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## **Table of Contents**

### **SECTION 1 Invitation to Bid**

- 1.0 Purpose
- 1.1 Bid Document
- 1.2 Term of Contract
- 1.3 No Contact Provision
- 1.4 Bid Contact
- 1.5 Bid Opening
- 1.6 Proposal Due Date
- 1.7 Delivery Requirements
- 1.8 Basis of Award

### **SECTION 2 Instructions to Bidders**

- 2.0 Bid General Requirements
- 2.1 Definitions
- 2.2 Clarification and Interpretations
- 2.3 Right to Reject Bids
- 2.4 Disqualification of Bidders
- 2.5 Applicable Laws
- 2.6 Examination of Contract Documents
- 2.7 Termination
- 2.8 Indemnification and Hold Harmless Agreement
- 2.9 Irrevocable Offer

### **SECTION 3 Purchasing Forms & Instructions**

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- Non-Collusion Affidavit
- Certificate of Acceptance of Invitation to Bid Requirements
- Certification Regarding Debarment
- Contractor or Proposer's Disclosure Form and Questionnaire
- Declaration of Employee-Number Categories
- Georgia Security and Immigration Contractor Affidavit and Agreement
- Georgia Security and Immigration Subcontractor Affidavit

### **SECTION 4 Contract Compliance Requirements**

- Non Discrimination in Contracting and Procurements
- Required Forms and EBO Plan
- Promise of Non-Discrimination
- Employment Report
- Schedule of Intended Subcontractor Utilization
- Letter of Intent to Perform As a Subcontractor or
- Provide Materials
- Declaration Regarding Subcontracting Practices
- Joint Venture Disclosure Affidavit
- Prime Contractor/Subcontractor Utilization Report

### **SECTION 5 Risk Management Requirements**

### **SECTION 6 Bid Specifications**

**INVITATION TO BID**  
**ELECTION DAY TECHNICIANS**

**SECTION 1**

**1.0 Purpose:**

Fulton County is soliciting bids from qualified vendors to provide Election Day Technicians or technical support at the poll on election days for 2008 calendar of elections for the Department of Registration and Elections during a twelve (12) month calendar period.

**1.1 Bid Document**

This document and supporting documents can be downloaded at the Fulton County Website, <http://www.co.fulton.ga.us/> under “Bid Opportunities”.

**1.2 Term of Contract:**

Any award made as a result of this bid shall be for the calendar year 2008, effective from January 1, 2008 through December 31, 2008. The County reserves the right for an option of two (2) additional twelve (12) month renewal period pending approval by the Board of Commissioners, vendor satisfactory performance and the availability of departmental appropriated funding. Renewal year price increase(s) in this contract, if exercised by Fulton County, shall be limited to the bid prices offered under this solicitation and subsequent contract unless otherwise specifically accepted by Fulton County, but in no instance shall exceed the consumer price index. The term “consumer price index” shall mean the consumer price index published by the Bureau of Labor statistics of the U.S. Department of Labor with particular reference to the average shown on such index for all terms.

**1.3 No Contact Provision**

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

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager’s recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted Bid or proposal of the person, firm, or entity in violation is “non-responsive”, and same shall not be considered for award.

#### **1.4 Bid Contact**

Information regarding the bid, either procedural or technical, may be obtained by contacting AlMicah Phillips, Assistant Purchasing Agent: [almicah.phillips@co.fulton.ga.us](mailto:almicah.phillips@co.fulton.ga.us), at (404) 730-4214, 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: Al Micah Phillips  
130 Peachtree Street, S.W. Suite 1168  
Atlanta, GA 30303**

**Phone: (404) 730-4214  
Fax: (404) 893-1736  
Reference Bid # 07ITB57775YC-AP**

#### **1.5 Bid Opening**

Bids will be opened in public and read aloud on **September 26, 2007 at 11:00 A.M., local time** in the Fulton County Purchasing Department’s bid room, located at 130 Peachtree Street, S.W., Atlanta, Georgia 30303. Bids received after 11:00 A.M., will be considered late and will be returned to the bidder unopened. Bidders may, at their discretion, attend the bid opening. **Bidders are to submit three (3) copies, one (1) originally signed and two (2) copies.**

#### **1.6 Proposal Due Date**

All Bids are due in the Purchasing Department of Fulton County located in the Public Safety Building, Suite 1168, and 130 Peachtree Street, S.W., Atlanta, Georgia 30303 on or before September 26, 2007 at 11:00 A.M., legal prevailing time. All submitted bids will be time and date stamped according to the clock at the front desk of the Fulton County Purchasing Department. Any bid received after this appointed schedule will be considered late and subject to be returned unopened to the bidder. The bid due date can be changed only by addendum.

Bids shall clearly indicate the legal name, address, and telephone number of the proposer (company, firm, partnership, individual). Bids shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal. *The bid number must be clearly visible on all bid packages submitted.*

**1.7 Delivery Requirements**

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

**1.8 Basis of Award**

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

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 **07ITB57775YC-AP**"

## SECTION 2

### FULTON COUNTY PURCHASING DEPARTMENT

#### BID GENERAL REQUIREMENTS

##### Election Day Technicians

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

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

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

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

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

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

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

manufacturer, all manufacturer's warranties must be passed through to Fulton County. The Bidder and not Fulton County is responsible for contacting the manufacturer of the warranty service provided during the warranty period and supervising the completion of the warranty service to the satisfaction of Fulton County.

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

25. If a successful Bidder is unable or unwilling to enter into a Contract with Fulton County subsequent to being granted an award, or who fails to perform in accordance with the Bid specifications the Bidder will be subject to damages and all other relief allowed by law.
26. Successful Bidders contract directly with Fulton County and are the party or parties obligated to perform. Contracts may not be assigned and any failure to perform the Contract in accordance with the specifications will constitute a breach of Contract and may result in a Bidder being found to be “non-responsive” in the future.
27. In case of default by the successful Bidder, Fulton County may procure the articles for services from another source and hold the successful Bidder responsible for any resulting excess cost.
28. The County may award any Bid in whole or in part to one or more vendors or reject all Bids and/or waive any technicalities if it is in the best interests of the County to do so. In the event that all Bids are not rejected, Bids for items including goods, materials, equipment, and services will be awarded to the lowest “responsible” Bidder(s) as determined by Fulton County. Submitting the lowest Bid, as published at the Bid opening, does not constitute an award or the mutual expectation of an award of a Contract and purchase order. For purposes of this notice and the attached Bid sheets, a purchase order is a Contract to provide items including goods, materials, equipment, and services and is intended to have the full force and effect of a Contract. A breach of the terms and conditions of a purchase order constitutes a breach of Contract.
29. Bids for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law ( O.C.G.A 36-91-1 et seq) may withdrawn as follows:  
  
Competitive sealed Bids (Bid) may not be revoked or withdrawn until 60 days after the time set by the governmental entity for opening of Bids. At the end of this time period the Bid will cease to be valid, unless the Bidder provides written notice to the County prior to the scheduled expiration date that the Bid will be extended for a time period specified by the County.
30. In the evaluation of the Bids, any award will be subject to the Bid being:
  - A. Compliant to the specification – meets form, fit, and function requirements stated or implied in the specification.
  - B. Lowest cost to the County over projected useful life.
  - C. Administratively Compliant – Including all required bonds, insurance, established quality of work and general reputation, financial responsibility, relevant experience, and related criteria.

31. All bids and Bids submitted to Fulton County are subject to the Georgia “Open Records Act”, Official Code of Georgia, Annotated (O.C.G.A.) §50-18-70 et seq.
32. All bids and Bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h). The Utility Contractor License number of the person who will perform the utility work shall be written on the face of the Bid envelope.
33. The apparent silence of this specification, and any supplement thereto, as to details, of the omission from it of a detailed description concerning any point, will be regarded as meaning only the best commercial practices are to prevail. Only materials of the highest quality, correct type, size, and design are to be used. All interpretations of this specification will be made upon the basis of this statement, with Fulton County interpretation to prevail.
34. It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.
  - A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager’s recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
  - B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
  - C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted Bid or proposal of the person, firm, or entity in violation is “non-responsive”, and same shall not be considered for award.
35. Any Bidder intending to respond to this solicitation as a Joint Venture must submit an executed Joint Venture Agreement with this Bid. This agreement must designate those persons or entities authorized to execute documents or otherwise bind the Joint Venture in all transactions with Fulton County, or are accompanied

by a document, binding upon the Joint Venture and its constituent members, making such designation. Bids from Joint Ventures that do not include these documents will be rejected as being “non-responsive”.

36. Any Bidder intending to respond to this solicitation must complete all of the Procurement Affidavit Forms provided in this solicitation. Bids that do not include these completed documents will be rejected as being “non-responsive”.

## 2.1 **Definition of Purchasing Terms**

**Addenda** - the plural of addendum.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**May** - denotes permissive.

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

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

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

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

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

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

**Shall** - denotes imperative.

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

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

## 2.2 **Clarification and Interpretations**

Bidders may submit requests for clarifications or interpretations regarding this ITB. Bidders must prepare such requests in writing for the County's consideration as set forth in this section of this ITB. While the County has not placed an initial limitation on the number of requests which can be submitted, Bidders are cautioned that if Bidders do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests received after **September 14, 2007 at 5:00 PM**, local prevailing time. Bidders are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County's failure to respond to any such request will not relieve the bidder of any obligations or conditions required by this ITB.

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

Al Micah Phillips, Assistant Purchasing Agent  
Department of Purchasing  
Fulton County Public Safety Building  
130 Peachtree Street, S.W., 1168  
Atlanta, GA 30303  
Fax: (404) 893-1736  
[almicah.phillips@co.fulton.ga.us](mailto:almicah.phillips@co.fulton.ga.us)

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

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

During the period provided for the preparation of bids, the County may issue addenda to this ITB. These addenda will be numbered consecutively and will be distributed to those

who have been issued a copy of this ITB. Additionally, the addenda will be posted on the Fulton County website, [www.co.fulton.ga.us](http://www.co.fulton.ga.us). these addenda will be issued by, or on behalf of, the County and will constitute a part of this ITB. Each bidder is required to acknowledge by submitting an executed acknowledgment form included with this bid. This acknowledgment shall include all addenda distributed prior to the bid submission date. All responses to this ITB shall be prepared with full consideration of the addenda issued prior to the bid submission date.

### **2.3 Right to Reject Bids**

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

### **2.4 Disqualification of Bidders**

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

### **2.5 Applicable Laws**

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

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

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

## **2.7 Termination**

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

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

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

## **2.9 Irrevocable Offer**

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

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

**SECTION 3**

**PURCHASING FORMS & INSTRUCTIONS**

**3.1 Introduction**

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

**Procurement Affidavits**

- Non-Collusion Affidavit of Prime Bidder/Offeror
- Certificate of Acceptance of Request for Bid/Proposal Requirements
- Certification Regarding Debarment
- Disclosure Form and Questionnaire
- Declaration of Employee-Number Categories
- Georgia Security and Immigration Contractor Affidavit and Agreement
- Georgia Security and Immigration Subcontractor Affidavit

### **3.2 Procurement Affidavit Forms Description**

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

#### **3.2.1 Certification Regarding Debarment**

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

#### **3.2.2 Non-Collusion Affidavit**

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

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

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

#### **3.2.4 Contractor and Proposer's Disclosure Questionnaire**

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

**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 \_\_\_\_\_, 2007.

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

(Affix corporate seal here, if a corporation)

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

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

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

**NOTE:**

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

**CERTIFICATE OF ACCEPTANCE OF 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)

## **CERTIFICATION REGARDING DEBARMENT**

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

### ***INSTRUCTIONS FOR CERTIFICATION***

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

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

### ***DEBARMENT ORDINANCE***

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

Authority to suspend.

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

or associated with fraudulent contracting or misappropriation of funds wherein the suspension shall not exceed seven (7) years.

Causes for Suspension. The causes for suspension include:

- (1) Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;
- (2) Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county contractor.
- (3) Conviction of state or federal anti-trust statutes arising out of the solicitation and submission of bids and 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 a basis for suspension;
  - c. Material representation of the composition of the ownership or workforce or business entity certified to the county as a minority business enterprise; or
  - d. Falsification of any documents.
- (5) For violation of the ethical standards set forth in Fulton County Code Chapter 9, Code of Ethics.
- (6) Knowing misrepresentation to the county, of the use which a majority owned contractor intends to make a minority business enterprise (a business entity at least 51 percent of which is owned and controlled by minority persons, as defined in Fulton County Code Chapter 6, Article B, Minority Business Enterprise Affirmative Action Program and certified as such by the County) as a subcontractor or a joint venture partner, in performing work under contract with the County.

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

[SIGNATURES ON NEXT PAGE]

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.

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

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

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

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

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

## **DISCLOSURE FORM AND QUESTIONNAIRE**

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

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid.

Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

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

### **LITIGATION DISCLOSURE:**

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

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

Circle One:    YES                      NO

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

Circle One: YES NO

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

Circle One: YES NO

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

Circle One: YES NO

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

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

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

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

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

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

**Sworn to and subscribed before me,**

this \_\_\_\_\_ day of \_\_\_\_\_, 2007

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

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

## DECLARATION OF EMPLOYEE-NUMBER CATEGORIES

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

- 500 or more employees
- 100 or more employees
- fewer than 100 employees

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

I certify that the above classification is true and correct.

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

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

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

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

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

### **Instructions:**

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

**STATE OF GEORGIA  
COUNTY OF FULTON**

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

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with **[insert name of prime contractor]** on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

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

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

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

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

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

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

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

**NOTE:**

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

## **GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT**

### **Instructions:**

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

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

**STATE OF GEORGIA  
COUNTY OF FULTON**

**GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with **[insert name of prime contractor]** \_\_\_\_\_ behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

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

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

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

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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

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

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

**NOTE:**

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

## CONTRACT COMPLIANCE REQUIREMENTS

## 4.1 NON-DISCRIMINATION IN CONTRACTING AND PROCUREMENTS

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

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

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

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

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

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

## 4.2 REQUIRED FORMS AND EBO PLAN

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

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

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

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

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

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

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

\_\_\_\_\_  
Title Firm Name

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

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

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

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

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

**EXHIBIT B – EMPLOYMENT REPORT**

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

**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
Mgmt/Official												
Professional (Arch., P.E., etc.)												
Supervisors												
Office/ Clerical												
Craftsmen												
Laborers												
Others (Specify)												
<b>TOTALS</b>												

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

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

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

**This completed form is for (Check one)**

\_\_\_\_\_ **Bidder/Proposer**

\_\_\_\_\_ **Subcontractor**

**Submitted by:** \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SUBCONTRATOR NAME:** \_\_\_\_\_

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

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

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

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

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

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

---

**SUBCONTRATOR NAME:** \_\_\_\_\_

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

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

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

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

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

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

---

**SUBCONTRATOR NAME:** \_\_\_\_\_

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

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

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

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

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

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

---

**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 \_\_\_\_\_ %

---

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

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

**Total Percentage Value: (%)**

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

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

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

ITB/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 \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT E - DECLARATION REGARDING SUBCONTRACTING PRACTICES**

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

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

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

**(Description of Work)**

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

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

**AUTHORIZED COMPANY REPRESENTATIVE**

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

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

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

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

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

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

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

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

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

**EXHIBIT F - JOINT VENTURE DISCLOSURE AFFIDAVIT**

**ITB/RFP No.** \_\_\_\_\_

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

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

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

**1. Firms:**

- 1) **Name of Business:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
**Nature of Business:** \_\_\_\_\_
  
- 2) **Name of Business:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
**Nature of Business:** \_\_\_\_\_
  
- 3) **Name of Business:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
**Nature of Business:** \_\_\_\_\_

**NAME OF JOINT VENTURE (If applicable):** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PRINCIPAL OFFICE:** \_\_\_\_\_  
**OFFICE PHONE:** \_\_\_\_\_

**Note:** Attach additional sheets as required

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

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

<u>Name</u>	<u>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 ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.**

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

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

\_\_\_\_\_  
**(Signature of Affiant)**

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

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

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

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Printed Name)  
State of \_\_\_\_\_:

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

On this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_,  
before me, appeared

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

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

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

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

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

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

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

Executed By: \_\_\_\_\_  
 \_\_\_\_\_  
 (Signature)

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

Notary: \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_

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

## **SECTION 5**

### **INSURANCE INFORMATION/REQUIREMENTS**

This section should contain the appropriate insurance information, forms and requirements for this project.

## Insurance and 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. Offerors 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/Offeror 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 Description must appear on the Certificate of Insurance).

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/EMPLOYERS'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	-\$500,000.
Employer's Liability Insurance	BY DISEASE	- POLICY LIMIT	-\$500,000.
(Aggregate)	BY DISEASE	EACH EMPLOYEE	-\$500,000.

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

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

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

3. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**  
**Combined Single Limits** Each Occurrence - \$1,000,000  
(Including operation of non-owned, owned, and hired automobiles).
4. **ELECTRONIC DATA PROCESSING LIABILITY**  
(Required if computer contractor) Limits - \$1,000,000
5. **UMBRELLA LIABILITY**  
(In excess of above noted coverage's) Each Occurrence - \$2,000,000
6. **PROFESSIONAL LIABILITY** Each Occurrence - \$1,000,000  
(Required if respondent providing professional services).
7. **FIDELITY BOND**  
(Employee Dishonesty) Each Occurrence - \$ 100,000

8. **BUILDERS RISK**

*(If the bid/quotation involves construction-related services the offeror will provide)*  
“All-risk” form of builder’s risk insurance providing coverage against loss or damage by fire or other peril on an “all-risk” form, including demolition and increased cost of construction, debris removal and the full replacement cost of the Project foundations and containing an agreed amount endorsement, and, until Final Completion and Acceptance of the Project. Such policy of insurance shall contain at least the following sub-limits of insurance and deductibles:

**Sublimits:**

Property in Transit	\$1,000,000
Property in Offsite Storage	\$1,000,000
Plans & Blueprints	\$25,000
Debris Removal	25% of Insured Physical Loss
Delay in Completion / Soft Cost	<b>TBD</b>

**Deductibles:**

Flood and Earthquake	\$25,000
Water Damage other than Flood	\$100,000
All other Perils	\$10,000

Owner and Contractor waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Section 4.2.5 or other property insurance applicable to the Work, accept such rights as they have to the proceeds of such insurance.

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) 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.

If Fulton County Government shall so request, the Offeror, 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 and notices shall be sent to:

Fulton County Government – Purchasing Department  
130 Peachtree Street, S.W.  
Suite 1168  
Atlanta, Georgia 30303-3459

The Contractor/Vendor shall insure that the Request for Bid/Proposal number and Project Description appears on the Certificate of Insurance.

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

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

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

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

THE OFFEROR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

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

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

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

DATE: \_\_\_\_\_

**SPECIFICATIONS**  
**Election Day Technicians**

**A. GENERAL REQUIREMENTS**

- Bidder must have experience in recruiting and will be required to recruit between 100 and 125 staff personnel (to include at least 50 Fulton County personnel). The staff personnel recruited must be technical in nature to support operational procedures for the Diebold Accu-Vote touch screen voting system at various polling places during elections for Fulton County Georgia. **Technical Support is defined as...Providing on-site support to assist in turning the equipment on, testing to make sure it is in good operating condition and being able to contact the appropriate equipment servicing personnel to deal with equipment malfunctions.**
- Bidder must have related experience in the area of providing technical training to staff in assisting poll managers and trouble shooting difficulties experienced with the Accu-Vote touch screen voting system manufactured by Diebold Election Systems.
- Bidder must be familiar with touch screen voting systems manufactured by Diebold Election Systems or other manufacturers and be cognizant with the most recent upgrades to the system, as well as the applicable State procedures.
- Must be familiar with Fulton County Elections criteria and all procedures relating to opening and closing of the polls on this equipment.
- Devote the time and personnel resources necessary to recruit, train and be responsible for payroll services for technicians hired.
- Devote qualified personnel capable of providing training in all technical aspects of the Accu-Vote touch screen voting system necessary to troubleshoot problems at the polls on Election Day.
- Train and assign up to 50 county employees as technicians. All county employees assigned will be paid directly by Fulton County.
- Provide direct compensation for all staff and technicians assigned to this project and recruited by the vendor.
- During the scheduled elections as outlined in Section B, assign and deploy 100-125 trained technicians to one of 267 polling places located throughout Fulton County (see attached list of Fulton County Polling Locations).

- Base computation of time to conduct recruitment and training on calendar days, not work days, to ensure that the required number of technicians are fully trained by election day for each election scheduled in calendar year 2008.
- Provide a recruitment schedule, training schedule and description of course outline and training materials to be used for training of field technicians.
- Once the County produces a Polling Place Assignment List indicating the number of polling places per technician, an assignment and deployment schedule shall be provided to the county one week prior to the each of the scheduled elections.

**B. 2008 ELECTION SCHEDULE**

<b>DATE</b>	<b>TYPE OF ELECTION</b>
February 5, 2008	Presidential Preference Primary
July 15, 2008	General Primary/Special Election
August 5, 2008	Primary Runoff/Special Runoff
September 16, 2008	Special Election
November 4, 2008	General-Nonpartisan Election/Special Election
December 2, 2008	General-Nonpartisan Election Runoff

**C. RECRUITING SPECIFICATIONS**

Vendor is responsible for recruiting 150 technicians to provide technical support services on the Accu-Vote touch screen voting units and Express Poll units at the polling places on Election Day.

The applicants must meet the following qualifications:

- Individual must be able to lift 47 pounds
- Individual must have six (6) months IT experience/training, preferably including troubleshooting hardware/software problems
- Individual must be able to attend the scheduled training session
- Individual must provide their own transportation to training and to the polling place(s)
- Individual must be able to work a shift from 6:00 a.m. to 9:00 p.m. on the election date they are hired to work.
- Individual must have a valid Georgia Driver’s License
- Individual must have personal voice cellular device available for use.
- Individual must be able to communicate clearly and professionally to polling place personnel

## **D. TRAINING SPECIFICATIONS**

- Key personnel (Sub-consultants and Prime) assigned to the project must be retained on the project until all work under the contract is complete, unless prevented by circumstances beyond vendor's control.
- Project Manager and Trainers assigned to the project must be experienced in operating, troubleshooting and training on the Diebold Accu-Vote touch screen system and Express Poll units and must be familiar with recent system upgrades, as well as, all aspects of the State procedures, as revised, relating to the operation of the system.
- These key personnel, at a minimum, shall work out of the Elections Preparation Center located at 1365 English Street, NW, Atlanta, GA 30318 and reside in the Metropolitan Atlanta area during the course of their involvement on this project. Fulton County will not pay direct cost for relocation, temporary housing or subsistence of staff assigned to this project.
- Technicians shall be trained on and expected to perform the following duties:
  - Physical setup and placement of the TS Units
  - Physical set up and synchronization of Express Poll Units
  - Connecting and troubleshooting electrical connections
  - Proper use of Memory Cards, Voter Access and Supervisor Cards
  - Assist with poll opening procedures, if needed (voting and express poll units only)
  - Assist with encoders, if necessary
  - Monitor power to TS and Express Poll units
  - Review placement of extension cords
  - Verify precinct tags on TS unit
  - Assist with VWD (Voters with Disabilities) Kit
  - Troubleshoot technical difficulties
  - Assisting with dexterity issues (voter cards, printers, keys)
  - Assist Poll Manager with closing procedures, if needed (voting and express poll units only)
- Administer a final test to establish trainee mastery of the materials presented and the skills necessary to perform the required duties on Election Day.
- Ensure all workers are trained and have complete understanding of the field technician's tasks (the primary task being to assist the Poll Manager).

REMARKS OR  
EXCEPTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BIDDER ACKNOWLEDGES THAT IT HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS AND THAT THE SIGNATURE BELOW IS THAT OF AN INDIVIDUAL AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE BIDDING COMPANY.

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

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

DATE: \_\_\_\_\_

Bidder shall indicate exactly what they are offering in the blanks under “bidder’s response”. Do not use “comply”, “yes” or “ok” unless you are supplying exactly as described.

Bidder acknowledges that it has read, understands, and agrees to comply with the above statement and that the signature below is that of an individual authorized to sign contracts on behalf of the bidding company.

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

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

**SPECIFICATION**

**BIDDERS RESPONSE**

Bidder acknowledges that it has read, understands, and agrees to comply with the above statements and that the signature below is that of an individual authorized to sign contracts on behalf of the bidding company.

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

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

Bid award will be made to the lowest responsible bidder, the quality of the articles to be supplied, their conformity with specifications, the suitability to requirements, delivery terms, conditions and any guarantee clauses shall be taken into consideration.

The bidder shall list any variations from, or exceptions to, the conditions and specifications of this quote at the end of the specifications.

Bidder agrees to honor price(s) bid for sixty (60) days from bid opening date.

Bidder must provide the following information:

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
A/C And Telephone No.: \_\_\_\_\_

The successful bidder agrees to comply with all specifications, terms and conditions indicated within this document.

Bidder acknowledges that it has read, understands, and agrees to comply with the above statements and that the signature below is that of an individual authorized to sign contracts on behalf of the bidding company.

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

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

<b>Pct #</b>	<b>Precinct Name</b>	<b>Mailing Address</b>	<b>City / State / Zip</b>
01A	Parkside Elementary	685 Mercer St	Atlanta, GA 30312
01B	Ormewood Park Presbyterian Ch.	1071 Delaware Avenue	Atlanta, GA 30316
01C	Church of Greater Works	1800 Jonesboro Rd.	Atlanta, GA 30315
01D	Georgia Hills Neighbor Facility	250 Georgia Avenue	Atlanta, GA 30312
01E	Youth Education Town	535 Hill Street	Atlanta, GA 30312
01F	Atlanta South Side Health Center	1046 Ridge Avenue	Atlanta, GA 30315
01G	D H Stanton Elementary	970 Martin Street	Atlanta, GA 30315
01J	Price Middle School	1670 Capital Avenue	Atlanta, GA 30315
01P1 & 01P2	Bible Way Ministries	894 Constitution Road	Atlanta, GA 30315
01R	Thomasville Recreation Center	1835 Henry Thomas Dr, SE	Atlanta, GA 30315
01S	Tull Waters Elementary	660 McWilliams Road	Atlanta, GA 30315
01T	Benteen Elementary	200 Casanova St SE	Atlanta, GA 30315
02A	Palmer House	430 Centennial Olympic Pk Dr NW	Atlanta, GA 30313
02B	St. Luke's Episcopal Church	435 Peachtree Street	Atlanta, GA 30308
02C	Cosby Spears High Rise	355 North avenue	Atlanta, GA 30308
02D	C W Hill Elementary School	386 Pine Street	Atlanta, GA 30308
02E	Little 5 Point Community Center	1083 Austin Avenue	Atlanta, GA 30307
02F1 & 02F2	Druid Hills Baptist Church	1085 Ponce De Leon Avenue	Atlanta, GA 30306
02G	Hope Elementary	112 Boulevard NE	Atlanta, GA 30312
02J	Dunbar Elementary	403 Richardson St SW	Atlanta, GA 30312
02L1 & 02L2	All Saints Episcopal Church	634 West Peachtree Street	Atlanta, GA 30308
02S	Wheat Street Towers Apt. Complex	375 Auburn Avenue	Atlanta, GA 30312
02W & 06L	Peachtree Christian Church	1580 Peachtree Street	Atlanta, GA 30309
02X	GA Tech Student Service Center	353 Ferst Drive	Atlanta, GA 30332
03A1 & 03A2	Atlanta Job Corps Center	239 West Lake Avenue	Atlanta, GA 30314
03B1 & 03B2	North Ave Missionary Baptist Ch.	P.O. Box 93504	Atlanta, GA 30377
03C	Turner Middle School	98 Anderson Avenue	Atlanta, GA 30314
03D	Washington Park Library	1116 MLK Jr. Drive	Atlanta, GA 30314
03E	Herndon Elementary School	350 Temple St, NW	Atlanta, GA 30314

03F	Greater Bethany Baptist Church	786 Thurmond Street	Atlanta, GA 30314
03G	Hickman Student Center	643 M.L. King Jr. Dr	Atlanta, GA 30314
03H	Walter F. White Elementary	1890 Detroit Avenue	Atlanta, GA 30314
03L	Fire Station # 16	1048 Simpson Road	Atlanta, GA 30314
03M	Northwest Baptist Church Fellowship Hall	1150 Niles Avenue	Atlanta, GA 30318
03N	YMCA/ECDC Kennedy Head Start	740 Kennedy Street	Atlanta, GA 30318
03P1 & 03P2	Antioch Baptist Church	540 Kennedy Street	Atlanta, GA 30318
03R	Carter G. Woodson Elementary	1605 Donald L. Holowell Pkwy.	Atlanta, GA 30318
03S	First Missionary Baptist Church	312 Hamilton E. Holmes Drive	Atlanta, GA 30318
03T	Friendship Towers	35 Northside Drive	Atlanta, GA 30313
03U	Central United Methodist Church	501-7 Mitchell Street	Atlanta, GA 30318
04A	Shiloh Missionary Baptist Church	1150 Westview Drive	Atlanta, GA 30310
04B	Henderson Health & PE Center	223 James P. Brawley Dr	Atlanta, GA 30314
04D	Mozley Park Recreation Bldg.	1565 MLK Jr. Drive	Atlanta, GA 30314
04E	Gideons Elementary School	897 Welch Street	Atlanta, GA 30310
04G	Faith Church of God In Christ	1137Avon Avenue	Atlanta, GA 30310
04H	Pittman Park Recreation Center	950 Garibaldi Street	Atlanta, GA 30310
04K	Abernathy Towers	1059 Oglethorpe Avenue	Atlanta, GA 30310
04L	West Hunter Street Baptist Church	1040 R. D. Abernathy Blvd SW	Atlanta, GA 30310
04M	Oakland City Recreation Center	1305 Oakland Lane	Atlanta, GA 30310
04S	St. Peters Baptist Church Rec. Bldg.	1558 Venetian Drive	Atlanta, GA 30311
04T	West Oakland Missionary Bapt. Ch.	1025 Violet Street	Atlanta, GA 30310
04V	M.L. King Jr. Tower	525 Whitehall Ter	Atlanta, GA 30312
04W	Morehouse College-Archer Hall	833 Fair Street / Joseph Lowery	Atlanta, GA 30314
04X1 & 04X2	E L Connally Elementary	1654 S. Alvarado Terrace	Atlanta, GA 30311
05A	Lang-Carson Recreation Center	100 Flat Shoals Avenue	Atlanta, GA 30316
05B	Cook Elementary School	211 Memorial Drive	Atlanta, GA 30312
05C	Auburn Avenue Research Library	101 Auburn Avenue	Atlanta, GA 30303
05F	Antoine Graves Annex	110 Hilliard Street	Atlanta, GA 30312
06A	Tenth Street High-Rise	150 Tenth Street	Atlanta, GA 30309

06B	Virginia-Highland Church	743 Virginia Avenue	Atlanta, GA 30306
06D & 06E	Morningside Baptist Church	1700 Piedmont Ave, NE	Atlanta, GA 30324
06F	Ponce De Leon Library	980 Ponce De Leon Avenue	Atlanta, GA 30306
06G &06K	Grady High School	929 Charles Allen Dr.	Atlanta, GA 30309
06H	Fire Station # 19	1063 North Highland Avenue	Atlanta, GA 30306
06J	Inman Middle School	774 Virginia Avenue	Atlanta, GA 30306
06R	First Presbyterian Church	1328 Peachtree Street	Atlanta, GA 30309
06S	Morningside Elementary	1053 E. Rock Spring Road	Atlanta, GA 30306
07A	Sarah Rawson Smith Elementary	370 Old Ivy Road	Atlanta, GA 30342
07B & MC01	St. James Methodist Church	4400 Peachtree Dunwoody Road	Atlanta, GA 30342
07C	Peachtree Road Lutheran Church	3686 Peachtree Road	Atlanta, GA 30319
07D	Buckhead Library	269 Buckhead Avenue	Atlanta, GA 30305
07E	Knights of Columbus Assoc.	2620 Buford Highway	Atlanta, GA 30324
07F	Cathedral of St. Philip	2744 Peachtree Road	Atlanta, GA 30305
07G	Fire Station # 21	3201 Roswell Road	Atlanta, GA 30305
07H	2nd Ponce De Leon Baptist Church	2715 Peachtree Road	Atlanta, GA 30305
07J	Peachtree Hills Recreation	308 Peachtree Hills Avenue	Atlanta, GA 30305
07K1 & 07K2	Christ Church Presbyterian	60 Peachtree Park Drive	Atlanta, GA 30309
07M1 & 07M2	Brighton Gardens	3088 Lenox Road	Atlanta, GA 30324
07N	Marian Highrise Apartments	760 Sidney Marcus Blvd.	Atlanta, GA 30324
08A	Warren T. Jackson Elementary	1325 Mt. Paran Road	Atlanta, GA 30327
08B	Chastain Park Gymnasium	140 W. Wieuca Road	Atlanta, GA 30342
08C	Northwest Presbyterian Church	4300 Northside Dr, NW	Atlanta, GA 30327
08D	Northside Library	3295 Northside Parkway	Atlanta, GA 30327
08E	Margaret Mitchell Elementary	2845 Margaret Mitchell Drive	Atlanta, GA 30327
08F	Morris Brandon Elementary	2741 Howell Mill Road	Atlanta, GA 30327
08G	The Cathedral Towers	2820 Peachtree Road	Atlanta, GA 30305
08H & 08J	North Atlanta High School	2875 Northside Drive	Atlanta, GA 30305
08K	Bitsy Grant Tennis Center	2125 Northside Drive	Atlanta, GA 30305
08L	E. Rivers Elementary	8 Peachtree Battle Avenue	Atlanta, GA 30305
08M	Peachtree Presbyterian Church	3434 Roswell Road	Atlanta, GA 30305

08N	Trinity Presbyterian Church	3003 Howell Mill Road	Atlanta, GA 30327
08P	Senior Citizen Services	1705 Commerce Dr NW	Atlanta, GA 30318
09A	Marietta High Rise	2295 Marietta Road	Atlanta, GA 30318
09B	Center Hill Health Clinic	3201 Atlanta Industrial Pkwy	Atlanta, GA 30331
09C	Jackson Memorial Baptist Church	534 Fairburn Road	Atlanta, GA 30331
09D	Salem Baptist Church	2283 Baker Road	Atlanta, GA 30318
09E	Fire Station # 22	817 Hollywood Road	Atlanta, GA 30318
09F	Bolton Academy	2268 Adams Dr, NW	Atlanta, GA 30318
09G	Fire Station # 8	1711 Marietta Boulevard	Atlanta, GA 30318
09K	Scott Elementary	1752 Hollywood Rd, NW	Atlanta, GA 30318
09L	Springfield Baptist Church	1730 Hollywood Road	Atlanta, GA 30318
09M	Fire Station # 28	2040 Main Street	Atlanta, GA 30318
09N	A D Williams Elementary	1065 Wilkes Circle	Atlanta, GA 30318
10A	Adamsville Elementary	286 Wilson Mill Road	Atlanta, GA 30331
10B	Fire Station # 9	3501 MLK Jr. Drive	Atlanta, GA 30331
10C	Legacy Medical Center of Atlanta	501 Fairburn Road	Atlanta, GA 30331
10D	Adamsville Natatorium	3201 MLK Jr. Dr, SW	Atlanta, GA 30331
10E	Collier Recreation Center	3691 Collier Drive	Atlanta, GA 30331
10F	Berean Seventh Day Adventist Ch	291 Hamilton E. Holmes Drive	Atlanta, GA 30318
10G	St. Paul's Episcopal Church	306 Peyton Road	Atlanta, GA 30311
10H	Peyton Forest Elementary	301 Peyton Road	Atlanta, GA 30311
10J	Westside Community Church	2114 MLK Jr. Drive	Atlanta, GA 30310
10L	West Manor Elementary	570 Lynhurst Drive	Atlanta, GA 30311
10M1 & 10M2	Joseph McGhee Tennis Center	820 Beecher Court	Atlanta, GA 30311
10P	Towns Elementary	760 Bolton Road	Atlanta, GA 30331
10R	London Town Houses Comm. Ctr	308 Scott Street	Atlanta, GA 30311
11A1/2/3	Young Middle School	3116 Benjamin E. Mays Drive	Atlanta, GA 30311
11B1 & 11B2	Church of Acts	4644 Campbellton Rd, SW	Atlanta, GA 30331
11C	Fickett Elementary School	3935 Rux Road	Atlanta, GA 30331
11E1/2/3/4	Ben Hill Recreation Center	2405 Fairburn Road	Atlanta, GA 30331
11G	Venetian Hills Elementary School	1910 Venetian Drive	Atlanta, GA 30311

11H1 & 11H2	Beecher Hills Elementary School	2257 Bollingbrook Drive	Atlanta, GA 30311
11J	Continental Colony Elementary	3181 Hogan Road	Atlanta, GA 30331
11K	Cascade Elementary School	2326 Venetian Drive	Atlanta, GA 30311
11L	Adams Park New Gym	1620 Delowe Drive	Atlanta, GA 30311
11M	Kimberly Elementary	3090 McMurrays Drive	Atlanta, GA 30311
11N	Therrell High School	3099 Panther Trail	Atlanta, GA 30311
11P	Ashbury Harris Epworth Towers	3033 Continental Colony Pkwy	Atlanta, Gad 30331
11R	Central Christian Church	1916 Dodson Drive	Atlanta, GA 30311
12A	Fire Station # 20	590 Manford Road	Atlanta, GA 30310
12B	Capitol View Elementary	1442 Metropolitan Pkwy SW	Atlanta, GA 30310
12C	Sylvan Hills Middle School	1461 Sylvan Road	Atlanta, GA 30310
12D	Stewart-Lakewood Library	2893 Lakewood Avenue	Atlanta, GA 30315
12E 1/2	Fulton County School Building	786 Cleveland Avenue	Atlanta, GA 30315
12F	John Birdine Neighborhood Facility	215 Lakewood Way	Atlanta, GA 30315
12G	Lakewood Christian Manor	2141 Springdale Road	Atlanta, GA 30315
12H	Cleveland Avenue Elementary	2672 Old Hapeville Road	Atlanta, GA 30315
12J	Cleveland Avenue Library	47 Cleveland Ave SW	Atlanta, GA 30354
12L	Greater Rising Star Baptist Church	1681 Campbellton Road	Atlanta, GA 30311
12M	Atlanta Police Training Center	180 South Side Industrial Pkwy	Atlanta, GA 30354
12S	Slater Elementary	1320 Pryor Rd, SW	Atlanta, GA 30315
12T	Humphries Elementary	3029 Humphries Drive	Atlanta, GA 30354
AP01A/B/C	New Prospect Elementary	3055 Kimball Bridge Rd.	Alpharetta, GA 30022
AP02	Alpharetta Community Center	175 Roswell St	Alpharetta, GA 30004
AP03	North Fulton Senior Services	490 Sun Valley Dr Suite 202	Roswell, GA 30076
AP04	Alpharetta Govt. Center	12624 Broadwell Rd.	Alpharetta, GA 30004
AP05	Windward Fire Station	3070 Market Place	Alpharetta, GA 30004
AP06	Alpharetta Elementary School	192 Mayfield Road	Alpharetta, GA 30004
AP07A & B	City of Alpharetta Fire Station #1	2790 Webb Bridge Road	Alpharetta, GA 30004
AP09A & B	Creekview Elementary	3995 Webb Bridge Rd.	Alpharetta, GA 30005
AP10	Independence H.S. @ The Milton Ctr	86 School Drive	Alpharetta, GA 30004
AP12	Alpharetta High School	3595 Webb Bridge Rd.	Alpharetta, GA 30004

AP13 & JC04A/B	Webb Bridge Middle School	4455 Webb Bridge Road	Alpharetta, GA 30004
AP14A/B/C & JC15	Ocee Elementary	4375 Kimball Bridge Road	Alpharetta, GA 30022
CP01A/B & CP02A/B	College Park Auditorium	3631 Main Street	College Park, GA 30337
CP04	College Park Elementary	2075 Princeton Avenue	College Park, GA 30337
CP05A & B	Harriet Tubman Elementary	2861 Lakeshore Drive	College Park, GA 30337
CP06	Camp Truitt Senior Center	4320 Herschel Road	College Park, GA 30337
CP07A, B & C	Sid Truitt Cafeteria	4320 Herschel Road	College Park, GA 30337
CP08A/B/C/D	Midway Missionary Baptist Church	2280 Godby Road	College Park, GA 30349
EP01	St. Paul Missionary Baptist Church	2870 Headland Drive	East Point, GA 30344
EP03	East Point Branch Library	2757 Main St	East Point, GA 30344
EP04	Tri-Cities High School	1500 Jefferson Avenue	East Point, GA 30344
EP05A & B	Parklane Elementary	2809 Blount Street	East Point, GA 30344
EP06	St. Stephens Missionary Bapt Ch	2670 Hogan Road	East Point, GA 30344
EP07	First United Methodist Church	2651 Church Street	East Point, GA 30344
EP08A/B/C/D	Brookview Elementary	3250 Hammarskjold Avenue	East Point, GA 30344
EP09	Conley Hills Elementary	2580 Delowe Drive	East Point, GA 30344
EP10	Woodland Middle School	2816 Briarwood Boulevard	East Point, GA 30344
EP11	Mount Olive Elementary	3353 Mount Olive Road	East Point, GA 30344
FA01A & B	Campbell Elementary	91 Elder St	Fairburn, GA 30213
HP01	Hapeville Recreation Bldg.	3444 N. Fulton Avenue	Hapeville, GA 30354
JC01	Shakerag Elementary	10885 Rogers Circle	Duluth, GA 30097
JC02	Johns Creek United Methodist Ch.	11180 Medlock Bridge Road	Duluth, GA 30097
JC03	Findley Oaks Elementary	5880 Findley Chase Drive	Duluth, GA 30097
JC05	Abbotts Hill Elementary	5575 Abbots Bridge Road	Duluth, GA 30097
JC06	Northview High School	10625 Parsons Road	Duluth, GA 30097
JC07	Medlock Bridge Elementary	10215 Medlock Bridge Parkway	Alpharetta, GA 30022
JC08	Dr. Robert E. Fulton Reg. Library	5090 Abbots Bridge Rd	Alpharetta, GA 30022
JC09	Chattahoochee High School	5230 Taylor Road	Alpharetta, GA 30022
JC10	Messiah Lutheran Church	4765 Kimball Bridge Road	Alpharetta, GA 30005
JC11	State Bridge Elementary	5530 State Bridge Road	Alpharetta, GA 30022
JC12A & B	Northeast/Spruill Oaks Library	9560 Spruill Road	Alpharetta, GA 30022

JC13A & B	Autry Mill Middle School	4110 Old Alabama Road	Alpharetta, GA 30022
JC14	Dolvin Elementary	10495 Jones Bridge Road	Alpharetta, GA 30022
JC16	Kroger Store	3000 Old Alabama Road	Alpharetta, GA 30022
JC17	Prince of Peace Lutheran Church	10250 Haynes Bridge Rd, NW	Alpharetta, GA 30022
JC18 & NC2	Mt. Pisgah United Methodist Ch.	9820 Nesbit Ferry Road	Alpharetta, GA 30022
JC19	Barnwell Elementary	9425 Barnwell Road	Alpharetta, GA 30022
ML01A & B	Northwestern Middle School	12805 Birmingham Hwy	Alpharetta, GA 30004
ML02A & B	Providence Baptist Church	20075 Providence Road	Alpharetta, GA 30004
ML03	Summit Hill Elementary	13855 Providence Road	Alpharetta, GA 30004
ML04	Hopewell Middle School	13060 Cogburn Rd	Alpharetta, GA 30004
ML05	Cogburn Woods Elementary	13080 Cogburn Rd	Alpharetta, GA 30004
ML06 & NC3	Manning Oaks Elementary	405 Cumming Street	Alpharetta, GA 30004
ML07	Hopewell Baptist Church	15730 Hopewell Road	Alpharetta, GA 30004
MP01	Mountain Park City Hall	100 Mountain Park Road	Roswell, GA 30075
NC1	The Porter School	200 Cox Road	Roswell, GA 30075
PA01	Palmetto Senior Center	510 Turner Avenue	Palmetto, GA 30268
RW01	Roswell Community Activity Ctr	10495 Woodstock Road	Roswell, GA 30075
RW02	Crossroads Second Chance North	791 Mimosa Boulevard	Roswell, GA 30075
RW03A & B	Zion Missionary Baptist Church	888 Zion Cir	Roswell, GA 30075
RW04	River Eves Elementary	9000 Eves Road	Roswell, GA 30076
RW05	Elkins Pointe Middle School	11290 Elkins Road	Roswell, GA 30076
RW06	Northminster Presbyterian Church	2400 Old Alabama Road	Roswell, GA 30076
RW07A/B	Mimosa Elementary	1550 Warsaw Road	Roswell, GA 30076
RW08	Crosspointe Community Church	77 E. Crossville Road, Ste 203	Roswell, GA 30075
RW09	Mountain Park Elementary	11895 Mountain Park Road	Roswell, GA 30075
RW10	Roswell United Methodist Church	814 Mimosa Blvd	Roswell, GA 30075
RW11A & B	First Baptist Church of Roswell	710 Mimosa Boulevard	Roswell, GA 30075
RW12A/B/C	First Christian Church of Roswell	11365 Crabapple Road	Roswell, GA 30075
RW13	The Church of the Savior	1950 Old Alabama Road	Roswell, GA 30076
RW15	Roswell High School	11595 King Road	Roswell, GA 30075
RW16	Roswell Assembly of God Church	P.O. Box 846	Roswell, GA 30075

RW17	Esther S. Jackson Elementary	1400 Martin Road	Roswell, GA 30076
RW18	Lebanon Church	11250 Crabapple Road	Roswell, GA 30075
RW19	North River Baptist Church	12090 Hardscrabble Road	Roswell, GA 30075
RW20	North Atlanta Community Church	2385 Holcomb Bridge Road	Roswell, GA 30076
RW21A & B	Hillside Elementary	9250 Scott Rd	Roswell, GA 30076
RW22A & B	Centennial High School	9310 Scott Road	Roswell, GA 30076
SC01A/B/C	Westlake High School	2370 Union Road, SW	Atlanta, GA 30331
SC02	Southwest Arts Center	915 New Hope Rd SW	Atlanta, GA 30331
SC04	Fire Station # 17	8675 Ridge Road	Fairburn, GA 30213
SC05	Cliftondale Community House	4645 Butner Road	College Park, GA 30349
CH03 & CH05	Fire Station # 9	6615 Rico Road	Palmetto, GA 30268
SC07A/B/C	Evoline C. West Elementary	7040 Rivertown Road	Fairburn, GA 30213
SC08A/B/C	Banneker High School	5935 Feldwood Drive	College Park, GA 30349
SC09 & SC27	Burdett Park Gym	2945 Burdett Road	College Park, GA 30349
SC10A & B	The Meadows Elementary	5270 Northfield Boulevard	College Park, GA 30349
SC11	Love T. Nolan Elementary	2725 Creel Road	College Park, GA 30349
CH01, CH02 & CH04	Palmetto Elementary	505 Carlton Road	Palmetto, GA 30268
SC13A & B	Stonewall Tell Elementary	3310 Stonewall Tell Road	College Park, GA 30349
SC14A/B	Benjamin E. Mays High School	3450 Benjamin E. Mays Drive	Atlanta, GA 30331
SC16A/B/C	A.P. Randolph Elementary	5320 Campbellton Road	Atlanta, GA 30331
SC17A & B	Seaborne Lee Elementary	4600 Scarborough Road	College Park, GA 30349
SC18A & B	Welcome All Community House	4255 Will Lee Road	College Park, GA 30349
SC19	Solid Rock Pentecostal Church	4707 Washington Rd	College Park, GA 30349
SC21 & UC03A/B	Christian City - Sparks Aud.	7290 Lester Road	Union City, GA 30291
SC23	New Life Presbyterian Church	6600 Old National Highway	College Park, GA 30349
SC29A & B	S L Lewis Elementary	6201 Connell Road	College Park, GA 30349
SC30A/B	Southwest Regional Library	3665 Cascade Road	Atlanta, GA 30331
SS01	Life Center Ministries Inc.	2690 Mt. Vernon Road	Atlanta, GA 30338
SS02A & B	Spalding Drive Elementary	130 West Spalding Drive	Sandy Springs, GA 30328
SS03	Fire Station # 2	135 Johnson Ferry Road	Sandy Springs, GA 30328
SS04	St. Jude Catholic Church	7171 Glenridge Drive, NE	Sandy Springs, GA 30328

SS05	Sandy Springs United Methodist	85 Mt. Vernon Highway	Sandy Springs, GA 30328
SS06	Sandy Springs Library	395 Mt. Vernon Highway	Sandy Springs, GA 30328
SS07A/B/C	Hammond Park Community Center	6005 Glenridge Drive	Sandy Springs, GA 30328
SS08A/B/C	Hammond Park Gym	705 Hammond Drive	Sandy Springs, GA 30330
SS09	Mt. Vernon Baptist Church	850 Mt. Vernon Highway	Atlanta, GA 30327
SS10	Holy Innocents' Episcopal Church	805 Mt. Vernon Hwy NW	Atlanta, GA 30327
SS11A/B/C/D & SS12	Ridgeview Middle School	5340 South Trimble Road	Atlanta, GA 30342
SS13A & B	Gallery 63	4577 Roswell Rd NE	Atlanta, GA 30342
SS14	Church of the Redeemer	5185 Peachtree Dunwoody Road	Atlanta, GA 30342
SS15A & B	Sandy Springs Middle School	8750 Colonel Drive	Atlanta, GA 30350
SS16	Riverwood High School	5900 Heards Drive	Sandy Springs, GA 30328
SS17	Dunwoody Springs Elementary	8100 Roberts Drive	Atlanta, GA 30350
SS18A & B	Sandy Springs Christian Church	301 Johnson Ferry Road	Sandy Springs, GA 30328
SS19	North Springs United Methodist Ch	7770 Roswell Road	Atlanta, GA 30350
SS20	Woodland Elementary	1130 Spalding Dr, NE	Atlanta, GA 303550
SS22	The Hellenic Tower	8450 Roswell Road	Atlanta, GA 30350
SS25	Dunwoody Community Church	2250 Dunwoody Club Drive	Atlanta, GA 30350
SS26	North Springs High School	7747 Roswell Rd NE	Atlanta, GA 30350
SS29	1st Baptist Church of Sandy Springs	650 Mt. Vernon Hwy NE	Sandy Springs, GA 30328
SS31	The Church of St. Andrew	5855 Riverside Drive	Atlanta, GA 30327
UC01	C H Gullatt Elementary	6110 Dodson Drive	Union City, GA 30291
UC02	Etris Community Center	5047 Union St	Union City, GA 30291

## BID PRICING PAGE

<b>Election</b>	<b>Unit cost</b>	<b>Total Cost</b>
<b>1<sup>st</sup> Election</b>		<b>\$</b>
<b>2<sup>nd</sup> Election</b>		<b>\$</b>
<b>3<sup>rd</sup> Election</b>		
<b>4<sup>th</sup> Election</b>		
<b>5<sup>th</sup> Election</b>		
<b>6<sup>th</sup> Election</b>		
<b>TOTAL COST</b>		<b>\$</b>