



# FULTON COUNTY PURCHASING DEPARTMENT

**REQUEST FOR QUOTE NUMBER:**

**08GS60821YA**

**WILL BE RECEIVED UNTIL**

**MARCH 25, 2008**

**DESCRIPTION: LABORATORY EQUIPMENT MAINTENANCE, REPAIR AND CALIBRATION  
PUBLIC WORKS DEPARTMENT**

**Return to:**

Responses may be submitted for quote on the Vendor Self Service system at  
[www.fultonvendorelfservice.co.fulton.ga.us](http://www.fultonvendorelfservice.co.fulton.ga.us)

**FAX QUOTES ARE  
ACCEPTABLE**

**Fulton County Department Purchasing & Contract Compliance  
130 Peachtree Street, S.W. Suite 1168  
Atlanta, Georgia 30303  
(404) 730-5800**

**404-893-1726**

**ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.**

**CONTACT NAME**

Gertis Strozier

**E-Mail Address :**

Gertis.strozier@fultoncountyga.gov

**Telephone Number:**

404-730-5826

All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

**Company Name:**

**Company Address:**

**City**

**State**

**Zip Code**

**Telephone Number:**

**Fax Number:**

**E-Mail Address:**

**RESPONSES MUST BE DELIVERED TO THE PURCHASING OFFICE BY THE DATE INDICATED.**

**Person submitting QUOTE: (Please Print)**

**Date**

**Title**

**\*Signature of the person submitting QUOTE:**

**\*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All respondents shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.**

**NO BID:**

**REASON:** \_\_\_\_\_

**REQUEST FOR QUOTE  
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By signature in the space provided for vendor in these documents, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions. The signed form must be submitted with your bid. Failure to do so may result in your bid being found non-responsive.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Fax quotes are acceptable. Responses must be delivered to the Purchasing Office by the date indicated on the Request for Quote cover sheet. Quotes will be received until 5:00 p.m. on the date indicated. Quotes should be submitted on the forms provided by the County. Quotes must be signed by an authorized employee.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NO BID.** Persons desiring not to submit a quote should return the acknowledgement marking it "No-Bid", not later than the stated submittal deadline.
5. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
6. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
7. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
8. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.
10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, of the performance, or nonperformance, of its obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.

12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

**SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.**

**COMPANY:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.**

**REQUEST FOR QUOTE SPECIFICATIONS**

**Quote Number: 08GS60821YA**

**Opening Date: March 25, 2008**

**Laboratory Equipment Maintenance, Repair and Calibration  
Public Works Department**

**1. DESCRIPTION**

Fulton County Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide maintenance, repair and calibration of laboratory equipment at various field sites to the Department of Public Works on a contractual as, if and / or when requested basis for the calendar year 2008, effective from date of award and continuing for twelve (12) consecutive month.

**2. CONTACT PERSON**

Please contact Gertis Strozier, Procurement Officer, at (404) 730-5826 or by e-mail [gertis.strozier@fultoncountyga.gov](mailto:gertis.strozier@fultoncountyga.gov), with any procedural or technical questions. All questions should be submitted in writing to the Purchasing & Contract Compliance Department contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

**You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website ([www.fultonvendorelfservice.co.fulton.ga.us](http://www.fultonvendorelfservice.co.fulton.ga.us)). You must provide a copy of your current Business License in order to complete the vendor registration process.**

**If your company is a registered vendor, you can respond to all quotes on line and in real time on this website.**

**3. PRODUCT/SERVICE SPECIFICATIONS**

**Scope of work:** Provide maintenance, repair and calibration of laboratory equipment at various field sites indicated below:

Vendor must indicate their compliance with the following by responding either **YES** or **NO (if any questions are not answered by the vendor, they shall be deemed non-responsive)**:

1. Vendor must provide all necessary equipment, parts and qualified technicians to perform the requested service. \_\_\_\_\_
2. Vendor must provide technical assistance by telephone, at no additional cost to the County. \_\_\_\_\_
3. Vendor must provide certificate of calibration, cleaning and repair for each piece of equipment for which service is provided along with the information regarding the NIST standard used for calibration of each instrument. \_\_\_\_\_
4. Vendor must provide proof of qualification for each technician responsible for service of type rendered to the County. \_\_\_\_\_
5. Vendor must have the capability of performing cleaning, calibration and / or minor repairs onsite. \_\_\_\_\_

- 6. A. Vendor must have a warranty on all repairs. \_\_\_\_\_  
 B. Specify warranty period \_\_\_\_\_
- 7. Vendor must provide loaner equipment for repairs not completed within seventy-two (72) hours of initial service request \_\_\_\_\_
- 8. Vendor must respond to normal maintenance requests within thirty-six (36) hours of initial request for service. \_\_\_\_\_
- 9. Vendors must respond and be onsite to emergency requests within four (4) hours of initial request for service. \_\_\_\_\_
- 10. A. Vendor must perform site inspection on all equipment at each location prior to quote submission. Failure to perform this requirement will result in rejection of quote. \_\_\_\_\_  
  
 B. Please contact the following to schedule an appointment for the inspection:  
 Rekha Desai Big Creek  
 Bekele Tsegaselassie Big Creek
- 11. Vendor must be ISO9000, A2LA, ACCREDITED or have equivalent certifications. Proof must be provided with response.
- 12. To insure prompt payment, each invoice must contain the following information:
  - a) Purchase order number
  - b) Department name, location and contact person for who service was performed.
  - c) Date of service was performed and photocopy of signed receipt.
- 13. The contract resulting from this quote is for the use by the Department of Public Works. Vendor agrees to extend the same prices, term and conditions to any other Fulton County Department that requests same service.

**GENERAL REQUIREMENTS:**

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

The vendor may choose to quote all or any portion of the quote.

Quotes will be made to the lowest responsible vendor, the quality of the articles to be supplies, their conformity with the specifications, the suitability to requirements, delivery terms, conditions and any guarantee clause shall be taken into consideration.

**4. SPECIAL CONDITIONS/INSTRUCTIONS**

The location, quantity, type and model numbers of the equipment for which this contract will apply is as follows:

Location: Big Creek Laboratory (North Lab)  
 1030 Marietta Highway  
 Roswell, GA 30075  
 Contact person: Rekha Desai

<b>EQUIPMENT</b>	<b>MODEL #</b>	<b>SERIAL #</b>
Autoclave tuttinauer	2540M	9401474
Autoclave NAPCO	800 -DSE	9303-016
Balance Ainsworth	X-300	881509
Balance OHAUS	GA 200-D	3251
Balance PRECISA	120A	17439
BOD Incubator – Fisher	307	WB24702484
COD Reactor – Hach	45600	960200008627
COD Reactor – Hach	45600	951000013303
Conductivity meter – Fisher	09-328	99135460
Pocket colorimeter	46770-00	951000091360
DR 700 colorimeter – Hach	DR 700	930300004074
Dissolved oxygen meter – YSI	5100	00K0008
Furnace muffle – Fisher	126	71000052
Coliform incubator – Precision Scientific	66850	10AY10
Thermoyne incubator	141925	700930250095
Orion 230A meter	230A	012748
Orion 420A meter	420A	2765
Orion 520A meter	520A	002161
Orion 720A meter	720A	012230
Orion 920A meter	920A	001283
Orion 920A meter	920A	001258
Orion 920A meter	920A	001742
Microscope – Olympus Corp	BH-2	207996
Microscope – Reichert	410	12423-8
Colony counter – Millipore	750326	
Gallenkamp Plus oven	200.030Y	90/10/236
Isotemp oven – Fisher	738 F	01200035
Environmental refrigerator-Revco	RES5004ABA	X23B127282NC
Refrigerator – Undercounter	61RF	M/040992086
Spectrophotometer – Milton Roy	21D	3152153017
Spectrophotometer – Milton Roy	21D	3152119013
Spectrophotometer – Milton Roy	21D	3151216009
HACH Dr / 2010 Spectrophotometer	DR/2010	971200006708
Fisher Isotemp waterbath	228	808N0178
Hach waterbath incubator	26PC	0500699
Drinking Water Laboratory (North Lab)		

<b>EQUIPMENT</b>	<b>MODEL #</b>	<b>SERIAL #</b>
Autoclave – Castle	CAS	208973
Bacterial Colony counter – Fisher	133-8002	540251746
Balance – Ohaus	TP4KD	1816
Conductivity meter – Hach	44600	930500011142
Colorimeter (CL2-meter) – Hach	46700-00	911200001389
Colorimeter (CL2-meter) – Hach	46700-00	911000001031
Colorimeter (CL2-meter) – Hach	46700-00	960300094265
Colorimeter (CL2-meter) - Hach	46700-00	000800150476
DO-meter YSI	55	95H36606
DO-meter YSI	58	99E0194 AC
DO-meter YSI	58	E9002695
DO-meter YSI	58	C8005521
Fluoride-meter – Hach	46700-05	010200158836
Incubator – Presision	PS314831-4	10AY-1

Lab Hood – Lab Con Co		
pH meter – Orion	230A	010547
pH meter – Orion	230A	013433
pH meter – Orion	230A	009249
pH meter – Orion	230A	013772
pH meter – Orion	230A	011473
pH meter – Orion	SA250	7877
Refrigerator – Kenmore	95601	990807885
Turbidimeter – Hach	2100P	971000015769
Turbidimeter – Hach	2100P	930200002488
Turbidimeter – Hach	2100P	971000010074
Turbidimeter – Hach	18900	901205714
Water bath – Blue Magni Whirl	TW1110A	8463

Location: Camp Creek Laboratory (South)  
7400 Cochran Road, SW  
Atlanta, GA 30349  
Contact person: Bekele Tsegasellassie

<b>EQUIPMENT</b>	<b>MODEL #</b>	<b>SERIAL #</b>
Spectrophotometer – Hach	DR 4000	9805U0001134
Spectrophotometer – Hach	DR 2000	
Spectronic – Milton Roy	21D	3153106035
Expandable ion analyzer	940	6097
Expandable ion analyzer	940	5399
		(Ph / ammonia)
NAPCO autoclave	9000-D	699050386
Thermolyne Furnace series	1000	62790362215
Culture incubator	Type 37900	379930371966
Analytical balance mettler	AJ100	L72618
Pan balance mettler	BB300	L17378
Blue M water bath incubator	NW-1110A	MS-12076
Thelco model 16 Drying oven	368A	
Qubec Colony counter	3325	
DO meter – YSI portable	55	966-50793
DO meter – YSI portable	55	99E0836
Portable pH meter – Orion	261	
DO meter – YSI	58	93H08189
Portable pH meter	250A	004160
Pocket colorimeter – Hach		970700109023
Pocket colorimeter – Hach		
COD reactor	16500-10	4020
Refrigerator	1785GD14	TXSA388567-UH
Refrigerator	F41LRA14	Z19G-363066-NH
Refrigerator	564-894365	60401648
Fume hood		
BOD incubator	FU199LRW1	WB90203036
Centrifuge	225	905N0236

Location: Camp Creek Laboratory (South)  
7400 Cochran Road, SW  
Atlanta, GA 30349  
Contact person: Bekele Tsegasellassie

<b>EQUIPMENT</b>	<b>MODEL #</b>	<b>SERIAL #</b>
Datalogging spectrophotometer – Hach	DR / 2010	961000000573
COD reactors – Hach (2 qty)		941200011963
Rotary Evaporator water bath system		705265
Revco Laboratory refrigerators		U29J-446829-VJ
Tuttnauer Brinkman – Autoclave	2340E	971-0767
Drying oven (Euatherm) – CMS, Inc. CIT#213504	D1578	10AW5
Analytical balance – Mettler delta range	AE260	G-31951
Spectronic - CIT#332278	21D	3155175004
Expandable ion analyzer – Orion	EA940	5795
pH meter – Orion	230A	010112
Hood protector (Labconco) (3 qty)		
Frigidaire frost proof	FPD-18TC	
Blue M hot plate	MNHP5314C	R21E-204436-R6
Benchtop phase meter – Orion	250A	013404

Left blank intentionally

5. **PRICING SHEETS**

1. Initial inspection of all equipment to include cleaning, adjustment and calibration for the lump sum charge \$ \_\_\_\_\_
  
2. Hourly labor rate per man hour for all service requests, after completion of the above as follows:  
  
Regular hours, Monday – Friday 8:00 a.m. – 5:00 p.m. Hourly Rate \$ \_\_\_\_\_  
Big Creek Laboratory located at.  
1030 Marietta Hwy.  
Roswell, Ga. 30075
  
3. Regular hours, Monday – Friday 8:00 a.m. – 5:00 p.m. Hourly Rate \$ \_\_\_\_\_  
Camp Creek Laboratory located at.  
7400 Cochran Rd.  
Atlanta, Ga. 30349
  
4. After hours service \*\* Specify the hours / time covered under price quote below.  
  
After hours, Monday – Friday Hourly Rate \$ \_\_\_\_\_  
Big Creek Laboratory located at.  
1030 Marietta Hwy, Roswell, Ga. 30075
  
5. After hours, Monday – Friday- Hourly Rate \$ \_\_\_\_\_  
Camp Creek Laboratory located at.  
7400 Cochran Road  
Atlanta, Ga. 30349
  
6. Holiday hours \*\* Please specify the hours / time covered under price quoted below:  
  
Holiday hours, Monday – Friday- Hourly Rate \$ \_\_\_\_\_  
Big Creek Laboratory located at.  
1030 Marietta Hwy.  
Roswell, Ga. 30075
  
7. Holiday hours, Monday – Friday - Hourly Rate \$ \_\_\_\_\_  
Camp Creek Laboratory located at.  
7400 Cochran Road  
Atlanta, Ga. 30349
  
8. Parts will be provided at the following percentage discount from the manufacturer’s suggested retail price. \_\_\_\_\_%

**Note:** In the event the discount offered is dependent upon manufacturer, and additional space is required to provide this information, please mark blank “See Attached” and enter your response(s) on a separate and identified sheet.

**8. INSURANCE & RISK MANAGEMENT PROVISIONS**

**INSURANCE REQUIREMENTS:** Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to Fulton County. Insurance coverage must be current from time of award through the period of final acceptance from Fulton County. The following requirements shall apply.

- A. Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to Fulton County, as evidenced by return receipts of registered or certified letters.
- B. Each respondent shall submit with the bid/proposal, evidence of insurability satisfactory to the County as to form and content. Either of the following forms of evidence are acceptable:
  - a. A letter from an insurance company stating that upon your firm/company being the successful bidder/respondent that a Certificate of Insurance shall be issued in compliance with the Insurance Requirements outlined below.
  - b. A Certificate of Insurance complying with the Insurance Requirements outlined below.
- C. Upon award, the Contractor must maintain, at their expense, insurance in at least the following amounts and types outlined below. Any and all Insurance and Bonds required by this contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the County.
- D. The Contractor shall insure that the Request for Bid/Proposal number and Project Description appear on the Certificate of Insurance.
- E. The Certificate of Insurance shall identify the Certificate Holder as:

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

**1. WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)**

EMPLOYER’S LIABILITY	BY ACCIDENT - EACH ACCIDENT	-	\$500,000.
INSURANCE	BY DISEASE - POLICY LIMIT	-	\$500,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE -		\$500,000

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

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

**3. BUSINESS AUTOMOBILE LIABILITY INSURANCE**

<b>Combined Single Limits</b>	Each Occurrence	-	\$1,000,000
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(Including operation of non-owned, owned, and hired automobiles).

<b>4. ELECTRONIC DATA PROCESSING LIABILITY</b> (Required if computer contractor)	Limits	-	\$1,000,000
<b>5. UMBRELLA LIABILITY</b> (In excess of above noted coverage's)	Each Occurrence	-	\$3,000,000
<b>6. PROFESSIONAL LIABILITY</b> (Required if respondent providing quotation for professional services).	Each Occurrence	-	\$5,000,000
<b>7. FIDELITY BOND</b> (Employee Dishonesty)	Each Occurrence	-	\$ 100,000

**Insurance in no way Limits the Liability of the Respondent.**

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The successful contractor will agree to indemnify, save harmless and defend the County, its agents, servants, and employees from all lawsuits, claims, demands, liabilities, losses and expenses for or on account of any injury or loss in connection with the work performed under this contractor: Provided, however the contractor shall not be liable for any damages resulting from the sole negligent or intentional acts or omission of the County and its employees, agents or representatives.

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

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

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_