FULTON COUNTY

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2008 Achievement of Excellence in Procurement Award
National Purchasing Institute

OUTSTANDING AGENCY ACCREDITATION ACHIEVEMENT AWARD NIGP

Felicia Strong-Whitaker, Interim Director

REQUEST FOR QUOTE NUMBER: 09BR69163B

WILL BE RECEIVED UNTIL Tuesday July 28, 2009

DESCRIPTION: Library Materials in Microform

Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system at www.fultonvendorselfservice.co.ga.us. You must be a registered vendor in order to respond to quotes.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME:	E-Mail Address :	Telephone Number:
Brian Richmond	Brian.richmond@fultoncountyga.gov	404-612-7915

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

Company Name:

Company Address:

City	State	Zip Code

Telephone Number:	Fax Number:	E-Mail Address:

RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendorselfservice.co.ga.us BY THE TIME AND DATE INDICATED.

Person submitting QUOTE: (Please Print) Date

Title

*Signature of the person submitting QUOTE:

*Person submitting this e-quote has binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

REQUEST FOR QUOTE SPECIFICATIONS
Quote Number: 09BR69163B
Opening Date: Tuesday July 28, 2009

Library Materials in Microform
Library Department

1. DESCRIPTION

The Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide magazines and other reading materials in microform for the Library Department.

2. CONTACT PERSON

Please contact Brian Richmond at (404) 612-7915 or by e-mail brian.richmond@fultoncountyga.gov, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorselfservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

3. PRODUCT/SERVICE SPECIFICATIONS

The product specifications begin on the next page. The responding vendor is to go online and give one price for all of the Library materials listed. For those items that you cannot provide, please list them in the space provided online.

Fulton County Vendor Quote:
Microform Specifications

Overview:
Microform images are taken directly from the original printed pages, in chronological collation for the clearest possible image that provides consistent density and exposure. Images should have no gutter shadows, torn or missing page images. The objective is both to fill the frame and to obtain the greatest possible degree of legibility in public use copies. The highest industry standards for these products with reasonable pricing and delivery must be maintained. Below are required standards:

Format: 35mm (film)

Film type: Silver
Silver halide crystals in gelatin are coated onto a four mil polyester 35 mm film base conforming to ANSI/NAPM Standard IT 9.1 and ANSI/AIIM MS 14.

Polarity: Positive

Reduction Ratio 1:16 to 1:21 (depending on the size of the original)

Splices: None

Reels: Conform to ANSI/AIIM MS34

Cartons: Neutral pH microfilm cartons with appropriate title and bibliographic information

Format: 105mm (fiche)

Film type: Silver
Silver halide crystals in gelatin are coated onto a seven mil polyester 105 mm fiche base conforming to ANSI/NAPM Standard IT 9.1 and ANSI/AIIM MS 5.

Backing: Opaque white title backing

Page Format: 98

Polarity: Positive

Reduction Ratio: 1:24

Envelopes: Microfiche envelopes suitable for storage

Acronyms

AIIM – Association for Information and Image Management
ANSI – American National Standards Institute
NAPM – National Association of Photographic Manufacturers

Auburn Ave Research Library

QTY	DESCRIPTION	VOLUME/ISSUES	PUB. FROM	PUB. TO	FORMAT	DEL FREQ
1	AFRICAN AFFAIRS	V.107-107	Jan-08	Apr-08	FI-SIL-P	S1
1	AFRICAN AFFAIRS	V.107-107	7/1/2008	10/1/2008	FI-SIL-P	S2
1	AFRICAN AMER REV	V.42-42	SPR 2008	WIN 2008	35-SIL-P	A1
1	AFRICAN ARTS	V.41-41	SPR 2008	SUM 2008	35-SIL-P	S1
1	AFRICAN ARTS	V.41-41	AUT 2008	WIN 2008	35-SIL-P	S2
1	AFRICAN STUDIES REV	V.51-51	Apr-08	Dec-08	35-SIL-P	A1
1	AFRO HISPANIC REV	V.28-28	SPR 2009	FAL 2009	35-SIL-P	A1
1	BLACK COLLEGIAN	V.39-39	Sep-08	Jan-09	35-SIL-P	A1
1	BLACK ENTERPRISE	V.39-39	Aug-08	Jul-09	35-SIL-P	A1
1	BLACK HISTORY BULL	V.71-71	WIN 2008	FAL 2008	35-SIL-P	A1
1	BLACK SCHOLAR	V.38-38	SPR 2008	WIN 2008	35-SIL-P	A1
1	CALLALOO	V.32-32	WIN 2009	FAL 2009	FI-SIL-P	A1
1	CRISIS	V.115-115	WIN 2008	SUM 2008	35-SIL-P	S1
1	CRISIS	V.115-115	FAL 2008	FAL 2008	35-SIL-P	S2
1	EBONY	V.64-64	Nov-08	Oct-09	35-SIL-P	A1
1	J/AFRICAN HISTORY	V.49-49	2008	2008	35-SIL-P	S1
1	J/AFRICAN HISTORY	V.49-49	2008	2008	35-SIL-P	S2
1	J/AFRICAN-AMER HISTORY	V.94-94	WIN 2009	FAL 2009	35-SIL-P	A1
1	J/BLACK PSYCHOLOGY	V.34-34	Feb-08	May-08	35-SIL-P	S1
1	J/BLACK PSYCHOLOGY	V.34-34	Aug-08	Nov-08	35-SIL-P	S2
1	J/BLACK STUDIES	V.39-39	Sep-08	Jul-09	35-SIL-P	A1
1	J/HEALTH CARE FOR THE	V.19-19	Feb-08	Nov-08	35-SIL-P	A1
1	J/NATL MEDICAL ASSN	V.100-100	Jan-08	Dec-08	35-SIL-P	A1
1	J/NEGRO EDUC	V.78-78	WIN 2009	FAL 2009	35-SIL-P	A1
1	J/RELIGIOUS THOUGHT	V.64-64	SUM 2008	SPR 2009	35-SIL-P	A1
1	JET	V.113-113	Jan-08	Jul-08	35-SIL-P	S1
1	JET	V.114-114	Jul-08	Jan-09	35-SIL-P	S2
1	LIVING BLUES	V.39-39	Feb-08	Jun-08	35-SIL-P	S1
1	LIVING BLUES	V.39-39	Aug-08	Dec-08	35-SIL-P	S2
1	MELUS	V.33-33	SPR 2008	WIN 2008	FI-SIL-P	A1
1	NATL BLACK LAW J	V.22-22	Jan-09	Jan-09	35-SIL-P	A1
1	OBSIDIAN	V.10-10	SPR 2009	WIN 2009	FI-SIL-P	A1
1	PHI DELTA KAPPAN	V.90-90	Sep-08	Jun-09	35-SIL-P	A1
1	RES IN AFRICAN LIT	V.39-39	SPR 2008	WIN 2008	FI-SIL-P	A1

Auburn Ave Research Library

QTY	DESCRIPTION	VOLUME/ISSUES	PUB. FROM	PUB. TO	FORMAT	DEL FREQ
1	REV/BLACK POLITICAL EC	V.35-35	SUM 2008	SPR 2009	35-SIL-P	A1
1	SOUTHERN EXPOSURE	V.36-36	SPR 2008	WIN 2008	FI-SIL-P	A1
1	THIRD WORLD QUART	V.29-29	Feb-08	Dec-08	FI-SIL-P	A1
1	WESTERN J/BLACK STUDI	V.32-32	SPR 2008	WIN 2008	35-SIL-P	A1
1	WORLD LITERATURE TODA	V.83-83	Jan-09	Jun-09	FI-SIL-P	S1
1	WORLD LITERATURE TODA	V.83-83	Jul-09	Dec-09	FI-SIL-P	S2
1	ESSENCE	V.39-39	May-08	Apr-09		
1	ESSENCE	V.38-38	May-07	Apr-08		
1	ESSENCE	V.37-37	May-06	Apr-07		
1	ESSENCE	V.36-36	May-05	Apr-06		

Ivan Allen Dept.

QTY	DESCRIPTION	VOLUME/ISSUES	PUB. FROM	PUB. TO	FORMAT	DEL FREQ
1	ADVERTISING AGE	V.79-79	Jan-08	Jun-08	35I-SIL-P	S1
1	ADVERTISING AGE	V.79-79	Jul-08	Dec-08	35-SIL-P	S2
1	AFRICAN AMER REV	V.41-41	SPR 2007	WIN 2007	35-SIL-P	A1
1	AMER J/NURSING	V.108-108	Jan-08	Jun-08	35-SIL-P	S1
1	AMER J/NURSING	V.108-108	07/2008	Dec-08	35-SIL-P	S2
1	AUTOMOTIVE INDUSTRIES	V.187-187	QUA 2008	QUA 2008	35-SIL-P	A1
1	BILLBOARD	V.120-120	Jan-08	Jun-08	35-SIL-P	S1
1	BILLBOARD	V.120-120	Jul-08	Dec-08	35-SIL-P	S2
1	BSNS WEEK	4066-4090	Jan-08	Jun-08	35-SIL-P	S1
1	BSNS WEEK	4091-4114	Jul-08	Jan-09	35-SIL-P	S2
1	C P A J	V.78-78	Jan-08	Dec-08	35-SIL-P	A1
1	C Q WEEKLY	V.66-66	Jan-08	Jun-08	35-SIL-P	S1
1	C Q WEEKLY	V.66-66	Jul-08	Dec-08	35-SIL-P	S2
1	CONSUMER REPORTS	V.73-73	Jan-08	Jun-08	35-SIL-P	S1
1	CONSUMER REPORTS	V.73-73	Jul-08	Dec-08	35-SIL-P	S2
1	CURRENT HISTORY	V.107-107	Jan-08	May-08	35-SIL-P	S1
1	CURRENT HISTORY	V.107-107	Sep-08	Dec-08	35-SIL-P	S2
1	E N R	V.260-260	Jan-08	Jun-08	35-SIL-P	S1
1	E N R	V.261-261	Jul-08	Dec-08	35-SIL-P	S2
1	EARLY CHILDHOOD EDUC	V.35-35	Aug-07	Jun-08	35-SIL-P	A1
1	EDUCATIONAL HORIZONS	V.86-86	FAL 2007	SUM 2008	35-SIL-P	A1
1	ESSENCE	V.39-39	May-08	Apr-09	35-SIL-P	A1
1	EXCEPTIONAL CHILDREN	V.74-74	FAL 2007	SUM 2008	35-SIL-P	A1
1	FOOD TECH	V.62-62	Jan-08	Jun-08	35-SIL-P	S1
1	FOOD TECH	V.62-62	Jul-08	Dec-08	35-SIL-P	S2
1	FORBES	V.181-181	Jan-08	Jun-08	35-SIL-P	S1
1	FORBES	V.182-182	Jul-08	Dec-08	35-SIL-P	S2
1	FOREIGN AFFAIRS	V.87-87	Jan-08	Jun-08	35-SIL-P	S1
1	FOREIGN AFFAIRS	V.87-87	Jul-08	Dec-08	35-SIL-P	S2
1	FORTUNE	V.157-157	Jan-08	Jun-08	35-SIL-P	S1
1	FORTUNE	V.158-158	Jul-08	Dec-08	35-SIL-P	S2
1	H R MAG	V.53-53	Jan-08	Jun-08	35-SIL-P	S1
1	H R MAG	V.53-53	Jul-08	Dec-08	35-SIL-P	S2
1	HARVARD BSNS REV	V.86-86	Jan-08	Jun-08	35-SIL-P	S1
1	HARVARD BSNS REV	V.86-86	Jul-08	Dec-08	35-SIL-P	S2
1	J A MA THE J/THE AME	V.299-299	Jan-08	Jun-08	35-SIL-P	S1
1	J A MA THE J/THE AME	V.299-300	Jun-08	Dec-08	35-SIL-P	S2
1	J/AFRICAN-AMER HISTORY	V.93-93	WIN 2008	FAL 2008	35-SIL-P	A1
1	J/AMER FOLKLORE	V.121-121	WIN 2008	SPR 2008	35-SIL-P	S1
1	J/AMER FOLKLORE	V.121-121	SUM 2008	FAL 2008	35-SIL-P	S2
1	J/NEGRO EDUC	V.77-77	WIN 2008	FAL 2008	35-SIL-P	A1
1	JET	V.113-113	Jan-08	Jul-08	35-SIL-P	S1
1	JET	V.114-114	Jul-08	Jan-09	35-SIL-P	S2
1	MENS HEALTH	V.23-23	Jan-08	Dec-08	35-SIL-P	A1
1	MODERN HEALTHCAR	V.38-38	Jan-08	Jun-08	35-SIL-P	S1
1	MODERN HEALTHCAR	V.38-38	Jul-08	Dec-08	35-SIL-P	S2
1	MOTHER JONES	V.33-33	Jan-08	Dec-08	35-SIL-P	A1
1	NATL REV	V.60-60	Jan-08	Jun-08	35-SIL-P	S1
1	NATL REV	V.60-60	Jul-08	Dec-08	35-SIL-P	S2

1	NEW AFRICAN	469-479	Jan-08	Dec-08	35-SIL-P	A1
1	NEW STATESMAN	V.21-21	Jan-08	Jun-08	35-SIL-P	S1
1	NEW STATESMAN	V.21-21	Jul-08	Dec-08	35-SIL-P	S2
1	NEW YORK REV/BOOKS	V.55-55	Jan-08	Jun-08	35-SIL-P	S1
1	NEW YORK REV/BOOKS	V.55-55	Jul-08	Dec-08	35-SIL-P	S2
1	NURSING	V.38-38	Jan-08	Jun-08	35-SIL-P	S1
1	NURSING	V.38-38	Jul-08	Dec-08	35-SIL-P	S2
1	PARENTS	V.83-83	Jan-08	Jun-08	35-SIL-P	S1
1	PARENTS	V.83-83	Jul-08	Dec-08	35-SIL-P	S2
1	POLICE CHIEF	V.75-75	Jan-08	Jun-08	35-SIL-P	S1
1	POLICE CHIEF	V.75-75	Jul-08	Dec-08	35-SIL-P	S2
1	POPULAR MECHANICS	V.185-185	Jan-08	Jun-08	35-SIL-P	S1
1	POPULAR MECHANICS	V.185-185	Jul-08	Dec-08	35-SIL-P	S2
1	PREVENTION	V.60-60	Jan-08	Jun-08	35-SIL-P	S1
1	PREVENTION	V.60-60	Jul-08	Dec-08	35-SIL-P	S2
1	PSYCHOLOGY TODAY	V.41-41	Jan-08	Jun-08	35-SIL-P	S1
1	PSYCHOLOGY TODAY	V.41-41	Jul-08	Dec-08	35-SIL-P	S2
1	R N	V.71-71	Jan-08	Jun-08	35-SIL-P	S1
1	R N	V.71-71	Jul-08	Dec-08	35-SIL-P	S2
1	R-D	V.50-50	Feb-08	Jun-08	35-SIL-P	S1
1	R-D	V.50-50	Aug-08	Dec-08	35-SIL-P	S2
1	ROLLING STONE	1043-1055	Jan-08	Jun-08	35-SIL-P	S1
1	ROLLING STONE	1056-1068	Jul-08	Dec-08	35-SIL-P	S2
1	S A M ADVANCED MGMT J	V.73-73	WIN 2008	SPR 2008	35-SIL-P	S1
1	S A M ADVANCED MGMT J	V.73-73	SUM 2008	AUT 2008	35-SIL-P	S2
1	SALES-MARKETING MGMT	V.160-160	Jan-08	Dec-08	35-SIL-P	A1
1	SATURDAY EVENING POST	V.280-280	Jan-08	Jun-08	35-SIL-P	S1
1	SATURDAY EVENING POST	V.280-280	Jul-08	Dec-08	35-SIL-P	S2
1	SCI	V.319-320	Jan-08	Jun-08	35-SIL-P	S1
1	SCI	V.321-322	Jul-08	Dec-08	35-SIL-P	S2
1	SUPERVISION	V.69-69	Jan-08	Jun-08	35-SIL-P	S1
1	SUPERVISION	V.69-69	Jul-08	Dec-08	35-SIL-P	S2
1	UTNE	145-150	Jan-08	Dec-08	35-SIL-P	A1
1	WASHINGTON MONTHLY	V.40-40	Jan-08	Jul-08	35-SIL-P	S1
1	WASHINGTON MONTHLY	V.40-40	Aug-08	Dec-08	35-SIL-P	S2
1	WEATHERWISE	V.61-61	Jan-08	Jun-08	35-SIL-P	S1
1	WEATHERWISE	V.61-61	Jul-08	Dec-08	35-SIL-P	S2

REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**

2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage. Response to quotes must be received no later than 2:00 p.m. on the date indicated.

3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.

4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other 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. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.

5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.

6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.

8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.

9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors,

successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.

11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.

12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.

13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.

14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.

15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.

16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.

18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.

19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official,

employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.

COMPANY: _____ **SIGNATURE:**_____

NAME: _____ **TITLE:** _____ **DATE:** _____

THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.