

**BOARD OF COMMISSIONERS**

Meetings Second Tuesday

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SHANITA D. BRYANT

BETTY C. HILL

WADE YODER

MICHAELA JONES  
County AdministratorAPRIL H. HODGES  
Assistant County Administrator/  
County Clerk

# Peach County

213 Persons Street  
Fort Valley, Georgia 31030  
Phone 478-825-2535  
Fax 478-825-2678**COUNTY OFFICIALS**KIM WILSON  
Probate JudgeJOE WILDER  
Clerk of Superior CourtTERRY DEESE  
SheriffW. L. BROWN  
Tax CommissionerKERRY ROOKS  
CoronerLAURENS C. LEE  
Magistrate

## **ADVERTISEMENT** **REQUEST FOR PROPOSALS**

**RFP No. 19-001*****Peach County Courthouse Security Upgrade, Doors***

The Peach County Board of Commissioners will be accepting Sealed Proposals to replace doors, door frames, door hardware, repair existing doors, and install new door frames and doors at the Peach County Courthouse.

Closing date for Sealed Proposals responding to Request for Proposal (RFP) No. 19-001 shall be February 11, 2019 @ 2:30 p.m. Proposals will be opened in public without discussion on February 11, 2019 @ 3:15 p.m. at the Peach County Board of Commissioner's Office, 213 Persons Street, Fort Valley, GA 31030. Proposal amounts will not be released until the Board of Commissioners has awarded the project to the winning contractor.

A Pre-Proposal meeting will be held February 1, 2019 @ 2:30 p.m. in the Peach County Court House, 205 West Church Street Fort Valley, GA 31030. Attendance at the Pre-Proposal meeting is not required to submit a proposal but is highly recommended.

The complete RFP package will be available by contacting Janet Smith at (478) 825-2535, by email at [Janet-smith@peachcounty.net](mailto:Janet-smith@peachcounty.net), or by visiting [www.peachcounty.net](http://www.peachcounty.net).

Peach County reserves the right to reject all proposals, to waive informalities, to re-advertise and/or to award any proposal that is in the best interest of Peach County.

Mail or deliver Sealed Proposals to:

Janet Smith

Peach County Board of Commissioners

ATTN: RFP # 19-001

213 Persons Street

Fort Valley, GA 31030

**Request for Sealed Proposal No. 19-001**  
**PEACH COUNTY**  
**GEORGIA**  
**Peach County Courthouse Security Upgrade, Doors**

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**PURPOSE:**

The PEACH COUNTY BOARD OF COMMISSIONERS is soliciting sealed written proposals from qualified companies to replace doors, door frames and door hardware in the Peach County Courthouse. Sealed proposals will be received in the Peach County Board of Commissioners' Office, 213 Persons Street, Fort Valley, Georgia 31030, until February 11, 2019, 2:30 p.m. local time. Proposals shall be opened in public without discussion at the Board of Commissioners' Office, 213 Persons Street, Fort Valley, GA at 3:15 p.m., February 11, 2019, to verify completeness. Proposal costs will not be made public until the winning proposal has been accepted by the Board of Commissioners.

**INTENT:**

It is the intent of this solicitation to engage qualified and experienced Contractor(s) that can provide professional technical services for the replacement of doors, door frames, and door hardware and the rehabilitation of doors and door frames, door trim and associated hardware at the Peach County Courthouse. The Peach County Board of Commissioners intends to award a contract to one who has extensive experience in this field. Peach County strongly encourages creative approaches. The Proposals will be evaluated on:

- Service Delivery Schedule
- Company/Contractor Integrity
- Record of Past Performance
- Experience with Similar Work
- References
- Financial Resources
- Technical Resources
- Project Approach

**BACKGROUND:**

Peach County is upgrading access and security in the Peach County Courthouse. The project includes upgrading doors, doorframes, and door hardware that will integrate with the new access control, and fire alarm systems. New video cameras and fire suppression systems in dry storage areas are also included in the project.

**ADDITIONAL INFORMATION / ADDENDA**

1. The County reserves the right to amend this Request for Proposal (RFP). Any changes to the RFP will be communicated via Peach County web site. It is the contractor's responsibility to check for any addendum issued for this RFP prior to submitting a response to the RFP.

2. All questions must be received five (5) days prior to the RFP closing to allow ample time to post any addendum or changes if necessary. All questions about the meaning or intent of the Contract Documents are to be directed in writing to Paul Schwindler, P.E., 410 Old Macon Road, Fort Valley, GA 31030, by fax at (478) 825-2684, or via email at Paul-schwindler@peachcounty.net. Only written questions will be addressed by the County. Interpretations or clarifications considered necessary by County in response to such questions will be issued by Addenda. Questions received less than five days prior to the closing date of Proposals may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
3. The County will recognize only communications which are in writing. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of an addendum is the only official method whereby interpretation, clarification, or additional information can be given.
4. Pre-Proposal Meeting: A pre-proposal meeting will be conducted on February 1, 2019, at 2:30 p.m. at the Peach County Courthouse 203 West Church Street Fort Valley, Georgia 31030. **Attendance at the pre-proposal meeting is not required to submit a proposal, but is strongly recommended.**

#### **INSTRUCTION TO RESPONDENTS:**

#### **Failure to submit any required data item or inaccurate responses may be cause for rejection as a Non- Responsive Proposal.**

1. Defined Terms: Terms used in these Instructions to Respondents are defined as follows. The Term "Respondent" means one who submits a proposal directly to the County, as distinct from a sub-respondent, who submits a proposal to a respondent. The term "Successful Respondent" means the most, qualified, responsible and responsive respondent to whom County (on the basis of County's evaluation as hereinafter provided) makes an award. The term "Proposal Documents" includes the Advertisement for Proposals, Instruction to Respondents, the Proposal and the proposed Contract Documents (including all Addenda issued prior to receipt of Proposals).
2. Qualifications of Respondents: If, based on the documentation submitted with the Proposal, the Respondent does not demonstrate adequate qualifications, the County may disqualify the respondent. Respondent shall have the physical capacity to manage a major workforce and associated equipment. The respondent shall possess the financial capacity to pay for the expenses associated with a major project prior to the initial payment and between subsequent payments, as well as the ability to provide the necessary bonds and insurance. The respondent shall have an experienced management team, an

established network of resources to provide the necessary equipment and personnel, and demonstrable experience with similar projects.

a. To demonstrate qualifications to perform the work, each Respondent must submit with the Proposal the following information:

i. Financial and corporate:

- Year-End Financial Statement Certified by CPA
- Documentation of Bankruptcy within last 7 years
- If name of firm has changed in the last five years, provide an explanation. If no name changes then state so in your proposal.
- List of construction equipment available for use on the project
- List of personnel (by position not name) that will be assigned to this project.
- Certificate(s) of insurance showing that meet the company has adequate Liability, Auto Liability, and Workers Compensation insurance to meet the requirements of this RFP

ii. Safety:

- Documentation of EMR
- OSHA 300 Log

iii. Experience:

- Project information from at least three comparable (cost, scope of work) projects over the last five years. Provide scope of work, contract completion date, contract amount and Owner's name and contact information.
- Litigation history for the last 7 years, if none, then state so in your proposal.
- List of Current Projects in progress and not yet started, including Owner's name and contact information, description of project, and Owner's name and contact information.
- Qualifications of project manager, superintendent, and subcontractors who will be involved with the project.
- List of Subcontractors
- List of current officers or principals of the company and a current organizational chart for the company.

b. Submit documentation describing your "approach" planned to complete the work.

- i. State your firm's technical approach to the project and the interpretation of the scope of services required.
- ii. State your firm's ability to perform the work within the specified time period of one hundred twenty (120) days.
- iii. Define the adequacy of resources, including personnel, labor, equipment and supply resources, and other requirements to provide the requested services.

- iv. Provide a clear statement of the specific services and work to be performed. Include information concerning each task and staff committed to accomplish each task.
  - v. Provide information regarding any proposed innovative concepts that may enhance the value and quality of the services to be performed.
3. References:
- a. Provide a list of at least three (3) current professional references for whom comparable work has been performed. This list shall include company name, person to contact, address, and telephone number.
  - b. Schedule: Provide a critical path schedule that lists each task to be completed and the length of time to complete each task, and the length of time to complete the entire project.
4. Contact Information:
- a. Proposals shall clearly indicate the legal name, address, e-mail address, and business telephone number of the Contractor (company, firm, partnership, or individual).
  - b. Please provide the name, title, address, telephone number. E-mail address, and fax number of the individual(s) responsible for responding to this proposal.
5. Expenses: All expenses for making this proposal to Peach County are to be borne by the Contractor.
6. Peach County reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected.
7. Proposals:
- a. All blanks in the Proposal must be completed in ink or by typewriter.
  - b. Proposals by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.
  - c. Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
  - d. All names must be typed or printed below the signature.
  - e. The Proposal shall contain an acknowledgement of receipt of all Addenda (the numbers of which must be filled in on the Proposal).
8. Submission of Proposals:

- a. Submission of Proposals – Sealed proposals must be received by the Board of Commissioners Office **BEFORE** 2:30 p.m. February 11, 2019. Proposals may be mailed or hand delivered to Peach County Board of Commissioners Office, Attn. Janet Smith., 213 Persons Street, Fort Valley, Georgia 31030
- b. **One (1) original proposal, Three (3) copies of your proposal, and an electronic copy of your proposal in Adobe .pdf format on a flash drive shall be submitted in one sealed package**, clearly marked on the outside “RFP 19-001 Peach County Courthouse Security Upgrade, Doors” and addressed to:

Peach County Board of Commissioners  
Attn: Janet Smith  
213 Persons Street  
Fort Valley, Georgia 31030

- c. Proposals shall be submitted at the time and place indicated in the Advertisement for Proposals and shall be enclosed in an opaque sealed envelope, marked with the Project title and name and address of the respondent and accompanied by the proposal security and other required documents. If the proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation “PROPOSAL ENCLOSED” on the face of it.
- d. All original and copies of proposals shall be permanently bound. Proposals submitted using spring loaded clips are not considered permanently bound. **Proposals not bound in a permeant method or in any way that individual sheets can are not connected to adjacent sheets will be considered Non-Responsive and will not be considered**
- e. Questions and Inquiries – Written questions and inquiries will be accepted from any and all contractors or firms planning on submitting a proposal. Inquires pertaining to the RFP must give firm or contractor name, RFP number, title, and acceptance date. Material questions will be answered in writing and communicated in an addendum, provided that all questions are received at least five (5) days in advance of the Proposal acceptance date.
- f. Addendum and Supplement to Request - If it becomes necessary to revise any part of this RFP, or if additional data are necessary to enable an exact interpretation of provisions of this RFP, an addendum will be issued. It is the responsibility of the party submitting the Proposal to ensure that they have received all addendums prior to submitting a proposal. **All addendums must be initialed and attached to the proposal.** Failure to include addendums may be ample cause for rejection of the proposal as non-responsive. Addendum will be published on the Peach County web site [www.peachcounty.net](http://www.peachcounty.net).
- g. Late Proposals - Late proposals will be returned to party submitting the proposal unopened if the RFP number, acceptance date, and Contractor’s return address is shown on the container.

9. Modification and Withdrawal of Proposals:

- a. Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
- b. If, within twenty-four hours after proposals are opened, any respondent files a duly signed, written notice with County and promptly thereafter demonstrates to the reasonable satisfaction of County that there was a material and substantial mistake in the preparation of its Proposal, that Respondent may withdraw its Proposal and the Proposal security will be returned. Thereafter, that Respondent will be disqualified from further work to be provided under the Contract Documents.

10. Opening of Proposals: Following the opening of the sealed proposals, the County will award the contract in accordance with the following procedure: The County will first eliminate from consideration all proposals that are not “responsive” as such term is defined in the General Conditions, and will further eliminate any proposal to which the County does not assign an aggregate score of at least 78 under the criteria set forth in Paragraph 12 of the Instructions to Respondents. The County will deem all remaining proposals to be responsive and responsible.

11. Proposals to Remain Subject to Acceptance: All responsive and responsible proposals will remain subject to acceptance for sixty days after the day of the Proposal opening, but County may, in its sole discretion, and in accordance with Instruction to Respondents, Section 6.2, release any Proposal and return the Proposal security prior to that date.

12. Proposal Evaluation Criteria: The evaluation criteria to be used by the County to determine responsible respondents (and the maximum points that the County may assign to each) in reviewing the sealed proposals is as follows:

<u>Factor</u>	<u>Evaluation Weight (Points)</u>
Service Delivery Schedule	15
Company/Contractor Integrity	10
Record of Past Performance	15
Experience with Similar Work	15
References	5
Financial Resources	10
Technical Resources	20
Project Approach	10

13. Award of Contract:

- a. County reserves the right to reject any and all proposals, to waive any and all informalities not involving price, time or changes in the work and to negotiate contract terms with the successful respondent, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional proposals. Also, the County reserves the right to reject the proposal of any respondent if the County believes that it would not be in the best interest of the Project or County to make an award to that respondent, whether because the proposal is not responsive or responsible, or the respondent is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by County. The County reserves the right to negotiate with any respondent including changes in the scope of work, consider any respondent's proposed solutions to the project, interview respondents, request demonstrations from respondents, or make any request from respondents that will allow the County to identify the proposal that will best meet the project requirements or the County's needs.
- b. In evaluating Proposals, the County will consider the qualifications of the respondents, whether or not the proposals comply with the prescribed requirements, and such alternates, unit prices, and other data, as may be requested in the Proposal Form or prior to the Notice of Award.
- c. The County may consider the qualifications and experience of subcontractors, suppliers, and other persons and organizations proposed for those portions of the work as to which the identity of subcontractors, suppliers, and other persons and organizations must be submitted as provided in the supplementary conditions. The County also may consider the operating costs, maintenance requirements, performance data and



guarantees of major items of materials and equipment proposed for incorporation in the work when such data is required to be submitted prior to the Notice of Award. The County may conduct such investigations as it deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of respondents, proposed subcontractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the contract documents to County's satisfaction within the prescribed time.

- d. The County may if it chooses require the respondents to provide a demonstration, or sit for an interview.
- e. If the contract is awarded, it will be awarded on the basis of the base proposal to the responsive and responsible respondent whose proposal evaluation by the County indicates the best solution for the project and is in the best interest of the County. Any alternates will be considered after selecting the successful respondent.
- f. If the contract is awarded, the County will give the successful respondent a written Notice of Award (NOA) within sixty days after the proposal opening.
- g. The County reserves the right to award the contract conditional upon funds being made available for such project.
- h. The County reserves the right to utilize any, all, or none of the contractors that are awarded pursuant to the County's solicitation for the services contained in this Agreement.

14. Proposal Protests: Any respondent or respondent, who is not the awarded contractor, but is aggrieved in connection with the award of a contract, may file a Notice of Protest, in writing, with the Board of Commissioners' Office, within seventy-two (72) hours after Board of Commission approval. The decision of the County Commission is final.

15. Contract Security: Paragraph 2.01 of the Bonds Section of this RFP set forth County's requirements as to Performance and Payment Bonds. When the successful respondent delivers the executed agreement to the County, it must be accompanied by the required performance and payment Bonds.

16. Taxes: The contractor shall pay all applicable sales, consumer, use and other similar taxes required by law. The contractor is responsible for reviewing the pertinent State Statutes involving the sales tax and sales tax exemption and complying with all requirements. The contractor shall include all Federal, State and local taxes in his proposal. The contractor shall indemnify, defend and hold harmless, County, and their employees, agents and representatives from and against any and all claims, damages, losses, penalties, fines and tax liabilities whatsoever resulting from contractor's failure to include such taxes in his proposal, pay any such tax or comply with any applicable tax requirements or statutes.

17. Permits, Licenses, or Fees: Any permits, licenses, or fees required will be the responsibility of the respondent. The County will not entertain separate payment for these items.
18. Signing the Agreement: When County gives a Notice of Award to the successful respondent, it will be accompanied by the required number of unsigned counterparts of the agreement with all other written contract documents attached. Within ten days thereafter contractor shall sign and deliver the required number of counter parts of the agreement and attached documents to County with the required bonds. Within ten days thereafter, County shall deliver one fully signed counterpart to contractor.
19. Laws and Regulations: The contractor shall keep himself fully informed of all laws, ordinances and regulations of State, City and County in any manner affecting those engaged or employed in the work, or the materials used in the work, or in any way affecting the conduct of the work, and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in this contract, or in the drawings or specifications herein referred to, in relation to any such law, ordinance, regulation, order or decree, they shall forthwith report the same in writing to the County. They shall at all times, observe and comply with all such existing and future laws, ordinances and regulations and shall protect and indemnify the County and its agents against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree whether by the contractor or by their employees.
20. Non-Segregated Facilities: Respondents must certify that they do not and will not, maintain or provide for their employees any facilities that are segregated on a basis of race, color, creed or national origin. Execution of the "Certification of Non-Segregated Facilities" contained within these documents must be accomplished and submitted with the Proposal.
21. Equal Opportunity: The County recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women owned business enterprises. All proposers are asked to make an affirmative statement as to its support of all applicable equal opportunity requirements.
22. Liability: The successful respondent shall act as an independent contractor and not as an employee of Peach County. The successful respondent will be required to indemnify, defend, and hold and save harmless the County, its officers, agents, and employees, from damages arising from the performance of, or the failure to perform, any Work or duty required to be performed by the successful proposer.
23. The Contractor shall submit a job-specific Health and Safety Plan to the County for their records prior to commencing any work.

24. Required Submittal Documentation: Submit the following completed (Signed, Dated, and Notarized) documents with the proposal. Proposals not containing the following completed documents will be considered “non-responsive” and may be rejected from consideration.

Form A: Signed and Sealed Proposal Form

Form B: Peach County Vendor Form

Form C: W-9

Form D: Contractor E-Verify Affidavit under O.C.G.A. 13-10-91(b) (1)

Form E: S.A.V.E. Affidavit Verifying Status for County Public Benefit Application Contracts

Form F: Sub-Contractor E-Verify Affidavit under O.C.G.A. 13-10-91(b) (1)

Form G: Private Employer Exemption Affidavit Pursuant to O.C.G.A. 36-60-6(d), if applicable

Form H: Certification by Contractor, Non-Segregated

Form I: Certification by Contractor, Drug-Free Workplace Act

Form J: Non-Collusion Affidavit or Prime Contractor

Form K: Conflict of Interest Certification

Form L: Indemnity Agreement

Form M: Certification of Compliance with the Americans With Disabilities Act of 1990

Form N: Dispute Disclosure

4. Examination of Contract Documents and Site:

a. It is the responsibility of each respondent before submitting a proposal, to:

i. Examine the contract documents thoroughly

ii. Visit the site to become familiar with local conditions that may affect cost, progress, performance or furnishing of the work

iii. Consider federal, state and local Laws and regulations that may affect cost, progress, performance or furnishing of the work.

iv. Study and carefully correlate respondent’s observations with the contract documents and notify County of all conflicts, errors or discrepancies in the contract documents.

b. Before submitting a proposal, each respondent will, at respondent’s own expense, make or obtain any additional examinations, investigations, explorations, tests and studies and obtain any additional information and data which pertain to the physical conditions (surface, subsurface and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the work and which respondent deems necessary to determine its proposal for performing and furnishing the work in accordance with the time, price and other terms and conditions of the contract documents.

c. The submission of a proposal will constitute an incontrovertible representation by respondent that without exception, the proposal is premised upon performing and furnishing the work required by the contract documents and such means, methods, techniques, sequences or procedures of construction as may be indicated in or required by the contract documents, and that the contract documents

are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the work.

25. Indemnification: The contractor must agree to indemnify and to hold the County, its employees, and agents harmless from any and all claims for damages to persons and/or property arising out of or in any way connected with the performance by contractor of any work, services, or functions contracted for.

26. All firms and their agents who intend to submit responses to this solicitation are hereby placed on formal notice that lobbying of Peach County Government employees or members of the Evaluation Committee with the intent to manipulate the Procurement process may result in the immediate disqualification of such firm by the County from further consideration for this project.

27. Subcontractors, Supplier, and Others:

- a. If the Supplementary Conditions require the identity of certain subcontractors, suppliers, and other persons and organizations (including those who are to furnish the principal items of material and equipment) to be submitted to County in advance of the specified date prior to the Effective Date of the agreement, the apparent successful respondent, and any other respondent so requested, shall within seven days after the proposal opening, submit to The County, a list of all such subcontractors, suppliers and other persons and organizations proposed for those portions of the work for which such identification is required. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such subcontractor, supplier, person or organization if requested by The County. If the County after due investigation, has reasonable objection to any proposed subcontractor, supplier, other person or organization, either may before the Notice of Award is given request the apparent successful respondent to submit an acceptable substitute without an increase in proposal price.
- b. If apparent successful respondent declines to make any such substitution, The County may award the contract to another Respondent that proposes to use acceptable subcontractors, suppliers and other persons and organizations. Any subcontractor, supplier, other person or organization listed and to whom The County does not make written objection prior to the giving of the Notice of Award shall be deemed acceptable to The County subject to revocation of such acceptance after the Effective Date of the Agreement
- c. No contractor shall be required to employ any subcontractor, supplier, other person or organization against whom contractor has reasonable objection.

## SCOPE OF WORK

1. Contract Time: The time of completion for this contract is one hundred twenty (120) calendar days from the date of the Notice to Proceed (NTP).

## INSURANCE REQUIREMENTS

The Contractor shall be responsible for their work and every part thereof, and for all materials, tools, equipment, appliances, and properties of any and all description used in connection therewith. The Contractor assumes all risks of direct and indirect damage or injury to the property of persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work. The Contractor shall, during the continuance of all work under the Contract, provide the following:

- A. Maintain statutory Worker's Compensation and Employer's Liability insurance in an amount of not less than \$500,000 each accident, each disease, to protect the Contractor from any liability or damages for any injuries (including death and disability) to any of its employees, volunteers, or subcontractor, including any and all liability or damage which may arise by virtue of any statute or law in force within the State of Georgia, or which may be herein after enacted.
- B. The Contractor agrees to maintain Comprehensive General Liability insurance in an amount of not less than \$1,000,000 per occurrence, \$2,000,000 Policy Limit to protect the Contractor, its subcontractors, and the interest of the County, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form Property Damage Liability endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.
- C. The Contractor agrees to maintain Business Auto Liability insurance in an amount of not less than \$1,000,000 per occurrence, \$2,000,000 Policy Limit to protect the Contractor, its subcontractors, and the interest of the County, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation of automobiles or vehicles.

Contractor shall notify the County, in writing, thirty (30) days prior to any change in insurance Coverage, including cancellation, non-renewal, etc. The Contractor shall furnish a new certificate prior to any change or cancellation dates. The failure of the Contractor to deliver a new and valid certificate shall result in suspension of all payments until the new certificate is furnished. Additionally, contract work may be suspended until the new certificate is furnished to the County.

Insurance coverage required in these specifications shall be in force throughout the Contract term. Should the Contractor fail to provide acceptable evidence of current insurance within five (5) days of written notice at any time during the Contract term, the County shall have the absolute right to terminate the Contract without any further obligation to the Contractor. Further, the Contractor shall be responsible for the cost of procuring the uncompleted portion of the Contract at the time of termination. Contractual and other Liability insurance provided under this Contract shall not contain a supervision, inspection, or engineering services exclusion that would preclude the County from supervising and/or inspecting the project as to the end result.

The Contractor shall assume all on the job responsibilities as to the control of persons directly employed by it and of the subcontractor and any persons employed by the subcontractor.

The Contractor and all subcontractors shall comply with the Occupational Safety and Health Act of 1970, and amendments, as it may apply to this Contract.

## **1. SPECIFICATIONS:**

### **1.0 GENERAL:**

1.1 Panic Bars: Respondent will propose solution for delayed egress panic bars at each location specified on Exhibit 1. Cost of proposed installed solution including all wiring will be specified on the Schedule of Unit Prices located in this RFP.

1.2 Doors: Respondent will propose solution(s) for new doors, door restorations and associated hardware at each location specified on Exhibit 1. Solutions should be presented in a schedule for each door location. Cost of proposed installed solution(s) will be specified on the Schedule of Unit Prices located in this RFP.

1.3 Respondent to ensure the proper hardware and optional equipment are being provided for a complete installed turnkey solution as required by these documents.

### **2.0 Submittals:**

2.1 All doors, door hardware, panic bars, and associated finishes shall be submitted to the County in a schedule for approval prior to a Notice to Proceed (NTP) being issued.

### **2.0 BONDS:**

2.01. All bonds shall be executed by such sureties as are named in the list of Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies: as published in Circular 570 (amended) by the Financial Management Service, Surety Bond Branch, U.S. Department of Treasury. All bonds signed by agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority shall show that it is effective on the date the agent or attorney-in-fact signed each bond.

2.02. If the surety on any bond furnished by contractor is declared bankrupt or becomes insolvent, or its right to do business in Georgia, or it ceases to meet the requirements of paragraph 2.01 above, Contractor shall promptly notify County and shall, within 20 days after the event giving rise to such notification, provide another bond and surety, both of which shall comply with the requirements of paragraph 2.01 above.

### **3.0 PAYMENT:**

3.01 Basis of Payment for this contract will be by unit price in accordance with the unit prices submitted to the County in the Proposal Form of this RFP.

3.02 Contractor may submit partial pay requests (Invoices) on a weekly, bi-weekly, or 30-day basis. Pay requests must be submitted regularly and for no greater than 30-day periods. Partial pay estimates may include stored materials. CONTRACTOR must submit invoices and all materials must be located at the site of the work. Retainage will not be held on stored materials. The pay request shall contain a breakdown of materials

stored on site and their value and the value of work completed. The combined value of these items will equal the monthly pay request. The contractor shall be paid upon submission and approval of pay requests. The pay requests must conform to the prices stipulated herein for articles delivered and accepted. Pay requests must show Purchase Order number. Pay requests shall be submitted to:

Peach County Engineering Services Department  
Attention: Paul Schwindler, P.E.  
Public Works Director/County Engineer  
410 Old Macon Road  
Fort Valley, Georgia 31030

3.03 Retainage shall be an amount equal to 10% of the CONTRACTOR'S partial pay estimate until 50% completion. Further payments shall be made in full to the CONTRACTOR and no additional amounts may be retained unless the DIRECTOR certifies that the job is not proceeding satisfactorily, but amounts previously retained shall not be paid to the CONTRACTOR. At 50% completion or any time thereafter when the progress of the work is not satisfactory, additional amounts may be retained, but in no event shall the total retainage be more than 20% of the value of the work completed. Upon substantial completion of the work, any amount retained may be paid to the CONTRACTOR. When the work has been substantially completed except for work which cannot be completed because of weather conditions, lack of materials, or other reasons which in the judgement of the COUNTY are valid reasons for non-completion, the COUNTY may make additional payments, retaining at all times an amount sufficient to cover the estimated cost of the work still to be completed. The total retainage will be paid upon final acceptance of the work and the submission of the "Final Affidavit" by the Contractor to the County.

#### **4.0 SPECIAL PROVISIONS:**

4.01 The proposal price shall include all equipment, labor, materials, permit(s), freight, taxes, required insurance, Public Liability, Property Damage and Workers' Compensation, etc., to cover the finished work.

4.02 Contractors must comply with Title VI of the Civil Rights Act of 1964, the Anti-Kickback Act, the Contract Work Hour Standard Act, and the National Occupational Safety and Health Act of 1970.

4.03 Contractors must certify that they do not and will not maintain or provide for their employees any facilities that are segregated on a basis of race, color, creed, or national origin.

4.04 The contractor's attention is directed to the fact that all applicable state laws, county municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over project shall apply to the proposal throughout, and they will be deemed to be included in the contract the same as though they are written out in full herein.

4.05 The successful contractor shall protect all work areas necessary to prevent accidents and insure safe working conditions for employees, work related personnel, and the general public.

4.06 The contractor shall be responsible for any damages to existing utilities, concrete, asphalt, buildings, or grounds, etc., and shall repair or replace any damage at his own expense.

4.07 Right to Waive and Reject

A. The Board of Commissioners (Board), in its absolute discretion, may reject any proposal of a contractor that has failed, in the opinion of the Board, to complete or perform a Peach County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Peach County Purchasing Manager to emphasize this condition to potential contractors.

B. There is no obligation on the part of the County to award the project to the lowest proposal price, and the County reserves the right to award the project to a contractor submitting a proposal response with a resulting negotiated agreement which is most advantageous and in the best interest of Peach County, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. Peach County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

C. The Board reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the County.

D. The Board specifically reserves the right to reject any conditional proposal and will normally reject those that made it impossible to determine the true cost of the proposal.

4.08 Peach County may make such investigations deemed necessary to determine the ability of the contractor to perform the work and ensure there is no conflict of interest as it relates to the project. The contractor shall furnish to the County any additional information and financial data for the purpose as the County may request. The data may include a detailed and up-to-date list of plant equipment and materials which contractor proposes to use, indicating which portions he already possesses and a detailed description of the method and program of work to be done. The County may request an interview and/or presentation by the contractor prior to awarding the contract.

4.09 To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract

4.10 Respondents are required to submit a Bond, Cashier's or Certified Check in the amount of 5% of their total proposal price and **the BOND MUST BE ATTACHED TO THEIR PROPOSAL RESPONSE.**

**AGREEMENT:**

Upon acceptance of the winning Proposal by the Peach County Board of Commissioners, a contract will be negotiated and executed between the winning contractor and Peach County. No work shall commence until the contract has been signed and executed, all required forms and required submittals have been completed and submitted, and a Notice to Proceed (NTP) issued by the County. A Purchase Order will be issued with the NTP.



**No delivery of products or services shall become due or be accepted until a purchase order has been issued by Peach County.**

**Proposal Form Page 1 of 3**

Proposal of \_\_\_\_\_ (hereinafter called "**Contractor**"),  
a company organized and existing under the laws of the State of Georgia, \*an individual, a corporation, a  
partnership doing business as: \_\_\_\_\_

Contractor or Firm Name

TO: Peach County (Hereinafter called "**County**")

Gentlemen:

The **Contractor**, in compliance with your Notice to Contractors and all Proposal Documents,  
elects to submit a Proposal on the entirety of the following **Work**:

The proposal shall meet all requirements set forth in the specifications section and exhibits of  
this RFP to upgrading doors, doorframes, and door hardware that will integrate with the new  
access control.

Having examined the site of the proposed **Work**, and being familiar with the conditions  
throughout the Peach County Courthouse building and of the proposed work, including the  
availability of materials and supplies to complete the work in accordance with the RFP, within  
the specifications set forth herein, and at the prices stated below, The undersigned **Contractor**  
proposes to enter into a contract with Peach County to provide the necessary machinery, tools,  
apparatus, all labor, and other means of construction necessary to complete the **Work**, the  
undersigned **Contractor** proposes to complete the items listed in the attached Schedule of  
Items for the unit prices stated.

**Contractor** further proposes and agrees hereby to promptly commence the **Work** with  
adequate force and equipment within seven (7) calendar days from receipt of Notice to Proceed,  
or as may be specified by Special Provision, and to complete the entirety of the **Work** as  
expeditiously as possible but no later than One Hundred Twenty (120) days after receiving the  
Notice to Proceed (NTP).

Proposal Form Page 2 of 3

**Schedule of Unit Item Prices**

<b>Line No</b>	<b>Item</b>	<b>Quantity (Estimated)</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Price (Quantity x Unit Price)</b>
1	New installed doors, Door Frames and existing doors and door frames restoration and associated door hardware	1	LS		
2	New Installed Panic Bars wired and operational	15	EA		
<b>Proposal Total</b>					

**Proposal Form Page 3 of 3**

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**Contractor (Print)**

---

(Signature)

---

Name of Signer (Print)

---

Title of Signer (Print)

---

Date

**COMPLETE AND SUBMIT**

**FORM B**

## NEW VENDOR INFORMATION

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

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

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

\_\_\_\_\_

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

EMAIL: \_\_\_\_\_

TYPE OF BUSINESS: *(CIRCLE ONE)* CORPORATION PARTNERSHIP SOLE PROPRIETOR

Have you done business with Peach County in the past? *(circle one)* YES NO

Do you participate in the E-Verify Program? *(circle one)* YES NO

Do you have a Federal Tax ID number? *(circle one)* YES NO

*The information contained in this document is true to the best of my knowledge and I understand that giving false, misleading or deceptive information is considered unlawful and may be punishable by penalties of prosecution based on Georgia law.*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Form W-9**  
 (Rev. November 2017)  
 Department of the Treasury  
 Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts established outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-					
--	--	--	---	--	--	--	--	--

OR

Employer identification number

			-					
--	--	--	---	--	--	--	--	--

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶ \_\_\_\_\_

Date ▶ \_\_\_\_\_

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**COMPLETE AND SUBMIT**

**FORM D**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT (OCGA 13-10-91)**

**SUBCONTRACTOR E-VERIFY AFFIDAVIT**

SUBCONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

By executing this affidavit, the undersigned Subcontractor verifies its compliance with OCGA § 13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of **PEACH COUNTY BOARD OF COMMISSIONERS** has registered with and is participating in the E-Verify program in accordance with the applicability provisions and deadlines established in OCGA 13-10-91.

\_\_\_\_\_  
Federal Work Authorization User Identification Number  
(4-6 digit number can be found on MOU)

\_\_\_\_\_  
Date of Authorization

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

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_





**COMPLETE AND SUBMIT**

**FORM F**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT (OCGA 13-10-91)**

**SUBCONTRACTOR E-VERIFY AFFIDAVIT**

SUBCONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

By executing this affidavit, the undersigned Subcontractor verifies its compliance with OCGA § 13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of **PEACH COUNTY BOARD OF COMMISSIONERS** has registered with and is participating in the E-Verify program in accordance with the applicability provisions and deadlines established in OCGA 13-10-91.

\_\_\_\_\_  
Federal Work Authorization User Identification Number  
(4-6 digit number can be found on MOU)

\_\_\_\_\_  
Date of Authorization

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

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

**COMPLETE AND SUBMIT IF APPLICABLE**

**FORM G**

**Private Employer Exemption Affidavit Pursuant To O.C.G.A. § 36-60-6(d)**

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation has NO employees that you are the sole proprietor of \_\_\_\_\_ and are not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6.

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Printed Name of Exempt Private Employer

\_\_\_\_\_  
Signature of Exempt Private Employer or  
Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Person Executing Affidavit

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_

\* This affidavit is for submissions made on or after to July 1, 2013.

**COMPLETE AND SUBMIT**

**FORM H**

**CERTIFICATION BY CONTRACTOR**

**Regarding: NON-SEGREGATED FACILITIES**

The **Contractor** certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated facilities include, but are not necessarily limited to, drinking fountains, transportation, parking, entertainment, recreation, and housing facilities; waiting, rest, wash, dressing, and locker rooms, and time clock, **Work**, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, on the basis of color, creed, national origin, and race. The **Contractor** agrees that, except where he has obtained identical certifications from proposed subcontractor for specific time periods, he will obtain identical certifications from proposed subcontractor prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The **Contractor** agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

\_\_\_\_\_  
**Contractor (Print)**

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

\_\_\_\_\_  
Name of Signer (Print)

\_\_\_\_\_  
Title of Signer

\_\_\_\_\_  
Date

**COMPLETE AND SUBMIT**

**FORM I**

**CERTIFICATION BY CONTRACTOR**

**Regarding: Drug-Free Workplace Act**

The Contractor certifies that provisions of Sections 50-24-1 through 50-24-6 of the Official Code of Georgia annotated, relating to the “Drug-Free Workplace Act” have been, and will be, complied with in full. Including compliance by sub-contractors performing work under this agreement.

\_\_\_\_\_  
Contractor (Print)

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

\_\_\_\_\_  
Name of Signer (Print)

\_\_\_\_\_  
Title of Signer

\_\_\_\_\_  
Date

**COMPLETE AND SUBMIT**

**FORM J**

**NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR**

State of \_\_\_\_\_ ), County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He/She is \_\_\_\_\_ (Owner, Partner, Officer, Representative, or Agent) of the **Contractor** that has submitted the attached **Proposal**;
2. He/She is fully informed respecting the preparation and contents of the attached **Proposal** and of all pertinent circumstances respecting such **proposal**;
3. Such **Proposal** is genuine and is not a collusive or sham **Proposal**;
4. Neither the said **Contractor** nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other **Contractor**, firm or person to submit a collusive or sham **Proposal** in connection with the Contract for which the attached **Proposal** has been submitted to or refrain from Proposing in connection with such Contract, or has in any collusion or communication or conference with any other **Contractor**, firm or person to fix the price or prices in the attached **Proposal** or of any other **Contractor**, or to fix any overhead, profit or cost element of the **Proposal** price or the **Proposal** price of any other **Contractor**, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Peach County or any person interested in the proposed Contract; and,
5. The price or prices proposal in the attached **Proposal** are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the **Contractor** or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) \_\_\_\_\_

Name \_\_\_\_\_ (Print)

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

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

\_\_\_\_\_  
Title

**COMPLETE AND SUBMIT**

**FORM K**

**CONFLICT OF INTEREST CERTIFICATION**

By signing and submitting this Proposal I hereby certify that employees of this company or employees of any company supplying material or subcontracting to do **Work** on this Contract will not engage in business ventures with employees of Peach County or Peach County Consultants nor shall they provide gifts, gratuities, favors, entertainment, loans, or other items of value to employees of Peach County.

Also, by signing and submitting this Contract, I hereby certify that I will notify Peach County through its Director of Public Works of any business ventures entered into between employees of this company or employees of any company supplying material or subcontracting to do **Work** on this Contract with a family member of Peach County employees.

\_\_\_\_\_  
**Contractor**

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

\_\_\_\_\_  
Name of Signer

\_\_\_\_\_  
Title of Signer

\_\_\_\_\_  
Date

**COMPLETE AND SUBMIT**

**FORM L**

**INDEMNITY AGREEMENT**

This indemnity agreement made and entered into in favor of PEACH COUNTY (“COUNTY”), a municipal corporation, by \_\_\_\_\_.

WHEREAS, \_\_\_\_\_ has submitted a proposal to COUNTY so as to provide \_\_\_\_\_.

NOW, THEREFORE, as an additional consideration in COUNTY awarding the proposal to \_\_\_\_\_.

\_\_\_\_\_ agrees to indemnify and hold harmless COUNTY, its agents, principals, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of any alleged negligence of COUNTY, its officers, agents, or employees in connection with said proposal /award; provided this indemnity shall not extend to any damage, injury or loss due to COUNTY’s sole negligence or willful misconduct of COUNTY. \_\_\_\_\_ shall defend against all such claims and pay expenses of such defense, including reasonable attorney fees, and all judgments based thereon.

WITNESS THE HAND AND SEAL of the \_\_\_\_\_ pursuant to proper corporate authority \_\_\_\_ day of \_\_\_\_\_, 2017.

**[CORPORATE NAME]**

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

Title \_\_\_\_\_

Attest: \_\_\_\_\_

Title \_\_\_\_\_

[Affix Corporate Seal]

**COMPLETE AND SUBMIT**

**FORM M**

**CERTIFICATION OF COMPLIANCE WITH THE  
AMERICANS WITH DISABILITIES ACT OF 1990**

Certification of Compliance with the Americans with Disabilities Act of 1990.

The respondent hereby certifies that it shall comply with all requirements contained in the Americans With Disabilities Act of 1190 as it pertains to this proposal.

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

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

AUTHORIZED REPRESENTATIVE NAME: \_\_\_\_\_

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

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



**COMPLETE AND SUBMIT**

**FORM N**

**DISPUTES DISCLOSURE**

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", state the nature of each requests for equitable adjustment, contract claim or litigation, and include a brief description of the case, the outcome or status or suit and the monetary amount of extended contract time involved via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five- (5) years? YES [ ] NO [ ]

If yes, please explain:

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provided in the regular course of business within the last five (5) years? YES [ ] NO [ ]

If yes, please explain:

Has your firm had filed against it or filed any request for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business? YES [ ] NO [ ]

If yes, please explain:

I hereby certify that all statements made are true and agree and understand that any misstatement, misrepresentation, or falsification of facts shall be cause for forfeiture of rights for further consideration on this project.

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

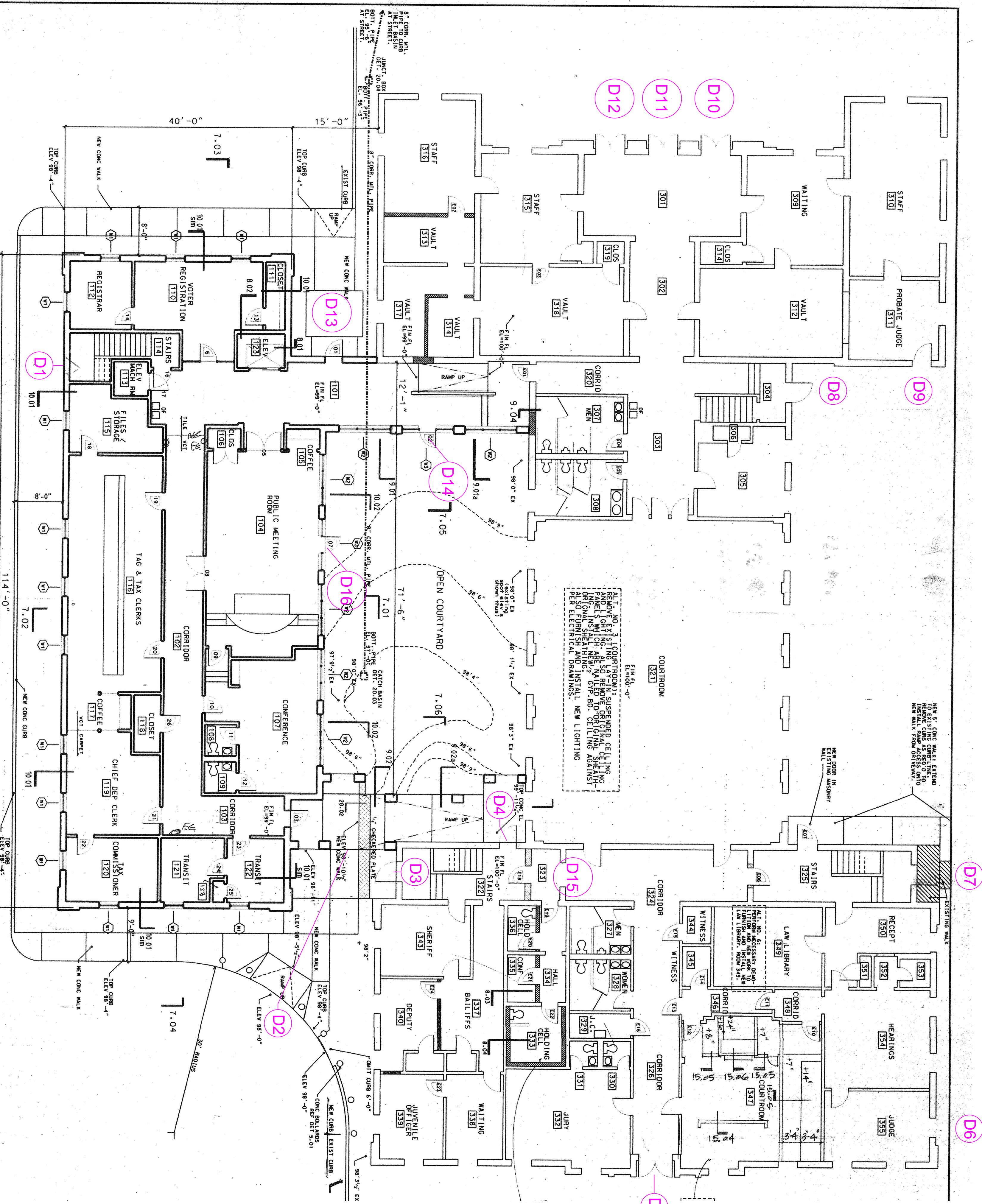
\_\_\_\_\_  
AUTHORIZED SIGNATURE OFFICER/TITLE

\_\_\_\_\_  
PRINTED OR TYPED NAME

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
By \_\_\_\_\_, of \_\_\_\_\_ (Corporation), a  
\_\_\_\_\_ Corporation, on behalf of the corporation. He/She is personally known  
to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_/Notary Public My commission expires: \_\_\_\_\_



1.01 FIRST FLOOR PLAN

# DOOR AND ACCESS PLAN SKETCH

EXHIBIT 1

- DOOR AND ACCESS NOTES:**
- D1. WEST ENTRANCE - INSTALL NEW DELAYED EXIT PANIC BAR WITH AUDIBLE ALARM AND A CONSOL. ALERT AT THE PUBLIC ENTRANCE SECURITY DESK INTEGRATED TO WORK WITH THE NEW INTERIOR AND EXTERIOR CONTACT CARD ACCESS READERS (PROVIDED BY OTHERS). EXTERIOR STAINLESS STEEL BRUSH FINISH KICK PLATE, BRUSH FINISH LEVER AND DOOR FRAME TO MATCH EXISTING COLORS. WEATHER STRIPPING AND THRESHOLD SEALS TO BE INSTALLED TO MAKE DOOR WEATHER PROOF.
  - D2. REAR COURTYARD ENTRANCE - INSTALL NEW DELAYED EXIT PANIC PADOLE WITH AUDIBLE ALARM AND A CONSOL. ALERT AT THE PUBLIC ENTRANCE SECURITY DESK INTEGRATED TO WORK WITH THE NEW INTERIOR AND EXTERIOR CONTACT CARD ACCESS READERS (PROVIDED BY OTHERS). DOOR CLOSER.
  - D3. SOUTHWEST STARWELL WEST ENTRANCE - INSTALL NEW DELAYED EXIT PANIC BAR WITH AUDIBLE ALARM AND A CONSOL. ALERT AT THE PUBLIC ENTRANCE SECURITY DESK INTEGRATED TO WORK WITH THE NEW INTERIOR AND EXTERIOR CONTACT CARD ACCESS READERS (PROVIDED BY OTHERS). EXTERIOR STAINLESS STEEL BRUSH FINISH KICK PLATE, BRUSH FINISH LEVER AND DOOR FRAME TO MATCH EXISTING COLORS. WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOOR WEATHER PROOF.
  - D4. SOUTHWEST STARWELL EAST ENTRANCE - INSTALL NEW COMMERCIAL GRADE STEEL DOOR WITH UPPER GLASS WINDOW. STANDARD LOCK CYLINDER, INTERIOR PANIC BAR (NO ALARM), EXTERIOR STAINLESS STEEL BRUSH FINISH LEVER DOOR SET, INTERIOR AND EXTERIOR 10" BRUSH FINISH STAINLESS STEEL KICK PLATE, DOOR CLOSER, PAINT DOOR AND DOOR FRAME TO MATCH EXISTING COLOR. WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOOR WEATHER PROOF.
  - D5. COLLEGE STREET ENTRANCE - (DOUBLE DOORS) INSTALL NEW DOUBLE 28-INCH WIDE DOORS AND FRAMES SIZED TO EXISTING OPENING AND MATCHING THE EXISTING ARCHITECTURAL STYLE AND INTERIOR AND EXTERIOR FINISHES. DELAYED EXIT PANIC BARS WITH AUDIBLE ALARM AND A CONSOL. ALERT AT THE PUBLIC ENTRANCE SECURITY DESK WITH THE WEST DOOR INTEGRATED TO WORK WITH THE NEW INTERIOR AND EXTERIOR CONTACT CARD ACCESS READER (PROVIDED BY OTHERS). INTERIOR 10" STAINLESS STEEL BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDERS, NEW EXTERIOR BRASS COLORED BRUSH FINISH KICK PLATES, DOOR CLOSERS, WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOOR WEATHER PROOF.
  - D6. JUDGES ENTRANCE - REMOVE SCREEN DOOR. INSTALL NEW COMMERCIAL GRADE STEEL DOOR WITH APPROXIMATELY 4'-2 1/2" WABROW CLEAR GLASS. PAINT DOOR AND DOOR FRAME TO MATCH EXISTING COLORS. INTERIOR AND EXTERIOR 10" STAINLESS STEEL BRUSH FINISH KICK PLATE, DOOR CLOSER, STANDARD LOCK CYLINDER, INTERIOR AND EXTERIOR STAINLESS STEEL BRUSH FINISH LEVER DOOR SET, WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOOR WEATHER PROOF.
  - D7. SOUTHEAST STARWELL ENTRANCE - INSTALL NEW COMMERCIAL GRADE STEEL DOOR SIZED TO FIT EXISTING FRAME WITH APPROXIMATELY 4' X 25" NARROW CLEAR GLASS. DELAYED EXIT PANIC BAR WITH AUDIBLE ALARM AND A CONSOL. ALERT AT THE PUBLIC ENTRANCE SECURITY DESK INTEGRATED TO WORK WITH THE NEW INTERIOR AND EXTERIOR CONTACT CARD ACCESS READERS (PROVIDED BY OTHERS). INTERIOR AND EXTERIOR 10" STAINLESS STEEL BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDER, EXTERIOR STAINLESS STEEL ELECTRIC LEVER DOOR SET, PAINT DOOR AND DOOR FRAME TO MATCH EXISTING COLORS. WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOOR WEATHER PROOF.
  - D8. NORTHWEST STARWELL ENTRANCE - INSTALL NEW COMMERCIAL GRADE STEEL DOOR SIZED TO FIT EXISTING FRAME WITH APPROXIMATELY 4' X 25" NARROW CLEAR GLASS. DELAYED EXIT PANIC BAR WITH AUDIBLE ALARM AND A CONSOL. ALERT AT THE PUBLIC ENTRANCE SECURITY DESK INTEGRATED TO WORK WITH THE NEW INTERIOR AND EXTERIOR CONTACT CARD ACCESS READERS (PROVIDED BY OTHERS). INTERIOR AND EXTERIOR 10" STAINLESS STEEL BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDER, EXTERIOR STAINLESS STEEL ELECTRIC LEVER DOOR SET, PAINT DOOR AND DOOR FRAME TO MATCH EXISTING COLORS. WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOOR WEATHER PROOF.
  - D9. COURT STORAGE ENTRANCE - INSTALL NEW COMMERCIAL STEEL DOOR SIZED TO FIT EXISTING FRAME, INTERIOR AND EXTERIOR 10" STAINLESS STEEL BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDER, INTERIOR AND EXTERIOR STAINLESS STEEL BRUSH FINISH LEVER DOOR SET, DOOR CLOSER, PAINT DOOR AND DOOR FRAME TO MATCH EXISTING COLORS. WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOOR WEATHER PROOF.
  - D10. FRONT DOORS EAST (DOUBLE DOORS) - REPLACE ALL DOOR HARDWARE WITH NEW DOOR HARDWARE INCLUDING INSTALLING NEW HINGES, INTERIOR 10" STAINLESS STEEL BRASS COLORED BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDERS, EXTERIOR BRASS COLORED BRUSH FINISH LEVER DOOR SET, ELECTRIFIED FOR THE EAST DOOR; DELAYED EXIT PANIC BARS WITH AUDIBLE ALARM AND A CONSOL. ALERT AT THE PUBLIC ENTRANCE SECURITY DESK, INTERIOR AND EXTERIOR CONTACT CARD ACCESS READERS (PROVIDED BY OTHERS). EXTERIOR STAINLESS STEEL BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDER, EXTERIOR STAINLESS STEEL ELECTRIC LEVER DOOR SET, PAINT DOOR AND DOOR FRAME TO MATCH EXISTING FINISH.
  - D11. FRONT DOORS CENTER (DOUBLE DOORS) - REPLACE ALL DOOR HARDWARE WITH NEW DOOR HARDWARE INCLUDING INSTALLING NEW HINGES, INTERIOR 10" STAINLESS STEEL BRASS COLORED BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDERS, EXTERIOR BRASS COLORED BRUSH FINISH LEVER DOOR SET, ELECTRIFIED FOR THE WEST DOOR; DELAYED EXIT PANIC BARS WITH AUDIBLE ALARM AND A CONSOL. ALERT AT THE PUBLIC ENTRANCE SECURITY DESK, INTERIOR AND EXTERIOR CONTACT CARD ACCESS READERS (PROVIDED BY OTHERS). EXTERIOR STAINLESS STEEL BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDER, EXTERIOR STAINLESS STEEL ELECTRIC LEVER DOOR SET, PAINT DOOR AND DOOR FRAME TO MATCH EXISTING FINISH.
  - D12. FRONT DOORS CENTER (DOUBLE DOORS) - REPLACE ALL DOOR HARDWARE WITH NEW DOOR HARDWARE INCLUDING INSTALLING NEW HINGES, INTERIOR 10" STAINLESS STEEL BRASS COLORED BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDERS, EXTERIOR BRASS COLORED BRUSH FINISH LEVER DOOR SET, ELECTRIFIED FOR THE WEST DOOR; DELAYED EXIT PANIC BARS WITH AUDIBLE ALARM AND A CONSOL. ALERT AT THE PUBLIC ENTRANCE SECURITY DESK, INTERIOR AND EXTERIOR CONTACT CARD ACCESS READERS (PROVIDED BY OTHERS). EXTERIOR STAINLESS STEEL BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDER, EXTERIOR STAINLESS STEEL ELECTRIC LEVER DOOR SET, PAINT DOOR AND DOOR FRAME TO MATCH EXISTING FINISH.
  - D13. PUBLIC ENTRANCE - INSTALL NEW STORE FRONT DOOR AND FRAME SIZED TO FIT EXISTING OPENING. NEW ADA COMPLIANT DOOR AND FRAME WITH 10" STAINLESS STEEL BRUSH FINISH KICK PLATE, STANDARD LOCK CYLINDERS AND FINISHES. STANDARD LOCK CYLINDER, WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOORS WEATHER PROOF. (NO ACCESS CONTROL).
  - D14. NORTH COURTYARD - INSTALL NEW DOOR CLOSER, DELAYED EXIT PANIC PADOLE WITH AUDIBLE ALARM AND A CONSOL. ALERT AT THE PUBLIC ENTRANCE SECURITY DESK INTEGRATED TO WORK WITH THE NEW INTERIOR AND EXTERIOR CONTACT CARD ACCESS READERS (PROVIDED BY OTHERS). EXTERIOR DOOR HANDLE, NEW WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOORS WEATHER PROOF.
  - D15. INSTALL NEW COMMERCIAL STEEL DOOR AND FRAME WITH APPROXIMATELY 4' X 25" NARROW CLEAR GLASS. WHITE BRUSH FINISH KICK PLATE, BRUSH FINISH LEVER DOOR SET, INTERIOR AND EXTERIOR CONTACT CARD ACCESS READERS (PROVIDED BY OTHERS). EXTERIOR STAINLESS STEEL BRUSH FINISH KICK PLATE, BRUSH FINISH LEVER DOOR SET, WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOORS WEATHER PROOF.
  - D16. REPLACE GLASS SEAL, INSTALL NEW WEATHER STRIPPING AND THRESHOLD SEALS TO MAKE DOORS WEATHER PROOF.

NOTE: ALL LOCK CYLINDERS SHALL ACCOMMODATE EXISTING KEY SYSTEM.



# Peach County

## Public Works

410 OLD MACON ROAD  
FORT VALLEY, GEORGIA  
PHONE: (478) 825-8717  
FAX: (478) 825-8624

REVISIONS	DATE
ADD D14 AND D15	08/28/17
ADD D16	01/07/19

PEACH COUNTY COURTHOUSE  
205 CHURCH STREET, FORT VALLEY  
PEACH COUNTY, GEORGIA

PUBLIC WORKS  
410 OLD MACON ROAD FORT VALLEY, GA  
24-HR CONTACT: PAUL SCHWINDLER, P.E.  
MBL: (478) 508-8098

COURTHOUSE SECURITY AND ACCESS  
UPGRADE, PROJECT 17E

ISSUE DATE 05/30/2017	
SCALE NOT TO SCALE	
SHEET NUMBER C1 OF C2	



**EXHIBIT 2**

# **PEACH COUNTY**

## **CONTRACT AGREEMENT**

**PEACH COUNTY COURTHOUSE SECURITY UPGRADE, DOORS**

**U.S 341 N. FORT VALLEY, GA**

**CONTRACT # C – 19-001**

**Peach County, Georgia**

**CONSTRUCTION CONTRACT**

**THIS AGREEMENT** made by and between PEACH COUNTY, GEORGIA, a political subdivision of the State of Georgia hereinafter called "**County**", and **<Contractor Name>, Inc** a contractor doing business as a corporation, authorized to do business in Georgia hereinafter called "**Contractor**".

**WITNESSETH:** that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the **County**, the **Contractor** hereby agrees to commence and complete the construction described as follows:

**General Scope of Work:**

**Furnish all labor, materials, and equipment for: upgrading doors, doorframes, and door hardware that will integrate with the new access control SYSTEM .**

DRAFT

## WITNESSETH THAT:

**WHEREAS, the COUNTY desires to engage a qualified and experienced CONTRACTOR to perform certain services relative to the CONSTRUCTION of: upgrading doors, doorframes, and door hardware that will integrate with the new access control in the Peach County Courthouse 205 West Church Street Fort Valley, GA 30130**

**And; WHEREAS, the CONTRACTOR has represented to the COUNTY that it is experienced and qualified to perform the services contemplated and acknowledges that the COUNTY has relied upon such representation.**

**NOW, THEREFORE, the COUNTY and the CONTRACTOR in consideration of the promises and mutual obligations contained herein and under the conditions hereinafter set forth, do agree as follows:**

**<Brief Project Description> PROJECT** hereinafter called the "Project", shall be constructed by the **CONTRACTOR** for the sum of **<Written Contract Amount> <(\$Numeric Amount)>** and all extra work in connection therewith, and at **Contractor's** own cost and expense necessary to furnish all materials, supplies, machinery, Equipment, tools, superintendence, labor, insurance, and other accessories and services to complete the said project in accordance with the conditions and prices stated in the response to RFP 19-001 the General Scope of Work, the General Conditions, and the approved plans and specifications, which include all explanatory matter thereof, as prepared by the County, hereinafter called the "**Work**", all of which are made a part hereof and collectively constitute the **Construction Contract**.

The **Contractor** shall promptly commence the Work with adequate force and equipment within **Seven (7)** calendar days from receipt of Notice to Proceed, or as may be specified by Special Provision, and to complete the Work within **one hundred twenty (120)** days of the time of Notice to Proceed, by no later June 30, 2019 or as may be specified by Special Provision.

The **County** agrees to pay the **Contractor** in current funds for the performance of the Contract subject to additions and deductions as provided in the General Conditions of the Contract.

**IN WITNESS WHEREOF**, the parties to those presents have executed this Contract in two (2) counterparts, each of which shall be deemed an original.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**PEACH COUNTY, GEORGIA**

ATTEST: By: (Seal)

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Martin H. Moseley Jr.  
Chairman, Board of Commissioners

**CONTRACTOR**

ATTEST: By: (Seal)

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Authorized Signer Name and Title (print)

---

Authorized Signer signature

FINAL AFFIDAVIT

TO: PEACH COUNTY, GEORGIA

I, \_\_\_\_\_ (Contractor authorized person), hereby certify that all suppliers of materials, equipment and service, subcontractors, mechanics, and laborers employed by \_\_\_\_\_ (Contractor) or any of his subcontractors in connection with the written agreement dated, \_\_\_\_\_ 2018, entered into a Contract with County for Construction of \_\_\_\_\_ [project] in PEACH COUNTY have been paid and satisfied in full as of , this \_\_\_\_\_ day of , \_\_\_\_\_ 2018 and that there are no outstanding obligations or claims of any kind for the payment of which Peach County on the above named projects might be liable, or subject to, in any lawful proceeding at law or in equity.

Signature

Title

\_\_\_\_\_ (Contractor authorized person) Personally appeared before me this this \_\_\_\_\_ day of , \_\_\_\_\_ 2018, who under oath deposes and says that he is of the firm of \_\_\_\_\_ (Contractor) that he has read the above statement and that to the best of his knowledge and belief same is an exact true statement.

Notary Public

My Commission Expires

EXHIBIT 3

Contractor's Initials \_\_\_\_\_

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## CONTRACT GENERAL CONDITIONS

**1.0 DEFINITIONS:** Wherever used in the bidding requirements or contract documents, the terms listed below will have the meanings indicated which are applicable to both the singular and plural thereof.

Addenda – Written or graphic instruments issued prior to the opening of Bids which clarify, correct, respond to questions, or change the bidding requirements in the proposed contract documents

Agreement – The written instrument which is evidence of the agreement between Owner and Contractor covering the Work.

Agreement Execution - means the date on which the Owner executes and enters into an Agreement with the Contractor to perform the Work.

Application for Payment – The form acceptable to the Engineer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Contract Documents

Bid – The offer or proposal of a bidder submitted to the prescribed form setting forth the prices for the Work to be performed

Bidding Documents – The Bidding Requirements and the proposed Contract Documents including all Addenda

Change Order – A document recommended by the engineer which is signed by the Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the contract price or Contract Times, issued on or after the Effective Date of the Agreement.

Contract – The entire and integrated written agreement between the Owner and Contractor concerning the Work. The Contract supersedes prior negotiations, representations, or agreements whether written or oral. The Agreement Documents specifically identified and incorporated herein by reference in Section 2.0, CONTRACT DOCUMENTS represent the entirety of the Contract.

Contract Price – The moneys payable by Owner to Contractor for completion of the Work in accordance with the Contract Documents as stated in the agreement

Contractor - means the party or parties contracting directly with the COUNTY to perform Work pursuant to this Agreement.

Contract - means the Agreement Documents specifically identified and incorporated herein by reference in Section 2.0, CONTRACT DOCUMENTS.

Contract Time - means the period of time stated in this Agreement for the completion of the Work.

## CONTRACT GENERAL CONDITIONS

County - means Peach County, Georgia, a political subdivision of the State of Georgia.

Day – A calendar day of 24 hours measured from midnight to the next midnight

Defective Work – Work that is faulty, deficient, does not conform to Contract Documents, does not meet the requirements of any applicable inspection, reference standard, test or approval referred to in the Contract Documents, has been damaged prior to Engineer's recommendation of final payment (unless responsibility for the protection thereof has been assumed by the Owner at Substantial Completion)

Director - Director of Peach County Engineering Services Department

Drawings - means collectively, all the drawings, sealed by a Georgia Professional Engineer, Architect, Landscape Architect, Surveyor or other approved design professionals, approved for construction by the COUNTY, listed in this Agreement, and also such supplementary drawings as the COUNTY'S consultant(s) may issue from time to time in order to clarify or explain such drawings or to show details which are not shown thereon.

Effective Date of Agreement – The date indicated in the Agreement on which it becomes effective, but if no such date is indicated, it means the date on which the Agreement is signed and delivered by the last of the two parties to sign and deliver

Engineer - Director of Peach County Engineering Services Department or duly appointed representative

Field Order – A written order issued by the Engineer which requires minor changes in the work but which does not involve a change in the Contract Price or Contract Times.

MUTCD – Manual on Uniform Traffic Control Devices for Streets and Highways

Notice of Award – The written notice by the Owner to the successful bidder stating that upon timely compliance by the successful bidder with the conditions precedent listed therein, Owner will sign and deliver the Agreement.

Notice to Proceed – A written notice given by the Owner to the contractor fixing the date on which the contract times will commence to run and on which the contractor shall start to perform the work under the contract documents.

Owner – The County

Responsible Bidder – Means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements. This will be determined by the County as a bid proposal that has an aggregate score of 85 or greater as outlined in the evaluation criteria in the instructions to bidders.

Responsive Bidder – Means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids.

## CONTRACT GENERAL CONDITIONS

Schedule of Values – A schedule, prepared and maintained by the Contractor, allocating portions of the Contract Price to various portions of the Work and used as the basis for Reviewing Contractor’s Application for Payment

Specifications – Identifies the portion of the Contract Documents that identify, in writing, the standards of quality and performance for the products, materials, systems, and workmanship required to meet the Contract requirements for the work on this project, which form a part of the Agreement.

Subcontractor - means any person, firm, partnership, joint venture, company, corporation, or entity having a contractual agreement with Contractor or with any of its subcontractors at any tier to provide a part of the Work called for by this Agreement.

Substantial Completion – The time at which the Work (or specified part thereof) has progressed to the point where, in the opinion of the Engineer, the Work (or specified part thereof) can be utilized for the purpose(s) for which it is intended.

Supplemental Agreement - means a written order to the Contractor signed by Owner and accepted by the Contractor, effecting an addition, deletion or revision in the Work, or an adjustment in the Agreement Price or the Contract Time, issued after execution of this Agreement.

Unit Price Work – Work to be paid for on the basis of unit prices

Work – The entire construction or the various separately identifiable part thereof required to be provided under the Contract Documents. Work includes and is the result of any and all obligations, duties and responsibilities, including furnishing equipment, materials, workmanship, labor and any other services or things necessary to the successful completion of the Project, assigned to or undertaken by the Contractor under this Agreement.

### 2.0 CONTRACT DOCUMENTS

#### 2.1 List of Documents

The Agreement, any required bonds, the General Conditions, the Detailed Scope of Work, the Exhibits, The Proposal, The Bid Form, and all Supplemental Agreements shall constitute the Agreement Documents.

#### 2.2 Conflict, Precedence, and Jurisdiction

2.2.1 The Agreement Documents are complementary, and what is called for by one is as binding as if called for by all. In the event there are any conflicting provisions or requirements in the component parts of this Agreement, the several Agreement Documents shall take precedence in the following order:

1. Supplemental Agreements
2. Agreement

## CONTRACT GENERAL CONDITIONS

3. General Conditions
4. Detailed Scope of Work
5. Proposal/Bid/Quote
6. Specifications
7. Drawings

2.2.2 Conflict Resolution: In the event a Conflict or disagreement should arise between the parties as to the performance of, or the interpretation of this agreement, or alleged breach of any provision of this agreement, the complaining party shall send a written notice to the opposite party within five (5) business days of obtaining knowledge of the conflict, disagreement, or alleged breach specifically identifying the nature of the conflict, disagreement, or alleged breach. The notified (responding) party shall have five (5) business days from the receipt of said written notice to cure said conflict, disagreement, or alleged breach. If the notified (responding) party shall cure such conflict, disagreement, or alleged breach to the satisfaction of the complaining party within five (5) business days of receipt of the written notice, this agreement shall continue unabated and the notified (responding) party shall not be liable for any loss, damage, or expense arising out such conflict, disagreement, or alleged breach. If the notified (responding) party shall not cure any such conflict, disagreement, or alleged breach within five business days from the receipt of written notice of such, then the complaining party may at its option, terminate this agreement in its entirety and seek damages or enforcement of this agreement in a court of law as hereinafter set forth; terminate this agreement in part and bring an action for damages or enforcement of any part of this agreement alleged to have been violated in a court of law as herein after provided, or proceed with the further execution and performance of this agreement without waiving any right to enforce any past or future claims for damages in a court of law as hereinafter provided.

2.2.3 Choice of Courts, Jurisdiction and Venue: The Parties hereto do hereby agree that any suit, action, or legal proceeding that may be brought by either party arising out of or from, in connection with, or as a result of this agreement or the subject matter hereof, shall be brought exclusively in the Superior Court of Peach County, Georgia and that proper jurisdiction and venue of any matter arising herefrom shall be vested in the Superior Court of Peach County, Georgia, and each party does hereby waive any right to object to the jurisdiction and venue of said court.

### 3.0 COVENANTS AGAINST CONTINGENT FEES

The CONTRACTOR shall comply with the relevant requirements of all Federal, State, County or local laws. The CONTRACTOR warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the CONTRACTOR for the purpose of securing business and that the CONTRACTOR has not received any non-COUNTY fee related to this Agreement without the prior written

## CONTRACT GENERAL CONDITIONS

consent of the COUNTY. For breach or violation of this warranty, the COUNTY shall have the right to annul this Agreement without liability or at its discretion to deduct from the Agreement Price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

### 4.0 INSURANCE

The CONTRACTOR shall, at all times that this Agreement is in effect, cause to be maintained in force and effect an insurance policy(s) that will insure and indemnify both COUNTY and CONTRACTOR against liability or financial loss resulting from injuries occurring to persons or property or occurring as a result of any negligent acts or activity of the CONTRACTOR during the term of this Agreement. The certificate holder shall be shown as Peach County Board of Commissioners, 235 Person Street, Fort Valley, Georgia 31030. The liability under such insurance policy(s) shall be not less than: \$2,000,000.

A. **WORKERS COMPENSATION** - Coverage to apply for all employees for Statutory limits in compliance with the applicable state and federal laws. The policy must include Employer's Liability with a minimum limit of \$ 500,000 each accident/ \$ 500,000 disease policy limit/ \$ 500,000 disease - each employee.

B. **COMPREHENSIVE GENERAL LIABILITY** - Shall have minimum limits of \$ 1,000,000 Per Occurrence, \$2,000,000 policy limit, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises/Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, XCU Coverage, Blanket Contractual Liability, and Personal Injury Coverage.

C. **BUSINESS AUTO LIABILITY** - Shall have minimum limits of \$ 1,000,000 Per Occurrence, \$2,000,000 policy limit, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include, Owned Vehicles, Hired and Non-Owned Vehicles.

#### SPECIAL REQUIREMENTS:

E. The Peach County Board of Commissioners is to be included as an **ADDITIONAL INSURED** on both the Comprehensive General Liability and Business Auto Liability Policies and Umbrella if necessary.

#### F. **HOLD HARMLESS CLAUSE**

See Article 6.0, INDEMNIFICATION

G. Current valid, insurance policies meeting the requirements herein identified shall be maintained during the duration of the named project. Renewal certificates shall be sent to the COUNTY 30 days prior to any expiration date. There shall also be a 30 day notification to the COUNTY in the event of cancellation or modification of any stipulated insurance coverage.

## CONTRACT GENERAL CONDITIONS

H. It shall be the responsibility of the CONTRACTOR to ensure that all subcontracts comply with the same insurance requirements that the COUNTY requires the CONTRACTOR to maintain.

I. Certificates of insurance, policies, bonds, and any other contract requirements meeting the required Risk Management and Insurance provisions shall be forwarded to the COUNTY'S Public Works Office with the executed Contract. A renewal certificate should be forwarded to the Public Works Office 30 days prior to the expiration date of the policy. There should also be a 30 day notification to the COUNTY in the event of cancellation or modification of any stipulated insurance coverage. It will be the responsibility of the Public Works Department to monitor contract requirements.

J. All Insurance Policies of the CONTRACTOR will be required to be written on an Occurrence Basis. If a particular CONTRACTOR has insurance which is written on a Claims-Made Basis, these policies should be referred for approval by the County Administrator or action by the Board of Commissioners. When requesting evidence of insurance (certificates/policies) from CONTRACTOR, it should be clearly stated on the Certificate of Insurance or Insurance Policy whether the policy is written on an Occurrence Basis or Claims-Made Basis. A Claims-Made Policy may be acceptable but does require special review and tailoring for certain items. The Finance Section will assist with this process. When a Claims-Made Policy is acceptable, actual copies of the policies will be required to be forwarded to the COUNTY'S Finance Section.

K. Any certificates of insurance naming an insurance company that does not have at least a "B" rating by A. M. Best & Company shall be referred to the Finance Section for approval by the County Administrator or action by the Board of Commissioners.

L. All insurance documentation and approvals must be in place before the commencement of any work.

**THE COUNTY SHALL HAVE NO DUTY TO PAY OR PERFORM UNDER THIS CONTRACT OR AGREEMENT UNTIL SUCH CERTIFICATES MEETING THE ABOVE REQUIREMENTS SHALL HAVE BEEN DELIVERED TO AND APPROVED BY THE COUNTY.**

### 5.0 PROHIBITED INTERESTS

A. Conflict of Interest: The CONTRACTOR agrees that it presently has no interest and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. The CONTRACTOR further agrees that, in the performance of the Agreement, no person having any such interest shall be employed directly or indirectly by the CONTRACTOR.

B. Interests of Public Officials: No member, officer, or employee of the COUNTY during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

## CONTRACT GENERAL CONDITIONS

### 6.0 INDEMNIFICATION

The CONTRACTOR agrees, to the fullest extent permitted by law, to indemnify and hold harmless the COUNTY, its officers, directors, agents and employees from and against all claims, damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Contractor's negligent performance of construction services or sub-standard materials under this Agreement and that of its sub-contractors or anyone to whom the CONTRACTOR is legally liable.

### 7.0 INDEPENDENT CONTRACTOR

The CONTRACTOR shall perform the services under this Agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute the CONTRACTOR or any of its agents or employees to be the agent, employee, or representative of the COUNTY nor shall imply any rights under any tax exemption the COUNTY might enjoy.

### 8.0 SUBCONTRACTING

The CONTRACTOR shall not subcontract in excess of 25% of the work covered by this Agreement or permit subcontracted work to be further subcontracted without the COUNTY'S prior written approval of the subcontractor(s). All sub-contractors must be approved by the DIRECTOR. The COUNTY will not approve any subcontractor for work covered by this Agreement that has not been recommended for approval by the DIRECTOR.

All subcontracts in the amount of \$5,000 or more shall include the provisions set forth in this Agreement.

### 9.0 ASSIGNABILITY

The CONTRACTOR shall not assign or transfer whether by an assignment or notation, any of its rights, obligations, benefits, liabilities or other interest under this Agreement without the written consent of the COUNTY.

### 10.0 EQUAL EMPLOYMENT OPPORTUNITY

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

A. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, religion, age, disability, marital or veteran status or any other legally protected status.

B. The CONTRACTOR will, in all solicitations or advertisements for employees placed by qualified applicants, receive consideration for employment without regard to race,



## CONTRACT GENERAL CONDITIONS

creed, color, sex, national origin, religion, age, disability, marital or veteran status or any other legally protected status.

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

D. The CONTRACTOR shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. If the CONTRACTOR is found to be in violation of applicable federal, state and /or local laws and/or regulations, and if the Peach County has reasonable cause to believe that the CONTRACTOR has knowingly employed individuals who are not eligible to work in the United States, the County shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the CONTRACTOR from doing business with the County.

### 11.0 ANTI-KICKBACK CLAUSE

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

### 12.0 CLAIMS AND DISPUTES PERTAINING TO SALARY RATES

Claims and disputes pertaining to salary rates or to classifications of employees, equipment operators, superintendents, technicians, or professionals of subcontractors performing work under this Agreement shall be promptly reported in writing by the CONTRACTOR to the COUNTY for the latter's decision which shall be final with respect thereto. Nothing herein, however, shall be construed as relieving the CONTRACTOR from its responsibilities as primary contracting party with such subcontractors.

### 13.0 PERSONNEL AND EQUIPMENT

The CONTRACTOR represents that it has secured or will secure, at its own expense, all personnel necessary to complete this Agreement; none of whom shall be employees of, or have any contractual relationship with the COUNTY. Primary liaison with the COUNTY will be through a representative specifically designated by the CONTRACTOR. All of the services required hereunder will be performed by the CONTRACTOR under the representative's supervision, or by the sub-contractor stipulated in the proposal and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law, if applicable, to perform such services.

The CONTRACTOR shall employ only qualified registered surveyors in responsible charge of any survey work.

## CONTRACT GENERAL CONDITIONS

The CONTRACTOR shall employ only qualified professional engineer in responsible charge of any engineering work.

The CONTRACTOR shall employ a standard of care, skill and diligence in the performance of the services in this contract as is ordinarily possessed and exercised by members of the same profession, currently practicing, under similar circumstances, sufficient to construct structures that meet accepted industry standards in terms of quality and accuracy for their intended purpose.

The CONTRACTOR acknowledges all applicable rules and regulations of the Occupational Safety and Health Administration (OSHA) and the State of Georgia with regard to worker health and safety.

### **14.0 CHANGES AND EXTRA WORK**

The COUNTY may, at any time, request changes in the work to be performed hereunder. All such changes, including any increase or decrease in the amount of the CONTRACTOR'S compensation, which are mutually agreed upon by and between the COUNTY and the CONTRACTOR, shall be incorporated in written Supplemental Agreements to this Agreement.

Changes that involve an increase in the budgeted contract amount shall require the approval of the County Administrator or the Board of Commissioners. Changes to the scope of work that do not involve increasing the project budget may be approved by the DIRECTOR or authorized designee of the COUNTY.

### **15.0 AUDITS AND INSPECTORS**

The CONTRACTOR shall maintain all books, documents, papers, time sheets, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for seven years from the date of final payment under the Agreement, for inspection by the COUNTY or any reviewing agencies, and copies thereof shall be furnished upon request. The CONTRACTOR agrees that the provisions of this Article shall be included in any Agreements it may make with any subcontractor, assignee, or transferee.

### **16.0 CONTRACTOR COORDINATION**

The CONTRACTOR shall cooperate fully with the DIRECTOR, the Public Works Operations Manager or their duly authorized representative (s), Georgia Department of Transportation, Federal government officials, municipalities and local government officials, utility companies, railroads, and others, as may be directed by the COUNTY.

If the COUNTY undertakes or awards other contracts for additional related work, the CONTRACTOR shall fully cooperate with such other Contractor/Consultant and

## CONTRACT GENERAL CONDITIONS

COUNTY employees or appointed committee(s), and shall carefully fit its own work to such additional work as may be directed by the COUNTY. The CONTRACTOR shall not commit or permit any act which will interfere with the performance of work by any other CONTRACTOR or by COUNTY employees.

### 17.0 VERBAL AGREEMENT OR CONVERSATION

No verbal agreement or conversation with any officer, agent, or employee of the COUNTY, either before, during, or after the execution of this Agreement, shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the CONTRACTOR to any additional payment whatsoever under the terms of this Agreement. All changes to this Agreement shall be in writing and appended hereto as prescribed in Article 14.0 above.

### 18.0 NOTICES

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

Notices to the COUNTY shall be addressed to the DIRECTOR as follows:

Paul Schwindler, P.E., Director  
Peach County Engineering Services  
410 Old Macon Road  
Fort Valley, Georgia 31030

Notices to CONTRACTOR shall be addressed as follows:

### 19.0 LIAISON

The DIRECTOR or his duly appointed representative shall act as the Liaison between the CONTRACTOR and the COUNTY and all utilities, authorities or governments whose properties will be affected. The CONTRACTOR shall arrange for conferences and exchanges of data and information and for necessary approvals.

All correspondences, data, information, invoices and reports shall be directed to the Liaison to provide for proper distribution to the parties concerned.

The Liaison will expedite any necessary decisions affecting the performance of the CONTRACTOR'S Agreement, but the CONTRACTOR shall not make use of the

**CONTRACT GENERAL CONDITIONS**

Liaison's services on trivial or minor matters normally to be decided by the CONTRACTOR.

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## CONTRACT GENERAL CONDITIONS

### **20.0 DELIVERY OF DOCUMENTS**

Except as otherwise provided herein, the CONTRACTOR shall submit all progress documents, reports, sketches, planning notes, and other papers and supporting data required under this Agreement to the COUNTY in triplicate. The CONTRACTOR shall deliver the required progress reports in a timely manner so that the work can be reviewed.

### **21.0 PROGRESS REPORTS**

The CONTRACTOR shall report to the COUNTY on suitable forms approved by the COUNTY the status of work on the last day of each month during the life of the Agreement. The report shall include, but is not limited to:

1. Construction activities completed during this period
2. Problems and/or unforeseen conditions
3. Required inspections conducted during the period
4. Complete schedule; items impacting the schedule; projected completion date
6. Quality assurance activities

### **22.0 CONFERENCES AND FIELD INSPECTIONS**

The CONTRACTOR shall familiarize himself with existing infrastructure facilities and visit key locations throughout the PROJECT area, acquainting themselves with all local conditions involved in the prosecution of this Agreement. The CONTRACTOR may request that a representative of the COUNTY accompany him on specific site visits if field conditions are such that they warrant special attention. As work progresses either party may request a conference or additional field inspection to discuss elements of the work. In this event, the parties shall agree on a time and place for the conference or inspection and each party shall attend. All conferences and meetings shall be held at a location that will not be a direct cost to the PROJECT. In the event the parties cannot agree on a time and place for the conference, the COUNTY will have final decision. The CONTRACTOR shall attend as many meetings or conferences as necessary to finalize the work.

### **23.0 RIGHT TO ENTRY**

The CONTRACTOR will notify all property owners or occupants of the intent to enter properties for the purpose of accomplishing surveys or other field investigations in accordance with the practices of the COUNTY. The CONTRACTOR shall discuss with and receive approval from the COUNTY prior to sending said notices of intent to enter private property. Upon request by the CONTRACTOR, the COUNTY will provide the necessary documents identifying the CONTRACTOR as being in the employ of the COUNTY for the purposes described in the Agreement. If the property owners or occupant denies the CONTRACTOR permission to enter, such incident will be reported to the COUNTY and the COUNTY will initiate such action as is dictated by current policy and procedure.

## CONTRACT GENERAL CONDITIONS

### 24.0 UTILITIES

Utilities such as sewer, water, data, and electric lines encountered in the work shall be protected from injury and maintained in service until moved or replaced as required under this Contract or by others as the case may be, or abandoned as may be necessary for the proper construction and use of the new work.

The CONTRACTOR shall identify all major elements of privately, publicly or cooperatively owned utilities that may be impacted by proposed elements of the PROJECT. The CONTRACTOR shall stop work, and immediately notify the COUNTY of any unforeseen utility conflicts encountered or discovered.

The CONTRACTOR shall make no commitments to the utility companies that are binding upon the COUNTY. The COUNTY will conduct any necessary negotiations with the utilities and authorities. However, the CONTRACTOR may be required to participate in such negotiations at the request of the COUNTY during the prosecution of the PROJECT if such work is undertaken by the County.

### 25.0 TESTS AND INSPECTIONS

CONTRACTOR shall be responsible for arranging and obtaining and shall pay all costs in connection with any inspections, tests, or approvals required for COUNTY'S and DIRECTOR'S acceptance of materials or equipment to be incorporated in the Work; or acceptance of materials, mix designs, or equipment submitted for approval prior to CONTRACTOR'S purchase thereof for incorporation in the Work. Such inspections test or approvals shall be performed by organizations acceptable to DIRECTOR and COUNTY.

### 26.0 REVIEW OF WORK

The COUNTY and DIRECTOR their consultants and other representatives and personnel of the COUNTY, independent testing laboratories, and governmental agencies with jurisdictional interests will have access to the Site and the Work at reasonable times for their observation, inspection, and testing. CONTRACTOR shall provide them proper and safe conditions for such access and advise them of Contractor's safety procedures and programs so that they may comply therewith as applicable. The Project activities and data collected under this Agreement and amendments hereto. All reports, drawings, studies, specifications, estimates, maps and computations, prepared by or for the CONTRACTOR, shall be available to authorized representatives of the COUNTY for inspection and review at all reasonable times in the main offices of the COUNTY.

Refusal by the CONTRACTOR to submit progress reports and/or required submittals shall be cause to withhold payment to the CONTRACTOR until the CONTRACTOR complies with the COUNTY'S request in this regard.

**CONTRACT GENERAL CONDITIONS**

**27.0 NOTICE OF DEFECTS**

Prompt notice of all defective Work of which the COUNTY or DIRECTOR has actual knowledge will be given to Contractor. Defective Work may be rejected, corrected, or accepted

**28.0 CORRECTION OR REMOVAL OF DEFECTIVE WORK**

Promptly after receipt of written notice, CONTRACTOR shall correct all defective Work, whether or not fabricated, installed, or completed, or, if the Work has been rejected by the DIRECTOR, remove it from the Project and replace it with Work that is not defective. CONTRACTOR shall pay all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or other dispute resolution costs) arising out of or relating to such correction or removal (including but not limited to all costs of repair or replacement of work of others).

**29.0 COUNTY MAY CORRECT DEFECTIVE WORK**

If CONTRACTOR fails within a reasonable time after written notice from DIRECTOR to correct defective Work, or to remove and replace rejected Work as required by DIRECTOR in accordance with Paragraph 28.0, or if CONTRACTOR fails to perform the Work in accordance with the Contract Documents, or if CONTRACTOR fails to comply with any other provision of the Contract Documents, COUNTY may, after seven days written notice to CONTRACTOR, correct, or remedy any such deficiency.

CONTRACTOR shall not be allowed an extension of the Contract Times because of any delay in the performance of the Work attributable to the exercise by COUNTY of COUNTY'S rights and remedies under this paragraph 29.0.

**30.0 COUNTY MAY STOP WORK**

If the Work is defective, or CONTRACTOR fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, COUNTY may order CONTRACTOR to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, this right of COUNTY to stop the work shall not give rise to any duty on the part of the COUNTY to exercise this right for the benefit of CONTRACTOR, any Subcontractor, any Supplier, any other individual or entity, or any surety for, or employee or agent of any of them.

**31.0 SUPERVISION AND CONTROL**

The CONTRACTOR shall perform the services required to accomplish the Work plan as stated herein under such control and supervision by the COUNTY as the COUNTY may deem appropriate. The CONTRACTOR shall employ sufficient qualified personnel to perform the work within the time stipulated in the agreement.

## CONTRACT GENERAL CONDITIONS

### 32.0 ENVIRONMENTAL IMPACT

The CONTRACTOR shall conduct all operations so as to minimize, to the greatest extent possible, adverse environmental impact.

32.A. Noise: All equipment and machinery shall be provided with exhaust mufflers maintained in good working order so as to reduce operating noise to minimum levels.

32.B. Dust/Smoke: All equipment movements shall be accompanied by a minimum of dust. Traveled surfaces and earthwork shall be maintained in a moist condition to avoid the generation of dust or the airborne movement of particulate matter under all prevailing atmospheric conditions.

Burning operations will be conducted only with written permission of the COUNTY and/or appropriate regulatory agency. The CONTRACTOR shall be responsible for obtaining all permits and comply with all codes, ordinances and regulations pertaining to the burning.

32.C. Traffic: Trucks shall be routed over roads which will result in the least effect on traffic and nuisance to the public. All material shall be loaded in a manner which will preclude the loss of any portion of the load in transit, including covering, if necessary.

32.D. Erosion Sedimentation & Pollution Control: All points runoff from rainfall shall be visually monitored to determine that no eroded material from the construction site is being deposited offsite. Measures shall be taken to promptly eliminate such a deposition if occurring, including the installation of detention basins. All Erosion Sedimentation & Pollution Control permitting shall be the responsibility of the CONTRACTOR. It shall be the CONTRACTOR'S responsibility to submit the Notice of Intent (NOI) for discharging storm water from the construction project if applicable, and the contractor shall be responsible for compliance with the requirements set forth in the Erosion Sedimentation & Pollution Control Plan and federal, state and local regulations.

32.E. Fuel & Lubrication Spills: All spills shall be removed from the site immediately by the CONTRACTOR.

32.F. Fuel Storage & transfer: All spills shall be allowed only in areas approved by the COUNTY or DIRECTOR.

### 33.0 MAINTENANCE DURING CONSTRUCTION

The CONTRACTOR shall maintain the Work from the beginning of construction operations until final acceptance. This maintenance shall constitute continuous and effective Work prosecuted day by day with adequate equipment and forces to the end that the site and structures thereon are kept in safe, satisfactory condition at all times, including satisfactory signing or marking as appropriate and control of traffic where required by use of traffic control devices as required in accordance with the latest MUCD standards and/or the county.



## CONTRACT GENERAL CONDITIONS

The CONTRACTOR shall provide and maintain a safe working environment at all times. This includes, but is not limited to Roads, shoulders, staging areas, and all other areas that the contractor uses to complete the work. The CONTRACTOR or CONTRACTOR'S employees shall not violate any Federal, State, or local laws within Peach County while this contract is in force.

Upon completion of the Work, the CONTRACTOR shall remove all construction signs and barriers before final acceptance.

While undergoing improvements, the roads shall be kept open to all traffic by the CONTRACTOR. The CONTRACTOR shall keep the portion of the site being used by public traffic, whether it is through or local traffic, in such condition that traffic will be adequately accommodated. The CONTRACTOR shall bear all costs of signs and markings as required and other maintenance WORK during construction and before the WORK is accepted and of constructing and maintaining such approaches, crossings, intersections, and others features as may be necessary without direct compensation.

### **34.0 BARRICADES, DANGER, WARNING & DETOUR SIGNS**

The CONTRACTOR shall provide, erect, and maintain all necessary barricades, suitable and sufficient lights, danger signals, signs and other traffic control devices, and shall take all necessary precautions for the protection of the Work and safety of the public. Highways and streets closed to traffic shall be protected by effective barricades, and obstructions shall be lighted during hours of darkness. Suitable warning signs shall be provided to properly control and direct traffic.

The CONTRACTOR shall furnish, install, and maintain all necessary barricades, warning signs, and other protection devices in accordance with the most recent version of Manual on the Federal Highway Administration's Uniform Traffic Control Devices (MUTCD) standards and/or County requirements in which the project is located. Temporary Signs may be reused, provided they are in good condition and legible. All protective devices shall be kept in a good, legible condition while in use.

As soon as construction advances to the extent that temporary barricades, and signs are no longer needed to inform the traveling public, such signs shall be promptly removed.

The cost of furnishing, erecting, maintaining, and removing protective devices will not be paid for as a separate Bid item. Where the CONTRACTOR is required to perform any of these functions, the cost thereof shall be included in the overall Bid submitted.

Ownership of the temporary warning devices shall remain with the CONTRACTOR.

## CONTRACT GENERAL CONDITIONS

### **35.0 TERMINATION OF AGREEMENT FOR CAUSE**

If through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the CONTRACTOR shall violate any of the covenants, agreements or stipulations of this Agreement, the COUNTY shall thereupon have the right to terminate this Agreement by giving written notice to the CONTRACTOR of such termination, and specifying the effective date thereof, at least five (5) normal business days before the effective date of such termination. Failure to maintain the scheduled level of effort or providing the deliverable product for each identified project milestone as proposed and prescribed, or deviation from the project schedule without prior approval of the COUNTY, shall constitute cause for termination. In such event, all finished or unfinished work by the CONTRACTOR under this Agreement shall become the property of the COUNTY, and the CONTRACTOR shall be entitled to receive just and equitable compensation for any satisfactory work completed, as determined by the COUNTY.

If this termination of agreement for cause is invoked against the CONTRACTOR, then the CONTRACTOR shall be liable and responsible for payment to the COUNTY for any costs above the Agreement Price as defined in the Contract that are incurred by the County in order to satisfactorily complete the PROJECT to the satisfaction of the COUNTY. Payment to the COUNTY will be due within 30 calendar days upon written notification from the COUNTY.

### **36.0 TERMINATION FOR CONVENIENCE OF THE COUNTY**

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

All such expenses shall be properly documented and submitted to the DIRECTOR or his designee for processing. The Peach County Board of Commissioners shall be the final authority in the event of any disputes over authorized costs between the DIRECTOR and the CONTRACTOR.

### **37.0 CONTRACTOR'S PAYMENT AND RETAINAGE OF PAYMENT**

Contractor may submit partial pay requests (Invoices) on a weekly, bi-weekly, or 30-day basis. Pay requests must be submitted regularly and for no greater than 30-day periods.

## CONTRACT GENERAL CONDITIONS

Partial pay estimates may include stored materials. CONTRACTOR must submit invoices and all materials must be located at the site of the work. Retainage will not be held on stored materials.

The retainage shall be an amount equal to 10% of the CONTRACTOR'S partial pay estimate until 50% completion. Further payments shall be made in full to the CONTRACTOR and no additional amounts may be retained unless the DIRECTOR certifies that the job is not proceeding satisfactorily, but amounts previously retained shall not be paid to the CONTRACTOR. At 50% completion or any time thereafter when the progress of the work is not satisfactory, additional amounts may be retained, but in no event shall the total retainage be more than 20% of the value of the work completed. Upon substantial completion of the work, any amount retained may be paid to the CONTRACTOR. When the work has been substantially completed except for work which cannot be completed because of weather conditions, lack of materials, or other reasons which in the judgement of the COUNTY are valid reasons for non-completion, the COUNTY may make additional payments, retaining at all times an amount sufficient to cover the estimated cost of the work still to be completed.

### **38.0 SANITARY CONVENIENCES**

The CONTRACTOR shall provide adequate sanitary conveniences for use of those employed on the WORK and their use shall be strictly enforced. Such convenience shall be made available when the first employee(s) arrive on the site and shall be removed after the departure of the last employee from the job site.

### **39.0 BONDS**

The CONTRACTOR shall furnish Payment and Performance Bonds equal to 100% of the estimated contract total listed on the Proposal Bid Sheet of the CONTRACTOR'S response .

### **40.0 DAMAGED INFRASTRUCTURE**

The CONTRACTOR shall be responsible for any damages to existing Infrastructure including, but not limited to: utilities, concrete, asphalt, buildings, or grounds, etc., and shall repair or replace any damage to its pre-existing condition at their own expense

**End of Section**

Contractor's Initials \_\_\_\_\_