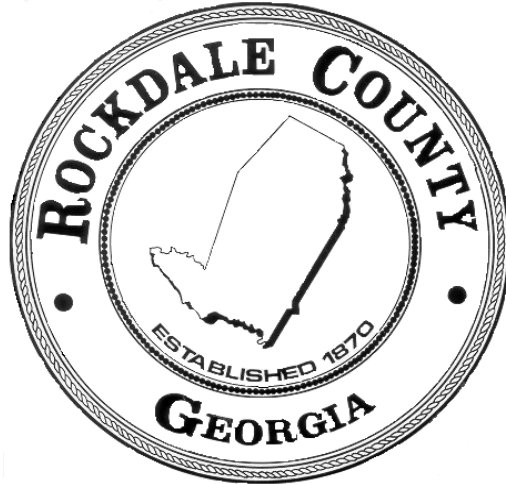


**Invitation to Bid**  
**No. 20-14**  
**ROCKDALE COUNTY, GEORGIA**



**September 2, 2020**

**GEES MILL WATER TREATMENT PLANT  
MAINTENANCE BUILDING**

**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT OFFICE  
958 Milstead Avenue  
CONYERS, GA 30012  
770-278-7552**

**INTRODUCTION:**

Rockdale County is requesting Competitive Sealed Bids for the **Rockdale Water Resources Gees Mill Water Treatment Plant Maintenance Building**. Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

**PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this ITB and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or the following address:

Rockdale County Finance Department  
Purchasing Division  
Attn: Meagan Porch  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7557, Fax (770) 278-8910  
E-mail: [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov)

To maintain a “level playing field”, and to assure that all bidders receive the same information, bidders are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the bidder.

**BID COPIES FOR EVALUATION:**

One (1) hard copy, one (1) original hard copy and one (1) Flash Drive in Adobe PDF format will be required for review purposes. *(Original must be clearly marked “Original” and the Copies clearly marked “Copies.”)*. Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting. All sealed Bids and Flash Drives must be submitted to the Rockdale County Finance Department, Procurement Division, P.O. Box 958, Conyers, GA 30012 no later than **5:00 P.M., local time, Thursday, October 22, 2020**. An original copy of the Bid Form must be emailed to [Meagan.Porch@rockdalecountyga.gov](mailto:Meagan.Porch@rockdalecountyga.gov) no later than **2:00 P.M., local time on Thursday, October 15, 2020**.

All bid materials must be completed and enclosed in a sealed envelope prior to submittal. The ITB number must be clearly written on the outside of the envelope. **Incomplete, incorrect, unsealed, unmarked, or improperly submitted bids may be rejected.**

**CONTRACT TERM:**

The Contract Term will be 180 calendar days from date of Notice to Proceed (NTP).

**DUE DATE:**

The Bid Form must be emailed to [Meagan.Porch@rockdalecountyga.gov](mailto:Meagan.Porch@rockdalecountyga.gov) no later than **2:00 P.M., local time on Thursday, October 15, 2020**. Bids received after this time will not be accepted. A Bid Opening will be held via Zoom on **Thursday, October 15, 2020 at 2:30 P.M., local time**. An Addendum will be posted with the Zoom meeting information. All sealed Bids, Copies and Flash Drives must be submitted by mail to the Rockdale County Finance Department, Procurement Division, P.O. Box 958, Conyers, GA 30012 no later than **5:00 P.M., local time, Thursday, October 22, 2020**. *We are not accepting any bids in person at this time.*

**PRE-PROPOSAL CONFERENCE:**

There will be a **MANDATORY Pre-Bid Conference held at the Rockdale County Water Treatment Plant, located at 3090 Gees Mill Road NE, Conyers, GA 30013, at 10:00 A.M., local time, Monday, September 28, 2020.** This meeting will be held outside due to social distancing. Any questions and/or misunderstandings that may arise from this ITB may be asked and answered at the pre-bid conference; however, oral responses are not authoritative. Bidders are encouraged to review the ITB before attending the pre-bid conference. Questions received after the pre-bid conference must be submitted in writing to [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or at the above address. *Any contractor who intends to submit a Bid is required to attend this meeting.*

**QUESTIONS AND CLARIFICATIONS:**

All questions and/or requests for clarifications concerning this ITB must be submitted to the Purchasing Division via email to [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or at the above address no later than **2:00 P.M., local time, on Thursday, October 8, 2020.** It shall be the Bidders responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County’s website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

**ADDENDA:**

Answers to questions submitted that materially change the conditions and specifications of this ITB will be issued in an addendum and posted to the County’s website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov) under Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

***It is the bidder’s responsibility to check the Rockdale County website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities for any addenda that may be issued, prior to submitting a bid for this ITB.***

**QUALIFICATIONS OF OFFERORS:**

Bidders must have a current business license from their home office jurisdiction and provide a copy of that license with the submittal of their bid response. Rockdale County bidders doing business in Rockdale County must have a current Rockdale County Business License.

Bids from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Bidders are to submit at least **three (3) three references** from projects with similar experience using the materials and process in this Invitation to Bid.

**GENERAL CONTRACTOR’S LICENSE (if required by law)**

As required by O.C.G.A. § 43-41-6, *et seq.*, a Bidder responding to this Invitation to Bid must provide a copy of its Georgia General Contractor’s License. The Georgia General Contractor’s License must be issued in the name of the Bidder. All licenses must be current, valid, and issued in compliance with applicable law. Failure to provide this license with the Bid may result in the proposed Bid being deemed non-responsive.

**SILENCE OF SPECIFICATIONS**

The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.

**OPTION TO AUDIT**

Successful bidder will be required to maintain complete records during the life of the contract and for a period of one year after completion of the contract. Such records are to be made available to the County if officially requested, to be audited by a designated County auditing staff. In such audits reveal overcharges and/or undercharges, such will be adjusted and compensation made by either party to correct charges.

**TORT IMMUNITY:**

No officer, employee, or agent of the County acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered because of any act, event, or failure to act.

**PROPRIETARY INFORMATION:**

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

**AWARD OF CONTRACT:**

The Rockdale County Procurement Office and/or Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee. Rockdale County reserves the right to make no awards, multiple awards, one award for all items; or whatever the County deems to be in its best interest.

**SELECTION PROCESS:**

The Rockdale County Procurement Office and/or Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Purchasing Department and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose bid represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all bids if such action is in the county's interest.

Rockdale County may evaluate bids and award a contract without discussions with offerors. Therefore, the offeror's initial bid should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

## **INSURANCE:**

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

<u>Coverages:</u>	<u>Limits of Liability:</u>
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Professional Liability/General Liability	\$1,000,000.00
Excess Umbrella Liability	\$3,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Invitation to Bid (ITB) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia  
958 Milstead Avenue  
Conyers, GA 30012

**BONDS:**

Rockdale County shall request the following for bids/proposals in excess of Fifty Thousand Dollars (\$50,000.00).

**BID BOND**

Each bid shall include a bid bond in the amount of five percent (5%) of the total bid amount as guarantee that the bidder shall not withdraw the bid for 120 days after the scheduled bid opening. If awarded the contract, Bidders shall enter a written agreement with Rockdale County in accordance with the bid.

**PERFORMANCE BOND**

Upon execution and delivery of the contract, the bidder shall furnish Rockdale County a performance bond for the full amount of the contract. Maintenance provisions of the bond shall remain in effect for a period of twelve (12) months after acceptance of the work by the County. The surety shall be a reputable bonding company authorized to transact business in the State of Georgia.

**PAYMENT BOND**

Upon execution and delivery of the contract, the bidder shall furnish Rockdale County a payment bond for the full amount of the contract. Maintenance provisions of the bond shall remain in effect for a period of twelve (12) months after acceptance of the work by the County. The surety shall be a reputable bonding company authorized to transact business in the State of Georgia.

All sureties of bonds for Rockdale County must be licensed to do business in the State of Georgia and must be listed on the Department of Treasury Federal Register.

**PERMITS:**

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

**ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011**

Bidders submitting a Qualification package in response to this ITB must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the ITB package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

## **ENERGY EFFICIENT, RECYCLING AND WASTE REDUCTION PURCHASING POLICY**

Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities, and scrolling down to the bottom of the page.

## **INFORMATION TECHNOLOGY DISCLOSURES**

This section is intended to obtain a full disclosure from the responder of all requirements related to the use of Information Technology for the successful implementation and operational readiness of the proposed solution. This disclosure should include all computer hardware, software, and network connectivity requirements that are needed.

Software that provides built-in data archiving mechanisms for all documents and files, and that can also be programmed to reflect State-defined retention schedules will receive preference.

Information must include:

- Point of Contact for Technical follow up (Name, title, email address, phone number)
- System Hosting (Cloud-based or Rockdale County Data Center)
- Compute requirements (server, workstations, field devices – Mfg and Model)
- Storage requirements (Mfg and Model, estimated 1<sup>st</sup> year requirement, estimated rate of growth, total capacity in Gb required for initial 2 years)
- Platforms involved – list all (Windows, iOS, Android, Linux, etc.)
- Scanners, cameras, monitors, printers (Mfg and Model)
- Software requirements (utilities, DB scripts, applications, – Name and Developer)
- High-level diagram of the solution (Host, Storage, DBs, Applications, Interfaces to other applications)

The Total Solution Cost should include all I.T. costs, plus (2) years of Maintenance (Support) Costs of all applications and equipment.

Responses must contain Payment Terms based on project-defined deliverables that include Project Plan Approval, Installation, Training, and Testing – both Systems and End-to-End (E2E) testing.

All systems that have been designated as “live”, “in use”, or “in Production” must follow the Change Management Procedures of the County in order for any subsequent changes to be approved, scheduled, and implemented. These procedures call for testing and adequate proof of testing.

## **LIQUIDATED DAMAGES**

Time is of the essence and is an essential element of this Contract, and the Contractor shall pay to the County, not as a penalty, but as liquidated damages, the sum of \$100.00 for each calendar day that there is default of completing the Work within the time limit named herein. If the Contractor abandons the Contract before commencement of the Work or defaults in completion of all the Work after commencement thereof, the Contractor shall be liable for such liquidated damages. These fixed liquidated damages are not established as a penalty but are calculated and agreed upon in advance by the County and the Contractor due to the uncertainty and impossibility of making a determination as to the actual and consequential damages incurred by the County and the general public of Rockdale County, Georgia as a result of the failure on the part of the Contractor to complete the Work on time. Such liquidated damages referred to herein are intended to be and are cumulative and shall be in addition to every other remedy now or hereafter enforceable at law, in equity, by statute, or under the Contract.



## **GENERAL INFORMATION**

### **RECEIPT OF BID**

No bids received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a bid not properly addressed and identified.

### **WITHDRAWAL OF BID**

A bidder may withdraw his bid before the bid due date, without prejudice to the bidder, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

### **REJECTION OF BID**

Rockdale County may reject any and all bids and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any bid in the proposing procedure. Rockdale County shall be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various bidders.

### **STATEMENT OF EXPERIENCE AND QUALIFICATIONS**

The bidder may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected. The successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

### **NON-COLLUSION AFFIDAVIT**

By submitting a bid, the bidder represents and warrants that such bid is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from proposing and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

### **INTEREST OF**

By submitting a bid, the bidder represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom.

### **DOCUMENTS DEEMED PART OF THE CONTRACT**

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid, and addenda, if any, will be deemed part of the contract.

### **GOVERNING LAWS**

This contract is made under and shall be governed and construed in accordance with the laws of the State of Georgia.

### **ERRORS AND OMISSIONS**

The bidder shall not take advantage of any errors or omissions in this Bid Request, and shall promptly notify Rockdale County of any omissions or errors found in this document.

## STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any bid invitation and/or specifications issued by Rockdale County and must be followed by each bidder.
2. The written specifications contained in this bid shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this bid may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the bid price.
4. The following **ITB# 20-14** must be written clearly on the outside of each bid envelope in order to avoid prior opening in error.
5. All bids must be received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place of bid due date. Bids received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid to Rockdale County the first page of your bid package should be the bid form listing the price, delivery date, etc., unless the bid form is requested to be in a separate envelope.
8. Rockdale County reserves the right to accept a bid that is not the lowest price if, in the County's judgment, such bid is in the best interest of the County and the public. The County reserves the right to reject any and all bids.
9. Telephone, Emailed or Facsimile bids will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.

Federal I.D. #58-6000882  
Sales Tax Exempt #58-800068K

11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any bid on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Bidders shall state delivery time after receiving order.
14. Bidders shall identify any subcontractors, and include an explanation of the service or product that they may provide.

**BID SPECIFICATIONS**

The specifications are as follows and on the attached pages:

**General**

Warranty information must be provided with the submittal of bid.

# BID FORM – ITB No. 20-14

Instructions: Complete all THREE parts of this bid form.

## PART I: Bid Summary

Complete the Bid Item Table included in this ITB, and print the Total Bid Amount below.

Total Bid Amount = \$ \_\_\_\_\_

## PART II: Addenda Acknowledgements (if applicable)

Each bidder is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

## PART III: Bidder Information

Company Name	_____
Address	_____
Telephone	_____
E-Mail	_____
Representative (print name)	_____
Signature of Representative	_____
Date Submitted	_____

# BID ITEM TABLE – ITB # 20-14

Instructions: Type or clearly print all prices. Any modifications to will result in rejection of the bid.

Item #	Item Description	Amount
1	Base Bid Price	
2	Contingency – 10% of Base Bid	
<b>Total Bid Amount</b>		

Representative’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF BIDDER**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

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

(1) He/She is \_\_\_\_\_ (owner, partner officer, representative, or agent) of \_\_\_\_\_, the Bidder that has submitted the attached ITB;

(2) He/She is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached ITB or of any other Bidder, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached ITB are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

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

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

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF BIDDER**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

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

(1) He/She is \_\_\_\_\_ (owner, partner officer, representative, or agent) of \_\_\_\_\_, the Bidder that has submitted the attached ITB;

(2) He/She is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached ITB or of any other Bidder, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached ITB are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

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

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

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF SUB-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 sub-contractor that has submitted the attached ITB;

(2) He/She is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached ITB or of any other Bidder, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

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

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

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 202 \_\_\_\_.

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)



**Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of \_\_\_\_\_ (name of public employer) has registered with, is authorized to use and uses 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. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

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

\_\_\_\_\_  
Name of Contractor

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

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 202\_\_ 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 \_\_\_\_\_, 202\_\_.

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

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of contractor) on behalf of \_\_\_\_\_ (name of public employer) has registered with, is authorized to use and uses 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. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

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

\_\_\_\_\_  
Name of Subcontractor

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

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 202\_\_ 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 \_\_\_\_\_, 202\_\_.

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

## Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses 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. §13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors hereby attest that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

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

\_\_\_\_\_  
Name of Sub-Subcontractor

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

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 202\_\_ 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 \_\_\_\_\_, 202\_\_.

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

**Affidavit Verifying Status  
for County Public Benefit Application**

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
\*

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public  
My commission Expires:

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

\_\_\_\_\_

**BID BOND FORM**

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_ (hereinafter called the Principal) and \_\_\_\_\_ (hereinafter called the Surety), a corporation chartered and existing under the laws of the State of \_\_\_\_\_ with its principal offices in the City of \_\_\_\_\_ and listed in the Federal Register and licensed to write surety bonds in the State of Georgia, are held and firmly bound unto Rockdale County, Georgia, in the full and just sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) good and lawful money of the United States of America, to be paid upon demand of Rockdale County, Georgia, to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted to Rockdale County, Georgia, a Bid for ITB No. 20-14 \_\_\_\_\_.

WHEREAS, the Principal desires to file this Bond in accordance with law to accompany this Bid. NOW, THEREFORE, the conditions of this obligation are such that if the Bid be accepted within one hundred and twenty (120) days of the Bid opening, the Principal shall execute a Contract in accordance with the Bid and upon the terms, conditions, and prices set forth therein, and in the form and manner required by Rockdale County, Georgia, and within ten (10) days from the date of Notice of Award of the Contract, execute a sufficient and satisfactory Performance Bond equals to 100% of the Contract Price and Payment Bond equals to 100% of the Contract Price, payable to Rockdale County, Georgia, in form and with security satisfactory to Rockdale County and furnish satisfactory proof of the insurance required, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to the aforesaid Rockdale County, Georgia, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

**PRINCIPAL**

**SURETY**

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

By: \_\_\_\_\_ (SEAL)  
Signature of Surety (by Power of Attorney)

\_\_\_\_\_  
Print Name and Title of Authorized Signer

\_\_\_\_\_  
Print Name and Title of Authorized Signer

\_\_\_\_\_  
Print Name of Principal Business

\_\_\_\_\_  
Print Name of Surety Business

**ATTEST:**

**WITNESS:**

\_\_\_\_\_  
Corporate Secretary

**PERFORMANCE BOND**

STATE OF GEORGIA

BOND NO. \_\_\_\_\_

COUNTY OF ROCKDALE

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_,  
as Principal, (hereinafter known as Contractor), and we, \_\_\_\_\_, as Surety, do hereby  
acknowledge ourselves indebted and firmly bound and held unto Rockdale County, Georgia for use and benefit  
of those entitled thereto, in the sum of \_\_\_\_\_  
Dollars (\$ \_\_\_\_\_) for the payment of which will and truly to be made, in lawful money of the  
United States of America, we do hereby bind ourselves, successors, assigns, heirs and personal representatives.

**BUT THE CONDITION OF THE FOREGOING OBLIGATION OR BOND IS THIS:**

WHEREAS, the Owner has engaged the said Contractor for the sum of \_\_\_\_\_  
(\$ \_\_\_\_\_) for construction of Rockdale County, Georgia, ITB/RFP#:  
as more fully appears in a written Contract Agreement bearing the date of \_\_\_\_\_  
\_\_\_\_\_, 2020, a copy of which Contract Agreement is by reference hereby made a part hereof.

NOW, THEREFORE, if said Contractor shall fully and faithfully perform all the undertakings and obligations  
under the said Contract Agreement hereinbefore referred to and shall fully indemnify and save harmless the said  
Owner from all costs and damage whatsoever which it may suffer by reason of any failure on the part of said  
Contractor to do so, and shall fully reimburse and repay the said Owner any and all outlay and expense which it  
may incur in making good any such default, and shall correct all defects in products and workmanship appearing  
within one year of the completion of all Work, then this obligation shall be null and void, otherwise, it shall  
remain in full force and effect.

And for value received it is hereby stipulated and agreed that no change, extension of time, alteration or addition  
to the terms of the said Contract Agreement, or in the Work to be performed there under, or the Specifications  
accompanying the same shall in any wise affect the obligations under this Contract Agreement or Bond, and  
notice is hereby waived of any such damage, extension of time, alteration or addition to the terms of the Contract  
Agreement or to the Work or to the Contract Documents.

This bond is given pursuant to and in accordance with the provisions of O.C.G.A. Section 36 10 1 et. seq. and 36  
82 100 et. seq. and all the provisions of the law referring to this character of Bond as set forth in said Sections or  
as may be hereinafter enacted, and these are hereby made a part hereof to the same extent as if set out herein in  
full.

IN WITNESS WHEREOF, the said Contractor has hereunder affixed its signature and seal, and said Surety has hereunto caused to be affixed its corporate signature and seal, by its duly authorized officers, on this \_\_\_\_ day of \_\_\_\_\_, 2020, executed in six counterparts.

**CONTRACTOR - PRINCIPAL:**

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

Name: \_\_\_\_\_  
(Please Print)

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

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

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

**ATTEST:**

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(SEAL)

Note: Attestation for a corporation must be by the corporate secretary; for a partnership by another partner; for an individual by a notary.

**SURETY:**

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

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(SEAL)

**WITNESS:**

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(SEAL)

Note: Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the Project is located.

**Resident agent in state in which Work is to be performed:**

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

Name: \_\_\_\_\_  
(Please Print)

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

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

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

**PAYMENT BOND**

STATE OF GEORGIA

BOND NO. \_\_\_\_\_

COUNTY OF ROCKDALE

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_, as Principal, (hereinafter known as Contractor), and we, \_\_\_\_\_, as Surety, are held and firmly bound unto Rockdale County, Georgia (hereinafter called the Owner), in the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) lawful money of the United States of America, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, personal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, said Contractor has entered into a certain Contract Agreement with said Owner, dated \_\_\_\_\_, 20\_\_, for construction of Rockdale County, Georgia ITB # \_\_\_\_\_ : \_\_\_\_\_ (hereinafter called the Contract), which Contract Agreement and the Contract Documents for said Work shall be deemed a part hereof as fully as if set out herein.

NOW, THEREFORE, the condition of this obligation is such, that if said Contractor and all subcontractors to whom any portion of the Work provided for in said Contract Agreement is sublet and all assignees of said Contractor and of such subcontractors shall promptly make payments to all persons supplying them with labor, products, services, or supplies for or in the prosecution of the Work provided for in such Contract Agreement, or in any amendment or extension of or addition to said Contract Agreement, and for the payment of reasonable attorney's fees, incurred by the claimant in suits on this Bond, then the above obligation shall be void; otherwise, it shall remain in full force and effect.

HOWEVER, this Bond is subject to the following conditions and limitations:

- (a) Any person, firm or corporation that has furnished labor, products, or supplies for or in the prosecution of the Work provided for in said Contract Agreement shall have a direct right of action against the Contractor and Surety on this Bond, which right of action shall be asserted in a proceeding, instituted in the county in which the Work provided for in said Contract Agreement is to be performed or in any county in which Contractor or Surety does business. Such right of action shall be asserted in proceedings instituted in the name of the claimant or claimants for its use and benefit against said Contractor and Surety or either party (but not later than one year after the final settlement of said Contract Agreement) in which action such claim or claims shall be adjudicated and judgment rendered thereon.
- (b) The Principal and Surety hereby designate and appoint the \_\_\_\_\_, as the agent of each party to receive and accept service of process or other pleading issued or filed in any proceeding instituted on this Bond and hereby consent that such service shall be the same as personal service on the Contractor and/or Surety.
- (c) In no event shall the Surety be liable for a greater sum than the penalty of this Bond, or subject to any suit, action or proceeding thereon that is instituted later than one year after the final settlement of said Contract Agreement.
- (d) This Bond is given pursuant to and in accordance with provisions of O.C.G.A. Section 13 10 1 et. seq. and 36 82 100 et. seq. hereinafter, and all the provisions of law referring to this character of Bond as set forth in said Sections or as may be hereinafter enacted, and these are hereby made a part hereof to the same extent as if set out herein in full.



IN WITNESS WHEREOF, the said Contractor has hereunder affixed its signature and seal, and said Surety has hereunto caused to be affixed its corporate signature and seal, by its duly authorized officers, on this \_\_\_\_ day of \_\_\_\_\_, 2020, executed in six counterparts.

**CONTRACTOR - PRINCIPAL:**

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

Name: \_\_\_\_\_  
(Please Print)

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

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

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

**ATTEST:**

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(SEAL)

Note: Attestation for a corporation must be by the corporate secretary; for a partnership by another partner; for an individual by a notary.

**SURETY:**

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

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(SEAL)

**WITNESS:**

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(SEAL)

Note: Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the Project is located.

**Resident agent in state in which Work is to be performed:**

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

Name: \_\_\_\_\_  
(Please Print)

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

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

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

**CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE**

**NAME OF PROPOSED CONTRACTOR:** \_\_\_\_\_

**I. INSTRUCTIONS**

- A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor's proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

**II. GENERAL BACKGROUND**

- A. Current address of contractor: \_\_\_\_\_  
\_\_\_\_\_
- B. Previous Name or address of contractor: \_\_\_\_\_  
\_\_\_\_\_
- C. Current president or CEO and years in position: \_\_\_\_\_
- D. Number of permanent employees: \_\_\_\_\_
- E. Name and address of affiliated companies: \_\_\_\_\_  
\_\_\_\_\_

**III. FINANCIAL STATUS**

A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

- A. Revenues (Gross) \_\_\_\_\_
- B. Expenditures (Gross) \_\_\_\_\_
- C. Overhead & Admin (Gross) \_\_\_\_\_
- D. Profit (Gross) \_\_\_\_\_

2. YEAR PRIOR TO "1" ABOVE:

- A. Revenues (Gross) \_\_\_\_\_
- B. Expenditures (Gross) \_\_\_\_\_
- C. Overhead & Admin (Gross) \_\_\_\_\_
- D. Profit (Gross) \_\_\_\_\_

3. YEAR PRIOR TO "2" ABOVE:

- A. Revenues (Gross) \_\_\_\_\_
- B. Expenditures (Gross) \_\_\_\_\_
- C. Overhead & Admin (Gross) \_\_\_\_\_
- D. Profit (Gross) \_\_\_\_\_

**B. BANKRUPTCIES**

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

\_\_\_\_\_

\_\_\_\_\_

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

\_\_\_\_\_

\_\_\_\_\_

**C. BONDING**

1. What is the Contractor's current bonding capacity? \_\_\_\_\_

2. What is the value of the Contractor's work currently under contract? \_\_\_\_\_

**IV. COMPANY EXPERIENCE – SIMILAR PROJECTS**

A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

Reference/Project #1:

Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Construction/Project: \_\_\_\_\_

Type of Construction/Project: \_\_\_\_\_

Contract Price: \_\_\_\_\_

Owner contact info: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architect/Engineer contact info: \_\_\_\_\_  
(if applicable) \_\_\_\_\_  
\_\_\_\_\_

Reference/Project #2:

Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Construction/Project: \_\_\_\_\_

Type of Construction/Project: \_\_\_\_\_

Contract Price: \_\_\_\_\_

Owner contact info: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architect/Engineer contact info: \_\_\_\_\_  
(if applicable) \_\_\_\_\_  
\_\_\_\_\_

Reference/Project #3:

Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Construction/Project: \_\_\_\_\_

Type of Construction/Project: \_\_\_\_\_

Contract Price: \_\_\_\_\_

Owner contact info: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architect/Engineer contact info: \_\_\_\_\_  
(if applicable) \_\_\_\_\_  
\_\_\_\_\_

**V. ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS**

Has your company been involved in any construction arbitration demands filed by, or against, you in the last five years? \_\_\_\_\_

Has your company been involved in any construction-related lawsuits (other than labor or personal injury litigation) filed by, or against, you in the last five years? \_\_\_\_\_

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years? \_\_\_\_\_

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years? \_\_\_\_\_

Has your company be involved in any lawsuits, proceedings, or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years? \_\_\_\_\_

Have any criminal proceedings or investigations been brought against the Contractor in the last ten years? \_\_\_\_\_

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

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

**VI. COMMENTS**

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

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I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

CONTRACTOR:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Sworn to and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature

Notary Public

My Commission Expires:

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**ATTACHMENTS:**

- GEES MILL WATER TREATMENT PLANT MAINTENANCE BUILDING DRAWINGS
- GEOTECHNICAL REPORT PREPARED BY UNITED CONSULTING DATED 11/05/2018



**SECTION 00100**  
**INSTRUCTIONS TO BIDDERS**

**1.01 CONTRACT DOCUMENTS**

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

**1.02 DEFINITIONS**

- A. Where the following words or the pronouns used in their stead occur herein, they shall have the following meaning:
  - 1. "Owner" shall mean Rockdale County, Georgia, party of the first part to the Contract Agreement, or its authorized and legal representatives.
  - 2. "Program Manager/Construction Manager" shall mean Rockdale Water Resources-Engineering Dept., hereinafter also designated as "PM/CM".
  - 3. "Designer" shall mean Rockdale County, EDEC and Tetra Tech .
  - 4. "Contractor" shall mean the party of the second part to the Contract Agreement or the authorized and legal representative of such party.
  - 5. "Work" and "Project" shall mean the entire completed construction required to be furnished under the Contract Documents.
  - 6. "Contract Time" shall mean consecutive calendar days as provided in the Contract Document for completion of the Project, to be computed from the date of the Notice to Proceed.
  - 7. "Liquidated Damages" shall mean the sum of \$250.00 which the Bidder agrees to pay for each consecutive calendar day beyond the Contract Time required to complete the Project. Liquidated Damages will end upon written notification from the Owner of final acceptance of the Project.
  - 8. "Products" shall mean materials or equipment permanently incorporated into the Project.
  - 9. "Provide" shall mean to furnish and install.

10. "Balanced Bid" shall mean the total amount bid reasonably reflects the value of that item with regard to the entire job considering the prevailing cost of labor, material and equipment in the relevant market. A Bid is unbalanced when, in the opinion of the Owner, total amounts bid on any of the listed items do not reasonably reflect such values.
11. "Substantial completion of the work", solely for the purposes of Official Code of Georgia Annotated (O.C.G.A.) §13-10-20(c), shall be defined as occurring on the date of the written notification from the PM/CM that the Project is ready for final inspection, as specified in Section 00800, Article 30, paragraph (g).
12. "Satisfactorily completed", solely for the purposes of O.C.G.A. §13-10-20(b), shall mean the completion of all work, certifications and affidavits as specified in Section 00800, Article 30, paragraph (g).

### **1.03 PREPARATION AND EXECUTION OF BID**

- A. Each Bid must be prepared to represent that it is based solely upon the materials and equipment specified in the Contract Documents.
- B. Each Bid must be submitted on the Bid forms which are attached to the Contract Documents. All blank spaces for Bid prices, both words and figures, must be filled in, in ink. In case of discrepancy, the amount shown in words will govern. All required enclosed certifications must be fully completed and executed when submitted.
- C. Each Bid must be submitted in a sealed envelope, addressed to the Owner. Each sealed envelope containing a Bid must be plainly marked on the outside as, "Bid for Rockdale County, Georgia- Gees Mill Water Treatment Plant Maintenance Building for Rockdale Water Resources."
- D. The Bidder shall provide on the outside of the sealed envelope the following information; otherwise the Bid will not be opened and will be returned to the Bidder:
  1. Bidder's Name
  2. Georgia Utility Contractor License Number
  3. BID# 20-14 Gees Mill Water Treatment Plant Maintenance Building for Rockdale Water Resources
- E. If forwarded by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed to the Rockdale County Department of Finance, Purchasing Division, 958 Milstead Avenue, P.O. Box 289, Conyers, GA 30012, Attn: Meagan Porch.
- F. Any and all Bids not meeting the aforementioned criteria for Bid submittal, may be declared non-responsive, and subsequently returned to the Bidder.

G. The Contractor, in signing a Bid on the whole or any portion of the Project, shall conform to the following requirements:

1. Bids which are not signed by individuals making them shall have attached thereto a power of attorney evidencing authority to sign the Bid in the name of the person for whom it is signed.
2. Bids which are signed for a partnership shall be signed by all of the partners or by an attorney-in-fact. If a Bid is signed by an attorney-in-fact, there should be attached to the Bid a power of attorney executed by the partners evidencing authority to sign the Bid.
3. Bids which are signed for a corporation shall have the correct corporate name thereof and the signature of the president or other authorized officer of the corporation manually written below the corporate name following the wording "By \_\_\_\_\_". Corporation seal shall also be affixed to the Bid.
4. The Bidder shall complete, execute and submit the following documents, which are attached to these Contract Documents:
  - a. The Bid
  - b. The Bid Bond
  - c. Corporate Certificate, if the Bidder is a corporation
  - d. Non-Collusion Affidavit of Prime Bidder
  - e. Non-Collusion Affidavit of Sub-Contractor
  - f. Contractor's Affidavit
  - g. Sub-Contractor's Affidavit
  - h. Affidavit Verifying Status for County Public Benefit Application
  - i. Contractor's License Certification

#### **1.04 METHOD OF BIDDING**

- A. Lump sum price for each of the several items in the Bid of each Bidder shall include its pro rata share of overhead and profit so that the sum of the products, obtained by multiplying the quantity shown for each item by the unit price, represents the total Bid. Any Bid not conforming to this requirement may be rejected. Additionally, Unbalanced Bids will be subject to rejection. Conditional Bids will not be accepted. The special attention of all Bidders is called to this provision, for should conditions make it necessary to revise the quantities, no limit will be fixed for such increased or decreased quantities nor extra compensation allowed.

#### **1.05 ADDENDA AND INTERPRETATIONS**

- A. No interpretation of the meaning of the Drawings, Specifications or other pre-bid documents will be made to any Bidder orally.
- B. Every request for such interpretation should be made in writing and addressed to Rockdale County Department of Finance, Purchasing Division, 958 Milstead Avenue, P.O. Box 289, Conyers, GA 30012, Attn: Megan Porch, Fax 770-278- 8910 and to be given consideration

must be received at least fifteen (15) business days prior to the date fixed for opening Bids or as specified in the Invitation to Bid.

- C. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Contract Documents which, if issued, will be posted on Rockdale County's website [www.rockdalecounty.org](http://www.rockdalecounty.org), Bids, RFPs and Announcements/Current Bids. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.
- D. Failure of Bidders to receive or acknowledge any Addendum shall not relieve them of any obligation under the Bid. All Addenda shall become part of the Contract Documents.

#### **1.06 BID MODIFICATIONS**

Bidders may modify their Bid by Facsimile Transmittal at any time prior to the scheduled closing time for receipt of Bids, provided such Facsimile Transmittal is received by the Owner prior to the closing time, and provided further, the Owner is satisfied that a written confirmation of the Facsimile Transmittal modification over the signature of the Bidder was mailed prior to the closing time. The Facsimile Transmittal should not reveal the Bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the Owner until the sealed Bid is opened. If written confirmation is not received within two business days from the closing time, no consideration will be given to the Facsimile Transmittal.

#### **1.07 BID SECURITY**

- A. Each Bid must be accompanied by a Bid Bond, prepared on the form of Bid Bond included herein or a Surety Company's Standard Bid Bond, duly executed by the Bidder as principal and having as surety thereon a surety company authorized to do business in the State of Georgia and listed in the latest issue of U.S. Treasury Circular 570, in the amount of 5 percent of the Bid. Attorneys-in-fact who sign Bonds must file with each Bond a currently dated copy of their power of attorney.
- B. If for any reason whatsoever the successful Bidder withdraws from the competition after opening of the Bids, or if Bidder refuses to execute and deliver the Contract and Bonds required within 10 days after receipt of notice of the acceptance of Bid, the Owner may proceed to enforce the provisions of the Bid Bond.

#### **1.08 RECEIPT AND OPENING OF BIDS**

The Owner may consider a minor irregularity any Bid not prepared and submitted in accordance with the provisions hereof and may waive any minor irregularities or reject any and all Bids. Any Bid may be withdrawn prior to the above scheduled time for the opening of Bids or authorized postponement thereof. Any Bid received after the time and date specified shall not be opened.

## **1.09 SUBCONTRACTS**

The Bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this Contract must be acceptable to the Owner.

## **1.10 CONDITIONS OF THE PROJECT**

- A. Each Bidder must be informed fully of the conditions relating to the construction of the Project and the employment of labor thereon. Failure to do so will not relieve a successful Bidder of the obligation to furnish all material and labor necessary to carry out the provisions of the Contract. Insofar as possible, the Contractor, in carrying out the work, must employ such methods or means as will not cause any interruption of or interference with the work of any other Contractor.
- B. The Bidder is advised to examine the location of the Project and to be informed fully as to its conditions; the conformation of the ground; the character, quality and quantity of the products needed preliminary to and during the prosecution of the work; the general and local conditions and all other matters which can in any way affect the work to be done under the Contract. Failure to examine the site will not relieve the successful Bidder of an obligation to furnish all products and labor necessary to carry out the provisions of the Contract.
- C. The Bidder shall notify the Owner of the date and time Bidder proposes to examine the location of the Project. The Bidder shall confine examination to the specific areas designated for the proposed construction, including easements and public right-of-ways. If, due to some unforeseen reason, the Owner's proceedings for obtaining the proposed construction site (including easements), have not been completed, the Bidder may enter the site only with the express consent of the property owner. The Bidder is solely responsible for any damages caused by examination of the site.

## **1.11 NOTICE OF SPECIAL CONDITIONS**

- A. If any special federal, state, county or city laws, municipal ordinances, and the rules and regulations of any authorities having jurisdiction over construction of the Project, enclosed, herein referred to, or applicable by law to the Project, conflict with requirements of the Contract Documents, then the most stringent requirement prevails.

## **1.12 OBLIGATION OF BIDDER**

- A. By submission of a Bid, each Bidder warrants that Bidder has inspected the site and has read and is thoroughly familiar with the Contract Documents (including all addenda). The failure or omission of any Bidder to examine any form, instrument or document shall in no way relieve any Bidder from any obligation in respect to the Bid.

## **1.13 METHOD OF AWARD**

- A. The contract will be awarded to the responsive, responsible Bidder submitting the Bid which is in the best interest of the Owner as determined by the Owner.

- B. The Bidder to whom the award is made will be notified. The Owner reserves the right to reject any and all Bids and to waive any minor irregularities in Bids received whenever such rejection or waiver is in the Owner's interest.
- C. A responsive Bidder who submits a Bid in the proper form without qualification or intent other than as called for in the Contract Documents, and who binds himself or herself on behalf of the Bid to the Owner with the proper Bid Bond completed and attached, and who properly completes all forms required to be completed and submitted at the time of the Bidding. The Bidder shall furnish all data required by these Contract Documents. Failure to do so may result in the Bid being declared non-responsive.
- D. Acceptance of the Bidder's documentation and substantiation or Contract Award by the Owner does not relieve the Bidder of liability for non-performance as covered in the Contract Documents, nor will the Bidder be exempted from any other legal recourse the Owner may elect to pursue.

END OF SECTION

**SECTION 00422**  
**CORPORATE CERTIFICATE**

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

This \_\_ day of \_\_\_\_\_, 2020.

(Corporate Secretary) \_\_\_\_\_ (SEAL)

END OF SECTION

**SECTION 00425**  
**CONTRACTOR'S LICENSE CERTIFICATION**

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

Georgia Utility Contractor's License Number: \_\_\_\_\_

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

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

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

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

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

END OF SECTION



**SECTION 00500  
GENERAL CONDITIONS**

**(PAGE 1 OF 7)  
AGREEMENT FOR THE CONSTRUCTION OF THE  
[PROJECT NAME]**

This Agreement entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, between ROCKDALE COUNTY, GEORGIA, a political subdivision of the State of Georgia, whose address is 962 Milstead Avenue, Conyers, Georgia 30012, (hereinafter referred to as the "County") and (CONTRACTOR'S NAME), a [DESCRIPTION OF CONTRACTOR'S BUSINESS TYPE], whose address is [CONTRACTOR'S ADDRESS] (hereinafter referred to as "Contractor").

WHEREAS, the County desires to engage the services of Contractor for the construction of the (PROJECT NAME); and

WHEREAS, Contractor is qualified to perform this service and desires to render this service to the County as provided herein.

NOW THEREFORE, the County engages the services of Contractor for and in consideration of the mutual promises contained in this Agreement and the parties agree as follows:

1. **Services Provided by Contractor.**

The Contractor will furnish all products, tools, construction equipment, skill and labor of every description necessary to carry out and to complete in a good, firm, substantial workmanlike manner the construction of the [PROJECT NAME] as described in the County's Invitation to Bid (ITB) [ITB#] incorporated herein by reference, (hereinafter called "Work"), and Contractor's bid dated [DATE], attached hereto and made a part hereof (hereinafter called "Bid"). Contractor shall provide, at their expense, all vehicles and equipment necessary to provide this Work. The Work shall be performed at the direction of the Stormwater Utility's General Engineering Manager or their designee and consistent with all Federal, State and local laws.

The Contract Documents, Bid Documents, Invitation to Bid, and drawings are considered essential parts of the Agreement, and requirements occurring in one are as binding as though occurring in all. They are intended to define, describe and provide for all labor necessary to complete the Work in an acceptable manner, ready for use, or operation by the County.

2. **Fees and Compensation.**

- (a) Contract Price: The Contract Price shall not exceed [CONTRACT AMOUNT], and shall be the total amount payable by the County to the Contractor for the performance of the Work set forth in the Contract Documents, unless amended as agreed upon by both parties in writing as detailed in Section 6 of this Agreement. The County shall provide payment within \_\_\_\_\_ (\_\_) days of receiving said invoice.

It is understood that the Contractor shall provide and pay for all products, labor (including labor performed after regular working hours, on Saturdays or Sundays, or on legal holidays), tools, construction equipment, supervision, and all other services and facilities of any nature whatsoever necessary to execute, complete, place into operation, and deliver the Work.

The Contractor shall be responsible for any additional expenses incurred by the County as a result of the extended work hours, including resident inspection overtime. The cost associated with resident inspector overtime will be deducted from the Contractor's monthly payment request.

- (b) Payments Withheld: The County may decline to approve an application for payment, in whole or in part, as may be necessary to protect the County from loss because of:

- (1) Failure of the Contractor to make payments properly to subcontractors or for labor or products.
- (2) Unsatisfactory prosecution of the Work by the Contractor either due to quality of the Work or if the Contractor is

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behind the currently approved construction schedule.

When the above reasons for nonpayment are corrected, then payment will be made for amounts withheld because of such reasons, not later than the next payment.

(c) Retention: The County will retain the following amounts from each properly certified estimate:

(1) Until the value of the Work completed, including stored materials, is at least 50 percent of the Contract amount, 10 percent of the value of all Work satisfactorily completed, including stored materials.

(2) When the value of the completed Work totals at least 50 percent of the Contract amount, the County will reduce the retainage to 5 percent of the value of Work completed, including stored materials provided the Work is progressing satisfactorily and there is no specific cause for retaining a larger sum. The total amount retained will be at least 5 percent of the Contract amount, adjusted for Change Orders, until the date of final payment.

(3) The County may elect to reinstate retention of 10 percent of the value of the Work completed if at any time the Contractor fails to make satisfactory progress or if there is other specific cause. No form of collateral in lieu of cash will be acceptable as retainage.

Amounts retained by the Contractor from payments due to suppliers and subcontractors (expressed as a percentage) shall not exceed that being retained by the County.

**3. Effective Dates of Agreement.**

The effective date of this Agreement shall be the date said Agreement is signed by the Chairman of the Rockdale County Board of Commissioners (the "Board"). The terms of this Agreement shall be \_\_\_\_\_( ) months from the effective date, unless terminated by either party as detailed in section 13 of this Agreement.

The Contractor shall begin the Work no later than thirty (30) days after issuance of the Notice to Proceed, and shall complete the Work no later than \_\_\_\_\_( ) days after issuance of the Notice to Proceed, unless a time extension is authorized in writing by the Project Manager.

Time is of the essence and is an essential element of this Contract, and the Contractor shall pay to the County, not as a penalty, but as liquidated damages, the sum of \$ \_\_\_\_\_ for each calendar day that there is default of completing the Work within the time limit named herein. If the Contractor abandons the Contract before commencement of the Work or defaults in completion of all the Work after commencement thereof, the Contractor shall be liable for such liquidated damages. These fixed liquidated damages are not established as a penalty but are calculated and agreed upon in advance by the County and the Contractor due to the uncertainty and impossibility of making a determination as to the actual and consequential damages incurred by the County and the general public of Rockdale County, Georgia as a result of the failure on the part of the Contractor to complete the Work on time. Such liquidated damages referred to herein are intended to be and are cumulative and shall be in addition to every other remedy now or hereafter enforceable at law, in equity by statute, or under the Contract.

**4. Rejection of Work and Materials.**

All products furnished and all Work completed will be inspected by the County. All products furnished and all Work completed that is not in accordance with the Contract Documents or that is defective will be rejected. All rejected products or Work shall be removed immediately. If rejected products or Work is not removed within 48 hours, the County will have the right and authority to stop the Work immediately and will have the right to arrange for the removal of said rejected products or Work at the cost and expense of the Contractor.

**5. Supervision of Work.**

The Contractor shall supervise and direct the Work. The Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of the Work. The Contractor shall employ and maintain on the Work a qualified

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supervisor or superintendent who shall be designated in writing by the Contractor as the Contractor's representative at the site. The supervisor shall be present on the site at all times as required to perform adequate supervision and coordination of the Work.

The supervisor shall have full authority to act on behalf of the Contractor and to execute the orders or directions of the County without delay. The supervisor shall have full authority to promptly supply products, tools, plant equipment and labor as may be required. The supervisor's authority shall be such that all communication given to the supervisor shall be as binding as if given to the Contractor.

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

**6. Changes in the Contract.**

The County may at any time, as the need arises, order changes within the scope of the Work without invalidating the Contract Agreement. If such changes increase or decrease the amount due under the Contract Documents, or in the time required for performance of the Work, an equitable adjustment will be authorized by Change Order.

**7. Insurance.**

The Contractor shall not commence any work under this Contract until all insurance, as stipulated in the Invitation to Bid, has been obtained and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence any work on subcontractor's contract until all similar insurance required of the subcontractor has been so obtained and approved by the Contractor.

**8. Interruption of Facility Operations.**

The Contractor shall provide the County with written notice at least three days prior to any interruption in facility operations required by construction activity. The notice shall include the date and time of the scheduled interruption, the length of time the interruption will be in effect, the procedures to be followed, a complete identification of all those processes, equipment and operations to be affected and all other information the County may require. The Contractor shall provide any equipment, piping, auxiliary power or other means necessary to sustain facility operations.

**9. Protection of Work, Property and Persons.**

- (a) The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the Work and other persons who may be affected thereby, all the Work and all products to be incorporated therein, whether in storage on or off the site, and other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.
- (b) The Contractor shall comply with the Department of Labor Safety and Health Regulations for construction, promulgated under the Occupational Safety and Health Act of 1970 (PL 91-596) and under Section 107 of the Contract Work Hours and Safety Standards Act (PL 91-54) as amended. The Contractor shall erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection.
- (c) The Contractor shall remedy all damage, injury or loss to any property, improvements or facilities caused, directly or indirectly, in whole or in part, by the Contractor or any of the Contractor's subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The property, improvements or facilities shall be replaced or restored to a condition as good as when the Contractor entered upon the Work. In case of failure on the part of the Contractor to restore such property, or make good such damages or injury, the County may, after 48 hours written notice, proceed to repair, rebuild, or otherwise restore such property, improvements or facilities as may be deemed

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necessary. The cost thereof will be deducted from any monies due or which may become due the Contractor under this Contract.

- (d) In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the County, shall act to prevent threatened damage, injury or loss.
- (e) Completed Work and stored products shall be suitably protected during unseasonable weather, to allow Work to proceed in a timely fashion. Work planned, or in progress, should be performed to minimize impact of adverse weather.

**10. Protection of the Environment.**

- (a) The Contractor shall be responsible for taking all measures required to minimize all types of pollution associated with the undertaking of the proposed Work, and shall abide by the requirements of all governmental agencies having jurisdiction over the Work or Contractor's Project operations. This shall include but not be limited to air, water & noise pollution during torch cutting, grinding, burning and grading operations.
- (b) Any area used or involved in the Project that is disturbed by the Contractor, shall be restored to original or better condition, even though such area is outside the limits of that specified for grading, grassing or landscaping.
- (c) The Contractor is responsible for maintenance of all erosion control measures, final removal of all temporary BMP's, and irrigation of all permanent vegetative measures until fully established.

**11. Protection, Location and Relocation of Utilities.**

The Contractor shall notify utility owners of the new work in accordance with Georgia Law by calling the Utilities Protection Center (UPC) at 800-282-7411, 72 hours before work is to begin. The Contractor shall protect from damage all existing improvements or utilities at, or in proximity to, the site of the Work, and shall repair or restore any damage to such facilities resulting from failure to exercise reasonable care in the performance of Work. If the Contractor fails or refuses to repair any such damage promptly, the County may have the Work performed and charge the cost thereof to the Contractor.

Prior to the construction or installation of any new Work, the Contractor shall excavate all existing utilities within the vicinity of the Work to their actual vertical and horizontal location. In order to avoid conflicts between existing and new Work, the Contractor shall either relocate the existing utility on a temporary or permanent basis, or shall take whatever means necessary to protect the existing facilities or utilities during the installation of new Work.

**12. Indemnification.**

In addition to its agreement to obtain and maintain insurance as set forth herein, the Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees, from any and all claims against the County, its officers, agents and employees, which arise out of any act or omission of the Contractor or any of the Contractor's officers, agents and/or employees, and any and all claims which result from any condition created or maintained by the Contractor or anyone employed by the Contractor or any of their officers, agents or employees, which condition does not specify to be created or maintained by this Contract.

**13. Termination of Agreement.**

In the event either party elects to terminate this Agreement for whatever reason deemed appropriate, written notice shall be provided and termination shall be effective 15 days from receipt of written notice.

**14. Notice.**

Any notice or other communication required or permitted to be given under this Agreement must be in writing and must be mailed by overnight delivery or certified mail, postage prepaid, so that the notifying party can prove delivery of notice and the date thereof, and addressed as follows:

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To the County:

Rockdale County, Georgia  
Stormwater Utility  
Attn: [PROJECT MANAGER]  
P.O. Box 1495  
Conyers, Georgia 30012

To the Contractor:

[COMPANY NAME]  
Attn: [REPRESENTATIVE]  
[ADDRESS 1]  
[ADDRESS 2]  
[CITY, STATE, ZIP CODE]

The addresses stated in this paragraph may be changed by the respective parties upon a documented notice delivered in advance, pursuant to this paragraph.

**15. Assignment.**

The Contractor shall have no right to transfer or assign its interest in this Agreement without the prior written consent of an authorized representative of the County.

**16. Corporate Authority.**

Contractor represents to the County that this Agreement, the transaction contemplated in this Agreement, and the execution and delivery hereof, have been duly authorized by all necessary corporate proceedings and actions, including, without limitation, the action on the part of the directors. The individual executing this Agreement on behalf of Contractor warrants that he or she is authorized to do so and that this Agreement constitutes the legally binding obligation of the corporation.

**17. Waiver.**

No action taken pursuant to this Agreement shall be deemed to constitute a waiver by the party taking such action of compliance with any representation, warranty, covenant or agreement in this Agreement. The waiver by any party of a breach of any provision or condition contained in this Agreement shall not operate or be construed as a waiver of any subsequent breach or of any other conditions.

**18. Severability.**

If any provision of this Agreement or application to any party or circumstances shall be determined by any court of competent jurisdiction to be unenforceable to any extent, the remainder of this Agreement or the application of such provision to such person or circumstances, other than those as to which it is so determined invalid or unenforceable, shall not be affected thereby, and each provision hereof shall be valid and shall be enforced to the fullest extent permitted by law.

**19. Interpretation.**

Should any provision of this Agreement require a judicial interpretation, the parties agree that the body interpreting or construing this Agreement will not apply the assumption that the terms of this Agreement will be more strictly construed against one party by reason of the rule of legal construction that an instrument is to be construed more strictly against the party which itself or through its agents prepared the Agreement. The parties acknowledge and agree that they and their agents have each participated equally in the negotiation and preparation of this Agreement.

**20. Venue & Jurisdiction.**

The County and the Contractor, by entering into this Promissory Note, hereby agree that the courts of Rockdale County, Georgia shall have jurisdiction to hear and determine any claims or disputes between them pertaining directly or indirectly to this Agreement. Contractor expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced in said courts. The choice of forum set forth in this section shall not be deemed to preclude the bringing of any action by the County or the enforcement by the County of any judgment obtained in such forum in any other appropriate

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jurisdiction. Further, the Contractor hereby waives the right to assert the defense of forum non-convenient and the right to challenge the venue of any court proceeding.

**21. Governing Law.**

This Agreement shall be construed and interpreted according to the provisions of the laws of the State of Georgia.

**22. Binding Effect.**

This Agreement shall be binding upon the Contractor and its successors and permitted assigns.

**23. Further Assurances.**

The Contractor agrees to execute, acknowledge, seal and deliver, after the date of this Agreement, without additional consideration, such further assurances, instruments and documents, and to take such further actions, as the County may reasonably request in order to fulfill the intent of this Agreement and the transactions contemplated by this Agreement.

**24. Entire Agreement.**

This Agreement, its attachments and essential documents (as provided in I above) represent the entire understanding of the parties with regard to the subject matter of this Agreement. There are no oral agreements, understandings, or representations made by any party to this Agreement that are outside of this Agreement and are not expressly stated in it. No supplement, modification, or amendment of this Agreement will be binding unless executed in writing by all parties.

By signing this Agreement, the parties acknowledge that they have read each and every page of this Agreement before signing same and that they understand and assent to all the terms thereof. In addition, by signing this Agreement, the parties acknowledge that they are entering into this Agreement freely and voluntarily and under no compulsion or duress.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first above written.

[CONTRACTOR'S NAME]

ROCKDALE COUNTY, GEORGIA  
BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
Osborn Nesbitt, Sr., Chairman

Witness:

Attest:

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

By: \_\_\_\_\_  
Jennifer Rutledge, County Clerk

Approved as to Form:

By: \_\_\_\_\_  
M Qader A. Baig, County Attorney

END OF SECTION

**SECTION 00700  
GENERAL CONDITIONS**

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**GENERAL:** The provisions of these General Conditions are intended, but are not limited to, providing general conditions of agreement and provisions toward the awarding of the Contract, the obligations of the successful Bidder and requirements for execution and administration of the Contract. IN ANY EVENT, PROVISIONS IN THIS SECTION ARE SUBJECT TO AND GOVERNED BY PROVISIONS IN THE SUPPLEMENTARY CONDITIONS, AS APPLICABLE.

### **ARTICLE 1 - NOTICE OF AWARD OF CONTRACT**

After receipt of Bids, the Owner shall notify the successful Bidder of the award of the Contract as stipulated in the Supplementary Conditions.

### **ARTICLE 2 - EXECUTION OF CONTRACT DOCUMENTS**

Within 10 days of notification of Award of Contract, the Owner will furnish the Contractor with conformed copies of Contract Documents for execution by the Contractor and the surety.

Within 10 days after receipt, the Contractor shall return all the Documents properly executed by the Contractor and the surety. Attached to each Document shall be an original power-of-attorney for the person executing the Bonds for the surety and certificates of insurance for the required insurance coverage.

Within 30 days after receipt of the conformed Documents executed by the Contractor and the surety with the power-of-attorney and certificates of insurance, the Owner will complete the execution of the Documents. Distribution of the completed Documents will be made upon execution by the Owner.

Should the Contractor and/or the surety fail to properly execute the Documents within the specified time; the Owner will have the right to proceed on the Bid Bond accompanying the Bid.

If the Owner fails to execute the Documents within the time limit specified, the Contractor will have the right to withdraw the Bid without penalty. In such event the Owner will have no liability to the Contractor under these Documents or otherwise.

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

### **ARTICLE 3 - CONTRACT SECURITY**

The Contractor shall furnish separate Performance and Payment Bonds each in a sum equal to the amount of the Contract Price, the Performance Bond conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions and agreements of the Contract Documents, and the Payment Bond conditioned upon the prompt payment by the Contractor to all persons supplying labor and products in the prosecution of the Work provided by the Contract Documents. Such Bonds shall be executed by the Contractor and a corporate bonding company licensed to transact such business in the State where the Project is located and named on the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Treasury Department Circular Number 570. The expense of these Bonds shall be borne by the Contractor. If at any time a surety on any such Bond is declared bankrupt or loses its right to do business in the State where the Project is located or is removed from the list of Surety Companies accepted on Federal Bonds, the Contractor shall, within 10 days after notice from the Owner to do so, substitute an acceptable Bond



(or Bonds) in such form and sum and signed by such other surety as may be satisfactory to the Owner. The premium on such Bond (or Bonds) shall be paid by the Contractor. No further progress payments shall be deemed due, nor shall be made, until the new surety furnishes an acceptable Bond to the Owner. The person executing the Bond on behalf of the surety shall file with the Bond a general power of attorney, unlimited as to amount and type of Bond covered by such power of attorney and certified to by an official of said surety.

#### **ARTICLE 4 - INSURANCE**

The Contractor shall not commence any work under this Contract until all insurance, as stipulated in the Supplementary Conditions, has been obtained and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence any work on subcontractor's contract until all similar insurance required of the subcontractor has been so obtained and approved by the Contractor.

#### **ARTICLE 5 - INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the Owner, the PM/CM, the Designer and their agents and employees from and against all claims, damages, losses and expenses including claims consultants' and attorneys' fees arising out of or resulting from the performance of the Work, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting thereof; and is caused in whole or in part by willful act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the Owner, the PM/CM, the Designer, or any of their agents or employees, by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under worker's compensation acts, disability benefit acts or other employee benefits acts.

This indemnification and hold harmless obligation shall extend to cover any and all claims not covered by the Owner's Protective Liability Insurance, the requirements of which are specified in Article 4 of the Supplementary Conditions.

#### **ARTICLE 6 - NOTICE TO PROCEED**

The Notice to Proceed will be issued, following the pre-construction conference, within 10 days of the execution of the Contract Agreement by the Owner. The time may be extended by mutual agreement between the Owner and the Contractor. If the Notice to Proceed has not been issued within the 10 day period or within the period mutually agreed upon, the Contractor may terminate the Contract Agreement without further liability on the part of either party.

#### **ARTICLE 7 - TERMINATION OF WORK FOR DEFAULT**

- (a) The Work may be terminated if:

- (1) The Contractor is adjudged bankrupt or insolvent.
  - (2) The Contractor makes a general assignment for the benefit of creditors.
  - (3) A trustee or receiver is appointed for the Contractor or for any of Contractor's property.
  - (4) The Contractor files a petition to take advantage of any debtor's act, or to reorganize under the bankruptcy or applicable laws.
  - (5) The Contractor repeatedly fails to supply sufficient skilled workmen, materials or equipment.
  - (6) The Contractor fails to make satisfactory progress toward timely completion of the Work.
  - (7) The Contractor repeatedly fails to make prompt payments to subcontractors or material suppliers for labor, materials or equipment.
  - (8) The Contractor disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction of the Work.
  - (9) The Contractor fails to comply with directives of the PM/CM.
  - (10) The Contractor otherwise violates any provision of the Contract Documents.
- (b) The Owner may, without prejudice to any other right or remedy and after giving the Contractor and surety a minimum of 10 days from delivery of a written notice, terminate the services of the Contractor and take possession of the Project and of all products thereon owned by the Contractor, and finish the Work by whatever method the Owner may deem expedient. In such case the Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Price exceeds the direct and indirect costs of completing the Project, including compensation for additional professional services, such excess shall be paid to the Contractor. If such costs exceed such unpaid balance, the Contractor and/or surety shall pay the difference to the Owner. Such costs incurred by the Owner will be determined by the PM/CM and incorporated in a Change Order.
- (c) Where the Contractor's services have been so terminated by the Owner, said termination will not affect any right of the Owner against the Contractor then existing or which may thereafter accrue. Any retention or payment of monies by the Owner due the Contractor will not release the Contractor from compliance with the Contract Documents.

## **ARTICLE 8 - TERMINATION FOR CONVENIENCE OF THE OWNER**

If, for any reason other than those provided for under Article 7, the Owner elects to discontinue, in whole or part, the Work under this Contract, the Owner may, after 10 days from delivery of a written notice to the Contractor and the PM/CM, terminate, in whole or in part, the Contractor's performance of the Work under this Contract. The notice of termination shall specify the extent to which performance of the Work under the Contract is terminated.

In the event of such termination by the Owner, the Contractor shall be entitled to payment for the Work at the jobsite acceptably performed up to the time of the termination and reimbursement for

such costs as are reasonably incurred by the Contractor due to the termination and not otherwise compensated. The Contractor shall also be entitled to profit on the amounts payable to the Contractor, but such profit shall be limited to 6 percent of such amounts. The Contractor will not be entitled to any payment, including any anticipated profit, on Work not performed and will not be entitled to any compensation for other economic loss arising out of or resulting from such compensation or damages of any nature.

## **ARTICLE 9 - ASSIGNMENTS**

The Contractor shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of the Owner. In case the Contractor assigns all or any part of any monies due or to become due under this Contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any monies due or to become due to the Contractor shall be subject to prior liens of all persons, firms, and corporations for services rendered or materials supplied for the performance of the Work called for under this Contract.

## **ARTICLE 10 – SUBCONTRACTING**

- (a) The Contractor shall not subcontract the complete Work, or any part thereof, and shall not award any work to any subcontractor without prior written approval of the Owner. Owner approval will not be given except upon the basis of written statements containing such information as the Owner may require. At the pre-construction conference, the Contractor shall submit all subcontractors that the Contractor plans to use on the Project. Any changes or additional subcontractors should be submitted at least 14 days prior to the needed approval.
- (b) The Contractor shall utilize the services of specialty subcontractors on those parts of the Work which, under normal contracting practices, are best performed by specialty subcontractors, as required by the Owner in the Owner's sole discretion, at no additional cost to the Owner.
- (c) If the Contractor desires to perform specialty work, the Contractor shall submit a request to the Owner, accompanied by evidence that the Contractor's own organization has successfully performed the type of work in question, is presently competent to perform the type of work, and the performance of the work by specialty subcontractors will result in materially increased costs or inordinate delays.
- (d) The Contractor shall be fully responsible to the Owner for the acts and omissions of the Contractor's subcontractors and of persons either directly or indirectly employed by the Contractor. The Contractor shall be fully responsible to the Owner for the acts and omissions of independent contractors or independent subcontractors of the Contractor and of persons indirectly employed by the Contractor as the Contractor is for the acts and omissions of persons directly employed by the Contractor.
- (e) The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the Work to bind subcontractors to the Contractor by the terms of the General Conditions and other Contract Documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards terminating any subcontract that the Owner may exercise over the Contractor under any provision of the Contract Documents.

- (f) Nothing contained in this Contract shall create any contractual relation between any subcontractor and the Owner.

#### **ARTICLE 11 - AUTHORITY OF THE PM/CM**

The PM/CM will act as the Owner's representative during the construction period. The Owner will decide questions which may arise as to quality and acceptability of products furnished and Work performed. The Owner will interpret the intent of the Contract Documents in a fair and unbiased manner. The PM/CM will make visits to the site and determine if the Work is proceeding in accordance with the Contract Documents. The PM/CM will judge as to the accuracy of quantities submitted by the Contractor in partial payment estimates which these quantities represent. The decisions of the PM/CM will be final and conclusive.

#### **ARTICLE 12 - SEPARATE CONTRACTS**

- (a) The Owner reserves the right to let other contracts in connection with this Project. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their products and the execution of their work, and the Contractor and other contractors shall properly connect and coordinate their work with each other. If the proper execution or results of any part of the Contractor's work depends upon the work of any other contractor, the Contractor shall inspect and promptly report to the PM/CM any defects in such work that render it unsuitable for such proper execution and results.
- (b) The Owner may perform additional work related to the Project with Owner's own forces. The Contractor shall afford the Owner reasonable opportunity for the introduction and storage of products and the execution of work, and shall properly connect and coordinate Contractor's work with work performed by Owner's own forces.
- (c) If the performance of additional work by other contractors or the Owner is not noted in the Contract Documents prior to the execution of the Contract, written notice thereof will be given to the Contractor prior to starting any such additional work. If the Contractor believes that the performance of such additional work by the Owner or others involves the Contractor in additional expense or entitles the Contractor to an extension of the Contract Time, the Contractor may make a claim therefor as provided in Article 29.

#### **ARTICLE 13 - LAWS AND REGULATIONS**

The Contractor's attention is directed to the fact that all applicable federal, state, county and city laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the Contract throughout, and they will be deemed to be included in the Contract as though written out in full herein. The Contractor shall keep fully informed of all laws, ordinances and regulations of the federal, state, county, city and municipal governments or authorities 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 these Contract Documents herein referred to, in relation to any such law, ordinance, regulation, order or decree, the Contractor shall herewith report the same, in writing, to the Owner. The Contractor shall at all times observe and comply with all such existing and future laws,

ordinances and regulations, and shall protect and indemnify the Owner, the PM/CM, the Designer and their agents against the violation of any such law, ordinance, regulation, order or decree, whether by the Contractor or by the Contractor's employees.

#### **ARTICLE 14 - TAXES**

The Contractor shall pay all sales, consumer, use and other similar taxes required by the law of the place where the Work is performed. The Owner will be responsible for any sales or use tax due on products furnished by the Owner to the Contractor to be incorporated into the Work.

#### **ARTICLE 15 - NOTICE AND SERVICE THEREOF**

- (a) All notices, demands, requests, instructions, approvals, and claims shall be in writing.
- (b) Any notice to or demand upon the Contractor will be sufficiently given if delivered at the office of the Contractor specified in the Bid (or at such other office as the Contractor may from time to time designate to the Owner in writing), or if delivered by the United States Mail in a sealed, postage-prepaid envelope, or delivered by facsimile transmission, followed by written confirmation, in each case addressed to such office.
- (c) All papers required to be delivered to the Owner shall be delivered as stipulated in the Supplementary Conditions.
- (d) Any such notice or demand shall be deemed to have been given to the Owner or made as of the time of actual delivery to Owner.

#### **ARTICLE 16 - PATENTS**

- (a) The Contractor shall hold and save the Owner, the PM/CM, the Designer and their agents harmless from liability of any kind, including cost and expenses, reasonable attorney's fees, for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the Work, including its use by the Owner.
- (b) If the Contractor uses any design, process, device or materials covered by letters, trademarks, patent or copyright, the Contractor shall provide for such use by suitable agreement between the Owner and the holder of such patented or copyrighted design, device or material. The Contract prices shall include royalties or costs arising from the use of such design, device or materials, in any way involved in the Work. The Contractor and the Contractor's sureties shall indemnify and save harmless the Owner, the PM/CM, the Designer and their agents from claims for infringement by reason of the use of such patented or copyrighted design, process, device or materials or any trademark or copyright in connection with Work agreed to be performed under this Contract, and shall indemnify the Owner, the PM/CM, the Designer and their agents for any cost, expense, damage and reasonable attorney's fees which it may be obliged to pay by reason of such infringement, at any time during the prosecution of the Work or after completion of the Work.

## **ARTICLE 17 - LAND AND RIGHTS-OF-WAY**

The Owner will provide, as indicated in the Contract Documents and prior to the Notice to Proceed, the lands upon which the Work is to be done, rights-of-way for access thereto, and such other lands which are designated for the use of the Contractor. The Contractor shall confine work and all associated activities to the easements and other areas designated for the Contractor's use. The Contractor shall comply with any limits on construction methods and practices which may be required by easement agreements.

If, due to some unforeseen reason, the necessary easements are not obtained, the Contractor shall receive an equitable extension of Contract Time and/or an equitable increase in the Contract Price to cover the Contractor's additional costs as a result thereof, provided the Owner is notified immediately of the claim. The Contractor's claim therefor shall be handled as provided for under Article 29.

Should additional temporary easements for ingress or egress be required by the Contractor for more suitable access to the Work, these easements shall be obtained by the Contractor, at no additional cost to the Owner.

Additional requirements shall be as stipulated in the Supplementary Conditions.

## **ARTICLE 18 - PRODUCTS**

- (a) Products shall be so stored in accordance with the manufacturer's recommendations to insure the preservation of their quality and fitness for the Work. Stored products to be incorporated in the Work shall be located so as to facilitate prompt inspection.
- (b) Manufactured products shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer.
- (c) Products shall be furnished in accordance with shop drawings and/or samples submitted by the Contractor and approved by the Designer.
- (d) Products to be incorporated into the Work shall not be purchased by the Contractor or the subcontractor subject to a chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller.

## **ARTICLE 19 - SUPERVISION OF WORK**

The Contractor shall supervise and direct the Work. The Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of construction. The Contractor shall employ and maintain on the Work a qualified supervisor or superintendent who shall have been designated in writing by the Contractor as the Contractor's representative at the site. The supervisor shall be present on the site at all times as required to perform adequate supervision and coordination of the Work.

The supervisor shall have full authority to act on behalf of the Contractor and to execute the orders or directions of the PM/CM without delay. The supervisor shall have full authority to promptly supply

products, tools, plant equipment and labor as may be required. The supervisor's authority shall be such that all communication given to the supervisor shall be as binding as if given to the Contractor.

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

## **ARTICLE 20 - INTERRUPTION OF FACILITY OPERATIONS**

The Contractor shall provide the Owner with written notice at least five days prior to any interruption in facility operations required by construction activity. The notice shall include the date and time of the scheduled interruption; the length of time the interruption will be in effect; the procedures to be followed in effecting the interruption; a complete identification of all those processes, equipment and operations to be affected; and all other information the Owner may require. The Contractor shall provide any equipment, piping, auxiliary power or other means necessary to sustain facility operations or function for interruptions which have not been identified by the Specifications, or when interruptions must exceed the time allowed by the Specifications.

Additional requirements, if any, shall be as stipulated in the Supplementary Conditions.

## **ARTICLE 21 - PROTECTION OF WORK, PROPERTY AND PERSONS**

- (a) The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the Work and other persons who may be affected thereby, all the Work and all products to be incorporated therein, whether in storage on or off the site, and other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.
- (b) The Contractor shall comply with the Department of Labor Safety and Health Regulations for construction, promulgated under the Occupational Safety and Health Act of 1970 (PL 91-596) and under Section 107 of the Contract Work Hours and Safety Standards Act (PL 91-54). The Contractor shall erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection.
- (c) The Contractor shall remedy all damage, injury or loss to any property, improvements or facilities caused, directly or indirectly, in whole or in part, by the Contractor or any of the Contractor's subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The property, improvements or facilities shall be replaced or restored to a condition as good as when the Contractor entered upon the Work. In case of failure on the part of the Contractor to restore such property, or make good such damages or injury, the Owner may, after 48 hours written notice, proceed to repair, rebuild, or otherwise restore such property, improvements or facilities as may be deemed necessary. The cost thereof will be deducted from any monies due or which may become due the Contractor under this Contract.

- (d) In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the PM/CM or Owner, shall act to prevent threatened damage, injury or loss.
- (e) Completed Work and stored products shall be suitably protected during unseasonable weather, to allow Work to proceed in a timely fashion. Work planned, or in progress, should be performed to minimize impact of adverse weather.

## **ARTICLE 22 - PROTECTION OF THE ENVIRONMENT**

- (a) The Contractor shall be responsible for taking all measures required to minimize all types of pollution associated with the undertaking of the proposed Work, and shall abide by the requirements of all governmental agencies having jurisdiction over the Work or Contractor's Project operations. Any area used or involved in the Project that is disturbed by the Contractor, shall be restored to original or better condition, even though such area is outside the limits of that specified for grading, grassing or landscaping.

## **ARTICLE 23 - PROTECTION, LOCATION AND RELOCATION OF UTILITIES**

The Contractor shall notify owners of adjacent utilities when prosecution of the Work may affect them. The Contractor shall protect from damage all existing improvements or utilities at, or in proximity to, the site of the Work, and shall repair or restore any damage to such facilities resulting from failure to exercise reasonable care in the performance of Work. If the Contractor fails or refuses to repair any such damage promptly, the Owner may have the Work performed and charge the cost thereof to the Contractor.

Prior to the construction or installation of any proposed facility or pipeline, the Contractor shall expose all existing utilities true to their vertical and horizontal location, within the vicinity of the Work. In order to avoid conflicts between existing and proposed facilities or utilities, the Contractor shall either relocate the existing or proposed utility on a temporary or permanent basis, or shall take whatever means necessary to protect the existing facilities or utilities during the installation of proposed utilities, as approved by the Owner. No separate payment will be made for the relocation of existing utilities or for any work associated with the protection of existing facilities or utilities.

## **ARTICLE 24 - SCHEDULES, REPORTS AND RECORDS**

The Contractor shall submit to the Owner progress schedules, payrolls, reports, estimates, records and other data as the Owner may request concerning work performed or to be performed as stipulated in the Supplementary Conditions.

## **ARTICLE 25 - DRAWINGS AND SPECIFICATIONS**

The Drawings, Specifications, Contract Documents, and all supplemental documents, are considered essential parts of the Contract, and requirements occurring in one are as binding as though occurring



in all. They are intended to define, describe and provide for all Work necessary to complete the Project in an acceptable manner, ready for use, occupancy, or operation by the Owner.

The PM/CM will furnish the Contractor five copies of the Contract Documents, one copy of which the Contractor shall have available at all times on the Project site. Any additional copies will be furnished at additional cost.

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

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

Any materially differing site condition as between what is shown on the Drawings and Specifications and actually found on site shall be immediately reported to the PM/CM, in writing, prior to the commencement of Work at the site. Failure of the Contractor to notify the PM/CM, in writing, of the differing site condition prior to performance of Work at the site shall constitute a waiver of any claim for additional monies. Any Change Order necessitated by the differing site condition shall be processed as provided under Article 29.

Any ambiguities or need for clarification of the Drawings or Specifications shall be immediately reported in writing to the PM/CM. Any such ambiguity or need for clarification will be handled by the PM/CM, in writing, as authorized by Article 11. No clarification of the Drawings and Specifications hereunder by the PM/CM will entitle the Contractor to any additional monies unless a Change Order has been processed as provided by Article 29 hereof.

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

## **ARTICLE 26 - SURVEYS**

The Owner will furnish AutoCad files of the Construction Drawings to assist with construction layout of the Work. The County's benchmark information will be provided. From this information, unless otherwise specified in the Contract Documents, the Contractor shall develop and make all detailed surveys needed for construction, such as alignment, slope stakes, batter boards, stakes for pile locations and other working points, lines, elevations and cut sheets.

## **ARTICLE 27 - TESTING, INSPECTION AND REJECTION OF WORK**

- (a) Testing of Materials: Unless otherwise specifically provided for in the Specifications, the inspection and testing of products to be incorporated in the Work at the site shall be made by bureaus, laboratories, or agencies approved by the Owner; the cost of such inspection and testing shall be paid by the Contractor. The Contractor shall furnish evidence, satisfactory to the Owner, that the products have passed the required tests prior to their incorporation into the Work. The Contractor shall promptly segregate and remove rejected products from the site of the Work.

- (b) Inspection: The Contractor shall furnish the Owner with every reasonable facility for ascertaining whether or not the Work performed and products used are in accordance with the requirements and intent of the Specifications and Contract Documents. No Work shall be done or products used without suitable inspection by the Owner or the Owner's representative. Failure to reject any defective Work or product shall not in any way prevent later rejection when such defect is discovered, or obligate the Owner to final acceptance.
- (c) Authority and Duties of the Resident Inspector: The Resident Inspector will be authorized to inspect all Work done and all products furnished, including preparation, fabrication and manufacture of the products to be used, but the Resident Inspector will not be authorized to alter or waive any requirements of the Contract Documents. The Resident Inspector may reject products or suspend the Work until any question at issue can be referred to and decided by the Owner. The responsibility of the Contractor is not lessened by the presence of the Resident Inspector.
- (d) Rejection of Work and Materials: All products furnished and all Work done that is not in accordance with the Drawings or Specifications or that is defective will be rejected. All rejected products or Work shall be removed immediately. If rejected products or Work is not removed within 48 hours, the PM/CM will have the right and authority to stop the Work immediately and will have the right to arrange for the removal of said rejected products or Work at the cost and expense of the Contractor. All rejected products or Work shall be replaced with other products or Work which conforms with the Drawings and Specifications.
- (e) Contractor's Responsibilities: Inspection of the Work will not relieve the Contractor of any obligations to fulfill the Contract and defective Work shall be made good regardless of whether such Work has been previously inspected by the Owner and accepted or estimated for payment. The failure of the Owner to reject improper Work shall not be considered a waiver of any defect which may be discovered later, or for Work actually defective.

## **ARTICLE 28 - CONTRACT TIME AND LIQUIDATED DAMAGES**

The Contract Time and Liquidated Damages shall be defined in the Instructions to Bidders.

The Contractor shall proceed with the Work at a rate of progress which will insure completion within the Contract Time. It is expressly understood and agreed by and between the Contractor and the Owner, that the Contract Time for the Work described herein is a reasonable time, taking into consideration the average climatic and economic conditions, and other factors prevailing in the locality of the Work.

If the Contractor shall fail to perform the Work required within the Contract Time, or extended Contract Time if authorized by Change Order, then the Contractor shall pay to the Owner the full amount of liquidated damages specified in the Contract Documents for each calendar day that the Contractor shall be in default after the time stipulated in the Contract Documents.

The Contractor shall not be charged with liquidated damages or any excess cost when the delay in performance of the Work is due to the following and the Contractor has promptly given written notice of such delay to the Owner and PM/CM:

- (a) To any preference, priority or allocation order duly issued by the Owner.

- (b) To unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God or of the public enemy, acts of the Owner, acts of another contractor in the performance of a contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and abnormal and unforeseeable weather; and,
- (c) To any delays of subcontractors occasioned by any of the causes specified in paragraphs (a) and (b).

## **ARTICLE 29 - CHANGES IN THE CONTRACT**

- (a) Changes in the Work: The Owner may at any time, as the need arises, order changes within the scope of the Work without invalidating the Contract Agreement. If such changes increase or decrease the amount due under the Contract Documents, or in the time required for performance of the Work, an equitable adjustment will be authorized by Change Order.

The Owner, also, may at any time, by issuing a field order, make changes in the details of the Work. These changes by field order will not affect Contract Time or Contract Price. The Contractor shall proceed with the performance of any changes in the Work so ordered by the Owner, unless the Contractor believes that such field order entitles Contractor to a change in Contract Price or Contract Time or both, in which event Contractor shall give the PM/CM immediate, written notice thereof and if required by the Owner, an immediate estimate of the direct cost of Work as outlined in (b) below, after the receipt of the ordered change, and the Contractor shall not execute such changes pending the receipt of an executed Change Order or further written instruction from the Owner.

Should the Contractor encounter, or the Owner discover, during the progress of the Work, subsurface or latent conditions at the site materially differing from those shown on the Drawings or indicated in the Specifications, or unknown conditions of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in Work of the character provided for in the Drawings and Specifications, the Owner shall immediately be notified in writing of such conditions before they are disturbed. The Owner will thereupon promptly investigate the conditions.

If the Owner finds that conditions do so materially differ, or are of an unusual nature, and upon written request of the Contractor, an equitable adjustment will be authorized by Change Order.

If the Contractor does not immediately notify the Owner in writing of the belief that a field order, additional work by other contractors or the Owner, or subsurface, latent or unusual unknown conditions entitles the Contractor to a Change Order, no consideration for time or money will be given the Contractor.

The Owner may, with the Contractor's concurrence, elect to postpone the issuance of a Change Order until such time that a single Change Order of substantial importance can be issued incorporating several changes. In such cases, the Owner will indicate this intent for each change in the Contract in a written response to the Contractor's request for a change, following agreement by the Owner and Contractor on the change's scope, price and time.

(b) Changes in Contract Price: The Contract Price may be changed only by a Change Order. The value of any Work covered by a Change Order for increase or decrease in the Contract Price will be determined by one or more of the following methods, in the order of precedence listed below:

- (1) By estimating the number of unit quantities of each part of the Work which is changed (either increased or decreased) and then multiplying the estimated number of such unit quantities by the price Bid (which price shall include the Contractor's overhead and profit) for a unit quantity thereof.
- (2) The Owner will fix the total lump sum value of the change in the Work of the Contractor following the Contractor's submittal, within a reasonable time, of an estimate of the direct cost of the Work. The direct cost estimate will be added to, or deducted from, the Contract Price (which price will include the Contractor's overhead and profit as outlined below). If the Contractor does not submit a cost estimate of the Work in a reasonable time or if the Owner and Contractor do not reach agreement on the cost, the Owner may fix the total lump sum value at a reasonable amount. On any lump sum change which involves a net credit to the Owner, no allowance for overhead and profit will be figured.
- (3) By ordering the Contractor to proceed with the Work and to keep and present, in such form as the Owner may direct, a correct account of the cost of the change together with all vouchers therefor. The cost hereunder will only include an allowance for overhead and profit as outlined below.

For the Work performed in item (2) or (3) above, payment will be made for the documented actual direct cost of the following:

(aa) Labor, including foremen, for those hours they are assigned and participating in the Work covered by the change order (actual direct payroll cost of wages). The Contractor shall furnish, if required by the Owner, certified payrolls to verify wages. All labor related costs will be included in a 30 percent markup of the cost of direct payroll wages. This refers to the Contractor's specific labor wages.

(bb) Material delivered and used on the designated Work, including sales tax, if paid for by the Contractor and as verified by original invoices or otherwise verifiable to the Owner's acceptance.

(cc) Rental, or ownership cost of equipment, including necessary transportation of equipment, having a purchase value in excess of \$300.00. Rental or ownership cost will be allowed for only those hours during which the equipment is required on the project site. Cost allowances will not exceed the rates defined as follows: the hourly rate, for equipment not used exclusively in the change to the scope of work, will be the monthly rate, as printed in the current Rental Blue Book for Construction Equipment published by Dataquest, divided by 176; the rate, for equipment used exclusively for those tasks identified in the change to the scope of work, will be the daily, weekly or monthly

rate, used singularly or in combination, which will provide the lowest total cost. The rates will be modified by the Rate Adjustment Table factors to reflect a depreciation allowance indexed to the year a machine was originally manufactured and sold. The rates will be adjusted to account for regional differences in annual use hours, cost of labor, freight, taxes, etc. The amount by which basic rates will be increased or decreased is shown on the adjustment maps included in the "Blue Book".

The equipment use period will begin only at the time equipment is unloaded at the site of the changed work, will include each day that the equipment is required at the site of the changed work and will terminate at the end of the day on which the use of such equipment becomes unnecessary, plus reasonable transportation time. The maximum time to be paid per day will not exceed eight hours unless the equipment is in operation for a longer time. The time which will be paid for per day, for equipment not used exclusively in the change to the scope of work, will be the hours which the equipment was actually in operation on the changed work.

In addition to the actual costs in items (aa) through (cc) above, there will be, for the Contractor actually performing the work, a fixed fee of 16 percent for bond, insurance, overhead and profit added to the cost of Items (aa), (bb), and (cc), above.

If all or a portion of the Change Order is performed by a subcontractor, payment will be made for the documented actual direct cost as outlined in (aa), (bb) and (cc), above. A fixed fee of 16 percent for bond, insurance, overhead and profit will be added to the cost of (aa), (bb) and (cc) of the subcontractor's work only.

A fixed fee of 10 percent will be added to the subcontractor's Work for the Contractor's administrative handling of portions of the Work that are performed by an approved subcontractor. No additional fixed fee will be allowed for the Contractor's or a subcontractor's administrative handling of Work performed by a subcontractor's subcontractor, unless by written permission from the Owner. All other costs not specifically listed above are considered to be included in the fixed fee.

- (4) The Contractor shall, when required by the Owner, furnish the Owner with an itemized breakdown of the quantities and prices used in computing the value of any change that might be ordered, in a printed format, and with sufficient detail as required by the Owner.

- (c) Changes in Contract Time: The Contract Time may be changed only by a Change Order. Changes in the Work described in (a) and any other claim made by the Contractor for a change in the Contract Time will be evaluated by the Owner with the assistance and input of the PM/CM and if the conditions warrant, an appropriate adjustment of the Contract Time will be made.

The Owner, when making these evaluations will take into consideration the amount and scope of Work which has been changed and will evaluate if the change in Work has affected the

critical path as currently accepted on the progress schedule such that it would delay the completion of the Project. If after these evaluations have been made and in the sole opinion of the Owner, the Contractor is due an extension of time, then it will be granted by a Change Order and the Owner will pay the associated cost due the Contractor for direct field costs, only as outlined under Changes in Contract Price (aa) and (cc), exclusive of Item (bb), based on any delays to the overall Project. Extensions of time granted as a result of weather will not result in a change in Contract Price.

### **ARTICLE 30 - PAYMENTS AND COMPLETION**

- (a) **Contract Price:** The Contract Price is a lump sum stated in the Contract Agreement, and is the total amount payable by the Owner to the Contractor for the performance of the Work set forth in the Contract Documents.

It is understood that the Contractor shall provide and pay for all products, labor (including labor performed after regular working hours, on Sundays, or on legal holidays), equipment, tools, water, light, power, sewer, transportation, supervision, temporary construction of any nature, and all other services and facilities of any nature whatsoever necessary to execute, complete, place into operation, and deliver the Work.

It is further understood that the Contractor's proposed construction schedule is based on a normal 40 hour, 5 day work week, less recognized holidays. If the Contractor desires to work in excess of this limit, the Contractor shall submit a written request to the Owner a minimum of five days prior to the desired work date. The Contractor shall be responsible for any additional expenses incurred by the Owner as a result of the extended work hours, including resident inspection overtime. The cost associated with resident inspector overtime will be deducted from the Contractor's monthly payment request.

- (b) **Breakdown of Cost:** Before the first application for payment the Contractor shall submit to the PM/CM a breakdown of cost for the various portions of the Work, including quantities if required by the PM/CM, aggregating the total Contract Price prepared in such form as specified or as the PM/CM and the Contractor may agree upon and supported by such data to substantiate its correctness as the PM/CM may reasonably require.

This schedule of values, when approved by the PM/CM, will be used only as a basis for the Contractor's application for payment; however, the payment schedule will correlate directly with the Overall Project Schedule (OPS) cost information, when applicable.

- (c) **Progress Payments:** At the end of each calendar month, the Contractor shall submit to the PM/CM an itemized application for payment supported by such other substantiating data as the PM/CM may reasonably require covering Work completed through the 20th day of the month. Progress payments shall be submitted to the PM/CM no later than the 25th of the month. Any progress payment submitted by the Contractor after the 5th of the month will be included in the following month's payment.

Application for payment may include, at the Contractor's option, the cost of products not yet incorporated into the Work which have been delivered to the site or to other storage locations authorized and approved by the PM/CM. The Owner reserves the right to accept or reject pay requests for stored materials, and to limit payments to those stored materials which, in the PM/CM's judgment, are necessary for continuing satisfactory Project progress.

Payment for stored products will be subject to the following conditions being met or satisfied:

- (1) The products shall be received in a condition satisfactory for incorporation in the Work, including manufacturer's storage and installation instructions.
- (2) The products shall be stored in accordance with the manufacturer's recommendations and in such manner that any and all manufacturer's warranties will be maintained and that they will not be damaged due to weather, construction operations or any other cause.
- (3) An invoice from the manufacturer shall be furnished for each item on which payment is requested. The request may include reimbursement for cost of delivery, limited to common carrier rates, to the site, but will not include the Contractor handling, on or off site, or for storage expense.
- (4) The Contractor shall, on request of the PM/CM, furnish written proof from the supplier of payment (less retention equal in percentage to that being retained by the Owner) for the products no later than 30 days after receipt of payment for same from the Owner.
- (5) Shop drawings, product data and samples, showing "No Exceptions Taken", has been received from the Contractor for that specific equipment or material.

The Contractor warrants that title to all Work and products covered by an Application for Payment, whether incorporated into the Project or not, will pass to the Owner upon the receipt of such payment by the Contractor, free and clear of all liens, claims, security interests or encumbrances (except retention equal in percentage to that being retained by the Owner which may be withheld from suppliers and subcontractors to guarantee completion and performance).

- (d) Certificate for Payment: If the Contractor has made application for payment as provided above, the PM/CM will issue a Certificate for Payment to the Owner, with a copy to the Contractor, for such amount as the PM/CM determines to be properly due, or the PM/CM will state, in writing, itemized and specific reasons for withholding a Certificate as provided herein.

After the PM/CM has issued a Certificate for Payment, the Owner will pay to the Contractor the amount covering Work completed plus stored products, less retention and less previous payments made.

No certificate for a progress payment, nor any progress payment, nor any partial or entire use of occupancy of the Project by the Owner, shall constitute an acceptance of any Work not in accordance with the Contract Documents.

- (e) Retention: The Owner will retain the following amounts from each properly certified estimate:
  - (1) Until the value of the Work completed, including stored materials, is at least 50 percent of the Contract amount, 10 percent of the value of all Work satisfactorily completed, including stored materials.

- (2) When the value of the completed Work totals at least 50 percent of the Contract amount, the Owner will discontinue retaining additional amounts provided the Work is progressing satisfactorily and there is no specific cause for retaining a larger sum. The total amount retained will be at least 5 percent of the Contract amount, adjusted for Change Orders, until the date of final payment.
  - (3) The Owner may elect to reinstate retention of 10 percent of the value of the Work completed if at any time the Contractor fails to make satisfactory progress or if there is other specific cause. Satisfactory progress is identified as conforming to the construction progress schedule as required in Article 24, as modified by the Supplementary Conditions. No form of collateral in lieu of cash will be acceptable as retainage. Amounts retained by the Contractor from payments due to suppliers and subcontractors (expressed as a percentage) shall not exceed that being retained by the Owner.
- (f) Payments Withheld: The PM/CM may decline to approve an Application for Payment and may withhold certificate, in whole or in part, as may be necessary to protect the Owner from loss because of:
- (1) Failure of the Contractor to make payments properly to subcontractors or for labor or products.
  - (2) Unsatisfactory prosecution of the Work by the Contractor either due to quality of the Work or if the Contractor is behind the currently approved construction schedule. When the above reasons for nonpayment are corrected, then payment will be made for amounts withheld because of such reasons, not later than the next payment. Completion and Final Acceptance shall be as stipulated in the Supplementary Conditions.

END OF SECTION



**SECTION 00800**  
**SUPPLEMENTARY CONDITIONS**

**GENERAL**

The provisions in this Section of the Specifications shall govern in the event of any conflict between this Section and the General Conditions.

**ARTICLE 1 - NOTICE OF AWARD OF CONTRACT**

Article 1 - Notice of Award of Contract, of the General Conditions, is hereby modified to include the following:

Within 120 days after receipt of Bids, the Owner will notify the successful Bidder of the award of the Contract.

Should the Owner require additional time to award a Contract, the time may be extended by the mutual agreement between the Owner and the successful Bidder. If an award of Contract has not been made within 120 days from the Bid date or within the extension mutually agreed upon, the Bidder may withdraw the Bid without further liability on the part of either party.

**ARTICLE 13 - LAWS AND REGULATIONS**

Article 13 - Laws and Regulations, of the General Conditions is hereby modified to include the following:

Article 13, following first paragraph,

Where professional engineering work is required in connection with any of the components required by the Contract, all Bidders and component suppliers must insure that there is full compliance with all applicable laws of the state of Georgia and any other state governing professional engineering. The Owner and PM/CM do not warrant that the name of an entity listed as an acceptable manufacturer is or will be in compliance with said laws.

**ARTICLE 15 - NOTICE AND SERVICE THEREOF**

Article 15 - Notice and Service Thereof, of the General Conditions is hereby modified to include the following:

- (c) All papers required to be delivered to the Owner shall, unless otherwise specified in writing to the Contractor, be delivered to the Rockdale Water Resources Commissioners, 943 Court Street, Conyers, Georgia 30012, Attn: Oz Nesbitt, Chairman, Board of Commissioners.

Any notice to or demand upon the Owner shall be sufficiently given if delivered to the Office of said Chairman if delivered by the United States Mail in a sealed, postage-prepaid envelope, or delivered by facsimile transmission, followed by written confirmation, in each case

addressed to said Chairman or to such other representative of the Owner or to such other address as the Owner may subsequently specify in writing to the Contractor for such purposes.

- (e) The Contractor shall file all "Notices of Commencement" required for this Project in accordance with O.C.G.A. §44-14-361.5 et. seq. and §36-82-104 et. seq., as applicable. The Contractor shall respond to all requests for copies of a Notice of Commencement. Should the Owner or PM/CM receive such a request, this request will be forwarded to the Contractor for further handling. The name and address of the Owner shall be as stated in paragraph (c) of this Article. The name and general description of the Project shall be as stated in the Invitation to Bid.

#### **ARTICLE 17 - LAND AND RIGHTS-OF-WAY**

Article 17 - Lands and Rights-of-Way, of the General Conditions, is hereby modified to include the following:

No additional requirements.

#### **ARTICLE 20 - INTERRUPTION OF FACILITY OPERATIONS**

Article 20 - Interruption of Facility Operations, of the General Conditions, is hereby modified to include the following:

Bypasses/interruption of untreated or partially treated wastes will not be permitted unless the Contractor has obtained prior approval from the Owner. The Owner/PM/CM shall be notified at least two weeks in advance and in writing, of the date, time and duration of such bypasses/interruption. The Contractor shall pay all fines that may be imposed on the Owner for the bypassing without prior approval.

#### **ARTICLE 24 - SCHEDULES, REPORTS AND RECORDS**

Article 24 - Schedules, Reports and Records, of the General Conditions, is hereby modified to include the following:

- (a) The Contractor shall submit to the Owner progress schedules, payrolls, reports, estimates, records and other data as the Owner may request concerning work performed or to be performed as stipulated in the various sections of these Specifications.
- (b) Immediately after execution of the Contract by the Owner, and before the first partial payment is made, the Contractor shall deliver to the Owner a construction progress schedule in form satisfactory to the Owner, showing the proposed dates of commencement and completion of each of the various subdivisions of work required under the Contract Documents and the anticipated amount of each monthly payment that will become due the Contractor in accordance with the Progress Schedule.
- (c) An updated schedule and an updated Schedule of Submittals shall be presented with each partial payment request. Lack of an updated schedule and/or an updated Schedule of Submittals will delay processing of the pay request until receipt of the updated schedule and/or an updated Schedule of Submittals.

- (d) If the schedule reflects a completion date prior to the completion date established by the Contract Agreement, this shall afford no basis to claim for delay should the Contractor not complete the Work prior to the projected completion date. Instead all "float" between the completion date in the Contractor's schedule and the completion date established in the Contract Agreement shall belong to and be exclusively available to the Owner. Should a change order be executed with a revised completion date, the progress schedule shall be revised to reflect the new completion date.
- (e) The Contractor shall maintain on the Project site, a complete set of up-to-date Record Documents.
- (f) Project Coordination Meetings: The General Contractor shall participate in Project Coordination Meetings to be held on the site monthly, or more often if conditions warrant, to establish the current state of completion and revise the schedule as necessary. The Project Coordination Meeting will be conducted by the PM/CM.
- (g) Contractor's Responsibilities
  - (1) Implement the detailed Near Term Schedule of activities to the fullest extent possible between Project Coordination Meetings.
  - (2) The Contractor shall prepare and provide one copy of the Contractor's Daily Report to the PM/CM by 10:00 a.m. of the day following the Report date. This Daily Report will contain, as a minimum, the weather conditions; number of workers by craft, including supervision and management personnel on site; active and inactive equipment on site; work accomplished by CPM activity item; problems; and visitors to the jobsite.
  - (3) If a current activity or series of activities on the OPS is behind schedule and if the late status is not due to an excusable delay for which a time extension would be forthcoming, the Contractor shall attempt to reschedule the activity to be consistent with the Overall Project Schedule so as not to delay any of the Contract milestones. The Contractor agrees that:
    - a) The Contractor shall attempt to expedite the activity completion so as to have it agree with the OPS. Such measures as the Contractor may choose shall be made explicit during the Project Coordination Meeting.
    - b) If, within two weeks of identification of such behind-schedule activity, the
    - c) Contractor is not successful in restoring the activity to an on schedule status, the Contractor shall:
      - i. Carry out the activity with the scheduled crew on an overtime basis until the activity is complete or back on schedule.
      - ii. Increase the crew size or add shifts so the activity can be completed as scheduled.

- iii. Commit to overtime or increased crew sizes for subsequent activities, or some combination of the above as deemed suitable by the PM/CM.

These actions shall be taken at no increase in the Contract amount.

- (4) Maintain a current copy of all construction schedules on prominent display in the Contractor's field office at the Project site.
- (5) Cooperate with the Owner or Owner's representative in all aspects of the Project Scheduling System. Failure to implement the Project Scheduling System or to provide specified schedules, diagrams and reports, or to implement actions to re-establish progress consistent with the OPS may be causes for withholding of payment.

### **ARTICLE 30 - PAYMENTS AND COMPLETION**

Article 30 - Payments and Completion, of the General Conditions, is hereby modified to include the following:

- (g) Completion: ALL WORK REQUIRED BY THE CONTRACT DOCUMENTS, CONTRACT DRAWINGS AND SPECIFICATIONS MUST BE COMPLETED BEFORE THE FINAL INSPECTION IS PERFORMED. This includes, but is not limited to, the following:

- (1) Performing tests as described in the detailed Specifications.
- (2) Removing temporary plugs, bulkheads, bypasses, etc., and diverting flow into the facility when approved by the PM/CM.
- (3) Grassing and restoration of the work area.

Upon completion of all work required, the Contractor shall submit completed Record Drawings to the PM/CM and request, in writing, that the final inspection be performed. The PM/CM will arrange for final inspection of the work by the Owner and Designer. If the PM/CM finds the work of the Contractor complete and acceptable in accordance with the provisions of the Contract Documents and that the Record Drawings accurately depict the complete work, PM/CM will recommend to the Owner that the job be accepted and that final payment be made.

In the event that the final inspection reveals deficiencies in meeting the Contract requirements, the Contractor shall complete all remaining items of work, and make adjustments found to be necessary. Upon receipt of written notice from the Contractor that the work is complete and ready for re-inspection, the PM/CM will arrange a final inspection.

The Contractor will be notified, in writing, by the Owner of the final acceptance of the work. The date of final acceptance shall be the termination date for the Contractor's liability for the physical properties of the facilities and the beginning of the warranty period.

Before final payment can be made, the Contractor must certify, in writing, to the Owner that all payrolls, materials bills, and other indebtedness connected with the work have

been paid. If requested by the PM/CM, the Contractor shall provide release of lien documentation from subcontractors or suppliers.

Final payment will not be made if there is disputed indebtedness or if there are liens upon the property.

If upon completion of all work there is disputed indebtedness or there are liens upon the property, semi-final payment may, be made, at the Owner's option, in accordance with the following provisions:

- (1) The Owner will retain an amount equal to the disputed indebtedness and/or liens upon the property including all related cost and interest in connections with said disputed indebtedness and liens which the Owner may be compelled to pay upon and subsequent adjudication.
- (2) The Contractor shall certify to those items of work not disputed that all payables, materials bills and other indebtedness connected with the work have been paid or otherwise satisfied.

The making of the final payment shall constitute a waiver of all claims by the Owner, other than those for faulty work covered by and appearing within the warranty period.

The acceptance of final payment shall constitute a waiver of all claims by the Contractor, except those previously made, in writing, and still unsettled.

(h) Prompt Payment Clause

(1) Owner and Contractor agree that all partial payments and final payments shall be subject to the Georgia Prompt Pay Act, as originally enacted and amended, and as set forth in O.C.G.A. §§ 13-11-1 through 13-11-11, except as provided below to the extent authorized by law:

a) Interest Rate: For purposes of computing interest on late payments, the rate of interest shall be one-half percent per month or a pro-rata fraction thereof on the unpaid balance as may be due.

b) Payment Periods:

1. When the Contractor has performed in accordance with the provisions of these Contract Documents, the Owner shall pay the Contractor within 45 days of receipt by the Owner or the Owner's representative of any properly completed Application for Payment, based upon work completed or service provided pursuant to the terms of these Contract Documents.
2. When a subcontractor has performed in accordance with the provisions of its subcontract and the subcontract conditions precedent to payment have been satisfied, the Contractor shall pay to that subcontractor and each subcontractor shall pay to its subcontractor, within ten days of receipt by the Contractor or subcontractor of each periodic or final payment, the full amount received for such subcontractors work and materials based on

work completed or service provided under the subcontract, less retainage expressed as a percentage, but such retainage shall not exceed that retainage being held by the Owner, provided that the subcontractor has provided or provides such satisfactory reasonable assurances of continued performance and financial responsibility to complete its work as the Contractor in its reasonable discretion may require, including but not limited to a payment and performance bond.

- c) Interest on Late Payment: Except as otherwise provided in these Contract Documents and/or in O.C.G.A. § 13-11-5, if a periodic or final payment to the Contractor is delayed by more than the time allotted in Paragraph b. of this Prompt Payment Clause or if a periodic or final payment to a subcontractor is delayed more than ten days after receipt of periodic or final payment by the Contractor or subcontractor, the Owner, Contractor, or subcontractor, as the case may be, shall pay interest to its Contractor, or subcontractor beginning on the day following the due dates as provided in Paragraph b. of this Prompt Payment Clause at the rate of interest as provided herein. Interest shall be computed per month or a pro-rata fraction thereof on the unpaid balance. There shall be no compounded interest. No interest is due unless the person or entity being charged interest receives "Notice" as provided in Paragraph d. of this Prompt Payment Clause. Acceptance of progress payments or final payment shall release all claims for interest on said payments.
- d) Notice of Late Payment and Request for Interest: Any person or entity asserting entitlement to interest on any periodic or final payment pursuant to the provisions of this Prompt Payment Clause shall provide "notice" to the person or entity being charged interest of the charging party's claim to interest on late payment. "Notice" shall be in writing, served by U.S. Certified Mail - Return Receipt Requested at the time the properly completed Application for Payment is received by the Owner or Owner's representative, and shall set forth the following:
1. A short and concise statement that interest is due pursuant to the provisions of the Georgia Prompt Pay Act and this Prompt Payment Clause;
  2. The principal amount of the periodic or final payment which is allegedly due to the charging party; and
  3. The first day and date upon which the charging party alleges that said interest will begin to accrue, pursuant to the provisions of the Georgia Prompt Pay Act and this Prompt Payment Clause.

These "Notice" provisions are of the essence; therefore, failure to comply with any requirement as set forth in this Prompt Payment Clause

precludes the right to interest on any alleged late payment to which said "Notice" would otherwise apply.

- (2) Integration with the Georgia Prompt Pay Act: Unless otherwise provided in these Contract Documents, the parties hereto agree that these provisions of this Prompt Payment Clause supersede and control all provisions of the Georgia Prompt Pay Act (O.C.G.A. §§ 13-11-1 through 13-11-11 (1994)), as originally enacted and as amended, and that any dispute arising between the parties hereto as to whether or not the provisions of this contract or the Georgia Prompt Pay Act control will be resolved in favor of these Contract Documents and its terms.

**END OF SECTION**