-41 TERMINATION FOR CONVENIENCE - PAYMENT LIMITATIONS

Except for normal spoilage, and except to the extent that the County shall have otherwise expressly assumed the risk of loss, there shall be excluded from the amounts payable to the Contractor the fair value, as determined by the Construction Manager, of property which is destroyed, lost, stolen or damaged so as to become undeliverable to the County or to another buyer.

#### 00700-42 COST TO CURE

If the County terminates for cause the whole or any part of the work pursuant to this agreement, then the County may procure upon such terms and in such manner as the Construction Manager may deem appropriate, supplies or services similar to those so terminated, and the Contractor shall be liable to the County for any excess costs for such similar supplies or services. The Contractor shall continue the performance of this agreement to the extent not terminated hereunder.

#### 00700-43 ATTORNEY'S FEES

Should the Contractor default pursuant to any of the provisions of this agreement, the Contractor and its surety shall pay to the County such reasonable attorney's fees as the County may expend as a result thereof and all costs, expenses, and filing fees incidental thereto.

#### 00700-44 CONTRACTOR'S RESPONSIBILITIES UPON TERMINATION

After receipt of a notice of termination from the County, and except as otherwise directed by the Construction Manager, the Contractor shall:

1. Stop work under the contract on the date and to the extent specified in the notice of termination;
2. Place no further orders or subcontracts for materials, services or facilities, except as may be necessary for completion of such portion of the work under the agreement as is not terminated;
3. Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the notice of termination;
4. Assign to the County in the manner, at the times, and to the extent directed by the Construction Manager, all of the rights, title and interest of the Contractor under the orders and subcontracts so terminated, in which case the County shall have the right, at its discretion, to settle or pay any and all claims arising out of the termination of such orders or subcontracts;
5. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts with the approval or ratification of the Construction Manager, to the extent the Construction Manager may require, which approval or ratification shall be final for all purposes;
6. Transfer title and deliver to the entity or entities designated by the Construction Manager, in the manner, at the times, and to the extent, if any, directed by the Construction Manager, and to the extent specifically produced or specifically acquired by the Contractor for the performance of such portion of the work as has been terminated:
  - a. The fabricated or un-fabricated parts, work, and progress, partially completed supplies, and equipment, materials, parts, tools, dyes, jigs, and other fixtures, completed work, supplies, and other material produced as a part of or acquired in connection with the performance of the work terminated by the notice of termination; and

- b. The completed or partially completed plans, drawings, information, and other property to the work.
7. Use its best efforts to sell in the manner, at the times, to the extent, and at the prices directed or authorized by the Construction Manager, any property described in Section 6 of this paragraph, provided, however, that the Contractor shall not be required to extend credit to any buyer and further provided that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by the County to the Contractor pursuant to this agreement.
8. Complete performance of such part of the work as shall not have been terminated by the notice of termination; and
9. Take such action as may be necessary, or as the Construction Manager may direct, for the protection and preservation of the property related to the agreement which is in the possession of the Contractor and in which the County has or may acquire an interest.

#### 00700-45 RECORDS

The Contractor shall preserve and make available to the County all of its records, books, documents and other evidence bearing on the costs and expenses of the Contractor and any subcontractor pursuant to this agreement upon three days advance notice to the Contractor.

#### 00700-46 DEDUCTIONS

In arriving at any amount due the Contractor pursuant to the terms of this agreement, there shall be deducted all liquidated damages, advance payments made to the Contractor applicable to the termination portion of the contract, the amount of any claim which the County may have against the Contractor, the amount determined

by the Construction Manager to be necessary to protect the County against loss due to outstanding potential liens or claims, and the agreed price of any materials acquired or sold by the Contractor and not otherwise recovered by or credited to the County.

#### 00700-47 REIMBURSEMENT OF THE COUNTY

In the event of termination, the Contractor shall refund to the County any amount paid by the County to the Contractor in excess of the costs properly reimbursable to the Contractor.

#### 00700-48 SUSPENSION, INTERRUPTION, DELAY, DAMAGES

The Contractor shall be entitled to only those damages and that relief from termination by the County as specifically set forth in this agreement. The Construction Manager may issue a written order requiring the Contractor to suspend, delay or interrupt all or any part of the work for such period of time as the County may determine to be appropriate for the convenience of the County. If the performance of the work is interrupted for an unreasonable period of time by an act of the County or any of its officers, agents, employees, contractors, or consultants in the administration of this agreement, an equitable adjustment shall be made for any increase in the Contractor's costs of performance and any increase in the time required for performance of the work necessarily caused by the unreasonable suspension, delay, or interruption. Any equitable adjustment shall be reduced to writing and shall constitute a modification to this agreement. In no event, however, shall an equitable adjustment be made to the extent that performance of this agreement would have been suspended, delayed or interrupted by any other cause, including the fault or negligence of the Contractor. No claim for an equitable adjustment pursuant to this paragraph shall be permitted before the Contractor shall have notified the Construction Manager in writing of the act or failure to act involved, and no claim shall be allowed unless asserted in writing to the Construction Manager within ten days after the termination of such suspension, delay or interruption.

00700-49 COMMENCEMENT AND DURATION OF WORK

The County may issue a Notice to Proceed at any time within 120 days following execution of the contract by the County. The Contractor shall commence work pursuant to this agreement within ten days of mailing or delivery of written notice to proceed. The Contractor shall diligently prosecute the work to completion within the time specified therefor in the Agreement. The capacity of the Contractor's construction and manufacturing equipment and plan, sequence and method of operation and forces employed, including management and supervisory personnel, shall be such as to insure completion of the work within the time specified in the Agreement. The Contractor and County hereby agree that the contract time for completion of the work is reasonable taking into consideration the average climatic conditions prevailing in the locality of the work and anticipated work schedules of other contractors whose activities are in conjunction with or may affect the work under this contract.

00700-50 TIME OF THE ESSENCE

All time limits stated in this agreement are of the essence of this contract.

00700-51 IMPACT DAMAGES

Except as specifically provided pursuant to a stop work order or change order, the Contractor shall not be entitled to payment or compensation of any kind from the County for direct or indirect or impact damages including, but not limited to, costs of acceleration arising because of delay, disruption, interference or hindrance from any cause whatsoever whether such delay, disruption, interference or hindrance is reasonable or unreasonable, foreseeable or unforeseeable, or avoidable, provided, however, that this provision shall not preclude the recovery of damages by the Contractor for hindrances or delays due solely to fraud or bad faith on the part of the County, its agents, or employees. The Contractor shall be entitled only to extensions in the time required for performance of the work as specifically provided in the contract.

00700-52 DELAY

The Contractor may be entitled to an extension of the contract time, but not an increase in the contract price or damages, for delays arising from unforeseeable causes beyond the control and without the fault or negligence of the Contractor or its subcontractors for labor strikes, acts of God, acts of the public enemy, acts of the state, federal or local government in its sovereign capacity, by acts of another separate contractor, or by an act or neglect of the County.

00700-53 INCLEMENT WEATHER

The Contractor shall not be entitled to an extension of the contract time due to normal inclement weather. Unless the Contractor can substantiate to the satisfaction of the Construction Manager that there was greater than normal inclement weather and that such greater than normal inclement weather actually delayed the work, the Contractor shall not be entitled to an extension of time therefor. The following shall be considered the normal inclement weather days for each month listed, and extensions of time shall be granted in increments of not less than one half day only for inclement weather in excess of the days set out.

January	10 days
February	10 days
March	7 days
April	6 days
May	4 days
June	3 days
July	4 days
August	2 days
September	2 days
October	3 days
November	6 days
December	9 days

00700-54 DELAY - NOTICE AND CLAIM

The Contractor shall not receive an extension of time unless a Notice of Delay is filed with the Construction Manager within ten days of the first instance of such delay, disruption, interference or hindrance and a written Statement of the Claim is filed with the Construction Manager within 20 days of the first such instance. In the event that the Contractor fails to comply with this provision, it waives any claim which it may have for an extension of time pursuant to this agreement.

00700-55 STATEMENT OF CLAIM - CONTENTS

The Statement of Claim referenced in the preceding 00700-54 shall include specific information concerning the nature of the delay, the date of commencement of the delay, the construction activities affected by the delay, the person or organization responsible for the delay, the anticipated extent of the delay, and any recommended action to avoid or minimize the delay.

00700-56 WORK BEHIND SCHEDULE, REMEDY BY CONTRACTOR

If the work actually in place falls behind the currently updated and approved schedule, and it becomes apparent from the current schedule that work will not be completed within the contract time, the Contractor agrees that it will, as necessary, or as directed by the Construction Manager, take action at no additional cost to the County to improve the progress of the work, including increasing manpower, increasing the number of working hours per shift or shifts per working day, increasing the amount of equipment at the site, and any other measure reasonably required to complete the work in a timely fashion.

00700-57 DILIGENCE

The Contractor's failure to substantially comply with the requirements of the preceding paragraph may be grounds for determination by the County that the Contractor is failing to prosecute the work with such diligence as will insure its completion within the time specified. In such event, the County shall have the right to furnish, from its own forces or by contract, such additional labor and materials as may be required to comply with the schedule after 48 hours written notice to the Contractor, and the Contractor shall be liable for such costs incurred by the County.

00700-58 SET-OFFS

Any monies due to the Contractor pursuant to the preceding paragraph of this agreement may be deducted by the County against monies due from the County to the Contractor.

00700-59 REMEDIES CUMULATIVE

The remedies of the County under General Condition 56, 57, and 58 are in addition to and without prejudice to all of the rights and remedies of the County at law, in equity, or contained in this agreement.

00700-60 TITLE TO MATERIALS

No materials or supplies shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales contract or other agreement by which any interest is retained by the seller. The Contractor hereby warrants that it has good and marketable title to all materials and supplies used by it in the work, and the Contractor further warrants that all materials and supplies shall be free from all liens, claims, or encumbrances at the time of incorporation in the work.

00700-61 INSPECTION OF MATERIALS

All materials and equipment used in the construction of the project shall be subject to adequate inspection and testing in accordance with accepted standards and in accordance with the requirements of the contract documents. Additional tests performed after the rejection of materials or equipment shall be at the Contractor's expense.

00700-62 CONSTRUCTION MANAGER'S PRESENCE DURING TESTING

All tests performed by the Contractor shall be witnessed by the Construction Manager unless the requirement therefore is waived in writing. The Construction Manager may perform additional tests on materials previously tested by the Contractor, and the Contractor shall furnish samples for this purpose as requested.

00700-63 MATERIALS INCORPORATED IN WORK

The Contractor shall furnish all materials and equipment to be incorporated in the work. All such materials or equipment shall be new and of the highest quality available. Manufactured materials and equipment shall be obtained from sources which are currently manufacturing such materials, except as otherwise specifically approved by the Construction Manager.

00700-64 STORAGE OF MATERIALS

Materials and equipment to be incorporated in the work shall be stored in such a manner as to preserve their quality and fitness for the work and to facilitate inspection.

00700-65 PAYROLL REPORTS

The Contractor may be required to furnish payroll reports to the Construction Manager as required by the Owner Controlled Insurance Program.

00700-66 CONTRACTORS' REPRESENTATIVE

Before beginning work, the Contractor shall notify the Construction Manager in writing of one person within its organization who shall have complete authority to supervise the work, receive orders from the Construction Manager, and represent the Contractor in all matters arising pursuant to this agreement. The Contractor shall not remove its representative without first designating in writing a new representative. The Contractor's representative shall normally be present at or about the site of work while the work is in progress. When neither the Contractor nor its representative is present at the work site, the superintendent, foreman, or other of the Contractor's employee in charge of the work shall be an authorized representative of the Contractor.

00700-67 SPECIALTY SUB-CONTRACTORS

The Contractor may utilize the services of specialty subcontractors on those parts of the project which, under normal contracting practices, are performed by specialty subcontractors. The Contractor shall not award more than seventy-five percent of the work to subcontractors.

00700-68 INSPECTION BY THE CONSTRUCTION MANAGER

All work pursuant to this agreement shall be subject to inspection by the Construction Manager for conformity with contract drawings and specifications. The Contractor shall give the Construction Manager reasonable advance notice of operations requiring special inspection of a portion of the work.

00700-69 WORK COVERED PRIOR TO CONSTRUCTION MANAGER'S INSPECTION

In the event that work is covered or completed without the approval of the Construction Manager, and such approval is required by the specifications or required in advance by the Construction Manager, the Contractor shall bear all costs involved in inspection notwithstanding conformance of such portion of the work to the contract drawings and specifications.

00700-70 SCHEDULING OF THE WORK

- A. The work of this contract shall be planned, scheduled, executed, and reported using the critical path method (CPM) as established in Section 01320 of these Contract Documents.
- B. With ten (10) calendar days after the Notice to Proceed, the Contractor shall submit a Detailed Construction Schedule according to the requirements established herein. (Section 01 310)

00700-71 PROGRESS ESTIMATES

The Contractor shall prepare a written report for the Construction Manager's approval, on County forms, of the total value of work performed and materials and equipment obtained to the date of submission. Such a report must accompany each request for a progress payment and is subject to review and approval by the Construction Manager. Approval of a progress estimate or tendering of a progress payment shall not be considered an approval or acceptance of any work performed, and all estimates and payments shall be subject to correction in subsequent estimates. Progress payments shall be made for all completed activities and for materials suitably stored on-site.

00700-72 PROGRESS PAYMENTS

Upon approval of each monthly estimate of work performed and materials furnished, the Construction Manager shall approve payment to the Contractor for the estimated value of such work, materials, and equipment, less the amount of all prior payments and any liquidated damages. The Contractor will be paid 100 percent, less retainage, of the cost of materials received and properly stored on-site but not incorporated into the work. Payments for materials or equipment stored on the site shall be conditioned upon submission by the Contractor of bills of sale to establish the County's title to such materials or equipment. The Contractor's request for payment shall provide sufficient detail as to the work completed or materials purchased for which payment is requested to permit meaningful review by the Construction Manager.

00700-73 TIME OF PAYMENT

The Contractor will be paid within 30 days following receipt of an approved Progress Estimate. The Contractor expressly agrees that the payment provisions within this Contract 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. Section 13-11-1 *et seq.*, and that the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Contract. The County shall not be liable for any late payment interest or penalty.

00700-74 RETAINAGE

The County shall retain from each progress payment ten percent of the estimated value of the work performed until the progress payments, including retainage, total 50 percent of the contract price. If a contract includes two or more projects or assignments that have been separately priced and have separate budgets, and the performances of such projects or assignments are not related to or dependent upon the performance of any other, the 50 per cent limit shall be based upon the price for each individual

project or assignment. Thereafter, no further retainage shall be withheld so long as the Contractor is making satisfactory progress to insure completion of the work within the time specified therefore. The County may reinstate the ten percent retainage in the event the Construction Manager determines that the Contractor is not making satisfactory progress to complete the work within the time specified in this agreement or in the event that the Construction Manager provides a specific cause for such withholding. The County may also withhold retainage upon substantial completion of the work as provided in O.C.G.A. §13-10-81(c). Interest may be paid upon the retainage in accordance with Georgia law.

#### 00700-75 PAYMENT OF SUBCONTRACTORS

The Contractor shall promptly pay each subcontractor upon the receipt of payment from the County. Such payment shall be made from the amount paid to the Contractor pursuant to the subcontractor's work. The Contractor shall also maintain the records of the percentage retained from payments to the Contractor pursuant to such subcontractor's work. The Contractor shall procure agreements from each subcontractor requiring each subcontractor to pay their subcontractors, agents and employees in a similar manner. The County reserves the right to inquire of any subcontractor, supplier, materialman, or subconsultant, the status of any indebtedness of the Contractor. The County further reserves the right to require the Contractor to designate on each instrument of payment exceeding \$400.00 to subcontractors, suppliers, materialmen, and subconsultants that such payment is on account of the work under this Contract.

#### 00700-76 COUNTY'S RESPONSIBILITIES TO SUBCONTRACTORS

Neither the County nor the Construction Manager shall have any obligation to pay any subcontractor except as otherwise required by law.

#### 00700-77 PROGRESS PAYMENTS - ACCEPTANCE OF WORK

Certification of progress payments, as well as the actual payment thereof, shall not constitute the County's acceptance of work performed pursuant to this agreement.

#### 00700-78 PAYMENTS IN TRUST

All sums paid to the Contractor pursuant to this agreement are hereby declared to constitute trust funds in the hands of the contractor to be applied first to the payment of claims of subcontractors, laborers, and suppliers arising out of the work, to claims for utilities furnished and taxes imposed, and to the payment of premiums on surety and other bonds and on insurance for any other application.

#### 00700-79 JOINT PAYMENTS

The County reserves the right to issue any progress payment or final payment by check jointly to the Contractor and any subcontractor or supplier.

#### 00700-80 RIGHT TO WITHHOLD PAYMENT

The Construction Manager may decline to approve payment and may withhold payment in whole or in part to the extent reasonable and necessary to protect the County against loss due to defective work, probable or actual third party claims, the Contractor's failure to pay subcontractors or materialmen, reasonable evidence that the work will not be completed within the contract time or contract price or damage to the County or any other contractor on the project.

#### 00700-81 CERTIFICATE OF SUBSTANTIAL COMPLETION

Upon the Contractor's submission of a request for a certificate of Substantial Completion, the Construction Manager shall inspect the work and determine whether the work is Substantially Complete.

If the work is Substantially Complete, the Construction Manager shall issue a certificate of Substantial Completion of the work which shall establish the date of Substantial Completion, shall state the responsibilities of the County and the Contractor for security, maintenance, heat, utilities, damage to the work and insurance, and shall fix the time within which the Contractor shall complete the items submitted by the Contractor as requiring correction or further work. The certificate of substantial completion of the work shall be submitted to the County and the Contractor for their written acceptance of the responsibilities assigned to them pursuant to such certificate.

If in the sole opinion of the Construction Manager, the work is not substantially complete, the Construction Manager shall notify the Contractor of such, in writing, and outline requirements to be met to achieve Substantial Completion.

#### 00700-82 PAYMENT UPON SUBSTANTIAL COMPLETION

Upon Substantial Completion of the work and upon application by the Contractor and approval by the Construction Manager, the County shall make payment reflecting 100% work completed, less value of work remaining as determined by Construction Manager and any authorized retainage.

#### 00700-83 COMMENCEMENT OF WARRANTIES

Warranties required by this agreement shall commence on the date of final completion of the project as determined under General Condition 00700-84 unless otherwise provided in the certificate of Substantial Completion.

#### 00700-84 FINAL PAYMENT - WAIVER OF CLAIMS, DISPUTE OF FINAL PAYMENT

The acceptance of the Substantial Completion payment shall constitute a waiver of all claims by the Contractor except those previously made in writing and identified by the Contractor as unsettled at the time of application for payment at Substantial Completion and except for the retainage sums due at final acceptance. Following the Construction Manager's issuance of the certificate of Substantial Completion and the Contractor's completion of the work pursuant to this agreement, the Contractor shall forward to the Construction Manager a written notice that the work is ready for final inspection and acceptance. If after inspection the Construction Manager certifies that the work is complete and issues written notification of such to the Contractor, the Contractor shall forward to the Construction Manager a final application for payment. The Construction Manager shall issue a certificate for payment, which shall approve final payment to the Contractor and shall establish the date of final completion.

In the event the Contractor timely disputes the amount of the final payment, the amount due the CONTRACTOR shall be deemed by the CONTRACTOR and the COUNTY to be an unliquidated sum and no interest shall accrue or be payable on the sum finally determined to be due to the CONTRACTOR for any period prior to final determination of such sum, whether such determination be by agreement of the CONTRACTOR and the COUNTY or by final judgment of the proper court in the event of litigation between the COUNTY and the CONTRACTOR. The CONTRACTOR specifically waives and renounces any and all rights it may have under Section 13-6-13 of the Official Code of Georgia and agrees that in the event suit is brought by the CONTRACTOR against the COUNTY for any sum claimed by the CONTRACTOR under the Contract or for any extra or additional work, no interest shall be awarded on any sum found to be due from the COUNTY to the CONTRACTOR in the final judgment entered in such suit. All final judgements shall draw interest at the legal rate, as specified by law.

#### 00700-85 DOCUMENTATION OF COMPLETION OF WORK

Neither the final payment nor the remaining retainage shall become due until the Contractor submits the following documents to the Construction Manager:

- A. An affidavit that all payrolls, bills for materials and equipment, and other indebtedness connected with the work have been paid other otherwise satisfied;

- B. The surety's consent to final payment; and
- C. Any other data reasonably required by the County or Construction Manager establishing payment or satisfaction of all such obligations, including releases, waivers of liens, and documents of satisfaction of debts.

In the event that a subcontractor refuses to furnish a release or waiver as required by the County or Construction Manager, the Contractor may furnish a bond satisfactory to the County to indemnify the County against such loss. In the event that any lien or indebtedness remains unsatisfied after all payments are made, the contractor shall refund to the County all moneys that the County may become compelled to pay in discharging such lien or other indebtedness, including all costs and reasonable attorney's fees.

#### 00700-86 GOVERNING LAW

Each and every provision of this agreement shall be construed in accordance with and governed by Georgia law. The parties acknowledge that this contract is executed in FULTON County, Georgia and that the contract is to be performed in FULTON County, Georgia. Each party hereby consents to the FULTON Superior Court's sole jurisdiction over any dispute which arises as a result of the execution or performance of this agreement, and each party hereby waives any and all objections to venue in the FULTON Superior Court.

#### 00700-87 CHANGES IN THE WORK

##### A. CHANGE ORDERS

1. A Change Order is a written order to the Contractor signed to show the approval and the authorization of the County, issued after execution of the Contract, authorizing a change in the Work and/or an adjustment in the Contract Sum or the Contract Time. Change Orders shall be written using forms designated by the County with Contractor providing supporting documentation as required by the Construction Manager. The Contract Sum and the Contract Time may be changed only by approved Change Order pursuant to Fulton County Procedure 800-6. The amount payable by the Change Order is payment in full for all direct and indirect costs incurred and related to the work under said Change Order, including but not limited to delays, imports, acceleration, disruption and extended overhead. A Change Order signed by the Contractor indicates the Contractor's agreement therewith, including the adjustment in either or both of the Contract Sum or the Contract Time.
2. The County, without invalidating the Contract, may order changes in the Work within the general scope of the Contract as defined in General Condition 2. The time allowed for performance of the work and the contract price to be paid to the Contractor may be adjusted accordingly.
3. The cost or credit to the County resulting from a change in the Work shall be determined in one or more of the following ways:
  - a. By mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
  - b. By unit prices stated in the Contract Documents or subsequently agreed upon;
  - c. By cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
  - d. By the method provided in Subparagraph A4 below.

4. If none of the methods set forth in Subparagraphs 3a, 3b, or 3c above is agreed upon, the Contractor, provided a written order signed by the Construction Manager is received, shall promptly proceed with the Work involved. The cost of such Work shall then be determined by the Construction Manager on basis of the reasonable expenditures and savings of those performing the Work attributable to the change. The cost of the change shall include only the items listed in Subparagraph 5a below, and in the case of either a decrease or an increase in the Contract Sum, an allowance for overhead and profit in accordance with the schedules set forth in Subparagraphs 5b and 6 below shall be applied to the cost or credit.
  - a. In such case, and also under Subparagraph 3a above, the Contractor shall keep and present, in such form as the Construction Manager may prescribe, an itemized accounting of all actual costs expended, together with appropriate supporting data for inclusion in a Change Order.
  - b. All hourly rate charges shall be submitted to the Construction Manager for prior review and approval. All hourly rate charges shall be properly supported as required by the Construction Manager with certified payrolls, or their acceptable equivalent. When authorized to proceed for a given change and actual expenditures have been made prior to execution of a Change Order for the entire change, such actual expenditures may be summarized monthly, and if approved, incorporated into a Change Order. When both additions and credits covering related Work or substitutions are involved in any one change, the allowance for overhead and profit shall be figured on the basis of the net increase or decrease, if any, with respect to that change.
5. In Subparagraphs 3 and 4 above, the items included in "Cost and "Overhead" shall be based on the following schedule:
  - a. Unless otherwise provided in the Contract Documents, "Cost" shall be limited to the following: cost of materials incorporated into the Work, including sales tax and cost of delivery; cost of direct labor (labor cost may include a pro rata share of foreman's account of the change) including social security, old age and unemployment insurance, and fringe benefits required by agreement or custom; workers' or workmen's compensation insurance; rental value of equipment and machinery; costs for preparing Shop Drawings.
  - b. Unless otherwise provided in the Contract Documents, "Overhead" shall include the following: bond and insurance premiums including increase and decreases from change in the Work, supervision, superintendence, construction parking, wages of timekeepers, watchmen and clerks, small tools, consumable supplies, expendables, incidentals, general office expense, the cost of additional reproduction for the Contractor's subcontractors beyond that agreed upon in the Contract Documents, construction parking, any additional costs of craft supervision by the Contractor's or subcontractors' superintendents, and overhead charges which would be customary and expended regardless of the change in the Work due to other overlapping activities which are included as part of the original Contract, and all other expenses not included in "Cost" above.
  - c. In the event that a change is issued by the County which would require the expenditure of substantial amounts of special supervision (beyond the foreman level) by the Contractor, the Contractor may, at the sole direction of the Construction Manager, be allowed to incorporate these charges into the agreement cost for the change.

6. In Subparagraphs 3 and 4 above, the allowance for overhead and profit combined, included in the total cost or credit to the County, shall be based on the following schedule:
  - a. For the Contractor, for any work performed by the Contractor's own forces, ten (10) percent of the cost.
  - b. For the Contractor, for any work performed by a Contractor's subcontractor, five (5) percent of the amount due the subcontractor.
  - c. For each subcontractor or sub-subcontractor involved, for any work performed by that subcontractor's or sub-subcontractor's own forces, ten (10) percent of the cost.
  - d. For each subcontractor, for work performed by a sub-subcontractor, five (5) percent of the amount due to the sub-subcontractor.
  - e. Cost to which overhead and profit is to be applied shall be determined in accordance with Subparagraph 5 above unless modified otherwise.
7. In order to facilitate checking of quotations for extras or credits, all proposals or bids, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs, including labor cost, materials and subcontracts. Labor and materials shall be itemized in the manner defined in Subparagraph 4 above. Where major cost items are subcontracts, they shall be itemized also. In no case shall a change be approved without such itemization.
8. No payment shall be made for any changes to the contract that are not included in a fully executed Change Order.

B. CONCEALED, UNKNOWN AND DIFFERING CONDITIONS

Should concealed conditions be encountered in the performance of the Work below the surface of the ground, or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the Contract Documents, or should unknown physical conditions below the surface of the ground or concealed or unknown conditions in an existing structure of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Contract, be encountered, the Contract Sum and Contract Time shall be equitably adjusted by Change Order upon request by either party made within twenty (20) days after the first observance of the conditions. No such request for equitable adjustment shall be valid unless the Contractor complies with this (20) days notice and Subparagraph C.1. below.

The Contractor shall promptly, and before such conditions are disturbed, notify the Construction Manager in writing of any claim of concealed, unknown or differing conditions pursuant to this paragraph. The Construction Manager shall authorize the Engineer to investigate the conditions, and if it is found that such conditions do materially so differ and cause an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the Work under this Contract, whether or not changed as a result of such conditions, an equitable adjustment shall be recommended to the Construction Manager.

No claim of the Contractor under this clause shall be allowed unless the Contractor has given the notice required in (a) above, prior to disturbing the condition.

No claim by the Contractor for an equitable adjustment shall be allowed if asserted after final payment under this Contract.

Any materially differing site condition as between what is shown on the Drawings and Specifications and actually found on site shall be immediately reported to the Construction Manager in writing prior to the commencement of Work at the site. Failure of the Contractor to notify the Construction Manager in writing of the differing site condition prior to performance of Work at the site shall constitute a waiver of any claim for additional monies. Any Change Order necessitated by the differing site condition shall be processed as provided under "Changes in the Contract".

C. REQUESTS FOR ADDITIONAL COST

1. If the Contractor wishes to request an increase in the Contract Sum, the Contractor shall give the Construction Manager written notice thereof **within twenty (20) days** after the occurrence of the event, or identification of the conditions, giving rise to such request. This notice shall be give by the Contractor before proceeding to execute the Work, except in an emergency endangering life or property in which case the Contractor shall proceed in accordance with Paragraph 10.7 of this Agreement, and Subparagraph A.4 above. **No such request shall be valid unless so made within the twenty (20) days specified above.** If the County and the Contractor cannot agree on the amount of the adjustment in the Contract Sum, it shall be determined by the Construction Manager. Any change in the Contract Sum resulting from such claim shall be documented by Change Order.
2. If the Contractor claims that addition cost is involved because of, but not limited to (1) any written interpretation pursuant to General Condition 00700-17 of this Agreement, (2) any order by the County to stop the Work pursuant to General Conditions 00700-25 and 00700-37 of this Agreement where the Contractor was not at fault, or any such order by the Construction Manager as the County's agent, or (3) any written order for a minor change in the Work issued pursuant to Paragraph D below, the Contractor shall submit a request for an increase in the Contract Sum as provided in Subparagraph C.1 above. No such claim shall be valid unless the Contractor complies with Subparagraph C.1 above And approved by the County pursuant to Change Order Policy 800-6.

D. MINOR CHANGES IN THE WORK

The Construction Manager may order minor changes in the Work not involving an adjustment in the Contract Price, extension of the time allowed for performance of the work and not inconsistent with the intent of the Contract Documents. Such changes shall be effected by a written Change Directive issued by the Construction Manager, and shall be binding on the County and the Contractor. The Contractor shall carry out such written orders promptly.

E. BONDS

If any change order results in an increase in the contract price, the contractor shall increase the penal sum of the performance and payment bonds to equal the increased price.

00700-88 DISAGREEMENT WITH ORDERS FOR CHANGE

Contractor's written acceptance of a Change Order or other order for changes shall constitute his final and binding agreement to the provisions thereof and a waiver of all claims in connection therewith,

Contractor's written acceptance of a Change Order or other order for changes shall constitute his final and binding agreement to the provisions thereof and a waiver of all claims in connection therewith, whether direct or consequential in nature. Should Contractor disagree with any order for changes, he may submit a notice of potential claim to the Construction Manager, at such time as the order is set forth in the form of a Change Order. Disagreement with the provisions of an order for changes shall not relieve Contractor of his obligation under Clause 00700-87, Change Orders.

00700-89 NO WAIVER OF REMEDIES

Exercise by the County of any remedy is not exclusive of any other remedy available to County and shall not constitute a waiver of any such other remedies. Failure of the County to exercise any remedy, including breach of contract remedies, shall not preclude the County from exercising such remedies in similar circumstances in the future.

00700-90 LAND AND RIGHTS-OF-WAY

The owner will provide, as indicated in the Contract Documents and prior to Notice to Proceed, the lands upon which the work is to be done, right-of-way for access thereto, and such other lands which are designated for the use of the Contractor. The Contractor shall confine the Contractor's work and all associated activities to the easements and other areas designated for the Contractor's use. The Contractor shall comply with any limits on construction methods and practices which may be required by easement agreements. If, due to some unforeseen reason, the necessary easements are not obtained, the Contractor shall receive an equitable extension of contract time dependent upon the effect on the critical path of the project schedule or the County may terminate the Contract for its convenience.

00700-91 COORDINATION WITH STATE DEPARTMENT OF TRANSPORTATION

- A. No clearing or grading shall be completed by Contractor within the State Department of Transportation (DOT) area under construction. The Contractor must coordinate his construction scheduling with DOT.
- B. If the Contractor begins work before DOT's completion date, he must obtain the approval of DOT before starting work in the area. The state DOT has the right to stop the Contractor's work the DOT area.
- C. The Contractor shall receive no additional compensation or damages resulting from delay or work stoppage from DOT actions or scheduling.
- D. Contractor shall obtain DOT drawings of the DOT, project area for verification of road geometry, storm drains, etc. from Georgia Department of Transportation or Fulton County. The Contractor is responsible for obtaining any pertinent DOT revisions.

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**EXHIBIT A**

**NOT USED**

**EXHIBIT B**  
**CONTRACTOR SAFETY AND HEALTH MANAGEMENT PROCESS**

## SAFETY POLICY STATEMENT

It is the policy of Fulton County to establish a comprehensive accident and loss prevention process for all Capital Projects implemented by Fulton County or its agents.

The goals of this comprehensive accident and loss prevention process are as follows:

- To prevent personal injury, property damage, and injury to the public.
- To implement safety and loss prevention processes as critical elements in the complete design and build process.
- To establish a proactive safety and health process that complies with all laws, regulations, consensus standards, and good management practices.
- To have the Contractors partner with Fulton County in the implementation of a Safety and Loss Prevention Process and Owner Controlled Insurance Program to minimize loss potential and to minimize risk.

Fulton County requires safety, health and loss prevention requirements and expectations to be included in project design, in the invitation to bid, in bid award and project meetings, and in the post job evaluations. The Contractor is required to develop and submit a project safety and health program for acceptance by Fulton County prior to Notice to Proceed. The Contractor is required to implement these requirements, and develop a management system to ensure compliance following the safety and health process outlined in this document and the bid documents.

The Contractor and other entities placed under contract with Fulton County will be obligated to implement, adhere to and enforce this Policy. The safety and health of the Contractor's employees, Sub-Contractors, and the public are the sole responsibility of the Contractor. The County may use and direct designated Representatives to implement and enforce this policy. **Failure of the Contractor to comply with this policy or any Safety related obligations may be grounds for contract termination.**

Safety Professionals, Fulton County's designated Representative and Insurance Carrier will periodically inspect all Fulton County construction projects to identify safety hazards and make recommendations to resolve the issues. Contractor will be responsible for abating the identified issues in a timely manner, and submitting written description of corrective action within 48 hours to Fulton County designated Representatives. Failure to bring timely resolution to the issues may result in work stoppage at Contractor's expense.

Prior to commencing work under this contract, Contractor's Project Manager and Project Superintendent shall attend a Pre-Construction Meeting and Safety Pre-Planning meeting to address insurance and safety issues/requirements.

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## CONTRACTOR SAFETY AND HEALTH MANAGEMENT PROCESS

### 1.0 NOT USED

### 2.0 REFERENCES

- 1.1 Occupational Safety and Health Regulations (OSHA) 29CFR1910 and 29CFR1926
- 1.2 Environmental Protection Agency Regulations (EPA) 40CFR
- 1.3 Fulton County Safety and Health and Requirements
- 1.4 Georgia Department of Transportation Regulations and Requirements
- 1.5 US Department of Transportation Requirements
- 1.6 Manual of Uniform Traffic Control Devices for Streets and Highways (ANSI D6.1)
- 1.7 Georgia Department of Natural Resources Environmental Protection Division Regulations

Safety rules and regulations will be followed using federal, state or local regulations in force. Should a Contractor's rule be in use which is more effective, the most stringent rule or regulation will be enforced by the Contractor, Sub-Contractor's and Fulton County designated Safety Representative(s).

### 3.0 RESPONSIBILITY

The Contractor receiving the bid has the ultimate responsibility for the safety and health of all Sub-Contractors, all employees on the project, and the general public and complying with all governmental regulations and requirements (OSHA, EPA, DOT, state, local).

Nothing contained herein shall relieve the Contractor or any Sub-Contractor of such responsibility or liability.

### 4.0 PROCEDURE

- 4.1 The Contractor and each Sub-Contractor must implement a written safety and health prevention process and program following the guidelines contained in this document and in any other relevant portion of the Contract Documents. This program must be accepted by Fulton County or its Representatives prior to Notice to Proceed.
- 4.2 The Contractor and each Sub-Contractor must implement a drug and alcohol policy following the guidelines contained in this document and in the bid specific actions. This program must be accepted by Fulton County or its Representatives prior to Notice to Proceed.
- 4.3 The Contractor must designate a person responsible for site safety. Each Sub-Contractor must designate a person responsible for site safety.
- 4.4 Not Used.
- 4.5 Contractor is responsible for providing all necessary safety supplies and personal protective equipment required to protect its employees, Sub-Contractors, and the general public.
- 4.6 Contractor shall make available certified First-aid services, First-aid supplies, and provisions for medical care for all employees at the construction site prior to beginning work on site.
- 4.7 Contractor shall maintain a competent person at the construction site at all times with an OSHA 10-hour certification. Said person shall have the knowledge to recognize hazards or potential hazards and has the authority to correct such hazards.
- 4.8 The status of project safety shall be included in the Contractor's agenda, which is required in Progress Meetings.

## 5.0 DRUG AND ALCOHOL POLICY

The Contractor and each Sub-Contractor must implement a drug and alcohol policy in order to maintain a safe and efficient work environment. This policy must include the following elements.

1. Written policy that prohibits the use, transportation, sale and possession of these materials.
2. Disciplinary action plan for violations
3. Any treatment or reinstatement/reemployment options
4. Drug and alcohol testing schedule that includes pre-employment, periodic for safety sensitive or critical jobs, and for cause

Note: AGC, ABC and/or Fulton County programs may be used as guidance documents.

## 6.0 OTHER CONTROLLED ITEMS

The Contractor and each Sub-Contractor is required to include in the Project Safety Program a prohibition against the use, possession, concealment, transportation, promotion or sale of the following controlled items

1. Firearms, weapons, and ammunition.
2. Switchblades
3. Unauthorized explosives including fireworks
4. Stolen property or contraband
5. Controlled chemicals or chemicals recognized as being able to be used for improper purposes.

## 7.0 EMERGENCY PROCEDURES/GUIDELINES

- 7.1 The Contractor is required to establish site specific emergency procedures in the Project Safety Program to manage emergencies that may occur at any time in the following categories:

1. Fire
2. Employee injury
3. Pedestrian injury due to work activity of any kind
4. Property damage and damage to various utilities (i.e., electrical, gas, sewerage, water, telephone or public roadways)
5. Public demonstrations
6. Bomb threats
7. Flood, Wind, Lightening, Hail
8. Terrorists Threats
9. Work place violence

- 7.2 These Emergency Procedures will be made part of the Contractor's Project Safety Program submittal and shall include but not be limited to the following elements:

1. A list of emergency phone numbers posted at the job site, along with information to be transmitted in such emergencies.
2. An incident command structure defining duties and responsibilities
3. A system to train supervisors and employees on this emergency plan
4. Procedures on how to handle emergencies including access to the site by emergency responders, accounting for workers, and securing the area.
5. Procedures for media releases. These releases must be coordinated through the Fulton County Information and Public Affairs Office in coordination with the County's designated Representative.
6. A plan that addresses serious incidents that includes notification to Fulton County, Fulton County's designated Representative, the OCIP Administrator, and the Insurance Carrier immediately after the incident.
7. A review and updating frequency that includes forwarding a copy to Fulton County and the County's designated Representative.

## 8.0 ACCIDENT AND INCIDENT INVESTIGATION AND REPORTING

- 8.1 The Contractor is responsible for reporting all accidents and incidents on the project site to the County's designated Representative within (1) business day. Accidents or incidents resulting in a fatality, property loss in excess of \$5,000, or involvement with the general public must be reported immediately to Fulton County's designated Representative and the investigation of the accident or incident coordinated with Fulton County Safety staff and Insurance Carrier.
- 8.2 The Contractor will maintain a log of all injuries that occur on the job site. This log will be current and available for review.
- 8.3 For any incidents such as fires, explosions, fatalities, etc., the Contractor must notify Fulton County's designated Representative immediately and must coordinate any releases to the news media through the County's designated Representative and the County's Information and Public Affairs Office.
- 8.4 If a work-related injury should occur on this project, Contractor shall perform a thorough investigation of the incident and document the information on a worker's compensation 1<sup>st</sup> Report of Injury. This report shall be submitted to the Insurance Carrier within 24 hours of the incident.
- 8.5 A written accident investigation report containing the following information as a minimum must be forwarded to the Fulton County's designated Representative and OCIP Administrator within 24 hours of incident.
1. Company Name
  2. Location
  3. Date and Time of incident
  4. Description of incident
  5. Names of all parties involved and all witnesses
  6. Corrective action(s) taken to prevent recurrence
  7. If the incident involves injury or illness, the following information must be provided:
    - a) A medical description of the injury or illness
    - b) OSHA recordability status i.e. first aid, medical treatment, lost time, days of restricted work.
    - c) If the public is involved, information about treatment and treatment location.
  8. Any pictures, site drawings, etc. if they assist in describing the incident.

If the investigation cannot be completed in 24 hours, a preliminary report marked as such shall be forwarded and the report completed and forwarded as soon as possible.

## 9.0 JOB SAFETY ANALYSIS

- 9.1 The Contractor and each Sub-Contractor must implement a procedure to conduct a written job safety analysis or job hazard analysis for all project work tasks prior to beginning each task. Reference Appendix A.
- 9.2 The job safety analysis should follow National Safety Council, AGC, or other recognized guidelines and address all safety and health hazards for the work, identify personal protective and other safety equipment required, identify potential hazards to the general public if applicable, and identify any safety equipment, training, or controls that must be implemented prior to starting the work.
- 9.3 The Contractor must maintain a file for all job safety analysis forms, which is accessible for review.

## 10.0 SAFETY AND HEALTH COMPLIANCE AUDITING

### 10.1 Self Auditing Requirements

10.1.1 The Contractor and each Sub-Contractor must implement a procedure to assure that written safety and health audits or inspections are conducted at least biweekly (every 2 weeks). Safety checklists used by Fulton County's designated Representative may be used. The Contractor may use this checklist or an equivalent approved by Fulton County's designated Representative.

10.1.2 Each written safety audit must be filed on the site and a copy forwarded to Fulton County designated Representative. This audit will be routed to Fulton County's Insurance Carrier for review and comment and then filed in the Construction Project files.

### 10.2 NOT USED

### 10.3 INSPECTIONS BY REGULATORY AGENCIES

10.3.1 The Contractor must notify the Fulton County designated Representative whenever an OSHA compliance officer, health inspector, or EPA or Georgia Environmental Protection Division Representative arrives at the project site to conduct an inspection.

10.3.2 The Contractor is required to forward a copy of all regulatory citations, notice of violations, or similar for this project to Fulton County's designated Representative. Copies must be forwarded to the Insurance Carrier.

10.3.3 These records will be reviewed with Fulton County designated Representative and included in the Construction Project files.

### 10.4 SAFETY INSPECTION AND AUDIT FOLLOW UP

10.4.1 Every safety audit or regulatory inspection conducted per the requirements above may be reviewed by the Fulton County designated Representative and/or Insurance Carrier loss control staff. This review may identify serious and repeat safety items, look at trends, identify risks and potential losses, and site safety and loss prevention activities.

10.4.2 After this review the findings may identify areas needing improvement.

10.4.3 A copy of the audit and any areas identified, as needing improvement will be forwarded to the Contractor's senior management.

10.4.4 For findings that indicate major loss potential or serious concerns about site safety, the areas identified as needing improvement and the overall performance may be reviewed in a meeting with the OCIP Administrator, Fulton County's designated Representative, and the Insurance Carrier loss control staff. A written action plan to address the Contractor's performance issues may be developed.

10.4.5 Fulton County or designated Representative may meet the Contractor's senior management to discuss the findings, contract requirements, and their plans to address the findings.

10.4.6 The number and frequency of safety audits and site visits may be increased until improvements are noted.

## 11.0 SAFETY MEETINGS

- 11.1 The Contractor will conduct weekly safety meetings with all Contractor and Sub-Contractor employees on the site.
- 11.2 The Contractor will keep safety-meeting records that include meeting topic(s), outline of items discussed, and attendance and sign in sheet. At this meeting any accidents or audit findings and corrective actions from the previous week will be discussed.
- 11.3 The Contractor will maintain a job site file that contains copies of the safety meeting records.

## 12.0 TRAINING, INSPECTION AND CERTIFICATION

### 12.1 Employee Training

- 12.1.1 The Contractor must be able to show when requested the required safety training for all Contractor and Sub-Contractor employees and competent persons working on the site including any required craft training.
- 12.1.2 The Contractor must be able to show when requested that all employees operating mobile equipment or cranes have met or exceeded training and licensing requirements.
- 12.1.3 The Contractor must be able to show when requested that all scaffolds are erected under the direction of a competent scaffold builder, that all users are properly trained, and that the scaffold is inspected daily.
- 12.1.4 The Contractor shall ensure that each employee is properly trained in the recognition and avoidance of unsafe conditions and the regulations applicable to his or her work environment to control or eliminate any hazards or other exposure to illness or injury.
- 12.1.5 If Contractor or Sub-Contractor employs anyone who cannot effectively communicate using the English language, a translator must be maintained on site who can relay instructions, questions, or concerns in a manner that the non-English and English-speaking employees will understand. The identification of this translator shall be provided to Fulton County's designated Representative.
- 12.1.6 Contractor shall orient all supervision and employees concerning safety requirements before working on the project site.

### 12.2 Equipment Certification and Inspection

- 12.2.1 The Contractor must be able to document that all cranes and mobile equipment used on the job site have current inspections and certifications.
- 12.2.2 The Contractor must assure that required daily and weekly equipment inspections are performed and documented in writing per governmental regulations and the requirements of this policy.
- 12.2.3 The Contractor must maintain a job site file for these required inspections and certifications.
- 12.2.4 Equipment identified as having safety problems or not meeting standards or codes shall be tagged as defective and shall not be used until those identified items have been corrected.
- 12.2.5 Contractor shall maintain, and have available for viewing, safety inspection reports for ladder, electrical cords, scaffolds, and trenches/excavations.

### 13.0 SAFETY AND HEALTH PROGRAM ELEMENTS

Note: Based on the project work activities and scope of work, some program elements may be not applicable to the project work and therefore do not have to be implemented. Elements marked with an asterisk are applicable to all Projects.

#### 13.1 Return to Work Policy\*

The Contractor and each Sub-Contractor will be required to establish a transitional work program for employees injured at work, which provides modified duty within the employee's physical limitations.

#### 13.2 Fire Prevention Program\*

The Contractor and each Sub-Contractor will be required to submit a temporary fire protection plan to be in effect for the duration of the contract. This plan must be submitted as part of the Contractor's Safety Program submittal. It must include provisions for fire protection systems and equipment, as identified in OSHA Safety and Health for Construction 1926, Sub-Part F, Fire Protection and Prevention.

#### 13.3 Hazard Communication (HAZCOM)\*

The Contractor and each Sub-Contractor shall have a written HAZCOM Program. The program shall meet OSHA 1926 Requirements and provide for training so that all employees will be able to:

- Understand the program and identify hazardous chemicals with which they work.
- Understand product-warning labels.
- Have MSDSs for all potentially hazardous materials brought onto, used on, or stored at the job site.
- Know the physical location of the Material Safety Data Sheets (MSDS).

#### 13.4 Personal Protective Equipment(PPE)\*

All Contractor and Sub-Contractor employees and other site visitors will be required to wear the PPE necessary to accomplish the work in a safe manner. PPE required will vary from job to job and must be based on a written hazard assessment. A list of PPE that is required is identified below:

- Hard Hats shall be worn at all times on all projects
- Hearing Protection for operations that create noise in excess of 85 dBA is required.
- Contractor shall provide eye or face protection equipment when machines or operations present potential eye or face injury from physical, chemical, or radiation agents.
- Work boots or work shoes made of leather shall be required. No open toed shoes or canvas shoes are allowed
- Shirts with sleeves at least 4 inches long are required. Tank tops and mesh shirt are not allowed.
- Full Body Safety Harnesses with shock absorbing lanyards for fall protection are required.
- Full body and chemical splash protection is required when handling hazardous chemicals.
- Respirators are required when employees maybe exposed to dust and/or chemicals in excess of the OSHA permissible exposure limits.
- Long pants are required.

### 13.5 Confined Space Entry

If the project work involves permit required confined spaces, a permit required confined space entry program that meets OSHA requirements must be established. This program must include but is not limited to the following elements.

- Confined Space Identification
- Environmental Testing
- Rescue
- Communication with employees in the confined space
- Employee Training
- Permit System for entry

### 13.6 Excavations

If the Contractor or Sub-Contractor must make a cut, cavity, trench or depression in an earth surface formed by earth removal, the work must comply with the OSHA Regulations on trenching and excavations. A competent person must be assigned for each excavation. Requirements include but are not limited to

- Employee Training
- Daily inspections
- Soil testing
- Protective or support systems.

### 13.7 Electrical Tools, Equipment, and Systems\*

- The Contractor and each Sub-Contractor must implement Assured Grounding Program or use Ground Fault Circuit Interrupter (GFCI) devices on all electrical tools and extension cords.
- All electrical work must be performed in accordance with the National Electrical Code (NEC) and OSHA.
- All electrical tools and extension cords must be in good repair and the Contractor must establish a written inspection program for all electrical tools. The frequency of inspection shall be at least monthly.

### 13.8 Lockout/Tagout Procedure

The Contractor and each Sub-Contractor will be required to implement a written Lockout/Tag procedure that meets OSHA requirements if their work requires energy isolation. Program elements include but are not limited to the following:

- Energy isolation lists for each piece of equipment
- Employee training
- Individually keyed locks and danger tags
- Written Procedure that assigns responsibilities

### 13.9 Fall Protection\*

Contractor shall provide an approved fall protection system for all employees working at an elevation of 6 feet or higher on this project, including scaffolding work and steel erection. Employees will be responsible for utilizing the fall protection 100% of the time. Sub-Contractor will be responsible for ascertaining their employees' compliance with this requirement. The plan must address the following items:

- Only full body harnesses with shock absorbing lanyards and double locking hooks shall be use.
- Falls should be limited to less than 6 feet such than employee can neither fall more than 6 feet nor contact any lower level.
- Fall protection systems must be planned into the job and must be designed to handle loads and forces expected. The project goal is 100% fall protection.
- Employee training and enforcement of these requirements are mandatory to assure an effective program.

#### 13.10 Scaffolding\*

All scaffolds and work platforms shall be constructed to meet the requirements of OSHA 1926.451 and ANSI A10.8. Some program elements include but are not limited to

- User training for all employees who may use scaffolds
- Scaffolding is to be designed and erected by competent person(s) following manufacturer's guidelines. Employees must use fall protection when erecting scaffolding.
- Daily inspection by competent person. Must implement daily tag system to document inspection.
- Must have engineering approval for scaffolds above 100 feet in height.
- Must be able to document competent person credentials.
- Scaffolds must have proper egress (ladder/stairs) and should have guardrails, complete deck, toe boards and netting if anything can fall on people below. If guardrails or decking is not complete, fall protection must be used.

#### 13.11 Cranes And Other Lifting Devices

- Trained and experienced operators shall operate Cranes in accordance with the applicable OSHA and ANSI/ASME.
- The Contractor is responsible for ensuring that the crane is properly sized for the job and that all required inspections and maintenance required by OSHA and ANSI/ASME standards have been conducted.
- All cranes should have anti-two block devices installed and operational. Cranes lifting employees in personnel baskets must have an anti-two block device to stops the crane if this condition occurs (positive acting).
- Tag lines are required to secure materials while being moved or handled by cranes.
- All cranes working in the vicinity of overhead power lines shall be grounded and be equipped with proximity guards.
- A lift plan must be submitted for all lifts that exceed 20,000 pounds or 75% of the crane's lift capacity. This plan must be reviewed and approved by the Contractor.
- Slings, hooks, and other lifting devices must be inspected on regular basis and stored properly.

#### 13.12 Use Of Personnel Baskets

- Personnel baskets should only be used as the last practical means after documenting that all other means are unacceptable.
- The personnel basket must be manufactured, tested, and used in accordance with OSHA 1926.550. The crane lifting the basket must also meet OSHA requirements.

## 13.13 Personal Lifts With Articulating Booms (Jlg) And Scissors Lifts

- Operators must be trained in the safe operation of the lift including daily inspection procedures prior to use.
- Operators of JLG lifts must wear a full body harness with shock absorbing lanyard and be tied off while the lift is operation. Operators in a scissors lift must use fall protection anytime the guardrail system removed or altered.

## 13.14 Ladders\*

- Ladders are acceptable means of access when used in compliance with OSHA 1926.1053.
- Ladders must be in good repair, have safety feet and be inspected.
- Extension ladders must be either held by an employee on the ground or tied off at the top.
- Homemade ladders not meeting OSHA requirements should not be used.
- Non-conducting ladders are required for electrical work.
- Fall protection is encouraged for employees working on ladders especially if they will be leaning and turning in their work activities.

## 13.15 Tools And Equipment\*

All tools and equipment used on the project must be in a safe operating condition, with all guards in place, and must meet or exceed all governmental regulations (OSHA, EPA, DOT, etc.). Tools and equipment must be maintained, inspected, tested, and used in accordance with OSHA regulations.

## 13.16 Compressed Gas Cylinders\*

- Compressed gas cylinders must be used, stored, and transported in accordance with OSHA requirements, DOT requirements, and Compressed Gas Association standards.
- Fuel and oxygen cylinders must be store separately or separated by a ½ hour rated firewall.
- Compressed gas cylinders are not allowed inside confined spaces.

## 13.17 Welding, Burning, And Cutting\*

- The Contractor's program must meet or exceed OSHA and NFPA requirements.
- All flammables must be removed from work area and a fire watch posted in area until 30 minutes after the job is completed.
- At a minimum a 10 LB ABC rated fire extinguisher must be available in the immediate work area.
- Regulators must be in good working order and must have anti-flash back and check valves.
- Welding shields and burning goggles must be used.

## 13.18 Sanitation And Housekeeping\*

- The project site shall have an adequate number of portable toilets and hand washing facilities.
- The project site must establish a housekeeping plan that includes daily site clean up and trash and debris removal.

## 13.19 Hearing Conservation\*

The Contractor and each Sub-Contractor who has employees exposed to noise levels exceeding 85 dBA must establish a hearing conservation program that meets or exceeds OSHA requirements. Minimum program elements include audiometric testing, noise monitoring, use of hearing protectors, and employee training.

## 13.20 Respiratory Protection

The Contractor and each Sub-Contractor who has employees who wear respiratory protection must implement a respiratory protection program that meets or exceeds OSHA requirements. Minimum program elements include risk based respirator selection, medical surveillance, employee training, respirator fit testing, and written operating procedures.

## 14.0 SPECIALIZED SAFETY PROGRAM ELEMENTS

If required by the project scope of work and specific work site or activities, specialized programs listed below shall be included in the Contractor's Safety Program submittal. The Contractor is required to implement the required programs and assure that they meet or exceed all contractual, regulatory and Fulton County's requirements applicable. Details for specific program elements may be included in the contract documents.

- 14.1 Asbestos Removal
- 14.2 Lead Based Paint Removal
- 14.3 Exposure Assessment and Employee Monitoring (Industrial Hygiene)
- 14.4 Hazardous Waste Operations and Training
- 14.5 Overhead Power Lines
- 14.6 Locating underground utilities
- 14.7 Dust Control
- 14.8 Guarding for floor holes and roof openings
- 14.9 Heavy Equipment, Truck and Earth Moving Equipment requirements
- 14.10 Environmental Requirements

## 15.0 ROAD AND TRANSPORTATION SAFETY REQUIREMENTS

The Contractor shall implement the following into its safety program whether required by the contract or any other authority having jurisdiction if required to perform the work and maintain vehicular and pedestrian traffic safety:

- 15.1 Barricades and Cones
- 15.2 Traffic and Warning Signs
- 15.3 Traffic control devices
- 15.4 Equipment and materials storage
- 15.5 Reflective Clothing and other personal protective equipment
- 15.6 Excavation and road hole protection
- 15.7 Erosion protection
- 15.8 Trained flaggers

## 16.0 ADDITIONAL REQUIREMENTS TO PROTECT THE GENERAL PUBLIC

Based on the Contractor's scope of work and specific work activities or location the Contractor may be required to implement the following into its safety program to protect the general public:

- 16.1 Fencing and other measures for site security
- 16.2 Warning, direction and no trespassing signs
- 16.3 Alternate public walk ways
- 16.4 Protection of the public from over head and other construction hazards
- 16.5 Site Traffic Control
- 16.6 Barricading off hazardous areas and open pits and holes

**Appendix A      Job Safety Analysis Worksheet Example and Information**

Job Safety Analysis/ Job Pre-Planning Worksheet

<b>Job Name and #:</b>		<b>Completed By:</b>	
<b>Date:</b>		<b>Phase/Operation:</b>	
<b>Task</b>	<b>Hazard</b>	<b>Control</b>	

**PRE-OPERATIONAL PLANNING**  
**FACT FINDING GUIDE - GL**

- I. Evaluate present conditions at job site to determine items that could lead to liability claims during work and after completion of the project.
- A. **PRESENT OCCUPANCY OR USE OF THE SITE**
- Demolition to be done?
  - Structures will remain (condition)?
- B. **HISTORY OF THE SITE**
- For what was the site used before?
  - Underground tanks?
  - Underground utilities?
- C. **GEOLOGY OF THE SITE**
- Rock to be blasted?
  - Water to be removed/diverted?
  - Fill needed? (where and how obtained?)
  - Excavation needed? (where and how disposed of?)
- II. Evaluate controls needed in reference to site security and public protection.
- A. **FENCING NEEDED?**
- B. **ACCESS/GATES**
- Can traffic be routed past office or checkpoint?
  - "Non-Vendor" visitors escorted?
  - Gate lockable after hours?
  - "Hard Hat" signs at entrance?
  - Dirt removal/tarping area at exit?
  - Ready Mix chute wash area?
- C. **PEDESTRIANS**
- Sidewalk maintained outside fence?
  - Covered sidewalk needed?
  - Special access requirements for neighboring occupants?
  - Special after-hours considerations?
- D. **ENVIRONMENTAL**
- Dust control?
  - Silt control?
  - Mud control on streets?
  - Vibration control?
- E. **UTILITIES**
- Underground utilities located?
  - Overhead power lines in work area relocated, removed, or deenergized?
  - Temporary power service away from high traffic areas?
- F. **SUB-CONTRACTORS**
- Method to secure proof of adequate insurance coverage in place?
  - List of hazardous materials obtained?
  - List of hazardous materials provided?

- Responsibilities established
  - Job site safety meetings
  - Materials delivery
  - Debris removal
  - Access to site
  - Weekly Sub-Contractors' meetings
  - Schedule of safety inspections
  - Emergency Procedures

**G. MATERIALS HANDLING**

- Crane selection criteria established
  - Maximum weight to be handled
  - Maximum lifting height
  - Maximum horizontal reach needed
  - Amount of travel needed
  - Swing radius available
  - Set-up area available
  - Ground bearing capacity
  - Approximate frequency of lifts
- Crane operations responsibilities established
  - Triangle or leasing company crane to be used?
  - Operator trained and experienced on specific machine?
  - Operator can accurately read and interpret machine load chart?
  - Critical lift identified (75% of net capacity)?
  - Machine fully inspected by a qualified outside agency?
  - Rigging hardware properly selected?
  - Inspecting and maintaining the crane per owner/manufacturer specifications?

**III. Start Up.**

**A. ELECTRICAL**

- Temporary Power
  - Underground service possible?
  - Maintenance responsibilities established?
  - Main circuit panel barricaded?
  - Lighting planned?
- Circuit Protection
  - Ground fault circuit interrupt protection?
  - Assured grounding conductor program?
  - Responsibilities established?

**B. FIRE PROTECTION**

- ABC extinguishers adequately distributed?
- Properly sized?
- Maintenance of fire extinguishers?
- Stand pipe/hydrant available? Adequate?
- Housekeeping checks/inspections?

**C. FALL PROTECTION**

- Critical Job Phases Identified?
  - Critical exposures identified by phase? (e.g. "Worker falls into basement excavation")
  - Scheduled start dates for critical phases?

- General Fall Protection Procedures
  - Perimeters
  - Floor openings
  - Working deck
  - Work area access
  - Ladders
  - Elevator hatchways
  
- D. **PERSONAL PROTECTIVE EQUIPMENT**
  - General
    - Hard hats
    - Work shoes
  - Specific by Task
  
- E. **HAZARD COMMUNICATION PROGRAM ESTABLISHED AND EMPLOYEES TRAINED**
  
- F. **CONFINED SPACE ENTRY**
  - Procedures established and task(s) identified requiring use of procedures?
  
- G. **TRENCHING**
  - Procedures established and task(s) requiring procedures identified?
  
- H. **PHASE PRE-PLANNING**
  - Job schedules established?
  - Agreed upon target dates for meeting?
  - Follow up system

**END OF SECTION NO. 00700 – EXHIBIT B**

**EXHIBIT C**

**OWNER CONTROLLED INSURANCE PROGRAM (OCIP)**

**CONTRACTOR'S INSURANCE REQUIREMENTS**

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## INSURANCE

### 1.1 OWNER-CONTROLLED INSURANCE PROGRAM

#### 1.1.1 INTRODUCTION

Fulton County has implemented an Owner-Controlled Insurance Program ("OCIP") that covers this Project. Certain relevant provisions of the County's OCIP are outlined below. This OCIP does not affect Fulton County Government's statutory immunity. Under the OCIP, the County shall **furnish certain portions** of the Workers' Compensation, General Liability, and Builder's Risk insurance associated with the County's construction projects. Insurance furnished under the OCIP covers the County, the Contractor and its Sub-Contractors of all tiers (with some exceptions, as described below), and other persons or interests as the County may designate in connection with the performance of the Work. As detailed below, the **Contractor** still provides certain other portions of insurance coverage not included in the OCIP.

#### 1.1.2 DEFINITIONS SPECIFIC TO THIS SECTION

1.1.2.1 "Owner-Controlled Insurance Program" (OCIP) means an insurance delivery method that assures the Contractor, and its Sub-Contractors of all tiers, and other persons or interests as the County may designate in connection with the performance of the work are insured for certain prescribed Statutory Workers' Compensation, Employers Liability and Commercial General Liability, and such other coverages as the County may in writing specifically add or delete for the Project.

1.1.2.2 "OCIP Administrator" means the administrator retained by the County to implement and administer the OCIP. The OCIP Administrator is Resurgens Risk Management/Willis.

1.1.2.3 The term "enrolled" applies to the entities covered under the OCIP. The Contractor is enrolled in the OCIP. The Contractor's Sub-Contractors of all tiers shall be enrolled in the OCIP, provided in general that they are performing construction work at the Project site and that the work being performed is not temporary to the project and is an elemental component of the completed project. The Contractor shall assure that all enrolled Sub-Contractors of all tiers satisfy all safety program obligations, claim management and applicable insurance requirements relative to the OCIP. The Contractor understands that all Contractor obligations set forth in the County's OCIP, whether performed directly by the Contractor obligations set forth in the County's OCIP, whether performed directly by the Contractor or indirectly by its enrolled Sub-Contractors, are the responsibility of the Contractor. Whenever this Agreement establishes obligations for Contractor with respect to the OCIP, it shall also be deemed to establish obligations for enrolled Sub-Contractors. Certain exceptions apply to enrolled entities, as described below.

1.1.2.4 The term "non-enrolled" applies to the entities not covered under the OCIP. In general vendors, suppliers, fabricators, material dealers, drivers and others who merely transport, pick up, deliver or carry materials, personnel, parts or equipment or any other items or persons to or from the Project site shall be considered non-enrolled entities for the purpose of insurance coverage under the County's OCIP. This non-enrolled OCIP Contractor status also applies to those contractors whose only work is temporary to the site and are not involved in any project construction that is part of the work on the finished project. The Contractor shall assure that all non-enrolled Sub-Contractors of all tiers satisfy all safety program obligations, claim management and applicable insurance requirements relative to the OCIP.

- 1.1.2.5 “Agent” means the Fulton County’s designated Representative, as defined within this Agreement. For purposes of the OCIP, the County’s designated Representative shall serve as the County’s primary contact for communication with the Contractor related to the OCIP.
- 1.1.3 INSURANCE OBLIGATIONS OF THE COUNTY AND CONTRACTOR
- 1.1.3.1 INSURANCE PROVIDED BY THE COUNTY UNDER ITS OCIP.
- (a) The County shall secure and thereafter maintain, except as otherwise provided herein, the insurance coverages described in Subparagraphs 1.1.3.2, 1.1.3.3, and 1.1.3.4 below, covering as insured parties the County, the Contractor and its Sub-Contractors of all tiers (except as detailed below), and such other persons or interests as the County may designate in connection with the performance of the Work, and with limits not less than those specified for each coverage (“OCIP insurance coverage”).
- (b) No insurance coverage provided by the County’s OCIP shall extend to the activities or products of the following:
- (i) Any person and/or organization that fabricates and/or manufactures products, materials, and/or supplies away from the Project site(s).
  - (ii) Any non-enrolled architect, engineer or surveyor and their consultants except where required by the Contract Documents.
  - (iii) Truckers, material-delivery, vendors, suppliers, and operators (as independent contractors), whose operation(s) and/or employee(s) is/are engaged solely in the loading, hauling and/or unloading of material, supplies and/or equipment to or from the Project site(s).
  - (iv) Any employee(s) of the Contractor or an enrolled or non-enrolled Sub-Contractor of any tier, including employee(s) of truckers, material-delivery, vendors, suppliers, and operators (as independent contractors), which is/are engaged solely in the loading, hauling and/or unloading of material, supplies and/or equipment to or from the Project site(s).
  - (v) Any employee(s) of the Contractor or an enrolled Sub-Contractor of any tier that does not work and/or generate payroll at the Project site(s).
  - (vi) Any employee(s) of the Contractor or an enrolled Sub-Contractor of any tier, not specifically required to perform Work at the Project site(s), that occasionally visits the Project site(s) to make deliveries, pick up supplies and/or personnel, to perform supervisory and/or progress inspections, or for any other reason.
  - (vii) Any other entity specifically to be determined by the County to be excluded.
  - (viii) Any leased or temporary laborers.
- (c) Unless herein otherwise specifically indicated, the policies set forth in Subparagraphs 1.1.3.2, 1.1.3.3 and 1.1.3.4 below shall cover only those operations of the insured parties performed at the Project site or sites incidental to the Work called for in this Owner-Contractor Agreement.
- (d) The County assumes no obligation to provide insurance other than that evidenced by the policies referred to in Subparagraphs 1.1.3.2, 1.1.3.3 and 1.1.3.4. Furthermore, any obligation of the County to provide insurance under its OCIP is expressly limited to the

insurance referred to in Subparagraphs 1.1.3.2, 1.1.3.3 and 1.1.3.4. The County, however, reserves the right to furnish insurance coverage of various types and limits, provided that such coverage shall not be less than that specified below (so long as such insurance and limits are reasonably available in the insurance market) and provided that the costs of such insurance shall be borne by the County.

#### 1.1.3.2 WORKERS' COMPENSATION INSURANCE

Workers' Compensation insurance in statutory limits of the Workers' Compensation laws of the State of Georgia, with Coverage B - Employer's Liability, to limits of not less than one million dollars (\$1,000,000) covering operations of the insured parties at the Project site. Coverage under the Broad Form All States extension is also included. This insurance is primary for all occurrences at the Project site.

#### 1.1.3.3 LIABILITY INSURANCE (EXCLUDING MOTOR VEHICLE LIABILITY)

- (a) Liability insurance (excluding Motor Vehicle Liability) under a Commercial General Liability insurance policy and covering the insured parties in connection with the performance of the Work at the Project site, including hazards of operations (explosion, collapse and underground exposures), independent contractors, employees as additional insureds, completed operations (for 5 years after final completion of the Work), contractual liability coverage (for contracts related to the Work), personal injury liability coverage, and excess Employer's Liability coverage for claims arising out of the Work hereunder, for personal injury, bodily injury, and property damage, in policies of insurance such that the total available limits to all insureds combined will not be less than twenty-five million dollars (\$25,000,000) combined single limits for each occurrence and aggregates, as applicable.
- (b) Notwithstanding the actual policy deductible, the Contractor shall be liable for a deductible not to exceed five thousand dollars (\$5,000) each occurrence, to the extent losses payable are attributable to, involve, or relate to the performance, actions, errors, omissions, or negligence of the Contractor or its Sub-Contractors, uninsured parties, or any other entity or person for whom it may be responsible. The Contractor's deductible shall include the costs of defense, including court costs and attorneys' fees of a covered OCIP claim and shall not be construed to affect the Contractor rights to indemnify the County under the contract. All such deductibles shall be collected as part of the Contract close-out process and final payment.
- (c) The insurance provided under the OCIP will not extend coverage for products liability to any insured party or uninsured party. However, Products/Completed Operations liability arising from manufacturing or assembly of items manufactured or assembled at the Project site, as required by the contract, is covered.

#### 1.1.3.4 ALL RISK BUILDER'S RISK, INCLUDING TRANSIT

- (a) All Risk Builder's Risk, including transit and installation risks, insuring the interest of the County, the Contractor and its Sub-Contractors, providing coverage on an All Risk basis, including, but not limited to, coverage against flood, fire, lightning, wind damage, hail, explosion, riot or civil commotion, aircraft and other vehicles, and collapse.
- (b) The policies for such insurance will be secured and maintained by the County in a form and amount as determined by Fulton County. The amount may be amended depending on the amount of a specific project.
- (c) Coverage will include materials, supplies and equipment that are intended for specific installation in the Work while such materials, supplies and equipment are located at the Project site, in transit or while temporarily located away from the Project site for the purpose of repair, adjustment or storage at the risk of one of the insured parties.

- (d) Except as otherwise provided in Subparagraph 1.1.3.4(c), this insurance will not include coverage for tools or clothing of workers, or tools, equipment, protective fencing, scaffolding, temporary structures, coffer damming, pipe stalling or bracing, or forms owned, rented or used by the Contractor, its Sub-Contractors, or uninsured parties and used in the performance of the Work, unless such items are specifically identified in this Agreement and their values declared under the Builder's Risk insurance policy.
- (e) The County, its officers, agents, employees and consultants rendering services at the Project site, and the OCIP Administrator will not be liable or responsible for loss or damage to the items excluded in Subparagraph 11.3.4(d), and the Contractor shall indemnify and hold harmless the County, its officers, agents, employees, its consultants rendering services at the Project site, the OCIP Administrator, and other Project contractors and their Sub-Contractors from claims or causes of action brought by any person or parties as a result of loss or damage to such excluded items.
- (f) The Builder's Risk policy will be endorsed waiving the carrier's rights of recovery under subrogation against the County, its officers, agents, employees and consultants rendering services at the Project site, the OCIP Administrator, and the Contractor and its Sub-Contractors, whose respective interests are insured under such policy.
- (g) Notwithstanding the actual policy deductible, the Contractor shall be liable for a deductible not to exceed five thousand dollars (\$5,000) each occurrence for all perils excluding theft and mysterious disappearance, and twenty-five thousand dollars (\$25,000) each occurrence for theft and mysterious disappearance. All such deductibles shall be collected as part of the Contract close-out process and final payment.

#### 1.1.3.5 CONTRACTOR RETAINS VARIOUS OBLIGATIONS

Nothing contained herein, or in any document referenced herein, shall relieve, limit or be construed to relieve or limit the Contractor, its Sub-Contractors or uninsured parties of responsibility or obligations otherwise imposed by the Contract. The OCIP shall not be construed as limiting, among other things:

- (a) The extent to which the Contractor may be held legally responsible for damages to persons or property.
- (b) The Contractor's indemnity obligations under this Agreement.

#### 1.1.3.6 CONTRACTOR RESPONSIBILITY TO REPAIR DEFECTIVE OR DAMAGED WORK

- (a) Notwithstanding the provisions of this Agreement, and until final acceptance of the Work by the County, the Contractor shall have full and complete charge and care of the Work or any portion thereof (including the Owner-furnished supplies, material, equipment or other items to be utilized or incorporated in the Work).
- (b) The Contractor shall rebuild, repair, restore and make good losses of, and injuries or damages to, the Work or any portion thereof (including the Owner-furnished supplies, material, equipment or other items to be utilized with, or incorporated in, the Work and which are in the Project site) before final acceptance of the Work. Such rebuilding, repair or restoration shall be at the Contractor's sole cost and expense provided, however, the County will make available applicable proceeds from the Builder's Risk policy provided by the County, as specified in Section 1.1.3.4.

#### 1.1.3.7 ADDITIONAL INSURED

The Additional Insured on the County's OCIP policies shall include Fulton County; the County's officers, agents, employees, and consultants; the OCIP Administrator; and Contractors, including their Sub-Contractors of any tier (but excluding suppliers, vendors, material-delivery, truckers or haulers) whom Fulton County has contracted with and for whom the County has agreed to furnish coverage under the OCIP.

#### 1.1.3.8 OWNER'S RIGHT TO AUDIT

- (a) The Contractor hereby warrants to the County the accuracy of the information provided on the OCIP Insurance Information Form submitted with its bid, and agrees that the County, its officers, agents, insurance carriers and the OCIP Administrator may audit the records of the Contractor and its Sub-Contractors to confirm the accuracy of the information provided, including, but not limited to, the accuracy of all estimated payrolls, and to ascertain any effect on insurance resulting from changes in the Work. The audit will be held during the Contractor's normal business hours at the office of the Contractor or at another mutually agreeable location.
- (b) The County shall be entitled to credits in OCIP insurance premiums that may accrue as a result of the audit.
- (c) The Contractor shall maintain or cause to be maintained sufficient records as may be necessary to audit its compliance and its Sub-Contractors' compliance with the requirements of the OCIP.

#### 1.1.3.9 ASSIGNMENT

The Contractor and each of its Sub-Contractors of any tier shall assign to the County all return premiums, premium refunds, dividends and other monies due or to become due in connection with the insurance provided by the County. The Contractor and its Sub-Contractors of any tier shall execute such other further documentation as may be required by the County to effectuate this assignment.

#### 1.1.3.10 OCIP CLAIMS

The Contractor, its Sub-Contractors and uninsured parties shall assist the County, its agents, and the OCIP Administrator and provide the utmost cooperation in the adjustment of claims arising out of the operations conducted under, or in connection with, the Work and shall cooperate with the County's insurance carriers in claims and demands that arise out of the Work and that the insurance carriers are called upon to adjust or resist.

#### 1.1.3.11 LIMITATIONS ON OCIP COVERAGES

Although the scope of coverages afforded under this program may provide coverage beyond the scope required by the Owner-Contractor Agreement in the absence of an OCIP, the County makes no warranty or representation that such broad coverage will remain in effect throughout the duration of the Work. The County further does not warrant or represent that the OCIP coverages constitute an insurance portfolio, which adequately addresses all the risk faced by the Contractor or its Sub-Contractor(s). The Contractor and Sub-Contractors of every tier shall satisfy themselves as to the existence, extent and adequacy of the OCIP coverages prior to the commencement of the Work. The cost to obtain any "extra" coverages shall be the responsibility of the Contractor. The County shall not assume any responsibility for the premium cost of any "extra" insurance. The County shall issue Certificates of Insurance and make available copies of specimen insurance policies at the time of the Notice to Proceed.

### 1.1.3.12 ALTERNATIVE INSURANCE

In the event the County, after commencement of the Work, is unable to furnish, or elects not to furnish or to continue to furnish, the insurance coverage herein described, and upon 30 days written notice from the County, the following shall be required:

- (a) The Contractor shall secure and maintain all, or as much of the insurance herein described, as the County designates, at the County's expense, and the County will thereafter no longer be obligated to furnish such insurance.
- (b) All insurance secured by the Contractor or its Sub-Contractors pursuant to this subparagraph shall be in policies subject to the prior written approval of the County as to form, content, limits of liability, cost and issuing company as outlined in the "Base Bid" version of this Section, i.e., as if the OCIP had not been implemented for the Project.

### 1.1.3.13 PROCEDURES AND SERVICES

The Contractor shall fully comply with, and shall require its Sub-Contractors of any tier to fully comply with, all of said plans, procedures and services, including but not limited to, completion of all necessary applications for coverage, prompt and full compliance with all audit requests and claim reporting procedures, and full compliance with the safety, loss prevention and loss control programs implemented by, or at the request of the County.

### 1.1.3.14 INSURANCE NECESSARY FOR THE WORK, BUT COVERING OPERATIONS OUTSIDE THE OCIP

- (a) The Contractor shall, for the duration of this Agreement, provide and maintain insurance and shall require each Sub-Contractor to provide and maintain insurance of the type and in the limits as described in Paragraph 1.2, which is intended to cover employee injury, personal injury, bodily injury and property damage liability for ongoing operations work performed away from the Project site.
- (b) The insurance described in Subparagraphs 1.2.1.2.B (Motor Vehicle Liability) and 1.2.1.2.D (Professional Liability) shall apply to Work performed by both enrolled and non-enrolled entities both at and away from the Project site, and shall be provided and maintained for the duration of this Agreement. Such insurance shall name the parties required to secure same as insureds and shall be in a form and through issuing companies acceptable to the County. Such insurance shall contain a defense of suits provision.
- (c) The Contractor shall assure that all non-enrolled entities provide and maintain, for the duration of this Agreement, insurance of the type and in the limits as described in Paragraph 1.2, which shall cover those entities for employee injury, personal injury, bodily injury, and property damage liability for any Work performed at the Project site.

### 1.1.3.15 CONTRACTOR OCIP OBLIGATIONS

- (a) The Contractor and each of its Sub-Contractors shall:
  - (i) Furnish to Fulton County's designated Representative all information and documentation that the County may require from time to time, in connection with the issuance of policies under this Agreement, in such form and substance as the OCIP Administrator may prescribe.
  - (ii) Furnish to the County's designated Representative monthly certified payroll and accident summary reports on forms provided by the OCIP Administrator, and payroll records, as required.

- (iii) Segregate their respective reports relating to the Work for which OCIP coverage is herein provided, from their records relating to other work for which such coverage is not provided.
- (iv) Promptly comply with the recommendations of the OCIP insurance carriers, as submitted through the County's designated Representative.
- (b) The Contractor shall not violate or knowingly permit to be violated any conditions of the policies of insurance provided by the County under the terms of this Agreement, and shall at all times satisfy the requirements of the issuing insurance companies.
- (c) The Contractor shall assure that all OCIP requirements imposed upon and to be performed by the Contractor shall likewise be imposed upon, assumed and performed by each of its Sub-Contractors and uninsured parties with whom it or its Sub-Contractors have a contractual relationship and are performing work under the Contract.
- (d) The Contractor shall furnish each bidding and negotiating Sub-Contractor, vendor, supplier, material dealer or other person or business entity that may provide goods or services in connection with the Work, a copy of this document describing the insurance requirements for the Contractor, and its Sub-Contractors shall require each to impose the same requirement in their subcontracting and procurement procedures.
- (e) If the Contractor or any of its Sub-Contractors should fail to comply with the requirements of this document, the County may withhold payments due to the Contractor or suspend the Work until such time as the Contractor and its Sub-Contractors have performed such obligations to the reasonable satisfaction of the County.
- (f) The Contractor agrees that the Contract Sum includes all costs of complying with the OCIP, as herein described.

#### 1.1.3.16 NOTICES, COSTS AND LOSSES

- (a) All policies of insurance that either the Contractor, its Sub-Contractors, or the County is required to secure and maintain, shall be endorsed to provide that the insurance company shall notify the County, the Contractor, and each Named Insured at least thirty (30) days prior to the effective date of any cancellation or modification of such policies.
- (a) The Contractor shall furnish to the County's designated Representative certificates of insurance for insurance required to be maintained by the Contractor and its Sub-Contractors, as provided herein. Prior to the issuance of the Notice to Proceed, the Contractor shall not be permitted on the Project site.
- (c) The County will pay the cost of the premiums for the insurance described above as being provided by the County, and the County will receive and pay, as the case may be, all adjustments in such costs, whether by way of dividends or otherwise. The Contractor shall execute such instruments of assignment as may be necessary to permit the County's receipt of such adjustments and shall cause all Sub-Contractors covered by such insurance to do the same.
- (d) The Contractor shall be responsible for the payment of the deductible amounts indicated in Subparagraphs 1.1.3.3 and 1.1.3.4. If the actual County-provided OCIP policies have deductible amounts greater than those indicated in Subparagraphs 1.1.3.3 and 1.1.3.4, such excess amounts will be paid by the Contractor.
- (e) The Contractor shall be responsible for all losses greater than OCIP policy limits.

- (f) Payments by the insurer for all losses covered under the All Risk Builder's Risk policy, as specified in Section 1.1.3.4, will be made to the County. The County will make proceeds from the Builder's Risk policy available to the Contractor for rebuilding work damaged by covered perils.

#### 1.1.3.17 SUBROGATION AND WAIVER

- (a) The Contractor shall require all policies of insurance that are related to the Work and that are secured and maintained by the Contractor and its Sub-Contractors to include clauses providing that each underwriter and carrier shall waive all of their respective rights of recovery, under subrogation or otherwise, against the County, its officers, agents, employees and consultants rendering services at the Project site, the OCIP Administrator, the Contractor and its Sub-Contractors, regardless of tier, and all other Project contractors and their Sub-Contractors, regardless of tier.
- (b) The Contractor waives all rights of recovery against its Sub-Contractors, the County, its officers, agents, employees and consultants rendering services at the Project site, the OCIP Administrator, and other Project contractors and their Sub-Contractors, regardless of tier, that the Contractor may have or acquire because of deductible clauses in or inadequacy of limits of policies of insurance that are in any way related to the Work and that are secured and maintained by the Contractor.
- (c) The Contractor shall require its Sub-Contractors of every tier to waive the rights of recovery in the same manner (as waived in the preceding paragraph by the Contractor) against the County, its officers, agents, employees and consultants rendering services at the Project site, the OCIP Administrator, the Contractor, and other Project contractors and their Sub-Contractors, regardless of tier.

#### 1.1.3.18 COVERAGE DETERMINED BY POLICY

The coverages referred to above are set forth in full in the respective policy forms, and the foregoing descriptions of such policies are not intended to be complete, or to alter or amend any provision of the actual policies, and in matters, if any, in which the said description may be conflicting with such instruments, the provisions of the policies of the insurance shall govern.

### 1.2 CONTRACTOR'S LIABILITY INSURANCE

1.2.1 Pursuant to the exclusions of the Owner-Controlled Insurance Program (OCIP) described in Paragraph 1.1 above, the Contractor shall purchase and maintain during the life of this Agreement, from a company or companies licensed to do business in its agents and acceptable to the County, such insurance as shall fully protect him, the County, any other Professional Consultant or Architect or Engineer hired by the County, and any parties, consultants, or Sub-Contractors performing work covered by this Agreement from any and all claims, including those resulting from bodily injury (including accidental death), professional liability of the property damage (other than to the work itself) or personal injury which may arise or result from the Contractor's operations under this Agreement **which are not covered under the OCIP**, whether such operations be by himself or by any Sub-Contractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

- (a) Said insurance shall specifically provide coverage during the life of this Agreement to the County, its agents, any Professional Consultant or Architect or Engineer hired by the County, and any Sub-Contractor performing work covered by this Agreement for claims made by any persons, including the employees and parties in privity of the contract with the Contractor, claiming injury as a result of the performance of the Project.
- (b) At a minimum, such insurance must include but not necessarily be limited to:

- (i) Worker's Compensation and Employer's Liability insurance (**for all operations away from the Project site**);
- (ii) Motor Vehicle Liability insurance, covering all motor vehicles, whether owned, non-owned, or hired (**for all operations both at and away from the Project site**);
- (iii) Comprehensive (or Commercial) General Liability insurance, with Broad Form Liability endorsement. Comprehensive (or Commercial) General Liability policy with Broad Form Liability endorsement shall be further endorsed naming County, Program Manager, Construction Manager, and County's Professional Consultants as additional insured (**for all operations away from the Project site**).
- (iv) Professional Liability insurance, specifying that the Contractor shall be responsible to the County for acts, errors and omissions of the Contractor's directors, officers, employees and parties in privity of the contract with the Contractor to perform a portion of the work, including their agents and employees (**for all operations both at and away from the Project site**). The Contractor shall require the architects and the engineers that are responsible for the design and engineering to purchase and maintain liability insurance with no less coverage than \$1,000,000.00 or 10% of the construction value of the Work, whichever is greater, throughout the duration of the project and for two years following the Date of Substantial Completion.

1.2.2 The insurance required by Subparagraph 1.2.1 above shall be written for not less than the following liability limits, or greater if required by law. Evidence of such insurance shall be provided PRIOR to the day of actual work being performed (refer to OCIP Enrollment procedures provided by the OCIP Administrator for more assistance, or contact Fulton County's designated Representative.)

(a) Worker's Compensation

Each Accident	GA Statutory Limits
Disease – Policy Limit	\$500,000
Disease – Each Employee	\$100,000
Employers Liability	\$1,000,000

General Liability

Bodily Injury/Property Damage	\$1,000,000
Personal Injury	\$1,000,000
General Aggregate	\$2,000,000

Automobile Liability

Bodily Injury	\$1,000,000 CLS
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Excess/Umbrella

As specified and required in the Contract

Professional Liability (if required by the specific Contract and Project)

Limit of \$1,000,000 or 10% of Contract value, whichever is greater.

**Note:** The Contractor shall provide and shall require all Sub-Contractors performing work under this Agreement to obtain an insurance certificate showing proof of insurance coverage conforming to the above limits, and showing FULTON COUNTY GOVERNMENT as the "Certificate Holder" and "Additional Insured" without such certificate, the Contractor and any Sub-contractor are considered NON-ENROLLED in OCIP, and cannot commence work.

**ENDOF SECTION 00700C**

**EXHIBIT D**

**FINAL AFFIDAVIT**

**FINAL AFFIDAVIT**

TO FULTON COUNTY, GEORGIA

I, \_\_\_\_\_, hereby certify that all suppliers of materials, equipment and service, subcontractors, mechanic, and laborers employed by \_\_\_\_\_ or any of his subcontractors in connection with the design and/or construction of \_\_\_\_\_ at Fulton County have been paid and satisfied in full as of \_\_\_\_\_, 200\_\_\_\_, and that there are no outstanding obligations or claims of any kind for the payment of which Fulton County on the above-named project might be liable, or subject to, in any lawful proceeding at law or in equity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.  
\_\_\_\_\_, who under Oath deposes and says that he is \_\_\_\_\_ of the firm of \_\_\_\_\_, that he has read the above statement and that to the best of his knowledge and belief same is an exact true statement.

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

\_\_\_\_\_  
My Commission expires

**SECTION 01010**  
**SUMMARY OF WORK**

**PART 1 GENERAL**

**1.01 LOCATION**

- A. The work described by the Specifications is located in south Fulton County, Georgia.

**1.02 WORK INCLUDED**

The "Work" in this project shall include, but not be limited to permitting, purchasing and installing physical security equipment and gates. The "Work" will take place at the South Fulton Maintenance and Operation Center (SFMOC) and interface as a compatible component to the existing equipment and building. The plan incorporates the use of an access control, intrusion detection, and CCTV security system. The work is generally described as follows:

1. Complete the design for the physical security system for each site. Each design should generally conform to that shown on the drawings. The design should provide specific details on the equipment to be utilized including but not limited to the manufacturer and model of key components.
2. Furnish and install the physical security equipment as specified for each site. All equipment and materials purchased will conform to that shown on the drawings and match up with the list of materials provided by Fulton County.
3. Final as-built construction drawings shall be provided. As-built construction drawings shall be true to the installed location, layout and details of structures, equipment, utilities, and instrumentation.
4. Obtain all permits for the construction of the project.
5. Install, construct or remove/relocate any physical security equipment (e.g. security cameras) as shown on the drawings.
6. Provide card readers, keypads, and other security equipment as specified in the bid tabulation sheet.
7. Interface the intrusion detection system with two remote monitored workstations. The existing workstations and software shall be configured where all alarms go to each site.
8. Test results and demonstration of the performance of the equipment installed will be presented to and approved by the construction manager.
9. Provide training to Fulton County Public Works staff on the operation and maintenance of the equipment.
10. Provide a one year warranty for all equipment installed to adjust and/or correct any deficiencies.

The general layout and design for the project is attached for your reference.

All Work including purchasing, permitting, purchasing and installing of the physical security equipment must be completed within 90 calendar days of the Owner's Notice to Proceed.

The work shall be performed according to the requirements of the drawings and specifications.

**PART 2 SITE SPECIFIC SCOPE OF WORK****2.01 SFMOC SITE**

- A. The Contractor shall coordinate with the Construction Manager and conduct a pre-site review to examine and note the actual site conditions, review the contract drawings and specifications, and site layout (see reference documents). The Contractor will visit each site for various installation requirements and site conditions. All field measurements, site conditions, equipment requirements and proper installation procedures are the sole responsibility of the Contractor.
- B. The Contractor will provide and install physical security equipment at each site and communicate to two remote sites. The base bid includes an access control system (to include, but not limited to access control panel, programming, card readers, door and gate hardware, badges, keypads, intercoms, and emergency gate release pull station), an intrusion detection system (to include, but not limited to intrusion control panel, programming, door contacts, motion sensors, keypads, and siren/strobes), and a CCTV system (to include, but not limited to pole mounted and indoor wall and ceiling mounted fixed cameras, CCTV power supplies, digital video recorders, fiber optic video transmitters, fiber optic cable, and coax cable). The Contractor shall be responsible for supplying and installing all other devices or equipment that may not be mentioned in this package, but required for each individual site to function properly.
- C. The Contractor will obtain acceptance and approval from the construction manager after concluding and finalizing installation activities.
- D. The Contractor will provide training for all products and materials that will include distribution of operation and maintenance manuals and survey sheets.

**2.02 SFMOC BUILDING EXTERIOR**

- A. The Contractor will furnish and install a total of eight (8) weatherproof fixed cameras as follows: five (5) pole mounted, weatherproof fixed cameras in the equipment storage area, two (2) pole mounted, weatherproof fixed cameras adjacent to the front entrance sliding gate, and one (1) building mounted camera as shown on the drawings.
- B. Install fiber optic cable and camera interface cabinet. The electrical contractor shall install pull boxes and conduit as shown on the drawings.
- C. Install two (2) dual height card readers with two (2) intercoms (with remote release from warehouse) at front entrance sliding gate.
- D. Install two (2) card readers and one (1) emergency release pull station on personnel gate.
- E. Relocate and maintain twelve (12) trees from north and west side of fence line as shown on the drawings and as part of the warranty outlined in Section 01740. The Contractor shall coordinate with the Construction Manager.
- F. Install two (2) siren/strobes on front and rear of building and one (1) knox box on front of building as shown on the drawings.

**2.03 SFMOC BUILDING INTERIOR**

- A. Install twenty-one (21) swing door contacts and nine (9) overhead door contacts.
- B. The Contractor will furnish and install a total of sixteen (16) proximity card readers as follows: fifteen (15) proximity card readers on building swing doors and one (1) proximity card reader at outdoor storage gate as shown on the drawings.
- C. The Contractor will furnish and install a total of ten (10) keypads as follows: nine (9) keypads (one on front entrance corridor wall and eight at swing doors). Install one (1) keypad at outdoor covered storage gate. Install door and gate hardware (verify type required).
- D. The Contractor will furnish and install a total of twenty-five (25) motion sensors as follows: sixteen (16) motion sensors in the office area, five (5) motion sensors in the warehouse, one (1) motion sensor in the truck bay area, one (1) motion sensor in the shop, and two (2) motion sensors in the outdoor covered storage area as shown on the drawings.
- E. The Contractor will furnish and install a total of thirteen (13) fixed cameras as follows: five (5) fixed cameras in the office area, one (1) fixed camera in the lab, six (6) fixed cameras in the warehouse, and one (1) fixed cameras in the outdoor covered storage area.
- F. Install one (1) digital video recorder in the building file server room equipment rack as shown on the drawings.
- G. Install one (1) operator PC workstation in the building file server room as shown on the drawings. Provide one (1) 8 port 10/100MB Ethernet switch in building file server room. The PC workstation shall include a PC and software.
- H. Install one (1) duplicate/remote back-up digital recorder in the building electrical room.
- I. Install an access control panel to include hardwired access controlled doors. This system shall also include power supplies, batteries, locking hardware, rex device, DPS, cable and FHCO.
- J. Install an intrusion control panel to be mounted on  $\frac{3}{4}$ " plywood backboard in the file server room. Install one (1) duplex receptacle on backboard for security equipment power supply.
- K. Provide two hundred (200) ID access cards with proximity technology.
- L. Install all conductors, associated equipment, conduit, hardware and software necessary to provide a complete and operational access control, intrusion detection, and CCTV system.
- M. The Contractor will include testing, training and programming for the equipment installed.

**END OF SECTION 01010**

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**SECTION 01011****UNIQUE REQUIREMENTS****PART 1 GENERAL****1.01 SCOPE**

The scope of this Section is to convey to the Contractor unique and unusual stipulations and requirements which have been established for this Project. Some of the stipulations and requirements are a result of negotiations with various entities and organizations which have an interest in this Project. Some requirements are based on technical aspects of the Project which are not otherwise conveyed to the Contractor. The provisions of this Section shall supersede the provisions of the Division 1 through 17 Specifications but shall not supersede the Bidding Requirements, Contract Forms or Conditions of the Contract.

**1.02 EXISTING OPERATIONS**

- A. The existing facilities must remain in operation while investigation and integration/installation activities are in progress.
- B. The Contractor shall coordinate the work with the Construction Manager so that the integration will not restrain or hinder the operation of the existing facilities. If, at any time, any portion of the facilities are out of service, the Contractor must obtain approval from the Construction Manager as to the date, time and length of time that portion of the facilities are out of service.
- C. After having coordinated the work with the Construction Manager, the Contractor shall prepare a submittal in accordance with Section 01340 to include the time, time limits and methods of each connection or alteration and have the approval of the Construction Manager before any work is undertaken on the connections or alterations.
- D. Construction crews shall notify the construction manager each workday morning of which site(s) work shall take place.

**1.03 SEQUENCING**

- A. General
  - 1. The Contractor shall be solely responsible for sequencing of all activities.
- B. Sequence Submittal
  - 1. Submit a proposed sequence in accordance with Section 01340 with appropriate times of starting and completion of tasks to Construction Manager for review.
  - 2. The Contractor may propose alternatives to the sequencing constraints to that shown in this Section in an attempt to reduce the disruption of the operation of the existing facility or streamline the tasks of this Contract. The Owner and Construction Manager are not obligated to accept any of these alternatives.

**1.04 SEQUENCING CONSTRAINTS**

- A. The following construction sequencing constraints are to emphasize critical tasks of the Work in this Contract. It is not a complete list of all work to be completed.
1. All work and activities must remain within County easements.
  2. Work at the South Fulton Maintenance and Operations Center will be coordinated with the Construction Manager and performed during normal working hours. No after hours or weekend work will be permitted unless specifically agreed to in writing by the Construction Manager.

**1.05 CONTRACTOR'S SUPERINTENDENT**

- A. The Contractor shall submit, with the initial Detailed Construction Schedule, a detailed manpower organization chart indicating the management and supervisory personnel for the control and supervision of all aspects the Work. Particular reference must be made to those personnel proposed for overall project direction, co-ordination and programming roles. Only in exceptional circumstances will substitute candidates be allowed when work commences. Under these exceptional circumstances only a candidate may be submitted with equivalent or better experience.
- B. Resumes of nominees for all key positions shall be provided, and shall include qualifications and previous experience. The key positions, which may be combined or separate, shall include:
1. Project Manager
  2. Superintendent

In general, managers shall have a minimum of five years experience and supervisors a minimum of three years experience. Superintendent shall have 10-hr OSHA construction training.

- C. The organization chart shall be an accurate statement of the Contractor's intention.

**1.06 WORKING HOURS**

- A. The Contractor's representative on site directly responsible for the work shall be immediately contactable at any time during the normal working day and shall immediately respond to all or any query by the Construction Manager.
- B. Adequate means of communication by telephone, portable radio, CB, walkie-talkies, or other electronic means of communication must be established at all times as part of the routine work methodology and in case of an emergency.
- C. Daytime working is defined as 0700 to 1900 hours. No work shall be carried out at any other time or on a Fulton County-recognized holiday, including Saturday and Sunday, without permission in writing from the Construction Manager except when the work is unavoidable or absolutely necessary for the saving of life, property or for the safety of the works, in which case the Contractor shall immediately notify the Construction Manager of such works.

- D. Night work shall be defined as the period of 1900 to 0700 hours.
- E. Weekend working shall be defined as the period from 0700 hours Saturday to 0700 hours Monday.
- F. Work on principal highway routes shall be restricted to certain hours as directed by the Construction Manager. No work will be permitted outside these hours.

#### 1.07 NOISE CONTROL

- A. The Contractor shall employ the “best practicable means” to minimize and mitigate noise as well as vibration resulting from operations. Mitigation measures shall include the utilization of sound suppression devices on all equipment and machinery particularly in residential areas and in the near vicinity of hospitals and schools, especially at night.
- B. Sound reduced equipment is defined as equipment which emits a sound pressure level t exceeding 75dB(A) at 30-feet in any direction from the center of the machine if the equipment is to be used between the hours of 0700 and 1900, and 65 dB(A) if used outside those hours.
- C. The Contractor shall inform the Construction Manager before the commencement of the Work, or any significant phase thereof, or immediately of any change in the method of working not previously notified is affected.
- D. Any generators or other noise emitting equipment shall be suitably screened to minimize nuisance and pollution.
- E. This shall not be taken as preventing or prohibiting the execution of work which is absolutely necessary for the saving of life or property or for the safety of the work. The use of machinery or equipment in an emergency situation shall be notified as soon as practicable to the Construction Manager.

#### 1.08 WARRANTIES



For the purposes of this project the following assumptions shall be made by the Contractor:

- A. The design life of all systems shall be 20 years.
- B. The warranty period against any defects being found in Contractor’s workmanship shall be one year.
- C. The warranty period against any shortcoming in material performance shall be one year and shall be extended to the standard warranty provided by the manufacturer or supplier.

**END OF SECTION 01011**

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**SECTION 01016****OCCUPANCY****PART 1 - GENERAL****1.01 PARTIAL OCCUPANCY BY OWNER**

- A. Whenever, in the opinion of the Owner, any section or portion of the Work is in suitable condition, it may be put into use upon the written order of the Owner and such usage will not be held in any way as an acceptance of said work, or any part thereof, or as a waiver of any of the provisions of these Specifications and the Contract. Pending final completion and acceptance of the Work, all necessary repairs and replacements, due to defective materials or workmanship or operations of the Contractor, for any section of the Work so put into use shall be performed by the Contractor at Contractor's own expense.

**END OF SECTION 01 016**

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**SECTION 01025****APPLICATIONS FOR PAYMENT****1. 01 SUBMITTAL OF APPLICATION FOR PAYMENT**

- A. The County will make payments to the Contractor on the basis of a duly certified and approved estimate of the Work completed through the 25th day of each calendar month, as reviewed by the Construction Manager, provided the estimate was submitted in accordance with the following requirements:
- B. The Applications for Payment shall be itemized as directed by the Construction Manager. Applications for Payment are to serve as certification by the Contractor as to the status of the Work. All monthly payments invoiced by the Contractor to the County shall be based on Completion of the work in accordance with the cost-loaded Construction Schedule, and Schedule of Values.
- C. On or prior to the 20th day of each month, the Contractor will prepare a preliminary, itemized Application for Payment for work completed and the value of any stored materials, projected through the 25th of the current month, as well as additional information required herein or as Construction Manager may require to verify and approve the amount of payment applied for. The Contractor may be requested to review the Application for Payment with the Construction Manager on the jobsite in order to verify work in place or the location of stored materials.
- D. After the Construction Manager has advised the Contractor of the acceptability of the Application for Payment, and on or before the 25th day of each month, the Contractor shall submit to the Construction Manager an itemized, notarized Application for Payment. The Contractor shall also submit items in paragraph (I) and if requested, additional documentation, including, but not limited to, all sworn statements, waivers and releases of liens and claims, including those required of sub-contractors of any tier as may be requested by the Construction Manager, reflecting all retainage, previous Applications for Payment, payment for labor and material, payment for materials stored and other documentation and requirements related to Work performed as provided elsewhere in the Contract Documents or as required by the Construction Manager.
- E. Late applications will not be accepted for any reason whatsoever. If the Contractor is late with its pay application, it will not be processed until the next pay cycle.
- F. The Contractor shall submit the Application for Payment in four (4) paper hardcopies and one electronic copy on CD-ROM. An electronic version of the standard forms will be provided to the Contractor at or before the Pre-Construction Conference. Each copy shall display an original signature by a duly authorized agent of the Contractor. The application shall be generated by the use of Microsoft Excel or other applications package acceptable to the Construction Manager, and provided that the forms generated are in the format acceptable to the Construction Manager. All four copies shall be individually notarized.
- G. Nothing in this section is meant to be in conflict with the Contract. Any inconsistencies between this section and the contract, the contract shall prevail.
- H. For a payment submittal to be accepted by the Construction Manager all the conditions as defined in Section 00700-72 contract must be met by the Contractor. Failure to meet these requirements constitutes not-submittal of the payment request.
- I. With each payment submittal the Contractor must include:
  - 1. a reasonably detailed description of all Work actually completed during the period of the payment submittal

2. an up-to-date and annotated Construction Schedule which shall reflect the status of the Contractor 's Construction Schedule since the date of the last payment submittal
  3. an up-to-date and annotated Schedule of Values indicating the percentage of Work completed by activity and milestone for the project.
  4. revisions to the critical path schedule which shall reflect changes in the critical path schedule since the date of the last payment submittal.
  5. notice of any liens or "Encumbrances which have been filed, together with evidence that the Contractor has boned or discharged such liens or encumbrances
  6. a complete and filled-out Exhibit G
  7. construction Progress Photos
  8. any other documents or information relating to the Work or this Contract requested by the Construction Manager as my be required by Applicable Law or this Contract
- J. Schedule Of Values Utilization
1. Applications for Payment: The Schedule of Values, that is acceptable to the County, shall be the basis for the Contractor's applications for payment.
  2. Changes to the Schedule of Values: The County shall have the right to require the Contractor to alter the value or add/delete categories listed on the Schedule of Values at any time for the following reasons:
    - a) The Schedule of Values appears to be incorrect or unbalanced.
    - b) A revision to the segregation of values is required due to the Contractor revising the sequence of construction or assembly of building components, which in turn invalidates the Schedule of Values.
    - c) Change Orders are issued to the Contractor and require incorporation into the Schedule of Values.
- K. At no time during the contract will the Contractor be allowed to bill for an amount which is in excess of the amount of its contract (total bid amount), including all signed and executed change orders.

## 1.02 PAYMENT FOR MATERIALS STORED ON SITE

- A. As provided in the Contract Documents, payments will be made on account of materials or equipment not incorporated in the Work, but delivered and suitably stored at the site, provided such materials are stored according to the provisions of the Contract Documents and the satisfaction of the Construction Manager.
- B. The Contractor shall include with his payment request an itemization of the quantity of such materials, and shall document with invoices, Bills of Sale or other documentation acceptable to the Construction Manager, the cost of said materials.

## 1.03 PAYMENT FOR MATERIALS STORED OFF SITE

Payment for materials stored at a location off the project site will not be made under any circumstance.

#### 1.04 PROGRESS PAYMENTS

- A. If the Contractor has made Application for Payment as detailed herein, the Construction Manager will confirm the amounts to be paid to the Contractor, certify each copy by original signature, retain one signed copy for its project files, and transmit the remaining copies as Certification for Payment to the County.
- B. The Contractor may expect payment from the County within forty-five (45) days of the Certification by the Construction Manager of the Contractor's submittal of an Application for Payment per Paragraph 1.0 of this Section. Any follow-up inquiries on the status of payments shall be through the Construction Manager. The Contractor is not permitted to contact the County directly with any payment inquiries.
- C. No approval of any application for progress payment, nor any progress payment, nor any partial or entire use of occupancy of the Work or the Project by the County, shall constitute an acceptance of any Work not in accordance with the Contract Documents.

#### 1.05 RETAINAGE

The County shall withhold a retainage amount of each monthly payment otherwise due and payable to the Contractor in the amount of 10 percent. Such holdbacks shall continue until the Contractor satisfactorily completes 50 percent of the value of the Design/Build Work performed is satisfactory to the County, at which time further payments will not be subject to retainer holdbacks. The County may, however, withhold additional retainage after 50 percent of the work is complete pursuant to the Design/Build Contract. The retained amount shall be released upon Acceptance except for amounts equal to 200 percent of the value of any outstanding Design/Build Work.

#### 1.06 FINAL PAYMENT/CLOSE-OUT OF PROJECT

Following acceptance and the project milestone "**Complete**" has been achieved the project must be closed-out for the Contractor to receive the Final Payment. The Contractor shall provide as part of the project submittals the following documents:

1. An affidavit that all payrolls, bills for materials and equipment, and other indebtedness connected with the work have been paid otherwise satisfied; each subcontractor must also provide an affidavit.
2. The surety's and guarantor's consent to final payment
3. Certificate of Occupancy for all facilities constructed as part of the Design/Build Work
4. Contractor Statement of Completion of all Work
5. OCIP Signoff –Exhibit B (If applicable)
6. A Final Exhibit G – Prime Contractor and Sub-contractor Utilization Report (TPP8)
7. Notification of Warranty Period for all major pieces of equipment
8. Transmittals signed by Construction Manager for all deliverables
9. A final invoice for the D/B Work

**END OF SECTION 01025**

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**SECTION 01040**  
**PROJECT COORDINATION**

**PART 1 - GENERAL**

**1.01 SCOPE**

- A. Management of the Project shall be through the use of a logical method of integration, planning, inspection, scheduling and cost value documentation.
- B. The work under this Section includes all surface and subsurface condition inspections and coordination by the Contractor necessary for the proper and complete performance of the Work.
- C. This Section applies to the work of every division and every section of these Specifications.
- D. The Contractor shall become thoroughly familiar with the requirements of the Contract Documents, as well as jobsite conditions and the work of separate contractors (if any), and shall make any adjustments necessary to maintain the Project schedule.
- E. Close coordination will be required by the Contractor with the County, Construction Manager, other authorities having jurisdiction, separate contractors (if any), and others having an interest in the Project to assure that all work on the site, access to and from the site, and the general conduct of the operations is maintained in a safe and efficient manner, and that disruption and inconvenience to existing streets and property are minimized.

**1.02 SITE CONDITIONS**

- A. Inspection
  - 1. Prior to performing any work under a section, the Contractor shall carefully inspect the installed work of other trades and verify that all such work is complete to the point where the work under that section may properly commence.
  - 2. The Contractor shall verify that all materials, equipment and products to be installed under a section may be installed in strict accordance with the original design and pertinent reviewed shop drawings.
  - 3. Observation of the Work by the Construction Manager or others shall not be interpreted as relieving the Contractor of its responsibility for the coordination of all Work, superintendence of the Work, or scheduling and direction of the Work.
- B. Discrepancies
  - 1. In the event of discrepancy, immediately notify the Construction Manager.
  - 2. In the event of discrepancy, the Owner- Contractor Agreement will govern.

**1.03 EXISTING FACILITIES**

- A. The existing **SFMOC facility** must of necessity remain in FULL operation while the work under this Contract is in progress.
- B. The Contractor shall coordinate the work with the Construction Manager so that the construction will not restrain or hinder the operation of the SFMOC facility. If, at any time, any portion of the SFMOC facility is out of service, the Contractor must obtain approval from the Construction Manager as to the date, time and length of time that portion of the SFMOC facility is out of service.
- C. Connections to the existing facilities or alteration of existing facilities will be made at times when the piping or facility involved is not in use or at times, established by the Construction Manager, when the use of the facility can be conveniently interrupted for the period of time needed to make the connection or alteration.
- D. After having coordinated the work with the Construction Manager, the Contractor shall notify the Construction Manager of the time, time limits and methods of each connection or alteration and have the approval of the Construction Manager before any work is undertaken on the connections or alterations.
- E. Before any roadway or facilities are blocked off, the Construction Manager's approval shall be obtained to coordinate operations for these facilities.

**1.04 COORDINATION**

- A. Carefully coordinate work with all other trades and subcontractors to insure proper and adequate interface of the work of other trades and subcontractors with the work of every section of these Specifications.
- B. The Contractor shall coordinate operations with all utility companies in or adjacent to the area of Contractor's work. The Contractor shall require said utilities to identify in the field their property and provide drawings as necessary to locate them.
- C. The Contractor shall so schedule the Contractor's Work so that the Contractor does not interrupt the operation of any existing facilities, including water mains and sewers. In the event certain tie-ins or other operations make it absolutely necessary to interrupt the operation of existing facilities, the Construction Manager will be notified and such work will be done at a time and in a manner acceptable to the Owner/Engineer.

**END OF SECTION 01040**

**SECTION 01060****REGULATORY REQUIREMENTS****PART - 1 GENERAL****1.01 SCOPE**

- A. Permits and Responsibilities: The Contractor shall, without additional expense to the Owner, be responsible for obtaining all licenses and permits, including building permits, and for complying with any applicable federal, state, county and municipal laws, codes and regulations, in connection with the prosecution of the Work.
- B. The Contractor shall take proper safety and health precautions to protect the Work, the workers, the public and the property of others. The Contractor shall be responsible for compliance with all applicable federal, state and local regulations, codes and standards for equipment and materials utilized and work completed.
- C. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the Work, except for any completed unit of construction thereof which may heretofore have been accepted.
- D. Business Licenses: The Contractor shall provide the County, on the proper form, proof of being licensed to do business within Fulton County; proof of proper business licenses shall also be provided by the Contractor for any and all subcontractors coming under the jurisdiction of this Contract.

**END OF SECTION 01060**

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**SECTION 01 070****ABBREVIATIONS****PART I - GENERAL****1.01 INTENT**

Wherever in these Specifications and Contract Documents the abbreviations, or pronouns in place of them are used, the intent and meaning shall be interpreted as specified herein.

**1.02 ABBREVIATIONS**

AASHTO	American Association of State Highway Transportation Officials
ACI	American Concrete Institute
AEIC	Association of Edison Illuminating Companies
AIA	American Institute of Architects
AIEE	American Institute of Electrical Engineers
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
ANSI	American National Standards Institute
APA	American Plywood Association
APHA	American Public Health Association
ASCE	American Society of Civil Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
AWPA	American Wood Preservers Association
AWS	American Welding Society
AWWA	American Water Works Association
CFR	Code of Federal Regulations
CRSI	Concrete Reinforcing Steel Institute
Eus	Electronic Industries Association
EPA	Environmental Protection Agency
FS	Federal Specifications
IEEE	Institute of Electronic and Electrical Engineers
IES	Illuminating Engineering Society
IPCEA	Insulated Power Cable Engineers Association
IPC	Institute of Printed Circuits
ISA	Instrument Society of America
NACE	National Association of Corrosion Engineers
NBFU	National Board of Fire Underwriters
NBS	National Bureau of Standards
NEC	National Electric Code
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Association
NRMA	National Ready-Mix Association
OSHA	Occupational Safety and Health Administration
PCA	Portland Cement Association
PCI	Prestressed Concrete Institute
SBC	Southern Building Code
SSPC	Steel Structures Painting Council
UBC	Uniform Building Code
UL	Underwriters Laboratories
USDC	United States Department of Commerce
WPCF	Water Pollution Control Federation

**END OF SECTION**

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**SECTION 01 091****APPLICABLE CODES AND STANDARDS****PART 1 - GENERAL****1.01 DESCRIPTION**

- A. Whenever reference is made to conforming to the standards of any technical society, organization, body, code or standard, it shall be construed to mean the latest standard, code, specification or tentative specification adopted and published at the time of advertisement for Bids. This shall include the furnishing of materials, testing of materials, fabrication and installation practices. In those cases where the Contractor's quality standards establish more stringent quality requirements, the more stringent requirement shall prevail. Such standards are made a part hereof to the extent which is indicated or intended.
- B. The inclusion of an organization under one category does not preclude that organizations' standards from applying to another category.
- C. In addition, all work shall comply with the applicable requirements of local codes, utilities and other authorities having jurisdiction.
- D. All material and equipment, for which a UL Standard, an AGA or NSF approval or an ASME requirement is established, shall be so approved and labeled or stamped. The label or stamp shall be conspicuous and not covered, painted, or other-wise obscured from visual inspection.
- E. The standards which apply to this Project are not necessarily restricted to those organizations which are listed in Article 1.02.

**1.02 STANDARD ORGANIZATIONS**

- A. Piping and Valves
 

ACPA	American Concrete Pipe Association
ANSI	American National Standards Institute
API	American Petroleum Institute
ASME	American Society of Mechanical Engineers
AWWA	American Water Works Association
CISPI	Cast Iron Soil Pipe Institute
DIPRA	Ductile Iron Pipe Research Association
FCI	Fluid Controls Institute
MSS	Manufacturers Standardization Society
NCPI	National Clay Pipe Institute
NSF	National Sanitation Foundation
PPI	Plastic Pipe Institute Uni-Bell PVC Pipe Association
- B. Materials
 

AASHTO	American Association of State Highway and Transportation Officials
ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials

- C. Painting and Surface Preparation
- |      |   |
|------|---|
| NACE | National Association of Corrosion Engineers |
| SSPC | Steel Structures Painting Council           |
- D. Electrical and Instrumentation
- |       |  |
|-------|--|
| AEIC  | Association of Edison Illuminating Companies     |
| AIEE  | American Institute of Electrical Engineers       |
| EIA   | Electronic Industries Association                |
| ICEA  | Insulated Cable Engineers Association            |
| IEEE  | Institute of Electrical and Electronic Engineers |
| IES   | Illuminating Engineering Society                 |
| IPC   | Institute of Printed Circuits                    |
| IPCEA | Insulated Power Cable Engineers Association      |
| ISA   | Instrument Society of America                    |
| NEC   | National Electric Code                           |
| NEMA  | National Electrical Manufacturers Association    |
| NFPA  | National Fire Protection Association             |
| TIA   | Telecommunications Industries Association        |
| UL    | Underwriter's Laboratories                       |
| VRCI  | Variable Resistive Components Institute          |
- E. Aluminum
- |      |  |
|------|--|
| AA   | Aluminum Association                             |
| AAMA | American Architectural Manufacturers Association |
- F. Steel and Concrete
- |      |  |
|------|--|
| ACI  | American Concrete Institute                    |
| AISC | American Institute of Steel Construction, Inc. |
| AISI | American Iron and Steel Institute              |
| CRSI | Concrete Reinforcing Steel Institute           |
| NRMA | National Ready-Mix Association                 |
| PCA  | Portland Cement Association                    |
| PCI  | Prestressed Concrete Institute                 |
- G. Welding
- |      |  |
|------|--|
| ASME | American Society of Mechanical Engineers |
| AWS  | American Welding Society                 |
- H. Government and Technical Organizations
- |      |  |
|------|--|
| AIA  | American Institute of Architects           |
| APHA | American Public Health Association         |
| APWA | American Public Works Association          |
| ASA  | American Standards Association             |
| ASAE | American Society of Agricultural Engineers |
| ASCE | American Society of Civil Engineers        |
| ASQC | American Society of Quality Control        |
| ASSE | American Society of Sanitary Engineers     |
| CFR  | Code of Federal Regulations                |
| CSI  | Construction Specifications Institute      |

EDA	Economic Development Administration
EPA	Environmental Protection Agency
FCC	Federal Communications Commission
FMHA	Farmers Home Administration
FS	Federal Specifications
IAI	International Association of Identification
ISEA	Industrial Safety Equipment Association
ISO	International Organization for Standardization
ITE	Institute of Traffic Engineers
NBFU	National Board of Fire Underwriters
(NFPA)	National Fluid Power Association
NBS	National Bureau of Standards
NISO	National Information Standards Organization
OSHA	Occupational Safety and Health Administration
SI	Salt Institute
SPI	The Society of the Plastics Industry, Inc.
USDC	United States Department of Commerce
WEF	Water Environment Federation

I. General Building Construction

AHA	American Hardboard Association
AHAM	Association of Home Appliance Manufacturers
AITC	American Institute of Timber Construction
APA	American Parquet Association, Inc.
APA	American Plywood Association
BHMA	Builders Hardware Manufacturers Association
BIFMA	Business and Institutional Furniture Manufacturers Association
DHI	Door and Hardware Institute
FM	Factory Mutual Fire Insurance Company
HPMA	Hardwood Plywood Manufacturers Association
HTI	Hand Tools Institute
IME	Institute of Makers of Explosives
ISANTA	International Staple, Nail and Tool Association
ISDSI	Insulated Steel Door Systems Institute
IWS	Insect Screening Weavers Association
MBMA	Metal Building Manufacturers Association
NAAMM	National Association of Architectural Metal Manufacturers
NAGDM	National Association of Garage Door Manufacturers
NCCLS	National Committee for Clinical Laboratory Standards
NFPA	National Fire Protection Association
NFSA	National Fertilizer Solutions Association
NKCA	National Kitchen Cabinet Association
NWMA	National Woodwork Manufacturers Association
NWWDA	National Wood Window and Door Association
RMA	Rubber Manufacturers Association
SBC	SBCC Standard Building Code
SDI	Steel Door Institute
SIA	Scaffold Industry Association
SMA	Screen Manufacturers Association
SPRI	Single-Ply Roofing Institute
TCA	Tile Council of America
UBC	Uniform Building Code

J.	Roadways	
	AREA	American Railway Engineering Association
	DOT	Department of Transportation
	SSRBC	Standard Specifications for Road and Bridge Construction, Georgia Department of Transportation
	SSHC	Standard Specification for Highway Construction, 1986 Edition, South Carolina Department of Highways and Public Transportation
K.	Plumbing	
	AGA	American Gas Association
	NSF	National Sanitation Foundation
	PDI	Plumbing Drainage Institute
	SPC	SBCC Standard Plumbing Code
L.	Refrigeration, Heating, and Air Conditioning	
	AMCA	Air Movement and Control Association
	ARI	American Refrigeration Institute
	ASHRAE	American Society of Heating, Refrigeration, and Air Conditioning Engineers
	ASME	American Society of Mechanical Engineers
	CGA	Compressed Gas Association
	CTI	Cooling Tower Institute
	HEI	Heat Exchange Institute
	IIAR	International Institute of Ammonia Refrigeration
	NB	National Board of Boilers and Pressure Vessel Inspectors
	PFMA	Power Fan Manufacturers Association
	SAE	Society of Automotive Engineers
	SMACNA	Sheet Metal and Air Conditioning Contractors National Association
	TEMA	Tubular Exchangers Manufacturers Association
M	Equipment	
	AFBMA	Anti-Friction Bearing Manufacturers Association, Inc.
	AGMA	American Gear Manufacturers Association
	ALI	Automotive Lift Institute
	CEMA	Conveyor Equipment Manufacturers Association
	CMAA	Crane Manufacturers Association of America
	DEMA	Diesel Engine Manufacturers Association
	MMA	Monorail Manufacturers Association
	OPEI	Outdoor Power Equipment Institute, Inc.
	PTI	Power Tool Institute, Inc.
	RIA	Robotic Industries Association
	SAMA	Scientific Apparatus Makers Association

### 1.03 SYMBOLS

Symbols and material legends shall be as scheduled on the Contract Drawings.

**END OF SECTION**

**SECTION 01150****MEASUREMENT AND PAYMENT / ALLOWANCES****PART 1****1.01 GENERAL**

- A. This section identifies each Measurement of Payment for items in the Bid Sheet and describes the methods by which evaluation of work complete will be based. This section should be used to assist in the development of the Construction Schedule, the Schedule of Values and in determination for completion of work. The following measurement criteria shall be used.

**1.02 NON-PAYMENTS**

- A. No separate payment shall be made for the restoration of developed property and the cost shall be included in the overall prices for the execution of the work unless specifically noted otherwise.
- B. No separate payment shall be made for any traffic control, work area protection, recording, safety measures, set-up of equipment, set-up of staging area except as indicated below. Payment for these items shall be part of the unit price bid for each particular item of work.
- C. No separate payment shall be made for providing detail surveys needed for construction. The County shall furnish bench marks, reference points and stakes to establish a base line for locating the principal component of the Work. The Contractor shall be responsible in providing further survey necessary to complete the Work. The Contractor shall carefully preserve the established points, and in case of willful or careless destruction, the Contractor shall be responsible for the costs of reestablishing the bench marks, reference points and stakes.
- D. The contractor shall allow the County a minimum of 15 days after the issue of a RFI. No payment shall be made for "down time".

**PART 2 - MEASUREMENT AND PAYMENT****2.01 SCOPE**

- A. The Bid lists each item of Work for which payment will be made. No payment will be made for any items other than those listed in the Bid.
- B. Required items of work and incidentals necessary for the satisfactory completion of the Work which are not specifically listed in the Bid, and which are not specified in this section to be measured or to be included in one of the items listed in the Bid, shall be considered as incidental to the Work. All costs thereof, including Contractor's overhead costs and profit, shall be considered as included in the lump sum or unit prices bid for the various Bid items. The Contractor shall prepare his Bid accordingly.
- C. Work includes furnishing all plant, labor, equipment, tools, and materials, which are not furnished by the Owner, and performing all operations required to complete the Work satisfactorily, in place, as specified and as indicated on the Drawings, specified or directed by the Construction Manger.

## 2.02 DESCRIPTIONS

- A. Measurement of an item of Work will be by percentage of completion of activities and milestones as indicated on the schedule of value.
- B. Unless otherwise stated in individual sections of the Specifications or in the Bid Schedule, no separate payment will be made for any item of Work, materials, parts, equipment, supplies or related items required to perform and complete the Work. The costs for all such items required shall be included in the Contract Price bid of which it is a part.
- C. Payment will be made at the Contract Price per unit indicated in the Bid, with the total price of the Contract being equal to the Total Bid, as specified and as modified, by extending unit prices multiplied by quantities listed in the Bid and then summing the extended prices to reflect actual work. Such price and payment shall constitute full compensation to the Contractor for furnishing all plant, labor, equipment, tools, and materials not furnished by the Owner, and for performing all operations required to provide to the Owner the entire Project, complete in place, as specified and as indicated on the Drawings.
- D. "Products" shall mean materials or equipment permanently incorporated into the work.
- E. "Provide" shall mean furnish and install.

## 2.03 DESIGN

- A. No separate payment shall be made for any design work or the preparation of shop drawings required in the performance of the Work.

## 2.04 INSTALLATION

- A. All cost for construction, installation, materials and labor shall be included in the unit prices for each line item described in the Schedule of Values. These prices are inclusive of all incidental materials and work necessary to provide a fully functioning and operational security system. The Contractor will expand the Schedule of Values to include items it considers are of substantial value for tracking/payment purposes.
- B. Unless otherwise directed in writing by the Construction Manager and approved by Change Order to the Contract, the total price shall be considered a not to exceed price.

## 2.05 CLEAN-UP, AND TESTING

- A. All cost for clean-up, and testing shall be included in the unit price bid for Construction. The bid prices shall also include all costs for repair or replacement of any damages due to contractor's activities to existing structures, pavement, equipment, utilities or other items that are designated to be removed. Final payment shall not be made for any equipment/system unless both testing and clean-up have been performed satisfactorily for that equipment/system for which payment is being requested.

**SECTION 01200****PROJECT MEETINGS****1.01 DESCRIPTION**

- A. The Construction Manager will schedule and administer the preconstruction meeting.
- B. The Construction Manager shall schedule and administer periodic progress meetings and specially called progress meetings throughout the progress of the work. The Construction Manager shall prepare agenda for these meetings, distribute written notice of each meeting seven days in advance of the meeting date, and make physical arrangements for the meetings. The Construction Manager shall preside at the progress meetings, record the minutes, including all significant proceedings and decisions. The Construction Manager shall reproduce and distribute copies of minutes within three days after each meeting to all participants in the meeting and to all parties affected by decisions made at the meeting.
- C. Representatives of contractors, subcontractors and suppliers attending the meetings shall be qualified and authorized to act on behalf of the entity each represents.
- D. The Construction Manager shall attend progress meetings to ascertain that work is expedited consistent with the Contract Documents and the construction schedules.
- E. Related Requirements:
  - 1. Section 01010: Summary of Work
  - 2. Section 01310: Construction Schedules
  - 3. Section 01340: Shop drawings, Product Data, and Samples

**1.02 PRECONSTRUCTION MEETING**

- A. The Construction Manager will schedule the meeting within 30 days after Notice of Award of Contract.
- B. The location of the meeting will be designated by the Construction Manager.
- C. The following parties shall attend the meeting:
  - 1. County's Representative.
  - 2. Construction Manager and/or Program Manager
  - 3. Resident Project Representative
  - 4. Contractor's Superintendent.
  - 5. Major Subcontractors.
  - 6. Major Suppliers.
  - 7. Others as Appropriate.
- D. Suggested Agenda:
  - 1. Distribution and discussion of:
    - a. List of major subcontractors and suppliers.
    - b. Projected Construction Schedules.
  - 2. Critical work sequencing.
  - 3. Major equipment deliveries and priorities.

4. Project Coordination.
  - a. Designation of responsible personnel
5. Procedures and processing of:
  - a. Field decisions.
  - b. Proposal requests.
  - c. Submittals.
  - d. Change Orders.
  - e. Applications for Payment.
6. Adequacy of distribution of Contract Documents.
7. Procedures for maintaining Record Documents.
8. Use of premises:
  - a. Office work and storage areas.
  - b. County's requirements.
9. Construction facilities, controls and construction aids.
10. Temporary utilities.
11. Safety and first aid procedures.
12. Security procedures.

### 1.03 PROGRESS MEETINGS

- A. The Contractor shall schedule regular bi-weekly meetings and shall hold called meetings as required by progress of the work.
- B. The meetings shall be held at the field office of the Contractor or at other locations made available by the Contractor.
- C. The following parties shall attend the meetings:
  1. Construction Manager, and and/or Program Manager.
  2. Subcontractors as appropriate to the agenda.
  3. Suppliers as appropriate to the agenda.
  4. Others as required.
- D. Suggested Agenda:
  1. Review and approval of minutes of previous meeting.  
(Contractor responsible for meeting minutes)
  2. Review of work progress since previous meeting.
  3. Field observations, problems, and/or conflicts.
  4. Problems which impede Construction Schedule.
  5. Review of off-site fabrication, delivery schedules.
  6. Corrective measures and procedures to regain projected schedule.
  7. Revisions to Construction Schedule.
  8. Plan progress, schedule, during succeeding work period.
  9. Coordination of schedules.
  10. Review submittal schedules; expedite as required.
  11. Maintenance of quality standards.
  12. Review proposed changes for:
    - A. Effect on Construction Schedule and on completion date.
    - B. Effect on other components of the Project.
  13. Other business.

**END OF SECTION NO. 01200**

**SECTION 01310****SCHEDULING OF THE WORK****1. INTRODUCTION**

- A. This Section describes the scheduling and progress reporting requirements of the Contract. The primary objectives of the requirements of this Section are:
1. to insure adequate planning and execution of the Work by the Contractor;
  2. to assist the County and Construction Manager in evaluating the progress of the Work;
  3. to provide for optimum coordination by Contractor of its subconsultants, and of its Work with the work or services provided by the County or any separate consultants; and
  4. to permit the timely prediction or detection of events or occurrences which may affect the timely prosecution of the Work.
  5. to provide a basis of progress of work for invoicing and payment to the Contractor.
- B. Contract Term - The Contract will have a Term that is contained in Section 00020, Invitation for Bid of the contract. This term is the maximum time that the Contract is in effect and constitutes the maximum period of time during which the Work can be accomplished and completed without change order. The Contractor shall prepare their detailed Construction Schedule to be less than or equal to the term of the Contract.

**2. GENERAL SCHEDULING REQUIREMENTS**

- A. The Work of this Contract shall be planned, scheduled, executed, and reported using the critical path method (CPM). The Contractor shall use one of the following software programs to develop its Schedule Submittal:
1. Primavera Project Planner, latest version
  2. SureTrak Project Manager, latest version
  3. Microsoft Project, latest version
- B. The detailed Construction Schedule shall represent the Contractor's commitment and intended plan for completion of the Work in compliance with the Contract completion date and interim milestone dates specified. The detailed Construction Schedule shall take into account all foreseeable activities to be accomplished by any separate Contractors or the County, and interface dates with utility companies, the County's operations, and others. The detailed Construction Schedule shall anticipate all necessary manpower and resources to complete the Work within the dates set forth.
- C. Once approved by the Construction Manager, the detailed Construction Schedule will become the Baseline Schedule and Schedule of Record for coordinating the Work, scheduling the Work, monitoring the Work, reviewing the progress payment requests, evaluating time extension requests, and all other objectives listed above.
- D. The Contractor is responsible for determining the sequence of activities, the time estimates of the detailed construction activities and the means, methods, techniques and procedures to be employed. The detailed Construction Schedule shall represent the Contractor's best judgment of how it will prosecute the Work in compliance with the Contract requirements. The Contractor shall ensure that Detailed Construction Schedule is current and accurate and is properly and timely monitored, updated and revised as Project conditions and the Contract Documents may require.

- E. When there are separate contractors working concurrently on the Project whose work must interface or be coordinated with the Work of the Contractor, the Contractor shall coordinate its activities with the activities of the separate contractors, and the Detailed Construction Schedule shall take into account and reflect such work by others.
- F. The Contractor shall be solely responsible for expediting the delivery of all materials and equipment to be furnished by it so that the progress of construction shall be maintained according to the currently approved Construction Schedule for the Work. The Contractor shall notify the Construction Manager in writing, and in a timely and reasonable manner, whenever the Contractor determines or anticipates that the delivery date of any material or equipment to be furnished by the Contractor will be later than the delivery date indicated by the currently approved Construction Schedule, or required consistent with the completion requirements of this Contract, subject to schedule updates as herein provided.

### 3.0 DETAILED CONSTRUCTION SCHEDULE

- A. Within 14 days after the Notice to Proceed, the Contractor shall submit a detailed Construction Schedule according to the requirements. The Construction Manager will review the Construction Schedule and will return the reviewed copy within the time-period specified for submittals. If required, the Contractor shall resubmit schedule to the Construction Manager making any required revisions within ten (10) days following the return date, and then again similarly for all such partial approvals and the final approval.
- B. The detailed Construction Schedule shall consist of a time-scaled, detailed network graphic representation of all activities that are part of the Contractor's construction plan and an accompanying listing of activity's dependencies and interrelationships. The detailed Construction Schedule submission shall include, but not be limited to, the following information:
  - 1. Project name
  - 2. The Work shall be divided into logical and identifiable subdivisions called activities. All activities will be assigned to a Milestone. The total cost of the all the work represented by all the Milestones shall equal the Total Bid Amount (section 00300). Work shall be further subdivided into Activities as defined below.
  - 3. Activities for all aspects of the work, with durations not exceeding fourteen (14) calendar days for all activities for which the Contractor will perform actual construction work. Material procurement, submittals, concrete curing and other similar activities may exceed fourteen (14) calendar days if approved by the Construction Manager. Related activities, each of duration of five (5) calendar days or less, may be shown as one activity together, if not on the critical path of timely job completion.
  - 4. The Construction schedule shall indicate the Critical Path for the work. This can be accomplished on the Construction Schedule, on a separate schedule.
  - 5. Outage schedules for existing utility services, if any, that will be interrupted during the performance of the Work
  - 6. Acquisition and installation of equipment and materials supplied and/or installed by the County or separate contractors
  - 7. All start dates, milestones, float and completion dates
  - 8. An accounting of the number of workdays anticipated to be lost due to weather. This accounting shall be in accordance with allowable days per month provided elsewhere in the Contract Documents.
  - 9. A tabular report listing all predecessor and successor activities for each activity

10. A legible time scaled network diagram
  11. A listing of the project calendar, indicating the anticipated days of work performance
  12. A CD-ROM in a form and format acceptable to the Construction Manager, of the detailed Construction Schedule including all required submission information resident in the computer system and containing all of the files associated with the schedule; or a legible spreadsheet report with activity number, description, duration and successor activities.
- C. All Milestones and Activities are to appear on the detailed Construction Schedule shall include, but not be limited to, preliminary construction activities, pre-construction meetings, site work, structure erection, roof close-in, exterior wall systems, paving, major material fabrication and delivery, shop drawings submittals, bi-weekly progress meetings, furniture delivery and installation, equipment delivery and installation, coordination requirements, mock-up installations and inspections, dates of Substantial and Final Completion, Certificate of Occupancy inspection, systems testing and instruction, and special County decision points that impact the Work.
- D. Schedule Reports: Schedule submissions will contain the following minimum information for each activity:
- Activity number, description and estimated duration
  - Anticipated start and finish dates
  - Responsibility for activity
  - The cost loading values for each activity.
- E. For all major equipment and materials to be fabricated or supplied for the Project, the Detailed Construction Schedule shall show a sequence of activities including:
1. Preparation of shop drawings and sample submissions
  2. A reasonable time for review of shop drawings and samples or such time as specified in the Contract Documents
  3. Shop fabrication, delivery and storage
  4. Erection or installation
  5. Testing of equipment and materials.
- F. The Contractor shall submit, as a part of the data submitted to the Construction Manager, a narrative report indicating the anticipated allocation by the Contractor of the following resources and work shifts for each activity which he proposes to be utilized on the Project:
1. Labor resources;
  2. Equipment resources; and
  3. Whether it proposes the Work to be performed on single, double or triple shifts, and whether it is to be done on a 5, 6 or 7 day work week basis. (see work hours)
- G The Construction Manager shall have the right to require the Contractor to modify any portion of the Contractor's Detailed Construction Schedule, or Recovery Schedule, including cost loading with the Contractor bearing the expense thereof, which the Construction Manager reasonably determines to be:

1. Impractical;
2. Based upon erroneous calculations or estimates;
3. Unreasonable;
4. Not in compliance with other provisions of the Contract Documents;
5. Required in order to ensure proper coordination by the Contractor of the Work of its sub-contractors and with the work or services being provided by any separate contractor;
6. Necessary to avoid undue interference with the County's operations or those of any utility companies or adjoining property owners;
7. Necessary to ensure completion of the Work by the milestone and completion dates set forth in the Contract Documents;
8. Required in order for the Contractor to comply with the requirements of this Appendix or any other requirements of the Contract Documents; or
9. Not in accordance with the Contractor's actual operations.

#### 4.0 BASELINE SCHEDULE

- A. Upon final approval, the detailed Construction Schedule shall be used as a Baseline Schedule. The Baseline Schedule will be change only under the following circumstances after review and approval of the Construction Manager.
1. An approved Change Order to the Work, which constitutes an adjustment to the original scope of work and requires additional time to complete. The baseline schedule will be change to reflect the additional time of the change order.
  2. Unavoidable delays, not the fault of the Contractor, contained in a time-only approved Change Order. The baseline schedule will have the additional time added to the schedule.
  3. A Change Order approved by the County that has an additional time extension.
  4. A request by the Contractor for a revision to the Detailed Construction Schedule that does not extend the Acceptance Date beyond the term of the Contract.
- B. It should be noted that delays attributed to the Contractor or failure of the Contractor to make major milestones that require a subsequent recovery schedule does not change the baseline (original) schedule. Recovery schedules, when required, will be used until the project regains the baseline schedule or until the Work is complete, the term of the contract reached or the contract terminated. The baseline schedule remains the baseline unless changed by an approved change order or is revised and equals the term of the contract.

#### 5.0 SCHEDULE OF VALUES

- A. As part of the submission of the detailed Construction Schedule, the Contractor shall submit a breakdown of the expected value of each of the schedule activities for which payment will be requested. Activities shall roll-up into Milestones. The total cost of all Milestones will be equal to the Total Bid Amount (section 00300). The cost breakdown of the detailed Construction Schedule shall have a direct correlation to the Schedule of Values to be used as the basis for Applications for Payment.
- B. Draw Down Schedule: Upon acceptance, by the County of the Schedule of Values, the Contractor shall prepare and submit to the County a schedule of draw down payments, referred to as Draw Down Schedule, totaling the Total Amount of Bid. This Draw Down Schedule will be used by the County to anticipate the cash flow needed to meet its financial

obligations under the Design/Build Contract. Any change in the Schedule of Values, as specified below, will require that the Draw Down Schedule be revised and resubmitted.

## **6.0 UPDATING OF CONSTRUCTION SCHEDULE— DESIGN AND CONSTRUCTION PROGRESS REPORTS**

- A. The Contractor shall submit to the Construction Manager an electronic copy of the monthly progress report. A monthly update of the Construction Schedule will be required for all payment requests. The Construction Manager will review the Construction Schedule contained in Monthly Progress Report or payment request to determine the Contractor's actual progress. Prepared by the Contractor, said schedule updates shall set forth current and accurate progress data and shall be based upon the Contractor's best judgment. Said schedule updates shall be prepared by the Contractor in consultation with all principal sub-contractor and suppliers.
- B. The updated Schedule shall show the activities, or portions of activities, completed during the reporting period, the actual start and finish dates for these activities, remaining duration and/or estimated completion dates for activities currently in progress, and quantities of material installed during the reporting period.
- C. At the monthly progress meeting, a total review of the Project will take place including but not limited to, the following:
  - 1. Current update of the Detailed Construction Schedule
  - 2. Anticipated detailed construction activities for the subsequent report period
  - 3. Critical items pending
  - 4. Contractor's requested changes to the detailed Construction Schedule. These changes shall be accompanied by a change order to the scope of work and term or a change order to the term only.
- D. The Contractor shall submit a narrative with the progress report which shall include, but not be limited to, a description of problem areas, current and anticipated delaying factors and their impact, explanations of corrective actions taken or planned, any proposed newly planned activities or changes in sequence, and proposed logic for a Recovery Schedule, if required, as further described herein. The report shall also include:
  - 1. A narrative describing actual work accomplished during the reporting period
  - 2. A list of major construction equipment used on the Project during the reporting period
  - 3. The total number of men by craft actually engaged in the work during the reporting period, with such total stated separately as to office, supervisory, and field personnel
  - 4. A manpower and equipment forecast for the succeeding thirty (30) days, stating the total number of men by craft, and separately stating such total as to office, supervisory and field personnel
  - 5. A list of Contractor supplied materials and equipment, indicating current availability and anticipated job site delivery dates
  - 6. Anticipated changes or additions to Contractor's supervisory personnel.
- E. As part of the updating process, the Construction Manager will calculate, based upon progress data provided by the Contractor and agreed to by the Construction Manager, the value of Work completed based on the sum of the cost loading amounts for all activities, including activities specifically defined for stored materials, less the amount previously paid. Summation of all values of each activity less the appropriate percent of retainage shall be the

maximum amount payable to the Contractor, provided that the Contractor has complied with all requirements of the Contract Documents.

## 7.0 RECOVERY SCHEDULE

- A. Should the updated detailed Construction Schedule, at any time during the Contractor's performance, show, in the sole opinion of the Construction Manager, that the Contractor is fourteen (14) or more days behind schedule for any milestone or completion date for any location or category of work, the Contractor, at the request of the Construction Manager, shall prepare a Recovery Schedule within 5 days, at no additional cost to the County (unless the County is solely responsible for the event or occurrence which has caused the schedule slippage), explaining and displaying how the Contractor intends to reschedule its Work in order to regain compliance with the detailed Construction Schedule.
- B. The Contractor in preparing a recover schedule shall prepare and submit to the Construction Manager a Recovery Schedule, incorporating the best available information from sub-contractors and others that will permit a return to the Detailed Construction (baseline) Schedule at the earliest possible time. The Contractor shall prepare a Recovery Schedule to the same level of detail as the detailed Construction Schedule. The Recovery Schedule shall be prepared in coordination with other separate contractors on the Project.
- C. Within two (2) days after submission of the Recovery Schedule to the Construction Manager, the Contractor and any of the necessary sub-contractors, suppliers, vendors, manufacturers, etc. shall participate in a conference with the Construction Manager to review and evaluate the Recovery Schedule. Each of the participants will give a written commitment to comply with the Recovery Schedule. Within two (2) days of the conference, the Contractor shall submit the revisions necessitated by the review for the Construction Manager's review and approval. The Contractor shall use the approved Recovery Schedule as its plan for returning to the detailed Construction Schedule.
- D. The Contractor shall confer continuously with the Construction Manager to assess the effectiveness of the Recovery Schedule. As a result of these conferences, the Construction Manager will direct the Contractor as follows:
  1. If the Construction Manager determines the Contractor continues behind schedule, the Construction Manager will direct the Contractor to prepare a Schedule Revision. If the submitted Schedule Revisions will exceed the term of the Contract then the Contractor must also submit and change order request. This change order request will be for the amount of time the project has been delayed. All conditions effecting the requested change order and liquidated damages or construction claims that might arise from the delay or from the change order must be included in the Change Order request.
  2. If the Construction Manager determines the Contractor has successfully complied with provisions of the Recovery Schedule, the Construction Manager will direct the Contractor to return to the use of the approved detailed Construction Schedule.

## 8.0 SCHEDULE REVISIONS

- A. If the Contractor cannot recover the detailed Construction Schedule via the Recovery Schedule then the Contractor must prepare a Schedule Revision and if this revision extends the detailed Construction Schedule beyond the term of the Contract, a request for a Change Order must be submitted. If the Schedule does not exceed the term of the contract the Construction Manager can approve the revision that now becomes the new Detailed Construction Schedule and Baseline. If the Term of the Contract is exceeded then a Change

- Order request must be submitted and the schedule revision with reasons for the delay. If the delay is the fault of the Contractor then only the detailed Construction Schedule is revised with the Baseline remaining unchanged. If the delay is County's fault or request or an uncontrollable circumstance then the detailed Construction Schedule and baseline will be revised following approval of the Change Order. Change Orders within Fulton County can take several months. The requests for a Change Order must be well thought out and analyzed to insure that all delays are requested and documented.
- B. Requests for revision will be accompanied by evidence acceptable to the Construction Manager that the Contractor's suppliers, and sub-contractor are in agreement with the proposed revisions. If there are separate contractors on the Project, the approval of the separate contractors shall be obtained to make the proposed schedule revisions. If accepted by the Construction Manager and County, the revisions shall be binding upon the Contractor and all separate contractors on the Project.

## 9.0 FLOAT TIME

- A. Float or slack time associated with one chain of activities is defined as the amount of time between earliest start date and latest start date or between earliest finish date and latest finish date for such activities, as calculated as part of the currently approved Construction Schedule. Float or slack time shown on the currently approved Construction Schedule is not for exclusive use or benefit of either the County or the Contractor and is available for use by either of them according to whichever first needs the benefit of the float to facilitate the effective use of available resources and to minimize the impact of Project problems, delays, impact, acceleration or changes in the Work which may arise during performance. The Contractor specifically agrees that the County or Construction Manager in conjunction with their review activities or to resolve Project problems may use float time. The Contractor agrees that there will be no basis for any modification of the milestone or completion dates or an extension of the Contract Time, or a claim for additional compensation as a result of any Project problem, delay, impact, acceleration, or change order which only results in the loss of available float on the currently approved Construction Schedule.
- B. Float time shown on any Construction Schedule shall not be used arbitrarily by the Contractor in a manner, which, in the opinion of the Construction Manager, unnecessarily delays separate contractors from proceeding with their work in a way which is detrimental to the interests of the County.

**END OF SECTION NO. 01310**

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**SECTION NO.01320  
PROCESS REPORTS AND PHOTOGRAPHS**

## 1.01 GENERAL

- A. The Contractor shall submit to the Construction Manager, on the last day of each week, the daily progress reports for each day worked that week, including the following information:
1. A statement of work performed that day
  2. A manpower report indicating numbers working that day by trade, including subcontractors.
  3. A copy of a delivery receipt of all deliveries, to the project on that day, of the equipment or materials that require approval according to these Specifications.
  4. Weather conditions.
  5. Other data pertinent to the progress of the work.
- B. Prior to the beginning of any work, the Contractor shall take project photographs of the work area to record existing conditions. Following completion of the work, another recording shall be made showing the same area and features as in the pre-construction photographs. All conditions which might later be subject to disagreement shall be shown in sufficient detail to provide a basis for decisions. The pre-construction photographs shall be submitted to the Construction Manager within 25 calendar days after the date of receipt by the Contractor of Notice to Proceed. Post-construction photographs shall be provided prior to final acceptance of the project. Two (2) 8" x 10" color prints of each photographic shot, for a total of thirty (30) shots shall be submitted for the Pre-Construction and Post-Construction Phases.

As the work progresses, the Contractor shall provide record photographs with negatives of all major components of the construction. The photographs shall be taken at least monthly, or more frequently as necessary to provide an appropriate record of the work. A minimum of three (3) 8" x 10" color prints of each photographic shot, for a total of ten (10) shots shall be submitted monthly with each pay request. The photographs shall be representative of the primary work being claimed for during the period under consideration. The view selection will be agreed to with the Construction Manager. Pertinent information will be provided at the bottom front left corner of each photograph, including: project name, Contractor's name, description of subject, orientation, and date and time of exposure. Photographs submitted shall be enclosed back to back in a double face plastic sleeve punched to fit a standard three-ring binder.

Additionally, all photos taken shall be provided to the Construction Manager on CD-ROM at the same time that hardcopies are required.

**END OF SECTION NO. 01320**

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**SECTION NO.01340  
SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES**

1.01 GENERAL

- A. The Contractor shall submit shop drawings, product data and samples as required by the Contract Documents or as requested by the Construction Manager.
- B. Related Requirements:
  - 1. General Conditions

1.02 SHOP DRAWINGS AND PRODUCT DATA

- A. Submit shop drawings, product data, and security equipment indicated in Section 16725.
- B. Submit shop drawings and product data for any additional items of work as necessary for the successful completion of the project.
- C. Shop drawings for any structure shall consist of such detailed plans as may be required for the prosecution of the work but not included in the Drawings. All necessary shop drawings shall be furnished by and through the Contractor. They shall include shop details, erection plans, and bending diagrams for reinforcing steel. Review by the Construction Manager must be obtained before any work involving these plans may be performed. Plans for falsework, centering and form work may also be required, and such cases shall be likewise subject to review by the Construction Manager.
- D. The equipment and options proposed on the manufacturers catalog cut sheet shall be highlighted.

1.03 CONTRACTOR'S RESPONSIBILITIES

- A. Approve shop drawings, product data and samples prior to submission.
- B. Determine and verify:
  - 1. Field measurements and quantities.
  - 2. Field construction criteria.
  - 3. Materials of construction.
  - 4. Catalog numbers and similar data.
  - 5. Conformance with specifications.
- C. Coordinate each submittal with requirements of the work of other submittals and of the Contract Documents.
- D. Notify the Construction Manager in writing, at time of submission, of any deviations in the submittals from the requirements of the Contract Documents in order that, if the deviations are deemed acceptable, suitable action may be taken for proper adjustment. Otherwise, the Contractor will not be relieved of the responsibility for executing the work in accordance with the Drawings and Specifications even though such shop drawings have been reviewed by the Construction Manager.
- E. Fabrication or work which requires submittals shall not begin until return of submittals after the Construction Manager's review.

- F. Keep one set of approved and reviewed shop drawings on the job site at all times.
- G. Produce the required shop drawings.

#### 1.04 SUBMISSION REQUIREMENTS

- A. Make submittals promptly in accordance with approved schedule, and in such sequence as not to cause delay in the work or in the work of any other contractor.
- B. Number of submittals required
  - 1. Shop drawings and product data: The Contractor shall submit seven copies of shop drawings and product data to the Construction Manager for review.
  - 2. Samples: The Contractor shall submit two samples, with tags and properly identified, for each item requiring samples.
- C. Each submission must be accompanied by a consecutively numbered letter of transmittal in duplicate, listing the contents of the submission and identifying each item by reference to Specification Section or Drawing number.
- D. Submittals shall contain:
  - 1. The date of submission and the dates of any previous submissions.
  - 2. The Project title and number.
  - 3. Contract identification.
  - 4. The names of:
    - a. Contractor.
    - b. Supplier.
    - c. Manufacturer.
  - 5. Identification of the product, with the Specification Section number.
  - 6. Field dimensions, clearly identified as such.
  - 7. Relation to adjacent or critical features of the work or materials.
  - 8. Applicable standards, such as ASTM or Federal Specification numbers.
  - 9. Identification of deviations from Contract Documents.
  - 10. Identification of revisions on resubmittals.
  - 11. An 8 inch by 3 inch blank space for Contractor and Construction Manager stamps.
  - 12. Contractor's stamp shall be initialed or signed, certifying to approval of the submittal, to the verification of products, field measurements and field construction criteria, and to the coordination of the information within the submittal with the requirements of the work and of Contract Documents.

- E. Catalog plates and other similar materials that cannot be conveniently labeled shall be bound in suitable covers bearing the identifying data.
- F. Shop drawings shall be accompanied by all required certifications and other such supporting materials, and shall be submitted in such sequence or in such groups that all related items may be reviewed together. When shop drawings cannot be reviewed because the submission is not complete, or because related shop drawings or items have not been received, such shop drawings will be returned without action or will be held until the lacking materials are received. Any delay to the project resulting from the submission of incomplete shop drawing data shall be the responsibility of the Contractor and shall not constitute grounds for a project time extension.
- G. Other special requirements may be listed in the Specifications and/or given to the Contractor at the preconstruction conference.

#### 1.05 RESUBMISSION REQUIREMENTS

- A. Make any corrections or changes to the submittals required by the Construction Manager and resubmit for review.
- B. Shop drawings and product data:
  - 1. Revise initial drawings or data, and resubmit as specified for the initial submittal.
  - 2. Indicate any changes which have been made other than those requested by the Construction Manager.
- C. Samples: Submit new samples as required for initial submittal.

#### 1.06 DISTRIBUTION

- A. Distribute shop drawings and product data which have been reviewed by the Construction Manager to:
  - 1. Job site file.
  - 2. Subcontractors.
  - 3. Supplier or Manufacturer.
  - 4. As requested by Construction Manager.

#### 1.07 CONSTRUCTION MANAGER'S DUTIES

- A. Review submittals with reasonable promptness and in accordance with the shop drawing schedule.
- B. Affix stamp and initials or signature, and indicate whether the review is complete, or resubmittal is required.
- C. Return submittals to the Contractor for distribution, or for resubmission.

#### 1.08 REVIEW OF DRAWINGS

- A. Review of shop drawings will be general, for conformance with the design concept of the project and compliance with the information given in the Contract Documents, and will not include verification of quantities, detailed dimensions, nor adjustments of dimensions to actual field conditions. Review shall not be construed as permitting any departure from the

Contract requirements, as authorization of any increase in price, or as relieving the Contractor of the responsibility for any error in details, dimensions or otherwise that may exist.

- B. Review by the Construction Manager of Contractor's shop drawings does not relieve the Contractor of any responsibility for accuracy of dimensions and details. The Contractor shall be responsible for agreement and conformity of his shop drawings with the Drawings and Specifications.
- C. Allow a minimum of 30 days for the Construction Manager's initial processing of each submittal. This time frame shall also apply to resubmitted shop drawings.

1.09 PAYMENT

- A. The contract price shall include the cost of furnishing all shop drawings, product data and samples. No extra payment will be made for such drawings, data, and samples.

**END OF SECTION NO. 01340**

**SECTION NO.01400  
CONTROL OF MATERIALS**

## 1.01 WORK INCLUDED

- A. The Contractor shall submit to the Construction Manager for review a list of the source of supply for all materials and equipment before orders are placed.

## 1.02 RELATED WORK

- A. Section 01310: Construction Schedule
- B. Section 01340: Shop Drawings, Product Data and Samples
- C. Section 01600: Material and Equipment
- D. Section 01630: Substitutions and Product Options

## 1.03 REFERENCE STANDARDS

- A. American Society of Testing Materials (ASTM)
- B. American Concrete Institute (ACI)

*PART 2 - MATERIALS*

## 2.01 QUALITY OF MATERIALS

- A. Suppliers of reinforcing steel, fabricated metal work, and metal castings may be required to submit guarantees of conformity with Drawings and Specifications.
- B. Representative preliminary samples of the character and quantity prescribed may be submitted by the Contractor or manufacturer for examination and tested in accordance with the standard tests of materials.
- C. Only materials conforming to the requirements of the Specifications and approved by the Construction Manager shall be used in the project.
- D. All materials proposed to be used may be inspected or tested at any time during their preparation and use.
- E. If it is found that the sources of supply which have been accepted do not furnish a uniform product, or if the product from any source proves unacceptable at any time, the Contractor shall furnish material from other acceptable sources.
- F. No material which, after acceptance, has in any way become unfit for use shall be used in the work.

## 2.02 TESTING OF MATERIALS

- A. Unless otherwise specified, standard tests of materials shall be in accordance with the Specifications and tests of the American Society of Testing Materials, and by a commercial testing laboratory approved by the Construction Manager.

- B. Reports of tests shall promptly be furnished to the Construction Manager.
- C. Tests shall be arranged by the Contractor with the cost of all tests paid for by the Contractor unless otherwise specified.

### 2.03 MATERIAL SCHEDULE AND TESTS

- A. The following schedule of materials and the standard tests to which each is to be subjected is given for the Contractor's guidance, latest revision of standard specifications shall apply.
  - 1. Portland Cement:
    - a. Any quantity - Certificate of mill test to be furnished by producers of laboratory tests Made as per ASTM C- 150.
  - 2. Sand: For use in Portland Cement Concrete:
    - a. Any quantity - Tests to indicate conformity with ASTM C-33.
  - 3. Stone and Gravel: For use in Portland Cement Concrete: (Coarse aggregate)
    - a. Any quantity - Similar to Sand
  - 4. Portland Cement Concrete: Cylinder Compression Tests of Concrete placed in the work, from three sets of three cylinders from the same batch of concrete for each day's placing of each class of concrete of each 50 cubic yards or fraction thereof. One set shall be broken at seven days, one at 28 days, and one set held in reserve.
  - 5. Ductile Iron Pipe, and Special Castings:
    - a. Any quantity - Certified tests furnished by foundry; field tests for dimensions, coating and holes; hammer test.
  - 6. Structural Steel:
    - a. Any quantity - Field inspection for rust, shape, and dimensions.
    - b. 25 to 200 tons - Independent shop inspection and certified copies of mill tests.
    - c. For structures and Buildings - See ASTM A-36.
  - 7. Concrete Reinforcement Steel:
    - a. Up to 50 thousand pounds - Field inspection for rust, shape and dimensions.
    - b. 50 thousand pounds and up - Independent laboratory inspection as per ASTM A-615 and A-82

**END OF SECTION NO. 01400**

**SECTION 01420****INSPECTION OF WORK****1.01 CONSTRUCTION MANAGER'S INSPECTION**

- A. The Construction Manager shall have the right of access to and inspection of the work at all times. Materials, equipment and products shall be subject to the Construction Manager's review as specified herein.
- B. The Construction Manager is responsible for general surveillance of the work on behalf of the Owner. The Construction Manager is not responsible for construction means, methods, sequences, or procedures or for safety precautions and programs in connection with the work. The Construction Manager is not responsible for supervision of the work and shall not give instruction to the Contractor's personnel as to methods of execution of the work. The Construction Manager is not responsible for the Contractor's failure to carry out the work in accordance with the Contract Documents.

**1.02 CONTRACTOR'S DUTIES**

- A. The Contractor is responsible for all materials, equipment, methods, and procedures in execution of the work.
- B. The Contractor shall correct to the satisfaction of the Construction Manager any work or material found to be defective or of deficient quality. Such corrections shall be made by the Contractor at no additional expense to the Owner.
- C. The Contractor shall inform the construction manager as to his work areas 24 hours in advance so that the construction manager will be able to open gates and fences for the workmen.

**1.03 RIGHT OF ENTRY**

- A. Representatives of Fulton County, the Environmental Protection Division of the Georgia Department of Natural Resources, and the U.S. Department of Agriculture, Soil Conservation Services and others as may be identified by the Owner shall have access to the work wherever it is in preparation or progress. The Contractor shall provide proper facilities for such access and inspection.

**END OF SECTION 01420**

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**SECTION 01 440****QUALITY CONTROL: CONTRACTOR RESPONSIBILITIES****PART 1 GENERAL**

## 1.1 REFERENCES

A. The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

1. American Society for Testing and Materials (ASTM)

## 1.2 SUBMITTALS

A. A plan to identify personnel, procedures, control, instructions, test, records, and forms to be used for quality control.

B. A report containing record of quality control operations, activities, and tests performed shall be submitted to Construction Manager daily.

C. Weekly Quality Control Reports.

**PART 2 PRODUCTS (NOT USED)****PART 3 EXECUTION**

## 3.1 GENERAL

A. The Contractor is responsible for quality control and shall establish and maintain an effective quality control system in compliance with the Contract requirements. The quality control system shall consist of plans, procedures, and organization necessary to produce an end product, which complies with the Contract Documents. The system shall cover all construction operations, both onsite and offsite, and shall be keyed to the proposed construction sequence.

## 3.2 QUALITY CONTROL PLAN

A. General: The Contractor shall furnish for review by the Construction Manager, not later than 15 calendar days after receipt of Notice to Proceed, a Contractor Quality Control (CQC) Plan proposed to monitor quality of the work. The plan shall identify personnel, procedures, control, instructions, test, records, and forms to be used. Construction will be permitted to begin only after acceptance of the CQC Plan.

B. Content of the CQC Plan:

1. The CQC Plan shall include, as a minimum, the following to cover all construction operations, both onsite and offsite, including work by Contractors, fabricators, suppliers and purchasing agents:

- a. A description of the quality control organization, including a chart showing lines of authority and acknowledgement that the CQC staff shall implement the three phase control system specified hereinafter for all aspects of the work specified. The staff shall include a CQC System Manager who shall report to the Construction Supervisor or someone higher in the Contractor's organization. Construction Supervisor in this context shall mean the individual with responsibility for the overall management of the project including quality and production.
  - b. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a quality control (QC) function.
  - c. Procedures for scheduling, reviewing, certifying, and managing submittals, including those of Contractors, suppliers and purchasing agents. These procedures shall be in accordance with Section 01300, SUBMITTALS.
  - d. Submittal register.
  - e. Procedures for correcting nonconforming work.
  - f. Testing requirements associated with the project.
- C. Approval of Plan: Approval of the Contractor's plan is required prior to the start of construction. Approval is conditional and will be predicated on satisfactory performance during the construction. Construction Manager reserves the right to require the Contractor to make changes in his CQC plan and operations, as necessary, to obtain the quality specified.
- D. Notification of Changes: After approval of the CQC plan, the Contractor shall notify Construction Manager in writing a minimum of 7 calendar days prior to any proposed change. Proposed changes are subject to acceptance by Construction Manager.

### 3.3 PRE-CONSTRUCTION OR KICK-OFF MEETING

- A. During the Preconstruction Conference or prior to approval by Construction Manger of the CQC Plan, the Contractor shall meet with Construction Manager and discuss the Contractor's quality control system. During the meeting, a mutual understanding of the system details shall be developed, including the forms for recording the CQC operations, control activities, testing, administration of the system for both onsite and offsite work, and the interrelationship of Contractor's management and control with Construction Manager. There may be occasions when subsequent conferences will be called, by either party, to reconfirm mutual understandings and/or address deficiencies in the CQC system or procedures which may require corrective action by the Contractor.

### 3.4 SUBMITTAL REVIEW

- A. The CQC organization shall be responsible for certifying that all submittals are in compliance with the Contract Documents.

### 3.5 CONTROL

- A. Contractor Quality Control is the means by which the Contractor ensures that the construction, to include that of second-tier Contractors and suppliers, complies with the requirements of the Contract Documents. The controls shall be adequate to cover all construction operations, including both onsite and offsite fabrication, and will be keyed to the proposed construction sequence. The controls shall include at least three phases of control to be conducted by the CQC System Manager for all definable features of work, as follows:
1. Preparatory Phase: The phase shall be performed prior to beginning work on each definable feature of work and shall include:
    - a. A review of each paragraph of applicable specifications.
    - b. A review of the Contract Drawings.
    - c. A check to assure that all materials and/or equipment have been tested, submitted, and approved.
    - d. A check to assure that provisions have been made to provide required control inspection and testing.
    - e. Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the Contract Documents.
    - f. A physical examination of required materials, equipment, and sample work to assure that they are on hand, conform to approve submittal data, and are properly stored.
    - g. A review of the appropriate activity hazard analysis to assure that both safety and health requirements are met.
    - h. Discussion of procedures for constructing the work including repetitive activities. Document construction tolerances and workmanship standards for that phase of work.
    - i. A check to ensure that any required submittals for the work to be performed has been accepted by Construction Manager.
    - j. Construction Manager shall be notified at least 48 hours in advance of beginning any of the required action of the preparatory phase. This phase shall include a meeting conducted by the CQC System Manager and attended by the superintendent, other CQC personnel (as applicable), and the foreman responsible for the definable feature. The results of the preparatory phase actions shall be documented by separate minutes prepared by the CQC System Manager and attached to the next QC report submitted. The Contractor shall instruct applicable workers as to the acceptable level of workmanship required in order to meet Contract Specifications.
  2. Initial Phase: This phase shall be accomplished at the beginning of a definable feature of work. The following shall be accomplished:
    - a. A check of preliminary work to ensure that it is in compliance with Contract requirements. Review minutes of the preparatory meeting.
    - b. Verification of control inspection and testing necessary to document full Contract compliance.
    - c. Establish level of workmanship and verify that it meets minimum acceptable workmanship standards.

- d. Resolve all differences.
  - e. Check health and safety to include compliance with and upgrading of the health and safety plan and activity hazard analysis. Review the activity hazard analysis with each worker.
  - f. Construction Manager shall be notified at least 48 hours in advance of beginning the initial phase. Separate minutes of this phase shall be prepared by the CQC System Manager and attached to the next QC report submitted. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.
  - g. The initial phase should be repeated for each new crew to work onsite, or any time acceptable specified quality standards are not being met.
3. Follow-up Phase: Daily checks shall be performed to assure continuing compliance with Contract requirements, including control testing, until completion of the particular definable feature of work. The checks shall be made a matter of record in the CQC documentation. Final follow-up checks shall be conducted and all deficiencies corrected prior to the start of additional features of work, which may be affected by the deficient work. The Contractor shall not build upon, conceal, or fail to repair nonconforming work.

### 3.6 TESTS

- A. Testing Procedure: The Contractor shall perform tests specified or required to verify that control measures are adequate to provide a product which conforms to Contract requirements. Testing includes operation and/or acceptance tests when specified. The Contractor shall procure the services of a testing laboratory. A list of tests to be performed shall be furnished as a part of the CQC plan. The list shall give the test name, frequency, specification paragraph containing the test requirements, the personnel, and laboratory responsible for each type of test, and an estimate of the number of tests required. The Contractor shall perform the following activities and record and provide the following data:
1. Verify that testing procedures comply with Contract requirements.
  2. Verify that facilities and testing equipment are available and comply with testing standards.
  3. Check test instrument calibration data against certified standards.
  4. Verify that recording forms and test identification control number system, including all of the test documentation requirements, have been prepared.
  5. Results of all tests taken, both passing and failing tests, shall be recorded for the date taken. Specification paragraph reference, location where tests were taken, and the sequential control number identifying the test will be given. Actual test reports may be submitted later, if approved by the Contractor, with a reference to the test number and date taken. An information copy of tests performed by an offsite or commercial test facility shall be provided directly to Construction Manager. Failure to submit timely test reports, as stated, may result in nonpayment for related work performed and disapproval of the test facility for this Contract.

- B. Offsite Testing Laboratories:
  - 1. Capability Check: Construction Manager reserves the right to check laboratory equipment in any proposed laboratory for compliance with the standards set forth in the Contract Documents and to check the laboratory technician's testing procedures and techniques. Laboratories utilized for testing soils, concrete, asphalt, and steel shall meet criteria detailed in ASTM D3740 and ASTM E329.
- C. Onsite Testing Laboratories: Construction Manager reserves the right to utilize the Contractor's onsite testing laboratory and equipment to make assurance tests and to check the Contractor's testing procedures, techniques, and test results at the Contractor's sole expense.
- D. Furnishing or Transportation of Samples for Testing: Samples of materials for test verification and acceptance testing by Construction Manager shall be delivered to Construction Manager. Coordination for each specific test, exact delivery location, and dates shall be made with Construction Manager.

### 3.6 DOCUMENTATION

- A. Content of Report: The Contractor shall maintain current records of quality control operations, activities, and tests performed, including the work of Contractors and suppliers. These records shall be in a form approved by Construction Manager and shall include factual evidence that required quality control activities and/or tests have been performed, including but not limited to the following:
  - 1. Construction Manager/Contractor area of responsibility.
  - 2. Operating plant/equipment with hours worked, idle, or down for repair.
  - 3. Work performed each day, giving location, description, and by whom.
  - 4. Test and/or control activities performed with results and references to Specifications and QC plan requirements. The QC phase should be identified (Preparatory, Initial, Follow-Up). List deficiencies noted along with corrective action.
  - 5. Material received with statement as to its acceptability in storage.
  - 6. Identify submittals reviewed, with Contract reference, by whom, and action taken.
  - 7. Offsite surveillance activities, including actions taken.
  - 8. Job safety evaluations stating what was checked, results, and instructions or corrective actions.
  - 9. List instructions given/received and conflicts in Drawings and/or Specifications.
  - 10. Contractor's verification statement. These records shall cover both conforming and deficient features and shall include a statement that equipment and materials incorporated in the work and workmanship comply with the Contract Documents.
  - 11. Indicate a description of trades working on the project; the number of personnel working; weather conditions encountered; and any delays encountered.

- B. Frequency of Reporting: The original and one copy of the records in report form shall be furnished to Construction Manager for each week period of work. As a minimum, one report shall be prepared and submitted for every 7-day period. All calendar days shall be accounted for throughout the life of the Contract. The reports shall be submitted within 24 hours following the 7-day period reported. Reports shall be signed and dated by the CQC System Manager. The report from the CQC System Manager shall include copies of test reports and copies of reports prepared by all subordinate quality control personnel.

### 3.7 NOTIFICATION OF NONCOMPLIANCE

- A. Construction Manager will notify the Contractor of any noncompliance with the foregoing requirements. The Contractor shall, after receipt of such notice, immediately take corrective action. If the Contractor fails or refuses to comply promptly, Construction Manager may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders shall be made the subject of claim for extension of time, or for excess costs or damages by the Contractor.

**END OF SECTION 01 440**

**SECTION NO.01500****CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS**

## 1.01 WORK INCLUDED

- A. The work covered by this Section includes furnishing all labor, equipment, and materials required for temporary control of construction operations.

## 1.02 PUMPING

- A. The Contractor shall furnish and operate pumping and appurtenant piping for dewatering, flow rerouting, or any similar purposes.
- B. Pumping equipment which could disturb the public shall be operated only during a standard work day or as approved by the Construction Manager.
- C. No discharge of raw sewage will be permitted to area water courses under any circumstances.

## 1.03 TEMPORARY FACILITIES

- A. The Contractor shall provide all temporary facilities for water, heat, electric light, and power as required for the work during the entire period of operations. Contractor shall be responsible for payment of utilities costs for the duration of construction.
- B. The Contractor shall provide temporary toilets as required and shall maintain them in a sanitary condition for the duration of the work and remove them at completion.
- C. On or before the completion of the work, the Contractors shall remove all temporary facilities, together with all rubbish and trash, as directed by the Construction Manager.

## 1.04 STORAGE

- A. The Contractor shall secure adequate storage to accommodate the required equipment, vehicles, and materials for the period of performance of the Contract.

## 1.05 CONTRACTOR'S OFFICE (NOT USED IN THIS CONTRACT)

- A. The Contractor shall maintain an office convenient to the site of the work during the period of construction, at which he or his authorized agent shall be while work is in progress. The size of the office shall be as required for general use and to provide space for project meetings. Furnishings shall be provided as necessary. The office shall be provided with telephone service. Copies of the Contract, Drawings and Specifications and approved shop drawings shall be kept on file at this office for reference at any time. The Contractor's attention is directed to Section 01720, Project Record Documents of these Specifications. Notices, instructions, orders, directions or other communications from the Construction Manager, left at this office, shall be considered as received by the Contractor.

## 1.06 COUNTY'S/CONSTRUCTION MANAGER'S FIELD (NOT USED IN THIS CONTRACT)

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**1.07 CONSTRUCTION UTILITIES**

- A. The plant permanent lighting and power systems, may be utilized, if available, to provide light and power to construction offices, and for construction purposes. The Contractor shall pay all power company installation and use charges for the electrical energy utilized for the construction related power and light. The Contractor shall make his own arrangements at his own expenses for obtaining the water supply necessary for construction purposes, and he shall pay for all water consumed during construction.

**1.08 TEMPORARY BUILDINGS (NOT USED IN THIS CONTRACT)****1.09 REMOVAL**

- A. The Contractor shall remove temporary facilities from the site of the work when so notified by the Construction Manager.

**1.10 USE OF PREMISES**

- A. The Contractor shall not load nor permit any part of any structures to be loaded with a weight which will endanger its safety.
- B. The Contractor shall confine his apparatus, the storage of materials and the operations of his workmen to the limits defined by laws, ordinances, permits or directions of the Construction Manager and shall not unduly encumber the premises with his materials.
- C. The Contractor shall enforce the instructions of the Construction Manager regarding signs, advertisements, fire and smoking.

**1.11 MAINTENANCE DURING CONSTRUCTION**

- A. The Contractor shall maintain, at his expense, the work during construction and until final acceptance of all work under the Contract. Continuous and effective work shall be prosecuted day by day, with adequate equipment and forces as required to keep the backfill, pavement, structures, pipe lines and other features in satisfactory and acceptable condition at all times.
- B. In the event the Contractor fails to remedy any unsatisfactory situation, within twenty-four hours after receipt of written notice from the Construction Manager describing the unsatisfactory conditions, the County may be immediately proceed with adequate forces and equipment to maintain the project, and the entire cost of this maintenance will be deducted from the monies otherwise due the Contractor under the Contract.
- C. As an alternative to the above specified maintenance, the cost of all of the items which are not properly maintained may be deducted at the Contract Prices from the current partial payment request even if such items have been paid for in previous estimates.

**1.12 CLEAN-UP AND DISPOSAL**

- A. At the end of each day's operation, the Contractor shall thoroughly clear the work site of all dirt or debris, and generally restore the site to an acceptable condition. Upon completion of the work, all excess material and rubbish shall be removed from the job site and disposal of. The surrounding construction area shall be left in as good a condition as that which existed prior to construction.

- B. The Contractor shall transport and expeditiously dispose of all materials removed from the construction site. Disposal shall be at a site approved by the Construction Manager at no additional cost to the County, and in a manner consistent with all applicable codes and regulations.

#### 1.13 TRAFFIC CONTROLS

- A. The Contractor shall provide all signs, barriers, markers, and flagmen as required to maintain traffic.
- B. The Contractor shall maintain traffic at all times, as practicable.
- C. No road shall be closed to traffic without the approval of the Construction Manager.
- D. Open trenches adjacent to traveled rights-of-way shall be properly barricaded, bridged, or otherwise maintained safe for traffic.

#### 1.14 ACCESS ROADS

- A. Streets, road and drives used by the Contractor for access to and from the site of the work shall be protected from damage caused by the normal traffic of vehicles used for or in connection with construction work. Any such damage done shall be repaired immediately and left in good condition at the end of the construction period. Any new access road construction shall be all weather and have drainage structures placed as shown or as required.

#### 1.15 RESTORATION OF PAVING

- A. The Contractor shall restore in a neat and acceptable manner all streets, roadways, or other areas where trenches have been opened.
  - 1. Bituminous concrete, and prime and seal paving shall be restored so that the wearing surface and base course shall each be one and one-half times the original thickness.
  - 2. Gravel surfacing shall be restored to its original thickness with a size gravel to match the existing, but in no case shall restored surfacing be less than 4 inches.
- B. The Contractor shall restore concrete curbs, gutters, and walks to the size and shape as were existing. Damaged sections shall be replaced with complete new sections. Patching of damaged sections will not be permitted.

#### 1.16 RESTORATION OF DEVELOPED PROPERTY

- A. The Contractor shall replace or restore as nearly as practicable to their original condition, all clothes line posts, mailboxes, fences, lawns, hedges, shrubs and other such items which have been disturbed by the performance of the work.
- B. The Contractor shall reseed, mulch and maintain trenches in lawn until 4 inch stand of grass has been produced. Seed shall be of the type to produce a stand of grass similar to the existing.

## 1.17 TREE AND PLANT PROTECTION

- A. The Contractor shall preserve and protect existing trees and plants at the site which are designated to remain and those adjacent to the site.
- B. Temporary barriers to a height of six feet shall be provided around each tree, or around each group of trees, or around plants to be protected.
- C. The Contractor shall carefully supervise excavating, grading and filling, and subsequent construction operations to prevent damage.
- D. The Contractor shall consult with the Construction Manager, and remove those roots and branches which interfere with construction.
- E. The Contractor shall replace, or suitably repair, trees and plants designated to remain, which have been damaged or destroyed due to construction operation.
- F. Reasonable care shall be taken during construction to avoid damage to vegetation. Ornamental shrubbery and tree branches shall be temporarily tied back, where appropriate, to minimize damage. Trees which receive damage to branches shall be trimmed of those branches to improve the appearance of the tree. Tree trunks receiving damage from equipment shall be treated with a tree dressing.

## 1.18 SOIL EROSION

- A. The Contractor shall be required to take the necessary steps to minimize siltation and soil erosion during construction. This work shall consist of furnishing all labor, equipment, and materials and performing all operations in connections with the construction, installation, and maintenance of all erosion and pollution controls through the use of berms, sediment basins, mulches, hay erosion checks, ditches, debris filters, and other devices.
- B. Temporary pollution control shall be coordinated with the permanent landscape program to assure economical, effective and continuous erosion control throughout the construction period.

**END OF SECTION NO. 01500**

**SECTION NO.01540****JOB SITE SECURITY****PART 1 - GENERAL****1.01 BARRICADES, LIGHTS and SIGNALS**

- A. The Contractor shall furnish and erect such barricades, fences, lights and danger signals and shall provide such other precautionary measures for the protection of persons or property and of the Work as necessary. Barricades shall be painted in a color that will be visible at night. From sunset to sunrise, the Contractor shall furnish and maintain at least one light at each barricade and sufficient numbers of barricades shall be erected to keep vehicles from being driven on or into any Work under construction.
- B. The Contractor will be held responsible for all damages to the Work due to failure of barricades, signs and lights and whenever evidence is found of such damage, the Contractor shall immediately remove the damaged portion and replace it at the Contractor's cost and expense. The Contractor's responsibility for the maintenance of barricades, signs and lights shall not cease until the Project has been accepted by the County.
- C. The Contractor shall employ, when necessary, watchmen on the work and shall, when necessary, erect and maintain such strong and suitable barriers and such light as will effectively prevent the happening of any accident to health and/or property. Lights shall be maintained for the hours between sunset to sunrise.

**END OF SECTION NO. 01540**

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**SECTION NO.01562****DUST CONTROL**

## PART 1 - GENERAL

## 1.01 SCOPE

- A. Limit blowing dust caused by construction by applying water or employing other appropriate means or methods to maintain dust control subject to the approval of the County. As a minimum, this may require the use of a water wagon twice a day to suppress dusty conditions.

## 10.2 PROTECTION OF ADJACENT PROPERTY

- A. The Bidders shall visit the site and note the buildings, landscaping, roads, parking areas, and other facilities near the Work site that may be damaged by their operations. The Contractor shall make adequate provision to fully protect the surrounding area and will be held fully responsible for all damages resulting from Contractor's operations.
- B. Protect all existing facilities (indoors and out) from damage by dust, spray or spills (indoors or out). Protect motors, bearings, electrical gear, instrumentation and building or other surfaces from dirt, dust, welding fumes, paint spray, spills or droppings causing wear, corrosion, malfunction, failure or defacement by enclosure, sprinkling or other dust palliatives, masking and covering, exhausting or containment.

**END OF SECTION NO. 01562**

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**SECTION NO. 01600  
MATERIAL AND EQUIPMENT****PART 1 – GENERAL**

## 1.01 SCOPE

- A. These requirements for material and equipment apply, in general, to all equipment. They supplement the detailed equipment specifications. In case of conflict, the detailed material and equipment specification shall govern.

## 1.02 COORDINATION

- A. The Contractor shall assume full responsibility for the coordination of the installation of all equipment, materials and products furnished under these Contract Documents. The Contractor shall be completely responsible for verification that all structures, piping and equipment components furnished by him and/or his subcontractors and suppliers are compatible.

## 1.03 PATENT ROYALTIES

- A. All royalties and fees for patents covering materials, articles, apparatus, devices, or equipment shall be included in prices bid by the Contractor. Attention is directed to the requirements of the General Conditions concerning patents.

## 1.04 ERECTION AND SETTING

- A. The Contractor shall take all measurements necessary to properly fit his work in the field, and he shall be governed by and responsible for those measurements and the proper working out of all details.

## 1.05 SPECIAL TOOLS AND ACCESSORIES

- A. Equipment, including valves and hydrants, requiring periodic repair and adjustment shall be furnished complete with all special tools, instrument, and accessories required for proper maintenance. Equipment requiring special devices for lifting or handling shall be furnished complete with those devices.

## 1.06 PAINTING

- A. Unless otherwise specified in the detailed specifications, all equipment including valves and hydrants shall be hop painted. Shop painting shall consist of preparing surfaces in accordance with the requirements of the manufacturer and applying the manufacturer's standard primer.

## 1.07 TRANSPORTATION HANDLING AND STORAGE

- A. The Contractor shall be responsible for providing satisfactory storage facilities which are acceptable to the Construction Manager. In the event that satisfactory facilities cannot be provided on site, a satisfactory warehouse, acceptable to the Construction Manager, will be provided by the Contractor for such time until equipment, materials, and products can be accommodated at the site.

- B. The Contractor shall be responsible for the maintenance and protection of all equipment, materials, and products placed in storage and shall bear all costs of storage, preparation for transportation, transportation, rehandling and preparation for installation.

**END OF SECTION NO. 01600**

**SECTION 01 610****TRANSPORTATION AND HANDLING****PART 1 GENERAL****1.01 SCOPE**

- A. The Contractor shall provide transportation of all equipment, materials and products furnished under these Contract Documents to the Work site. In addition, the Contractor shall provide preparation for shipment, loading, unloading, handling and preparation for installation and all other work and incidental items necessary or convenient to the Contractor for the satisfactory prosecution and completion of the Work.
- B. All equipment, materials and products damaged during transportation or handling shall be repaired or replaced by the Contractor at no additional cost to the Owner prior to being incorporated into the Work.

**1.02 TRANSPORTATION**

- A. All equipment and materials shall be suitably boxed, crated or otherwise protected during transportation.
- B. Where materials will be installed using existing cranes or hoisting equipment, the Contractor shall ensure that the weights of the assembled sections do not exceed the capacity of the cranes or hoisting equipment.

**1.03 HANDLING**

- A. All equipment, materials and products shall be carefully handled to prevent damage or excessive deflections during unloading or transportation.
- B. Lifting and handling drawings and instructions furnished by the manufacturer or supplier shall be strictly followed. Eyebolts or lifting lugs furnished on the equipment shall be used in handling the equipment. Shafts and operating mechanisms shall not be used as lifting points. Spreader bars or lifting beams shall be used when the distance between lifting points exceeds that permitted by standard industry practice.
- C. Under no circumstances shall equipment or products such as pipe, structural steel, castings, reinforcement, lumber, piles, poles, etc., be thrown or rolled off of trucks onto the ground.
- D. Slings and chains shall be padded as required to prevent damage to protective coatings and finishes.

**END OF SECTION 01 610**

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**SECTION 01 611****STORAGE AND PROTECTION****PART 1 GENERAL****1.01 SCOPE**

The work under this Section includes, but is not necessarily limited to, the furnishing of all labor, tools and materials necessary to properly store and protect all materials, equipment, products and the like, as necessary for the proper and complete performance of the Work.

**1.02 STORAGE AND PROTECTION****A. Storage**

1. Maintain ample way for foot traffic at all times, except as otherwise approved by the Engineer.
2. All property damaged by reason of storing of material shall be properly replaced at no additional cost to the Owner.
3. Packaged materials shall be delivered in original unopened containers and so stored until ready for use.
4. All materials shall meet the requirements of these Specifications at the time that they are used in the Work.
5. Store products in accordance with manufacturer's instructions.

**B. Protection**

1. Use all means necessary to protect the materials, equipment and products of every section before, during and after installation and to protect the installed work and materials of all other trades.
2. All materials shall be delivered, stored and handled to prevent the inclusion of foreign materials and damage by water, breakage, vandalism or other causes.
3. Substantially constructed weathertight storage sheds, with raised floors, shall be provided and maintained as may be required to adequately protect those materials and products stored on the site which may require protection from damage by the elements.

**C. Replacements:** In the event of damage, immediately make all repairs and replacements necessary for the approval of the Engineer and at no additional cost to the Owner.

**D.** Equipment and products stored outdoors shall be supported above the ground on suitable wooden blocks or braces arranged to prevent excessive deflection or bending between supports. Items such as pipe, structural steel and sheet construction products shall be stored with one end elevated to facilitate drainage.

**E.** Unless otherwise permitted in writing by the Engineer, building products and materials such as cement, grout, plaster, gypsumboard, particleboard, resilient flooring, acoustical tile, paneling, finish lumber, insulation, wiring, etc., shall be stored indoors in a dry location.

Building products such as rough lumber, plywood, concrete block and structural tile may be stored outdoors under a properly secured waterproof covering.

- F. Tarps and other coverings shall be supported above the stored equipment or materials on wooden strips to provide ventilation under the cover and minimize condensation. Tarps and covers shall be arranged to prevent ponding of water.

**END OF SECTION 01 611**

**SECTION NO.01630****SUBSTITUTION AND PRODUCT OPTIONS****PART 1 – GENERAL****1.01 EQUIPMENT BIDS**

- A. Equipment bids shall be submitted in accordance with the procedures set forth in the Instruction to Bidders.

**1.02 MATERIAL AND EQUIPMENT LIST**

- A. Within 30 days after Notice of Award, the Contractor shall submit for approval a complete list of materials and equipment proposed for use in connection with the project. Partial lists submitted from time to time will not be considered.
- B. After any material or piece of equipment has been approved, no change in brand or make will be permitted unless satisfactory written evidence is presented to prove that the manufacturer cannot make scheduled delivery of approved material or that material delivered has been rejected and the substitution of a suitable material is an urgent necessity, or that other conditions have become apparent which indicates that approval of such other material is in the best interest of the County.

**1.03 SUBMISSIONS FOR PRODUCT SUBSTITUTION**

- A. Product substitutions may be proposed by the Contractor in accordance with procedures outlined in the Instructions to Bidders, as indicated by the “or equal” phrase appearing throughout these Specifications, provided the substitute product is equal to or better than named products except as noted otherwise.
- B. The Contractor shall furnish sufficient detailed information so that an evaluation can be made of any proposed “equal” product. This information shall be submitted with the shop drawings. Submission of inadequate or incomplete information as required to properly evaluate a proposed “or equal” product will be sufficient grounds for rejection. Submission shall include, but is not limited, to the following:
  - 1. Performance capabilities.
  - 2. Materials and construction details.
  - 3. Manufacturer’s production and service capabilities.
  - 4. Evidence of proven reliability.
  - 5. Specific references to characteristics either superior or inferior to specified requirements.
  - 6. Detailed estimate of operating and maintenance costs.

**1.04 EVALUATION OF PRODUCT SUBSTITUTIONS**

The information required to be furnished for evaluation of product substitutions will be evaluated as follows:

- A. Performance capabilities, and materials and construction details will be evaluated based upon conformance with the Specifications. Products that do not conform to the Specifications will not be acceptable.

- B. Manufacturer's production and service capabilities, and evidence of proven reliability will be acceptable if the following is furnished:
1. Written evidence that the manufacturer has not less than three years experience in the design and manufacture of the substitute product.
  2. Written evidence of at least one application, of a type and size similar to the proposed substitute product, in successful operation for a period of at least one year.
  3. In lieu of furnishing evidence of a manufacturer's experience and successful operation of an application of the product to be substituted, the Contractor may furnish a cash deposit or bond, which will guarantee replacement if the product furnished, does not satisfy the other requirements specified in this section. The amount of cash deposit or bond will be subject to the approval of the Construction Manager.
- C. Specific reference to characteristics either superior or inferior to specified requirements will be evaluated based on their net effect on the project. Products with any characteristics inferior to those specified will not be acceptable unless offset by characteristics that, in the opinion of the Construction Manager, will cause the overall effect of the product on the project to be at least equal to that of those specified.
- D. The detailed estimate of operating and maintenance costs will be evaluated based on comparison with similar data on the specified products. Proposed substitute products which have an operating and maintenance costs, which, in the opinion of the Construction Manager, exceeds that of the specified products, will not be considered equal and will not be acceptable.

#### 1.05 REIMBURSEMENT

- A. The Contractor shall be responsible for all costs associated with the product substitutions, which require major design changes to related, or adjacent work made necessary by the substitutions.

**END OF SECTION NO. 01630**

**SECTION 01651****TRAINING AND MAINTENANCE AGREEMENT****PART 1- GENERAL**

## 1.01 WORK INCLUDED:

- A. Contractor shall arrange for instructional classes for the county employees benefit on the operation and maintenance of the equipment installed in this project.
- B. Contractor shall provide an alternate price for maintenance on the equipment items listed below for a period of one year from the date of final acceptance.

## 1.02 RELATED WORK COVERED ELSEWHERE [NOT USED]

## 1.03 JOB CONDITIONS:

- A. Classes on each particular type of equipment shall be conducted by manufacturer's representation, equipment installers, or special persons authorized by the factory and who have the ability to conduct training classes.
- B. The complete training classes will be recorded on standard video tape cassettes. Contractor shall arrange for a video camera, stand, suitable light and a trained camera operator and shall tape the entire content of each class session. Each major topic shall be recorded on a separate cassette and shall be placed in a box labeled to identify the contents. Any tape not found to be of good quality with audible sound qualities shall be remade complete. Provide the Government with one (1) set of all cassettes.

**PART 2.00 PRODUCTS [Not Used]****PART 3.00 EXECUTION**

## 3.01 INSTRUCTIONAL CLASSES:

- A. Contractor shall arrange and conduct classes in the operation and maintenance of all equipment installed under this contract. Contractor shall schedule all classes with the Contracting Officer's Representative 24 calendar days prior to training. Length of classes shall be determined by the time required to adequately cover all aspects of operation and maintenance, including "hands-on" instructions, where appropriate. The classes shall be conducted on consecutive days from 8:00 a.m. until 4:00 p.m., unless other arrangements are approved by the Contracting Officer.
- B. The classes shall be conducted by persons qualified in the installation, operation, and maintenance of the equipment and shall be scheduled at the conclusion of the Work at such time as the various systems are fully operational.

- C. Classes will be based on the Operational and Maintenance Manual prepared by the Contractor. Topics for classes are as follows:
1. Operator Training (County Staff)
  2. Overview of Operational and Maintenance Manuals
  3. Equipment Identification and Description
  4. Routine Operation Parameters & Safety Concerns
  5. Troubleshooting
  6. Routine Maintenance
  7. Maintaining Hardware
- D. Classes shall include "hands-on" experience for operation and maintenance items. Contractor shall furnish lists of recommended maintenance lubricants and other items necessary to maintain the equipment on a day to day basis.
- E. Contractor shall demonstrate maintenance for each equipment type by actually performing recommended maintenance on the installed machinery. One session will include a "step-by-step" procedure for starting and shutting down the various systems and will be accompanied with typewritten instructions, tips and recommendations. Contractor to furnish all lubricants, or other maintenance items necessary to demonstrate the O & M procedures.

3.02 MAINTENANCE AGREEMENT:

- A. Contractor shall provide scheduled maintenance and service calls for the installed equipment items for a period of one year from the date of final acceptance. Provide complete repair service on equipment items within a 48 hr. interval and/or as recommended by the construction manager.

**END OF SECTION 01651**

## SECTION 01700

### PROJECT CLOSEOUT

#### 1.0 GENERAL REQUIREMENTS

- A. Comply with requirements for administrative procedures stated in this and other sections of the Project Manual in closing out the Work. Closeout procedures are summarized in this Section.
- B. Contract requirements shall be met when design and construction activities have successfully produced, in order, completion of these three closeout stages:
  - 1. Substantial Completion
  - 2. Final Completion
  - 3. Final Payment
- C. The Contractor shall provide all written notices and supporting documentation as described in Paragraphs 2 and 3 below when requesting Substantial Completion and Final Completion, respectively. Partial submittals of the required documents shall not represent a valid request, and the County and Construction Manager shall not be liable for any delays in the Substantial and Final Completion dates arising therefrom.

#### 2.0 SUBSTANTIAL COMPLETION

- A. Reference the *Owner-Contractor Agreement*, regarding Substantial Completion.
- B. When the Work is substantially complete, the Contractor shall submit to the Construction Manager:
  - 1. A written notice that the Work, or designated portion thereof, is substantially complete.
  - 2. A list of items to be completed or corrected (hereinafter referred to as a "Punch List").
  - 3. A request for a Substantial Completion inspection on a date acceptable to the County and the Construction Manager.
  - 4. Project record documents, operation & maintenance manuals, warranties, and certificates for review and approval.
- C. Within a reasonable time after receipt of such notice, the Construction Manager, the Contractor, and at its option, the County, will make an inspection to determine the status of completion.
- D. The Punch List submitted by the Contractor will be reviewed in detail, with items added or deleted to indicate Work to be corrected or completed.
  - 1. The Construction Manager reserves the right to issue a revised Punch List.

2. The Construction Manager will reproduce and distribute all necessary copies of any revised Punch List to the Contractor and see that the items requiring correction or completion are given prompt attention by the Contractor.
  3. The Construction Manager may withhold the issuance of the Certificate of Substantial Completion until corrections required by said Punch List are made or all parties are satisfied that they will be made.
- E. Should the Construction Manager determine that the Work is not substantially complete:
1. The Construction Manager will promptly notify the Contractor in writing, giving the reasons therefore.
  2. The Contractor shall remedy the deficiencies in the Work, and then send a second written notice of Substantial Completion to the Construction Manager.
- F. Paragraphs 2.B through 2.D will be repeated.
- G. Should it become necessary to perform more than one (1) reinspection due to the inaccurate claims of the status of completion made by the Contractor, the Construction Manager may deduct the costs of such reinspections from the final payment, including but not limited to costs incurred by the Construction Manager, and costs incurred by the Owner for payment of compensation to the Construction Manager, for services performed for the reinspection(s). Also refer to General Requirements Section 01400, *Control of Materials*.
- H. When the Construction Manager concurs that the Work is substantially complete, the Construction Manager will:
1. Prepare a Certificate of Substantial Completion accompanied by the Contractor's Punch List of items to be completed or corrected, as verified and amended by the Construction Manager and the County. (Note: Contract responsibilities are not altered by inclusion or omission of required Work for the Punch List.)
  2. Sign the Certificate of Substantial Completion and submit it to the County and the Contractor for their written acceptance of the responsibilities assigned to them in the Certificate.

### 3. FINAL COMPLETION

- A. Reference the *Owner- Contractor Agreement*, Article 9, regarding Final Completion.
- B. To attain Final Completion, the Contractor shall complete the activities pertaining to Substantial Completion Certificate and complete work on all Punch List items. Only then shall a written request to the Construction Manager for final inspection be submitted.
- C. When the Work is complete, the Contractor shall submit to the Construction Manager written certification, signed jointly with its Architect and Engineers of Record, that:
  1. The Contract Documents have been complied with in their entirety.

2. The Work has been inspected for compliance with Contract Documents.
  3. The Work has been completed in accordance with Contract Documents.
  4. The Work is completed and ready for final inspection.
- D. The Construction Manager, Contractor and County will make an inspection to verify the status of completion with reasonable promptness after receipt of such certification.
- E. Should the Construction Manager determine that the Work is incomplete or defective:
1. The Construction Manager will promptly notify the Contractor in writing, listing the incomplete or defective Work.
  2. The Contractor shall take immediate steps to remedy the stated deficiencies, and send a second written certification to the Construction Manager that the Work is complete.
- F. Paragraphs 3.B through 3.D will be repeated.
- G. Should it become necessary to perform more than one (1) reinspection due to failure of the Work to comply with the claims of status of completion made by the Contractor, the Construction Manager may deduct the costs of such reinspections from the final payment, including but not limited to costs incurred by the Construction Manager, and costs incurred by the Owner for payment of compensation to the Construction Manager, for services performed for the reinspection(s). Also refer to General Requirements Section 01 400, *Quality Control*.
- H. When the Construction Manager finds that the Work is acceptable under the Contract Documents, the Contractor will be requested to make a final closeout submittal.

#### 4. CONTRACTOR'S CLOSEOUT SUBMITTALS

The Contractor shall provide to the Construction Manager the following documents in the quantity of one original and one copy unless otherwise noted. Note that with the exception of Subparagraphs 4.G, 4.H, 4.J, and 4.K below, submittal for approval shall have already been made prior to Substantial Completion. Submittal under this Paragraph would be for a final submittal should revisions or additional copies be required of previously submitted documentation.

- A. Evidence of Compliance with all requirements of governing authorities:
1. Certificates of Inspection, for Mechanical, Electrical, Plumbing, Fire Protection, and others as may be required.
  2. Certificate(s) of Occupancy
- B. Project Record Documents: Refer to Section 01720 of the General Requirements.
- C. Operation & Maintenance Manuals: Refer to Section 01730 of the General Requirements.
- D. Subcontractor List: A complete listing of all subcontractors and their suppliers, indicating business addresses, telephone numbers, contact names, and items supplied by each.

- E. Manufacturer List: A listing of manufacturers of major materials, equipment and systems installed in the Work, and local contact addresses and phone numbers.
- F. Warranties: Refer to Section 01740 of the General Requirements, and individual sections of the Technical Specifications.
- G. Payment of Debts and Claims and Consent of Surety: The Contractor shall submit adequate evidence that the Contractor has paid all obligations to date arising out of the Contract using AIA Document G706. Contractor shall also submit AIA Document G707, indicating written consent of its Surety to final payment.
- H. Release of Claims and Liens: The Contractor and each subcontractor shall also submit AIA Document G706A, indicating that the releases for waivers submitted are complete to the best of its knowledge and information.
- I. Final Approvals and Certificates:
  - 1. Plans and Certificates approved by the Fulton County Development Services Department which were maintained at the jobsite shall be amended to show construction changes and resubmitted as required by law.
  - 2. Contractors requiring filing shall complete all Fulton County inspections and permits records before Application for Final Payment. Submit all approvals and certificates required by the Specifications, Drawings and applicable codes and regulations of all relevant departments or agencies of Fulton County, State of Georgia, and local authority having jurisdiction.
- J. Shop Drawings, Manufacturer's Literature and Test Data (one copy only): The Contractor shall submit through the Construction Manager to the County, before final acceptance, all reviewed shop drawings (with all corrections noted), plus sets of all approved catalog cuts, equipment manuals, etc. All materials shall be indexed by Specification section. This submittal shall include a list of each room and its paint manufacturers and/or wall covering number for the County's use.
- K. Keys and Maintenance Materials: All keys, maintenance kits or stock, replacement parts or materials, spare construction materials, and equipment required under the Contract Documents shall be delivered or made available to the County. Also refer to Section 01760 of the General Requirements.
- L. No partial submittals of the above items are to be made to the Construction Manager. All items of each category are to be collected by the Contractor and delivered at one time to the Construction Manager, together with a letter of transmittal listing all items. Where items are to be delivered to the County's representative, the Contractor shall include a copy of the transmittal letter listing all enclosures, signed by the County's representative acknowledging receipt.

**END OF SECTION 01700**

**SECTION 01710****CLEANING****PART 1 - GENERAL****1.01 SCOPE**

- A. This Section covers the general cleaning which the Contractor shall be required to perform both during installation and/or integration and before final acceptance of the Project unless otherwise shown on the Drawings or specified elsewhere in these Specifications.

**1.02 QUALITY ASSURANCE**

- A. Daily, and more often if necessary, conduct inspections verifying that requirements of cleanliness are being met.
- B. In addition to the standards described in this Section, comply with all pertinent requirements of governmental agencies having jurisdiction.

**1.03 HAZARDOUS MATERIAL AND WASTE**

- A. The Contractor shall handle hazardous waste and materials in accordance with applicable local, state, and federal regulations. Waste shall also be disposed of in USEPA approved landfills as applicable.
- B. The Contractor shall prevent accumulation of wastes which create hazardous conditions.
- C. Burning or burying rubbish and waste materials on the site shall not be allowed.
- D. Disposal of hazardous wastes or materials into sanitary or storm sewers shall not be allowed.

**1.04 DISPOSAL OF SURPLUS MATERIALS**

- A. Unless otherwise shown on the Drawings, specified or directed, the Contractor shall legally dispose off the site all surplus materials and equipment from demolition and shall provide suitable off-site disposal site, or utilize a site designated by the Owner.

**PART 2 - PRODUCTS****2.01 CLEANING MATERIALS AND EQUIPMENT**

- A. Provide all required personnel, equipment and materials needed to maintain the specified standard of cleanliness.

**2.02 COMPATIBILITY**

- A. Use only the cleaning materials, methods and equipment which are compatible with the surface being cleaned, as recommended by the manufacturer of the material or as approved by the Construction Manager.

**PART 3 - EXECUTION****3.01 PROGRESS CLEANING****A. General**

1. Do not allow the accumulation of scrap, debris, waste material and other items not required for installation and/or integration of this Work.
2. At least each week, and more often if necessary, completely remove all scrap, debris and waste material from the job site.
3. Provide adequate storage for all items awaiting removal from the job site, observing all requirements for fire protection and protection of the environment.

**B. Site**

1. Daily and more often if necessary, inspect the site and pick up all scrap, debris and waste material. Remove all such items to the place designated for their storage.
2. Re-stack materials stored on site weekly.
3. At all times maintain the site in a neat and orderly condition which meets the approval of the Construction Manager.

**C. Structures**

1. Weekly and more often if necessary, inspect the structures and pick up all scrap, debris and waste material. Remove all such items to the place designated for their storage.
2. Weekly and more often if necessary, sweep all interior spaces clean. "Clean", for the purpose of this subparagraph, shall be interpreted as meaning free from dust and other material capable of being removed by using a hand-held broom.
3. As required preparatory to installation of successive materials, clean the structures or pertinent portions as recommended by the manufacturer of the successive material.
4. Following the installation of finish floor materials, clean the finish floor daily. "Clean", for the purpose of this paragraph, shall be interpreted as meaning free from all foreign material which, in the opinion of the Construction Manager, may be injurious to the finish floor material.
5. Schedule cleaning operation so that dust and other contaminants resulting from cleaning operations will not fall on wet, recently painted surfaces.

**3.02 FINAL CLEANING**

- A. Definitions: Unless otherwise specifically specified, "clean" for the purpose of this Article shall be interpreted as the level of cleanliness generally provided by commercial building maintenance subcontractors using commercial quality building maintenance equipment and materials.
- B. General: Prior to completion of the Work, remove from the job site all tools, surplus materials, equipment, scrap, debris and waste. Conduct final progress cleaning as described in 3.01 above.
- C. Site: Unless otherwise specifically directed by the Construction Manager, hose down all paved areas on the site and all sidewalks; rake clean other surfaces of the grounds. Completely remove all resultant debris.
- D. Structures
  - 1. Remove all traces of soil, waste material, splashed material, and other foreign matter to provide a uniform degree of exterior cleanliness. Visually inspect all exterior surfaces and remove all traces of soil, waste material, and other foreign matter. Remove all traces of splashed materials from adjacent surfaces. If necessary to achieve a uniform degree of exterior cleanliness, hose down the exterior of the structure. In the event of stubborn stains not removable with water, the Construction Manager may require light sandblasting or other cleaning at no additional cost to the Owner.
  - 2. Visually inspect all interior surfaces and remove all traces of soil, waste material, smudges and other foreign matter. Remove all paint droppings, spots, stains and dirt from finished surfaces.
  - 3. Clean all glass inside and outside.
  - 4. Polish all surfaces requiring the routine application of buffed polish. Provide and apply polish as recommended by the manufacturer of the material being polished.
- E. Post-Integration/Installation/Construction Cleanup: All evidence of temporary installation facilities; haul roads, work areas, structures, foundations of temporary structures, stockpiles of excess or waste materials, or any other evidence of integration/installation, as directed by the Construction Manager.
- F. Restoration of Landscape Damage: Any landscape feature damaged by the Contractor shall be restored as nearly as possible to its original condition at the Contractor's expense. The Construction Manager will decide what method of restoration shall be used.
- G. Timing: Schedule final cleaning as approved by the Construction Manager to enable the Owner to accept the Project.

**3.03 CLEANING DURING OWNER'S OCCUPANCY**

- A. Should the Owner occupy the Work or any portion thereof prior to its completion by the Contractor and acceptance by the Owner, responsibilities for interim and final cleaning of the occupied spaces shall be as determined by the Construction Manager in accordance with the Contract Documents.

**END OF SECTION 01710**

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**SECTION 01720**  
**PROJECT RECORD DOCUMENTS**

**1.01 GENERAL**

- A. The Contractor shall maintain at the site for the Owner one record copy of:
1. Drawings.
  2. Specifications.
  3. Addenda.
  4. Change orders and other modifications to the Contract.
  5. Construction Manager field orders or written instructions.
  6. Approved shop drawings, product data, and samples.
  7. Field test records.
- B. Related Requirements:
1. Section 01200: Project Meetings
  2. Section 01340: Shop Drawings, Product Data, and Samples
  3. Section 01500: Construction Facilities and Temporary Controls

**1.02 MAINTENANCE OF DOCUMENTS AND SAMPLES**

- A. The Contractor shall store record documents and samples in the field office apart from documents used for construction.
1. Provide files and racks for storage of documents.
  2. Provide locked cabinet or secure storage space for storage of samples.
- B. Documents and samples shall be filed in accordance with Data Filing Format of the Uniform Construction Index.
- C. Documents shall be maintained in a clean, dry, legible condition and in good order. Record documents shall not be used for construction purposes.
- D. Documents and samples shall be available at all times for inspection by the Construction Manager.

**1.03 MARKING DEVICES**

- A. The Contractor shall provide felt tip marking pens for recording information in the color code designated by the Construction Manager.

**1.04 RECORDING**

- A. Each document shall be labeled "PROJECT RECORD" in large printed letters.
- B. Record information shall be kept current with construction progress.
- C. Record Drawings:
1. The Contractor shall keep an accurate record of variations between the work actually provided and that shown on the Contract Draw-

ings. The representation of such variations shall conform to standard drafting practice and shall include such supplementary notes, legends and details as may be necessary for legibility and clear portrayal of the construction.

2. Do not conceal any work until required information is recorded.
3. Following the construction of the project, Contractor shall provide a Record Survey showing the location of the guard rails at each site, where applicable.

#### 1.05 SUBMITTAL

- A. Sketches showing the "Record" information shall be provided monthly to the Construction Manager and submitted with the partial pay request.
- B. The Contractor shall have the complete set of Record Documents certified as to their completeness and correctness by the Resident Inspector and shall deliver the certified Record Documents to the Construction Manager with the final pay estimate.
- C. Each submittal shall be accompanied by a transmittal letter in duplicate, containing:
  1. Date.
  2. Project title and number.
  3. Contractor's name and address.
  4. Title and number of each Record Document.
  5. Signature of the Contractor or his authorized representative.

**END OF SECTION 01720**

**SECTION 01730****OPERATION AND MAINTENANCE DATA****PART 1 - GENERAL****1.01 DESCRIPTION**

- A. The Contractor shall provide six copies of complete and comprehensive technical manuals enabling operators and plant engineers to correctly operate, service, and maintain all equipment and accessories covered by the detailed equipment specifications. Each manual shall explain and illustrate clearly and simply all principles and theory of operation, operating instructions, maintenance procedures, calibration procedures, and safety precautions and procedures for the equipment involved. Safety precautions and procedures shall be stressed.

**1.02 SUBMITTAL**

- A. The Contractor shall submit to the Construction Manager for approval two preliminary copies of the manual with all specified material before the work covered by these Contract Documents is 50 percent complete. No payment for greater than 50 percent of the Contract Price will be made until all the preliminary copies of the manual are submitted and the submittal is satisfactory to the Construction Manager. Before the work is 80 percent complete, the Contractor shall submit six copies of each manual complete in detail as specified below. No payment for more than 80 percent of the Contract Price will be made until all the final copies of the manuals are submitted and the submittal is satisfactory to the Construction Manager. The Construction Manager will notify the Contractor in writing of any deficiencies in the manual and will return the manual for completion and/or correction. The Contractor shall submit six copies of any revised or additional data required to complete the manual or as required by the Construction Manager.
- B. At the time of the inspection for substantial completion, the Construction Manager will notify the Contractor of any revisions, corrections or incomplete data required for the satisfactory completion of the Operation and Maintenance Manual. The Construction Manager will not recommend final acceptance of the work until the Operation and Maintenance Manual is complete and satisfactory to him.

**1.03 CONTENTS OF OPERATION AND MAINTENANCE MANUALS**

- A. The Operation and Maintenance Manual shall contain only information pertinent to the products furnished. The manual shall contain, but not be limited to, the following information on all equipment and accessories furnished and installed under these Specifications:
1. Equipment function, normal operating characteristics, and limiting conditions for all equipment furnished.
  2. Detailed assembly, installation, alignment, adjustment, and checking instructions for all equipment furnished.

3. Detailed operating instructions for start-up, calibration, routine and normal operation, regulation and control, shutdown and emergency conditions for all equipment furnished.
4. Detailed lubrication instructions for all equipment furnished including identification of lubricant (description, specification and trade name of at least two manufacturers) and diagrams illustrating lubrication points.
5. Detailed guide to "troubleshooting" for all equipment furnished.
6. Detailed parts lists identified by generic title, materials of construction and part number (actual manufacturer's number, not Supplier's), list of recommended spare parts identified as specified above, predicted life of parts subject to wear, and an exploded view of each equipment assembly for all equipment furnished.
7. Detailed disassembly, overhaul, and reassembly instructions for all equipment furnished.
8. As installed piping diagrams with the location and function of each valve.
9. Electrical and instrumentation schematics for all equipment furnished, including motor control centers, control panels, and instrument panels.
10. List of all special tools required and description of their use for all equipment furnished. Special tools include any tool not normally available in an industrial hardware or mill supply house.
11. Detailed preventive maintenance procedures for all equipment furnished.
12. Detailed list of electrical relay settings and control and alarm contact settings.
13. One copy of all record shop drawings and engineering data for all equipment furnished.
14. Performance and characteristic operating curves for all equipment furnished.
15. List of names and addresses of nearest service centers for parts, overhaul and service.
16. One copy of any instructions and parts lists attached to equipment when delivered.
17. One copy of each warranty or bond issued.
18. Equipment Data sheets listing nameplate data, location, equipment numbers, spare parts furnished, names and addresses of suppliers and manufacturers and other pertinent information for all equipment furnished.
19. Preventive Maintenance schedules specifying daily, weekly, monthly, quarterly, semi-annual or annual lubrication and other preventive maintenance for all equipment furnished.

**1.04 ASSEMBLY OF MANUALS**

- A. Each copy of the manual shall be assembled in one or more loose leaf binders, each with title page, typed table of contents, typed list of tables, typed list of figures, and heavy section dividers with copper reinforced holes and numbered plastic index tabs. Binders shall be 3-ring, hardback type, black in color, with transparent vinyl front cover and zipper suitable for inserting identifying cover and with a transparent vinyl pocket on the spine for label. All sheets shall be punched for binding; and composition and printing shall be arranged so that punching does not obliterate any data. The cover and binding edge of each manual shall have the project number and title, Specification division number and title, and manual title printed thereon, all as approved by the Construction Manager.
- B. All copies of shop drawings, figures, and diagrams shall be reduced to either 8-1/2 by 11 inches or to 11 inches in the vertical dimension and as near as practicable to 17 inches in the horizontal dimensions. Such sheets shall be folded to 8-1/2 by 11 inches. The manual and other data shall be printed on first quality paper, 8-1/2 by 11 inch size with standard 3-hole punching. Binders shall be labeled Vol. 1, Vol. 2, etc., where more than one is required. The table of contents for the entire set, identified by volume number, shall appear in each binder. Text, figures, and drawings shall be clearly legible and suitable for dry process reproductions.

**1.05 INSTRUCTION OF OWNER'S PERSONNEL**

- A. Prior to final inspection or acceptance, the Contractor or manufacturer's representative shall fully instruct the Owner's designated operation and maintenance personnel in the operation, adjustment and maintenance of all products, equipment and systems.
- B. The Operation and Maintenance Manual shall constitute the basis of instruction. Review contents of the manual with personnel in full detail to explain all aspects of operations and maintenance.

**1.06 PAYMENT**

- A. No separate payment will be made for the Operation and Maintenance Manual or the instruction of the Owner's personnel; the cost of said manual, instruction of personnel shall be included in the Contract Price.

**END OF SECTION 01730**

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**SECTION 01740****WARRANTIES AND BONDS****PART 1 - GENERAL****1.01 PROJECT MAINTENANCE AND WARRANTY**

- A. Maintain and keep in good repair the Work covered by these Drawings and Specifications until acceptance by Owner.
- B. The Contractor shall warrant for a period of one year from the date of County's written acceptance of certain segments of the Work and /or County's written final acceptance of the Project, as defined in the Contract Documents, that the completed Work is free from all defects due to faulty products or workmanship and the Contractor shall promptly make such corrections as may be necessary by reason of such defects. The County will give notice of observed defects with reasonable promptness. In the event that the Contractor should fail to make such defects, the County may do so and charge the Contractor the cost thereby incurred. The Performance Bond shall remain in full force and effect throughout the warranty period.
- C. The Contractor shall not be obligated to make replacements which become necessary because of ordinary wear and tear, or as a result of improper operation or maintenance, or as a result of improper work or damage by another Contractor or the County, or to perform any work which is normally performed by a maintenance crew during operation.
- D. In the event of multiple failures of major consequences prior to the expiration of the one year warranty described above, the affected unit shall be disassembled, inspected and modified or replaced as necessary to prevent further occurrences. All related components which may have been damaged or rendered non-serviceable as a consequence of the failure shall be replaced. A new 12 month warranty against defective or deficient design, workmanship, and materials shall commence on the day that the item is reassembled and placed back into operation. As used herein, multiple failure shall be interpreted to mean two or more successive failures of the same kind in the same item or failures of the same kind in two or more items. Major failures may include, but are not limited to, cracked or broken housings, piping, or vessels, excessive deflections, bent or broken shafts, broken or chipped gear teeth, premature bearing failure, excessive wear or excessive leakage around seals. Failures which are directly and clearly traceable to operator abuse, such as operations in conflict with published operating procedures or improper maintenance, such as substitution of unauthorized replacement parts, use of incorrect lubricants or chemicals, flagrant over-or under-lubrication and using maintenance procedures not conforming with published maintenance instructions, shall be exempted from the scope of the one year warranty. Should multiple failures occur in a given item, all products of the same size and type shall be disassembled, inspected, modified or replaced as necessary and re-warranted for one year.
- E. The Contractor shall, at Contractor's expense, furnish all labor, materials tools and equipment required and shall make such repairs and removals and shall perform such work or reconstruction as may be necessary by any

structural or functional defect or failure resulting from neglect, faulty workmanship or faulty materials, in any part of the Work performed by the Contractor. Such repair shall also include refilling of trenches, excavations or embankments which show settlement or erosion after backfilling or placement.

- F. Except as noted on the Drawings or as specified, all structures such as embankments and fences shall be returned to their original condition prior to the completion of the Contract. Any and all damage to any facility not designated for removal, resulting from the Contractor's operations, shall be promptly repaired by the Contractor at no cost to the County.
- G. The Contractor shall be responsible for all road and entrance reconstruction and repairs and maintenance of the same for a period of one year from the date of final acceptance. In the event of the repairs and maintenance are not made immediately and it becomes necessary for the owner of the road to make such repairs, the Contractor shall reimburse the owner of the road for the cost of such repairs.
- H. The Contractor shall maintain relocated trees for a period of six (6) months after completion of project. The Contractor shall be responsible for replacement of trees at equal or greater value in the event of tree damage or death.
- I. In the event the Contractor fails to proceed to remedy the defects upon notification within 15 days of the date of such notice, the County reserves the right to cause the required materials to be procured and the work to be done, as described in the Drawings and Specifications, and to hold the Contractor and the sureties on Contractor's bond liable for the cost and expense thereof.
- J. Notice to Contractor for repairs and reconstruction will be made in the form of a registered letter addressed to the Contractor at Contractor's home office.
- K. Neither the foregoing paragraphs nor any provision in the Contract Documents, nor any special guarantee time limit implies any limitation of the Contractor's liability within the law of the place of construction.

**END OF SECTION 01740**

**SECTION 16725****ACCESS CONTROL AND INTRUSION DETECTION SECURITY SYSTEM**

## PART 1 - GENERAL

## 1.01 SCOPE

- A. Work described in this Section includes furnishing all equipment, materials, tools supervision, testing, permits, approvals and incidentals required to furnish a complete and operable access control, CCTV, and intrusion detection security system and associated appurtenances. All systems shall be furnished and delivered in accordance with these Specifications, manufacturer's recommendations and as shown on the Drawings.
- B. All hardware and appurtenances associated with the South Fulton Maintenance and Operation Center security system shall be delivered, installed, adjusted, tested and placed in successful operation. The Contractor will be responsible for tying new security system into existing gate operator(s).
- C. Contract Drawings show only functional features and some of the required external connections. They do not show all components required for a complete installation nor exact dimensions particular to any manufacturer's equipment. Contractor shall supply all parts, devices and equipment necessary to meet the requirements of the Contract Documents and shall make all dimensional adjustments particular to the equipment being furnished. All costs associated with such changes and adjustments shall be considered as being included in the price bid for the Work shown and specified.
- D. All equipment and materials used shall be standard components, regularly manufactured, regularly utilized in the manufacturer's system. All systems and components shall:
1. have been thoroughly tested and proven in actual use.
  2. be provided with the availability of a toll-free 24-hour technical support phone number from the manufacturer. The phone number shall allow for immediate technical assistance for either the dealer/installer or the end user at no charge.
- E. Related Work Specified Elsewhere:
1. Section 01040: Project Meetings and Coordination
  2. Section 01664, Training
- F. The access control system will be primarily used for monitoring access activity of personnel and visitors at the front entrance gate and at designated exterior/interior swing and overhead doors. The intrusion detection system will monitor status of all doors provided with magnetic door contacts. The CCTV system will be used for monitoring of exterior equipment, front entrance sliding gate, and designated interior locations by the operators. The intrusion detection security system shall used to monitor alarm status conditions associated with connected intrusion detection devices.

- G. The system shall be capable of monitoring alarm, trouble and supervisory points, operating alarm notification devices and providing outputs to a central reporting station. The system shall also provide back-up digital video recording in the SFMOC facility electrical room.

#### 1.02 SUBMITTALS

- A. Submittals shall be made in accordance with the General Conditions of the Contract Documents. In addition, the following specific information shall be provided:
1. Product data including equipment cuts, written description of operation and connection diagrams.
  2. Submit shop drawings indicating the location of the system equipment, riser diagram and wiring interconnections and terminations required. Shop drawings shall include, dimensions, plans, sections, and elevations showing conduit routing, minimum clearances, mounting arrangements, and installed features and devices. Submit project specific wiring diagrams for the entire system, including all devices, components, terminations and auxiliary equipment. Submit manufacturers' data sheets showing the types and models of all equipment, devices, material and wire proposed.
  3. Provide "as installed" drawings and maintenance manuals for the entire system completion of installation. This shall include spare parts listing, equipment catalog sheets and detailed technical system operating description of components used. The operation and maintenance manual shall contain the following items:
    - a. A detailed narrative description of the system architecture, inputs, notification signaling, auxiliary functions, annunciation, circuit loading and capacity, intended sequence of operations, expansion capability, application considerations, and limitations.
    - b. A detailed description of the operation of the system outlining the step-by-step procedures required for system start-up, operation, and shutdown, including operator responses. The approved cause and effect matrix shall be placed in, or adjacent to, the operator's control panel.
    - c. A detailed description of routine maintenance required (by manufacturer) or recommended or as would be provided under a maintenance contract including a testing and maintenance schedule and detailed testing and maintenance instructions for each type of device installed.
    - d. Manufacturer's data sheets and installation manuals/instructions for all equipment installed with detailed troubleshooting instructions for each specific type of trouble condition recognized by the system.

- e. A list of spare parts data for each specified material and equipment. The data shall include type of device and model number. Spare parts shall consist of, but not be limited to, five (5) percent of all initiating and notification appliances with a minimum of one (1) each.
  - f. A list of passwords for all Access Levels shall be included under a separate tab.
  - g. Service directory which includes the main 24-hour emergency service number and at least three alternate numbers which are monitored on a 24-hour basis. Also include the names of at least three (3) factory-trained technicians qualified to provide emergency service during the warranty period.
  - h. Small scale (11 inches by 17 inches) Contractor record drawings of the system.
  - i. Provide a full copy of the warranty.
4. Coordination drawings with existing site conditions and interface with other Work.
- B. CERTIFICATIONS
- 1. Submit certificates verifying installer as manufacturer's authorized representative.
- C. PERMITS, LICENSES, AND CERTIFICATES
- 1. Prior to start of installation, the Contractor shall obtain and submit copies of all permits, licenses, certificates and approvals necessary to conduct this work.
- D. CALCULATIONS AND DESIGN DATA
- 1. Conduit Fill Calculations - Conduit fill calculations, in chart form, shall indicate the cross-sectional area percent fill for the worst case of every combination of wire/cable in each size of conduit used in the system. A maximum of 40 percent fill is allowed.
  - 2. Battery Power Calculations - Standby battery calculations shall list the type of devices (detection, monitoring, control and notification), and quantities, and shall include unit and extended amperage draw for normal and alarm conditions, total amperage draw and battery amp-hour rating. For design criteria, the calculated load shall be the design load plus the required 25% spare capacity. In addition, the battery capacity used to meet the calculated load shall be a maximum of 80 percent of the amp-hour rating listed by the manufacturer.
- E. Test Record - System certification and documentation of system testing required by other sections of this specification shall be submitted to the Owner for review and approval at least fourteen (14) calendar days prior to final acceptance.

### 1.03 QUALITY ASSURANCE

- A. Reference Standards: Comply with all Federal and State laws or ordinances, as well as the latest edition of all applicable codes, standards, regulations and/or regulatory agency requirements including the partial listing below:
1. NEC, National Electrical Code.
  2. UL, Underwriters Laboratories, Inc., including:
    - UL 365 Police Connect Burglar
    - UL 609 Local Burglar
    - UL Household Burglar Alarm Systems Units
    - UL 1076 Proprietary Burglar
    - UL 1610 Central Station Burglar Alarm Units
    - UL 1635 Digital Burglar Alarm Communicator System Units
    - UL 294 Access Control System Units
  3. IEEE, Institute of Electrical and Electronics Engineers.
  4. ASTM, American Society for Testing Materials.
  5. ANSI, American National Standards Institute.
  6. NFPA, National Fire Protection Association.
  7. OSHA, Occupational Safety and Health Act.
  8. NEMA, National Electrical Manufacturers Association.

### 1.04 QUALITY STANDARDS

- A. Manufacturer shall provide written certification that the equipment provided under this Specification has been designed in accordance with these specifications and is suitable for these service conditions and design intent.
- B. The Contractor shall have a fully equipped, factory trained and manufacturer certified, service and installation organization, which shall have engaged in the installation and service in the type of equipment, submitted for at least three (3) years.
1. System design, configuration, installation, programming and testing shall be supervised by a factory-trained technician.
  2. A list of all Technicians, whom shall be on-site or have a level of responsibility and involvement with this project, shall submit for review and acceptance a copy of their factory-trained certification with the submittal documents.
- C. Listing, Approvals and Labeling: Provide system and components that are listed, approved and labeled for their indicated use and location on the project.

1. The terms Listed and Labeled: As defined in the National Electrical Code, Article 100.
  2. Listing and Labeling Agency Qualifications: A Nationally Recognized Testing Laboratory (NRTL) as defined in OSHA Regulation 1910.7.
- D. Manufacturer's offering products and services capable of providing a turnkey system, installation support and start-up services which complies with these specifications include:
1. AMAG Technology, Inc.-Access Control
  2. General Electric (GE)-Interlogix
  2. Digital Monitoring Products, Inc. (DMP)-Intrusion detection
  3. Vicon Kollektor Series-CCTV
  4. Approved equal.

The intrusion control panel shall be a NetworX NX-8E as Manufactured by GE-Interlogix.

#### 1.05 APPLICABLE DOCUMENTS

- A. The publications listed below form a part of this specification to the extent referenced. The publications listed below are referenced as the latest edition published at the time of the invitation for bid. The publications are referred to in the text by the basic designation only.
1. National Fire Protection Association (NFPA)
    - a. NFPA 70                      National Electrical Code
    - b. NFPA 72                      National Fire Alarm Code
  2. Underwriters Laboratories, Inc. (UL)
  3. American National Standards Institute (ANSI)
    - a. ANSIA117.1                  Americans with Disabilities Act
  4. Southern Building Code Congress International (SBCCI):
    - a. Standard Building Code

#### 1.06 WARRANTY

- A. The Contractor shall warranty all materials and workmanship during the installation period and a period of one (1) year from the date of Owner's acceptance. The Contractor shall be responsible during the design, installation, testing and warranty periods for any damage caused by him or his subcontractors or by defects in his or his subcontractors' work, materials, or equipment.
- B. Spurious Alarms
1. If the Owner experiences an unacceptable number of spurious or unexplained false alarms during the installation and warranty periods, the Contractor shall be responsible for providing the necessary labor, material, and technical expertise to correct the problem to the satisfaction of the Owner.
  2. The following number of spurious alarms, calculated as a ratio of false alarms to number of initiation devices, shall be considered unacceptable:
    - a. Automatic (system connected) detection devices – Two (2) spurious alarms shall be considered the minimum number of unacceptable alarms during any six month period. Where more than 100 detection devices are installed, more than two

spurious alarms per 100 detection devices per any six month period during the system warranty period shall be considered unacceptable. Any calculated number shall be rounded up.

## PART 2 - PRODUCTS

### 2.01 GENERAL-ACCESS CONTROL SYSTEM

- A. The PC based access control and intrusion detection security system shall use distributed processing to provide instant response to user access requests.
- B. The central controller shall include PC and software. The PC shall program the intelligent controllers, manage the data base and store transaction history. All remote panels shall tie-into main monitoring panel.

### 2.02 SYSTEM FEATURES-ACCESS CONTROL SYSTEM

- A. The card access system shall be administered through a computer system with the following minimum specifications:
  - 1. Workstation
    - a. The workstations shall be an IBM or IBM-compatible desktop (full-size) personal computer (PC). The requirements for the PC shall be scaled according to system application requirements. Standard PC configuration shall be used for systems with 1-32 readers, 1-4,000 cardholders and 2 communication ports.
    - b. Standard PC Specification
      - 1) CPU shall be a Pentium 4, 2GHz processor or faster
      - 2) RAM shall be 512 MB or more
      - 3) Hard disk shall be a 120GB E-IDE or larger (Increased drive capacity shall be required in badging applications depending on image compression.)
      - 4) 3 PCI Expansion Slots
      - 5) CD-RW drive
      - 6) 4MB Video Memory
      - 7) Monitor shall be a 17" 1024 x 768 true color SVGA or larger
      - 8) 2 button mouse (PS2 mouse preferred)
      - 9) Enhanced IBM-compatible keyboard
      - 10) 2 USB Ports
      - 11) 1 Serial communication port
      - 12) 1 Parallel port (2 Parallel ports for badging)
      - 13) Microsoft Windows 2000 Professional or Windows XP Professional
    - c. System communication ports shall be expandable up to a maximum of 32 ports.

- d. Alarm, Report, and ID badge Printer: For page printing of alarms, reports, and ID badges, any printer that can be installed in the Windows 2000 or Windows XP operating system shall be used.
  - e. All workstation PCs shall be provided by the security system integrator.
2. Software Specifications
- a. The System software shall be AMAG Lite Edition, Version 4.0, or approved equal.
  - b. Databases: The software shall provide edit, add, delete, search, sort and print options for records in selected databases.
  - c. Printer Output: The software shall direct user-selected activity to the Windows supported printer.
  - d. Monitor Display: The software shall display all system activity on a color monitor, in real time. The software shall allow a WAV file to be played upon all alarm conditions. The software shall provide an acknowledge function for all incoming alarm messages that are defined for alarm acknowledgment.
  - e. Disk Storage: The software shall store user-selected activity on the hard disk. Report options shall recall selected history information from the hard disk. The user may request report information based on selected cardholders, specific areas and/or specific times. The software shall allow archiving by defined dates.
  - f. English Descriptions: The software shall support descriptive names for all database entries. The card database shall include name, number, PIN, access level, status, activation and expiration date or limited usage and 40 user defined fields.
3. Software Requirements
- a. Password Protection:
    - 1) The software shall provide multi-level password protection, with user-defined operator name/password combinations. Name/password log-on shall restrict operators to selected areas of the program.
  - b. Action Messages: The software shall allow recall of user created text messages upon any condition.
  - c. Graphics: The software shall allow recall of user created screen graphics, upon alarm/trouble/normal conditions. The graphics allow the user to go from a general area to a specific area in various layers or stages.
  - d. Manual Panel Control: The software shall allow manual control of selected inputs, outputs and groups of outputs. Manual panel control shall include pulse, timed pulse, and energize/de-energize or return to time zone options for output points and shunt/unshunt or return to time zone options for input points.
4. Control Panel Specifications
- a. The control panel shall be the multimode-Lite panels for up to four card readers.
  - b. The control panel power supply shall be the Altronix or as approved by manufacturer.
  - c. Enclosure: The control panel enclosure shall have hinge cover with key lock. A control panel input point shall monitor an enclosure tamper switch.
  - d. The control panel shall incorporate microprocessor-based, digital technology, using high speed processing for maximum reliability.

- e. The system shall use distributed intelligence architecture, with control panels operating independently of one another.
  - f. All database information shall be stored at the control panel level.
  - g. All decision-making shall be performed at the control panel, eliminating degraded mode operation.
  - h. Proprietary software programs and control logic information used to coordinate and drive system hardware shall be stored in Read Only Memory (PROM).
  - i. The control panel shall be PROM and programmable RAM field upgradable.
  - j. The system shall be flexible and modular in design, allowing easy expansion.
  - k. The control panel shall have UL 294, ULC and CE listings and approvals.
5. Control Panel Configuration
- a. The control panel shall operate on a RS-485 bus via twisted pair cables.
  - b. For maximum reliability, each control panel shall support a maximum of eight readers or keypads.
  - c. The distance between card readers and the control panel shall be up to 4000 feet wired.
6. Control Panel Requirements
- a. Input Points
    - 1) A control panel supporting card readers shall provide a minimum of 16 supervised input points.
    - 2) System alarms shall not consume any of basic 16 supervised points. System alarms shall include, but not be limited to, communication, primary power, tamper, ground fault, 5 volt short and panel reset.
    - 3) A control panel supporting keypads shall provide a minimum of sixteen supervised input points.
    - 4) The control panel shall support non-supervised and supervised inputs via end-of-line resistors.
    - 5) Both non-supervised and supervised inputs shall report alarm, normal and trouble conditions. Both non-supervised and supervised input points shall be normally opened or closed point selectable. Supervised inputs shall provide a tighter range of supervision than non-supervised.
  - b. Output Points: The control panel shall provide a minimum of 8.
  - c. Battery Back-up: The control panel shall provide a 12 VDC back-up battery for up to three hour operation upon loss of AC power. The control panel shall provide a super capacitor to retain database information for up to 7 days upon loss of power.
  - d. Suppression: The control panel shall have provisions for relay suppresser kits for each relay used, to protect the control panel from collapsing electrical fields.
  - e. Card Readers/Keypads: The control panel shall support card readers using proximity technology. The control panel shall support a 12-button numeric keypad.
7. Control Panel Features
- a. Card/Keycode Capacity: The control panel shall store up to 4,000 cards/key codes.

- b. Buffer Capability: The control panel shall support an optional buffered mode of operation. When operating in the buffered mode, the control panel shall store all transactions in memory, rather than transmitting them through the communication loop. The control panel shall transmit the buffered (stored) information upon request.
  - c. Site Codes: The control panel shall store up to 8 site codes for card use.
  - d. Limited Use/Visitor Status Cards: The control panel shall support the use of Limited Use and Visitor Status cards. Limited Use cards shall be valid from 1-254 times, after which they will expire. Visitor Status cards shall be valid from 1-254 days, after which they will expire.
  - e. Cards (digits): The control panel shall be capable of recognizing card numbers up to 16 digits as an option.
  - f. Local Anti-Passback: The control panel shall support the use of an optional anti-passback mode, in which cardholders are required to follow a proper in/out sequence.
  - g. Global Anti-Passback: The control panel in the system shall support the use of an optional anti-passback mode, in which cardholders are required to follow a proper in/out sequence on a per loop basis for system anti-passback.
  - h. Personal Identification Numbers (PINs): The control panel shall support the use of card readers in conjunction with keypads, in which users are required to enter a PIN, followed by a card, to gain access.
  - i. Time Zones: The control panel shall store up to 63 time zones.
    - 1) Each time zone shall include a start time, end time, day of week specification and holiday specification.
    - 2) Time zones may be assigned to cards via access levels to define when the cards allow access.
    - 3) Time zones may be assigned to input points, to define when the input points are shunted (de-activated).
    - 4) Time zones may be assigned to output points (relays), to define when the output points are energized, for timed control of doors or devices.
  - j. Input Points: The user shall have the ability to assign shunt times to input points, from 1-60 seconds, minutes, and hours.
  - k. Output Points: The user shall have the ability to assign pulse times to output points, from 1-60 seconds, minutes, and hours.
  - l. Interlocking: The user shall have the ability to interlock selected input and output points, in any combination. An interlocked input or output point shall take action based upon a change of state from another input or output point.
  - m. Holidays: The control panel shall recognize up to 32 days as holidays, for override of normal system operation.
8. Card Reader Specifications:
- a. System card reader shall be fully supervised Proximity Readers.

The system shall support the use of a bi-directional proximity card reader with supervised communications. The card readers at the front gate shall have a read range of nine or more inches. The card readers on the building exterior/interior shall have a read range of three and one-half to eight inches. The reader shall be capable of reading HID formats cards. The reader shall be able to be mounted with its sides

against metal door or window frames. The reader shall be powered by an external +12VDC or 24VDC regulated power supply. The card shall use 34 bits and have a label indicating the encoded number. The reader shall meet the following specifications:

1) Electrical:

Voltage: +12 VDC nominal voltage (9-14 volts)

Current: 0.1A

2) Environmental:

Outdoor Operating Temperature: -13 to 158° F (-25 to 70° C)

The card readers at the front gate shall be the AMAG Technology, Inc. S674, or approved equal. The card readers on the building exterior/interior shall be the AMAG Technology, Inc. S820, or approved equal.

The card shall be by the AMAG Technology, Inc. or approved equal.

3) Distance from controller to reader:

Up to 3000 feet.

4) Integrated buzzer for confirmation of card read and door pre-held warning.

- b. Door and Gate Hardware: The security system supplier shall conduct a site visit to verify type of doors and gates installed at the facility and shall provide proper hardware (electric strikes, magnetic locks, etc.) to provide a complete and operational access control and intrusion detection system.

## 2.03 INTRUSION DETECTION SECURITY SYSTEM

- A. The intrusion detection security system shall include a GE-Interlogix NetworX NX-8E UL approved panel (no exceptions). The intrusion detection security system devices shall include products manufactured by GE, Sentrol, Detection Systems or approved equal.
- B. The intrusion detection security system consists of, but is not limited to, the following major components:
1. Intrusion Control Panel
  2. Power Supply
  3. Batteries
  4. Keypads
  5. Motion Sensors
  6. Magnetic Door Contacts
  7. Siren
  8. Knox box with alarm tamper switch
  9. Emergency release pull station
  10. Associated peripheral devices
  11. Conduit and pull boxes
  12. System wiring
  13. Communication with the CCTV system
  14. Communication with the access control system

**C. System Features:**

1. Component Enclosure
  - a. Housings for power supply enclosures, terminal cabinets, control units, etc., collectively referred to as enclosures shall be sturdy and rigid. Sheet steel enclosures shall not be less than an 18 gauge door with a 20 gauge box frame. Where hinge pins are exposed, the ends of hinge pins shall be tack welded to prevent ready removal.
2. Electronic Components
  - a. All system electronic components shall be solid-state type, except for light duty relays and similar switching devices, which shall be solid-state type or electromechanical.
3. Control Unit
  - a. An automatic battery test shall be performed (not to exceed every 180 seconds) to test the integrity of the standby battery. The test shall disconnect the standby battery from the charging circuit and place a load on the battery.
  - b. The control unit must be "Flash ROM" updatable, with the program held in non-volatile RAM. The panel shall be functional while the update is in process.
4. Component Designations
  - a. All control components, such as connectors, terminals and test points shall be clearly marked or labeled to permit quick identification of intended use and location.
5. Test Modes
  - a. The system shall include testing of the standby battery, siren, and communication to the central station from any alphanumeric keypad.
  - b. The system shall include an automatic, daily, weekly, thirty (30) day, or up to sixty (60) day test to verify the communication link between the control panel installation site and the central station.
  - c. The system shall display the internal system power and wiring conditions for internal monitors such as phone line trouble, AC power, battery voltage level, etc.
6. Serial Interface
  - a. The control panel have shall provisions for a serial interface to output information to a standard serial printer or serial interface to a communication port on a standard computer.
7. Power Supplies
  - a. The control unit power supplies shall be solid state type and shall operate from 120 VAC, supplied at the respective protected areas. Standby batteries shall be supplied to power the system in the event of a utility power failure. Batteries shall be sized to provide 105% capacity for eight hours. Standby batteries shall be sealed lead-acid.
  - b. Controls shall be designed such that full battery charge is maintained when alternating current is available. Batteries shall be recharged to 85% capacity within 24 hours from battery use. Upon loss of AC power, the system shall automatically transfer to battery and return to AC power upon restoration. A signal shall be initiated upon failure of battery or AC power.
8. Power Supplies
  - a. The system shall interface with computer software with the capability to fully program the panel by connecting to the panel through:

- 1) Direct cable connection interface card
  - 2) Receiver phone line connection
  - 3) Standard phone line connection
  - 4) Ethernet network connection
  - 5) Network connection across the Internet
- b. The system shall interface with computer software capable of printing custom, filtered reports.
9. Intrusion control panel shall be a NetworX NX-8E control panel as Manufactured by GE-Interlogix (no exceptions).
- a. The control panel shall provide:
    - 1) Expandable to 192 fully programmable zone.
    - 2) 240 user codes.
    - 3) Up to 8 true partitions with separate account codes, entry/exit delays, and feature selections for each partition.
    - 4) Maximum of 32 keypads with up to 8 per partition.
    - 5) Automatic arming with auto retry.
10. Keypads
- a. Each keypad shall be capable of arming and disarming any system area based on a pass code or Proximity key authorization. The keypad alphanumeric display shall provide complete prompt messages during all stages of operation and system programming and display all relevant operating and test data.
  - b. Communication between the control panel and all keypads and zone expanders shall be multiplexed over a non-shielded multi-conductor cable, as recommended by the manufacturer. This cable shall also provide the power to all keypads, output expanders, and other power consuming detection devices.
  - c. The keypad shall include self-test diagnostics enabling the installer to test all keypad functions: display test, key test, zone test, LED test, relay test, tone test, and address test.
  - d. The keypad shall provide an easy-to-read English text display
  - e. The keypad user interface shall be a simple-to-use, menu-driven help system that is completely user friendly.
  - f. Each zone shall function in any of the following configurations:
    - 1) Night, day, exit, fire, supervisory, emergency, panic, auxiliary 1, auxiliary 2, fire verification, cross-zone, priority, and arming.
11. Communication
- a. The system shall be capable of signaling to two remote monitoring station receivers, four telephone numbers of 32 digits each using two separate switched telephone network lines such that if two unsuccessful attempts are made on the first line to the first number, the system shall make two attempts on first line to the second number. If these two attempts are unsuccessful, the system shall make two further attempts on the first line of the first number. After the tenth unsuccessful attempt, dialing shall

stop and the alphanumeric keypad shall display trouble. Should another event occur that requires a report to be transmitted, the dialing process shall be repeated. The system shall have a programmable option to dial a second set of telephone numbers after the first ten attempts using the same sequence.

- b. The system shall be capable of communication using the IBM Synchronous Data Link Control format, and at least two other standard industry formats.
- c. The system shall be capable of supporting Network communication with digital dialer backup, existing Ethernet or token ring data networks, satellite communication, fiber optic networks, local area networks, wide area networks, cellular communication, and retail data networks.

#### 12. Network Communication

- a. The control panel shall be capable of asynchronous network communication with a retry time between 3 and 15 seconds for a total of one (1) minute. If communication is unsuccessful the control panel shall be capable of attempting backup communication through any of the available communication methods to the same receiver or a backup receiver.
- b. Network communication between the control panel and the receiver shall be in a proprietary communication format.
- c. The control panel shall be capable of supporting Dynamic Host Communication Protocol (DHCP) Internet Protocol (IP) addressing.
- d. Underwriters Laboratories (UL) shall list network communication by the control panel for Grade AA High-Line Security.
- e. The control panel shall be capable of two-way network communication using standard Ethernet 10BaseT in a LAN, WAN, or Internet configuration.

13. Provide motion sensor models indicated on drawing intrusion alarm point schedule or approved equal.

#### 14. Door Contacts

- a. Magnetic Door Contact: Provide a SPDT surface mounted magnetic door position switch in coordination with exit devices for request to exit and door position control and monitor. Provide Sentrol 2507A-L or approved equal.
- b. Magnetic Overhead Door Switch: Provide a SPDT surface mounted magnetic door position switch in coordination with exit devices for request to exit and door position control and monitor. Provide armored flex cable for use at overhead door. Provide Sentrol 2207AU-L or approved equal.

### 2.04 INTRUSION ALARM, ACCESS CONTROL, AND CCTV OPERATION

- A. The access control and intrusion detection security system will be primarily used to monitor access activity of personnel and visitors at the front entrance gate and at designated exterior/interior swing and overhead doors. The intrusion detection system will also monitor the status of all doors equipped with magnetic door contacts and provide limited access to designated areas. The CCTV system will be used for monitoring of exterior equipment, front entrance gate, and designated interior locations by the operators. The intrusion detection security system shall be used to monitor alarm status conditions associated with connected intrusion detection devices. The intrusion detection and access control security systems shall

be integrated with the existing facility fire alarm system and shall comply with all Federal and State laws and ordinances, as well as the latest edition of all applicable codes, standards, regulations and/or regulatory agency requirements.

**B. Access Control System**

1. Door Contacts-All exterior doors and certain interior doors shall be equipped with magnetic door contacts for the purpose of monitoring the status (i.e. open door, closed door, etc.) of swing and overhead doors.
2. Card Readers-Certain doors determined to be frequently used entrances into the facility shall be equipped with card readers to limit access of personnel and visitors only to those areas authorized by their badges. The card readers shall be HID proximity type to provide contactless entry into the building. The individual's badge will be presented in front of the card reader without the badge having to come into contact with it. All doors equipped with card readers shall be provided with electric strike hardware (see Access Control Door Schedule on drawings) or approved equal.

Dual height pedestal mounted limited access proximity card readers shall be located on both sides of existing front entrance hydraulic sliding gate to facilitate entrance and exit of authorized truck drivers and personnel. Both sides of the front entrance sliding gate shall be equipped with an intercom and remote gate release control to allow an authorized person in the warehouse to open the gate remotely for visitor access.

The front entrance personnel gate shall be equipped with a card reader on both sides of the gate to unlock gate. The gate shall be provided with magnetic locks to automatically close and lock gate upon entrance and exit.

**C. CCTV System**

1. Cameras and Video Recorders-Weatherproof, pole mounted fixed cameras will be positioned to monitor those entering and exiting the exterior equipment, front entrance gate, and outdoor covered storage areas. A weatherproof, building mounted fixed camera will be used to monitor the front entrance personnel gate. Ceiling mounted dome fixed cameras will be located in the facility to monitor front entrance, side entrances into corridors, laboratory, and warehouse areas. All interior and exterior cameras will be equipped with internal motion sensors to initiate video recording upon detection of movement by those individuals entering secured areas by unauthorized means. Unauthorized entry will include entering gates or doors without the use of a card reader or keypad. Video recording will also be activated whenever the intrusion security devices are de-activated using a card reader or keypad. The cameras in the exterior equipment area will record any human movement in this area and will log event as an alarm at the facility computer but will not send an alarm to the remote sites. However, in the event that an individual enters an interior or exterior secured area by unauthorized means, the interior/exterior cameras shall log event as an alarm at the facility computer and shall also send an alarm to each remote site. Video recording will take place via a video recorder located in the building electrical room.

The exterior cameras located around the perimeter fence (a total of 5) shall activate on motion detection created by a human being walking, running or crawling in the video scene along the fence line. The video detection system shall not activate video motion

alarms on for blowing tree branches or weeds, animals and rodents, changes in weather such as heavy rain, snow or changes in lighting due to cloud coverage. The system shall have the capability to discriminate between the nuisance alarms and the presence of humans.

2. All alarms will be sent, over existing POTS line, to a downtown remote site at the Fulton County 911 Call Center and to a remote site located at the Fulton Industrial Blvd. facility. Trouble alarms (loss of power, low battery, etc.) shall be sent to the remote site located at the Fulton Industrial Blvd. facility. The security system shall interface with the existing Silent Knight 9500 alarm receiver and SIS software. Coordinate with each remote site for their specific responsibilities.

D. Intrusion Detection System

1. Keypads- A keypad will be provided for every area in which separate arming/disarming is required. All keypads are to be Caddx Model Number NX-148E. These areas include the office, warehouse, shop, truck bays, and outdoor covered storage areas. The front entrance keypad, as well as the keypad located at each of the two side entrance doors, will be used to disarm/rearm the facility. The front entrance doors will automatically unlock during normal operating hours (8am to 5pm) and relock at a predetermined closing time. The office area will remain disarmed during normal business hours.

Certain areas will remain armed at all times until an authorized person disarms the area by entering via a keypad or card reader located at the exterior door. Upon exiting, the secured area shall be rearmed using the keypad. The areas that will function in this manner will include the warehouse, shop, truck bays, and outdoor covered storage areas. The gate shall be provided with magnetic locks to automatically close and lock gate upon entrance and exit. The office and warehouse areas are separated by a vestibule. As a result, a keypad and card reader will be provided, at the vestibule door leading into the warehouse, to facilitate the disarming/arming of the warehouse and/or office to those authorized to do so. A card reader will also be provided, at the door leading into the vestibule from the office, to allow crew members access into the crew room only and also to allow access into the warehouse to authorized individuals. Those authorized to enter the lab via the card reader shall have the capability to disarm/rearm the lab as well as the office area. Those authorized to enter the warehouse via a card reader shall have the capability to disarm/rearm the warehouse as well as the office area.

2. Motion Sensors-Motion sensors will be provided in the office planning and review room, warehouse, shop and outdoor covered storage areas. These motion sensors will be used to sense movement of individuals present in armed locations. Therefore, if an unauthorized person enters the area, the motion sensor will trigger an alarm. The motion sensors in the outdoor covered storage area will be positioned in such a way to limit false alarms caused by deer or other animals. Motion sensors will also be provided in all of the individual offices containing windows and around the inside perimeter of the office area where glass windows or doors are present.
3. Siren/strobe-A siren and strobe light will be located on the front and rear of the building exterior to alert law enforcement of an alarm incidence. Each siren will be set to sound for 5 minutes before shutting off.

4. Fire Department Entrance-A knock box shall be provided on the building exterior at the front entrance to facilitate access to facility by fire/police department. The knock box shall contain a set of master keys to provide access to all portions of the building and access badges capable of providing access to all doors equipped with card readers. The knock box master keys shall be kept by the fire/police department. The knock box shall have a tamper switch that shall be tied into the facility alarm system. The knock box shall be a 3200 Series or equivalent. A control circuit shall be connected between the existing front entrance sliding gate operator safety circuit and a turnkey in the knock box to allow fire/police department to automatically open gate.
5. Operator Control Station-An operator control workstation will be located in the facility Files Room (room 137) to facilitate the assignment of badges, the configuration of security system settings, and the viewing of video.
6. Security System Control Connections-The access control panel, intrusion control panel, digital video recorder, and operator control station will each be connected to the facility local area network (LAN) via Ethernet. An existing POTS line is located between the Fulton County wide area network (WAN) and each of two remote sites. The Fulton County WAN will be connected to the facility LAN. The intrusion detection system shall interface/report to the two remote monitored workstations. The existing workstations and software shall be configured where all alarms go to each site. Any maintenance or trouble alarms go to the South Fulton workstation only.
7. Battery Back-up-The access control and intrusion detection security system will be equipped with batteries to provide back-up in the event that power is lost to the facility.
8. Cellular Back-up Module- The access control and intrusion detection security system will be equipped with cellular back-up module equipment to provide means to send alarm/trouble signals to the remote sites in the event that the telephone line is cut.
9. Security System Protocol, Configuration Settings, and Control-The security system description indicated in the preceding paragraphs are presented as a guide to provide insight as to the desired function and control of the access control, intrusion detection, and CCTV systems. However, the security system provider shall coordinate with the owner to write a detailed protocol for the arming/disarming of all areas of the facility and for additional requirements concerning system function and configuration. Included in this protocol shall be a procedure for exiting facility and for manually opening front entrance sliding gate and personnel gate during emergency conditions.

## 2.05 CLOSED CIRCUIT TV (CCTV) SYSTEM

- A. Provide a complete CCTV system for exterior equipment, front entrance gate, and designated interior locations. The system shall also record video when motion is sensed in the event that an intruder enters an unauthorized location or when someone enters the property or facility by defeating any of the security features. The system shall consist of but not limited to the following components: cameras, video recorders, monitors, and fiber optic cable. Provide power supplies equipment racks, cable connectors, cables and accessories as required to form a complete system.

**B. Digital Video Recording Management and Transmission System**

1. The Digital Video Recording Management and Transmission System shall meet the requirements of business and government surveillance applications. The system shall offer network connectivity to other family components that share all video and control data over the Ethernet network. The components shall be a unique line of Digital Video Recorders and Workstations. The number of network-connected components is only limited to the number of assigned IP addresses. The system shall offer multiple continuously recorded digital video and audio channels onto a hard drive medium. In addition, the system shall share other video and audio channels from other connected recorders and workstations. The system shall also record and playback video and audio to and from the internal CD-RW drive. The system shall employ proprietary software run on a proprietary Microsoft® Windows® XP Embedded platform. The software shall employ an optimized MPEG4 compression algorithm in the video digitizing scheme. The networked system shall be comprised of recorders and workstations. The recorder, without any degradation to quality, shall simultaneously offer:
  - a. 16-channel continuous video recording.
  - b. 16-channel continuous video playback.
  - c. 16-channel continuous video transmission to the Ethernet network.
  - d. 16-channel continuous video receiving from the Ethernet network.
    - 1) User selectable video archiving of pre-existing recording.
2. The recorder shall provide full digital video and audio surveillance over a standard 100Base-T network by the use of a GUI incorporating video display areas, toolbars, control palettes, and site/device trees.
3. The recorder shall be capable of simultaneous display, playback, distribution and archive of multiple channels of video. The recorder shall collect multiple channels of analog video and digitize them for the purpose of display, archive and requested distribution across the Ethernet network. Cameras shall be the primary analog input devices. Each channel of video data shall have the capability of being displayed, played back, distributed and archived simultaneously across several recorders and workstations across the network. The recorder shall also have full WAN and Internet capability, offering expandability beyond a corporate LAN. The recorder shall also record and playback video and audio from its internal CD-RW drive. The recorder shall employ a compression algorithm based on:
  - a. Optimized MPEG4 and JPEG.
  - b. User selectable resolution not requiring a need to restart the application or the recorder. It shall be selectable using a 4-position bar, from the Main Screen. There shall be 4 levels of resolution (Frame, Field, CIF, HCIF) with 2 levels of compression (Normal, Full) comprising 8 quality levels total, which shall be accessible from the Setup menu selections.
4. The recorder shall have a 120 fps version. This version shall, by default, divide the total fps by the actual number of camera inputs. The actual fps rate shall have the ability to be set, by camera. The recorder shall have external RAID device connection capability to extend the total recording time beyond the limits of the specific internal hard drive.
5. The 120 fps version shall provide a daily hard drive usage of 2 to 60 GB. This usage shall be based on Quality settings ranging from Q1 to Q8, 24 hours per day of activity ranging

- from Low to Very High, 50% of time movement detection and Normal compression (Hybrid MPEG4). Typical hard drive usage using normal scene activity under the same conditions shall range from 4 to 32 GB per day.
6. The networked system shall be comprised of:
    - a. The software platform.
    - b. Recorders.
    - c. Workstations.
  7. The software installed in both recorders and workstations shall be similar in:
    - a. Graphical User Interface, therefore, an operator shall need to learn only one interface for both control and programming of the system.
    - b. Functions, offering the ability to remotely configure most system components from any recorder or workstation.
  8. The recorder shall also offer a full multi-user authorization logon application. This application shall offer levels of authorization based on defined sites and functions. In addition, a full setup utility shall be available for the Administrator to configure authorizations. The login window shall consist of a User Name and Password field. A user shall be able to login as an Administrator or Guest. Guest authorization shall be configurable for specific system operations. The software shall offer a full multi-user authorization process as follows:
    - a. User groups shall be created once globally and shall appear in all recorders and workstations connected to the network.
    - b. Users shall be created once globally and shall be given rights to particular groups.
    - c. Groups shall be authorized and given specific access to each unit, permitting "function-specific" profiles.
    - d. Users created and authorized for each machine shall be able to login to any recorder and workstation and automatically have their group rights for that machine follow them.
    - e. There shall be no virtual limit on the amount of Groups and Users that can be authorized in the software.
    - f. The recorder shall allow for each group to be authorized or denied access, per component, to:
      - 1) Login.
      - 2) Logout.
      - 3) Setup:
        - Network Setup & Site Name.
        - User and Group Management.
        - Site Authorization.
        - Auto Login.
        - Macro Create-Edit.
        - Alarm Setup.
        - Authentication Settings.
        - Device Setup.
        - Pre & Post Alarm.
        - Storage Database Utilities.
        - Auto Record.
        - Exit to OS.

- RS-232 Setup.
  - Priority Setup.
  - Registration Setup.
  - Manual Record Setup.
  - Scheduler for Macros.
  - 4) Reports.
  - 5) Scheduler/Macro.
  - 6) Shutdown/Close.
    - Record.
    - Stop.
    - Change Quality.
    - Picture.
    - Export.
    - Print.
    - Controls.
    - Live View.
    - Playback.
9. All users created shall be able to login to any unit on the system. A user, given appropriate access, shall be able to remotely configure all components connected to the network. The programming shall include the complete operation of the recorders, including but not limited to:
- a. Camera titles.
  - b. Alarm conditions.
  - c. System reports.
  - d. Relays.
  - e. Alarms.
10. The recorder shall also offer a GUI capable of complete recorder configuration and operation. This capability is comprised of monitoring, recording and playback. Sub-features such as defined areas for video display and control, toolbars, site and device trees, video controls, and dialog areas shall be provided. Configuration of the system shall include setup of:
- a. Camera and alarm names.
  - b. Network parameters.
  - c. Users and Groups.
  - d. Data storage allocation.
  - e. Macro programming.
  - f. Scheduling, display and alarm notification.
  - g. Pre/post alarm recording.
  - h. Backup utility.
  - i. The Main Window shall provide a multi-channel display area containing up to 16 connected cameras and microphones, a Site and Device Tree, a Navigator Window, a Control Dialog Display Area, a Toolbar, a Display Mode Control Area, a Function Control Area, a Video Display Controls Area and an Other Controls Area. Each area

shall contain the necessary controls to operate and setup the system. The Main Window shall provide the following:

- 1) Site and Device Tree depicting all components connected to the network.
- 2) Within the Site and Device Tree, each recorder shall be depicted with all connected devices such as:
  - Fixed cameras.
- 3) A multiscreen display area that allows for screen displays of:
  - Single camera.
  - Quad.
  - 3x3.
  - 4x4.
  - 6 way.

- Full screen of any of the above selected multiscreen displays shall allow for the viewing of the particular multiscreen in full screen mode by hiding the graphical user interface.
- 4) Access to all Programming menus.
- 5) User selectable resolution shall include capture sizes of:
  - 320 x 120 pixels, 384 x 144, PAL.
  - 320 x 240 pixels, 384 x 288, PAL.
  - 640 x 240 pixels, 768 x 288, PAL.
  - 640 x 480 pixels, 768 x 576, PAL.
  - Normal-MPEG4 type.
  - Continuous recording JPEG.
- 6) On demand recording of video currently viewed shall allow for the recording of any camera from any recorder connected to the network.
- 7) Viewing of live cameras shall be performed by:
  - Clicking on the desired camera.
  - "Drag-and-Drop" operation of cameras from the Site and Device Tree to the appropriate multiscreen quadrant.
  - "Drag-and-Drop" operation of the recorder from the Site and Device Tree to the appropriate multiscreen.
- 8) The recorders and workstations shall permit the viewing of live video from:
  - The locally connected cameras.
  - Any camera connected to any recorder on the network.
  - A mix of locally connected cameras and cameras connected to other recorders.
- 9) The recorder shall allow for complete duplicate recording over the network.
- 10) All recorders shall be able to simultaneously record:
  - All cameras physically connected to recorders at:

120 fps at 640 x 480 (768 x 576, PAL) resolution (depending on recorder utilized) plus a minimum of equal amount of frames received from one or multiple units connected to the network, without any reduction in quality.

11. The Site and Device Tree shall provide a physical list of all known network site areas and connected cameras, and microphones. The cameras and microphones shall be represented by graphical symbols. Components in the Site and Device Tree shall be selectable and configurable.
12. The Navigator Window shall provide all function buttons necessary to access the video on-screen. The Navigator Window shall depict, in a notepad style, the following:
  - a. All recorders connected to the network.
  - b. All workstations connected to the network.
  - c. All video previously recorded on any recorder on the network.
13. Video retrieval shall be performed by:
  - a. Selecting the device (recorder or workstation) that video was previously stored on.
  - b. Selecting the cameras to be played back.
  - c. By "drag-and-drop", similar to the live view, selected cameras are inserted into the multiscreen displays so that an operator can view a mix of previously recorded cameras and live video on the same screen.
  - d. When cameras are selected for playback, the notepad shall provide a graphical interface depicting bars that indicate video previously recorded as well as all alarmed video.
  - e. Any recorders on the network shall be capable of playing back, by utilizing the multi-screen displays, a mix of videos previously recorded on any other recorder on the network.
  - f. The playback interface shall offer the ability to playback cameras:
    - 1) One by one.
    - 2) Time synchronized (exact time line that the cameras were recorded in).
    - 3) As recorded episodes using the Museum Search feature.
    - 4) Record them as avi files to the storage location.
14. The Control Dialog Display Area shall provide a space to work in conjunction with the Other Controls Area. When one of the Other Controls is selected, the corresponding button palette shall appear in this area.
  - a. The Toolbar shall provide access to all major functionality of the system. The Schedule/Macro, Reports, Setup, Logout and Shutdown buttons shall be accessible in this area. The Schedule/Macro button allows the running of preconfigured combinations of camera and sensor routines. The Reports button shall allow the viewing and printing of system status reports. The Setup button shall allow configuration of the system components, authorizations, sites, authentication, utilities and schedules/macros. The Logout button shall allow leaving the system without closing the software. Access to programming and more advanced screens shall be done by means of an immobile, permanently-docked toolbar located on the top of the screen.

15. The Display Mode Control Area shall provide a palette of buttons to select and modify the number of video channels displayed and audio channels monitored or recorded simultaneously. It shall include but not be limited to:
  - a. Single camera.
  - b. 2x2.
  - c. 3x3.
  - d. 4x4.
  - e. 6 way.
  - f. All multiscreen displays shall be available in live, playback and mix of live-playback cameras.
16. The Function Control Area shall provide a palette of controls to enable or disable the video recording as well as any currently running macros in the system. Alarm processing shall include but not be limited to:
  - a. External alarms.
  - b. Sensor alarms shall have the ability to be tagged as follows:
    - 1) Intrusion Alarms.
    - 2) Motion Detector Alarms.
    - 3) Smoke Detector Alarms.
    - 4) Perimeter Detector Alarms.
    - 5) Fire Alarms.
  - c. Other types of Detector Alarms.
  - d. Camera Alarms shall included but not be limited to:
    - 1) Video Motion Alarms.
    - 2) Video Loss Alarms.
  - e. An authorized user shall link alarm conditions to preprogrammed macros to further extend the usability of the system.
  - f. Alarm scheduling shall include but not be limited to:
    - 1) Distinct schedules each including:
      - Beginning and end time for when each alarm is active.
      - Day of the week for when an alarm is active.
17. The Video Display Controls Area shall provide a palette of buttons to set the picture quality (resolution) and refresh mode of the live video display. A 4-position bar shall allow the quality setting.
18. The Other Controls Area shall provide a palette of buttons that only become active when a valid device is selected from the Site and Device Tree. When active, the selection of these buttons shall cause the Control Dialog Display Area to display additional control information. The Other Controls are Playback, PTZ, Controls, Print, Export and Picture.
19. There shall be several high-level configuration features allowing custom setup of the system. The System Configuration feature shall be comprised of a Main Settings Menu. This menu shall allow setup of the network and sites, macros, devices, authorization,

- Alarms, Auto Login, Schedules, Auto Record, Storage Database Utilities, Authentication, Protocol Controls, Manual Record, Registration and Picture Quality.
20. The network and sites configuration shall be performed using a dedicated set of screens. The network portion of this setup shall allow setup of a system Nucleus and Backup Nucleus. In addition, one system shall have the ability to configure an entire network of IP addresses for all connected systems. The Nucleus shall act as the coordinator of all running system applications. The Backup Nucleus shall act as the hot-standby Nucleus in the event that the primary Nucleus goes offline, providing uninterrupted system functionality. A Network Settings menu shall provide a comprehensive worksheet for each networked device. When all units have been setup, the resulting connected devices shall define the site. The network portion of this setup shall also allow:
    - a. Time synchronization of all components on the network.
    - b. All appropriate networking features including each recorder IP, Subnet and Gateway.
  21. Macro configuration shall be performed using a dedicated set of screens. Macros can be defined for recorded or displayed/played cameras and microphones, command duration, recording location, local viewing, device ID, picture quality, refresh mode, recording rate (fps), related devices (sensors/relays) and alarm activation. Macros shall allow an authorized user to create and schedule software commands that shall include but not be limited to:
    - a. Sequencing cameras, including multiscreen displays, in a local and remote recorder.
    - b. Record various cameras at various frames rates.
    - c. Send alarm condition to any recorder or workstation on the network. By the use of macros an authorized user shall be able to program the destination component of the alarm condition.
    - d. An authorized user shall be able to program and execute macros remotely without the need to be physically located at the recorder that the macros will be programmed on.
    - e. The Schedule/Macro button allows the running of preconfigured combinations of camera, microphone, and sensor routines. The Reports button shall allow the viewing and printing of system status reports. The Setup button shall allow configuration of the system components, authorizations, sites, authentication, utilities and schedules/macros. The Logout button shall allow leaving the system without closing the software.
    - f. Macro scheduling shall include but not be limited to:
      1. Day of the week when the particular macro is active.
      2. Start and end time for when a macro is active.
      3. If a macro is to run continuously or not.
      4. A macro shall be able to run every:
        - 5 min, 10 min, 1/4 Hour, 1/2 Hour, 3/4 Hour, 1 Hour, 2 Hours, 3 Hours, 4 Hours, 6 Hours, 8 Hours, 12 Hours.
        - A macro shall be able to be scheduled to run for 1-256 cycles.
  22. Authorization rights setup shall be performed using the Site Authorization screen. Group and user rights shall be available to configure, by specific site. Rights shall provide authority to perform all system functions.

23. Alarm configuration shall be performed using system macros. Alarms shall be programmed to annunciate under the conditions specified in the macro. Alarms shall be triggered by physical sensors, detected video loss, detected video motion, or messages sent over the network.
  24. Storage Database Utilities shall allow setup and usage of detected hard disks locally and remotely. Any networked computer shall be a candidate to add to the storage database. Once established, any recorder shall use established hard disks for recording data.
  25. Authentication shall be configured using the Authentication Settings screen. Authentication shall be established by site and affect the destination video. A check box shall be available to enable video authentication symbol (A). This symbol shall verify that the video generated is authentic.
  26. Sequence sessions shall be configured using the Create & Edit Sequence screen. Sequences shall be a form of macros that when run, allow selected cameras to display for desired times in a sequence.
  27. Operation of the system shall be facilitated by the use of a monitoring screen whereby a security operator can perform a full scope of surveillance duties using a mouse and keyboard.
  28. The recorder shall be an Intel Pentium IV processor running Microsoft Windows XP Embedded. There shall be a variety of hard disk sizes from 200 to 900 GB. The front panel shall contain a key-locked user door making accessible a CD-RW drive, 3.5 in. floppy disk drive, power switch, keyboard port and mouse port.
  29. The recorder shall also be equipped for installation in a standard 19 in. (482 mm) rack mount with carry handles. The rear panel shall contain 16 video input ports, power switch, 4 USB connectors, 1 serial port, relay screw terminal block, VGA monitor port, 1 network port and 2 16-channel video looping ports.
  30. The recorder shall have a nominal system live, playback and transport video rate of 120 fps. This rate shall be divided, by configuration, among the total camera inputs. It shall have 4 levels of resolution with 2 levels of compression comprising 8 quality levels. The maximum displayed resolution shall be 640 x 480 (768 x 576, PAL) pixels per image, scalable for speed and quality. The supported, and automatically detected, video formats shall be NTSC, PAL, EIA and CCIR.
  31. The recorder shall be 7.0 inches (178 mm) high (4 RU), 19.0 inches (482 mm) wide and 20.5 inches (559 mm) deep. It shall weigh 40 lb (18 kg). It shall have a screened steel case construction and be finished in black color.
  32. A UPS shall be provided for the recorder to support it for 30 minutes.
- C. Both recorders shall be Vicon Industries base Models KE120-16-900 and configured to record at a resolution of 640x480 at 7 frames per second per camera, with storage capability for 10-14 days.
- D. CCTV Camera: The exterior fixed cameras shall have the following specifications. Installation of each camera shall include mounting brackets, housings, fiber-optic transmission system fully compatible with the camera installed.
1. General Requirements

- a. The camera specified shall use a 1/3-inch format, interline transfer, CCD image sensor.
  - b. This camera shall produce 570 lines of horizontal picture resolution.
  - c. The camera shall provide selectable on/off backlight compensation.
  - d. The camera shall provide the capability to use fixed iris lenses, manual iris lenses, DC auto-iris lenses, and video-iris lenses.
  - e. The Automatic Electronic Shutter shall be on/off switch selectable.
  - f. Lens back focusing shall be accomplished via an external adjustment.
2. Electrical Specifications
- a. When powered via, 24 VAC 60Hz, the camera shall be line-locked to the power line zero crossing to ensure roll-free vertical interval video switching and recording. An external vertical phase delay adjustment shall allow camera synchronization in multiphase power installations.
  - b. Rated Voltage: 24 VAC, 60 Hz
  - c. Maximum power requirement: 200mA (Max) at 24 VAC
  - d. Usable picture: 0.3 lux (f/1.4).
  - e. Signal-to-Noise Ratio: 46 dB minimum.
  - h. Electronic Shutter: automatic, 1/60 to 1/100,000 sec.
  - j. Video Output: 1.0 Vp-p, 75 ohms.
3. Mechanical Specifications
- Rear Connectors:
- a. Video Out: 1 BNC
  - b. Power: Screw terminals
  - c. DC/Video Iris Control: 4 pin EIA-J
  - d. Camera Mount: 1/4 inch-20, in relocatable (top/bottom) mounting block
  - e. Lens mount: CS
  - f. Dimensions (less lens):Housing: 120 L x 50 W x 50 H mm (4.7 x 1.9 x 1.9 in).
  - g. Weight: 0.xx kg (xx lb).
  - h. Finish/case: Mushroom/metal housing.
4. Environmental Specifications
- a. Operating temperature limits shall be -10 °C to +55 °C (+14 °F to +122 °F).
5. Agency Approvals
- a. UL Listed and CSA approved.
  - b. Complies with the limits for a Class B digital device pursuant to Part 15 of the FCC Rules and ICES-003 of Industry Canada.

- c. EMC Requirements: FCC Part 15, Class B ICES-003
- d. Immunity: EN50130-4
- e. Emission: EN50081-1 Class B
- f. Safety: UL & cUL
- g. Camera shall be a Weldex Model KTG-2000 DN for outdoors and Weldex Model WDAC-5700C for indoor warehouse or approved equal.
- f. Camera Accessories
  - 1. Camera Enclosures: All camera housings and support brackets shall be compatible with CCTV camera specified. Housings shall be provided with all cable entrance facilities for camera control and shall be adaptable to mounting devices used with cameras. Camera housing shall be manufactured by GE Model KTE-300 or by camera manufacturer as required by camera provided.
    - a. Outdoor environmental enclosure shall be as manufactured by GE or approved equal with the following features:
      - 1) Capable of housing camera, zoom or fixed length lens, and heater blower.
      - 2) Integral thermostatically controlled electric heater and blower assembly. Blower assembly to turn on at 100°F and to turn off at 80°F. Heater to turn on at 40°F and to turn off at 60°F. Heater and blower shall operate at 24 volts AC with a nominal power consumption of 8 watts (continuous duty).
      - 3) Integral sunshield
      - 4) Housing shall be manufactured of aluminum, and shall be white in color with factory applied polyurethane finish
      - 5) Housing lens shall be optically clear, ¼ inch Lexan
      - 6) Housing shall be tamperproof
      - 7) Cable entry fittings shall be liquid-tight through the mount
  - 2. Camera mounting brackets shall be the product of GE or approved equal for pole and wall mounting, and shall be suitable for outdoor use:
    - a. Light pole (vertical mount) shall be as manufactured by GE Model KTE-300 or approved equal with the following features.
      - 1) Aluminum construction
      - 2) Medium duty 90 degree J mount with manually adjustable swivel head.

- 3) 1 inch diameter cable feed through.
  - 4) Supporting a minimum of 50 lbs.
  - 5) Finished with white epoxy powder coat.
- E. CCTV Camera: The interior fixed cameras shall have the following specifications. Installation of each camera shall include mounting brackets and housings fully compatible with the camera installed.
1. General Requirements
    - a. The camera specified shall use a 1/3-inch format, interline transfer, CCD image sensor.
    - b. This camera shall produce 570 lines of horizontal picture resolution.
    - c. The camera shall provide selectable on/off backlight compensation.
    - d. The camera shall provide the capability to use fixed iris lenses, manual iris lenses, DC auto-iris lenses, and video-iris lenses (provide lens specification in camera schedule on drawings).
    - e. The Automatic Electronic Shutter shall be on/off switch selectable.
    - f. Lens back focusing shall be accomplished via an external adjustment.

## 2. Electrical Specifications

- a. When powered via, 24 VAC 60Hz, the camera shall be line-locked to the power line zero crossing to ensure roll-free vertical interval video switching and recording. An external vertical phase delay adjustment shall allow camera synchronization in multiphase power installations.
- b. Minimum 1/8" thick dome cover.
- c. Vari-focal 4.0 mm – 9.0 mm auto iris lens.
- b. Rated Voltage: 24 VAC, 60 Hz
- c. Maximum power requirement: 40 VA, 1.66 A at 24 VAC
- e. Usable picture: 0.3 lux (f/1.4).
- f. Signal-to-Noise Ratio: 46 dB minimum.
- g. Electronic Shutter: automatic, 1/60 to 1/100,000 sec.
- h. Video Output: 1.0 Vp-p, 75 ohms.

## 3. Mechanical Specifications

### Rear Connectors:

- a. Video Out: 1 BNC
- b. Power: Screw terminals
- c. DC/Video Iris Control: 4 pin EIA-J
- d. Camera Mount: 1/4 inch-20, in relocatable (top/bottom) mounting block
- e. Lens mount: CS
- f. Dimensions (less lens):Housing: 4.7" Dia. x 3.5" H
- g. Weight: 0.xx kg (xx lb).
- h. Finish/case: Black/metal housing.

## 4. Agency Approvals

- a. UL Listed and CSA approved.
- b. Complies with the limits for a Class B digital device pursuant to Part 15 of the FCC Rules and ICES-003 of Industry Canada.
- c. EMC Requirements: FCC Part 15, Class B ICES-003
- d. Immunity: EN50130-4
- e. Emission: EN50081-1 Class B
- f. Safety: UL & cUL

Camera shall be a Weldex Model WDD-4905 (24 VAC) or approved equal.

## F. Camera Accessories

1. Camera Enclosures: All camera housings and support brackets shall be compatible with CCTV camera specified. Housings shall be provided with all cable entrance facilities for camera control and shall be adaptable to mounting devices used with cameras. Camera housing shall be manufactured by GE or by camera manufacturer as required by camera provided.

- a. Indoor environmental enclosure shall be as manufactured by GE or approved equal with the following features:
  - 1) Capable of housing camera, zoom or fixed and length lens.
  - 2) Housing shall be manufactured of aluminum, and shall be black in color.
  - 3) Housing shall be tamperproof

G. Fiber Optic Video Transmitting System:

Provide a fiber optic video transmitter at each end of the CCTV camera. The fiber optic video transmitter shall be a compact stand alone module providing one video channel on one fiber. Fiber optic transmitter to be Fiber Options Model: S700VT.

1. Electrical Specifications
  - a. Input Voltage: 12-16 VDC
  - b. Current Requirement: 35mA
  - c. Power Consumption @ 14 V: 0.5 W
  - d. Heat Equivalent: 0.03 btu/min (0.01 cal/min)
2. Video Signal Specifications
  - a. Number of Video Channels: 1
  - b. Standards Supported: EIA, CCIR, NTSC, PAL
  - c. Video Input Signal: 1.0 V p-p composite
  - d. Input/Output Impedance: 75  $\Omega$
  - e. Video Output Signal: 1.0 V p-p composite
  - f. Output Gain: Unity
  - g. Signal-to-Noise Ratio: > 50 dB @ maximum optical attenuation
  - h. Video Bandwidth: 8 MHz  $\pm$  1 dB
  - i. Frequency Response: 15 MHz
  - j. Hum: < 2.7%
  - k. Noise: -60 dB rms
  - l. Video Resolution: > 640 TV lines
  - m. Differential Phase: < 1.7°
  - n. Tilt: < 1.6%
3. Video Interconnection
  - a. Recommended Maximum Distances:
    - 1) Video Equip to Tx:  $\leq$ 100 ft (30 m)
    - 2) Rx to Video Equip:  $\leq$ 100 ft (30 m)
  - b. Recommended Cable Type: RG59/U coaxial cable (Belden No. 9259 or equivalent)
4. Agency Compliance
  - a. Emissions: FCC Part 15, ICES-003, AS/NZS 3548, EN55022
  - b. Immunity: ENVS0204 EN61000-4-2, 3, 4, 5, 6, 11
  - c. Safety: UL1950, CAN/CSA 22.2, NO.950-95
5. Optical Specifications
  - a. Wavelength: 850 nm
  - b. Optical Mode: Multimode
  - c. Signal Direction: Tx  $\rightarrow$ Rx

- d. Optical Budget: 10 dB
  - e. Operating Distance: 2.5 mi (4.0 km)
  - f. Emitter Type: 850 nm ST
  - g. Fiber Type: 62.5  $\mu$
  - h. Modulation Type: Intensity modulation
  - i. Gain Control: Optical Automatic (OAGC)
  - j. Transmitter Launch Power: -20.1/ 17.5 dBm
6. Connectors Specifications
- a. Signal Input/Output:
    - 1. Optical: ST type
    - 2. Video: BNC
  - b. Power Input: 3-pin screw terminal
7. Environmental Specifications
- a. Temperature Range in Operation: -40° to +167° F (-40° to +75° C)
  - b. Temperature Range in Storage: -40° to +185° F (-40° to +85° C)
  - c. Humidity Range in Operation: 0 - 95% relative, non-condensing
  - d. Humidity Range in Storage: 0 - 95% relative, non-condensing
8. Mechanical Specifications
- a. 110V-T Standalone Transmitter
    - 1) Dimensions: Length: 3.75 in (95 mm)  
Width: 2.81 in (71 mm)  
Height: 1.10 in (28 mm)
    - 2) Weight: 0.24 lb (0.11 kg)
    - 3) Shipping Dimensions: Length: 5.1 in (130 mm)  
Width: 2.9 in (74 mm)  
Height: 1.10 in (28 mm)
    - 4) Shipping Volume: 0.010 cu ft (0.0003 cu m)
    - 5) Shipping Weight: 0.3 lb (0.2 kg)
    - 6) Construction: Aluminum
    - 7) Finish: Black semigloss paint
    - 8) Mounting Method: 4 - No. 6 (3 mm) screws

## 2.06 SIGNAL TRANSMISSION COMPONENTS

- A. Cable and wire shall be non-halogenated low smoke producing cable tested in accordance with NFPA 262, "Standard Method of Test for Fire and Smoke Characteristics of Wires and Cables," When burned, the cable shall produce a maximum peak optical smoke density of 0.5 and a maximum average optical smoke density of 0.15.
- B. CCTV Cable, General: Coaxial cable elements have 75 ohm nominal impedance. Cables comply with Division 16 Section "Control/Signal Transmission Media" and the following:
  - 1. CCTV Video Distribution (Indoor): RG 59/U, cellular polyethylene dielectric, bare copper braid shield with 95 percent minimum shielding factor, No. 22 AWG solid copper conductor and PVC jacket.

- C. CCTV Coaxial Cable Connectors: Type BNC, 75 Ohms.
- D. Cable, General: Solid or stranded copper. Size conductors as indicated but not less than recommended by system manufacturer.
- E. Cable for Low-Voltage Control and Signal Circuits: Unshielded, 18 GA. (min.), twisted-pair cable, except where manufacturer recommends shielded cable.
- F. CCTV Video Distribution (Outside) - Fiber-Optic Cable: The fiber-optic cable shall consist of color-coded multimode graded index fibers contained in water blocked, water swellable tape filled, loose buffer tubes. Acceptable manufactures for fiber-optic cable are SIECOR or approved equal with the following features and capabilities:
1. The glass reinforced (GRP or epoxy matrix rod) shall be used for central strength member.
  2. High tensile yarns shall be utilized over the cable core for additional tensile strength.
  3. A medium density polyethylene outer jacket shall be applied overall.
  4. The fiber-optic cable shall conform to the following specifications as a minimum:
 

a. Dielectric Cable	62.5/125 microns
b. Fiber Type	Multimode,-Graded Index
c. Core Diameter	62.5 ± 3.0 microns
d. Cladding Diameter	125 ± 2.0 microns
e. Fibers per tube	One (1)
f. Total number of fibers per cable	Two (2)
g. Operating Wavelength's:	850 nm and 1300 nm
h. Maximum Attenuation @ 850 nm:	3.75 dB/km
i. Maximum Attenuation @ 1300 nm:	1.75 dB/km
j. Minimum Bandwidth @ 850 nm:	160 MHz km
k. Minimum Bandwidth @ 1300 nm:	200 MHz km
l. Numerical Aperture:	0.275
m. Proof tests	50kpsi
n. Tensile Strength	
1) During Installation	1000N (225 pounds)
2) Long-term	440N (100 pounds)
o. Crush Resistance	750N/cm(428 pounds/inch)
p. Operating Temperature	-40 degree C to +65 degree C
q. Storage Temperature	-40 degree C to +70 degree C
r. Installation Temperature	-30 degree C to +60 degree C
s. Minimum Bend Radius	
1) During Installation	20 times Cable O.D.
2) Long-term	10 times Cable O.D.
- G. Connectors - Fiber optic connectors: The fiber-optic connectors shall consist of standard ST type twist-lock bayonet coupling connectors with ceramic or polymer ferrules. Also provide ST to SC converters. Connectors shall be rated for use-at temperatures ranging from 40 degree C to +65 degree C. Acceptable manufactures for fiber-optic cable are AMP, LUCENT TECHNOLOGIES, and SIECOR or approved equal.

## 2.07 GATE OPERATOR AND GATE ELECTRIC LOCK

- A. THE EXISTING FRONT ENTRANCE HYDRAULIC SLIDE GATE OPERATOR (HySecurity Model 222EXST) controls shall be integrated with the new intercoms and dual height card readers. Products shall be as manufactured by Select Engineered Systems, Inc., GE, or approved equal.
1. Vendor shall provide goose neck mounting post and pedestal for intercom and all other associated hardware and devices to provide a complete and operational gate control system.
- B. THE PERSONNEL SWING GATE ELECTRIC LOCK shall be a standard lock. Products shall be as manufactured by AMAG Technologies, Inc., GE, or approved equal.
1. Coordinate and integrate new proximity card reader and keypad (provided by others) with swing gate lock controls.
  2. Vendor shall provide all associated hardware and devices to provide a complete and operational gate control system.

## 3.01 EXAMINATION

- A. Examine areas and conditions affecting installation of the access control and intrusion detection security system. Do not proceed with Work until all unsatisfactory conditions or interferences have been corrected.

## 3.02 INSTALLATION

- A. Install complete access control and intrusion detection security system and all associated appurtenances.
- B. Installation:
1. Wiring shall be installed and wired completely as shown on the plans and as recommended by the security system manufacturer and shall meet the requirements of Article 725 of NFPA 70 and as modified herein. The manufacturer authorized contractor shall make all necessary wiring connections to external devices and equipment. Cables and conductors having scrapes, nicks, gouges or crushed insulation shall not be used. All system conductors, except grounding conductors, shall be solid copper. Use of aluminum wire is prohibited.
  2. Wiring Method: Install wiring in raceways.
  3. Wiring Within Enclosures: Bundle, lace, and train the conductors to terminal points with no excess. Provide and use lacing bars and distribution spools.
  4. Number of Conductors: As recommended by system manufacturer for functions indicated.
  5. Taps and Termination's: Make taps and termination's on numbered terminal strips in junction, pull and outlet boxes, terminals cabinets, and equipment enclosures.
  6. Identification of Conductors and Cables: Color-code conductors and apply wire and cable marking tape to designate wires and cables so media are identified and coordinated with system wiring diagrams.
  7. Wire fill, conductors, and conduit shall be sized by the Contractor, except where indicated, in compliance with the National Electrical Code. The number of conductors required may vary on the basis of the manufacturers of the selected equipment.
  8. Provide conduit for all interior security system wiring as required by the Authority Having Jurisdiction.

9. Conductors shall be run continuously between panels and devices. Splices between such locations are not permitted. Necessary junctions shall be made using screw-type terminal blocks, or in accordance with manufacturer's requirements for connections to the equipment.
  10. All security junction boxes shall have red covers and be labeled as CCTV or Security.
  11. Use fiber optic cable between local security panels/fire alarm panels.
  12. Contractor shall repair all sheetrock, walls, ceilings, doors, paint finishes, and any other part of the facility structure damaged during installation of security system.
- C. Adjustment/Alignment/Synchronization/Cleaning: Subsequent to installation, the Contractor shall clean each system component of dust, dirt, grease or oil incurred or accrued from other project activities, and prepare for system activation by manufacturer's recommended procedures for adjustment, alignment, or synchronization. Each component shall be prepared in accordance with the appropriate provisions of the component's installation, operations, and maintenance manuals.
- D. Documentation: Accurate "as built" drawings shall be furnished by the contractor to aid the owner in programming. These should indicate all devices and equipment as it was installed. The systems dealer shall supply operating and maintenance manuals to aid the owner in the programming of the system. A CD ROM disk with drawing files created in AutoCad R14 with complete schematic and interconnection diagrams shall be turned over the Contracting Officer's representative prior to system sign off.
- E. Contractor shall provide manufacturer's Project Management services to insure integration of all system components.
- F. Installation of complete system shall be included in the Lump Sum Bid.

### 3.03 CONNECTIONS

- A. All electrical connections to components and cable routings shall be installed as required. Connect unit components, conductor and cable shields to ground in accordance with the National Electric Code.
- B. Interface with other Work as required to obtain a complete and operable installation.

### 3.04 COMMISSIONING AND SERVICES

- A. Provide system check-out, final testing and start-up to demonstrate system functions in accordance with design intent and all components interface with the main controller as required.
1. Contractor shall make provisions for the review of all security software (i.e., protocol, configuration settings, etc.) between the Construction Manager, Fulton County and the vendor at the 30%, 60%, and 90% completion stage to ensure system setup is per the County's request.
  2. Contractor shall provide a minimum of three, eight hour days of Manufacturer's services for training and instructing the personnel responsible for the proper operation of the system in accordance with Section 01664, Training.

- B. Warranty Support: The Authorized Systems Dealer shall be available during the warranty to answer programming and application questions to support owners personnel during this period. The Authorized Systems Dealer shall have the training and capability to provide additional support services including:
1. Regular testing and inspection of all system components and to submit reports on the results.
  2. Emergency Service for repairs and adjustments to the system and part replacement if necessary.
- 3.05 FIELD QUALITY CONTROL, TESTS, AND INSPECTIONS.
- A. Manufacturer's Field Representative: Provide services of a factory-authorized field representative to supervise the field assembly and connection of components and system pre-testing, testing, adjustment, and programming. Final testing and system programming shall be under the supervision of a factory-authorized field representative.
- B. Certification: The Contractor shall certify that all requirements of this specification have been met. Verification shall be through a written statement in accordance with inspection, demonstration and tests, as described below.
- C. Verification by Inspection: Verification by inspection includes examination of a device or system and the comparison of pertinent characteristics against the qualitative or quantitative standard set forth in the specifications. Inspection may require moving or partially disassembling the item to accomplish the verification. Inspection shall be made of all equipment installations, mounting and wiring of electrical and signal distribution enclosures and components, and mounting and placement of sensors to ensure requirements of the specifications are complied with, and that the overall installation is accomplished in a professional and workmanlike manner. The Owner Representative shall have full opportunity to witness the required contractor inspections or to conduct its own inspections of the installation.
- D. Verification by Test and Demonstration: The Contractor shall verify by formal demonstrations or tests that the requirements of this specification have been met.

END OF SECTION 16725