



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

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



Felicia Strong-Whitaker, Interim Director

REQUEST FOR QUOTE NUMBER: 09CR67944C

WILL BE RECEIVED UNTIL 2:00 P.M. July 22, 2009

DESCRIPTION: KITCHEN EXHAUST SYSTEM MAINTENANCE/GENERAL SERVICES

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.fultonvendorelveservice.co.fulton.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: CYNTHIA RICHARDSON E-Mail Address : cynthia.richardson@fultoncountyga.gov Telephone Number: 404-612-6959

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.fultonvendorelveservice.co.fulton.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  
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://fultonvendorelfselfservice.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.**

**REQUEST FOR QUOTE SPECIFICATIONS**  
**Quote Number: 09CR67944C**  
**Opening Date: JULY 22, 2009 2:00 P.M. EST**

**KITCHEN EXHAUST SYSTEM MAINTENANCE**  
**GENERAL SERVICES**

**1. DESCRIPTION**

The Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide all parts, labor, equipment, transportation and materials necessary to provide Cleaning and Fire Inspection Services on Exhaust Hood Filters and the Interior of all Exhaust vents as per scope of work shown below for the General Services Department for a twelve month period, beginning date of award.

**2. CONTACT PERSON**

Please contact Cynthia Richardson, Procurement Officer at 404-612-6959, or by e-mail [cynthia.richardson@fultoncountyga.gov](mailto:cynthia.richardson@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.fultonvendorservice.co.fulton.ga.us](http://www.fultonvendorservice.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 SPECIFICATIONS: KITCHEN EXHAUST SYSTEM MAINTENANCE**

All materials, supplies, parts and services requested by Fulton County must be of the highest quality and must conform to any related State, Municipal or Federal Standard and be consistent with Commercial practices.

**SCOPE OF WORK**

The scope of work includes but is not limited to the following activities:

- 3.1 Cleaning and servicing shall meet all the requirements in NFPA # 96, I.K.E.C.A Standards and Local Fire Codes. The contractor shall be a member of I.K.E.C.A. and produce certificate to support membership.  
Clean and de-grease the internal parts of exhaust vent.

- 3.3 Clean and de-grease vertical and horizontal ducts. Where duct is not accessible, the information shall be included in the technical report.
- 3.4 Check operation of fans. Re-grease the fan motor bearings.
- 3.5 Clean and de-grease the fan motor body the blades and cage. Check belts where installed and replace if necessary.
- 3.6 Remove filters in the vent hoods, and roof exhaust fans where installed. Clean and de-grease the filters. Replace the filters if necessary.
- 3.7 Replace Fusible links where installed annually as laid out in paragraphs 11.2.4 and 11.2.5 of NFPA 96.
- 3.8 Check and service the fire suppression system including automatic fire extinguishing system where installed.
- 3.9 Portable Fire Extinguishers (Type K) are not a part of this contract.
- 3.10 Provide a technical report that shall include all information as required in NFPA 96. The information required to be in the form, a sample which is attached for reference (Attachment 'A'). The vendor may make copies of the form or make their own forms.
- 3.11 The vendor shall perform all tasks over and above what is described above that will be termed as 'Preventive Maintenance' on the type of equipment that the vendor is servicing based on the best industrial practice and/or the manufacturer's recommendations.
- 3.12 For repair tasks not covered by the scope of work, the vendor will be compensated based on the "Per hour Labor Charges" quoted in the quote.
- 3.13 System access-If system access required additional ducting access panels in order to conduct a thorough cleaning of the system, a designated Fulton County representative must approve prior to installation of the same.

**4. PRICING SHEETS**

	<b><u>Building Number, Name and address</u></b>	<b><u>Frequency</u></b>	<b><u>Price</u></b>
<b>001</b>	Government Center Mid-Rise Bldg. 141 Pryor St., SW Atlanta, GA 30303 <b>Asset Number B613022,</b>	Semi-Annual	\$ _____
<b>002</b>	Judge Romae T. Powell Juvenile Justice Center 395 Pryor St., SW Atlanta, GA 30303	Semi-Annual	\$ _____

	<b><u>Building Number, Name and address</u></b>	<b><u>Frequency</u></b>	<b><u>Price</u></b>
	<b>Asset Number B506011,</b>		
<b>003</b>	Auburn Neighborhood Senior Center 300 Auburn Ave., NE Atlanta, GA 30303 <b>Asset Number B720012</b>	Semi-Annual	\$ _____
<b>004</b>	Helene S. Mills Senior Multipurpose Facility 677 John Wesley Dobbs Ave. Atlanta, GA 30312 <b>Asset Number B374012</b>	Semi-Annual	\$ _____
	<b><u>North Zone</u></b>		
<b>005</b>	Dorothy C. Benson Senior Multi-Purpose Center 6500 Vernon Woods Dr. Sandy Springs, GA 3032 <b>Asset Number B360012</b>	Semi-Annual	\$ _____
<b>006</b>	Fire Station #19, Charlie Brown Airport 3965 Aero Dr. Atlanta, GA 30336 <b>Asset Number B119012 (**)</b>	Semi-Annual	\$ _____
<b>007</b>	Fire Station #8, Newtown 3165 Old Alabama Rd. Alpharetta, GA 30201 <b>Asset Number B108011</b>	Semi-Annual	\$ _____
<b>009</b>	Jefferson Place Homeless Complex 1135 Jefferson St., NW Atlanta, GA 30318 <b>Asset Number B504032</b>	Semi-Annual	\$ _____
<b>010</b>	Jefferson Place Homeless Complex – Drug Court Wing 1135 Jefferson St., NW Atlanta, GA 30318 <b>Asset Number B504032</b>	Semi-Annual	\$ _____
<b>011</b>	New Horizon Neighborhood Senior Center 745 Orr Street Atlanta, GA 30318	Semi-Annual	\$ _____

	<b><u>Building Number, Name and address</u></b>	<b><u>Frequency</u></b>	<b><u>Price</u></b>
	<b>Asset Number B891012</b>		
<b>012</b>	North Training Center 5025 Roswell Rd., NE Atlanta, GA 30342 <b>Contact No: (404) 303-6166</b> <b>Asset Number B352012, RWP #</b> <b>R99000778</b>	Semi-Annual	\$ _____
<b>013</b>	Airport Administration Building 3952 Aviation Circle Atlanta, GA 30336 <b>Asset Number B606012</b>	Semi-Annual	\$ _____
<b>014</b>	Dogwood Neighborhood Senior Center 1953, Bankhead Highway Atlanta, GA 30318 <b>Asset Number B406012</b>	Semi-Annual	\$ _____
<b>015</b>	Roswell Neighborhood Senior Center 1250 Warsaw Road Roswell, GA 30076 <b>Asset Number B810013</b>	Semi-Annual	\$ _____
	<b><u>South Zone</u></b>		
<b>016</b>	Camp Truitt Neighborhood Senior Center 4320 Herschel Rd. College Park, GA 30337 <b>Asset Number B800243</b>	Semi-Annual	\$ _____
<b>017</b>	Central Training Center 425 Langhorn St., SW Atlanta, GA 30310 <b>Asset Number B342013</b>	Semi-Annual	\$ _____
<b>018</b>	Fire Station #1, Red Oak 5165 Welcome All Rd. College Park, GA 30349 <b>Asset Number B101013</b>	Semi-Annual	\$ _____
<b>019</b>	Fire Station #11, Fulton Industrial 4760 Fulton Industrial Blvd., SW Atlanta, GA 30331 <b>Asset Number B111012</b>	Semi-Annual	\$ _____

	<b>Building Number, Name and address</b>	<b>Frequency</b>	<b>Price</b>
<b>020</b>	Fire Station #13, Cascade 5980 Plummer Rd. Atlanta, GA 30331 <b>Asset Number B113012</b>	Semi-Annual	\$ _____
<b>021</b>	Fire Station #17, Cedar Grove 8675 Ridge Rd. Fairburn, GA 30213 <b>Asset Number B117013</b>	Semi-Annual	\$ _____
<b>022</b>	Fire Station #23, Cascade 4121 Cascade Rd. Atlanta, GA 30336 <b>Asset Number B125013</b>	Semi-Annual	\$ _____
<b>023</b>	Fire Station #3, Cliftondale 4035 Stonewall Tell Rd. College Park, GA 30349 <b>Asset Number - B103013</b>	Semi-Annual	\$ _____
<b>024</b>	Fire Station #5, Pine Ridge 3175 Bethsaida Rd. Fairburn, GA 30213 <b>Asset Number B105023</b>	Semi-Annual	\$ _____
<b>025</b>	Fire Station #7, Midway 5965 Buffington Rd. College Park, GA 30349 <b>Asset Number B107013</b>	Semi-Annual	\$ _____
<b>026</b>	Fire Station #9, Rico 6615 Rico Rd. Palmetto, GA 30268 <b>Asset Number B109013</b>	Semi-Annual	\$ _____
<b>027</b>	Fulton County Family Resources Center 2836 Springdale Rd., SW Atlanta, GA 30315 <b>Asset Number B811023</b>	Semi-Annual	\$ _____
<b>028</b>	H.J.C Bowden Senior Multipurpose Facility 2885 Church St. East Point, GA 30344 <b>Asset Number - B710013</b>	Semi-Annual	\$ _____
<b>029</b>	Hapeville Senior Center 515, King Arnold Street Hapeville, GA 30354	Semi-Annual	\$ _____

	<b>Building Number, Name and address</b>	<b>Frequency</b>	<b>Price</b>
	<b>Asset Number B371013</b>		
<b>030</b>	Palmetto Neighborhood Senior Citizens 205 School St. Palmetto, GA 30268 <b>Asset Number B808013</b>	Semi-Annual	\$ _____
<b>031</b>	South Training Center 2605 Fairburn Rd., SW Atlanta, GA 30331 <b>Asset Number B308033</b>	Semi-Annual	\$ _____
<b>032</b>	Southeast Neighborhood Senior Center 1650 New Town Circle Atlanta, GA 30315 <b>Asset Number B373013</b>	Semi-Annual	\$ _____
<b>033</b>	Tom Lowe Shooting Grounds Trap Skeet Clubs. /Off. 3070 Merk Rd., SW Atlanta, GA <b>Asset Number B219013</b>	Semi-Annual	\$ _____
<b>034</b>	QLS Center for Senior Citizens 4001 Danforth Rd., SW Atlanta, GA 30331 <b>Asset Number B880012</b>	Semi-Annual	\$ _____
<b>035</b>	New Beginnings Senior Center 66 Brooks Drive Fairburn, GA 30213 <b>Asset Number B809023</b>	Semi-Annual	\$ _____

**(\*\*) These facilities have commercial vent hoods**

Please quote the labor hour rates for any work outside the normal tasks of maintenance shown in the Scope of Work.

**036. Labor charges for work during NORMAL HOURS: \$ \_\_\_\_\_ per Labor Hr**

**037. Labor Charges for work OTHER THAN NORMAL HOURS, WEEK ENDS AND HOLIDAYS: \$ \_\_\_\_\_ per Labor Hr**

## 5. SPECIAL CONDITIONS/INSTRUCTIONS

### DELIVERY

The vendor must be capable of **acknowledging** all service calls within two (2) hours. Routine work will be done on a pre-arranged schedule. The Contract Administrator or his designated representative (normally a Zonal Manager) will coordinate, on-site, with the successful vendor to perform services for a specific number of items. **Items which are extensively soiled and requiring additional or specific care not covered under this quote must be identified at this time or additional charges will not be paid.** Scheduled services not properly completed must be properly provided within three (3) days of notification of the discrepancy. **Repeated failure to provide services in accordance with agreed-upon schedules may be grounds for termination.**

### WORKING HOURS

For the purpose of this quote, normal working hours will be from 7:00 a.m. through 6:00 p.m., Monday through Friday, excluding Fulton County holidays. **Overtime will not be paid unless specifically authorized in writing in advance of the work being done.** The vendor is required to acknowledge a notification call within two (2) hours in order to make arrangements for services. Failure to respond within the two hour time period will not be basis for overtime payment.

### AUTHORIZATION TO PLACE CALLS

The following is a list of personnel authorized to place calls against this contract and approve overtime. **Failure to receive proper authorization prior to providing the services can be grounds for nonpayment of the invoice.**

#### Title

**Building Services Manager/Louis Dsouza**

**Building Supervisor/Valley Logan**

### EMPLOYEES

Within ten (10) days after commencement of quote, and **before beginning service in any County facilities**, the successful vendor shall provide the Fulton County Contract Administrator with a list of employees who will be performing services under this quote. The list shall specify the employee's name and position. **All employees assigned to this quote must have a completed Georgia Criminal Investigation (GCI). All costs associated with the background check shall be paid by the vendor.** The completed background check must be verified by the Contract Administrator before an employee starts servicing any County facilities. Employees assigned to this quote must not have convictions for any criminal offense involving theft, assault, or drugs. After successful verification of the GCI by the Contract Administrator or designated representative, a Fulton County Temporary Identification will be issued to the employee. **The temporary ID must be worn by the employee at all times while conducting business in Fulton County Buildings.** The ID must be visible at all times for security purposes. If lost or stolen, report the information to the Contract Administrator immediately. Changes, additions or deletions to the list shall

be given to the Contract Administrator within twenty-four (24) hours of the action. The personnel of the company that will work on the County sites must be uniformed with their company identification (name and/or logo) on their uniform. Employees must conduct themselves in a professional manner while on the County's sites. All employees or representatives of the successful vendor entering into Fulton County buildings shall be subject to security regulations of the buildings and to any checks as may be deemed necessary. Fulton County reserves the right to direct the removal of any employee of Vendor from work on this contract for misconduct or security reasons. Removal of any employee of Vendor for cause does not relieve Vendor from responsibility for total performance of contracted tasks.

All matters pertaining to the employment, supervision, compensation, promotion, and discharge of such employees are the responsibility of the Contractor. County will not intervene in any internal disputes between Contractor and employee or Contractor and Vendor. Contractor's employees and vendors are not employees of the County and have no recourse from the County. The County may require dismissal from work any employee who is identified as a potential threat to the facility and its population. **Each employee shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151.**

**Accident Reporting** – Serious accidents including, but not limited to, those resulting in treatment of an injury at a medical facility, response to the site by emergency medical personnel, or damage to property other than that of the Contractor shall be reported to the Contract Administrator by telephone within twenty-four (24) hours of the occurrence. A copy of each accident report which the Contractor submits to their insurance carriers in regard to accidents occurring in relation to this contract shall be forwarded to the Contract Administrator as soon as possible, but in no event later than seven (7) calendar days after the accident occurred.

## REFERENCES

The vendor is required to provide three (3) commercial or government references who can verify the vendor's capability to perform the services requested in this solicitation. At least one (1) of the references must be from a customer currently being serviced and the remaining two (2) should be from customers serviced within the past three (3) years. Provide company name and address and contact person's name and telephone number for each reference (i.e., Cobb County Government, 2222 Northside Parkway, Marietta, Jim Thomas, 404-123-4567). **Inability to contact reference due to faulty information will cause reference to be disregarded and may lead to vendor being declared non-responsive.**

## VENDOR QUALIFICATIONS

The special nature of the work environment and the services to be performed require a contractor with specific experience in this type of cleaning. The vendor must have a minimum of five (5) years experience doing this type work. Selected vendor must obtain any and all required licenses or permits at no expense to the County and must possess them before a purchase order or contract will be issued. Vendors must submit, with their quote, copies of any appropriate training or membership certification

from recognized professional organizations in the upholstery cleaning industry.

### **SERVICE REPORTS**

The successful vendor is required to submit a service report documenting completion of each service call within three (3) days of completing the service. Invoices will not be paid until service report is received. **Failure to submit these reports may be grounds for contract termination.** Each report must contain the following information:

1. Fulton County Work Request Number
2. Date(s) service was performed.
3. Start Time & Completion time.
4. Facility name and address where service was provided.
5. A description of the work performed, including any exceptions or damages.
6. Name(s) of Technicians providing service.

### **QUOTE EVALUATION**

Fulton County will consider the following criteria, where applicable, in determining the successful vendor for award:

- A. Item pricing/percentage discount
- B. Vendor(s) must submit, with their quote, copies of any appropriate training or membership certification from recognized professional organizations in the upholstery cleaning industry.
- C. References, including service previously provided to Fulton County  
Compliance with all other terms and conditions required in specification

### **LOCATION OF SITES**

**This list is for planning purposes only. Fulton County reserves the right to request services in other facilities during the term of this contract.**

1. Fulton County Government Center Complex, 141 Pryor Street, SW
2. Fulton County Justice Complex, 160 Pryor Street, SW
3. Juvenile Court Building, 395 Pryor Street, SW
4. Central Library, 1 Margaret Mitchell Square, NW
5. Auburn Avenue Library, 101 Auburn Avenue, SW
6. North Fulton Service Center, 7741 Roswell Road, Sandy Springs
7. South Fulton Service Center, 5600 Stonewall Tell Road, College Park

- 8. Benson Senior Center, 6500 Vernon Woods Drive, Atlanta
- 9. Bowden Senior Center, 2885 Church Street, East Point
- 10. Darnell Senior Center, 677 Fairburn Road, NW, Atlanta
- 11. Mills Senior Center, 515 John Wesley Dobbs Avenue, Atlanta

**6. INSURANCE & RISK MANAGEMENT PROVISIONS**

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

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

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

Accordingly the Respondent shall provide a certificate evidencing the following:

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

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

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

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
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(Other than Products/Completed Operations) General Aggregate - \$2,000,000  
 \*\*To include Designated Per Project/Location Endorsement #CG2503/CG2504\*\*

Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

**3. BUSINESS AUTOMOBILE LIABILITY INSURANCE**

**Combined Single Limits** Each Occurrence - \$1,000,000  
 (Including operation of non-owned, owned, and hired automobiles)

**4. UMBRELLA LIABILITY**

(In excess of Auto, GL and Employers Liability) Each Occurrence - \$2,000,000

**5. FIDELITY BOND and CRIME**

(Employee Dishonesty - Theft) Each Occurrence - \$ 100,000

\*\*Above to include 3<sup>rd</sup> Party Coverage\*\*

**Certificates of Insurance**

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed-operations, using ISO form CG 2010 (11/85 version) or equivalent.

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

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

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

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

Fulton County Government – Department of Purchasing & Contract Compliance  
 130 Peachtree Street, S.W.  
 Suite 1168

Atlanta, Georgia 30303-3459

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

USE OF PREMISES

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

PROTECTION OF PROPERTY

**Contractor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the**

**progress of the work to protect all persons and the property of others from damage or loss.**

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

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

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

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

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

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

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

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

AGREEMENT AS THE CIRCUMSTANCES DICTATE.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT,

AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

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

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