



FULTON COUNTY

INVITATION TO BID: 13ITB89684YB-TR

ARMED AND UNARMED SECURITY SERVICES

For

POLICE

BID DUE DATE AND TIME: *Tuesday, October 1, 2013 at 11:00 A.M.*

BID ISSUANCE DATE: *Tuesday, August 27, 2013*

PRE-BID CONFERENCE DATE: *Tuesday, September 17, 2013 at 11:00 A.M.*

PURCHASING CONTACT: *Terrence Reese, APA*

E-MAIL: *terrence.reese@fultoncountyga.gov*

**LOCATION: FULTON COUNTY DEPARTMENT OF PURCHASING &
CONTRACT COMPLIANCE
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303**

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**INVITATION TO BID
13ITB89684YB-TR ARMED AND UNARMED SECURITY SERVICES**

Sealed Bids for furnishing all materials, labor, tools, equipment and appurtenances necessary for Armed and Unarmed Security Services will be received by the Fulton County Department of Purchasing and Contract Compliance at 130 Peachtree Street, S.W. Suite 1168 Atlanta, GA 30303, **no later than 11:00 a.m.**, local time, on **Tuesday, October 1, 2013**.

SCOPE OF WORK

Fulton County seeks bids from qualified firms to provide Armed and Unarmed Security Services. A detailed Scope of Work and Technical Specifications are outlined in (Section 7) of this bid document.

BID DOCUMENTS

This document and supporting documents can be downloaded at the Fulton County Website, <http://www.fultoncountyga.gov> under Bid Opportunities.

PURCHASING CONTACT

Information regarding the bid or bid requirements, either procedural or technical, may be obtained by submitting questions in writing to:

Fulton County Government Center - Department of Purchasing & Contract Compliance
Attn: Terrence Reese

Fulton County Public Safety Building
130 Peachtree Street, S.W. Suite 1168
Atlanta, GA 30303

Email: terrence.reese@fultoncountyga.gov

Fax: (404) 893-1739

Reference Bid #: 13ITB89684YB-TR

PRE-BID CONFERENCE

Date: Tuesday, September 17, 2013

Time: 11:00 A.M.

Location: Bid Conference Room – Purchasing Department

A Pre-Bid Conference will be held at the Fulton County Government Center, located at 130 Peachtree Street, S.W., Suite 1168 Atlanta, Georgia 30303, in the Bid Conference Room. ***Inquiries regarding the solicitation either technical or otherwise may be submitted in writing prior to the pre-bid conference and will be addressed at the pre-bid conference.***

Any additional questions asked at the Pre-Bid Conference must be submitted in written form at the Pre-Bid conference and will be responded to in the form of an addendum with the County's official responses.

The Pre-Bid Conference will be conducted for the purpose of explaining the County's bid process, the specifications/technical documents, and to provide non-binding verbal responses to questions concerning these bid specifications and to discuss issues from the Bidders perspective. However, no verbal response provided at the Pre-Bid Conference binds the County. Only written questions that are responded to by the County in written communications will be considered official.

BONDING REQUIREMENTS

Each Bid must be accompanied by a Bid Bond, prepared on the Bid Bond provided in this Bid Document or a Surety Company's Standard Bid Bond, duly executed by the Bidder as principal and having as surety, a surety company licensed to do business in the State of Georgia by the Georgia Insurance Commissioner and listed in the latest issue of U.S. Treasury Circular 570, in the amount of five percent of the Bid.

The successful Bidder for this Contract will be required to furnish a satisfactory Performance and Payment Bond each in the amount of 100 percent of the Bid, and proof of insurance in accordance with the requirements set forth in (Section 5) of this Bid Document.

END OF SECTION

SECTION 1 - INSTRUCTIONS TO BIDDERS

1. CONTRACT DOCUMENTS

The Contract Documents include the Contract Agreement, Contractor's Bid (including all documentation accompanying the Bid and any post-Bid documentation required by the County prior to the Notice of Award), Bonds, all Special Conditions, General Conditions, Supplementary Conditions, Specifications, Drawings and addenda, together with written amendments, change orders, field orders and the Construction Manager's written interpretations and clarifications issued in accordance with the General Conditions on or after the date of the Contract Agreement.

Shop drawing submittals reviewed in accordance with the General Conditions, geotechnical investigations and soils report and drawings of physical conditions in or relating to existing surface structures at or contiguous to the site are not Contract Documents.

The Contract Documents shall define and describe the complete work to which they relate.

2. BID PREPARATION

Bidders shall **SUBMIT ONE (1) ORIGINAL, SIGNED AND DATED, AND TWO (2) COPIES** on the forms provided in the Bid Document.

All bids must be made on the bid forms contained herein and shall be subject to all requirements of the Agreement Documents. All bids must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the bid by the Bidder.

Lump sum, unit price and extensions of unit prices must be entered in the appropriate spaces provided on the Bid Schedule/Bid Form. Unit prices shall include an appropriate allocation of overhead and other indirect costs so that the summation of unit price extensions and lump sum items represents the total bid amount. All blank spaces must be typed or hand written in blue ink on the "**Original**". All dollar amounts must be BOTH in writing and figures and represent prices for the published scope of work without exceptions.

The County may, in its sole discretion, reject any bid determined as irregular, a conditional bid or any bid on which there is an alteration of, or departure from the Bid Schedule attached.

Erasures or other changes in the bids must be explained or noted over the signature of the Bidder. All corrections to any entry must be lined out and initialed by the Bidder. Please do not use correction tapes or fluid. Failure to do so shall render the Bidder as non-responsive and cause rejection of the bid.

Failure to execute the Bid Schedule/Bid Form documents may result in Bidder being deemed non-responsive and cause rejection of the bid.

3. RECEIPT AND OPENING OF BIDS

Sealed bids will be received by the Fulton County Department of Purchasing & Contract Compliance at Fulton County Public Safety Building, 130 Peachtree Street, S.W., Suite 1168 Atlanta, Georgia 30303. The original signed Bid with three (3) copies shall be submitted in a sealed envelope, addressed to the Department of Purchasing and Contract Compliance and labeled **13ITB89684YB-TR Armed and Unarmed Security Services**.

REQUIRED SUBMITTALS: The bidder **must complete and execute** the following:

1. Bid Form
2. Acknowledgement of each Addendum
3. Bid Bond
4. Purchasing Forms (See Submittal Check List at end of this Section), fully executed
5. Contract Compliance Forms (See Submittal Check List at end of this Section), fully executed
6. Risk Management Insurance Provisions Form

Any bids received after the stated time and date will not be considered. It shall be the sole responsibility of the bidder to have his/her bid delivered to the Fulton County Department of Purchasing and Contract Compliance for receipt on or before the stated time and date (see Section 00020). If a bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Purchasing Department. Bids delayed by mail will not be considered, shall not be opened, and arrangements shall be made for their return at the bidder's request and expense.

Bid shall be publicly opened, with only the names and total bid price of the bidders disclosed at the opening.

4. ADDENDA AND INTERPRETATIONS

No interpretations of the meaning of the Drawings, Specifications or other pre-bid documents will be made to any Bidder orally.

Bidders requiring clarification or interpretation of the Contract Documents shall make a request in writing, either by mail, hand delivery, e-mail or fax, to the Purchasing Agent at the address below. To be given consideration, requests must be received no later than **2:00 PM, Tuesday, September 24, 2013**. The County will not respond to any requests, oral or written, received after this date. Telephone inquiries will not be accepted.

Department of Purchasing and Contract Compliance
Attn: **13ITB89684YB-TR Armed and Unarmed Security Services**
Fulton County Public Safety Building
130 Peachtree Street, S.W., 1168

Atlanta, GA 30303
Fax: (404) 893-1744
Terrence.reese@fultoncountyga.gov
Bid #: 13ITB89684YB-TR

Only communications from firms that are in writing and signed will be recognized by the County as duly authorized expressions on behalf of proposers/bidders. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Specifications which, if any addend are issued to this Invitation to Bid.

Failure of Bidders to receive or acknowledge any Addendum shall not relieve them of any obligation under the Bid. All Addenda shall become part of the Contract Documents.

5. SITE EXAMINATION

There will be no site visit for this project.

6. BIDDER'S MODIFICATION AND WITHDRAWAL OF BIDS

A Bidder may modify or withdraw its bid by written request, provided that the request is received by the County prior to the bid due date and time at the address to which bids are to be submitted. Provided further, that in case of an electronic request (i.e. facsimile, e-mail, etc.) a written confirmation thereof over the authorized signature of the Bidder must be received by the County at the address to which original Bids are to be submitted within three (3) calendar days after issue of the electronic message. Following withdrawal of its bid, the Bidder may submit a new bid, providing delivery is affected prior to the established bid opening date and time. **No bid may be withdrawn after bid due date for sixty (60) calendar days.**

7. BID AND CONTRACT SECURITY

A Bid Bond for an amount equal to five percent (5%) of the bid amount must accompany each Proposal. The bid bond shall be submitted in a separate, sealed envelope marked "Bid Bond".

Bids must be accompanied by a bid bond or certified check in an amount of five percent (5%) of the TOTAL AMOUNT of the base bid. The bid bond or certified check shall apply ONLY TO THIS BID. The bid name and contract number must appear on the security instrument. The bond must remain in full force and effect until the Bidder executes the final Contract. Bids not satisfying the bonding requirements of this project will be declared non-responsive.

Any bid bond, performance bond, payment bond, or security deposit required for public works construction contract shall be approved and filed with purchasing agent. At the option of the County, if the surety named in the bond is other than a surety company authorized by law to do business in this state pursuant to a current certificate of authority to transact surety business by the Commissioner of

Insurance, such bond shall not be approved and filed unless such surety is on the United States Department of Treasury's list of approved bond sureties.

A Purchasing Agent shall approve as to form and as to the solvency of the surety any bid bond, performance bond, or payment bond required by this. In the case of a bid bond, such approval shall be obtained prior to acceptance of the bid or proposal. In the case of payment bonds and performance bonds, such approval shall be obtained prior to the execution of the contract.

Whenever, in the judgment of the County:

- (1) Any surety on a bid, performance, or payment bond has become insolvent;
- (2) Any corporation surety is no longer certified or approved by the Commissioner of Insurance to do business in the state; or
- (3) For any cause there are no longer proper or sufficient sureties on any or all the bonds

The County may require the contractor to strengthen any or all of the bonds or to furnish a new or additional bond or bonds within ten days. Thereupon, if so ordered by the County, all work on the contract shall cease unless such new or additional bond or bonds are furnished. If such bond or bonds are not furnished within such time, the County may terminate the contract and complete the same as the agent of and at the expense of the contractor and his or her sureties.

As a condition of responsiveness the bidder must contain a Bid Bond for an amount equal to 5% of the bid amount. The Bid Bond shall be included in a separate envelope marked on the outside "Bid Bond". Checks or letters of credit of any type will not be accepted. A certified cashier's check will be acceptable. Provide a completed and fully executed Bid Bond. When the bidder's package is opened, a purchasing agent will verify the presence of the Bid Bond and remove it from the Proposal Package.

If the bidder withdraws its bid from the competition after the selection of its bid for a reason not authorized by Georgia law, the County will proceed on the Bid Bond, along with any other available remedies.

The Surety of the Bid Bond shall be from a surety company authorized to do business in the State of Georgia, shall be listed in the Department of Treasury Circular 570, and shall have an underwriting limitation in excess of 100% of the bid amount. The Bonds and Surety shall be subject to approval by the County Attorney.

Attorneys-in-fact for bidders who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

8. SURETY BONDS

The submission of surety bonds subsequent to the Bid submission shall be:

- a. Any surety bond submitted in accordance with the Bid or Agreement requirements must be issued by a corporate surety company satisfactory to the Commission and authorized to act as such in the State of Georgia;
- b. Such bonds shall conform to the forms provided with the Bid Documents and be completed in accordance with the instructions thereon; and
- c. In accordance with Georgia law, and upon award of the Agreement, separate performance and payment bonds shall be required of the successful Bidder, each in an amount not less than the total amount payable under the Agreement. The performance bond shall remain in effect for one (1) year after final acceptance of the Work or the guaranty period under the Agreement, whichever is the larger.

The payment bond shall remain in effect for the period required under Georgia law for the payment bonds on public construction agreements. Reference is made to the bond forms and the Agreement Documents for additional particulars of the terms required in the bonds. In the case of any inconsistency between the Bond Forms and Georgia law, the law shall control. Alterations, extension of the time allowed for performance, extra and additional Work, and other changes authorized under the Agreement may be made without notice to or consent of the surety or sureties.

9. INSURANCE REQUIREMENTS

The Contractor shall procure and maintain during the life of this Agreement, Workmen's Compensation, Public Liability, Property Damage, Automobile Liability insurance and any other insurance necessary to satisfy the requirements of the Agreement Documents.

10. RIGHT TO REJECT BIDS

The County reserves the right to reject any or all bids and to waive informalities. No bids will be received after the time set for opening bids. Any unauthorized conditions, limitations or provisions attached to the Bid, except as provided herein, will render it informal and may cause its rejection. Unbalanced bids will be subject to rejection. Any bidder may withdraw his/her bid, either personally or by telegraphic or written request, at any time prior to the scheduled closing time for receipt of bids. Telegraphic or written requests for withdrawal must be in the possession of the County prior to the closing time for receipt of bids.

11. APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their

complaints in the manner provided in the Fulton County Code of Laws §2-324, which is incorporated by reference herein.

12. EXAMINATION OF CONTRACT DOCUMENTS

Prospective bidders shall examine the contract documents and before submitting a bid, shall make a written request to the County for an interpretation or correction of any ambiguity, in consistency or error therein which could be discovered by a bidder. At the bid opening each bidder shall be presumed to have read and be familiar with the contract documents.

13. BID EVALUATION

- a. Each Bid timely received and in the County's hands at the time set forth for the Bid opening shall constitute an offer to perform the Agreement on the terms and conditions thereof, in strict accordance with the Agreement documents, and all other requirements, all for the Bid total. For good cause and valuable consideration, the sufficiency of which is acknowledged by submittal of a Bid, each Bidder promises and agrees that its Bid shall be irrevocable for a period of **sixty calendar days** after the Bid opening and will not be withdrawn or modified during that time. The County may accept any Bid by giving the Bidder Written Notice of acceptance during that time. If necessary, the period of time specified may be extended by written agreement between the County and the Bidder or Bidders concerned.
- b. After the Bids have been opened and before any award is made, the County will evaluate the Bid process, the Bid total, the supplements to the Bid form, Bidder's experience, proposed Subcontractors and equipment manufacturers and other data relating to Bidders' responsibility and qualifications to perform the Agreement satisfactorily.
- c. All extension of the unit prices shown and the subsequent addition of extended amounts may be verified by the County. In the event of a discrepancy between the unit price bid and the extension, the unit price will be deemed intended by the Bidder and the extension shall be adjusted. In the event of a discrepancy between the sum of the extended amounts and the bid total, the sum of the extended amounts shall govern.
- d. Bidder may be required to submit, in writing, the addresses of any proposed Subcontractors or Equipment manufacturers listed on the Bid, and to submit other material information relative to proposed Subcontractors or Equipment manufacturers. The County reserves the right to disapprove any proposed Subcontractor or Equipment manufacturers whose technical or financial ability or resources or whose experience are deemed inadequate.
- e. The County reserves the right to reject any Bid the prices of which appear to be unbalanced, and to reject any or all Bids, or parts thereof, if it determines, in its sole discretion, that such rejection is in the best interest of the Commission. Where only a single responsible and responsive Bid is received, the County may in its sole discretion, elect to conduct a price or cost analysis of the Bid. Such Bidder shall cooperate with such analysis

and provide such supplemental information as may be required. The determination whether to enter into an Agreement with such sole Bidder shall be solely within the County's discretion and not dependent upon performance of a price or cost analysis.

- f. Bids will be evaluated on the basis of determining the lowest Bid total of a Bidder, not including alternates, whose Bid is responsive to the Invitation to Bid and who is determined to be technically, financially and otherwise responsible to perform the Agreement satisfactorily, and to meet all other requirements of the Bidding Documents relating thereto. Any Bid may be rejected if it is determined by the County to be non-responsive, provided, however, that the Commission reserves the right to waive any irregularities or technicalities which it determines, within its sole discretion, to be minor in nature and in the interest of the public. Furthermore, any Bid may be rejected if it is determined by the County, in its sole discretion, that the Bidder is not capable of performing the Agreement satisfactorily based upon review of its experience and technical and financial capabilities, or the failure of such bidder to provide information requested relating to such determination. Additionally, the County reserves the right to disqualify Bids, before and after the bid opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of any Bidder(s).
- g. The County intends to award the Agreement at the earliest practicable date to the lowest responsive, responsible Bidder(s), provided that the Bid is within the funds available for the project. In addition, the Commission reserves the right to reject all Bids if it determines, in its sole discretion, that the public interest will be best served by doing so.
- h. A Pre-award Conference may be conducted with the apparent low Bidder(s) to review general requirements of the Bidding Documents.

14. **AWARD CRITERIA**

Award will be made after evaluating the prices, responsiveness and responsibility of each Bidder.

- A. **Responsiveness:** The determination of responsiveness will be determined by the following:
 - a. The completeness of all material, documents and/or information required by the County;
 - b. Whether the bidder has submitted a complete Bid form without irregularities, excisions, special conditions, or alternative bids for any item unless specifically requested in the Bid form.
- B. **Responsibility:** The determination of the bidder's responsibility will be determined by the following
 - a. The ability, capacity and skill of the Bidder to perform and/or provide the Work required;

- b. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the County that he/she is properly qualified to carry out the obligations of the Contract;
- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of work on previous contracts or work; Maintains a permanent place of business individually or in conjunction with the prime contractor.
- e. Has the appropriate and adequate technical experience necessary to perform the Work;
- f. Has adequate personnel and equipment to do the Work expeditiously;
- g. Has suitable financial means to meet obligations incidental to the work.

15. DISQUALIFICATION OF BIDDERS

Any of the following may be considered as sufficient for disqualification of a Bidder and the rejection of the Bid:

- a. Submission of more than one Bid for the same work by an individual, firm, partnership or Corporation under the same or different name(s);
- b. Evidence of collusion among Bidders;
- c. Previous participation in collusive bidding on Work for the County;
- d. Submission of an unbalanced Bid, in which the prices quoted for same items are out of proportion to the prices for other items;
- e. Lack of competency of Bidder. The Agreement will be awarded only to a Bidder(s) rated as capable of performing the Work.

16. BASIS OF AWARD

The Contract, if awarded, will be awarded to the lowest responsive and responsible bidder. No bid may be withdrawn for a period of sixty (60) days after the date of bid opening except as permitted by O.C.G.A., §36-91-41 et seq., as amended. Each Bid must be accompanied by a Bid Bond in accordance with the Bid Bond Requirements provided in the Contract Documents, on a Surety Company's Standard Bid Bond Form acceptable to the County in an amount no less than 5% of the amount bid. The successful bidder will be required to furnish a Performance Bond and Payment Bond, **on or before** the issuance of Notice to Proceed, each in the amount of 100% of the Contract Amount. All other required Contract Documents must be fully completed and executed by the Contractor and his/her Surety, and submitted to the Owner **on or before** the issuance of the Notice to Proceed.

17. PROFESSIONAL LICENSES (NON-APPLICABLE)

The State of Georgia requires that the following professions are required by state law to be licensed:

1. Electricians
2. Plumbers
3. Conditioned Air Contractors
4. Low voltage Contractors

Bidders and any sub-contractors performing any of the above described work must provide a copy of their license for the work they will perform on this project. Bidders must complete Form C3: Georgia Professional License Certification in Section 6, Purchasing Forms Failure to provide the required license may deem your bid non-responsive.

18. WAGE CLAUSE

Pursuant to 102-391, Each Contractor shall agree that in the performance of the Contract he will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

19. NOTICE OF AWARD OF CONTRACT

As soon as possible, and within sixty (60) days after receipt of bids, the County shall notify the successful Bidder of the Award of Contract.

The award shall be made by the Board of Commissioners of Fulton County to the lowest responsive, responsible bidder(s) as soon as possible after receipt of bids, taking into consideration price and the responsiveness to the requirements set forth in the Invitation for Bid. In such case, no claim shall be made by the selected Contractor(s) for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of his bid. The total of the awarded contract shall not exceed the available funds allocated for this project.

Should the County require additional time to award the contract, the time may be extended by mutual agreement between the County and the successful bidder. If an Award of Contract has not been made within sixty (60) days from the bid date or within the extension mutually agreed upon, the Bidder may withdraw the Bid without further liability on the part of either party.

Any award made by the Board of Commissioners as a result of this bid will begin from the date of the notice to proceed. The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written order from the user department. The contract shall become effective on the Contract Date and shall continue in effect until the end of the term of the contract or until the project has been closed-out unless earlier terminated pursuant to the termination provisions of the contract.

20. EXECUTION OF CONTRACT DOCUMENTS

Upon notification of Award of Contract, the County shall furnish the Contractor the conformed copies of Contract Documents for execution by the Contractor and Contractor's surety.

Within ten (10) days after receipt the Contractor shall return all the documents properly executed by the Contractor and the Contractor's surety. Attached to each document shall be an original power-of-attorney for the person executing the bonds for the surety and certificates of insurance for the required insurance coverage.

After receipt of the documents executed by the Contractor and his surety with the power-of-attorney and certificates of insurance, the County shall complete the execution of the documents. Distribution of the completed documents will be made upon completion.

Should the contractor and/or surety fail to execute the documents within the time specified the County shall have the right to proceed on the Bid Bond accompanying the bid.

If the County fails to execute the documents within the time limit specified, the Contractor shall have the right to withdraw the Contractor's bid without penalty.

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

Any agreement or contract resulting from the acceptance of a bid shall be on a County approved document form. The County reserves the right to reject any agreement that does not conform to the Invitation for Bid and any County requirements for agreements and contracts. The County reserves the right to modify the agreement resulting from this bid upon the recommendation of the County Attorney.

21. EQUAL EMPLOYMENT OPPORTUNITY ("EEO") IN PURCHASING AND CONTRACTING

To be eligible for award of this Agreement, the Bidder must certify and fully comply with the requirements, terms, and conditions of the County's Non Discrimination in Contracting and Procurement.

22. JOINT VENTURE

Any Bidder intending to respond to this solicitation as a joint venture must submit an executed joint venture agreement with its offer. The agreement must designate those persons or entities authorized to execute documents or otherwise bind the joint venture in all transactions with Fulton County or be accompanied by a document, binding upon the joint venture and its constituent members, making such designation. Offers from joint ventures that do not include these documents will be rejected as being non-responsive.

23. CONTRACTORS COMPLIANCE WITH ALL ASSURANCES AND/OR PROMISES MADE IN RESPONSE TO PROCUREMENT

Should any Bidder submit a response to the County promising to provide a certain level of service for either the scope of work, MFBE participation, or any other matter, including where such promise or assurance is greater than what is required by the procurement documents, and should this response containing the promise or assurance be accepted by the County and made a part of the Contract Documents, then this degree or level of service promised by the bidder relating to the scope of work, MFBE participation, or other matter shall be considered to be a material part of the Agreement between the bidder and the County, such that the bidder's failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to the General Conditions of the Agreement.

24. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

This Invitation to Bid is subject to the Georgia Security & Immigration Compliance Act. Pursuant to the Georgia Security & Immigration Compliance Act of 2006, as amended on May 11, 2009, bidders and proposers are notified that all bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals. Under state law, the County cannot consider any bid/proposal which does not include a completed affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act. All bidders/proposers intending to do business with the County are responsible for independently apprising themselves and complying with the requirements of that law and its effect on County procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>

See Purchasing Forms & Instructions for declarations and affidavits.

25. SUBCONTRACTING OPPORTUNITIES

Potential prime contractors submitting a bid on this project for Fulton County and are seeking subcontractors and/or suppliers can advertise those subcontracting opportunities on the County's website, <http://www.fultoncountyga.gov> under Subcontracting Bid Opportunities.

26. TERM OF CONTRACT

MULTI-YEAR CONTRACT TERM

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County's then current fiscal year.

a. Commencement Term

The "Commencement Term" of this Agreement shall begin on the date of execution of the Agreement in the year 2014, the starting date, and shall end absolutely and without further obligation on the part of the County on the 31st day of December, 2014. The Commencement Term shall be subject to events of termination and the County's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County's obligation to make payments provided under this Agreement shall be subject to the County's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County's governing body and such obligation shall not constitute a pledge of the County's full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January, 2015 and shall end no later than the 31st day of December, 2015. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January, 2016 and shall end no later than the 31st day of December, 2016. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

c. Term Subject to Events of Termination

All "Terms" as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County's rights upon termination.

d. Same Terms

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

e. Statutory Compliance Regarding Purchase Contracts.

The parties intend that this Agreement shall, and this Agreement shall operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.

27. NO CONTACT PROVISION

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted Bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

28. AUTHORIZATION TO TRANSACT BUSINESS

If the Contractor is a corporation or corporations combined to form a joint venture, the corporation or members of the joint venture team, prior to Agreement execution, must submit documentary evidence from the Secretary of State that the corporation is in good standing and that the corporation is authorized to transact business in the State of Georgia.

29. BID GENERAL CONDITIONS

1. Proposals may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County's Legal Counsel indicating whether the firm is bound by its proposal.

Proposals for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:

The County must advise Offerors in the request for proposals of the number of days that Offerors will be required to honor their proposals. If an Offeror is not selected within 60 days of opening the proposals, any Offeror that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the proposal.

2. Fulton County shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.
3. The successful Offeror must assume full responsibility for delivery of all goods and services proposed.
4. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the County of such defect, damage or deficiency.
5. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.
6. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
7. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of its rights, title or interest therein without prior written consent of the Fulton County Board of Commissioners.

8. In case of default by the successful Offeror, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
9. All proposals and bids submitted to Fulton County are subject to the Georgia “**Open Records Act**” Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.
10. All proposals and bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h).

30. Submittals

The following submittals must be completed and submitted with the Bid Submittal. This checklist is provided to ensure that the Bidder submits certain required information with its Bid.

	Bid Submittal Check Sheet	Check (√)
1.	Georgia Security and Immigration Contractor Affidavit(s) and Agreements	
2.	Georgia Security and Immigration Subcontractor Affidavit(s)	
3.	Bid Form	
4.	Acknowledgment of Addenda	
5.	Bid Bond	
6.	Non-Collusion Affidavit	
7.	Certificate of Acceptance of Request for Bid	
8.	Georgia Utility Contractor’s License (if applicable)	
9.	Georgia General Contractors License (if applicable)	
10.	Georgia Professional License (if applicable)	
11.	Certificate Regarding Debarment	
12.	Disclosure Form and Questionnaire	
13.	Office of Contract Compliance Requirements (submitted in a separate envelope)	
14.	Proof of Insurance Coverage	

END OF SECTION

**SECTION 2
BID FORM**

Submitted To: Fulton County Government

Submitted By: _____

For: **Armed and Unarmed Security Services**

Submitted on _____, 2013

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

BASE BID AMOUNT (Do not include any Bid Alternates)

\$ _____
(Dollar Amount in Numbers)

(Dollar Amount in Words)

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written "Notice to Proceed" from the County.

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure. Enclosed is a Bid Bond in the approved form, in the sum of:

_____ Dollars

(\$_____) according to the conditions of "Instructions to Bidders" and provisions thereof.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM # _____ DATED _____

BIDDER: _____

Signed by: _____
[Type or Print Name]

Title: _____

Business Address: _____

Business Phone: _____

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

END OF SECTION

PURCHASING FORMS & INSTRUCTIONS

This section contains the procurement forms that are required to be executed and submitted with the bid package. This section does not contain all forms required to be included with the bid package submittal.

To be deemed responsive to this ITB, Bidders must provide the information requested and complete in detail all Purchasing Forms. The appropriate individual(s) authorized to commit the Bidder to the Project must sign the Purchasing Forms. Bidders should reproduce each Purchasing Form, as required, and complete the appropriate portions of the forms provided in this section.

- Form A: Non-Collusion Affidavit of Prime Bidder/Offeror
- Form B: Certificate of Acceptance of Request for Bid/Proposal Requirements
- Form C: Professional License Certifications (*not applicable*)
- Form D: Certification Regarding Debarment
- Form E: Disclosure Form and Questionnaire
- Form F: Georgia Security and Immigration Contractor Affidavit and Agreement
- Form G: Georgia Security and Immigration Subcontractor Affidavit

FORM A: NON-COLLUSION AFFIDAVIT OF BIDDER/OFFEROR

STATE OF GEORGIA

COUNTY OF FULTON

I, _____ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any 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. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

(COMPANY NAME)

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 2013

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

**FORM B: FULTON COUNTY CERTIFICATE OF ACCEPTANCE OF BID/PROPOSAL
REQUIREMENTS**

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages #_____ to #_____ inclusive, including any addenda # _____ to #_____ exhibit(s) #_____ to #_____, attachment(s) # to #_____, and/or appendices #_____ to #,_____ in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto.

This is also to certify that the offeror has reviewed the form Fulton County contract included in the solicitation documents and agrees to be bound by its terms, or that the offeror certifies that it is submitting any proposed modification to the contract terms with its proposal. The offeror further certifies that the failure to submit proposed modifications with the proposal waives the offeror's right to submit proposed modifications later. The offeror also acknowledges that the indemnification and insurance provisions of Fulton County's contract included in the solicitation documents are non-negotiable and that proposed modifications to said terms may be reason to declare the offeror's proposal as non-responsive.

Company: _____

Signature: _____

Name: _____

Title: _____

Date: _____

(Corporate Seal)

FORM C1: CONTRACTOR'S GEORGIA UTILITY LICENSE CERTIFICATION

Contractor's Name: _____

Utility Contractor's Name: _____

Expiration Date of License: _____

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

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

**FORM C2: CONTRACTOR'S GEORGIA GENERAL CONTRACTOR'S LICENSE
CERTIFICATION**

Contractor's Name: _____

General Contractor's License Number: _____

Expiration Date of License: _____

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

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

FORM C3: GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: _____

Performing work as: Prime Contractor _____ Sub-Contractor _____

Professional License Type: _____

Professional License Number: _____

Expiration Date of License: _____

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

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

FORM D: CERTIFICATION REGARDING DEBARMENT

- (1) The Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the Fulton County Government.
- (2) If the Offeror is unable to certify to any of the statements in this certification, such Offeror or subcontractor shall attach an explanation to this bid or proposal.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Offeror is providing the certification set out below:

- (1) The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, the Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
- (2) The prospective Offeror shall provide immediate written notice to the Purchasing Agent if at any time the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (3) Offeror shall be under a continuing duty to immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Offeror certification regarding debarment is affected.

DEBARMENT ORDINANCE

The following Section 2-322 of Fulton County Code of Laws establishes the procedure for the debarment of contractors.

(a) Authority to suspend:

After reasonable notice to the entity involved and reasonable opportunity for that entity to be heard, the Purchasing Agent, after consultation with user department, the County Manager and the County Attorney shall have the authority to suspend an entity for cause from consideration for award of county contracts. As used in this section, the term entity means any business entity, individual, firm, contractor, subcontractor or business corporation, partnership, limited liability corporation, firm, contractor, subcontractor or business structured; provided, further, that any such entity shall also be subject to suspension under this section if any of its constituents, members, subcontractors at any tier of such entity's and the entity, or any constituent or member, knew or should have known of the commission of the act. The suspension shall be for a period not to exceed three (3) years unless cause is based on a felony conviction for an offense related or associated with fraudulent contracting or misappropriation of funds wherein the suspension shall not exceed seven (7) years.

(b) Causes for Suspension; The causes for suspension include:

- (1) Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;

- (2) Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county contractor.
- (3) Conviction of state or federal anti-trust statutes arising out of the solicitation and submission of bids and proposals;
- (4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action:
 - a. Failure to perform in accordance with the specifications within a time limit provided in a county contract;
 - b. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension;
 - c. Material representation of the composition of the ownership or workforce or business entity certified to the county as a minority business enterprise; or
 - d. Falsification of any documents.
- (5) For violation of the ethical standards set forth in Fulton County Code Chapter 9, Code of Ethics.
- (6) Knowing misrepresentation to the county, of the use which a majority owned contractor intends to make a minority business enterprise (a business entity at least 51 percent of which is owned and controlled by minority persons, as defined in Fulton County Code Chapter 6, Article B, Minority Business Enterprise Affirmative Action Program and certified as such by the County) as a subcontractor or a joint venture partner, in performing work under contract with the County.

Failure to fully and truthfully provide the information required, may result in the disqualification of your bid/proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this certification and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 2013

(Legal Name of Offeror) (Date)

(Signature of Authorized Representative) (Date)

(Title)

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:

(a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;

Circle One: YES NO

(b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

Circle One: YES NO

(c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.

Circle One: YES NO

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: YES NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?

Circle One: YES NO

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

Circle One: YES NO

5. Has any offeror, member of offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: YES NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 2013

(Legal Name of Proponent) (Date)

(Signature of Authorized Representative) (Date)

(Title)

Sworn to and subscribed before me,

This _____ day of _____, 2013

(Notary Public) (Seal)

Commission Expires: _____
(Date)

**FORM F: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT
AND AGREEMENT**

Instructions:

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit provided.

STATE OF GEORGIA

COUNTY OF FULTON

**FORM F: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT
AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with **[insert name of prime contractor]** _____ on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A./ 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Subcontract Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 2013

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**FORM G: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR
AFFIDAVIT**

Instructions:

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

STATE OF GEORGIA

COUNTY OF FULTON

FORM G: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with **[insert name of prime contractor]** _____ behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Subcontract Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 2013

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SECTION 4
BID BOND

No bid for a contract in Fulton County for work to be done shall be valid for any purpose unless the Contractor shall give a Bid Bond with good and sufficient surety payable to, in favor of, and for the protection of Fulton County. The Bid Bond shall not be less than 5% of the total amount payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Georgia.

Attestation for the corporation must be by the corporate officer; for a partnership by another partner; for an individual by a notary with the corporate seal.

BID BOND
13ITB89684YB-TR, ARMED AND UNARMED SECURITY SERVICES
FULTON COUNTY GOVERNMENT

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____

hereinafter called the PRINCIPAL, and _____

hereinafter call the SURETY, a corporation chartered and existing under the laws of the State of _____ and duly authorized to transact Surety business in the State of Georgia, are held and firmly bound unto the Fulton County Government (COUNTY), in the penal sum of _____ Dollars and Cents (\$ _____) good and lawful money of the United States of America, to be paid upon demand of the COUNTY, to which payment well and truly to be made we bind ourselves, our heirs, executors, and administrators and assigns, jointly and severally and firmly by these presents.

WHEREAS the PRINCIPAL has submitted to the COUNTY, for **13ITB89684YB-TR, ARMED AND UNARMED SECURITY SERVICES**, a Bid;

WHEREAS the PRINCIPAL desires to file this Bond in accordance with law:

NOW THEREFORE: The conditions of this obligation are such that if the Bid be accepted, the PRINCIPAL shall within ten (10) calendar days after receipt of written notification from the COUNTY of the award of the Contract execute the Contract in accordance with the Bid and upon the terms, conditions and prices set forth therein, in the form and manner required by the COUNTY, and execute sufficient and satisfactory Performance and Payments Bonds payable to the COUNTY, each in the amount of one hundred percent (100%) of the total contract price, in form and with security satisfactory to said COUNTY, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the SURETY shall upon failure of the PRINCIPAL to comply with any or all of the foregoing requirements within the time specified above immediately pay to the COUNTY, upon demand the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

In the event suit is brought upon this Bond by the COUNTY and judgment is recovered, the SURETY shall pay all costs incurred by the COUNTY in such suit, including attorney's fees to be fixed by the Court.

Enclosed is a Bid Bond in the approved form, in the amount of _____

_____ Dollars

(\$ _____) being in the amount of five percent (5%) of the Contract Sum.

The money payable on this bond shall be paid to the COUNTY, for the failure of the Bidder to execute a Contract within ten (10) days after receipt of the Contract and at the same time furnish a Payment Bond and Performance Bond.

(SIGNATURES ON NEXT PAGE)

IN TESTIMONY THEREOF, the PRINCIPAL and SURETY have caused these presents to be duly signed and sealed this _____ day of _____, 2013

ATTEST:

PRINCIPAL

BY _____

(SEAL)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as principal in the within bond; that _____, who signed the said bond of said corporation; that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by authority of its governing body.

SECRETARY

(CORPORATE SEAL)

SURETY

BY _____

(SEAL)

END OF SECTION

SECTION 5 CONTRACT COMPLIANCE REQUIREMENTS

NON-DISCRIMINATION IN PURCHASING AND CONTRACTING

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners ("Board") that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board without regard to the race, color, gender or national origin of the ownership of any such business. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

Implementation of Equal Employment Opportunity (EEO) Policy

The County effectuates Equal Employment Opportunity thru Policy #800-8, Non-Discrimination in Contracting and Procurement. This policy considers racial and gender workforce availability. The availability of each workgroup is derived from the work force demographics set forth in the 2000 Census EEO file prepared by the United States Department of Commerce for the applicable labor pool normally utilized for the contract.

Monitoring of EEO Policy

Upon award of a contract with Fulton County, the successful bidder/proposer must complete an Equal Employment Opportunity Report (EEOR), describing the racial and gender make-up of the firm's work force. If the EEOR indicates that the firm's demographic composition indicates underutilization of employee's of a particular ethnic group for each job category, the firm will be required to submit an aggressive action plan setting forth steps the firm will take to address the identified underutilization.

DETERMINATION OF GOOD FAITH EFFORTS

During the course of the project, the Prime Contractor shall demonstrate that they have made all efforts reasonably possible to ensure that Minority and Female Business Enterprises (MFBE) have had a full and fair opportunity to compete and win subcontracts on this project. The Prime Contractor is required to include all outreach attempts that would demonstrate a "Good Faith Effort" in the solicitation of sub-consultants/subcontractors.

Written documentation demonstrating the Prime Contractor's outreach efforts to identify, contact, contract with or utilize Minority or Female owned businesses shall include holding pre-bid conferences, publishing advertisements in general circulation media, trade association publications, minority-focused media, and the County's bid board, as well as other efforts.

Include a list of publications where the advertisement was placed as well as a copy of the advertisement. Advertisement shall include at a minimum, scope of work, project location, location(s) of where plans and specifications may be viewed or obtained and trade or scopes of work for which subcontracts are being solicited.

EQUAL BUSINESS OPPORTUNITY PLAN (EBO PLAN)

In addition to the proposal submission requirements, each vendor **must** submit an Equal Business Opportunity Plan (EBO Plan) with their bid/proposal. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a bidder/proposer, contractor, or vendor or by Fulton County. The respondent **must** outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with *this solicitation*.

The EBO Plan **must** identify and include:

1. Potential opportunities within the scope of work of *this solicitation* that will allow for participation of racial, gender or ethnic groups.
2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in *this solicitation*.

Fulton County encourages joint ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

Prompt Payment: The prime contractor **must** certify in writing and **must** document all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the prime contractor prior to receipt of any further progress payments). In the event the prime contractor is unable to pay subcontractors, sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime contractor shall pay all subcontractors, sub-consultants or suppliers funds due from said progress payment within forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than fifteen (15) days as provided for by state law.

REQUIRED FORMS AND EBO PLAN

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), bidders/proposers **must** submit the following completed documents. Failure to provide this information **shall** result in the proposal being deemed non-responsive.

- Exhibit A – Promise of Non-Discrimination
- Exhibit B – Employment Report
- Exhibit C – Schedule of Intended Subcontractor Utilization
- Exhibit D – Letter of Intent to Perform as a Subcontractor or Provide Materials or Services
- Exhibit E – Declaration Regarding Subcontractors Practices
- Exhibit F – Joint Venture Disclosure Affidavit
- Equal Business Opportunity Plan (EBO Plan). This document is not a form rather a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.
- Exhibit H – First Source Jobs Program Information, Form 2

The following document must be completed as instructed if awarded the project:

- Exhibit G – Prime Contractor’s Subcontractor Utilization Report
- Exhibit H – First Source Jobs Program Agreement, Form 3

All Contract Compliance documents (Exhibits A – H and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked “Contract Compliance”. The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.

EXHIBIT A – PROMISE OF NON-DISCRIMINATION

“Know all persons by these presents, that I/We (_____),
Name

_____ Title Firm Name
Hereinafter “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

SIGNATURE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EXHIBIT B – EMPLOYMENT REPORT

The demographic employment make-up for the bidder must be identified and submitted with this bid/proposal. In addition, if subcontractors will be utilized by the bidder/proposer to complete this project, then the demographic employment make-up of the subcontractor(s) must be identified and submitted with this bid.

JOB CATEGORIES	TOTAL EMPLOYED		TOTAL MINORITIES		WHITE (Not Hispanic Origin)	BLACK or AFRICAN AMERICAN (Not of Hispanic Origin)		HISPANIC or LATINO	AMERICAN INDIAN or ALASKAN NATIVE (AIAN)		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (NHOP)		TWO or MORE RACES		
	M	F	M	F		M	F		M	F	M	F	M	F	M	F	M
EXECUTIVE/SENIOR LEVEL OFFICIALS and MANAGERS																	
FIRST/MID LEVEL OFFICIALS and MANAGERS																	
PROFESSIONALS																	
TECHNICIANS																	
SALES WORKERS																	
ADMINISTRATIVE SUPPORT WORKERS																	
CRAFT WORKERS																	
OPERATIVES																	
LABORERS & HELPERS																	
SERVICE WORKERS																	
TOTAL																	

FIRMS'S NAME
ADDRESS
TELEPHONE

This completed form is for (Check only one):

Submitted by: _____

Bidder/Proposer

Subcontractor

Date Completed: _____

EXHIBIT C - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

If the bidder/proposer intends to subcontract any portion of this scope of work/service(s), this form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** include Letter(s) of Intent (Exhibit D) in the bid document for all subcontractors who will be utilized under the scope of work/services.

Prime Bidder/Proposer: _____

ITB/RFP Number: _____

Project Name or Description of Work/Service(s): _____

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is _____ is not _____ a minority or female owned and controlled business enterprise. (Please indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly):

2. If the Prime Bidder/Proposer is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

3. Sub-Contractors (including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

***Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.**

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____ %

***Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.**

Total Dollar Value of Subcontractor Agreements: (\$)

Total Percentage Value: (%)

CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

Signature: _____ **Title:** _____

Firm or Corporate Name: _____

Address: _____

Telephone: () _____

Fax Number: () _____

Email Address: _____

EXHIBIT D

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR OR
 PROVIDE MATERIALS OR SERVICES**

This form **must** be completed by **ALL** known subcontractor and submitted with the bid/proposal. The Prime Contractor **must** submit Letters of Intent for **ALL** known subcontractors at time of bid submission.

To: _____
 (Name of Prime Contractor Firm)

From: _____
 (Name of Subcontractor Firm)

ITB/RFP Number: _____

Project Name: _____

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

Description of Work	Project Commence Date	Project Completion Date	Estimated Dollar Amount

 (Prime Bidder)

 (Subcontractor)

Signature _____

Signature _____

Title _____

Title _____

Date _____

Date _____

EXHIBIT E - DECLARATION REGARDING SUBCONTRACTING PRACTICES

If the bidder/proposer **does not intend to subcontract** any portion of the scope of work services(s), this form **must be** completed and submitted with the bid/proposal.

_____ hereby declares that it is my/our intent to
(Bidder)

perform 100% of the work required for _____
(ITB/RFP Number)

(Description of Work)

In making this declaration, the bidder/proposer states the following:

1. That the bidder/proposer does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform **all elements** of the work on this project with his/her own current work forces;
2. If it should become necessary to subcontract some portion of the work at a later date, the bidder/proposer will comply with all requirements of the County's Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a decision made by the bidder/proposer to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County's Non-Discrimination Ordinances;
3. The bidder will provide, upon request, information sufficient for the County to verify Item Number one.

AUTHORIZED COMPANY REPRESENTATIVE

Name: _____ Title: _____ Date: _____

Signature: _____

Firm: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

EXHIBIT F - JOINT VENTURE DISCLOSURE AFFIDAVIT

ITB/RFP No.: _____

Project Name: _____

This form must be completed and submitted with the bid/proposal if a joint venture approach is to be undertaken.

In order to evaluate the extent of small, minority and female business involvement being proposed by a Bidder/Proposer, certain relevant information must be provided prior to contract award. The information requested below is to clearly identify and explain the extent of small business participation in the proposed joint venture. All items must be properly addressed before the business entity can be evaluated.

1. Firms:

- 1) Name of Business: _____
Street Address: _____
Telephone No.: _____
Nature of Business: _____

- 2) Name of Business: _____
Street Address: _____
Telephone No.: _____
Nature of Business: _____

- 3) Name of Business: _____
Street Address: _____
Telephone No.: _____
Nature of Business: _____

NAME OF JOINT VENTURE (If applicable): _____

ADDRESS: _____

PRINCIPAL OFFICE: _____

OFFICE PHONE: _____

Note: Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof.
2. Describe the financial controls of the joint venture, e.g., will a separate cost center be established? Which venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each joint venture to commit or obligate the order?
3. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.
4. Describe the estimated contract cash flow for each joint venturer.
5. To what extent and by whom will the on-site work be supervised?
6. To what extent and by whom will the administrative office be supervised?
7. Which joint venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?
8. Which joint venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?
9. Describe the experience and business qualifications of each joint venturer.
10. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.
11. Percent of Minority/Female Business Enterprises ownership by each joint venture in terms of profit and loss sharing: _____

12. The authority of each joint venturer to commit or obligate the other: _____

13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the Minority/Female Business Enterprises enterprise, the majority

firm or the joint venture: _____

14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

<u>Name</u>	<u>Race</u>	<u>Sex</u>	<u>Financial Decisions</u>	<u>Supervision Field Operation</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Contract Compliance, and Finance, under the direction of the County Manger's Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.

FOR _____
(Company)

Date: _____

(Signature of Affiant)

(Printed Name)

(Company)

Date: _____

(Signature of Affiant)

(Printed Name)

State of _____:

County of _____:

On this _ day of _____, 2013, before me, appeared _____, the undersigned officer, personally appeared _____ known to me to be the person described in the foregoing Affidavit and acknowledges that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

Should you have questions regarding any of the documents contained in Section 5, please feel free to contact the Office of Contract Compliance at (404) 763-6300, for further assistance.

EXHIBIT H
FULTON COUNTY FIRST SOURCE JOBS PROGRAM

STATEMENT OF POLICY:

It is the policy of Fulton County Government to provide employment opportunities to the citizens of Fulton County. This policy will apply to all contracts procured through the Department of Purchasing & Contract Compliance valued in excess of \$200,000. The Prime Contractor is expected to utilize the First Source Jobs Program to fill 50% of the entry level jobs which arise as a result of any project funded in whole or in part with County funds with residents of Fulton County.

PURPOSE:

The purpose of this policy is to create a pool of employable persons who are residents of Fulton County to be called upon as a source to fill jobs created as a result of any eligible project funded in whole or in part with County funds in order to provide stable economic opportunities for families throughout the County. The First Source Jobs Program will be implemented by the Department of Purchasing & Contract Compliance and the Office of Workforce Development.

MONITORING POLICY:

Upon execution of a contract with Fulton County Government, the First Source Jobs Agreement (FSJ Form 2) will become a part of the contract between the bidder/proposer and Fulton County Government. The First Source Jobs Program will be monitored during routine site visits by the Office of Contract Compliance along with the Office of Workforce Development.

FORM 1

FULTON COUNTY
First Source Jobs Program Information

Company Name: _____

Project Number: _____

Project Name: _____

The following entry-level positions will become available as a result of the above referenced contract with Fulton County.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Include a job description and all required qualifications for each position listed above.

Identify a company representative and contact phone number who will be responsible for coordinating with the First Source Jobs Program:

Company Representative: _____

Phone Number: _____

Email Address: _____

FORM 2

FULTON COUNTY
First Source Jobs Program Agreement

Awarded Contractor's Name: _____

Formal Contract Name: _____

RFP/ITB Number: _____

Contact Person: _____

Contact Phone: _____

The contractor listed above agrees to the following:

1. The contractor shall make a good faith effort to fill 50% of the entry level position(s) created by this project using the Fulton County First Source Jobs Program.
2. The contractor shall provide the applicable details of every entry level job in writing within the required form.
3. The contractor shall be expected to present documentation that confirms employment terms to both the employee and Fulton County.

The Office of Contract Compliance will assist with monitoring the participation of First Source Jobs Program employees during routine site visits and report findings to the Office of Workforce Development for confirmation and follow-up. The Office of Workforce Development shall notify the Director of Human Services and the Purchasing Agent of any determination of non-compliance with the requirements of this policy and recommend a resolution or action to be taken.

Upon a determination by the Purchasing Agent and the Director of Human Services that a contractor has failed to comply with any portion of this policy, the County may impose the following:

1. Ten percent (10%) of all future payments under the involved eligible project shall be entitled to be withheld from a contractor that has violated this policy until the contractor complies with the provisions of this policy.

The undersigned agrees to the terms and conditions set forth in this agreement.

Contractor's Official Title: _____ Date: _____

Contractor's Name: _____

Contractor's Signature: _____

FORM 3

**SECTION 6
INSURANCE AND RISK MANAGEMENT PROVISIONS**

Armed and Unarmed Security Services

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A-VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Scope of Services must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be provided to Fulton County Government prior to the start of any activities/services as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the 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 Fulton County Government.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	\$500,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	\$500,000
Employer's Liability Insurance	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	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000

Damage to Rented Premises	Limits	\$100,000
CGL - No Exclusion for Sexual Abuse Allegations		

3. BUSINESS AUTOMOBILE LIABILITY INSURANCE

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

4. UMBRELLA LIABILITY

(In excess of above noted coverage's)	Each Occurrence	\$3,000,000
--	-----------------	-------------

Certificates of Insurance

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed-operations, using ISO form CG 2010 (11/85 version) or equivalent.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as additional insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Contractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices **must** identify the "**Certificate Holder**" as follows:

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

Certificates **must** list Project Name (where applicable).

Important:

It is understood that Insurance in no way limits the Liability of the Contractor/Vendor.

USE OF PREMISES

Contractor/Vendor shall confine its apparatus; the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent of the Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton 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 costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____

DATE: _____

SECTION 7 SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

1.1 TRANSITION OF SERVICE

Each prospective Contractor must submit a plan describing how they intend to initiate operations. Fulton County desires this transition be accomplished within thirty (30) days after Notice of Award/Contract approval. Bidder must include details regarding training.

Each prospective Contractor must submit, with the bid, a plan for the continuation of services during a transfer of operations to the County and/or another Contractor in the event of Non-Renewal or Termination of the Contract

1.2 INFORMATION TO BE SUBMITTED

Failure to submit any required data item may be cause for rejection. Bidders may submit such other data as they deem appropriate; however, voluminous or overly elaborate bids are discouraged.

Bid information shall include:

Organization Description - Provide a short resume of the organization. Include types of similar services/products performed/provided by the firm.

References - Provide a list of references of comparable size and facility type for which services have been contracted for the last three years. Include the contract cost, contract period, contact name and telephone numbers for each.

Organization Profile - Provide a personnel summary of those individuals anticipated to be assigned to the project and their area of responsibility

Project Management Plan/Approach of Work - Provide a plan indicating how the bidder envisions performing the work, including, but not limited to:

1. Approach philosophy and methodology used in the performance of these services
2. On-site supervisor(s) assigned to the facilities. Indicate training, the number of years' experience and ratio of supervisors to line security personnel.
3. Quality control mechanisms.
4. Reporting methods and time frame.
5. Detailed schedule of proposed services required. Completion of Security Staffing Plan Attachment using proposed bill rates.
6. Problem resolution procedures.

7. Personnel, including the proposed daily number of staff assigned to each site; the classification and salary of staff assigned; the number of daily hours assigned to each staff member; the unit cost per hour for each classification.

Bonds and Insurance - Bond and Insurance certificates certifying proof of ability to provide bond and insurance coverage in the amount specified herein, if awarded the bid.

Financial Capability - Provide certified copies of financial statements for the previous three (3) years.

Failure to respond to all requirements of the bid may result in the rejection of your bid. Fulton County reserves the right to accept or reject any or all bids and to waive any technicalities.

CONTRACT PERIOD AND RENEWAL

Award will be made to the lowest responsible and responsive bidder who meets all of the requirements of the bid. Any award made as a result of this bid will be **effective for one (1) year from January 1 through December 31, 2014**. Fulton County reserves the right to renew this contract for **two (2) additional twelve (12) month periods**, pending availability of departmental appropriated funding, as well as contractor compliance with County rules and policies. Option year price increases shall not exceed the Consumer Price Index (CPI) as published by the Bureau of Labor Statistics of the U.S. Department of Labor with particular reference to the average shown on such index for "all items" for the Atlanta metropolitan area.

2.0 SPECIFICATIONS

Contractor's staff will be required to:

- a. Operate x-ray screening machines, and hand-held and walk-through magnetometers (metal detectors) or some combination thereof and screen persons and their possessions for weapons and other unauthorized items.
- b. Operate a computerized; windows based security software system, closed circuit television monitors, intrusion alarm system, elevator control system, and a computerized fire/life safety system.
- c. Conduct interior and exterior perimeter security foot patrols of facilities and vehicle patrol of county property.
- d. Control access to county buildings and property.
- e. Respond to intrusion detection alarms in county buildings at various sites in the County.
- f. Evacuate persons from county buildings as directed during emergencies.
- g. Detain and/or physically restrain persons.

- h. Conduct searches of persons and their possessions, vehicles and buildings/work areas.
- i. Check designated county buildings and property to determine that they are properly secured
- j. Take relevant field notes and prepare legible, comprehensive security incident reports.
- k. Testify in court or other legal or administrative proceedings.
- l. Use hand held radios and appropriate codes and signals for security communications.
- m. Operate fire extinguishers and determine proper type extinguisher based on type fire encountered.
- n. Document and turn in found property.
- o. Use basic first aid techniques to assist persons choking, bleeding, with broken limbs, concussions or in shock. Perform emergency breathing and cardiopulmonary resuscitation (CPR) on persons in respiratory or cardiac arrest respectively.
- p. Perform other security duties as required.

Contractor will perform all duties in accordance with the requirements contained herein, the standard operating procedures of the Security Division, FCPD, and the General Orders of the FCPD, Fulton County Policy and applicable law. Such duties will be performed in a professional and businesslike manner such that Fulton County buildings are maintained in a secure condition and in a manner such as not to annoy, disturb, endanger, offend, or unreasonably interfere with and/or delay the operations, activities or any occupants of the premises. Contractor shall use his best efforts to coordinate and adjust his activities to the needs and requirements of the various users of County buildings.

2. CONTRACTOR'S STAFF.

Prior to the commencement of contract services, the contractor shall provide the Security Division Commander, FCPD, with a list identifying all contract security personnel and their assigned shift and assigned work site. The contractor agrees to provide the Security Division Commander, FCPD, with 48-hour prior notification before instituting any changes to shift and work site assignments.

The contractor shall provide and maintain, at all times, an adequate number of properly trained personnel and an adequate quantity of necessary supplies and equipment to ensure the full and timely performance of the obligations and function of this contract.

The appearance of the employees shall be neat, clean and comply with the General Orders of the FCPD and the standard operating procedures of the Security Division, FCPD.

The conduct of the employees shall be courteous and consistently of the highest standards.

All contract security personnel shall work under the general operational control and supervision of the "ON DUTY" Security Watch Supervisor, Security Division, and FCPD for the applicable work shift.

Contractor shall ensure that no member of the security staff shall be allowed to work in excess of 60-hours per week at any time.

Contractor shall ensure the security staff neither solicits gratuities of any type for any reason.

The Contractor must immediately replace any employee that exhibits signs of alcohol and/or drug usage, or any other incapacitating agents. The Security Watch Supervisor, Security Division, FCPD will have the right to direct the Contractor to relieve and/or remove any employee suspected of drug and/or alcohol usage, such action will be at no additional cost to the County.

The Contractor will be responsible for hiring, training, testing and supervising all persons hired to perform screening functions and duties to ensure the personnel performing these duties possess the capability to do so.

The Contractor agrees to make available the Operation's and/or Branch Manager to accompany the Security Watch Supervisor, Security Division, FCPD or designee on periodic scheduled and unscheduled tours of the premises for which the Contractor is responsible for security services.

3. HIRING REQUIREMENTS

Search consent: The Contractor consents to reasonable search and/or inspection of the security staff employees, their employee lockers and their personal effects, such as tote bags, backpacks and handbags. The Contractor must advise all potential employees hired for security staff positions assigned to Fulton County, that consent to search and/or inspection of person, lockers and personal effects is a prerequisite to employment.

Criminal history background check: The Contractor must submit proof of fingerprinting and criminal history background checks of each employee assigned to Fulton County, to the Chief, FCPD within thirty (30) days of assignment date. Contractor must conduct criminal history checks of all employees working on this contract every six months. The Contractor must not hire, for assignment to Fulton County site(s), or allow working on this contract, persons who have been convicted of any felony or misdemeanor violation involving theft or dishonesty. Violation of this provision will result in immediate removal of the employee in question. It may also be considered cause for immediate termination of the contract.

Drug screening: Contractor shall have all employees screened for illegal drug use by a licensed medical or drug screening laboratory prior to assignment to work on this contract. Contractor shall not assign any employee to work on this contract whose screening results indicate illegal drug use. Contractor shall also conduct a screening program for illegal drugs of employees assigned to work on this contract consisting of random, no notice screening on a monthly basis and resulting in all employees working on this contract being screened at least once each year during the period of this contract including option years. Any screening results indicating illegal drug use shall result in the immediate removal of Contractor's employee from work on this contract.

Physical Requirements and Examination: The Contractor must require physical examination of all employees as a prerequisite to employment. The examination must be performed at a medical center and/or hospital by a licensed, board certified physician. The physician must provide written certification that the employee is physically fit and capable to perform the assigned work. Employees working on this contract must not be color blind, possess at least 20/20 vision (use of corrective lenses is acceptable), able to run, including traversing at least 11 flights of stairs while running and have no speech impediments which inhibit clear, distinct speech. The physical examination shall not be less than what is required by Fulton County for its employees.

Proof of Citizenship: The Contractor must require all prospective employees to provide proof of citizenship or proof from the United States Immigration and Naturalization Service of legal alien status, to include entry permit and work permits. Such proof must be photocopied and maintained as a part of the employee's file.

Education and Literacy: The Contractor must require a minimum education level of high school graduate, a general equivalency diploma or an armed services veteran with an honorable discharge or a general discharge under honorable conditions. Veterans of armed services with a dishonorable discharge, general discharge under other than honorable conditions, or a punitive discharge will not be acceptable to Fulton County. The Contractor must ensure that employees, hired for assignment to Fulton County site(s), are literate and capable of reading and understanding printed policy; written and verbal orders; written and verbal training instructions and materials; and possess the ability to compose clear, succinct written reports that convey all required information.

Employee Records: The Contractor must agree to the review of employee records by the Chief, FCPD or his designee upon request. The Contractor shall keep certain employee records on site at Fulton County. See paragraph seven of this specification, Records and Reports, for more detail.

Driver's License: Contractor must ensure all employees assigned to Fulton County shall be the holder of a valid Class C driver's license, which shall be in their possession throughout the term of this Contract. A copy of this license shall be kept in the employee's file on site at Fulton County.

Private Detective/Private Security Guard License: Applicable licenses and certifications in accordance with O.C.G.A. 43-38-7 for personnel practicing as Security Officers in Fulton County facilities or properties must be adhered to.

Permit to Carry Firearm: Armed Security Officers must possess a valid permit to carry a firearm as outlined in O.C.G.A 40-38-10.

Removal of Employee from Contract: In the event the Security Division Commander, Fulton County Police Department disapproves any employee hired by the Contractor for assignment under this contract, the Contractor shall remove the employee immediately upon verbal confirmation of the Security Division Commander. Fulton County will provide written confirmation of such notice to the Contractor's Site Manager within thirty-six (36) hours of receipt of a request from the Contractor.

4. STAFFING PATTERN

The Contractor will be required to supply personnel in sufficient number as required to provide the service type and coverage as indicated herein, to include relief for lunch and rest breaks, at no additional cost to the County. Security officers' assigned shift and assigned work site will not be changed without prior approval of the Security Division Commander, FCPD.

The Contractor must agree to maintain a contingency of security staff on an **"on-call basis"** sufficient to cover all no-shows.

Notice of any post for which there is a **"no show"** must be given to the Security Watch Supervisor-Security Division, FCPD immediately. A replacement must be provided within two (2) hours from initial notification at no additional cost to the County. All security staff utilized as replacements in the **"on-call"** pool must wear the same uniforms as required of regularly assigned staff members.

The use of security staff personnel from Contractor's other contractual obligations will not be allowed unless approved by the Security Division Commander, FCPD on a case by case basis.

In the event the Contractor fails to provide security staff in sufficient number to accomplish the above requirements, Fulton County will obtain alternative security coverage utilizing current Fulton County staff on an overtime basis, at the Contractor's expense via a credit for the cost of such alternative security coverage, specified in writing by the County, on the invoice for that period of service.

The Contractor agrees to provide additional security staff, on an as required basis at the same hourly and overtime rates bid. Additional service requirements will be provided to the Contractor either in writing or verbally by the Commander or the Operations Supervisor, Security Division, FCPD a minimum of 24 hours in advance. In the event of verbal notification, written confirmation will follow within 36 hours of verbal notification.

An estimated staffing plan entitled Security Staffing Plan Requirements is included (Section 7, Pages 15-17).

5. MANAGMENT and SUPERVISORY STAFF

The Contractor agrees to supply the following management and supervisory level staff. Fulton County reserves the right to approve/reject all management and supervisory level employees prior to start date on this contract.

Account Manager: Shall work at the Fulton County Government Center Complex and be authorized to act for the Contractor in all matters pertaining to the Contractor's operations and activities pertaining to this contract. The Contractor must keep the Chief, FCPD or his designee apprised of the identity of the Account Manager at all times. The Account Manager will be responsible for proper staffing of security posts, as required by the FCPD; ensuring each member of the security staff is properly trained, equipped, attired in proper uniform and exhibits courteous and professional conduct at all times. The Account Manager assigned to Fulton County must have a minimum of two (2) years' experience as an Account Manager. It is preferred that the Account Manager have at least an Associate's Degree in Criminal Justice or a related field and hold current certification as a Certified Protection Professional (CPP). The Contractor must ensure the Account Manager has all administrative support on site necessary to accomplish his/her duties, to include a pager and personal computer and printer at no additional cost to the County. It is recommended that the Account Manager be provided with an administrative assistant/assistant account manager to assist with administration of the account at no additional cost to the County. It is preferred that the Account Manager be provided with a cellular telephone at no additional cost to the County. Any work performed by the Account Manager in excess of the Staffing Plan Requirements attached thereon will be at no additional cost to the County.

Security Supervisors: Security Supervisors must have a minimum of one (1) year of experience as a Security Officer. A Security Supervisor shall be assigned to each work shift at all County locations where there is three or more security officers working per shift. In addition, a senior Security Supervisor will be assigned to the Atlanta-Fulton County Central Library and the Fulton County Justice Center Complex to assist the Account Manager and manage all assigned security personnel. These supervisors will also interface with the Fulton County Library Security Coordinator and the Fulton County Sheriff's Department's Court Services Division Commander regarding security operations in these respective facilities. Security Supervisors will be responsible for assisting the Account Manager in the execution of his/her duties. Security Supervisors may function as security watch supervisors for the county at large in the absence of a Fulton County Security Supervisor. Security Supervisors assigned shift and assigned work site will not be changed without prior approval of the Security Division Commander, FCPD. Performance of administrative duties by the Contractor's Supervisory staff at a location other than their assigned Fulton County site shall be at no additional cost to the County. The Contractor agrees to utilize supervisory status employees in the performance of general security duties when it becomes necessary to meet the requirements stated herein. Relief breaks shall not be conducted by Security Supervisors, except under emergency circumstances. The Contractor shall assure that all supervisory personnel are thoroughly familiar with weapon screening and other screening related activities.

6. TRAINING

The Contractor shall provide the training as required herein to all employees at no cost to the County. Any employee, who needs to be re-trained, as determined by the County, shall receive such training from the Contractor at no cost to the County or, at the Contractor's option, shall be removed from work on the contract and replaced by an adequately trained employee. All training shall be documented and copies or training records indicating the employees name, date and subject trained shall be provided to the FCPD.

A. Basic Security Training. This training must be successfully completed by all employees prior to beginning work on this contract.

1. Armed & Unarmed Security Officer training (as applicable to assignment) programs mandated by the State of Georgia and the Rules and Regulations of the Georgia Board of Private Detective and Security Agencies (O.C.G.A. 43-38-10.1).
2. Public Relations.
3. Radio Communications.
4. Site specific equipment operating procedures.
5. Basic First Aid.
6. Cardiopulmonary Resuscitation (CPR).
7. Basic safety.
8. Patrol Operations.
9. Recognizing & Securing a Crime Scene.
10. Limitations of Authority as it apply to private security officers.
11. Effective Report Writing.
12. Selection and use of fire extinguishers.
13. Weapon Screening Procedures as detailed below.
14. Americans with Disabilities Act (ADA) familiarization as detailed below.
15. Site Orientation as detailed below.
16. Use of Automated External Defibrillator (AED)

B. Facility Training. The contractor shall ensure each person assigned to a facility, prior to assignment to a post alone at that facility, undergoes site orientation/familiarization training that shall consist of a minimum twenty (20) hour training schedule. This shall include training on weapons screening procedures and use of screening equipment; evacuation procedures of the facility to which assigned; identification of key County employees and officials; applicable County and Department policies and the Standard Operating Procedures (SOP) of the Security Division, FCPD.

C. On-The-Job (OJT) Training: The Contractor shall have a formal OJT program for persons hired after contract start date. This training shall consist of a minimum forty (40) hour training schedule, in which a new hire will be paired with an employee who has a minimum of 6 months security experience, before being assigned to a security post alone. The employee's skills shall be evaluated during this period by a security supervisor and successful completion shall be documented in writing. In the event the security supervisor determines the new hire does not demonstrate the necessary knowledge, skills and/or ability, the Contractor must re-train or remove the employee.

D. In-Service Training: This training shall be successfully completed by all employees working on contract and shall include the following:

1. Quarterly and annually -- weapon screening procedures and use of screening equipment.
2. Quarterly -- evacuation procedures.
3. Annually -- CPR certification.
4. Annually -- ADA familiarization.
5. Annually -- use of force and arrest powers/authority of private security personnel.

6. Annually -- fire prevention and use of fire extinguishers.

Weapon Screening Procedures & Use of Screening Equipment: The Contractor must ensure all staff used to perform weapon screening functions are trained in proper screening techniques; physical inspections; use of metal detectors; and use of X-Ray systems as required by Fulton County and the State of Georgia. Training shall emphasize the need for courteous, cautious and efficient application of the weapon/contraband screening procedures and must be presented in a formal manner with ample opportunity for questions and answers. The Contractor must ensure that absolutely no security employee will perform any screening duties without successful completion of the following:

- A. Prior to beginning work on this contract and at least once annually thereafter, all employees will receive formal classroom instruction covering the purpose and seriousness of the screening function.

The instruction shall include the following:

- a. Guidelines for weapons and dangerous devices
 - b. Guidelines and procedures for X-ray screening
 - c. Guidelines and procedures for physical inspection
 - d. Operation and radiation safety instructions for x-ray machine, walk-through metal detector and hand-held metal detector in accordance with the Georgia Department of Human Resources Rules and Regulations for X-Rays 290-5-22, Rule 06, Paragraph(8)
 - e. A video presentation of **"E-Scan Small Parcel Inspection"**
- B. Prior to beginning work on this contract and at least once quarterly thereafter, all employees will receive practical "hands on" training using the hand held magnetometer (hand wand), walk-through magnetometer and x-ray machine. Appropriate training aids will be used to ensure this training is realistic. County equipment and training aids, including the standard items of the FAA test kit, may be used for this training with prior coordination with the Commander, Security Division, and FCPD.

ADA FAMILIARIZATION: This training shall consist of formal classroom instruction covering the topics listed below. The County Office of Disability Affairs can provide instructor training for the Contractor's training instructor(s) if needed, upon request.

- a. Definition of the Americans with Disabilities Act (ADA).
- b. Identification of the different titles covered by the Act (Title I, II, III, IV and V).
- c. Definition of "disability" under the ADA.
- d. Identification of five (5) disabilities covered by ADA.
- e. How the ADA affects employment practices (Title I highlights).
- f. How to work with an employee to arrive at a reasonable accommodation.
- g. Examples of reasonable accommodations.
- h. Identification of different methods for effective communication between persons with the following disabilities: Speech Impairment, Hearing Impairment or Deafness, Visual Impairment or Blindness, Limited Mobility (Wheelchair), HIV/AIDS and Mental Disability.
- i. How to screen a person in a wheelchair for weapons/unauthorized items.

- j. Identification of "working animals" and their access to public buildings under the ADA.
- k. What you should know about people with disabilities.

7. RECORDS and REPORTS

The Contractor must maintain, in the boundary of Fulton County, Georgia, all records and documents initiated in the performance of his obligations and functions under this contract for a minimum of thirty six (36) months following the date of termination of this contract.

Training Records: Contractor must maintain a current and accurate record of training for each employee that reflects the date and type training received. Copies of such records must be maintained onsite. Training records must be maintained for a minimum period of ninety (90) days following termination of an employee. The Contractor shall provide copies of records of basic and site orientation training, results of background checks, vehicle drivers licenses, and results of drug screening to the Chief, FCPD or his designee prior to the assignment of Security Officers to work on this contract. The Contractor shall provide copies of in service and OJT training records to the Chief, FCPD or his designee following the conduct of such training. The Contractor is exempt from providing proof of the above records for Security Officers prior to their assignment on a "temporary, fill-in" basis. The County reserves the right to request any and all such records through the duration of this contract. A "temporary, fill-in" basis is defined as working at a Fulton County facility for no more than two (2) consecutive forty-hour work weeks.

Inspection/Audit of Contractor Records: All records and documents shall be subject to inspection and/or audit by Fulton County and/or its Agent at any time during the period for which they must be retained. Such inspections and/or audits shall be performed to determine the accuracy of direct cost invoices previously submitted. In the event Fulton County determines the existence of a discrepancy in the invoiced amount, offsetting adjustments in the payment, whether they are increases or decreases, shall be made to the Contractor by Fulton County or to Fulton County by the Contractor. At any time an audit or inspection reveals an overpayment(s) has occurred, the Contractor shall reimburse Fulton County the amount of the overpayment plus, the cost and expense of the inspection/audit.

Employee Roster: The Contractor shall provide to the Chief, FCPD or his designee, an Employee Roster listing the full names of each officer assigned to work for Fulton County under this contract. Updated rosters shall be provided as changes occur.

Any violation of these provisions will be deemed a default by the County and shall entitle Fulton County to all remedies for default created herein and/or provided by law.

8. MATERIALS and EQUIPMENT

Fulton County shall provide certain equipment and materials necessary for the Contractor to perform its service under the contract. The equipment and material includes, but is not limited to X-ray screening machines; walk-through magnetometers (metal detectors), hand-held magnetometers (hand wands), megaphones (bullhorns),

reflective vests, keys and incident report forms. The Contractor shall advise the Chief, Fulton County Police Department or his Designee, of any maintenance or repair needs of the equipment. The Contractor shall bear all risks of loss, damage or theft which occurs to such equipment while in use by the Contractor. Upon written notice from the County, specifying the amount of the loss, the contractor shall issue a credit in the amount of such loss on the next regularly issued invoice for the facility concerned.

Fulton County shall provide work space for use by the Contractor's Account Manager and Supervisory Personnel. The work space shall be large enough to accommodate two persons and shall be furnished with office furniture and telephone service, with local access capability only. Fulton County shall also allow use of a fax machine by the Contractor's Account Manager.

The Contractor shall provide, install, operate, store and maintain in an acceptable condition, all uniforms, equipment, materials, fuel, and supplies necessary for the performance of the work required under this contract to include:

- A. Vehicle:** One vehicle, minimum four cylinders, marked as company security vehicle to be used for security patrol and administrative travel in support of this contract. Vehicle will be marked on three sides including each passenger door and rear of trunk/tailgate. Vehicle marking will include the name of the contractor's company and the word "**SECURITY**" in at least six (6) inch block, reflective lettering. Vehicle must be insured, properly licensed and registered in the State of Georgia and be kept in safe and good operating condition. Vehicle insurance must cover all employees designated to drive this vehicle. Vehicle must be equipped with a two-way radio, as per the requirements stated in the following paragraph, a hand operated spotlight mounted near the driver's door and a yellow strobe light mounted on the vehicle's roof.
- B. Radios:** One two-way, 800 MHZ, base station radio for use in the Fulton County Justice Center Complex Fire Control Center; one two-way, 800 MHZ, radio mounted in the Contractor's vehicle; and a minimum of one hand-held, two-way, 800 MHZ radio for each on-duty security officer. The hand-held radios must have sufficient multi-unit battery chargers and at least two batteries for each radio to ensure capability for continued use. Each radio must be equipped with a shoulder microphone, ear piece (microphone) and a carrying case or belt clip for attachment to the Officer's belt. All radios must be capable of communicating with the radio system used by the Security Division, FCPD.
- C. Flashlight with 200 lumen capacity for each security officer working during hours of darkness.**
- D. Security officers will wear a "hard" or "police" type uniform. The Account Manager may wear a business suit or feminine equivalent, but must have a badge and identification for display and/or presentation, as necessary. Personnel must be equipped with the following uniform and accessory items:**
 - 1. Flashlight belt holder appropriate for use with the type flashlights used.
 - 2. Radio carrying case or belt clip designed for attachment to the uniform trouser belt and appropriate for use with the type hand-held radio used.
 - 3. Rain coat, orange police type with "**SECURITY**": stenciled in one (1) inch, black, block letters across the front, right breast area; and in five (5) inch,

- black, block letters across the back of the raincoat. The raincoat must be equipped with eyelets over the front left breast area that will support a badge.
4. Hat, police type, with security hat badge for use in warm weather. The hat should provide protection to the officer's head and face from sunlight. The hat shall also have a removable plastic protective covering for use on the hat during wet weather.
 5. Hat, police type insulated, with security hat badge for use in cold weather.
 6. Gloves, insulated for use in cold weather.
 7. Shirts, long and short sleeve uniform type for use during cold and hot weather. The short sleeve shirt shall be worn with an open collar pressed flat. The long sleeve shirt shall be worn with a tie. **"SECURITY"** insignia will be worn on each side of the shirt collar. Security officer's insignia shall be silver in color and supervisor's insignia shall be gold in color
 8. Tie; clip on type for use with long sleeve uniform shirt.
 9. Company patches, must be sewn onto the shoulder sleeves of both shirts and the jacket.
 9. Company security badge, must be worn on the uniform shirts; jacket; and raincoat. Security officer's badge shall be silver in color and supervisors badge shall be gold in color. As an alternative, a badge patch may be sewn on the jacket in lieu of the regular badge. A hat badge will be worn on each type hat.
 10. Name plate shall contain the security officer's last name and must be worn on the front right pocket of the uniform shirt (s) and the jacket. Security officer's nameplate shall be silver in color and Supervisor's nameplate shall be gold in color.
 11. Jacket, police type with removable liner, zippered sides for access to radios and other equipment, and zippered front for use in cold weather. Jacket shall not have attached hood. Jacket shall have eyelets for attachment of badge over left breast pocket.
 12. Metal buttons are optional, but if worn on the shirt or jacket, shall be silver in color for security officers and gold in color for supervisors.
 13. Company picture identification (ID) card. This card shall contain at a minimum, a color photograph of the officer, the officer's printed name, the officer's signature, the printed name of the company, the printed name of the company president or other responsible person, the signature of this person and the date the ID card was issued by this person. The ID card will be attached with a clip to the right breast shirt pocket at all times.
- E. The Contractor shall furnish each of their employees assigned to Fulton County appropriate seasonal and inclement weather uniforms, as specified above, prior to assignment for work on this contract. Employees must be attired in proper uniform at all times while on duty, as required by FCPD. The color of the uniform and particular items worn may vary by county facility location (i.e., Government Center Complex, Justice Center Complex and Atlanta-Fulton County Library System; work shift; and/or security post. Civilian clothing items or other unapproved uniform items will not be worn with the approved uniform. Uniforms must be approved by the FCPD prior to use; each bidder must submit the specifications of proposed uniform with the bid.

The contractor is responsible for ensuring that all equipment and/or weapons carried by contract security officers/supervisors at Fulton County Facilities and properties is authorized by this contract and is mechanically functional.

2.3 SPECIAL PROVISIONS

Prior to commencement of the project, the Bidder shall recommend and secure the County's written approval of project work activities and the methods to be used in accomplishing the work for the Project. Any changes deviating from the approved shall require re-approval by the County.

The Bidder shall perform the service required to accomplish the work as stated. The Bidder shall meet with the County for review of the work on a regular monthly basis as determined by the County.

The Bidder will be responsible for procuring and maintaining all licenses and permits required in the performance of the requested services.

FACILITIES AND LOCATIONS

Note: *Temporary Locations

Additional locations may be added during the base period of this contract, if so, pricing will be based on the hourly rate quoted in this ITB:

Government Center Complex – 141 Pryor Street, Atlanta, Georgia
Mitchell Street Parking Lot – 194 Mitchell Street, Atlanta, Georgia
Turner Stadium Parking Lot – Capitol Avenue & Fulton Street, Atlanta Georgia
Jefferson Street Shelter – 1135 Jefferson Street, Atlanta, Georgia
Human Services Department – 137 Mitchell Street, Atlanta, Georgia
Springdale Place Shelter – 2836 Springdale Road, Atlanta, Georgia
Workforce Development (Human Services) – Central Library
H.J.C. Bowden Senior Center – 2885 Church Street, East Point, Georgia
Helene S. Mills Senior Center – 515 John Wesley Dobbs, Atlanta, Georgia
Fulton Co. Medical Examiners' Office – 340 Pryor Street, Atlanta, Georgia
North Service Center (Tag Office) – 7741 Roswell Road, Atlanta, Georgia
South Service Center (Tag Office) – 5600 Stonewall Tell Road, Atlanta, Georgia
Alpharetta Square Service Center – 3155 Royal Drive, Alpharetta, Georgia
Greenbriar Mall Tag Office – 2841 Greenbriar Parkway, Atlanta, Georgia
Fulton County Tax Commissioner Office – 132 Mitchell Street, Atlanta, Georgia
Justice Center Complex – 185 Central Avenue, Atlanta, Georgia
Fulton County Drug Court – 1135A Jefferson Street, Atlanta, Georgia
Juvenile Justice Center – 395 Pryor Street, Atlanta, Georgia
Central Library – ONE Margaret Mitchell Square, Atlanta, Georgia
Ponce De Leon Library – 980 Ponce De Leon Avenue, Atlanta, Georgia
S. W. Regional Library – 3663 Cascade Road, Atlanta, Georgia
Auburn Avenue Research Library – 101 Auburn Avenue, Atlanta, Georgia
Aldredge Health Center – 99 Jesse Hill Drive, Atlanta, Georgia
Adamsville Health Center – 3699 Bakers Ferry Road, Atlanta, Georgia
Neighborhood Union Health Center – 186 Sunset Drive, Atlanta, Georgia
College Park Health Center – 1920 John Wesley Avenue, College Park, Georgia
N. F. Regional Health Center – 3155 Royal Drive, Alpharetta, Georgia
Lakewood Health Center – 1853 Jonesboro Road, Atlanta, Georgia
Alcohol & Drug Treatment Center (ADTC) – 265 Boulevard Drive, Atlanta, Georgia
Fulton County Clubhouse – 1480 Delowe Drive, Atlanta, Georgia
West Mental Health Center – 475 Fairburn Road, Atlanta, Georgia
South Mental Health – 1636 Connelly Drive, Atlanta, Georgia
Oakhill Facility – 2805 Metropolitan Parkway, Atlanta, Georgia
Youth Employment Service (**YES** Program) – 2805 Metropolitan Parkway
*Southwest Arts Center – 915 New Hope Road, Atlanta, Georgia
*Harriett G. Darnell Multipurpose Facility – 677 Fairburn Road, Atlanta, Georgia
*Dorothy C. Benson Multipurpose Facility – 6500 Vernon Woods Dr., Sandy Springs

SECURITY STAFFING PLAN

Department/Facility	Post	Days Open	Hours	Officers	Total Wkly Hrs.
Police Department					
Government Center Staff	Project Manager	Mon-Fri	08:00-16:00	1	40
	Supervisor	Sun-Sat	00:01-24:00	1	168
Government Center	Rover	Sun-Sat	00:01-24:00	1	240
	Fire Control	Sun, Mon, Fri & Sat	23:00-23:00	1	96
	Pryor St. Entrance.	Mon-Fri	05:00-20:00	5	195
	P'Tree Entrance	Mon-Fri	08:00-17:00	3	120
	PSB Entrance	Mon-Fri	05:00-17:00	2	60
	Mitchell St. Lot	Mon-Fri	06:00-22:00	1	80
	Stadium Lot	Mon-Fri	06:15-19:45	1	62.5
					1061.5
Sheriff's Department					
Justice Center Complex	Main Lobby	Sun-Sat	07:00-15:00	varies	
	Main Lobby	Sun-Sat	15:00-07:00	2	
	Fire Control	Sun-Sat	15:00-07:00	1	
	136 Pryor St.	Sun-Sat	23:00-07:00	2	
	160 Pryor St.	Sun-Sat	23:00-07:00	2	400
F. C. Drug Court	Armed Officer	Mon-Fri	08:00-21:00	1	61
	Unarmed Officer	Mon-Fri	08:00-21:00	1	63
Jefferson Shelter	Armed Officer	Sun-Sat	15:00-07:00	1	112
	Unarmed Officer	Sun-Sat	15:00-07:00	1	112
					748
Health & Human Svc					
137 Peachtree St.	Entrance	Mon-Fri	07:00-19:00	2	60
Helene S. Mills Center	Entrance/Foot Patrol	Mon-Fri	06:30-15:30	1	40
Springdale Place	Unarmed Officer	Mon-Fri	15:00-08:30	1	135.5
	Armed Officer	Fri-Mon	22:00-07:00	1	89
HJC Bowden Center	Foot Patrol (Parking)	Mon-Fri	08:00-17:00	1	40
Workforce Development	Monitor	Mon-Fri	08:00-16:00	1	40
					404.5

Medical Examiner's Office					
	Monitor	Mon-Thur	00:01-08:00	1	80
		Fri-Sun	16:00-08:00		
Library					
Central Library	Supervisor	Mon-Fri	09:00-17:00	1	40
Central Library	Entrance/Foot Patrol	Sun-Sat	00:01-24:00	Varies	268
Auburn Ave Research Library	Entrance/Foot Patrol	Sun-Sat	00:01-24:00	1	168
Ponce Deleon Library	Entrance/Foot Patrol	Sun-Sat	Lib. Hours	1	30
					506
Tax Commissioner					
Alpharetta Tag Office	Entrance/Foot Patrol	Mon-Fri	08:00-17:00	1	40
Greenbriar Tag Office	Entrance/Foot Patrol	Mon-Fri	08:00-17:00	1	40
North Service Center	Entrance/Foot Patrol	Mon-Fri	08:00-17:00	1	40
South Service Center	Entrance/Foot Patrol	Mon-Fri	08:00-17:00	1	40
132 Mitchell St.	Entrance/Foot Patrol	Mon-Fri	08:00-17:00	1	40
					200
Juvenile Justice Center					
	Entrance/Foot Patrol	Mon-Fri	16:00-24:00	2	80
	Entrance/Foot Patrol	Sat-Sun	00:01-24:00	2	96
	Entrance/Foot Patrol	Holidays	00:01-24:00	2	176
Mental Health					
ADTC-265 Blvd.	Screening	Mon-Fri	07:00-21:30	4	134
W. Mental Health	Screening	Mon-Fri	08:30-17:00	2	80
S. F. Mental Health	Screening	Mon-Fri	08:00-17:00	2	80
Oakhill Campus	Security Officer	Mon-Fri	08:00-17:00	2	208
	Security Officer	Sun-Sat	16:00-08:00	1	
					502
FC Clubhouse					
	Entrance/Foot Patrol	Mon-Sun	14:00-22:00	1	112
			22:00-06:00		

Dept. of Water Resources					
SFMOC	Monitor/Foot Patrol	Mon-Thur	18:00-06:00		108
24-hr Cov - Wknds & Holidays	Monitor/Foot Patrol	Fri-Mon	18:00-06:00	1	
Health Centers 1					
Aldredge Health Center	Supervisor	Mon-Fri	08:00-17:00	1	40
	Entrance	Mon-Fri	08:00-16:00	2	278
	Security Officer	Mon-Fri	09:00-17:00	1	
	Security Officer	Mon-Fri	16:00-24:00	1	
	Security Officer	Mon-Fri	00:01-08:00	1	
	Security Officer	Sat-Mon	00:01-08:00	1	
	Security Officer	Mon-Fri	17:00-23:00	1	
					318
Health Centers 2					
Adamsville Health Ctr.	Security Officer	Mon-Fri	08:30-17:00	1	40
College Park Health Ctr.	Security Officer	Mon-Fri	08:30-17:00	1	40
Lakewood Health Ctr.	Security Officer	Mon-Fri	08:30-17:00	1	40
Neighborhood Union Hlth Ctr.	Security Officer	Mon-Fri	17:00-05:00	1	94
		Sat-Sun	12:00-05:00	1	
College Park Health Center	Armed Officer	Varies	08:00-17:00	1	40
		Tuesdays	10:30-19:00	1	8
N. Fulton Regional Health Ctr.	Armed Officer	Mon, Tues, Wed, Fri	08:30-17:00	1	32
		Thursdays	10:00-19:00	1	8
College Park. & N. F. Regional	Armed Officer	Saturday Clinic	9:00-14:00	1	5
					307
Oakhill					
YES Program	Entrance/Foot Patrol	Mon-Fri	08:30-17:00		50
	Entrance/Foot Patrol	2nd & 4th Saturdays	09:30-13:30	1	
		Project Mgr.	40		
		Supervisors	248		
		Security Officers	3930		4218
		Armed Officers			355

Frequently Asked Questions

1. Will there be on the job training on equipment such as the x-ray machines, metal detectors, etc.?
Yes, we provide on the job training.
2. Is there one officer at the outline tag office locations?
Yes, there is only one officer at outline Tag Offices.
3. When the contract is awarded, what is the estimated transition time from the old vendor to the new vendor?
The time for transitioning is within 30 days after being awarded the contract.
4. What kind of weapon can the armed officers use?
The type of weapon used is a 9mm or 40 cal. semi-automatic pistol.
5. Does the winning vendor have to provide radios for the officers?
The winning vendor must provide radios.
6. What are the radio frequencies?
The County uses the 800MH.
7. Are there any facilities with gated entrances? If so, what is the procedure if the gate happens to be broken?
Yes, several facilities do have gates. Contact the FCPD, Security Operations Center (SOC) at (404) 612-4733 for handling.
8. Is parking for the officers provided by Fulton County?
Yes, All Contract Security Personnel may park at Fulton County Stadium Orange parking lot.
9. In regard to physical requirements, should we provide each officer with a PAT?
Yes, PAT is required for all security personnel assigned to FCPD, Security Contract.
10. Do all the locations have video installed? Which ones have video installed?
No, all facilities are not equipped with video surveillance cameras. The vendor will be given the locations after being awarded the contract.
11. Will Fulton County pay any extra for holidays?
Fulton County will not pay extra for holiday coverage.
12. What are the holidays that the county observes?
The holidays are: New Year's Day, MLK JR, Memorial Day, Independence Day, Labor Day, Veterans Day, Christmas Eve Day, Christmas Day, and Thanksgiving Thursday & Friday.
13. Are there any sites not guarded on holidays?

Yes, there are sites that are not guarded on holidays

14. Is it okay to visit the sites before I submit a bid?
No, you may visit the sites upon being awarded the contract.
15. Is there a post order at each location?
Yes, there is post order at all locations.
16. Will only one vendor be chosen to provide security service or will there be more than one vendor chosen?
Yes, only one vendor will be selected to provide Security for Fulton County Police Department.
17. Do the existing officers work an 8.5 hour shift and receive a half-hour unpaid lunch break?
Answer: YES
18. Are we required to bring in additional personnel for this short period of time to provide the break?
Answer: YES
19. Does the current contractor bring in additional people for breaks, or does the current staff break one another throughout the day?
Answer: The current vendor provides additional personnel to give breaks and lunch breaks at the Government Center.
20. Is Fulton County willing to accept an annual bond form and include language in the contract allowing for the bond to be non-renewed at the end of the year and that non-renewal is not grounds for a bond claim?
All required bonds must be fully executed, and remain in full force and effect throughout the initial contract period, and subsequent renewal options, if exercised.
21. What is the anticipated start date for this contract?
Answer: The start date would be first day of January at 0001 hours.
22. Page 52, Item 5, Paragraph 2 recommends that the Account Manager be provided with an Administrative Assistant. Does the Account Manager for the incumbent security company have an Administrative Assistant?
Answer: NO
23. How many miles per year does the security vehicle accumulate?
Answer: The estimated mileage at the stadium parking lot per day is 10 miles.
24. Will the bids be scored with a company qualification process, or is cost the only factor?
There is no scoring process. Cost will be looked at first and then the bids are reviewed to see if the specifications and requirements are met.

25. Will all security officers be required to have a GA driver's license or just the officers operating vehicles?

Answer: Just the officers operating vehicles will be required to have a GA driver's license.

26. In the above referenced Request for Invitation to Bid, there is a requirement for a 100 percent performance bond. With a contract of this size, that means that a company would have to have available approximately 3 million dollars to cover the bond throughout the course of the contract. Is there any chance the requirement of the 100 percent performance bond can be waived or reduced?

Answer: The performance bond can neither be waived nor reduced.

27. What certificates are accepted for White Female Business Enterprise (WFBE)? Would Women's Business Enterprise National Council (WBENC) certification qualify?

Answer: To become certified as a white woman business owner, you must complete the written affidavit and submit the additional information that goes with the document.

28. Do you have a copy of the Library schedule?

Answer: Yes, please see next page

LIBRARY SCHEDULES

Auburn Avenue Research Library

101 Auburn Ave., Atlanta 30303 404.730.4001

Monday	10 a.m. – 6 p.m.
Tuesday	12 p.m. – 8 p.m.
Wednesday	12 p.m. – 8 p.m.
Thursday	12 p.m. – 8 p.m.
Friday	12 p.m. – 6 p.m.
Saturday	12 p.m. – 6 p.m.
Sunday	2 p.m. – 6 p.m.

Central Library

One Margaret Mitchell Sq., Atlanta 30303

404.730.1700

Monday	9 a.m. – 8 p.m.
Tuesday	9 a.m. – 8 p.m.
Wednesday	9 a.m. – 8 p.m.
Thursday	9 a.m. – 8 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 6 p.m.
Sunday	2 p.m. – 6 p.m.

Ponce de Leon Branch

980 Ponce de Leon Ave., Atlanta 30306

404.885.7820

Monday	10 a.m. – 6 p.m.
Tuesday	10 a.m. – 8 p.m.
Wednesday	10 a.m. – 8 p.m.
Thursday	10 a.m. – 6 p.m.
Friday	12 p.m. – 6 p.m.
Saturday	10 a.m. – 6 p.m.
Sunday	2 p.m. – 6 p.m.

PAYMENT BOND

No Contract with Fulton County for work to be done shall be valid for any purpose unless the Contractor provides a Payment Bond with good and sufficient surety payable to Fulton County for the use and protection of all sub-contractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the Contract. The Payment Bond shall be in the amount of 100% of the total contract amount, payable by the terms of the Contract, and shall be written on the following form.

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Georgia.

Attestation for the corporation must be by the corporate officer; for a partnership by another partner; for an individual by a notary with the corporate seal.

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS that _____
(hereinafter called the "Principal") and _____
(hereinafter called the "Surety"), are held and firmly bound unto **FULTON COUNTY**, a political subdivision of the State of Georgia (hereinafter called the "Owner"), its successors and assigns as obligee, in the penal sum of _____ [100% of Contract amount], lawful money of the United States of America, for the payment of which the Principal and the Surety bind themselves, their administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered, or is about to enter, into a certain written contract with the Owner, dated _____, which is incorporated herein by reference in its entirety (hereinafter called the "Contract"), for construction-type services of a project known as **13ITB89684YB-TR, ARMED AND UNARMED SECURITY SERVICES**, as more particularly described in the Contract (hereinafter called the "Project");

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall promptly make payment to all persons working on or supplying labor or materials under the Contract, and any amendments thereto, with regard to labor or materials furnished and used in the Project, and with regard to labor or materials furnished but not so used, then this obligation shall be void; but otherwise it shall remain in full force and effect.

1. A "Claimant" shall be defined herein as any subcontractor, person, party, partnership, corporation or the entity furnishing labor, services or materials used, or reasonably required for use, in the performance of the Contract, without regard to whether such labor, services or materials were sold, leased or rented, and without regard to whether such Claimant is or is not in privity of contract with the Principal or any subcontractor performing work on the Project, including, but not limited to, the following labor, services, or materials: water, gas, power, light, heat, oil, gasoline, telephone service or rental of equipment directly applicable to the Contract.
2. In the event a Claimant files a lien against the property of the Owner, and the Principal fails or refuses to satisfy or remove it promptly, the Surety shall satisfy or remove the lien promptly upon written notice from the Owner, either by bond or as otherwise provided in the Contract.
3. The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in the payment terms, and any other amendments in or about the Contract and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and amendments.
4. The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment or modifications to the Contract, so as to bind the Principal and Surety, jointly and severally, to the full payment of any Claimant under the Contract, as amended or modified, provided only that the Surety shall not be liable for more than the penal sum of the Bond, as specified in the first paragraph hereof.
5. This Bond is made for the use and benefit of all persons, firms, and corporations who or which may furnish any materials or perform any labor for or on account of the

- construction-type services to be performed or supplied under the Contract, and any amendments thereto, and they and each of them may sue hereon.
6. No action may be maintained on this Bond after one (1) year from the date the last services, labor, or materials were provided under the Contract by the Claimant prosecuting said action.
 7. This Bond is intended to comply with O.C.G.A. Section 13-10-1, and shall be interpreted so as to comply with the minimum requirements thereof. However, in the event the express language of this Bond extends protection to the Owner beyond that contemplated by O.C.G.A. Section 13-10-1, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF the undersigned have caused this instrument to be executed and their respective corporate seals to be affixed and attested by their duly authorized representatives this _____ day of _____, 2013

_____(SEAL)
(Principal)

By:

Attest:

Secretary

_____(SEAL)
(Surety)

By:

Attest:

Secretary

(Address of Surety's Home Office)

(Resident Agent of Surety)

END OF SECTION

PERFORMANCE BOND

No contract with Fulton County for work to be done shall be valid for any purpose unless the Contractor provides a Performance Bond with good and sufficient surety payable to, in favor of, and for the protection of Fulton County. The Performance Bond shall be in the amount of 100% of the total contract amount, payable by the terms of the Contract, and shall be written on the following form.

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business as a surety in Georgia.

Attestation for the corporation must be by the corporate officer; for a partnership by another partner; for an individual by a notary with the corporate seal.

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS that _____
(hereinafter called the "Principal") and _____
(hereinafter called the "Surety"), are held and firmly bound unto **FULTON COUNTY**, a political subdivision of the State of Georgia (hereinafter called the "Owner"), its successors and assigns, in the penal sum of _____ [100% of Contract amount], lawful money of the United States of America, for the payment of which the Principal and the Surety bind themselves, their administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered, or is about to enter, into a certain written contract with the Owner, dated _____, which is incorporated herein by reference in its entirety (hereinafter called the "Contract"), for construction-type services of a project known as **13ITB89684YB-TR, ARMED AND UNARMED SECURITY SERVICES**, as more particularly described in the Contract (hereinafter called the "Project");

NOW, THEREFORE, the conditions of this obligation are as follows, that if the Principal shall fully and completely perform all the undertakings, covenants, terms, conditions, warranties, and guarantees contained in the Contract, including all modifications, amendments, changes, deletions, additions, and alterations thereto that may hereafter be made, then this obligation shall be void; otherwise it shall remain in full force and effect.

Whenever the Principal shall be, and declared by the Owner to be, in default under the Construction-Type Contract, the Surety shall promptly remedy the default as follows:

1. Complete the Contract in accordance with its terms and conditions; or, at the sole option of the Owner,
2. Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by the Surety and the Owner of the lowest responsible bidder, arrange for a contract between such bidder and Owner and make available as the work progresses (even though there should be a default or succession of defaults under the Contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the penal sum set forth in the first paragraph hereof, as may be adjusted, and the Surety shall make available and pay to the Owner the funds required by this Paragraph prior to the payment of the Owner of the balance of the contract price, or any portion thereof. The term "balance of the contract price," as used in this paragraph, shall mean the total amount payable by the Owner to the Contractor under the Contract, and any amendments thereto, less the amount paid by the Owner to the Contractor; or, at the sole option of the Owner,
3. Allow Owner to complete the work and reimburse the Owner for all reasonable costs incurred in completing the work.

In addition to performing as required in the above paragraphs, the Surety shall indemnify and hold harmless the Owner from any and all losses, liability and damages, claims, judgments, liens, costs and fees of every description, including reasonable attorney's fees, litigation costs and expert witness fees, which the Owner may incur, sustain or suffer by reason of the failure or default on the part of the Principal in the performance of any or all of the terms, provisions, and requirements of the Contract, including any and all amendments and modifications thereto, or

incurred by the Owner in making good any such failure of performance on the part of the Principal.

The Surety shall commence performance of its obligations and undertakings under this Bond promptly and without delay, after written notice from the Owner to the Surety.

The Surety hereby waives notice of any and all modifications, omissions, additions, changes, alterations, extensions of time, changes in payment terms, and any other amendments in or about the Contract, and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, alterations, extensions of time, change in payment terms, and amendments.

The Surety hereby agrees that this Bond shall be deemed amended automatically and immediately, without formal or separate amendments hereto, upon any amendment to the Contract, so as to bind the Principal and the Surety to the full and faithful performance of the Contract as so amended or modified, and so as to increase the penal sum to the adjusted Contract Price of the Contract.

No right of action shall accrue on this Bond to or for the use of any person, entity or corporation other than the Owner and any other obligee named herein, or their executors, administrators, successors or assigns.

This Bond is intended to comply with O.C.G.A. Section 36-91-1 et seq., and shall be interpreted so; as to comply with; the minimum requirements thereof. However, in the event the express language of this Bond extends protection to; the Owner beyond that contemplated by O.C.G.A. Section 36-91-1 et seq. and O.C.G.A. Section 13-10-1, as amended, or any other statutory law applicable to this Project, then the additional protection shall be enforced in favor of the Owner, whether or not such protection is found in the applicable statutes.

IN WITNESS WHEREOF the undersigned have caused this instrument to be executed and their respective corporate seals to be affixed and attested by their duly authorized representatives this _____ day of _____, 2013

_____(SEAL)
(Principal)

By: _____

Attest:

Secretary

_____(SEAL)
(Surety)

By: _____

Attest:

Secretary

(Address of Surety's Home Office)

(Resident Agent of Surety)

END OF SECTION

**SECTION 9
PRICING FORMS**

BASIS OF PAYMENTS:

Fulton County has estimated the security service requirements to be 4700 service hours per week. However, Bidders should note that increases and/or decreases to service requirements may occur from time to time. Hours may change based on service demands or availability of funding. Fulton County will not provide any special pay rate for work performed on holidays. A special pay rate for work performed as "extra service" may apply as specified in paragraph 2 below.

1. Minimum Hourly Compensation (Pay) Rates

Fulton County has set the following minimum hourly pay rates due to the nature of the requested service, and the knowledge, experience and level of professionalism required to perform the work.

- | | | |
|----|-------------------------------|-------------------|
| 1. | Account Manager | \$ 13.00 per hour |
| 2. | Security Supervisor (unarmed) | \$ 11.50 per hour |
| 3. | Security Officer (unarmed) | \$ 9.00 per hour |
| 4. | Security Officer (armed) | \$ 11.00 per hour |

Bidder shall indicate proposed hourly wage rate as follows:

- | | | |
|----|-------------------------------|-------------------------|
| 1. | Account Manager | \$ _____ per hour (01A) |
| 2. | Security Supervisor (unarmed) | \$ _____ per hour (01B) |
| 3. | Security Officer (unarmed) | \$ _____ per hour (01C) |
| 4. | Security Officer (armed) | \$ _____ per hour (01D) |

Bidder shall indicate proposed hourly billing rate as follows:

- | | | |
|----|-------------------------------|-------------------------|
| 1. | Account Manager | \$ _____ per hour (01E) |
| 2. | Security Supervisor (unarmed) | \$ _____ per hour (01F) |
| 3. | Security Officer (unarmed) | \$ _____ per hour (01G) |
| 4. | Security Officer (armed) | \$ _____ per hour (01H) |

Bidder shall complete the attached Security Staffing Plan with proposed hourly billing rates and indicate total annual cost for service as specified herein: _____
(01I)(Base Bid Amount)

2. Additional Service Requirement Rates and Procedures.

In the event additional service is necessary, the Contractor agrees to provide such additional service at the rate provided under this contract. In the event a request for additional service is provided with less than a twenty-four (24) hour notice, an overtime rate of 1.5 times the regular rate shall apply.

Additional service requirements will be provided to the Account Manager by the Commander or Deputy Commander, Security Division, FCPD only. Requirements may be rendered

verbally, but will be provided in writing no less than thirty-six (36) hours from time of verbal notification.

3. Invoicing

The Contractors work week must start on Sundays and end on Saturdays. All invoices must be submitted to FCPD Security Division every Monday for timely processing. The Contractor shall submit weekly invoices to the Chief, FCPD or his designee. A separate invoice shall be prepared and submitted for each county facility. Each invoice shall indicate the purchase order number and contain the following information:

1. Name and address of facility for which service was provided
2. Period of service expressed in date form (i.e. 2-1-07 to 2-7-07).
3. Total service hours provided.
4. Total cost for service.
5. List each individual security post, service hours provided, billing rate (officer/supervisor/account manager, armed/unarmed and cost (for facilities with more than one security post).

Invoices for hours in excess of the standard service requirements established by the FCPD must contain a detailed explanation regarding charges. A separate invoice will be submitted for all additional service provided. In addition to containing the information listed above, additional service invoices must indicate "**additional service**", the event name as applicable and detailed explanation for the additional service.

Failure of Contractor to include the above information on each invoice will result in the invoice returned to the Contractor.



FULTON COUNTY

Vision
People Families Neighborhoods

Mission
To serve, protect and govern in concert with local municipalities

Values
People Customer Services
Ethics Resource Management
Innovation Equal Opportunity

CONTRACT DOCUMENTS FOR

13ITB89684YB-TR

ARMED AND UNARMED SECURITY SERVICES

For

POLICE

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ARTICLE 24.	<u>ANTI-KICKBACK CLAUSE</u>
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ARTICLE 26.	<u>ACCOUNTING SYSTEM</u>
ARTICLE 27.	<u>VERBAL AGREEMENT</u>
ARTICLE 28.	<u>NOTICES</u>
ARTICLE 29.	<u>JURISDICTION</u>
ARTICLE 30.	<u>EQUAL EMPLOYMENT OPPORTUNITY</u>
ARTICLE 31.	<u>FORCE MAJEURE</u>
ARTICLE 32.	<u>OPEN RECORDS ACT</u>
ARTICLE 33.	<u>CONTRACTOR'S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT</u>
ARTICLE 34.	<u>INVOICING AND PAYMENT</u>
ARTICLE 35.	<u>TAXES</u>
ARTICLE 36.	<u>PERMITS, LICENSES AND BONDS</u>
ARTICLE 37.	<u>NON-APPROPRIATION</u>
ARTICLE 38.	<u>WAGE CLAUSE</u>

Exhibits

- EXHIBIT A: **ADDENDA**
- EXHIBIT B: **SCOPE OF WORK**
- EXHIBIT C: **COMPENSATION**
- EXHIBIT D: **PURCHASING FORMS**
- EXHIBIT E: **CONTRACT COMPLIANCE FORMS**
- EXHIBIT F: **INSURANCE AND RISK MANAGEMENT FORMS**
- EXHIBIT G: **PAYMENT & PERFORMANCE BONDS (IF APPLICABLE)**

APPENDICES

- APPENDIX 1: PROCEDURES FOR HANDLING CHANGE ORDERS**

CONTRACT AGREEMENT

Contractor: *[Insert Contractor Name]*
Contract No.: *[Insert Project Number and Title]*
Address: *[Insert Contractor Address]*
City, State
Telephone: *[Insert Contractor telephone #]*
Email: *[Insert Consultant Email]*
Contact: *[Insert Contractor Contact Name]*
[Insert Contractor Contact Title]

This Agreement made and entered into effective the _____ day of _____, 2014 by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as “**County**”, and **[Insert Contractor Company Name]**, hereinafter referred to as “**Contractor**”, authorized to transact business in the State of Georgia.

WITNESSETH

WHEREAS, County through its Police hereinafter referred to as the “**Department**”, desires to retain a qualified and experienced Contractor to perform Armed and Unarmed Security Services, hereinafter, referred to as the “**Project**”.

WHEREAS, Contractor has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Contractor agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

County hereby engages Contractor, and Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

- I. Addenda;
- II. Exhibit A: Scope of Work
- III. Exhibit B: Compensation;

- IV. Exhibit C: Purchasing Forms;
- V. Exhibit D: Contract Compliance Forms;
- VI. Exhibit E: Insurance and Risk Management Form;
- VII. Exhibit F: Payment & Performance Bonds (if applicable)

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Policy and Procedure 800-6 governing change orders, is signed by the County's and the Contractor's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the Bid document, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Contractor's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on **[Insert Board of Commissioners approval date and item number]**.

ARTICLE 2. **SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. **DESCRIPTION OF PROJECT**

County and Contractor agree the Project is to perform Armed and Unarmed Security Services. All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. **SCOPE OF WORK**

Unless modified in writing by both parties in the manner specified in the agreement, duties of Contractor shall not be construed to exceed those services specifically set forth herein. Contractor agrees to provide all services, products, and data and to perform all tasks described in Exhibit C, Scope of Work.

ARTICLE 5. SERVICES PROVIDED BY COUNTY

Contractor shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Work, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Contractor in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County's authorized representative shall have complete authority to transmit instructions, receive information, and define County's policies, consistent with County rules and regulations. Contractor may rely upon written consent and an approval signed by County's authorized representative that is consistent with County rules and regulations.

ARTICLE 6. MODIFICATIONS

If during the course of performing the Project, County and Contractor agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of the County Purchasing Section Code 6-4.

ARTICLE 7. SCHEDULE OF WORK

Contractor shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Contractor from County. The Contractor shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.

ARTICLE 8. CONTRACT TERM

Effective from January 1, 2014 through December 31, 2014. Fulton County reserves the right to renew this contract for two (2) additional twelve (12) month periods, pending availability of departmental appropriated funding, as well as contractor compliance with County rules and policies.

ARTICLE 9. COMPENSATION

Compensation for work performed by Contractor on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit B, Compensation.

The total contract amount for the Project shall not exceed *[Insert amount approved by BOC]*, which is full payment for a complete scope of work/services.

ARTICLE 10. PERSONNEL AND EQUIPMENT

Contractor shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Contractor on all matters pertaining to this contract.

Contractor represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Contractor under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or subcontractor performing services on this Project by Contractor. No changes or substitutions shall be permitted in Contractor's key personnel or subcontractor as set forth herein without the prior written approval of the County. Requests for changes in key personnel or subcontractors will not be unreasonably withheld by County.

ARTICLE 11. SUSPENSION OF WORK

Suspension Notice: The County may by written notice to the Contractor, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Contractor must, unless the notice requires otherwise:

- 1) Immediately discontinue suspended services on the date and to the extent specified in the notice;
- 2) Place no further orders or subcontracts for material, services or facilities with respect to suspended services, other than to the extent required in the notice; and
- 3) Take any other reasonable steps to minimize costs associated with the suspension.

Notice to Resume: Upon receipt of notice to resume suspended services, the Contractor will immediately resume performance under this Agreement as required in the notice.

ARTICLE 12. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the **Police** designated representative. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The Contractor shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. This condition shall not be pleaded in any suit involving a question of fact arising under this Agreement, unless the same is fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or is not supported by substantial evidence. In connection with any appeal proceeding under this clause, Contractor shall be afforded an opportunity to be heard and to offer evidence in support of an appeal. Pending any final decision of a dispute hereunder, Contractor shall proceed diligently with performance of the Agreement and in accordance with the decision of the **Police** designated representative.

ARTICLE 13. TERMINATION OF AGREEMENT FOR CAUSE

- (1) Either County or Contractor may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.
- (2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.
- (3) **TIME IS OF THE ESSENCE** and if the Contractor refuses or fails to perform the work as specified in Exhibit C, Scope of Work and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling there of, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination

- (4) The County may, by written notice to Contractor, terminate Contractor's right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Contractor shall be required to provide all copies of finished or unfinished documents prepared by Contractor under this Agreement.
- (5) Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.
- (6) Whether or not the Contractor's right to proceed with the work has been terminated, the Contractor shall be liable for any damage to the County resulting from the Contractor's refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Contractor to complete the project.

ARTICLE 14. TERMINATION FOR CONVENIENCE OF COUNTY

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

If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

ARTICLE 15. WAIVER OF BREACH

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

ARTICLE 16. INDEPENDENT CONTRACTOR

Contractor shall perform the services under this Agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute Contractor or any of its agents or employees to be the agent, employee or representative of County.

ARTICLE 17. RESPONSIBILITY OF CONTRACTOR

Contractor represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Contractor or under the direct supervision of Contractor. All personnel engaged in the Project by Contractor shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Contractor without the prior written consent of the County.

ARTICLE 18. INDEMNIFICATION

Contractor hereby agrees to release, indemnify, defend and hold harmless Fulton 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 costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the 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 (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

These indemnity provisions are for the protection of the County indemnities only and shall not establish, of themselves, any liability to third parties. The provisions of this article shall survive termination of this Agreement.

ARTICLE 19. COVENANT AGAINST CONTINGENT FEES

Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees maintained by Contractor for the purpose of securing business and that Contractor has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 20. INSURANCE

Contractor agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement documents, Exhibit G, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

ARTICLE 21. PROHIBITED INTEREST

Section 21.01 Conflict of interest:

Contractor agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Contractor further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 21.02 Interest of Public Officials:

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 22. SUBCONTRACTING

Contractor shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.

ARTICLE 23. ASSIGNABILITY

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Contractor without the prior expressed written consent of County shall at County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE 24. ANTI-KICKBACK CLAUSE

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Contractor hereby promises to comply with all applicable "**Anti-Kickback**" Laws, and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

ARTICLE 25. AUDITS AND INSPECTORS

At any time during normal business hours and as often as County may deem necessary, Contractor shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Contractor's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Contractor. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Contractor's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts or transcripts of such information outside the area covered by this Agreement without the prior written consent of Contractor. Contractor shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Contractor agrees that the provisions of this Article shall be included in any Agreements it may make with any subcontractor, assignee or transferee.

ARTICLE 26. **ACCOUNTING SYSTEM**

Contractor shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Contractor must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

ARTICLE 27. **VERBAL AGREEMENT**

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Contractor to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

ARTICLE 28. **NOTICES**

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

Notice to County, shall be addressed as follows:

Police Captain
5440 Fulton Industrial Boulevard
Atlanta, Georgia 30336
Telephone: (404) 613-5714
Email: (404) 893-6570
Attention: Brian Casal

With a copy to:

Department of Purchasing & Contract Compliance
Purchasing Director
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303
Telephone: (404) 730-5800
Facsimile: (404) 893-6273
Email: felicia.strong-whitaker@fultoncountyga.gov
Attention: Felicia Strong-Whitaker, Interim Director

Notices to Contractor shall be addressed as follows:

[Insert Contractor Representative for project]

[Insert Contractor Address]

Telephone:

Email:
Attention: **[Insert Contractor Representative for project]**

ARTICLE 29. **JURISDICTION**

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

ARTICLE 30. **EQUAL EMPLOYMENT OPPORTUNITY**

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

Section 30.01 Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 30.02 Contractor will, in all solicitations or advertisements for employees placed by, or on behalf of, Contractor state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 30.03 Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 31. **FORCE MAJEURE**

Neither County nor Contractor shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Contractor from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

ARTICLE 32. OPEN RECORDS ACT

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Contractor acknowledges that any documents or computerized data provided to the County by the Contractor may be subject to release to the public. The Contractor also acknowledges that documents and computerized data created or held by the Contractor in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Contractor shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Contractor shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Contractor. The Contractor shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

ARTICLE 33. CONTRACTOR'S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT

Where the procurement documents do not place a degree or level of service relating to the scope of work, M/FBE participation, or any other matter relating to the services being procured, should any Contractor submit a response to the County promising to provide a certain level of service for the scope of work, M/FBE participation, or any other matter, including where such promises or assurances are greater than what is required by the procurement documents, and should this response containing these promises or assurances be accepted by the County and made a part of the Contract Documents, then the degree or level of service promised relating to the scope of work, M/FBE participation, or other matter shall be considered to be a material part of the Agreement between the Contractor and the County, such that the Contractor's failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to ARTICLE 14 of the Agreement.

ARTICLE 34. INVOICING AND PAYMENT

Contractor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

Time of Payment: Invoices for payment shall be submitted to County by the first (1st) calendar day of the month to facilitate processing for payment in that same month. Invoices received after the first (1st) calendar day of the month may not

be paid until the last day of the following month. The County shall make payments to Contractor by U.S. mail approximately thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

Submittal of Invoices: Contractor shall submit all invoices in original and one (1) copy to:

Security Manager
130 Peachtree Street; Suite 2158
Atlanta, Georgia 30303
Telephone: (404) 613-5994
Facsimile: (404) 730-5733
Attention: Andrew Justice

Contractor's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

County's Right to Withhold Payments: The County may withhold payments for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Contractor when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. The County shall promptly pay any undisputed items contained in such invoices.

Payment of Sub-contractors/Suppliers: The Contractor must certify in writing that all sub-contractors of the Contractor and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Contractor is unable to pay sub-contractors or suppliers until it has received a progress payment from Fulton County, the prime Contractor shall pay all sub-contractors or supplier funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

Acceptance of Payments by Contractor; Release: The acceptance by the Contractor of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Contractor for work performed or furnished for or relating to the service for which payment was accepted, unless the Contractor within five (5) days of its

receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

ARTICLE 35. TAXES

The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to the County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Contractor for payment of any tax from which it is exempt.

ARTICLE 36. PERMITS, LICENSES AND BONDS

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

ARTICLE 37. NON-APPROPRIATION

This Agreement states the total obligation of the County to the Contractor for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Contractor in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

ARTICLE 38. **WAGE CLAUSE**

Contractor shall agree that in the performance of this Agreement the Contractor will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

FULTON COUNTY, GEORGIA

CONTRACTOR:

[Insert Contractor COMPANY NAME]

John H. Eaves, Commission Chair
Board of Commissioners

[Insert Name & Title of person authorized to sign contract]

ATTEST:

ATTEST:

Mark Massey
Clerk to the Commission (Seal)

Secretary/
Assistant Secretary

(Affix Corporate Seal)

APPROVED AS TO FORM:

Office of the County Attorney

APPROVED AS TO CONTENT:

Cassandra Jones
Chief of Police

ADDENDA

EXHIBIT A

GENERAL CONDITIONS

1. Proposals may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County's Legal Counsel indicating whether the firm is bound by its proposal.

Proposals for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:

The County must advise Offerors in the request for proposals of the number of days that Offerors will be required to honor their proposals. If an Offeror is not selected within 60 days of opening the proposals, any Offeror that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the proposal.

2. Fulton County shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.
3. The successful Offeror must assume full responsibility for delivery of all goods and services proposed.
4. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the County of such defect, damage or deficiency.
5. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.
6. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
7. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of its rights, title or interest therein without prior written consent of the Fulton County Board of Commissioners.
8. In case of default by the successful Offeror, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.

9. All proposals and bids submitted to Fulton County are subject to the Georgia "**Open Records Act**" Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.
10. All proposals and bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h).

EXHIBIT B SPECIAL CONDITIONS

No Special Conditions were required for this Project

EXHIBIT C

SCOPE OF WORK

TRANSITION OF SERVICE

Each prospective Contractor must submit a plan describing how they intend to initiate operations. Fulton County desires this transition be accomplished within thirty (30) days after Notice of Award/Contract approval. Bidder must include details regarding training.

Each prospective Contractor must submit, with the bid, a plan for the continuation of services during a transfer of operations to the County and/or another Contractor in the event of Non-Renewal or Termination of the Contract

1.2 INFORMATION TO BE SUBMITTED

Failure to submit any required data item may be cause for rejection. Bidders may submit such other data as they deem appropriate; however, voluminous or overly elaborate bids are discouraged.

Bid information shall include:

Organization Description - Provide a short resume of the organization. Include types of similar services/products performed/provided by the firm.

References - Provide a list of references of comparable size and facility type for which services have been contracted for the last three years. Include the contract cost, contract period, contact name and telephone numbers for each.

Organization Profile - Provide a personnel summary of those individuals anticipated to be assigned to the project and their area of responsibility

Project Management Plan/Approach of Work - Provide a plan indicating how the bidder envisions performing the work, including, but not limited to:

1. Approach philosophy and methodology used in the performance of these services
2. On-site supervisor(s) assigned to the facilities. Indicate training, the number of years' experience and ratio of supervisors to line security personnel.
3. Quality control mechanisms.
4. Reporting methods and time frame.
5. Detailed schedule of proposed services required. Completion of Security Staffing Plan Attachment using proposed bill rates.
6. Problem resolution procedures.
7. Personnel, including the proposed daily number of staff assigned to each site; the classification and salary of staff assigned; the number of daily hours assigned to each staff member; the unit cost per hour for each classification.

Bonds and Insurance - Bond and Insurance certificates certifying proof of ability to provide bond and insurance coverage in the amount specified herein, if awarded the bid.

Financial Capability - Provide certified copies of financial statements for the previous three (3) years.

Failure to respond to all requirements of the bid may result in the rejection of your bid. Fulton County reserves the right to accept or reject any or all bids and to waive any technicalities.

CONTRACT PERIOD AND RENEWAL

Award will be made to the lowest responsible and responsive bidder who meets all of the requirements of the bid. Any award made as a result of this bid will be **effective for one (1) year from January 1 through December 31, 2014**. Fulton County reserves the right to renew this contract for **two (2) additional twelve (12) month periods**, pending availability of departmental appropriated funding, as well as contractor compliance with County rules and policies. Option year price increases shall not exceed the Consumer Price Index (CPI) as published by the Bureau of Labor Statistics of the U.S. Department of Labor with particular reference to the average shown on such index for "all items" for the Atlanta metropolitan area.

2.0 SPECIFICATIONS

Contractor's staff will be required to:

- a. Operate x-ray screening machines, and hand-held and walk-through magnetometers (metal detectors) or some combination thereof and screen persons and their possessions for weapons and other unauthorized items.
- b. Operate a computerized; windows based security software system, closed circuit television monitors, intrusion alarm system, elevator control system, and a computerized fire/life safety system.
- c. Conduct interior and exterior perimeter security foot patrols of facilities and vehicle patrol of county property.
- d. Control access to county buildings and property.
- e. Respond to intrusion detection alarms in county buildings at various sites in the County.
- f. Evacuate persons from county buildings as directed during emergencies.
- g. Detain and/or physically restrain persons.
- h. Conduct searches of persons and their possessions, vehicles and buildings/work areas.

- i. Check designated county buildings and property to determine that they are properly secured
- j. Take relevant field notes and prepare legible, comprehensive security incident reports.
- k. Testify in court or other legal or administrative proceedings.
- l. Use hand held radios and appropriate codes and signals for security communications.
- m. Operate fire extinguishers and determine proper type extinguisher based on type fire encountered.
- n. Document and turn in found property.
- o. Use basic first aid techniques to assist persons choking, bleeding, with broken limbs, concussions or in shock. Perform emergency breathing and cardiopulmonary resuscitation (CPR) on persons in respiratory or cardiac arrest respectively.
- p. Perform other security duties as required.

Contractor will perform all duties in accordance with the requirements contained herein, the standard operating procedures of the Security Division, FCPD, and the General Orders of the FCPD, Fulton County Policy and applicable law. Such duties will be performed in a professional and businesslike manner such that Fulton County buildings are maintained in a secure condition and in a manner such as not to annoy, disturb, endanger, offend, or unreasonably interfere with and/or delay the operations, activities or any occupants of the premises. Contractor shall use his best efforts to coordinate and adjust his activities to the needs and requirements of the various users of County buildings.

2. CONTRACTOR'S STAFF.

Prior to the commencement of contract services, the contractor shall provide the Security Division Commander, FCPD, with a list identifying all contract security personnel and their assigned shift and assigned work site. The contractor agrees to provide the Security Division Commander, FCPD, with 48-hour prior notification before instituting any changes to shift and work site assignments.

The contractor shall provide and maintain, at all times, an adequate number of properly trained personnel and an adequate quantity of necessary supplies and equipment to ensure the full and timely performance of the obligations and function of this contract.

The appearance of the employees shall be neat, clean and comply with the General Orders of the FCPD and the standard operating procedures of the Security Division, FCPD.

The conduct of the employees shall be courteous and consistently of the highest standards.

All contract security personnel shall work under the general operational control and supervision of the "ON DUTY" Security Watch Supervisor, Security Division, and FCPD for the applicable work shift.

Contractor shall ensure that no member of the security staff shall be allowed to work in excess of 60-hours per week at any time.

Contractor shall ensure the security staff neither solicits gratuities of any type for any reason.

The Contractor must immediately replace any employee that exhibits signs of alcohol and/or drug usage, or any other incapacitating agents. The Security Watch Supervisor, Security Division, FCPD will have the right to direct the Contractor to relieve and/or remove any employee suspected of drug and/or alcohol usage, such action will be at no additional cost to the County.

The Contractor will be responsible for hiring, training, testing and supervising all persons hired to perform screening functions and duties to ensure the personnel performing these duties possess the capability to do so.

The Contractor agrees to make available the Operation's and/or Branch Manager to accompany the Security Watch Supervisor, Security Division, FCPD or designee on periodic scheduled and unscheduled tours of the premises for which the Contractor is responsible for security services.

3. HIRING REQUIREMENTS

Search consent: The Contractor consents to reasonable search and/or inspection of the security staff employees, their employee lockers and their personal effects, such as tote bags, backpacks and handbags. The Contractor must advise all potential employees hired for security staff positions assigned to Fulton County, that consent to search and/or inspection of person, lockers and personal effects is a prerequisite to employment.

Criminal history background check: The Contractor must submit proof of fingerprinting and criminal history background checks of each employee assigned to Fulton County, to the Chief, FCPD within thirty (30) days of assignment date. Contractor must conduct criminal history checks of all employees working on this contract every six months. The Contractor must not hire, for assignment to Fulton County site(s), or allow working on this contract, persons who have been convicted of any felony or misdemeanor violation involving theft or dishonesty. Violation of this provision will result in immediate removal of the employee in question. It may also be considered cause for immediate termination of the contract.

Drug screening: Contractor shall have all employees screened for illegal drug use by a licensed medical or drug screening laboratory prior to assignment to work on this contract. Contractor shall not assign any employee to work on this contract whose screening results indicate illegal drug use. Contractor shall also conduct a screening program for illegal drugs of employees assigned to work on this contract consisting of random, no notice screening on a monthly basis and resulting in all employees working

on this contract being screened at least once each year during the period of this contract including option years. Any screening results indicating illegal drug use shall result in the immediate removal of Contractor's employee from work on this contract.

Physical Requirements and Examination: The Contractor must require physical examination of all employees as a prerequisite to employment. The examination must be performed at a medical center and/or hospital by a licensed, board certified physician. The physician must provide written certification that the employee is physically fit and capable to perform the assigned work. Employees working on this contract must not be color blind, possess at least 20/20 vision (use of corrective lenses is acceptable), able to run, including traversing at least 11 flights of stairs while running and have no speech impediments which inhibit clear, distinct speech. The physical examination shall not be less than what is required by Fulton County for its employees.

Proof of Citizenship: The Contractor must require all prospective employees to provide proof of citizenship or proof from the United States Immigration and Naturalization Service of legal alien status, to include entry permit and work permits. Such proof must be photocopied and maintained as a part of the employee's file.

Education and Literacy: The Contractor must require a minimum education level of high school graduate, a general equivalency diploma or an armed services veteran with an honorable discharge or a general discharge under honorable conditions. Veterans of armed services with a dishonorable discharge, general discharge under other than honorable conditions, or a punitive discharge will not be acceptable to Fulton County. The Contractor must ensure that employees, hired for assignment to Fulton County site(s), are literate and capable of reading and understanding printed policy; written and verbal orders; written and verbal training instructions and materials; and possess the ability to compose clear, succinct written reports that convey all required information.

Employee Records: The Contractor must agree to the review of employee records by the Chief, FCPD or his designee upon request. The Contractor shall keep certain employee records on site at Fulton County. See paragraph seven of this specification, Records and Reports, for more detail.

Driver's License: Contractor must ensure all employees assigned to Fulton County shall be the holder of a valid Class C driver's license, which shall be in their possession throughout the term of this Contract. A copy of this license shall be kept in the employee's file on site at Fulton County.

Private Detective/Private Security Guard License: Applicable licenses and certifications in accordance with O.C.G.A. 43-38-7 for personnel practicing as Security Officers in Fulton County facilities or properties must be adhered to.

Permit to Carry Firearm: Armed Security Officers must possess a valid permit to carry a firearm as outlined in O.C.G.A 40-38-10.

Removal of Employee from Contract: In the event the Security Division Commander, Fulton County Police Department disapproves any employee hired by the Contractor for assignment under this contract, the Contractor shall remove the employee immediately upon verbal confirmation of the Security Division Commander. Fulton County will

provide written confirmation of such notice to the Contractor's Site Manager within thirty-six (36) hours of receipt of a request from the Contractor.

4. STAFFING PATTERN

The Contractor will be required to supply personnel in sufficient number as required to provide the service type and coverage as indicated herein, to include relief for lunch and rest breaks, at no additional cost to the County. Security officers' assigned shift and assigned work site will not be changed without prior approval of the Security Division Commander, FCPD.

The Contractor must agree to maintain a contingency of security staff on an **"on-call basis"** sufficient to cover all no-shows.

Notice of any post for which there is a **"no show"** must be given to the Security Watch Supervisor-Security Division, FCPD immediately. A replacement must be provided within two (2) hours from initial notification at no additional cost to the County. All security staff utilized as replacements in the **"on-call"** pool must wear the same uniforms as required of regularly assigned staff members.

The use of security staff personnel from Contractor's other contractual obligations will not be allowed unless approved by the Security Division Commander, FCPD on a case by case basis.

In the event the Contractor fails to provide security staff in sufficient number to accomplish the above requirements, Fulton County will obtain alternative security coverage utilizing current Fulton County staff on an overtime basis, at the Contractor's expense via a credit for the cost of such alternative security coverage, specified in writing by the County, on the invoice for that period of service.

The Contractor agrees to provide additional security staff, on an as required basis at the same hourly and overtime rates bid. Additional service requirements will be provided to the Contractor either in writing or verbally by the Commander or the Operations Supervisor, Security Division, FCPD a minimum of 24 hours in advance. In the event of verbal notification, written confirmation will follow within 36 hours of verbal notification.

An estimated staffing plan entitled Security Staffing Plan Requirements is included (Section 7, Pages 15-17).

5. MANAGMENT and SUPERVISORY STAFF

The Contractor agrees to supply the following management and supervisory level staff. Fulton County reserves the right to approve/reject all management and supervisory level employees prior to start date on this contract.

Account Manager: Shall work at the Fulton County Government Center Complex and be authorized to act for the Contractor in all matters pertaining to the Contractor's operations and activities pertaining to this contract. The Contractor must keep the Chief, FCPD or his designee apprised of the identity of the Account Manager at all times. The Account Manager will be responsible for proper staffing of security posts, as required by the FCPD; ensuring each member of the security staff is properly trained, equipped,

attired in proper uniform and exhibits courteous and professional conduct at all times. The Account Manager assigned to Fulton County must have a minimum of two (2) years' experience as an Account Manager. It is preferred that the Account Manager have at least an Associate's Degree in Criminal Justice or a related field and hold current certification as a Certified Protection Professional (CPP). The Contractor must ensure the Account Manager has all administrative support on site necessary to accomplish his/her duties, to include a pager and personal computer and printer at no additional cost to the County. It is recommended that the Account Manager be provided with an administrative assistant/assistant account manager to assist with administration of the account at no additional cost to the County. It is preferred that the Account Manager be provided with a cellular telephone at no additional cost to the County. Any work performed by the Account Manager in excess of the Staffing Plan Requirements attached thereon will be at no additional cost to the County.

Security Supervisors: Security Supervisors must have a minimum of one (1) year of experience as a Security Officer. A Security Supervisor shall be assigned to each work shift at all County locations where there is three or more security officers working per shift. In addition, a senior Security Supervisor will be assigned to the Atlanta-Fulton County Central Library and the Fulton County Justice Center Complex to assist the Account Manager and manage all assigned security personnel. These supervisors will also interface with the Fulton County Library Security Coordinator and the Fulton County Sheriff's Department's Court Services Division Commander regarding security operations in these respective facilities. Security Supervisors will be responsible for assisting the Account Manager in the execution of his/her duties. Security Supervisors may function as security watch supervisors for the county at large in the absence of a Fulton County Security Supervisor. Security Supervisors assigned shift and assigned work site will not be changed without prior approval of the Security Division Commander, FCPD. Performance of administrative duties by the Contractor's Supervisory staff at a location other than their assigned Fulton County site shall be at no additional cost to the County. The Contractor agrees to utilize supervisory status employees in the performance of general security duties when it becomes necessary to meet the requirements stated herein. Relief breaks shall not be conducted by Security Supervisors, except under emergency circumstances. The Contractor shall assure that all supervisory personnel are thoroughly familiar with weapon screening and other screening related activities.

6. TRAINING

The Contractor shall provide the training as required herein to all employees at no cost to the County. Any employee, who needs to be re-trained, as determined by the County, shall receive such training from the Contractor at no cost to the County or, at the Contractor's option, shall be removed from work on the contract and replaced by an adequately trained employee. All training shall be documented and copies or training records indicating the employees name, date and subject trained shall be provided to the FCPD.

A. Basic Security Training. This training must be successfully completed by all employees prior to beginning work on this contract.

1. Armed & Unarmed Security Officer training (as applicable to assignment) programs mandated by the State of Georgia and the Rules and

Regulations of the Georgia Board of Private Detective and Security Agencies (O.C.G.A. 43-38-10.1).

2. Public Relations.
3. Radio Communications.
4. Site specific equipment operating procedures.
5. Basic First Aid.
6. Cardiopulmonary Resuscitation (CPR).
7. Basic safety.
8. Patrol Operations.
9. Recognizing & Securing a Crime Scene.
10. Limitations of Authority as it apply to private security officers.
11. Effective Report Writing.
12. Selection and use of fire extinguishers.
13. Weapon Screening Procedures as detailed below.
14. Americans with Disabilities Act (ADA) familiarization as detailed below.
15. Site Orientation as detailed below.
16. Use of Automated External Defibrillator (AED)

B. Facility Training. The contractor shall ensure each person assigned to a facility, prior to assignment to a post alone at that facility, undergoes site orientation/familiarization training that shall consist of a minimum twenty (20) hour training schedule. This shall include training on weapons screening procedures and use of screening equipment; evacuation procedures of the facility to which assigned; identification of key County employees and officials; applicable County and Department policies and the Standard Operating Procedures (SOP) of the Security Division, FCPD.

C. On-The-Job (OJT) Training: The Contractor shall have a formal OJT program for persons hired after contract start date. This training shall consist of a minimum forty (40) hour training schedule, in which a new hire will be paired with an employee who has a minimum of 6 months security experience, before being assigned to a security post alone. The employee's skills shall be evaluated during this period by a security supervisor and successful completion shall be documented in writing. In the event the security supervisor determines the new hire does not demonstrate the necessary knowledge, skills and/or ability, the Contractor must re-train or remove the employee.

D. In-Service Training: This training shall be successfully completed by all employees working on contract and shall include the following:

1. Quarterly and annually -- weapon screening procedures and use of screening equipment.
2. Quarterly -- evacuation procedures.
3. Annually -- CPR certification.
4. Annually -- ADA familiarization.
5. Annually -- use of force and arrest powers/authority of private security personnel.
6. Annually -- fire prevention and use of fire extinguishers.

Weapon Screening Procedures & Use of Screening Equipment: The Contractor must ensure all staff used to perform weapon screening functions are trained in proper screening techniques; physical inspections; use of metal detectors; and use of X-Ray systems as required by Fulton County and the State of Georgia. Training shall

emphasize the need for courteous, cautious and efficient application of the weapon/contraband screening procedures and must be presented in a formal manner with ample opportunity for questions and answers. The Contractor must ensure that absolutely no security employee will perform any screening duties without successful completion of the following:

- A. Prior to beginning work on this contract and at least once annually thereafter, all employees will receive formal classroom instruction covering the purpose and seriousness of the screening function.

The instruction shall include the following:

- a. Guidelines for weapons and dangerous devices
 - b. Guidelines and procedures for X-ray screening
 - c. Guidelines and procedures for physical inspection
 - d. Operation and radiation safety instructions for x-ray machine, walk-through metal detector and hand-held metal detector in accordance with the Georgia Department of Human Resources Rules and Regulations for X-Rays 290-5-22, Rule 06, Paragraph(8)
 - e. A video presentation of "**E-Scan Small Parcel Inspection**"
- B. Prior to beginning work on this contract and at least once quarterly thereafter, all employees will receive practical "hands on" training using the hand held magnetometer (hand wand), walk-through magnetometer and x-ray machine. Appropriate training aids will be used to ensure this training is realistic. County equipment and training aids, including the standard items of the FAA test kit, may be used for this training with prior coordination with the Commander, Security Division, and FCPD.

ADA FAMILIARIZATION: This training shall consist of formal classroom instruction covering the topics listed below. The County Office of Disability Affairs can provide instructor training for the Contractor's training instructor(s) if needed, upon request.

- a. Definition of the Americans with Disabilities Act (ADA).
- b. Identification of the different titles covered by the Act (Title I, II, III, IV and V).
- c. Definition of "disability" under the ADA.
- d. Identification of five (5) disabilities covered by ADA.
- e. How the ADA affects employment practices (Title I highlights).
- f. How to work with an employee to arrive at a reasonable accommodation.
- g. Examples of reasonable accommodations.
- h. Identification of different methods for effective communication between persons with the following disabilities: Speech Impairment, Hearing Impairment or Deafness, Visual Impairment or Blindness, Limited Mobility (Wheelchair), HIV/AIDS and Mental Disability.
- i. How to screen a person in a wheelchair for weapons/unauthorized items.
- j. Identification of "working animals" and their access to public buildings under the ADA.
- k. What you should know about people with disabilities.

7. RECORDS and REPORTS

The Contractor must maintain, in the boundary of Fulton County, Georgia, all records and documents initiated in the performance of his obligations and functions under this contract for a minimum of thirty six (36) months following the date of termination of this contract.

Training Records: Contractor must maintain a current and accurate record of training for each employee that reflects the date and type training received. Copies of such records must be maintained onsite. Training records must be maintained for a minimum period of ninety (90) days following termination of an employee. The Contractor shall provide copies of records of basic and site orientation training, results of background checks, vehicle drivers licenses, and results of drug screening to the Chief, FCPD or his designee prior to the assignment of Security Officers to work on this contract. The Contractor shall provide copies of in service and OJT training records to the Chief, FCPD or his designee following the conduct of such training. The Contractor is exempt from providing proof of the above records for Security Officers prior to their assignment on a "temporary, fill-in" basis. The County reserves the right to request any and all such records through the duration of this contract. A "temporary, fill-in" basis is defined as working at a Fulton County facility for no more than two (2) consecutive forty-hour work weeks.

Inspection/Audit of Contractor Records: All records and documents shall be subject to inspection and/or audit by Fulton County and/or its Agent at any time during the period for which they must be retained. Such inspections and/or audits shall be performed to determine the accuracy of direct cost invoices previously submitted. In the event Fulton County determines the existence of a discrepancy in the invoiced amount, offsetting adjustments in the payment, whether they are increases or decreases, shall be made to the Contractor by Fulton County or to Fulton County by the Contractor. At any time an audit or inspection reveals an overpayment(s) has occurred, the Contractor shall reimburse Fulton County the amount of the overpayment plus, the cost and expense of the inspection/audit.

Employee Roster: The Contractor shall provide to the Chief, FCPD or his designee, an Employee Roster listing the full names of each officer assigned to work for Fulton County under this contract. Updated rosters shall be provided as changes occur.

Any violation of these provisions will be deemed a default by the County and shall entitle Fulton County to all remedies for default created herein and/or provided by law.

8. MATERIALS and EQUIPMENT

Fulton County shall provide certain equipment and materials necessary for the Contractor to perform its service under the contract. The equipment and material includes, but is not limited to X-ray screening machines; walk-through magnetometers (metal detectors), hand-held magnetometers (hand wands), megaphones (bullhorns), reflective vests, keys and incident report forms. The Contractor shall advise the Chief, Fulton County Police Department or his Designee, of any maintenance or repair needs of the equipment. The Contractor shall bear all risks of loss, damage or theft which occurs to such equipment while in use by the Contractor. Upon written notice from the

County, specifying the amount of the loss, the contractor shall issue a credit in the amount of such loss on the next regularly issued invoice for the facility concerned.

Fulton County shall provide work space for use by the Contractor's Account Manager and Supervisory Personnel. The work space shall be large enough to accommodate two persons and shall be furnished with office furniture and telephone service, with local access capability only. Fulton County shall also allow use of a fax machine by the Contractor's Account Manager.

The Contractor shall provide, install, operate, store and maintain in an acceptable condition, all uniforms, equipment, materials, fuel, and supplies necessary for the performance of the work required under this contract to include:

- A. Vehicle:** One vehicle, minimum four cylinders, marked as company security vehicle to be used for security patrol and administrative travel in support of this contract. Vehicle will be marked on three sides including each passenger door and rear of trunk/tailgate. Vehicle marking will include the name of the contractor's company and the word "**SECURITY**" in at least six (6) inch block, reflective lettering. Vehicle must be insured, properly licensed and registered in the State of Georgia and be kept in safe and good operating condition. Vehicle insurance must cover all employees designated to drive this vehicle. Vehicle must be equipped with a two-way radio, as per the requirements stated in the following paragraph, a hand operated spotlight mounted near the driver's door and a yellow strobe light mounted on the vehicle's roof.
- B. Radios:** One two-way, 800 MHZ, base station radio for use in the Fulton County Justice Center Complex Fire Control Center; one two-way, 800 MHZ, radio mounted in the Contractor's vehicle; and a minimum of one hand-held, two-way, 800 MHZ radio for each on-duty security officer. The hand-held radios must have sufficient multi-unit battery chargers and at least two batteries for each radio to ensure capability for continued use. Each radio must be equipped with a shoulder microphone, ear piece (microphone) and a carrying case or belt clip for attachment to the Officer's belt. All radios must be capable of communicating with the radio system used by the Security Division, FCPD.
- C. Flashlight with 200 lumen capacity for each security officer working during hours of darkness.**
- D. Security officers will wear a "hard" or "police" type uniform. The Account Manager may wear a business suit or feminine equivalent, but must have a badge and identification for display and/or presentation, as necessary. Personnel must be equipped with the following uniform and accessory items:**
 - 1. Flashlight belt holder appropriate for use with the type flashlights used.
 - 2. Radio carrying case or belt clip designed for attachment to the uniform trouser belt and appropriate for use with the type hand-held radio used.
 - 3. Rain coat, orange police type with "**SECURITY**": stenciled in one (1) inch, black, block letters across the front, right breast area; and in five (5) inch, black, block letters across the back of the raincoat. The raincoat must be equipped with eyelets over the front left breast area that will support a badge.

4. Hat, police type, with security hat badge for use in warm weather. The hat should provide protection to the officer's head and face from sunlight. The hat shall also have a removable plastic protective covering for use on the hat during wet weather.
5. Hat, police type insulated, with security hat badge for use in cold weather.
6. Gloves, insulated for use in cold weather.
7. Shirts, long and short sleeve uniform type for use during cold and hot weather. The short sleeve shirt shall be worn with an open collar pressed flat. The long sleeve shirt shall be worn with a tie. **"SECURITY"** insignia will be worn on each side of the shirt collar. Security officer's insignia shall be silver in color and supervisor's insignia shall be gold in color
8. Tie; clip on type for use with long sleeve uniform shirt.
9. Company patches, must be sewn onto the shoulder sleeves of both shirts and the jacket.
9. Company security badge, must be worn on the uniform shirts; jacket; and raincoat. Security officer's badge shall be silver in color and supervisors badge shall be gold in color. As an alternative, a badge patch may be sewn on the jacket in lieu of the regular badge. A hat badge will be worn on each type hat.
10. Name plate shall contain the security officer's last name and must be worn on the front right pocket of the uniform shirt (s) and the jacket. Security officer's nameplate shall be silver in color and Supervisor's nameplate shall be gold in color.
11. Jacket, police type with removable liner, zippered sides for access to radios and other equipment, and zippered front for use in cold weather. Jacket shall not have attached hood. Jacket shall have eyelets for attachment of badge over left breast pocket.
12. Metal buttons are optional, but if worn on the shirt or jacket, shall be silver in color for security officers and gold in color for supervisors.
13. Company picture identification (ID) card. This card shall contain at a minimum, a color photograph of the officer, the officer's printed name, the officer's signature, the printed name of the company, the printed name of the company president or other responsible person, the signature of this person and the date the ID card was issued by this person. The ID card will be attached with a clip to the right breast shirt pocket at all times.

E. The Contractor shall furnish each of their employees assigned to Fulton County appropriate seasonal and inclement weather uniforms, as specified above, prior to assignment for work on this contract. Employees must be attired in proper uniform at all times while on duty, as required by FCPD. The color of the uniform and particular items worn may vary by county facility location (i.e., Government Center Complex, Justice Center Complex and Atlanta-Fulton County Library System; work shift; and/or security post. Civilian clothing items or other unapproved uniform items will not be worn with the approved uniform. Uniforms must be approved by the FCPD prior to use; each bidder must submit the specifications of proposed uniform with the bid.

The contractor is responsible for ensuring that all equipment and/or weapons carried by contract security officers/supervisors at Fulton County Facilities and properties is authorized by this contract and is mechanically functional.

2.3 SPECIAL PROVISIONS

Prior to commencement of the project, the Bidder shall recommend and secure the County's written approval of project work activities and the methods to be used in accomplishing the work for the Project. Any changes deviating from the approved shall require re-approval by the County.

The Bidder shall perform the service required to accomplish the work as stated. The Bidder shall meet with the County for review of the work on a regular monthly basis as determined by the County.

The Bidder will be responsible for procuring and maintaining all licenses and permits required in the performance of the requested services.

EXHIBIT D COMPENSATION

EXHIBIT E

PURCHASING FORMS

EXHIBIT F

CONTRACT COMPLIANCE FORMS

EXHIBIT G

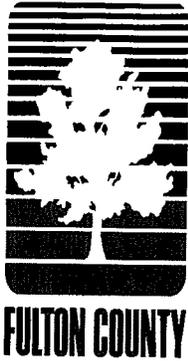
**INSURANCE AND RISK
MANAGEMENT FORMS**

EXHIBIT H

PAYMENT & PERFORMANCE BONDS

APPENDIX 1

POLICY 800-6, PROCEDURES FOR HANDLING CHANGE ORDERS



POLICY AND PROCEDURE

SUBJECT: Procedures for Handling Change Orders

DATE: September 19, 2001

A. STATEMENT OF POLICY:

Fulton County is committed to a policy of open, non-discriminatory and competitive purchasing. When circumstances arise after award of a contract, requiring modification of that contract, such modification will be accomplished in accordance with this Change Order Policy and Procedure, to achieve the following goals:

- (1) Ensure that Fulton County does not pay more than is necessary to complete the contract;
- (2) Preclude a contractor from tendering the lowest bid and then increasing the cost of the contract through the change order process;
- (3) Ensure that the terms and conditions upon which the contract was awarded are met throughout the term of the contract, including any and all change orders;
- (4) Ensure that the change order procedure is not used to bypass the competitive bidding process; and
- (5) Ensure that change orders are not used for work that is independent of and outside the scope of the original contract.

B. BACKGROUND:

A change order is a written order from Fulton County to a contractor, directing a change within the scope of the contract and necessary for completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract. A change is within the scope of a contract if it concerns the work required by the original contract documents and any subsequent change orders approved to accomplish the intent of the project as described in the solicitation documents.

A contractor is any person or entity, whether designated as a contractor, vendor, consultant or by any other title, having a contractual relationship with Fulton County. In Fulton County, except as otherwise provided in this Policy and Procedure, change orders shall be effected only through a written, bilateral agreement (Modification) between the County, acting through its Board of Commissioners, and the contractor. The Modification modifies the contract and will specify all changes to the contract and the costs thereof.

C. JUSTIFICATION FOR CHANGE ORDERS:

Change orders are authorized only for the following reasons:

- (1) Situations creating an immediate need to protect the public health, safety or welfare;
- (2) Corrections of deficiencies in design or construction documents provided by architects or engineers other than the contractor;
- (3) Changes in applicable laws or regulations, or changes that result from public participation when such participation is mandated by laws or regulations;
- (4) Concealed conditions, differing site conditions or abnormal inclement weather;
- (5) Owner requested changes within the scope of the original contract. Such changes may include: deductive change orders and accommodation of value engineering and administrative matters such as closeout change orders for unit price contracts, deductions for approved material substitutions and administrative no-cost change orders.

D. CHANGE ORDER AUTHORITY: Except as otherwise provided in this procedure, change orders may be approved only by the Board of Commissioners of Fulton County. Such approval shall be demonstrated by a formal vote on the Contract Modification.

E. CHANGE ORDER PROCEDURE: The ordinary sequence of a change order is as follows:

- (1) Need for contract change is identified.
- (2) Contractor is requested to propose price for change and if necessary, schedule changes.
- (3) Contractor and County negotiate price and scope of change.
- (4) Agreement between County and contractor for change is clearly defined in a written Modification.
- (5) Contractor signs Modification and returns it to County.
- (6) Modification is submitted to Board of Commissioners for approval and signature.

Circumstances may alter this general description of change order procedure. The administrative actions necessary to accomplish a change order are described in Section "F" of this Policy and Procedure.

F. **ADMINISTRATIVE ACTIONS:** Department heads have primary responsibility for completion of the administrative steps necessary to complete a change order. Such responsibility may be exercised through designees and in consultation with other interested departments. Except for change orders falling under Section G, the following regular administrative procedures will govern all change orders:

- (1) The department head will confirm the necessity for and the appropriateness of a change order under this procedure.
- (2) The department head will submit to the contractor a written description of the proposed change and request that the contractor submit a cost proposal. The written description must provide sufficient details of the change to permit the contractor to submit a realistic price.
- (3) The department head, in conjunction with the Purchasing Agent, shall review the cost proposal for general reasonableness and compliance with applicable County purchasing policies.
- (4) If appropriate and necessary, the department head may negotiate the cost and scope of the proposed change with the contractor.
- (5) If agreement is reached with the contractor, the terms of the agreement shall be reduced to a written Contract Modification suitable for execution by the contractor and Fulton County. The Modification shall clearly describe the changes to the contract, including any changes to the schedule and the obligations of the parties. The Modification also shall clearly describe all elements of the cost of the changes, all previous change orders and the total change to the contract cost.
- (6) The department head shall submit the proposed Modification to the County Attorney for preliminary review, and to the Purchasing Agent, the Director of Finance and the Director of Contract Compliance for their review. The department head shall attach to the Modification, the documents listed in Attachment 1 to this Procedure. When change order packages are submitted to the County Attorney's Office for review, the original contract and all previous change orders must be attached.
- (7) Upon completion of the reviews, the department head shall make such changes to the proposed Modification and related documents as necessary and then shall submit five copies of the Modification to the contractor for execution.
- (8) The Modification, as executed by the contractor, the explanatory memorandum and the Uniform Contract/Purchasing Sign-Off Sheet (Sign-Off Sheet) shall be submitted to the County Attorney's Office for final review, to include review of the formalities of execution by the contractor.
- (9) The Modification and accompanying documentation shall be submitted to the County Manager for approval and placement on the Board of Commissioners' agenda. The County Manager shall ensure that all required reviews have been

completed and that all necessary documents are attached to the Modification. However, the County Manager may disapprove a change order and return it to the department head to have the work procured through the competitive process.

- (10) Following approval by the Board of Commissioners and receipt of the approval letter from the County Manager, the user department shall forward the originals (with a copy of the approval letter and the routing sheet) to the County Manager for execution. The County Manager shall forward the documents to the Chairman's Office for his/her signature. The Chairman's Office shall forward the documents to the Clerk to the Commission for his/her signature. The Clerk's Office shall retain one original for the file designated by the Board of Commissioners for filing contracts and making them available for public inspection, and shall forward one original to Purchasing and the remainder of the documents to the user department.
- (11) The user department shall distribute copies of the approved and signed Modifications as set out in Section H. The Purchasing Agent shall issue any necessary purchase order modifications to the contractor and the department concerned, and the department head shall issue to the contractor any necessary notices to proceed.

G. COUNTY MANAGER'S AUTHORITY: In the following described situations, the County Manager is authorized to approve change orders and authorize the commencement of work pursuant to such change orders, subject to ratification by the Board of Commissioners. The Board of Commissioners will not withhold ratification unless there is credible evidence showing that the contractor induced or procured the change order by fraud.

(1) Change orders less than 10% of original contract amount:

- (a) The County Manager is authorized to approve change orders having a total cost that is less than 10% of the original contract cost. A change order may be approved under this procedure if its cost, when combined with that of all previous change orders to the same contract, is an amount less than 10% of the original contract cost. The County Manager may decline to exercise this authority and return change orders for processing through the regular change order procedure, or may direct that the work be procured through the competitive process.
- (b) Change orders submitted under this authority shall be processed according to the regular administrative procedure described in the preceding Section F, up through Step (8).

The procedure thereafter shall be as follows, substituting the numbered steps below:

- (9) The Modification and required documentation shall be submitted to the County Manager for approval. The County Manager shall review the documents for compliance with this Policy and Procedure and the completion

of all required reviews. The County Manager may decline to exercise the authority to approve the change order and may either submit it to the Board of Commissioners under the regular administrative procedure or return it to the department head to procure the work through the competitive process.

- (10) The County Manager shall document approval of the change order by signature on the Sign-Off Sheet and shall notify the user department and the Purchasing Agent of such approval. The department head and the Purchasing Agent shall issue any necessary notices to proceed and purchase order amendments. Work may proceed upon approval by the County Manager.
- (11) Not more than sixty (60) days following approval of a change order under this authority, the County Manager shall have it spread on the minutes by placing it on the consent agenda and subsequently obtaining the signature of the Chairman of the Board of Commissioners on the Modification. The user department shall distribute copies of the executed Modification as stipulated under the regular procedure.

(2) Extraordinary Circumstances:

- (a) The County Manager is authorized to approve change orders regardless of the amount when due to extraordinary circumstances, work must be implemented before the Board of Commissioners can act. The County Manager may decline to exercise the authority granted hereunder and may require that the change order be submitted under the regular procedure, or he/she may direct that the work be procured through the competitive process.
- (b) The authority granted in this section may be exercised when immediate action must be taken to protect the County's interests, and only under the following circumstances (in addition to meeting the requirements of Section C):
 - (i) Threat to public health, welfare or safety; or
 - (ii) Threat of litigation when it appears likely that litigation will be commenced and that Fulton County's legal position may be compromised by delay in implementing the change order. Change orders citing this circumstance must be approved by the Office of the County Attorney; or
 - (iii) Loss of substantial resources due to delay, including delay to critical path schedule.
- (c) Department heads proceeding under this authority must comply with as much of the procedure set out in Section G (1) as the situation will permit.
- (d) At a minimum, the following procedures must be observed:

- (i) The contractor shall execute a written contract Modification that clearly describes the work to be done and its cost. If costs cannot be fully detailed due to the exigencies of the situation, the Modification must set out a maximum cost and state that the cost will be definitized in a final change order.
- (ii) The department head shall obtain the approval of the Purchasing Agent, prior to submitting the change order to the County Manager.
- (iii) The work may proceed upon approval by the County Manager. The department head shall prepare all other documentation normally required for a change order, including completion of the Sign-Off Sheet.
- (iv) Not later than sixty (60) days following approval of the change order, the County Manager shall place the change order on the consent agenda.
- (v) In cases of change orders without definitized costs under Subsection (i) above, the department head shall commence processing a final change order as soon as circumstances permit.