



Hall County Government
FINANCIAL SERVICES
PURCHASING DIVISION

INVITATION TO BID

ITB #036-45

POST OFFICE DRAWER 1435
GAINESVILLE, GA 30503

t: 770.535.8270 | f: 770.531.6711

FINANCIAL SERVICES DIRECTOR
Taylor Samples, CPA

ASSISTANT FINANCE DIRECTOR
Elizabeth White

PURCHASING MANAGER
Andy Penick

For the provision of:

FY25 Hall County CHIP Single-Family Home Repair Project

Hall County, Georgia, Board of Commissioners (herein "County"), is seeking qualified contractors to provide all materials, labor, tools, equipment, permits, licenses, etc. for the repair of one (1) single-family home located in Gainesville, GA as per the Scope of Work (herein "Services"). The County seeks to award one (1) contractor to perform all the services.

Schedule of Events:

Date IFB Issued: December 30, 2024

Mandatory Pre-Bid Site Visit: January 14, 2025, 2:00pm. Contact the County Project Manager, Paige Smith (psmith@hallcounty.org), for the location.

Bidders' Questions Due: January 21, 2025, 10:00am

Answers to Questions Due: January 24, 2025

Bid Due Date: January 30, 2025, 2:00pm

Bidding Process: Hall County is now accepting sealed bids for the provision of Services in the County's Purchasing Division, located on the fourth (4th) floor of the Hall County Government Center, 2875 Browns Bridge Road, Gainesville, GA 30504. Bidders must submit five (5) copies of their bids including all completed mandatory documents, signed affidavits in hardcopy, and include all documents loaded onto one (1) USB flash drive to the Purchasing Division by 2:00 p.m. EST on January 30, 2025.

Public Reading: Bid openings are open to the public and Bidders. Bidders are not required to attend bid openings but may do so. The Issuing Officer named herein will open and publicly read all Bidders' company names and cost proposals on the date and time at the address above.

Addenda: If needed and in the best interest of the County, the Purchasing Division may make an extension of the bidding period by a formal written addendum and publicly posted on the County website. All addenda must be signed by the Bidder and returned with the bid packet.

Proposal Documents: Bidders may download bid submittal documents via the County's website at <https://www.hallcounty.org/Bids.aspx> then scroll down and choose FY25 Hall County CHIP Single-Family Home Repair Project. All bid documents are available for download at the bottom of the webpage.

General Qualifications: Bidders must be in the regular business of providing similar services, be licensed, insured, and bonded to perform services in the State of Georgia.

Bid bonds and performance and payment bonds are not required for this project.

Bid Retention: Bidders may not withdraw their bid after the bid opening. Bids must be valid for ninety (90) calendar days. The County reserves the right to retain all bids submitted and use any idea(s) in a bid regardless of award. The County shall have the right to waive any informality or irregularity of immaterial deviation in any bid received. All forms and documents entitled "Mandatory" must be completed and returned with the bid. Please sign *Exhibit B – Contract for Services*.

Award Process: The County reserves the option to reject any or all bids, in whole or part, or to select any Bidder, without liability on part of the County to the Bidder to complete the described work. The County will award the contract to one (1) company to perform all work to the lowest cost, responsible and responsive bidder. Lead times and length of time to complete the services may also be a factor in award. The Bidder expressly understands that the County may reject bids for any reason.

Non-Collusion Clause: Bidders must have no contact of any nature with any other bidders, County staff members, its elected officials, nor Commissioners, during the evaluation process. The County will deem such as collusion, and thus render the submission in violation of the Official Code of Hall County and thus the County may render the proposal as non-responsive and not evaluate the proposal for an award.

1.0 SCOPE OF WORK

Single-family home repairs per following Work Write-Up prepared by certified home inspector. Cost Proposal Worksheet included in Exhibit C must be completed with all requested information.

01 Miscellaneous:

1. Obtain all permits determined to be necessary by the local government permit office.
2. Provide temporary toilet facilities from job start until approval of permanent facilities.
3. After procuring all required permits, place a 30 cubic yard, roll-off dumpster without damaging the site. Collect construction debris using dust control methods.

02 Siding

1. Remove and replace rotten, damaged siding to the joint over nearest stud. Apply matching siding to walls with galvanized nails. Break all seams over studs. Prime ready for topcoat. Match existing paint.

03 Windows

1. Remove window components back to framing members with a minimum of damage to structure. Remove debris from site and haul to a legal landfill. Broom clean adjacent rooms.
2. Field measure, order and install low E vinyl, single hung, double glazed, one-over-one window and jamb including screen, caulk, interior casing and exterior trim. Install half screen.

04 Foundation

1. Remove all debris from crawlspace, dispose, and lay 6 mil poly vapor barrier on ground in crawlspace and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.
2. Install R-19 roll, fiberglass insulation to floor. Vapor barrier must face heated space. Use strong wire, "tiger teeth" or mesh to hold insulation in place (main section only).

05 HVAC

1. Remove and dispose of heat pump in legal landfill after removing all CFC and HCFSs. Install a properly sized, split system, heat pump with 10 kw backup heat. Minimum SEER rating of 15 and HSPF of 9.0. Build a box in hall closet for return so filter can be changed inside house.

06 Electrical

1. Install a UL approved, ceiling mounted smoke and heat detector permanently wired into a receptable box. At least one must also serve as a carbon monoxide detector per floor.

07 Plumbing

1. Install a 33"x22"x5" double bowl, stainless steel, self rimming kitchen sink including a steel, metal body faucet with a 15-year drip-free warranty, trap, supply lines, and shut-off valves.

2. Test waste lines for leaks and proper venting. Check supply lines for leaks. Identify defects and submit to the agency a priced list of recommended repairs to bring structure into compliance with the current plumbing code.

08 Attic

1. Replace a 36" diameter or equivalent to existing house attic exhaust fan, include electrical feeder, wall switch and manufacturer's shutter. \$600 allowance for fan unit.

09 Cabinets

1. Dispose of countertop. Field measure and screw to base cabinet a post formed, plastic laminate countertop. Provide cutout for sink. Owner's choice of in-stock color and texture.
2. Remove kitchen or bathroom cabinets by withdrawing fasteners to minimize wall damage. Remove debris from site and haul to a legal landfill. Vacuum wall and floor surfaces.
3. Replace base cabinets. Install base cabinet with doors of solid birch or ash stiles and veneered plywood panels. Frame with solid birch or ash stiles, 1/4" veneered plywood sides and metal or plastic corner bracing. Drawers shall be made of wood or composition material. Owner's choice of two in-stock designs.
4. Replace wall cabinets. Field measure and screw to studs, level and plumb, kitchen wall cabinet. Door to have solid wood stiles and plywood panels. Frame to have solid wood stiles, 1/4" plywood sides, metal or plastic corner bracing.
5. Install hardware on cabinets.

10 Flooring

1. Dispose of and replace existing flooring in Bedrooms #2, 3, 4 and closets. Install 6"x36" vinyl tiles (min. 6 MIL) per manufacturer's recommendations. Caulk edges of vinyl with clear silicone. Install metal edge strips in openings and shoe molding around perimeter. Or install FHA approved, nylon, plush carpet over a 1/2" medium density rebond pad w/a minimum of seams. Stretch carpet to eliminate puckers, scallops, and ripples. Include tackles strips, metal edge strips, and mending tape to cover entire floor including closets. Owner to choose from in-stock color of vinyl tile or carpet and has a choice of which rooms to install each flooring in (Bdrm #2, 3, 4, and closets).
2. Living Room, Dining, Hall and Bedroom #1: Repair damaged sections of oak floors. Sand and refinish hardwood floors with homeowners' choice of stain and at least two (2) coats of polyurethane plus a sealer.

11 Interior

1. Scrape existing texture from ceiling. Patch damaged areas and repair mud and tape as needed. Apply knockdown texture ceiling (Bdrm #1, 3, bathroom).
2. Provide a sum to address interior trim needs that maybe identified as work progresses.
3. Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Topcoat with owner's choice of premixed acrylic latex. Replace or uncover hardware, fixtures and accessories (stains will need to be sealed with stain blocker).

12 Exterior

1. Dispose of any existing railing. Construct a preservative treated pine guard rail and hand railing using 2"x4" top and bottoms rails, and 2"x2" balusters face nailed 6" on-center. Create a 3'6" high railing between 4"x4" end posts.
2. Install preservative treated code approved grabbable handrail supported by 4"x4" treated posts, 4' on-center. Rail to be free from cracks, splinters, and rough edges. Set first post in a 12"x8"x12" concrete sleeve, bolt remaining posts to stringer with 7" lags.
3. Cover ground with drop cloth. Scrape loose, cracked, peeling, blistered paint from exterior trim. Dispose of chips properly. Feather edges and dull gloss with sandpaper. Rinse trim with hose and let dry. Caulk all cracks. Spot prime and topcoat with owner's choice of acrylic latex semi-gloss.

13 Post Construction

1. Scrape old and new paint from glass with a razor blade without scratching glass. Clean both sides of prime and any storm window to eliminate all smears and dirt.
2. Remove all foreign material damage to the original surface. Leave adjoining surfaces free of spills, splatters, and marks. Floors shall be vacuumed and wet mopped. Glass and mirrors shall be cleaned and left without paint or film. Yards shall be raked and free of all nails, glass, and paint chips.

2.0 GENERAL BUSINESS REQUIREMENTS

- 2.1 **Debarment, Suspension, Ineligibility, and Voluntary Exclusions.** As required by Executive Orders 12549 and 12689, *Debarment and Suspension*, 2 CFR Part 180 and implemented by the Department of Commerce at 2 CFR part 1326, for prospective participants in lower tier covered transactions (except subcontracts for goods or services under the \$25,000 small purchase threshold unless the subrecipient will have a critical influence on or substantive control over the award), the Contractor agrees that:
 - 2.1.1. By entering into this Contract, the Contractor and subcontractors certify that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by any federal department or agency.
 - 2.1.2. Where the Contractor or subcontractors are unable to certify to any of the statements in this certification, the Contractor or subcontractors shall attach an explanation to this bid.
- 2.2 **Insurance Requirements.** If awarded, the Contractor must maintain insurance policies at the Contractor's own expense and must furnish the County with a Certificate of Insurance (COI) providing evidence of coverage at least in the amounts indicated in *Exhibit B – Contract for Services*. The COI must list County as the certificate holder and as an additional insured under the commercial general, automobile, and umbrella liability policies as follows: "Hall County, Georgia, its Board of Commissioners, officers, employees, servants, and agents, 2875 Browns Bridge Rd, Gainesville, GA 30504".
- 2.3 **Performance and Payment Bonds.** Not Required.
- 2.4 **Bid Bond.** Not Required.
- 2.5 **Drug-Free Workplace Act.** The Contractor certifies compliance with the Drug-Free Workplace Act of 1988.

- 2.6 **Solid Waste Disposal Act.** The Contractor certifies that it shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
- 2.7 **Energy Policy and Conservation Act.** The Contractor shall comply with mandatory standards and policies outlined in the Energy Policy and Conservation Act (42 U.S.C. § 6201).
- 2.8 **Equal Employment Opportunity.** The Contractor shall comply with all provisions of the Equal Employment Opportunity Clause of Executive Order 11246 of September 24, 1965, and all rules, regulations, and relevant orders of the Secretary of Labor for the duration of the project.
- 2.9 **Copeland Anti-Kickback Act.** The Contractor shall comply with all provisions of the Copeland Anti-Kickback Act contained in 29 CFR Part 3.
- 2.10 **Contract Work Hours and Safety Standards Act.** The Contractor shall comply with all requirements of the Contract Work Hours and Safety Standards Act, as amended.
- 2.11 **Clean Air Act.** The Contractor shall comply with all requirements of the Clean Air Act, as amended, 42 U.S.C. 1857 et. seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended from time to time.
- 2.12 **Federal Water Pollution Control Act.** The Contractor shall comply with all requirements of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et. seq.
- 2.13 **Byrd Anti-Lobbying Amendment.** The Contractor shall comply with all provisions of the Byrd Anti-Lobbying Amendment contained in 45 CFR Part 93.

3.0 SUBMISSION OF BIDS

- 3.1 Complete and include all the mandatory exhibit documents shown below in 3.3. Failure to include any of the mandatory documents listed may result in disqualification. All responses must be in writing.
- 3.2 Bidders must submit their response in a sealed envelope clearly marked with “**ITB # 036-45, FY25 Hall County CHIP Single-Family Home Repair Project**” on the outside. The submittal must be signed. Faxed or emailed bids will not be accepted.
- 3.3 Follow these instructions carefully. Complete and return the following mandatory documents in your bid envelope.

Exhibit A – Mandatory Bid Response Sheet

Exhibit B – Mandatory Contract for Services

Exhibit C – Mandatory Cost Proposal Worksheet

Exhibit D – Mandatory W-9 Form

Exhibit E – Mandatory E-Verify Affidavit

Exhibit F – Mandatory Ethics Affidavit

Copy of Business License

Certificate of Insurance

- 3.4 Bidders are responsible to review and comply with any Addenda regarding this ITB that will be posted on the County website. Bidders must sign as acknowledged and return all addenda with the bid package response.
- 3.5 All bids must be sealed.
- 3.6 Any alternate options of additional services or deductions thereof may be included in the response; however, bidders must complete the cost worksheet as provided and enclose in the bid response.
- 3.7 Bids openings are open to the public. Bidders may attend, but they are not required to do so.
- 3.8 All bids, supporting materials, and correspondence relating to this ITB become property of the County.
- 3.9 Bidder bears all responsibility for expenses incurred in responding to this ITB.
- 3.10 **Delivery.** Bidders must submit bids to the following address by the deadline date and time. All deliveries must be date and time stamped. The County is not responsible for late bids due to mailing delays.

Cheryl Wright

Issuing Officer

Hall County Government Center

Purchasing Division – 4th Floor

2875 Browns Bridge Road

Gainesville, Georgia 30504

NOTICE: Bidders are responsible for delivering their bids to the Purchasing Division on the 4th floor of the Hall County Government Center before 2:00pm on the due date provided. All bids must be time stamped by the receptionist on the 4th floor.



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FINANCIAL SERVICES
PURCHASING DIVISION

EXHIBIT A

MANDATORY BID RESPONSE FORM

Bidders must complete and return this form with their bid.

POST OFFICE DRAWER 1435
GAINESVILLE, GA 30503

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By submitting a proposal, the respondent certifies that they have fully read and understand the proposal's Scope of Work and requirements needed to complete the project. The services offered and prices on the cost proposal must be fixed and firm for at least ninety (90) days until project completion.

Bid No: _____

Bid Name: _____

Date of Bid Submittal: _____

Affirmation: Bidder affirms the following by affixing a wet signature in blue ink below:

"I, the undersigned, agree to abide by all terms and conditions of this solicitation and certify that I am authorized to sign this bid proposal".

Company Name: _____

Bidder Signature: _____ Date: _____

Print Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Physical Address 1: _____

Physical Address 2: _____

City/State/Zip: _____

Unsigned bids may be declared as "non-responsive" and may not be evaluated.

If you desire to submit a "No-Bid" then please indicate by checking one or both of the reasons listed below and explain.

_____ Bidder does not offer this product/service

_____ Unable to meet specifications

_____ Unable to meet scheduled time-line



Hall County Government

FINANCIAL SERVICES
PURCHASING DIVISION
EXHIBIT B – CONTRACT FOR SERVICES

STATE OF GEORGIA
COUNTY OF HALL

CONTRACT # 036-45

For the provision of
**FY25 Hall County CHIP Single-Family
Home Repair Project**

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ARTICLE #101 – INTRODUCTION

This Contract for FY25 Hall County CHIP Single-Family Home Repair Project (hereinafter "Services") is made and as entered into as of _____ (execution date) and _____ (effective date) is by and between Hall County, Georgia, Board of Commissioners, (hereinafter "County", "Owner") principally located at 2875 Browns Bridge Rd, Gainesville, Georgia 30504, and _____, located at _____ (hereinafter "Contractor").

WHEREAS Contractor is an entity that is legally registered and qualified and holding any such licenses and certifications as may be required to render Services to do business in the State of Georgia. County and Contractor are known individually as a "Party" and collectively as the "Parties".

WHEREAS Nothing contained in this Contract shall be construed to convert the Contractor or any of its employees, agents, subcontractors, or sub-subcontractors into a partner, employee, or agent of the County, nor shall either Party to this Contract have any authority to bind the other in any respect.

WHEREAS the Contractor represents that it complies with the State of Georgia requirements for corporations and has signified a willingness to provide Services to the County and the County has relied on such representation; and,

WHEREAS the Parties mutually desire to enter into this Contract to document the provision of Services by the Contractor to the County in exchange for payment as compensation; and,

WHEREAS this contract will become legally binding upon signature by both Parties; and,

WHEREAS any attached documents, plans, exhibits, attachments, or references are all incorporated herein by reference, and

NOW, THEREFORE and in consideration of the mutual promises, terms, conditions, covenants, and agreements made as expressed and contained herein, or attached, incorporated, and made a part hereof, and other good and valuable consideration expressed by a valid offer and acceptance, the receipt and sufficiency of which the Parties hereby acknowledge, the Parties hereto agree as follows:

ARTICLE #102 – CONTRACT

- A. Contractor agrees to provide the Services to the County as detailed in the Scope of Work.
- B. County agrees to pay as compensation any fees as listed on the *Exhibit C – Mandatory Cost Proposal Worksheet*.

ARTICLE #103 – NOTICES

To the extent that either Party to this Contract is required to provide notice(s) to the other Party in compliance herewith, then the Party shall direct notice(s) to the following persons:

COUNTY PROJECT MANAGER
Paige Smith
Grants Specialist
Hall County Finance Department
2875 Browns Bridge Rd
Gainesville, GA 30504
psmith@hallcounty.org
Ph: 770-535-8274

COUNTY ISSUING OFFICER
Cheryl Wright
Buyer
Hall County Purchasing Division
2875 Browns Bridge Rd
Gainesville, GA 30504
cwright@hallcounty.org
Ph: 770-535-8263

CONTRACTOR'S CONTACT INFORMATION

Name: _____
Title: _____
Company Name: _____
Physical Address: _____
City, State, ZIP: _____
Email: _____
Phone: _____

REMIT TO ADDRESS (if different): _____

ARTICLE #104 – NON-EXCLUSIVE RIGHTS

The Contract is not exclusive. The County reserves the right to select other Contractors to provide the Services similar to those described in this Contract during the term of the Contract should the need arise, or the Contractor fail to perform.

ARTICLE #105 – CONTRACT TERM

From Notice-to-Proceed until substantial and final completion of Services according to agreed time-schedule of and after all subcontractor(s) and material suppliers' liens are satisfied.

ARTICLE #106 – CONTRACT AMENDMENTS AND MODIFICATION

This Contract may only be modified, amended, or changed in writing and fully executed by both Parties hereto. This Contract constitutes the sole and entire Contract and understanding between the Parties as to the subject matter hereof, and no verbal promises have been made by either Party in relation hereto.

ARTICLE #107 – REMEDIES AND CONTRACT PERFORMANCE

In the event that either Party to this Contract breaches this Contract, including failure to meet the timetables set forth herein, the non-breaching Party shall provide a written Notice-to-Cure to the breaching Party which describes the breach of this Contract. The breaching Party shall have thirty (30) days from the date of receipt of the written Notice-to-Cure the breach or to otherwise negotiate a resolution of the breach.

If the breach has not been cured and the Parties hereto have not resolved the issue described in the Notice-to-Cure by thirty (30) days after receipt of the letter, the Party authoring the letter shall be entitled to seek any and all remedies allowed by Georgia law, including damages, equitable relief, declaratory relief, specific performance, and/or relief as to any bonds issued hereon. Additional provisions are:

A. Delay or Impossibility of Performance. Any failure or delay must be beyond the reasonable control of and without the fault or negligence of the Contractor. If the Services to be provided to the County are interrupted by a force majeure event, as defined below, the County will be entitled to an equitable adjustment to the fees and other payments due to the Contractor under this Contract. If delay results from a subcontractor's negligent conduct or failure to perform, the Contractor shall not be excused from compliance with the terms and obligations of the Contract.

Neither Party shall be held liable or responsible to the other Party nor be deemed to have defaulted under or breached this Contract for failure or delay in fulfilling or performing any obligation under this Contract when such failure or delay is caused by or results from causes beyond the reasonable control of the affected Party including, but not limited to, fire, floods, embargoes, acts of war, civil unrest, insurrections, riots, strikes, lockouts or other labor disturbances, or acts of God; provided, however, that the Party so affected shall use reasonable commercial efforts

to avoid or remove such causes of nonperformance, and shall continue performance hereunder with reasonable dispatch whenever such causes are removed. Either Party shall provide the other Party with prompt written notice of any delay or failure to perform that occurs by reason of force majeure.

Definition: The term "force majeure" as defined in Black's Law Dictionary is "an event or effect that can be neither anticipated nor controlled. It is a contractual provision allocating the risk of loss if performance becomes impossible or impracticable, especially as a result of an event that the Parties could not have anticipated or controlled."

- B. Obligations Beyond Contract Term.** The Contract shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to *ARTICLE #108 – TERMINATION PROVISIONS*.
- C. Transition Cooperation with the County and Cooperation with Other Contractors.** Contractor agrees that upon termination of this Contract for any reason, it shall provide sufficient efforts and reasonable cooperation and assistance to the County to ensure an orderly and efficient transition to the County or an alternative Contractor. Further, if the County has entered into or enters into contracts with other Contractors related to the Services, Contractor agrees to cooperate fully with other such Contractors. Contractor shall not engage in any act that will interfere with the performance of work by any other Contractor(s).

ARTICLE #108 – TERMINATION PROVISIONS

The County may terminate this Contract by providing thirty (30) days written notice to the Contractor at any time. Should the County terminate this Contract prior to the date of automatic termination, Contractor shall provide the County with all deliverables up to the date of termination thirty (30) days after the Notice to Terminate is issued. The County shall pay the Contractor for all work properly performed in compliance with the terms of this Contract up to the date of termination.

- A. Termination for Convenience.** Following thirty (30) days' written notice, the County may terminate the Contract in whole or in part for any reason without the payment of any penalty or incurring any further obligation to the Contractor.
- B. Termination for Cause.** The occurrence of any of the following events shall constitute cause for the County to declare the Contractor in default of its obligations under the Contract:
1. The Contractor fails to deliver or has delivered nonconforming Services or fails to perform, to the County's satisfaction, any material requirement of the Contract or is in violation of a material provision of the Contract including, but without limitation, the expressed warranties made by the Contractor.
 2. The County determines that Contractor's unsatisfactory performance substantially endangers completion or that default is likely to occur.
 3. The Contractor fails to make substantial and timely progress toward performance of the Contract.
 4. The Contractor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law

including bankruptcy laws; the Contractor terminates or suspends its business; or the County reasonably believes that the Contractor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law.

5. The Contractor has failed to comply with applicable federal, state, and local laws, rules, County ordinances, regulations, and orders when performing within the scope of the Contract.
6. The Contractor has engaged in conduct that has or may expose the County or the State to liability, as determined in the County's sole discretion; or a material breach of the terms of the Contract by County upon County's failure to cure such material breach after written notice thereof has been delivered in accordance with *ARTICLE #108.C* below constitutes cause for the Contractor to declare that the County is in default of its obligations under the Contract.

C. Notice of Default. If either Party causes any of the default events set out in *ARTICLE #108 – TERMINATION PROVISIONS*, then either Party shall issue a written Notice of Default to the Party that causes one (1) or more of the default events requesting that the breach or noncompliance be remedied within the period of time specified in the Notice of Default. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the non-breaching Party may:

1. Immediately terminate the Contract for default without additional written notice; and/or,
2. In the event of a breach by the Contractor, the County may procure substitute Services from another source and charge the difference between the Contract and the substitute Contract to the defaulting Contractor; and/or,
3. Enforce the terms and conditions of the Contract and seek any legal or equitable remedies.

D. Termination Due to Non-Availability of Funds. This Contract will terminate immediately and absolutely if the County determines that adequate funds are de-appropriated such that the County cannot fulfill its obligations under the Contract, such determination being at the County's sole discretion and conclusive. County agrees to provide prompt written notice to Contractor in the event of any de-appropriation.

E. Termination due to Failure of Contractor to Act. The County may terminate the Contract for any of the following reasons effective immediately without advance notice:

1. If the Contractor must be certified or licensed as a condition precedent to providing the Services, the revocation, suspension, or other loss of such license or certification may result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect.
2. The County determines that the actions, or failure to act, of the Contractor, its agents, employees, or subcontractors have caused, or reasonably could cause, life, health, or safety to be jeopardized.
3. The Contractor furnished any statement, representation, or certification in connection with the Contract or the bidding process, which is materially false, deceptive, criminal, or maliciously incorrect.
4. Failure of the Contractor to obtain, provide, maintain, and deliver the performance and payment bonds when required under this Contract, or failure to comply with any requirement pertaining to the appropriate amounts thereof as set forth in *ARTICLE #123 – PERFORMANCE AND PAYMENT BONDS*.

- F. **Payment Limitation in Event of Termination.** In the event of termination of the Contract for any reason by County, the County shall pay only those amounts, if any, due and owing to the Contractor for Services actually received and accepted by the County up to and including the date of termination of the Contract and for which the County is obligated to pay pursuant to the Contract.
- G. **Contractor's Termination Duties.** Upon receipt of a Notice of Termination, the Contractor shall:
1. Cease work under the Contract and take all necessary or appropriate steps to limit disbursements and minimize costs and furnish a report within thirty (30) days of the date of Notice of Termination describing the status of all work under the Contract including, without limitation, results accomplished, conclusions resulting therefrom, and any other matters the County may require.
 2. Immediately cease use and return to the County any personal property or materials, whether tangible or intangible, provided by the County to the Contractor.
 3. Comply with the County's instructions for the timely transfer of any active files and work product produced by the Contractor under the Contract.
 4. Cooperate in good faith with the County, its employees, agents, and Contractors during the transition period between the Notification of Termination and the substitution of any replacement Contractor.
 5. Contractor is to immediately return any payments made by the County for goods and services that were not delivered by the Contractor.

ARTICLE #109 – NO DEFENSE OR INDEMNIFICATION BY COUNTY

The Parties agree that the County shall not be responsible for defending or indemnifying any Contractor from any claim brought by any third party against the Contractor.

ARTICLE #110 – ASSIGNMENT AND DELEGATION BY CONTRACTOR

The Contractor shall not assign or delegate this Contract, or any performance required by it, in whole or in part, without the prior expressed written consent of the County.

ARTICLE #111 – USE OF THIRD PARTIES (SUBCONTRACTORS)

This Contract is for the benefit of the Parties hereto only and is not intended to benefit any third party or give rise to any duty or causes of action for any third party. All restrictions, obligations, and responsibilities of the Contractor under the Contract shall also apply to third parties such as subcontractors, if allowed in writing by the County. Any Contract with a subcontractor must also preserve the rights of the County.

ARTICLE #112 – ENTIRE CONTRACT

This Contract, as executed and approved, shall constitute the entire agreement between the Parties and supersedes all other prior and contemporaneous statements, agreements, and understandings between the Parties. No written or oral statements, agreements, or understandings that are not set out, referenced, or specifically incorporated in this Contract shall in any way be binding or of effect between the Parties.

ARTICLE #113 – SEVERABILITY

If any paragraph, sub-paragraph, sentence, clause, phrase, or portion of this Contract is declared invalid or unconstitutional by any Court of competent jurisdiction or if the provisions of any part of this Contract as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the remaining portions of this Contract not so held to be invalid or the application of this Contract to other circumstances not so held to be invalid.

ARTICLE #114 – RECORDS

- A. **Public Records Request.** The Georgia Open Records Act, as provided in O.C.G.A. § 50-18-70 et seq, requires procurement records and all other records received by or prepared or maintained on behalf of the County shall be made open to public inspection unless otherwise provided by law.
- B. **Record Retention and Access.** The Contractor shall maintain books, records, and documents in accordance with generally accepted accounting principles and procedures and which sufficiently and properly document and calculate all charges billed to the County throughout the term of the Contract for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. Records to be maintained include both financial records and service records.

ARTICLE #115 – ADDITIONAL TERMS

The County shall not be bound by any terms and conditions included in any Contractor's sales orders, literature, packaging, invoice, catalog, brochure, technical data sheet, on-line representation, warranties or service level agreement, or other document which attempts to impose any condition in variance with or in addition to the terms and conditions contained herein.

ARTICLE #116 – WAIVER

The failure of any Party hereto to seek a remedy for any alleged breach of this Contract shall not constitute a waiver of any claim, cause of action, or remedy allowed by Georgia law for breach thereof.

ARTICLE #117 – CONTRACTOR AND COUNTY RIGHTS AND OBLIGATIONS

- A. The County has the right at any time to require the Contractor to put an immediate stop to any procedure, or the use of any equipment, chemical, material, personnel, etc. considered by the County to be hazardous or toxic to persons, buildings, or surfaces. The Contractor will utilize acceptable substitutes approved by the County as quickly as possible. In the event of such replacement, Contractor shall (i) notify County of any resulting replacement, (ii) introduce the individual serving as the replacement to County, and/or (iii) provide County with a résumé and any other information regarding the individual that may be reasonably requested by County.

- B. The County has the right to require the Contractor to reassign or remove any employee or subcontractor's employee from the premises temporarily or permanently when, in the County's sole opinion, the employee is not suitable. The County's decision shall be final, and Contractor will remove the employee immediately and replace with a person of at least equivalent training, experience, and requisite qualifications as quickly as possible, subject to the County's approval.
- C. Contractor agrees to obtain prior written approval from the County for the use of subcontractors to provide the Services described in Scope of Work prior to subcontractor's performance of work.

ARTICLE #118 – INSURANCE REQUIREMENTS

The Contractor must procure and maintain insurance policies at the Contractor's own expense and must furnish the County with a certificate of insurance (COI) providing evidence of proof of coverage at least in the amounts indicated in this subsection. The COI must list "Hall County, Georgia" as the certificate holder and as an additional insured under the commercial general, automobile, and umbrella liability policies as follows: "County of Hall, its Board of Commissioners, officers, employees, servants, and agents, 2875 Browns Bridge Rd, Gainesville, GA, 30504". The policy must protect the Contractor and the County (as an additional insured) from any claims for bodily injury, property damage, or personal injury covered by the indemnification obligations set forth herein throughout the duration of the Contract. The Contractor must maintain the following insurance coverage during the term of the Contract, in at least the minimum amounts set forth below, to cover all loss and liability for damages or destruction of property caused by or arising from any and all services carried on and any and all work performed by the Contractor pursuant to this Contract:

Workers Compensation Insurance: Required for all contracts.

- \$500,000 Bodily Injury by Accident – Each Accident
- \$500,000 Bodily Injury by Disease – Each Disease
- \$500,000 Bodily Injury by Disease – Each Employee

Additional Provisions: Waiver of Subrogation. The insurer agrees to waive all rights of subrogation against Hall County Board of Commissioners (BOC), its elected or appointed officers, officials, agents, authorized volunteers, and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for Hall County BOC. This provision applies regardless of whether or not Hall County BOC has received a waiver of subrogation from the insurer.

General Liability Insurance: Required for all contracts.

- \$2,000,000 General Aggregate
- \$2,000,000 Products & Completed Operations Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal & Advertising Injury
- \$500,000 Damages to Premises/Fire/Legal
- \$5,000 Medical Payments

Commercial Auto Liability Insurance: Required for all contracts, except for goods and/or services that are remote in nature and/or are delivered by a professional delivery service.

- \$1,000,000 Combined Single Limit Or \$500,000 per Person/\$1,000,000 per Occurrence
- \$100,000 Property Damage
- \$1,000 for Medical Payments (no fault coverage)

Additional Provisions:

- Uninsured motorist's coverage should be equal to the per occurrence limit except for contracts with other governmental entities.
- Coverage shall be included for any owned, leased, hired, or non-owned autos.
- For any contracts involving the transportation of hazardous materials, limited pollution endorsement ISO form CA9948 or its equivalent shall be on the policy.

Umbrella Liability Insurance: Required for all contracts.

\$1,000,000 per Occurrence

Additional Provisions: Required for all contracts.

- Underlying coverage shall be General Liability, Automobile Liability, and Employers Liability (Workers Compensation).
- Minimum limit of \$5,000,000 per occurrence for all contracts over \$1,000,000 or involving any special risks or high hazard activities.
- Minimum limit of \$5,000,000 for automobile coverage for any transportation contracts involving seniors, special education, transit services, students, or youths.
- Concurrent policy dates with primary liability policies except for workers compensation.

Pollution Liability: Required for all road construction projects, work near wastewater, solid waste lines, or any work that involves handling, transporting, disposing, or working with hazardous materials, pollutants, water reclamation facilities, waste management, or other potentially toxic chemicals.

- \$1,000,000 per Occurrence
- \$1,000,000 Aggregate

Additional Provisions:

- Minimum limit of \$5,000,000 per occurrence for all contracts over \$500,000 or involving any special risks or high hazard activities

Professional Liability Insurance (Errors & Omissions): Required for all professional service contracts. This shall include any consultants, medical, legal, technical, insurance agents, or other professions that require proper licenses.

- \$1,000,000 Each Claim/Wrongful Act
- \$2,000,000 General Aggregate
- If written on a claim's made policy, the policy must be maintained for at least two (2) years after the completion of the work and/or contract.

Builders Risk: Hall County requires Builders Risk Coverage to be purchased by the Contractor for any construction project under \$10,000,000 insuring the full value of the project.

ARTICLE #122 – COUNTY PAYMENT TO CONTRACTOR

A. The County will issue a Notice to Proceed (“NTP”) and a Purchase Order(s) (“PO”) to the Contractor. The terms of this Contract shall be incorporated by reference into any PO(s) issued prior to the expiration or termination of this Contract. The County will issue the NTP and PO(s) by electronic mail (e-mail) to the Contractor's representative in *ARTICLE #103 – NOTICES*. A PO is considered “issued” when the e-mail containing the PO is sent by the County to the Contractor.

The Contractor shall not deliver any Services, equipment, devices, or components thereof until authorized in writing by the County through issuance of a PO, which shall provide a commencement date. Any work including, but not limited to, travel, preliminary meetings, planning, etc. performed outside of the terms and conditions of and before the issuance of a PO will not be considered for payment. Contractors are not to begin work or ship any product on any verbal communication from the County. The County will not be liable for payment for any work or product with the issuance of a verbal communication.

The Scope of Work shall remain in effect from the NTP date to completion of the project. The Parties agree that the County will not pay or otherwise compensate the Contractor for any Services, materials, equipment, devices, or components thereof outside of the Scope of Work and/or beyond the term of this Contract, unless specifically authorized in writing as evidenced by an amendment pursuant to *ARTICLE #106 – CONTRACT AMENDMENTS AND MODIFICATION*, a time extension letter, or as otherwise authorized by the County.

B. Invoice/Payment

1. Applications for Payment

Contractor shall submit Applications for Payment in accordance with the conditions of the Contract. For construction projects where a third-party Engineer of Record, General Contractor for Hire, or other County Representative, Applications for Payment may additionally be reviewed and approved.

2. Progress and Final Payments

The County will make progress payments on account of the contract price on the basis of Contractor's Applications for Payment as recommended by Hall County or Engineer of Record, monthly during construction as provided below. All progress payments will be on the basis of the progress of the work measured by the schedule of values provided for in the conditions of the Contract.

Prior to substantial completion, progress payments will be in an amount equal to 95 percent of the value of the work completed and 95 percent of the value of materials and equipment not incorporated in the work but delivered and suitably stored, less, in each case, the aggregate of payments previously made.

3. Contractor shall invoice the County via email each month solely to accounts payable@hallcounty.org and only after the County inspects and accepts the Services provided. Receipt of the Services does not constitute acceptance. Invoice amounts shall not exceed the Contractor's pricing set forth in Exhibit C – Cost Proposal Worksheet.

Each properly prepared invoice must be sent in accordance with the instructions listed on the purchase order (PO). Each invoice shall include the Contractor's current "Remit to" address, a description of the Services provided, the invoice amount, the Contract number, and the associated PO number issued. Standard payment terms are net 30 days (N30) in arrears from the date the invoice is accepted, following delivery of the Services. The County does not pay for services not yet received but only in arrears.

The Contractor shall be solely responsible for paying all costs, expenses, and charges it incurs in connection with its performance under the Contract.

C. Unsatisfactory Performance/Delay of Payment

1. If the County determines that the quality of the Services provided are deficient, unacceptable, or unsatisfactory the County's Project Manager identified in *ARTICLE #103 – NOTICES* shall issue a written Notice to Cure to Contractor. Contractor agrees that upon receipt of the written Notice to Cure it shall make every effort to correct the deficiency(ies) within the timeframe prescribed therein. If the Contractor fails to timely correct the deficiency(ies), the County reserves the right to delay or deny payment pursuant to this *ARTICLE* or terminate the Contract pursuant to *ARTICLE #108 – TERMINATION PROVISIONS*.
 2. **Delay of Payment Due to Contractor's Failure.** If the County determines that the Contractor has failed to perform or deliver any Services as required by the Contract, the Contractor shall not be entitled to any compensation under the Contract until such Services are delivered and accepted. In this event, the County may withhold that portion of the Contractor's compensation, which represents payment for Services that were not delivered. To the extent that the Contractor's failure to perform or deliver in a timely manner causes the County to incur costs, the County may deduct the amount of such incurred costs as liquidated damages from any amounts payable to Contractor. The County's authority to deduct such incurred costs shall not in any way affect the County's authority to terminate the Contract.
- D. **Set-Off Against Sums Owed by the Contractor.** If the Contractor owes the County any sum under the terms of this Contract, pursuant to any judgment or pursuant to any law, the County may set off the sum owed by the Contractor against any sum owed to the Contractor, in the County's sole discretion.
- E. **Final Payment.** Contractor shall issue an invoice for final payment to the County no later than thirty (30) days following the expiration or termination date of the Contract.
- F. The Contractor must not factor or assign payments to another entity or a financial institution. The County will only pay the Party with whom it is contracted. The County will not under any circumstances pay a third party.

ARTICLE #123 – PERFORMANCE AND PAYMENT BONDS

Reserved.

ARTICLE #124 – RETAINAGE

The County will retain and withhold funds from compensation in compliance with Georgia law. The County may hold up to five percent (5%) retainage throughout the entire project and will release said retainage at the point of completion and final acceptance by the County.

ARTICLE #125 – VENUE AND GOVERNING LAW

The Parties agree that this Contract shall be interpreted, construed, and enforced in accordance with the laws of the State of Georgia. Should either party bring a legal suit to enforce the terms of this Contract, including suit in equity, the Parties agree and consent to file any such suit in the Superior Court of Hall County, Georgia.

ARTICLE #126 – NOTICE OF INTENT TO LITIGATE

Contractor hereby agrees not to file any civil action of disputes or claims relating to the Contract except after first giving thirty (30) days written notice to the County of the claim and the intent to initiate a civil action.

ARTICLE #127 – GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT (E-Verify)

- A. By signing this Contract, the Contractor certifies that prior to and throughout the performance of all applicable work under this Contract it will remain in full compliance with all federal and state immigration laws including, but not limited to, 8 U.S.C. § 1324a and the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et seq.), as amended by the Illegal Immigration Reform and Enforcement Act of 2011 regarding the verification of employment eligibility of employees under the Immigration Reform and Control Act of 1986. Contractor will ensure that only persons who are citizens or nationals of the United States or non-citizens authorized under federal immigration laws are employed to perform services under this Contract or any subcontract or sub-subcontract hereunder.
- B. Contractor further certifies its compliance with the aforementioned federal and state immigration laws set forth by signing a sworn affidavit, the Georgia Security and Immigration Compliance Act Affidavit (herein known as *Exhibit E – E-Verify Affidavit*), notarized by an Official Notary Public and incorporated herein by reference, and obtaining the same affidavit(s) from any subcontractor providing services pursuant to this Contract.

ARTICLE #128 – ORDER OF PRECEDENCE

In the event of any inconsistency, ambiguity, or conflict among the specific provisions of the Contract and the Contractor's response, the order of precedence shall be as follows:

1. Any amendments to the Contract, including all exhibits thereto.

2. The Contract itself, including all exhibits thereto.
3. Attachments appended to the Contract.
4. All other Contract attachments appended to the Contract.

ARTICLE #129 – CONTRACT EXHIBITS AND ATTACHMENTS

The Parties mutually acknowledge that all exhibits and attachments listed below made a part of this Contract, as though expressly written in the solicitation documents and the Bidder's response, are herein incorporated into this Contract by reference.

ARTICLE #130 – SALES TAX EXEMPTION STATUS

The County is exempt from State of Georgia and Local Sales and Use Tax. The Bidder understands and acknowledges that they are responsible for any sales and use tax they may incur for materials. The Bidder must not charge the County any sales and use tax as a separate line item. The Contractor may request a copy of the County's Georgia Sales and Use Tax Exemption Certificate.

ARTICLE #131 – HOLD HARMLESS AGREEMENT

The successful respondent hereby agrees to indemnify, hold free and harmless Hall County Government, County Commissioners, its agents, servants, employees, officers, directors, elected officials, or any other person(s) against any loss or expense. This includes attorney fees because of any liability imposed by law upon the County, except in cases of the County's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this Contract.

ARTICLE #132 – NOT A JOINT VENTURE

The County shall not be bound by any terms and conditions included in any Contractor packaging, invoice, catalog, brochure, technical data sheet, on-line representation, warranties or service level agreement, or other document which attempts to impose any condition in variance with or in the addition to the terms and conditions contained herein.

ARTICLE #133 – CONTRACT TERMS AND CONDITIONS

1. All purchases must comply with the Official Code of Hall County Sections 3.10.010 – 3.10.190.
2. If any conflict or ambiguity arises between the terms and conditions herein and the Official Code of Hall County, the latter will govern.
3. The terms and conditions set forth herein shall supersede and govern over all Supplier's terms and conditions or service level agreements.
4. The County retains the right to "red line" sections of the Supplier's terms and conditions if such are in conflict with the best interest of the County.
5. Acceptance of a Purchase Order ("PO") and delivery of goods or services serves as the Supplier's full and complete acceptance of the County's terms and conditions.

6. The terms "supplier", "vendor", "bidder", "offeror", "contractor", "consultant", "designer", "distributor", "dealer" or "manufacturer" or otherwise purveyor or source of supply or performance of service shall mean one and the same, herein denoted as "supplier" for goods and "contractor" for services.
7. The terms "goods", "materials", "commodities", "components", "drawings", "drafts", "renderings", "plans" (physical or digital), software, SaaS, capital asset equipment, vehicles, heavy earth-moving or other equipment (purchased or leased), or other such deliverables are herein denoted as "goods" and shall mean one and the same.
8. "Services" shall mean all services, either financial, advisory, consultative, labor, staff augmentation, construction, rehabilitation, restoration, repair, support or maintenance, communication, telephony, internet, TV or streaming, pest control, grounds maintenance, custodial and janitorial, street or paved surfaces cleaning, drain cleaning, or otherwise where services are offered for consideration.
9. The Supplier shall transfer and deliver all goods or services described on the respective PO for the consideration set forth herein.
10. The Supplier shall only deliver goods and services as described on the respective PO and within the Scope of Work and the Supplier's bid response.
11. The County holds no obligation to pay for goods delivered or services rendered unless specified on a written PO or a Change Order of such.
12. The Supplier shall not construe any verbal consent to purchase goods or services as valid.
13. The County does not accept substitutions of services or goods that do not comply with the Scope of Work or specifications set forth in a PO, Contract, or Agreement unless mutually agreed in writing by both Parties.
14. The County does not accept automatic contract renewals except for monthly subscription services.
15. The County does not pay deposits towards goods ordered. Exceptions exist for custom made items such as window treatments, floor coverings, pre-mixed paints and stains, fabrication, decoration, or otherwise custom designed products specifically for the County.
16. The County will accept backorders only if goods are out of stock and with prior written notice. Suppliers shall ship all quantities that they have in stock and hold orders for backorders.
17. The County participates in cooperative purchasing agreements, State of Georgia Statewide Contracts, and other state, local, intergovernmental agreements, memorandums of understanding, and other such agreements.
18. In all cases, the jurisdiction shall be the State of Georgia, County of Hall, for arbitration or other legalities.
19. Deliveries shall be made to the ship-to address(es) listed on the PO and within the time specified. The Supplier must note if multiple ship-to addresses are used and deliver goods to the appropriate ship-to address.
20. Risk of loss of goods shall pass to the County upon inspection and acceptance only.
21. Title to the goods shall remain with the Supplier until acceptance by the County. Receipt of goods or services does not constitute acceptance.
22. Receipt of goods or services does not constitute acceptance.
23. Title to the goods shall remain with the Supplier until acceptance by the County.
24. The Supplier warrants that goods are merchantable, and the Supplier has a legal right to deliver the goods and services and as described herein.

25. The County shall have the right to inspect all goods or services at the time and place of delivery.
26. No right or interest in the contract shall be assigned by the Supplier without written permission of the County, and no delegation of any obligation owed or of the performance of any obligation by the Supplier shall be made without the written permission of the County. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
27. The County is exempt from Federal Excise Tax and Georgia Sales and Use Tax.
28. This issuance of a PO shall not violate the Code of Ethics and Conflicts of Interest for Public Officers and Employees for Government Service set forth in the 2020 Section 45-1020 et seq. of the Official Code of Georgia Annotated and the Official Code of Hall County Section 3.10.070 governing Ethics.
29. All goods and services supplied pursuant to a PO shall, unless otherwise noted, conform exactly to all the descriptions, specifications, and attachments contained in the bid solicitation, request for proposals, invitation for bid, or other advertisements, upon which a PO is based, and the terms, conditions, and specifications of the bid solicitation are incorporated herein by reference and made a part hereof.
30. Any and all media production, recordings, videos, photo negatives, positives, artwork, plates, engravings, and other printed or digital media materials paid for in full and owned by the County are considered County property and shall be delivered to the County upon request.
31. Invoices should be submitted to the County as described on a PO, and each PO number and/or contract number must be shown on each invoice submitted.
32. In the event that a PO is issued with an attached Contract or Agreement, the terms and conditions of the latter shall govern in the event of any conflict with these terms and conditions.
33. The Supplier may be suspended, terminated, or debarred if it is determined that the Supplier has made false certification(s) or has violated such certification(s) by failure to carry out the requirements herein.
34. The Supplier certifies that it and any of its subcontractors have not been debarred, suspended, or declared ineligible by any agency of the County, State of Georgia, or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch. 1 Subpart 9.4.
35. The Supplier certifies that it is not currently engaged in an active or pending lawsuit or other grievance, injunction, or levy against the County.
36. Goods are Free-On-Board (F.O.B.) destination unless otherwise denoted. Freight, shipping, and delivery shall be pre-paid and added to the invoice as a separate line item.
37. The County does not pay late fees nor interest charges.
38. The Supplier shall charge the County the exact amount of freight, delivery, handling, and insurance charges the Supplier incurs.
39. The County is not bound to any minimum or maximum quantity or dollar amount set by the Supplier.
40. In the event there is a discrepancy between the unit price and extended price, the unit price shall govern.
41. Any changes to a PO in quantity or dollar amount require a written change order issued by the County.

IN WITNESS WHEREOF, said Parties have hereunto affixed their signatures and seals on the day, month, and year below. Bidder must print their company's full legal company name as it appears on their W-9 form below:

Print Company's Full Legal Name Below:

By: _____

Print Name: _____

Title: _____

Sworn to and subscribed before me this

_____ day of _____, 2025.

Notary Public: _____

Notary commission expires: _____

[Locus Sigilli – Seal or Stamp]

HALL COUNTY, GEORGIA

By: _____

David Gibbs, Chairman

Hall County Board of Commissioners

Date: _____

Attestation: _____

Board of Commissioners Clerk



Hall County Government

FINANCIAL SERVICES
PURCHASING DIVISION

EXHIBIT C

ITB # 036-45

MANDATORY COST PROPOSAL WORKSHEET

Bidders must complete and return this form with their bid.

POST OFFICE DRAWER 1435
GAINESVILLE, GA 30503

t: 770.535.8270 | f: 770.531.6711

FINANCIAL SERVICES DIRECTOR
Taylor Samples, CPA

ASSISTANT FINANCE DIRECTOR
Elizabeth White

PURCHASING MANAGER
Andy Penick

Company Name: _____

Bidder's Name: _____

Bidder Signature: _____

Date: _____

GRANT RECIPIENT: Hall County
GRANT # CDBG CHIP X
ADDRESS:
CITY:
STATE: ZIP:
PHONE #:
INSPECTION DATE: March 22, 2024
INSPECTOR: Kevin Burnley
REHAB <input checked="" type="checkbox"/> RECON <input type="checkbox"/> DEMO <input type="checkbox"/>

NOTE: ALL ITEMS IN THIS WORK WRITE-UP MUST MEET GEORGIA STATE BUILDING CODES, CDBG/CHIP PROGRAM STANDARDS, AND LOCAL RESIDENT COUNTY AND/OR CITY CODES. IN CASE OF ANY CONFLICT BETWEEN REQUIREMENTS, RESIDENT COUNTY AND/OR CITY CODES SHALL PREVAIL. THIS WORK WRITE-UP IS JUST A GENERAL DESCRIPTION OF WORK TO BE COMPLETED.

NOTICE: THE CONTRACTOR IS EXPECTED TO RETURN ALL AREAS DAMAGED OR DISTURBED IN THE PERFORMANCE OF ANY WORK TO A LEVEL OF FINISH COMMENSURATE WITH ORIGINAL.

NOTE: The Contractor Is Responsible for Verification of All Quantities. The contractor is cautioned to verify site conditions and quantities prior to submitting a price quote.

Task #	SPECIFICATION	Unit of Measure	No. of Units	Unit Cost	Line-item Cost
01	Site Preparation				
	Provide temporary toilet facilities from job start until approval of permanent facilities.	MO	3		
	After procuring all required permits, place a 30 cubic yard, roll-off dumpster without damaging the site. Collect construction debris using dust control methods.	EA	1		
02	Siding				
	Remove & replace rotten, damaged siding to the joint over nearest stud. Apply matching siding to walls with galvanized nails. Break all seams over studs. Prime ready for topcoat. Match existing paint.	SF	100		
03	Windows/Doors				
	Remove window components back to framing members with a minimum of damage to structure. Remove debris from site and haul to a legal landfill. Broom clean adjacent rooms.	EA	11		
	Field measure, order and install low E vinyl, single hung, double glazed, one-over-one window and jamb including screen, caulk, interior casing and exterior trim. Install half screen.	EA	11		
04	Foundation				
	Remove all debris from crawlspace, dispose, and lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.	SF	1642		
	Install R-19 roll, fiberglass insulation to floor. Vapor barrier must face heated space. Use strong wire, "tiger teeth" or mesh to hold insulation in place (main section only).	SF	1242		
05	HVAC				
	Remove & dispose of heat pump in legal landfill after removing all CFC and HCFCs. Install a properly sized, split system, heat pump with 10 kw backup heat. Minimum SEER rating of 15 and HSPF of 9.0. Build a box in hall closet for return so filter can be changed inside house.	EA	1		
06	Electrical				
	Install a UL approved, ceiling mounted smoke and heat detector permanently wired into a receptacle box. At least one must also serve as a carbon monoxide detector per floor.	EA	6		
07	Plumbing				
	Install a 33"x22"x5" double bowl, stainless steel, self rimming kitchen sink including a steel, metal body faucet with a 15-year drip- free warranty, trap, supply lines, and shut-off valves.	EA	1		

	Test waste lines for leaks and proper venting. Check supply lines for leaks. Identify defects and submit to the agency a priced list of recommended repairs to bring structure into compliance with the current plumbing code.	AL	1		
08	Attic				
	Replace a 36" diameter or equivalent to existing house attic exhaust fan, include electrical feeder, wall switch and manufacturer's shutter. \$600 allowance for fan unit.	EA	1		
09	Cabinets				
	Dispose of countertop. Field measure and screw to base cabinet a post formed, plastic laminate countertop. Provide cutout for sink. Owner's choice of in-stock color and texture.	LF	11		
	Remove kitchen or bathroom cabinets by withdrawing fasteners to minimize wall damage. Remove debris from site and haul to a legal landfill. Vacuum wall and floor surfaces.	LF	27		
	Replace base cabinets. Install base cabinet with doors of solid birch or ash stiles and veneered plywood panels. Frame with solid birch or ash stiles, 1/4" veneered plywood sides and metal or plastic corner bracing. Drawers shall be made of wood or composition material. Owner's choice of two in-stock designs.	LF	11		
	Replace wall cabinets. Field measure and screw to studs, level and plumb, kitchen wall cabinet. Door to have solid wood stiles and plywood panels. Frame to have solid wood stiles, 1/4" plywood sides, metal or plastic corner bracing.	LF	16		
	Install Hardware on cabinets	EA	30		
10	Flooring				
	Dispose of & replace existing flooring in Bedrooms #2, 3, 4 & closets. Install 6"x36" vinyl tiles (min. 6 MIL) per manufacturer's recommendations. Caulk edges of vinyl with clear silicone. Install metal edge strips in openings and shoe molding around perimeter. Or install FHA approved, nylon, plush carpet over a 1/2" medium density rebond pad w/ a minimum of seams. Stretch carpet to eliminate puckers, scallops, & ripples. Include tackless strips, metal edge strips, and mending tape to cover entire floor including closets. Owner to choose from in stock color of vinyl tile or carpet and has a choice of which rooms to install each flooring in (Bdrm #2, 3, 4 and closets).	SF	670		

	Living Room, Dining, Hall & Bedroom #1: Repair damaged sections of oak floors. Sand and refinish hardwood floors with homeowners' choice of stain and at least two coats of polyurethane plus a sealer.	SF	679		
11	Interior				
	Scrape existing texture from ceiling. Patch damaged areas and repair mud and tape as needed. Apply knockdown texture ceiling (bdrm #1,3, bathroom).	SF	424		
	Provide a sum to address interior trim needs that maybe identified as work progresses.	AL	1		
	Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Topcoat with owner's choice of premixed acrylic latex. Replace or uncover hardware, fixtures and accessories (stains will need to be sealed with stain blocker).	SF	1642		
12	Exterior				
	Dispose of any existing railing. Construct a preservative treated pine guard rail and hand railing using 2"x 4" top and bottom rails, and 2"x 2" balusters face nailed 6" on center. Create a 3'6" high railing between 4"x 4" end posts.	LF	29		
	Install preservative treated code approved grabbable handrail supported by 4"x 4" treated posts, 4' on center. Rail to be free from cracks, splinters, and rough edges. Set first post in a 12"x 8"x 12" concrete sleeve, bolt remaining posts to stringer with 7" lags.	LF	10		
	Cover ground with drop cloth. Scrape loose, cracked, peeling, blistered paint from exterior trim. Dispose of chips properly. Feather edges & dull gloss with sandpaper. Rinse trim with hose and let dry. Caulk all cracks. Spot prime and topcoat with owner's choice of acrylic latex semi-gloss.	LF	282		

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

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

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

Social security number								
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-	-							
or								
Employer identification number								
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	-							

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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



Hall County Government

FINANCIAL SERVICES
PURCHASING DIVISION

EXHIBIT E

MANDATORY E-VERIFY AFFIDAVIT

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program; and,
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof; and,
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof; and,
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of contract; and,
- e) The Contractor will contract for the 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(a), (b), and (c); and,
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and,
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five (5) business days of receipt.

POST OFFICE DRAWER 1435
GAINESVILLE, GA 30503

t: 770.535.8270 | f: 770.531.6711

FINANCIAL SERVICES DIRECTOR
Taylor Samples, CPA

ASSISTANT FINANCE DIRECTOR
Elizabeth White

PURCHASING MANAGER
Andy Penick

Federal Work Authorization User ID Number Date of Authorization

Name of Contractor Name of Project

Name of Public Employer: Hall County, Georgia

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

Executed on _____, 2025 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
_____, 2025.

NOTARY PUBLIC
My Commission Expires: _____



Hall County Government

FINANCIAL SERVICES
PURCHASING DIVISION

EXHIBIT F

ETHICS AFFIDAVIT

Contractors, consultants, and vendors of any service or commodity to Hall County, Georgia ("County") must read and affirm to adhere to the following ethics requirements for compliance with the Official Code 3.10.070 of Hall County – Ethics.

POST OFFICE DRAWER 1435
GAINESVILLE, GA 30503

t: 770.535.8270 | f: 770.531.6711

FINANCIAL SERVICES DIRECTOR
Taylor Samples, CPA

ASSISTANT FINANCE DIRECTOR
Elizabeth White

PURCHASING MANAGER
Andy Penick

- A. It is the policy of Hall County to seek the best overall value when procuring goods and services. To this end, the County finds and declares that its objectives will best be achieved through an open, competitive process with a broad range of responsive and responsible vendors wishing to provide products and services to the County. The County will establish and conduct a procurement program that maximizes service benefit to the community and awards contracts to vendors who offer the best quality and value.
- B. The County declares that County employees and officials, along with those wishing to do business with the County, have the shared responsibility for avoiding biased, anticompetitive, or unethical practices.
- C. County employees, officials, and their family members are prohibited from seeking, requesting, or receiving any material payment, gift, job offer, security, promise of future benefit, or any other tangible or intangible thing of value when such receipt has the potential to influence a procurement decision or to gain undue advantage in a procurement competition.
- D. Prospective vendors must compete for County business within the parameters of the solicitation process and are prohibited from seeking to obtain inside information, attempting to skew the writing of specifications or influencing a procurement decision through any means outside the process established for the respective solicitation. This principle applies to any contractor, subcontractor, representative, employee, or agent that may be associated with a procurement transaction.
- E. Bidders and proposers shall disclose on competitive bid responses any individual(s), firm(s), family member(s), and/or County official(s) who do business with the County if there is an appearance of a conflict of interest.
- F. Ethical business practices are important both during a solicitation and after the decision to grant an award. The County seeks to establish relationships with business partners whose ongoing ethical standards of business conduct are congruent with those outlined here. The Purchasing Manager, subject to the approval of the Director of Financial Services, is charged with establishing methods for ongoing monitoring for non-compliance with these standards. The prohibition against the offering of

or the acceptance of kickbacks, gratuities, payments, or any other instrument of value extends beyond and outside any specific procurement or solicitation.

- G. Contract compliance history with the County and other contractual parties is a valid element in the decision to award a contract.
- H. The County stipulates that the furtherance of its strategic goals for job creation, stability, and growth in the tax base, business retention, and other fiscal and economic development objectives may be considered during the procurement process. The Purchasing Manager, subject to the approval of the Director of Financial Services, is authorized to establish procurement initiatives consistent with the County's strategic economic development objectives. These procurement practices shall be applied consistently and equitably and shall have a direct relationship to the County's goals.
- I. County employees, officials, and their family members are generally prohibited from participation in any procurement decision or any gain of undue advantage in a procurement competition because of contemporaneous employment with a potential or actual business partner.
- J. It is unethical for any County employee to purchase commodities or services from a County contract for personal use.
- K. Except for solicitations for the sale of real property, individuals, firms, and businesses seeking an award of a County contract may not initiate or continue any verbal or written communications regarding a solicitation with any County officer, elected official, employee, or other County representative other than the Issuing Officer named in the solicitation or the County's financial advisor, between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. The Purchasing Manager will review violations. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm, or business may be disqualified from consideration for award. Solicitations for the sale of real property may allow for verbal or written communications with the appropriate County representative.
- L. All County commissioners, officials, and employees shall adhere to the standards outlined in the Hall County Code of Ethics.
- M. The Purchasing Division of the Financial Services Department shall determine and implement methods of educating all prospective contractors, bidders, proposers, and vendors on the requirements and provisions of Code Section 3.10.070 including, but not limited to, requiring each prospective contractor, bidder, proposer, and vendor that expresses an intent to do business with the County to sign an affidavit attesting that they have read this Chapter and have more specifically also read Code Section 3.10.070. (Res. of 11-14- 19(1), § 1 (Exh. A))

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

[Signatures follow]

Executed on _____, 2025 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 _____, 2025.

NOTARY PUBLIC

My Commission Expires: _____