



Dawson County Purchasing Department
25 Justice Way, Suite 2223
Dawsonville, GA 30534
Phone: 706-344-3500 x42223 Fax: 706-531-2728

REQUEST FOR QUOTE – UNDER \$25,000

Service: ANNUAL COMMERCIAL GENERATOR MAINTENANCE & REPAIR SERVICES

RFQ # 39-21

Release Date: 8/31/2021

Dawson County Purchasing is issuing this Request for Quote to solicit services from all interested, qualified vendors who specialize in commercial generator maintenance and repair services under an annual contract. The successful contractor must provide all equipment, materials, tools, licenses, transportation, incidentals and labor to provide services to various County-owned locations. The County does not guarantee a minimum value for this contract.

The anticipated schedule for the Request for Quote is as follows:

Request for Quote Released	August 31, 2021
Pre-Submittal Conference	N/A
Deadline for questions to Dawson County to mhawk@dawsoncounty.org	September 9, 2021 at 1:00PM, EST
Deadline for Addenda emailed	September 14, 2021 at 1:00PM, EST
Submittal deadline	September 17, 2021, at 2:00PM, EST
Tentative Award Date	September 21, 2021, by 5:00PM, EST

Chart 1

Contact Person

Vendors are encouraged to contact Melissa Hawk, Purchasing Manager via email at mhawk@dawsoncounty.org to clarify any part of the Request for Quote requirements. This is not a sealed solicitation. Responses may be emailed.

Vendors may not contact any elected official or other county employee to discuss the quote process or opportunities except: 1) through the Purchasing Manager named herein, or 2) as provided by existing work agreement(s). This policy shall be strictly enforced and the County reserves the right to reject the submittal of any vendor violating this provision.

Scope of Services

General Specifications

Establish a fixed rate for commercial generator maintenance and repair services under an annual contract. The Contractor must provide all equipment, materials, tools, licenses, transportation, incidentals and labor to provide these services to various County-owned locations.

The Contractor must inspect, maintain and repair per specifications and provisions below. The Contractor shall cover generators and associated engines, transfer switches and miscellaneous mechanical equipment.

The Contractor shall have a minimum of five (5) years of experience in generator maintenance and repairs.

RFQ #39-21 ANNUAL COMMERCIAL GENERATOR MAINTENANCE & REPAIR SERVICES

The Contractor's technicians shall be EGSA (Electrical Generating Systems) certified.

All workmanship must comply in all respects with OSHA's Infrastructure Repair and Restoration, Best Practices of the EGSA, American National Standards for Repair of Motors and Generators – ANSI/EASA AR100 and NFPA 70E, 99, 101 and 110, State and local Code, Rules and Regulations.

All maintenance and repair shall be in accordance with the manufacturer's manual.

The Contractor shall be responsible to provide and place barricades, tarps, plastic, flags, tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment and vehicles. The flow of vehicular traffic shall not be impeded at any time during a project. The safety of the Contractor's employees and the public is of prime concern to the County, and the Contractor must take all necessary steps to assure proper safety during the performance of the Contractor.

Equipment covered by original equipment manufacturers (OEM) warranty will be repaired under warranty first. Repairs to equipment outside of OEM warranty will be repaired under the terms of this service agreement. All components deemed defective will be replaced with new OEM approved parts or equivalent.

Any damage to a facility as a result of the Contractor, employees or his work will be the responsibility of the Contractor to repair as required and supervised by the County at the Contractor's expense.

If during the preventative/scheduled maintenance services, the Contractor determines the need for repair or replacement of parts, the scope of which extends beyond the assigned preventative/scheduled maintenance tasks, the Contractor shall promptly notify the Facilities Director, or his designee.

Preventative Maintenance

The Contractor will perform preventative maintenance one (1) time annually to include:

- Replace lubrication oil, renew factory lubrication on all movements and linkages, lubricate solenoid operator with manufacturer-approved lubricant if the transfer switch is replaced
- Replace lubrication oil filter
- Replace spark plugs except diesel
- Replace ignition points and condenser
- Check radiator, hoses (etc.) for leakage and pliability
- Check anti-freeze and add if low (up to 1 gallon)
- Clean sediment bowl or replace fuel filters
- Check fuel capacity
- Check unit for fuel or oil leakage
- Check and adjust fan and governor belts
- Service battery, add water, clean post, check specific gravity
- Change air filter
- Check all brushes for setting and wear

- Clean slip rings and commutator
- Wipe down outside of generator and motor
- Conduct safety shut down checks, oil pressure overspeed high temperature, etc.
- Inspect and test transfer switch for proper operation, check connections and settings (mechanism and contacts)
- Replace worn or pitted transfer switch contacts
- Clean the automatic transfer switch enclosure, brush and vacuum dust accumulation, remove moisture with a clean cloth
- Review and adjust parameter as directed by Facilities Director, or his designee
- Simulate power failure (with permission of owner or representative)
- Check charging rate of battery charger
- Full inspection of systems, including cooling, air intake, fuel, exhaust, electrical
- Active check while generator engine is running
- Check oil level and condition
- Check for oil leaks
- Check fuel capacity
- Check air filter
- Check for air filter leaks
- Check coolant levels and condition
- Change fuel filters/water separators, coolant filters
- Check battery level
- Check conditions of all belts (if applicable)
- Check condition of wiring and gauges
- Inspect all hoses
- Check generator output voltage
- Check generator output frequency
- Check alarms and safeties
- Check relays and conditions of control boards
- Top off oil and coolant up to one (1) gallon
- A complete written report of any findings should be provided.

Load Bank Test

At the discretion of the Facilities Director, or his designee, a more stringent load bank testing above the requirements in the annual maintenance service may be requested. Load Bank Test shall include:

- Load bank test for four hours at 80–100%
- Minimum of five minute warming-up period before testing begins
- Minimum of five minute cooling-down period after test is completed before final shut down
- Record the following every fifteen (15) minutes:
 - Water temperature
 - Ambient temperature
 - Oil pressure
 - Kilowatts
 - Phase AC voltage and amps
 - Hertz

Contractor shall supply all necessary wire, cable, connections, terminals, lugs, and all other equipment or materials needed for the temporary connection of the load bank to the generator.

Contractor shall reconnect the generator to the system upon completion of the load bank test. The Contractor shall be responsible for connections and reconnections. Generally, building elevators will not be available to transport load-testing equipment.

Contractor shall be available to perform test during irregular hours, nights and weekends. It is estimated that 10% of the generators listed may need to be tested at night or on weekends. The others may be tested during regular business hours.

The Facilities Director, or his designee, in coordination with the Contractor, shall schedule and organize testing

Upon completion for each generator tested, the Contractor shall furnish a copy of the completed report.

Contractor shall be available to perform test during irregular hours, nights or weekends. It is estimated that ten percent of the generators may need to be tested at night or on weekends. The others may be tested during regular business hours.

Equipment

The following chart (Chart 2) depicts the building names, locations and generator information details. The County reserves the right to adjust the chart below as generators are replaced or buildings are approved to receive a generator. An amendment will be issued to the contract effective during such time as a change is necessary.

- The chart for Building Location and Equipment Information to follow-

Building Location and Equipment Information

Number	Building Name	Address	kW	Model	Model #	Serial #	Fuel Type	Age as of 2021
1	Equipment Shelter (Repeater Tower) at EWSA Monopole	868 Lumpkin Campground Road, North	50	Kohler				
					48 RCL	SGM326KS9	Propane	Installed 2013
2	Equipment Shelter (Repeater Tower) City of Dawsonville Water Tank	168 JC Burt Road	50	Kohler				
					48 RCL	SMG3265C3	Propane	Installed 2013
3	Fire Station 1	393 Memory Lane	100	Onan Power System (Cummins)	GGHH	I030542559	Natural Gas	Unknown
4	Fire Station 2	145 Liberty Drive	143	Onan Power System (Cummins)	DSGAB-5000104	F100132678	Diesel	Installed July 2010
5	Fire Station 3	951 Harmony Churc Road	25	Generac	44751 Guardian	3556301	Propane	Unknown
6	Fire Station 6	2142 Hubbard Road	25	Generac	04118-0 Guardian	3190184	Propane	Unknown
7	Fire Station 7	170 Dawson Forest Road	25	Generac	44751 Guardian	3556301	Propane	Unknown
8	Fuel Center	55 Transportation Lane	18/18	Kohler	20RESL	2302978	Propane	Installed March 2011
9	Government Center	25 Justice Way	350	Onan Power System (Cummins)	QSX15	I100156985	Diesel	Installed 2012
10	KH Long Building	189 Hwy 53 W	45	Onan Power System (Cummins)	45EH	6950582838	Propane	Approximately 19-24 years old
11	Repeater Building/ Tower at Amicalola Falls	418 Amicalola Falls Lodge Drive	50	Kohler	48 RCL	SGM3244Z7	Propane	Installed 2013
12	Transfer Station	946 Burt Creek Road	12	Generac	04456-1 Guardian	3768987	Propane	Approximately 20 years old
13	Public Works	60 Transportation Lane	134	Generac	SG0150AG2690V18HPPYYF	3004742291	Propane	2 years old
14	Fire Station 8	3145 Sweetwater Juno Road	100	Kohler	100RE0ZIF	3446GMHM0019	Diesel	Installed October 2020

Chart 2

Delivery of Services

Vendors responding to this quote must be able to provide services twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year, including holidays, for the duration of the agreement.

The Contractor shall respond to non-emergency requests for service within one-half (1/2) hour and answered within twenty-four (24) business hours.

The Contractor shall respond to emergency requests for services within one-half (1/2) hour and answered within three (3) hours.

Dawson County expects the Contractor to give “priority” service to any call for generator maintenance services/repairs in the County. Response time must be stated on the Vendor’s Price Proposal Form.

Service will be performed in a variety of government locations including administrative offices, courthouse and the law enforcement center. All unique requirements and or regulations for each location shall be strictly followed by the Contractor and its employees.

The Contractor is to coordinate scheduled visits with the Facilities Director, or his designee. No work is to be performed without prior knowledge of the Facilities Director, or his designee.

Service Hours:

- Regular Working Hours
The Contractor will provide services during regular working hours Monday through Friday from 7:00 a.m. to 6:00 p.m. Travel time is to be included in the per hour cost and not be billed separately.
- Extended Working Hours
The Contractor may be asked to provide services outside of the regular working hours. During the extended work hours, to include a Holiday observed by the County, the response time will be within four (4) hours after notification from the County. Travel time is to be included in the per hour cost and not be billed separately.

Hourly Rate:

The hourly rate quoted shall be a straight-time rate for all labor, equipment use, travel time and any and all other costs to the Contractor per person. Contractor shall not dispatch more than one (1) employee per service request, unless requested by the Facilities Director or his designee. Travel time will not be charged for trip to site and trip from site. Travel time is to be a one-time, per service call, flat rate. Travel time will not be calculated per mile, per hour or per technician.

Non-routine Service

All non-routine installations, repairs or services will be coordinate and approved by the Facilities Director, or his designee, prior to start of work. Travel time will not be charged for trip to site and trip from site. Travel time is to be a one-time, per service call, flat rate. Travel time will not be calculated per mile, per hour or per technician. Failure to coordinate in advance may result in vendor not being able to treat facilities. Dawson County will not pay for services not rendered due to lack to scheduling.

Clean-up of Site:

The Contractor shall remove all unusable materials and debris from the premises at completion of the work at each site as directed in the Scope of Services section above.

Reporting Arrival/Departure

The Contractor shall report arrival to and departure from the job site to the designated representative as informed when contacted for each service.

Personnel:

The Contractor's personnel shall be clean and recognizable to County staff by a company identification card and/or company uniform. County staff will be given the name of the technician that is dispatched to each service at the time of the request.

The Contractor shall designate a main point of contact that will routinely review operations and consult with the County on current or future services. This contact shall be thoroughly familiar

with all aspects of the contract and shall have full authority on the behalf of the Contractor in any and all matters pertaining to this contract.

The Contractor and their employees shall park motor vehicles only in the area approved or designated by the Facilities Director, or his designee.

Administration

The project will be administered by the Dawson County Tax Commissioner’s Office and will be the main point of contact for all questions during the term of the contract.

Contract Term

The initial term of a contract awarded as a result of this Request for Quote shall be from January 1, 2018 through December 31, 2018. The contract may be renewed according to the terms stated herein for two (2) additional one (1) year periods.

The pricing shall remain in force for the term of the contract. Any price increases for subsequent years must be submitted to the Dawson County Purchasing Department no later than ninety (90) days prior to a renewal term.

The contract shall terminate absolutely and without further obligation at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under this contract.

If, at any time, the County determines it is in its best interest to discontinue use of these services the County reserves the right to cancel this Agreement by giving thirty (30) days advance written notice.

Miscellaneous

Price for Proposal: Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the submittal is the sole responsibility of the respondent.

Open Records: All materials submitted in connection with this Request for Quote will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, and the open records policies of Dawson County Board of Commissioners. All such materials shall remain the property of Dawson County and will not be returned to the respondent.

Taxes: Dawson County Government is tax exempt. No sales tax will be charged on any products or services. Dawson County cannot exempt any other person/vendor from applicable sales taxes that may be required of them in relations to this project. Selected vendor will be provided with Dawson County’s Sales and Use Tax Certificate of Exemption number upon request.

Payment Terms: Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however.

Business License Requirements: Successful vendor must hold a valid Business License at time of submission and a copy must be filed with the Purchasing Manager at time of submission. If awarded to an out-of-county vendor, that vendor must register their business license with the Dawson County Planning and Development Department within 10 days of executed contract. There are no fees associated with this registration. Note: Only the successful vendor needs to register with Dawson County Planning and Development Department.

Insurance: Selected vendor will be required to provide Dawson County with a Certificate of Insurance for liability, automobile and workman's compensation insurance before work can begin on this County project and be effective for the duration of the work as described in the contract documents, including authorized change orders, plus any period of guarantee as required in the general warranty. The insurance certificate must name Dawson County Government as an additionally insured.

General liability insurance should be at least one million dollars (\$1,000,000) combined single limit per occurrence. Automobile insurance should be at least five hundred thousand dollars (\$500,000) combined single limit per accident for bodily injury or property damage; and Workman's Compensation insurance should be as required by the State of Georgia.

Indemnification & Hold Harmless: All respondents to this Request for Quote shall indemnify and hold harmless the Dawson County Board of Commissioners, and any of their officers and employees from all suits and claims alleged to be a result of this Request for Quote. The issuance of this Request for Quote constitutes only an invitation to present a proposal. The Dawson County Board of Commissioners reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this Request for Quote. The Dawson County Board of Commissioners also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this Request for Quote is withdrawn or the project canceled for any reason, the Dawson County Board of Commissioners shall have no liability to any respondent for any costs or expenses incurred in connection with this Request for Quote or otherwise.

Invoices: The Contractor must submit invoices for approval of payment to the respective location as listed in the chart below.

Final Selection: Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to Administration by the project representative. Following approval, the County will complete contract negotiations. The County reserves the right to accept the response that is determined to be in the best interest of the County. The County reserves the right to reject any and or all proposals.

For the sake of determining the low bid, the County will use the total cost for the annual inspection for all generators.

-RFQ FORMS TO FOLLOW-



VENDOR'S CHECKLIST

Company Name: _____

Please indicate you have completed the following documentation; and submit them in the following order.

ITEM DESCRIPTION

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Vendor's Checklist |
| <input type="checkbox"/> | Vendor's Information Form |
| <input type="checkbox"/> | Vendor's Price Proposal Form |
| <input type="checkbox"/> | Vendor's Reference Form |
| <input type="checkbox"/> | Addenda Acknowledgement Form and Any Addenda Issued |
| <input type="checkbox"/> | Drug-Free Workplace Affidavit |
| <input type="checkbox"/> | Georgia's Security and Immigration Compliance Act Affidavit |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Contractor Affidavit |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Subcontractor Affidavit (if applicable) |
| <input type="checkbox"/> | Local Small Business Initiative Affidavit (if applicable) |
| <input type="checkbox"/> | Proof of Insurance |
| <input type="checkbox"/> | Completed W9 |
| <input type="checkbox"/> | Copy of Valid Business License |
| <input type="checkbox"/> | Copy of Any Certifications Requested within Request for Quote |

Print Name

Signature

Title

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



VENDOR'S INFORMATION FORM

1. Legal Business Name _____

2. Street Address _____

3. City, State & Zip _____

4. Type of Business: _____ State of Registration: _____

(Association, Corporation, Partnership, Limited Liability Company, etc)

5. Name & Title of Authorized Signer: _____

6. Primary Contact _____

7. Phone _____ Fax _____

8. E-mail _____

9. Company Website _____

10. Has your company ever been debarred from doing business with any federal, state or local agency?

Yes _____ No _____ If Yes, please state the agency name, dates and reason for debarment.

**ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM
THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



VENDOR'S PRICE PROPOSAL FORM (SHEET A)

Company Name: _____

Number	Building Name	Address	Annual Inspection Per Location	Optional Load Bank Test Per Location
1	Equipment Shelter (Repeater Tower) at EWSA Monopole	868 Lumpkin Campground Road, North		
2	Equipment Shelter (Repeater Tower) City of Dawsonville Water Tank	168 JC Burt Road		
3	Fire Station 1	393 Memory Lane		
4	Fire Station 2	145 Liberty Drive		
5	Fire Station 3	951 Harmony Church Road		
6	Fire Station 6	2142 Hubbard Road		
7	Fire Station 7	170 Dawson Forest Road		
8	Fuel Center	55 Transportation Lane		
9	Government Center	25 Justice Way		
10	KH Long Building	189 Hwy 53 W		
11	Repeater Building/ Tower at Amicalola Falls State Park	418 Amicalola Falls Lodge Drive		
12	Transfer Station	946 Burt Creek Road		

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



VENDOR'S PRICE PROPOSAL FORM (SHEET B)

Company Name: _____

13	Fire Station 8	3145 Sweetwater Juno Road		
14	Public Works	60 Transportation Lane		
15	Total Annual Inspection (Preventative Maintenance) Cost			
16	Hourly Labor Rate for Emergency Service Calls - Not Included in the Annual Inspection (Preventative Maintenance) - Regular Work Hours			
17	Hourly Labor Rate for Emergency Service Calls - Not Included in the Annual Inspection (Preventative Maintenance) - Extended Work Hours			
18	Response Times for Non-emergency Calls - Regular Hours			
19	Response Times for Emergency Calls - Regular Hours			
20	Response Times for Non-emergency Calls - Extended Hours			
21	Response Times for Emergency Calls - Extended Hours			

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



VENDOR'S PRICE PROPOSAL FORM (SHEET C)

Company Name: _____

22	Parts, Components, Materials - Percentage of Discount of MSRP	Minus _____ %
23	One-Time, Flat-Rate Service Call Fee	Per Call \$ _____
24	Describe Warranty on Work/Service:	

Costs listed above shall be all inclusive to total cost to the County, to include installation fees, if any. No other fees/charges may be applied to individual invoices.

Quote valid for must be valid for 90 days.

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



VENDOR'S REFERENCE FORM

All references must be from customers for whom your company has completed work similar to the specifications of this bid. Attach additional page if necessary. Vendors may make additional copies of this form if providing background information regarding all previous/current Government accounts held.

Company Name: _____

1. Company _____

Street Address _____

City, State & Zip _____

Contact Person Name _____ Title _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service: _____

2. Company _____

Street Address _____

City, State & Zip _____

Contact Person Name _____ Title _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service: _____

3. Company _____

Street Address _____

City, State & Zip _____

Contact Person Name _____ Title _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



DRUG FREE WORKPLACE

I hereby certify that I am a principle and duly authorized representative of:

Whose address is:

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,
2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,
3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with _____, _____ certifies to the CONTRACTOR that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section § 50.24.3"; and,
4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Date

Signature

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
County Solicitation/ Contract No.:	

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

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

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20__

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
County Solicitation/ Contract No.:	

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the county contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the County within five (5) days of the addition of any new subcontractor used to perform under the identified County contract.

Contractor's Name:	
Subcontractors:	



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
Subcontractor's (Your) Name:	
County Solicitation/ Contract No.:	

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify™ Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20__

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



**DAWSON COUNTY BOARD OF COMMISSIONERS
LOCAL SMALL BUSINESS
AFFIDAVIT OF ELIGIBILITY**

Complete form and submit with your bid. Incomplete forms may be rejected.

1. Legal Name of Firm _____
2. Mailing Address: _____ Physical Address (if different) _____

3. Year business was established in Dawson County: _____
4. Business License Number issued by Dawson County: _____
5. Number of Employees: _____
6. Average annual gross receipts for past three years: _____
7. Business Type (circle one): Corporation, Partnership, Sole Proprietorship
8. Does your business have more than one location in Dawson County? Yes No
 If yes, specify the location(s): _____
 Is your businesses' principal base of operations in Dawson County? Yes No
 Does your business have any locations outside Dawson County? Yes No
9. If yes, please specify the location(s): _____

CERTIFICATION: I hereby certify under penalty of perjury that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above, and if requested by the County will provide, within 10 days of notice, the necessary documents to substantiate the information on this form.

Attest: _____
 Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public
Commission Expires: _____
 (SEAL)

_____ Authorized Signature
 _____ Print Name
 _____ Title

SAMPLE CONTRACT NUMBER:

AGREEMENT BETWEEN OWNER AND CONTRACTOR

#39-21 COMMERCIAL GENERATOR MAINTENANCE & REPAIR SERVICES

This Agreement is made and entered into this day of , by and between Dawson County, a political subdivision of the State of Georgia, (hereinafter referred to as the "Owner") and (hereinafter referred to as the "Contractor") under seal for all work called for in the Dawson County **#39-21 Commercial Generator Maintenance & Repair Services** for furnishing materials, labor, and equipment necessary for job description as listed in the specifications and proposed by the Contractor.

In consideration of the mutual promises, covenants, and payment set forth herein and for other good and valuable consideration, the County and Consultant agree to perform in accord with the terms of this Agreement.

ARTICLE 1

THE CONTRACT AND THE CONTRACT DOCUMENTS

1.1 The Contract

1.1.1 The Contract between the Owner and the Contractor, consists of the Contract Documents and shall be effective on the date this Agreement is executed by the last party to execute it. If any items in the Contract conflict with the law of the State of Georgia law, law of the State of Georgia shall prevail.

1.2 The Contract Documents

1.2.1 The Contract Documents consist of this Document, the **#39-21 Commercial Generator Maintenance & Repair Services** and all addenda, the Contractor's Quote Schedule, all Change Orders and Field Orders issued hereafter, and any other amendments executed by the parties hereafter. Documents not enumerated in this paragraph are not Contract Documents and do not form part of this Contract.

1.3 Entire Agreement

1.3.1 This Contract, together with the Contractor's payment bond, if required, for the Project, constitutes the entire and exclusive agreement between the Owner and the Contractor with reference to the Project. Specifically, but without limitation, this Contract supersedes all prior written or oral communications, representations and negotiations, if any, between the Owner and Contractor.

1.4 No Privity with Others

1.4.1 Nothing contained in this Contract shall create, or be interpreted to create, privity or any other contractual agreement between the Owner and any person or entity other than the Contractor.

1.5 Intent and Interpretation

1.5.1 The intent of this Contract is to require complete, correct and timely execution of the Work. Any work that may be required implied or inferred by the Contract Documents, or any one or more of them, as necessary to produce the intended result shall be provided by the Contractor for the Contract Price.

1.5.2 This Contract is intended to be an integral whole and shall be interpreted as internally consistent. What is required by any one Contract Document shall be considered as required by the Contract.

1.6 Ownership of Contract Documents

1.6.1 The Contract Documents, and each of them, shall remain the property of the Owner. The Contractor shall have the right to keep one record set of the Contract Documents upon completion of the Project; provided, however, that in no event shall Contractor use, or permit to be used, any or all of such Contract Documents on other projects without the Owner's prior written authorization.

1.7 Unobligated Funds

1.7.1 This Agreement shall terminate absolutely and without further obligation at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under this Agreement.

ARTICLE II

CONTRACT DEFINITIONS

The following terms shall have the following meanings whether in the singular or in the plural:

2.1 Agreement Execution. The Agreement Execution means the date both parties execute this Agreement.

2.2 Contract. The word contract has the identical meaning as the word Agreement.

2.3 Contract Documents. The contract documents consist of this Agreement between the County and the Consultant, the request for proposals, addenda issued before the execution of this Agreement, the Consultant's statement of proposal and required response forms, change orders and modifications issued after execution of this Agreement, a written amendment to this Agreement signed by both parties, and a supplemental Agreement in the form of change work order signed by both parties.

2.4 Contract Price. The contract price means the total monies, adjusted in accordance with any provision set forth herein, payable to the Consultant pursuant to a change work order or a supplemental Agreement.

2.5 Contract Time. The contract time means the period of time stated herein for completion of work.

2.6 Cost of Work. The cost of work means the fixed price or estimated cost necessary to perform the work described in the scope of services or any change work order.

2.7 County. The County means Dawson County, Georgia, a political subdivision of the State of Georgia.

2.8 Deliverables. Deliverables means all reports, drawings, plans, designs, and other documents prepared by the Consultant identified in the scope of services as deliverable to the County.

2.9 Drawings. The drawings, if any, shall be the graphic and pictorial portions of the contract documents whether completed or partially completed.

2.10 *Liaison.* Liaison means the representative of the County who shall act as a liaison between the County and the Consultant for all matters pertaining to this Agreement including review of Consultant's plans and work.

2.11 *Multi-year Contract.* Multi-year contract means a contract for the purchase of supplies or services for more than one (1), but not more than five (5), fiscal years. A multi-year contract may provide that performance under the contract during the second and subsequent years of the contract is contingent upon the appropriation of funds, and (if it does so provide) may provide for a cancellation payment to be made to the Consultant if appropriations are not made.

2.12 *Project.* Project means a task or set of tasks assigned pursuant to the Scope of Work and/or a Change Work Order.

2.13 *Specifications.* Specifications mean the written technical provisions including all appendices thereto, both general and specific, which form part of the contract documents.

2.14 *Sub-consultant.* A sub-consultant means any person, firm, partnership, joint venture, company, corporation or entity with an Agreement with the Consultant or Consultant's sub-consultants to provide part of the work required by a change work order.

2.15 *Change Work Order.* A Change Work Order shall mean a written order to the Consultant executed by the County, issued after execution of this Contract, authorizing and directing a change in the work or an adjustment in the Contract Price or the Contract Time. The Contract Price and the Contract Time may be changed only by Change Order.

2.16 *Work.* The work means any and all obligations, duties and responsibilities, including furnishing equipment, consulting, design, labor, and any other service or thing necessary to the successful completion of the project assigned to or undertaken by the Consultant under this Agreement or change work order.

2.17 *Term of Agreement.* Term of Agreement means a fixed duration that the contract will be in effect. The signing parties are obligated to adhere to the terms and conditions within the contract until the expiration, or end date, of the contract or if the contract is terminated as specified herein.

ARTICLE III

THE WORK

3.1 Scope of Work

3.1.1 The Contractor shall perform all of the Work required, implied or reasonably inferable from this Contract, all in accordance with plans, specifications, amendments to the IFB document, and drawings of the Project and in accordance with the quote and specifications as outlined in **#39-21 Commercial Generator Maintenance & Repair Services**.

3.1.2 The term "Work" shall mean whatever is done by or required of the Contractor to perform and complete its duties under this Contract, including the following: construction of the whole or a designated portion of the Project; furnishing of any required bonds and insurance; provision of required certifications and documentation of associated testing results; provision or furnishing of labor, supervision, services, materials, supplies, equipment, fixtures, appliances, facilities, tools, transportation, storage, power, permits

and licenses required of the Contractor, fuel, heat, light, cooling and all other utilities as required by this Contract. The work to be performed by the Contractor is generally described in Exhibit "A":

ARTICLE IV

CONTRACT TIME

4.1 Time and Liquidated Damages

4.1.1 The Contractor shall delivery goods/materials as submitted in the RFQ response upon receipt of the notice to proceed or Purchase Order.

4.1.2 The Owner reserves the right to insert a liquidated damages provision in any change work order.

4.2 Substantial Completion

4.2.1. "Substantial Completion" shall mean that state in the progression of the Work when the Work is sufficiently complete in accordance with this Contract that the Owner can enjoy beneficial use or occupancy of the work and can utilize the work for its intended purpose.

4.3 Time is of the Essence

4.3.1 All limitations of time set forth in the Contract Documents are of the essence of this Contract.

ARTICLE V

CONTRACT PRICE

5.1 The Contract Price

5.1.1 The Owner shall pay the Contractor the fee calculated in accord with "Exhibit B" and set forth in the project specified within as the Fee Proposal for IFB. The Contractor and Owner shall periodically review project progress and schedules to insure timely completion of work and to determine the status of the estimated project budget.

5.1.2 The Contractor agrees that the Contractor shall not be compensated for customary overhead items that are not referenced within "Exhibit B". The parties agree that the Owner shall review and approve any proposed billing rate adjustments of the Contractor before any such billing rate adjustments shall be implemented.

ARTICLE VI

PAYMENT OF THE CONTRACTOR

6. Payment

6.1.1 The Owner shall pay to the Contractor on the basis of an executed invoice submitted by the Consultant shall be detailed to reflect the prices referenced in "Exhibit B" and incorporated herein by reference. Invoices shall be paid per Owner policies and procedures, which is typically 30 calendar days from receipt. If any dispute arises regarding an invoice, then the Contractor may separate the disputed portion of the invoice and resubmit the undisputed portion of the invoice, which will be paid pursuant to Owner policies and procedures. The disputed portion of the invoice shall be paid upon resolution of the dispute. After delivery of the goods/materials by the Contractor, the Owner shall pay the Contractor all outstanding invoices. The Contractor agrees that acceptance of final payment shall be full and final settlement of all claims against the Owner for materials furnished, costs incurred, or otherwise arising out

of a change work order, and shall release the Owner from any claim from the Consultant resulting from such change work order and project.

6.1.2 The Contractor warrants that upon submittal of an Application for Payment, all work for which payments have been received from the Owner shall be free and clear of liens, claims, security interest or other encumbrances in favor of the Contractor or any other person or entity whatsoever. The Contractor shall promptly pay each Subcontractor out of the amount paid to the Contractor on account of such Subcontractor's work, the amount to which such Subcontractor is entitled. In the event the Owner becomes informed that the Contractor has not paid a Subcontractor as herein provided, the Owner shall have the right, but not the duty, to issue future checks in payment to the Contractor of amounts otherwise due hereunder naming the Contractor and such Subcontractor as joint payees.

6.1.3 No progress payment, nor any use or occupancy of the Project by the Owner, shall be interpreted to constitute an acceptance of any work not in compliance with this Contract.

6.2 Withheld Payment

6.2.1 The Owner may decline to make payment, may withhold funds, and, if necessary, may demand the return of some or all of the amounts previously paid to the Contractor to protect the Owner from loss because of:

- (a) Defective work not remedied by the Contractor;
- (b) Claims of third parties against the Owner;
- (c) Failure by the Contractor to pay Subcontractors or others in a prompt and proper fashion;
- (d) Evidence that the balance of the work cannot be completed in accordance with the Contract for the unpaid balance of the Contract Price;
- (e) Evidence that the work will not be completed in the time required for substantial or final completion;
- (f) Persistent failure to carry out the work in accordance with the Contract; or
- (g) Damage to the Owner or a third party to whom the Owner is, or may be, liable

6.3 Completion and Final Payment

6.3.1 When all of the goods/materials are finally delivered, the Owner will make final inspection of the goods/materials and, if the goods/materials are in compliance with this Contract and this Contract has been fully performed, then the Contractor will promptly issue a final Application for Payment certifying to the Owner that the Project is complete and the Contractor is entitled to the remainder of the unpaid Contract Price, less any amount withheld pursuant to this Contract. Contractor will return Attachment "C" to the Purchasing Manager at 25 Justice Way, Suite 2223, Dawsonville, Georgia 30534 at time of final Application for Payment.

6.3.2 The Owner shall make final payment of all sums due the Contractor within thirty (30) days of the Project Manager's execution of a final inspection of goods/materials.

6.3.4 Acceptance of final payment shall constitute a waiver of all claims against the Owner by the Contractor except for those claims previously made in writing against the Owner by the Contractor, pending at the time of final payment, and identified in writing by the contractor as unsettled at the time of its request for final payment, as attested to in Attachment "C".

ARTICLE VII

THE OWNER

7.1 Information, Services and Things Required from Owner

7.1.1 The Owner shall furnish the Contractor, free of charge, three copies of the Contract Documents for execution of the Work.

7.2 Right to Stop Work

7.2.1 If the Contractor fails or refuses to deliver the goods/materials in accordance with this Contract, the Owner may order the Contractor to stop the delivery, or any described portion thereof, until the cause for stoppage has been corrected, no longer exists, or the Owner orders that delivery be resumed. In such event, the Contractor shall immediately obey such order. The stop delivery order referenced herein must be in writing and must specify in detail the alleged failure of the Contractor in accordance with the contract documents.

ARTICLE VIII

THE CONTRACTOR

8.1 The Contractor shall deliver the goods/materials strictly in accordance with this Contract.

8.2 The Contractor shall supervise and direct the delivery of the goods/materials using the Contractor's

best skill, effort and attention. The Contractor shall be responsible to the Owner for any and all acts or omissions of the Contractor, its employees, subcontractors, and others engaged in the goods/materials on behalf of the Contractor.

8.3 Warranty

8.3.1 The Contractor warrants to the Owner that all labor furnished to progress the delivery under this Contract will be competent to perform the tasks undertaken, that the product of such labor will yield only first-class results, that materials and equipment furnished will be of good quality and new unless otherwise permitted by this Contract, and that the goods/materials will be of good quality, free from faults and defects and in strict conformance with this Contract. All work not conforming to these requirements may be considered defective.

8.4 The Contractor shall obtain and pay for all permits, fees and licenses necessary and ordinary for the work. The Contractor shall comply with all lawful requirements applicable to the work and shall give and maintain any and all notices required by applicable law pertaining to the work.

8.5 Supervision

8.5.1 The Contractor shall employ and maintain at the Project site only competent supervisory personnel to ensure shipment of said goods/materials are handled properly. Absent written instruction from

the Contractor to the contrary, the undersigned shall be deemed the Contractor's authorized representative at the shipment site and shall be authorized to receive and accept any and all communications from the Owner.

8.6 Cleaning the Site and the Project

8.6.1 The Contractor shall keep the site reasonably clean during performance of the delivery of the goods/materials as stipulated in the IFB document. Upon final completion of the work, the Contractor shall clean the site and the Project and remove all waste, together with all of the Contractor's property.

8.7 Indemnity

8.7.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner from and against liability, claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting from performance of the work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

8.7.2 In claims against any person or entity indemnified under this Paragraph 8.7 by an employee of the Contractor, a Subcontractor, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph 8.7 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

ARTICLE IV

CONTRACT ADMINISTRATION

9.1 Administration

9.1.1 The Dawson County Project Manager shall be the Owner's representative from the effective date of this Contract until final payment has been made for delivery of goods/materials. Any and all change orders must be submitted through the Dawson County Project Manager to the County Manager. Acceptance of the change order will be reflected on the project purchase order issued by the Purchasing Manager.

9.1.2. The Owner and the Contractor shall communicate with each other in the first instance through the

Project Manager for all deliveries.

9.1.3 The Owner's Representative shall be the initial interpreter of the requirements of the drawings and specifications and the judge of the performance by the Contractor.

9.1.4 The Owner's Representative shall have authority to reject work that is defective or does not conform to the requirements of this Contract.

9.1.5 The Owner's Representative will review the Contractor's invoice(s) and will certify those amounts then due the Contractor as provided in this Contract.

9.1.6 The Owner's Representative, shall, upon request from the Contractor, perform steps necessary to determine the date of delivery, will receive records, written warranties and related documents required by this contract and will issue a final invoice upon compliance with the requirements of this Contract.

9.2 Claims by the Contractor

9.2.1 All Contractor claims shall be initiated by written notice and claim to the Owner attention the Purchasing Department. Such written notice and claim must be furnished within seven (7) days after occurrence of the event or the first appearance of the condition giving rise to the claim.

9.2.2 Pending final resolution of any claim of the Contractor, the Contractor shall diligently proceed with performance of this Contract and the Owner shall continue to make payments to the Contractor in accordance with this Contract. The resolution of any claim under this paragraph 9.3 shall be reflected by a Change Order executed by the Owner and the Contractor.

ARTICLE X

CONTRACT TERMINATION

10.1 Termination by the Contractor

10.1.1 If the work is stopped for a period of ninety (90) days by an order of any court or other public authority or as a result of an act of the Government, through no fault of the Contractor or any person or entity working directly or indirectly for the Contractor, the Contractor may, upon ten (10) days' written notice to the Owner, terminate performance under this contract and recover from the Owner payment for the actual reasonable expenditures of the Contractor for all work executed.

10.1.2 If the Owner shall persistently or repeatedly fail to perform any material obligation to the Contractor for a period of thirty (30) days after receiving written notice from the Contractor of its intent to terminate hereunder, then the Contractor may terminate performance under this Contract by written notice to the Owner. In such event, the Contractor shall be entitled to recover from the Owner as though the Owner had terminated the Contractor's performance under this Contract for convenience pursuant to Subparagraph 10.2.1.

10.2 Termination by the Owner

10.2.1 *for Convenience*

10.2.1.1 The Owner may for any reason whatsoever terminate performance under this Contract by the contractor for convenience. The Owner shall give written notice of such termination to the Contractor specifying when termination becomes effective.

10.2.1.2 The Contractor shall incur no further obligations in connection with the delivery and the Contractor shall stop delivery when such termination becomes effective. The Contractor shall also terminate outstanding orders and subcontracts. The Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders. The Owner may direct the Contractor to assign the Contractor's right, title and interest under terminated orders or subcontracts to the Owner or its designee.

10.2.1.3 The Contractor shall transfer title and deliver to the Owner such completed or partially completed work and materials, equipment, parts, fixtures, information and Contract rights as the Contractor has.

10.2.1.4 The Contractor shall submit a termination claim to the Owner specifying the amounts due because of the termination for convenience together with costs, pricing or other data required by the Owner. If the Contractor fails to file a termination claim within one (1) year from the effective date of termination, then the Owner shall pay the Contractor an amount derived in accordance with subparagraph (b) below.

- (a) The Owner and the Contractor may agree to the compensation, if any, due to the Contractor hereunder.
- (b) Absent agreement of the amount due to the contractor, the Owner shall pay the Contractor the following amounts:
 - i. Contract prices for labor, materials, equipment and other services accepted under this Contract;
 - ii. Reasonable costs incurred in preparing to perform and in performing the terminated portion of the work, and in terminating the Contractor's performance, plus a fair and reasonable allowance for overhead and profit thereon (such profit shall not include anticipated profit or consequential damages); provided however, that if it appears that the Contractor would have not profited or would have sustained a loss if the entire Contract would have been completed, no profit shall be allowed or included, and the amount of compensation shall be reduced to reflect the anticipated rate of loss, if any;
 - iii. Reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Subparagraph 11.2.1.2 of this Paragraph. These costs shall not include amounts paid in accordance with other provisions hereof;
 - iv. The total sum to be paid the Contractor under this Subparagraph 11.2.1 shall not exceed the total Contract Price, as properly adjusted, reduced by the amount of payments otherwise made, and shall in no event include duplication of payment.

10.2.2 *for Cause*

10.2.2.1 If the Contractor persistently or repeatedly refuses or fails to prosecute the delivery in a timely manner of proper equipment and/or materials, or it fails to make prompt payment to Subcontractors or for materials or labor, or persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or otherwise is guilty of a substantial violation of a material provision of this Contract, then the Owner may by written notice to the Contractor, without prejudice to any other right or remedy, terminate the employment of the contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor.

10.2.2.3 In the event the employment of the Contractor is terminated by the Owner for cause pursuant to subparagraph 10.2.2 and it is subsequently determined by a Court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a Termination for Convenience under Subparagraph 11.2.1 and the provisions of Subparagraph 11.2.1 shall apply.

ARTICLE XI

INSURANCE

11.1 Contractor's Insurance Requirements

11.1.1 The Contractor shall maintain in full force and effect at all times during the Contract period Comprehensive General Liability and Automobile Insurance in an amount equal to One Million (\$1,000,000.00) Dollars.

11.1.2 The Contractor shall provide to the Owner Certificates of Insurance naming the Owner as additional insured party under the policy or policies of all Insurance as required by Paragraphs 11.1.1 and 11.1.4.

11.1.3 The insurance policy or policies as aforesaid shall provide that thirty (30) days written notice be given to the Owner prior to cancellation thereof.

11.1.4 The Consultant shall maintain in full force and effect at all times during the Contract period Workers' Compensation Insurance as provided by Georgia law in such form as to protect Contractor and the County with the County being named as an additional insured for any claims for damages or bodily injury, including death and damage to property that may arise from acts or omissions of Contractor under this Contract.

11.1.5 Contractor agrees to protect, defend, indemnify and hold harmless the County, the County's commissioners, agents and employees from and against any liability, damage, claim, including attorney fees and expenses of litigation, suit, lien, and judgment for injuries to or death of any person or damage to property or other rights of any person caused by the Contractor, the Contractor's employees, servants, agents or subcontractors. The Contractor's obligation to protect, defend, indemnify, and hold harmless extends to any claim for the alleged infringement of any patent, trademark, copyright, or any actual or alleged unfair competition, disparagement of product or service, or other business tort or any actual or alleged violation of trade regulations arising out of the performance of Contractor's duties in accord with this Contract, as well as any other claim. The Contractor shall maintain worker's compensation and comprehensive general liability insurance in such form as to protect Contractor and the County with the County being named as an additional insured for any claims for damages or bodily injury, including death and damage to property that may arise from acts or omissions of Contractor under this Contract.

ARTICLE XII

MISCELLANEOUS

12.1 Governing Law

12.1.1 This Agreement is to be governed by the law of the State of Georgia and venue for any dispute shall be Dawson County, Georgia.

12.2 Successors and Assigns

12.2.1 The Owner and Contractor bind themselves, their successors, assigns and legal representatives to the other party hereto and to successors, assigns and legal representatives of such other party in respect to covenants, agreements and obligations contained in this Contract. The Contractor shall not assign this Contract without written consent of the Owner.

12.3 Severability

12.3.1 The parties agree that each of the provisions included in this Agreement is separate, distinct and severable from the other and remaining provisions of this Agreement, and that the invalidity of any provision shall not affect the validity of any other provision of this Agreement.

12.4 Merger

12.4.1 The parties agree that the terms of this Agreement, include the entire Agreement between the parties and that no other representation either oral or written may be used to contradict the terms of this Agreement. If there is any conflict between the terms of the contract documents, the latter shall prevail and take precedence.

12.5 Confidential Information

12.5.1 While performing services for the Owner, the Contractor shall not disclose any confidential business information that may become known to the Contractor. Personnel acting on behalf of the Contractor shall be instructed to not remove any of the Owner's documents or materials and to not disclose any confidential information to any persons other than Owner personnel, unless written authorization from the Owner is provided.

12.5.2 All documents and materials prepared pursuant to the RFP and this Contract shall be the property of Dawson County. The Owner shall have the unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, maps, or other materials prepared in accord with the terms of this Contract and Agreement.

12.6 Litigation and Arbitration

12.6.1 The Owner and the Contractor agree to resolve through negotiation, mediation or arbitration any disputes between the parties arising out of or relating to this Contract and Agreement. If the parties do not resolve the dispute through negotiation and do not agree to mediation, then arbitration shall be the exclusive and final method of resolving any disputes related to this agreement. Arbitration proceedings shall be in accord with O.C.G.A. § 9-9-1, the Georgia Arbitration Code. Venue for any litigation arising for arbitration shall be the Superior Court of Dawson County, Georgia. A demand for arbitration shall be made within a reasonable term after the claim, dispute or other matter in question occurs but, not later than one-hundred eighty (180) days after such claim, dispute or other matter.

12.7 Condition Precedent – Litigation

12.7.1 This Contract shall be governed by the Laws of the State of Georgia. The Consultant hereby agrees that as a condition precedent to the filing of any legal action against the Owner arising out of or related to this Agreement, the Consultant shall first provide the Owner thirty (30) days' written notice of its intent to file such action. Such notice shall include an identification of the anticipated parties to the action and a description of all anticipated claims and causes of action to be asserted.

12.8 Term of Agreement

12.8.1 This Agreement shall commence on the 1st day of January, 2019 and shall terminate on 31st day of December, 2019 with two (2), one (1) calendar year renewals permitted if both parties agree. The Contractor may not request any price increase during the active contract term. Any increase must be requested at time of contract renewal. The County reserves the right to deny price increase requests. This contract shall be automatically renewed in accord with the terms hereof, unless the County takes action to terminate the Contract by providing thirty (30) days' notices of the intent not to renew the terms thereof.

12.9 Multi-year Contract

12.9.1 This Contract and Agreement shall terminate absolutely and without further obligation on the part of the Owner at the close of the calendar year in which this Contract is executed and at the close of each succeeding calendar year for which the Contract may be renewed.

12.9.2 This Contract shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the terms of this Contract or any renewal.

12.10 Notices

12.10.1 Any notice to be given in accord with the terms hereof may be affected either by personal delivery, by registered or certified mail, postage prepaid with return receipt requested, or by recognized overnight delivery service. This Agreement and any documents relating to it may be executed and transmitted to the parties listed below by electronic mail, which electronic mail shall be deemed to be, and utilized in all respects as, an original, wet-inked manually executed document when both parties have executed their part in blue ink. Notice shall be delivered as follows:

Owner:

Consultant:

Dawson County Board of Commissioner

Attn: Melissa Hawk

25 Justice Way, Suite 2223

Dawsonville, GA 30534

Phone: 706-344-3500

Email: mhawk@dawsoncounty.org

-Signature Page to Follow-

IN WITNESS WHEREOF, the Undersigned have set their hands and seals on the day and date appearing below the signatures of their authorized representatives.

**OWNER:
DAWSON COUNTY, GEORGIA**

By: _____

Name: _____

Title: _____

Date: _____

Attest:

By: _____

Name: _____

Title: County Clerk

CONTRACTOR:

By: _____

Name: _____

Title: _____

Date: _____

Attest:

By: _____

Name: _____

Title: _____

EXHIBIT "A"
SCOPE OF WORK

-End of Exhibit "A"-

EXHIBIT “B”

Price Proposal

-End of Exhibit “B”-

EXHIBIT "C"

AFFIDAVIT OF PAYMENT OF CLAIMS

(SUBMIT TO THE PURCHASING MANAGER AT TME OF FINAL INVOICE)

_____ this _____ day of _____,

20_____ appeared before me _____, a Notary

Public, in and for _____, and being by me first duly

sworn states that all subcontractors and suppliers of labor and materials have been paid all sums

due them to date for work performed or material furnished in the performance of the contract

between:

Dawson County Board of Commissioners and _____(Contractor),

last signed _____, 20___ for the #39-21 Annual Commercial Generator Maintenance and

Repair Services.

BY: _____

TITLE: _____

DATE: _____

(Seal)

Subscribed and sworn to before the _____ day

of _____, _____

My commission expires on the _____ day

of _____, _____

NOTARY PUBLIC

(Notary Seal)

-Insurance Certificate to Follow-