



**City of Fort Oglethorpe
500 City Hall Drive
Fort Oglethorpe, GA 30742**

**706-866-2544
706-858-4451 (fax)
www.fortogov.com**

**May 31, 2017
INVITATION TO BID**

The City of Fort Oglethorpe is soliciting competitive sealed bids from qualified suppliers for ITB003-17, the **Purchase of Janitorial Supplies on an Annual Contract**, with three (3) additional one year options to renew for various City Departments.

Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the Company Name. Bids will be received until **2:50 P.M. local time on Tuesday, June 20, 2017** at the City of Fort Oglethorpe City Hall, 500 City Hall Drive, Fort Oglethorpe, Georgia 30742. Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at 3:00 P.M. Apparent bid results will be available the following business day on our website www.fortogov.com.

Questions regarding bids should be directed to Pam Travillian, Finance Director, at ptravillian@fortogov.com or by calling 706-866-2544 ex. 1107, no later than **3:00 P.M. local time on Wednesday, June 14, 2017**. Bids are legal and binding upon the bidder when submitted. All bids should be submitted in duplicate.

The City of Fort Oglethorpe does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Fort Oglethorpe should be directed to Bryan Perry at 706-866-2544 ex. 1207.

The written bid documents supersede any verbal or written prior communications between the parties.

Award will be made to the supplier(s) submitting the lowest responsive and responsible bid. The City of Fort Oglethorpe reserves the right to reject any or all bids, to waive technicalities and to make an award deemed in its best interest. Bids may be split or awarded in entirety. The City of Fort Oglethorpe reserves the option to negotiate terms, conditions and pricing with the lowest responsive, responsible bidder(s) at its discretion.

All companies submitting a bid will be notified in writing of award.

We look forward to your bid and appreciate your interest in the City of Fort Oglethorpe.

Pam Travillian
Finance Director

The following pages should be returned in duplicate as your bid: Bid Schedule, Pages 6-7

REQUIREMENTS

I. Scope of Work

The successful supplier(s) will be required to provide janitorial products as specified within the bid documents for the various City of Fort Oglethorpe departments as requested on an as needed basis during the contract term. The contract shall commence upon approval by the City of Fort Oglethorpe for a one (1) year period. Pricing and delivery are to remain firm throughout the initial one (1) year term of the contract period. No increases will be accepted.

The contract may be renewed for three (3) additional one (1) year periods providing that pricing remains firm or there is a pre-approved increase, service is satisfactory, both parties are willing to renew and upon approval by the City of Fort Oglethorpe.

II. General Information

1. During the term of this contract, if successful supplier is unable to provide any products as specified in the bid document or is providing products below specifications, the City of Fort Oglethorpe reserves the right to terminate the contract and/or purchase outside of contract. See General Instructions for Bidders, Terms and Conditions, Delivery Failures.
2. On the **Bid Schedule, Pages 6-7**, be sure to be specific; include all information applicable to the items (for example: can, box, drum, jug, and how many units are in each container). Failure to complete the Bid Schedule in its entirety may result in rejection of bid.
3. Approximate quantity is per item as describe, not case.
4. It will be the responsibility of each bidder to read each line item description carefully as described on the bid schedule and technical specifications, and then appropriately and legibly fill in the information as requested in each column of the bid schedule. This information will determine your responsiveness to this solicitation.
5. Manufacturer names, brand names, and product numbers referenced in the following bid documents are used for the sole purpose of describing and establishing minimum performance and quality levels. Such references are not intended to be restrictive.
6. Material Safety and Data Sheets (MSDS) should be submitted for each product/item bid if requested by the city.

III. Product Packaging

1. On each product, box and/or case delivered to each of the City facilities indicated in the following bid specifications, the name of the distributor and the manufacturer name must be indicated with the item/product number, size, quantity, brand name, and case weight. Distributor's name is not to cover/disguise manufacturer's information. Failure to provide labeling with the required information may result in the refusal of delivery, cancellation of order and/or the return of items that are not in compliance with the bid specifications at which no additional cost will be incurred by the City. It will be the responsibility of the successful supplier to incur any additional expense associated with picking up/replacing non-compliant items with items compliant to the bid specifications
2. Upon an approved change or substitution of a product by the user department and/or the Finance Department, the successful supplier must submit an MSDS sheet with the new product if requested.

IV. **Product Requirements**

1. All products quoted must meet or exceed the technical specifications indicated within this bid. Product technical specifications and Material Safety Data Sheets should be submitted for each product labeled with its corresponding item number on the bid schedule if requested by the City. These requirements establish a minimum performance levels and describe features deemed necessary to accomplish specific tasks.
2. The successful supplier(s) shall supply labels for The City of Fort Oglethorpe to apply to smaller containers when a larger concentrated size is being used.

V. **Equivalent Products/Alternate Bids**

1. Equivalent products and alternate bids are invited on these items provided the quality and/or performance of the proposed substitution meets or exceeds the specifications as indicated within the bid specifications for each item.

The following must be provided with the bid documents for all alternate/equivalent items bid:

1. Product identification, including manufacturer's name and product code, brand name, item number, container size, product number, case quantity.
 2. Manufacturer's product literature/specifications, including but not limited to product description and Material Safety Data Sheets for each product if requested.
 3. Itemized comparison of alternate product versus product specified.
 4. Product has been personally investigated and determined that it is equal or superior in all respects to that specified.
 5. Supplier will provide the same guarantee for the equivalent/alternate item as they would for specified product indicated in the bid documents.
2. If bidding something other than the product specified, state your packaging, case and unit price information (for example if the bid specified a certain size container but is also competitively available in a size very close to what is specified, then the supplier is encouraged to indicate this substitute information and pricing in addition to the specified item being bid). All alternate bids made available to the City of Fort Oglethorpe will be taken into consideration, evaluated and awarded only when deemed in the City's best interest.

VI. **Samples**

Samples may be required for evaluation purposes upon request prior to award.

1. The City of Fort Oglethorpe reserves the right to request samples for evaluation purposes prior to award. Samples shall be provided upon request within five (7) business days. It will be the responsibility of the supplier to incur all costs associated with the samples. Failure to submit samples upon request may result in rejection of bid documents. All samples are to be identified and must include the following:
 - A. Labeled with product identification, including supplier's name, manufacturer's/ distributor name, product number, brand name, item number as indicated on the Bid Schedule and the Bid Number.
 - B. Manufacturer's product literature/specifications, including but not limited to product description, and Material Safety Data Sheets if requested.
3. All samples used for evaluation purposes must be the same product that will be provided to the user departments and as indicated on the bid schedule. Quality, quantity per box/case, size, and performance of product and case weight will be taken into consideration in comparing equivalent items bid. Samples will not be returned.

VII. **Substitutions**

1. No substitutions will be permitted after the award of this bid has been made unless pre-approved in writing by an authorized City of Fort Oglethorpe representative. Any substitutions that are received, other than those items approved/awarded and indicated on the successful suppliers bid documents will result in possible rejection and cancellation of order. The City of Fort Oglethorpe reserves the right to purchase outside of this contract and the price difference will be charged to the vendor.
2. Prior approval by the user departments and the Finance Department is required for any substituted item to ensure that the substituted products are acceptable by all departments made part of this bid. Any products provided to any

of the user departments without prior approval/authorization will be returned at the supplier's expense and deemed non-compliant.

3. The successful supplier agrees not to assign, transfer or sublet in whole or in part any items indicated in this bid.

VIII. **Product Variations**

Product items described within the bid specifications may be limited to a 4 oz (+/-) variation. If bidder is not able to bid the specified size as described in the bid specifications an equivalent product/item may be bid with the exception of the stated variation. Any product bid that exceeds this variation may be deemed non-responsive.

IX. **Orders**

Orders will be placed directly with the successful supplier with a purchase order issued by the individual user departments on an "as needed" basis. Quantities are approximate annual quantities. Orders are to be filled regardless of quantity and/or dollar amount. All orders delivered or picked up will require a PO number. Orders provided without a contract document are not to be considered authorized purchases and may be subject to non-payment of invoice. All orders must be accompanied with a packing slip and all orders shipped in error, to be returned are to be picked up within five (5) business days of notification.

XI. **Delivery Terms/Invoice**

Delivery should be coordinated with each user department upon award, as orders are placed individually by each department and will require delivery to various facilities and locations as indicated below in item XII.

All products delivered to the City of Fort Oglethorpe under this contract are subject to inspection and verification for compliance with bid specifications. The City of Fort Oglethorpe reserves the right to refuse delivery or return any items received that are not labeled properly, damaged, or not in compliance with the bid specifications. Any and all non-compliance will be documented by City personnel and may have a negative impact on suppliers with this contract including but not limited to vendor replacement of products, rejection of shipment, possible cancellation of order and/or re-award of contract which could negatively impact future awards. All cost incurred to pick up and correct non-compliant or damaged orders will be the sole responsibility of the successful supplier.

Deliveries will be F.O.B. Destination to each location, drop ship only (no inside delivery required). Supplier shall deliver orders as specified on the issued PO document received and be accompanied with a packing slip. All invoices shall reflect the bid number, PO document number and the delivery address. **All items ordered from this contract must be invoiced separately from those items ordered which are not a part of this contract.**

F.O.B. Point: Item(s) shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until all items are delivered and the contract of carriage has been complete.

Delivery Time A.R.O.

After receipt of order (PO document) and all pertinent information necessary from the City of Fort Oglethorpe, please indicate on the attached **Bid Schedule Pages 6-15** for each item, the number of calendar days required for delivery.

XII. **Delivery Locations**

Delivery will be F.O.B. Destination to the following locations:
(Subject to change through the life of the contract, locations may be added and deleted in writing as necessary)

City of Fort Oglethorpe City Hall

500 City Hall Drive
Fort Oglethorpe, GA 30742

City of Fort Oglethorpe Fire Department

201 Forest Road
Fort Oglethorpe, GA 30742

City of Fort Oglethorpe Maintenance Building

214 Howard Drive
Fort Oglethorpe, GA 30742

XIII. **Award**

Award will be based on the correct lowest unit of measure price indicated in the bid schedule. The City of Fort Oglethorpe reserves the right to make award of this bid by line item, by section, or to the overall low responsive and responsible supplier bidding the majority of items, and/or on the basis of uniformity as deemed in the City's best interest.

XIV. **Communications**

Individuals, firms and businesses seeking an award of a City of Fort Oglethorpe contract may not initiate or continue any verbal or written communications regarding a solicitation with any City officer, elected official, employee or other City representative without permission of the Finance Associate named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the City Council. Violations will be reviewed by the Finance Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN REJECTION OF BID

Item #	Description	Price per item	Price per Case	Deliver A.R.O.	Mfg. Name & Product Number	Vendor Product Code
1	Can Liner 30/37 HD 16MC 250 CS					
2	Can Liner 38/58 2 mil					
3	Can Liner 38/58 2.5 mil					
4	Can Liners 33/40					
5	Can Liners 24/33 HD 8mic 1000					
6	Clorox Wipers					
7	Roll Towels Kraft 6/cs					
8	Top Flite Plus					
9	Bath Tissue 2ply 36/1000					
10	Brawny Wipers					
11	Glass Cleaner					
12	Multifold Towels					
13	Clorox Bleach					
14	Foam Hand Sanitizer					
15	Foam Hand Soap					
16	Foam Alcohol Hand Sanit.					
17	Carpet Bonnet 19"					
18	Sanit. Drod Aero. Spray					
19	20oz Styro. Cups					
20	16oz Plastic Cups					
21	Disinfect Deod Spray					
22	14w Compact Florescent Blubs					
23	Wasp & Hornet Spray					
24	Insert Killer Spray					
25	Metered Aerosol Disin Spray					
26	Best Scent Odor Elim. Spray					
27	Side Press Mop Bucket					
28	Toilet Bowl Brush Holder					
29	Toilet Bowl Brush					

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Item #	Description	Price per item	Price per Case	Deliver A.R.O.	Mfg. Name & Product Number	Vendor Product Code
30	Ajax Cleaner					
31	Urinal Screen Citrus. Clnr					
32	Gloves					
33	3 x 5 Rugs					
34	Toilet Seat Cover					
35	Steel Wool					
36	Misty Dry Deodorant Spray					
37	Recovery Tank Dome Kit					
38	Wire Bowl Brush					
39	Pine Sol					
40	Fiberpro Extraction Clnr					
41	13w 120v Bulbs					
42	Broom					
43	Easy Task Spray floor buff					
44	Floor Glare Finish					
45	odor out rug deodor.					
46	Fork					
47	Spoons					
48	1000 Watt hand dryer					

ITB003-17

IF YOU DESIRE TO SUBMIT A "NO BID" IN RESPONSE TO THIS PACKAGE, PLEASE INDICATE BY CHECKING ONE OR MORE OF THE REASONS LISTED BELOW AND EXPLAIN.

- Do not offer this product or service; remove us from your bidder's list for this item only.
- Specifications too "tight"; geared toward one brand or manufacturer only.
- Specifications are unclear.
- Unable to meet specifications
- Unable to meet bond requirements
- Unable to meet insurance requirements
- Our schedule would not permit us to perform.
- Insufficient time to respond.
- Other

COMPANY NAME _____

AUTHORIZED REPRESENTATIVE _____

SIGNATURE

ATTENTION

FAILURE TO RETURN THE FOLLOWING DOCUMENTS MAY RESULT IN BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION:

1. FAILURE TO USE CITY BID SCHEDULE.
2. FAILURE TO RETURN APPLICABLE COMPLIANCE SHEETS/SPECIFICATION SHEETS.
3. FAILURE TO RETURN APPLICABLE ADDENDA.
4. FAILURE TO PROVIDE INFORMATION ON ALTERNATES OR EQUIVALENTS.
5. THE CITY SHALL BE THE SOLE DETERMINANT OF TECHNICALITY VS. NON-RESPONSIVE BID.
6. FAILURE TO PROVIDE BID BOND, WHEN REQUIRED, WILL RESULT IN BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION. BID BONDS ARE NOT REQUIRED ON ALL BIDS. BOND REQUIREMENTS ARE CLEARLY STATED ON THE INVITATION TO BID. IF YOU NEED CLARIFICATION, CONTACT THE FINANCE DIRECTOR. **IF BONDS ARE REQUIRED, FORMS WILL BE PROVIDED IN THIS BID DOCUMENT.**
7. FAILURE TO PROVIDE CONTRACTOR AFFIDAVIT AND AGREEMENT, WHEN REQUIRED, MAY RESULT IN BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION. CONTRACTOR AFFIDAVIT AND AGREEMENT IS NOT REQUIRED ON ALL BIDS. IF YOU NEED CLARIFICATION, CONTACT THE PURCHASING ASSOCIATE.

City of Fort Oglethorpe
FINANCE DEPARTMENT
GENERAL INSTRUCTIONS FOR BIDDERS, TERMS AND CONDITIONS

I. PREPARATION OF BIDS

- A. Each bidder shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk, as the bidder will be held accountable for their bid response.
- B. Each bidder shall furnish all information required by the bid form or document. Each bidder shall sign the bid and print or type his or her name on the schedule. The person signing the bid must initial erasures or other changes. An authorized agent of the company must sign bids.
- C. Individuals, firms and businesses seeking an award of the City of Fort Oglethorpe contract may not initiate or continue any verbal or written communications regarding a solicitation with any City officer, elected official, employee or other City representative without permission of the Purchasing Associate named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the City of Fort Oglethorpe. Violations will be reviewed by the Finance Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.
- D. Sample contracts (if pertinent) are attached. These do NOT have to be filled out with the bid/proposal submittal, but are contained for informational purposes only. If awarded, the successful bidder(s) will be required to complete them prior to contract execution.
- E. Effective, July 1, 2013 and in accordance with the Georgia Illegal Reform and Enforcement, an original signed, notarized and fully completed Contractor Affidavit and Agreement should be included with your bid/proposal submittal, if the solicitation is for the physical performance of services for all labor or service contract(s) that exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia). Failure to provide the Contractor Affidavit and Agreement with your bid/proposal submittal may result in bid/proposal being deemed non-responsive and automatic rejection.

II. DELIVERY

- A. Each bidder should state time of proposed delivery of goods or services.
- B. Words such as "immediate," "as soon as possible," etc. shall not be used. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) shall be stated (if calendar days are used, include Saturday, Sunday and holidays in the number).

III. EXPLANATION TO BIDDERS

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation for bids, drawings, specifications, etc. must be requested by the question cutoff deadline stated in the solicitation in order for a reply to reach all bidders before the close of bid. Any information given to a prospective bidder concerning an invitation for bid will be furnished to all prospective bidders as an addendum to the invitation if such information is necessary or if the lack of such information would be prejudicial to uninformed bidders. The written bid documents supersede any verbal or written communications between parties. Receipt of addendum should be acknowledged in the bid. **It is the bidder's responsibility to ensure that they have all applicable addenda prior to bid submittal.**

IV. SUBMISSION OF BIDS

- A. Bids shall be enclosed in sealed envelopes, addressed to the City of Fort Oglethorpe Finance Director with the name of the bidder, the date and hour of opening and the invitation to bid number on the face of the envelope. Telegraphic/faxed bids will not be considered. Any addenda should be enclosed in the sealed envelopes as well.

- B. ADD/DEDUCT: Add or deduct amounts indicated on the outside of the envelope are allowed and will be applied to the lump sum amount. Amount shall be clearly stated and should be initialed by an authorized company representative.
- C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified by the City, at no expense to the City. Unless otherwise specified, samples will be returned at the bidder's request and expense if items are not destroyed by testing.
- D. Items offered must meet required specifications and must be of a quality, which will adequately serve the use and purpose for which intended.
- E. Full identification of each item bid upon, including brand name, model, catalog number, etc. must be furnished to identify exactly what the bidder is offering. Manufacturer's literature may be furnished.
- F. The bidder must certify that items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.
- G. Unsigned bids will not be considered except in cases where bid is enclosed with other documents, which have been signed. The City will determine this.
- H. The City of Fort Oglethorpe is exempt from federal excise tax and Georgia sales tax with regard to goods and services purchased directly by the city. Suppliers and contractors are responsible for federal excise tax and sales tax, including taxes for materials incorporated in city construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information.
- I. Information submitted by a bidder in the bidding process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act.

V. WITHDRAWAL OF BID DUE TO ERRORS

The bidder shall give notice in writing of his claim of right to withdraw his bid without penalty due to an error within two (2) business days after the conclusion of the bid opening procedure. Bids may be withdrawn from consideration if the price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and material used in the preparation of the bid sought to be withdrawn. The bidder's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his bid. If a bid is withdrawn under the authority of this provision, the lowest remaining responsive bid shall be deemed to be low bid.

No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

Supplier has up to forty-eight (48) hours to notify the City of Fort Oglethorpe Finance Department of an obvious clerical error made in calculation of bid in order to withdraw a bid after bid opening. Withdrawal of bid for this reason must be done in writing within the forty-eight (48) hour period. Suppliers who fail to request withdrawal of bid by the required forty-eight (48) hours shall automatically forfeit bid bond. Bid may not be withdrawn otherwise.

Bid withdrawal is not automatically granted and will be allowed solely at the City's discretion.

VI. TESTING AND INSPECTION

Since tests may require several days for completion, the City reserves the right to use a portion of any supplies before the results of the tests are determined. Cost of inspections and tests of any item, which fails to meet the specifications, shall be borne by the bidder.

VII. F.O.B. POINT

Unless otherwise stated in the invitation to bid and any resulting contract, or unless qualified by the bidder, items shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed. Unless the F.O.B. clause states otherwise, the seller assumes transportation and related charges either by payment or allowance.

VIII. PATENT INDEMNITY

The contractor guarantees to hold the City, its agents, officers or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.

IX. DISCOUNTS

- A. Time payment discounts will be considered in arriving at net prices and in award of bids. Offers of discounts for payment within ten (10) days following the end of the month are preferred.
- B. In connection with any discount offered, time will be computed from the date of delivery and acceptance at destination, or from the date correct invoice or voucher is received, whichever is the later date. Payment is deemed to be made for the purpose of earning the discount, on the date of the City check.

X. AWARD

- A. Award will be made to the lowest responsive and responsible bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, and the delivery terms will be taken into consideration in making the award. The City may make such investigations as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract.
- B. The City reserves the right to reject or accept any or all bids and to waive technicalities, informalities and minor irregularities in bids received.
- C. The City reserves the right to make an award as deemed in its best interest, which may include awarding a bid to a single bidder or multiple bidders; or to award the whole bid, only part of the bid, or none of the bid to single or multiple bidders, based on its sole discretion of its best interest.

XI. DELIVERY FAILURES

Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Finance Director, or failure to make replacement of rejected articles/services when so requested, immediately or as directed by the Finance Director, shall constitute authority for the Finance Director to purchase in the open market articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the contractor shall reimburse the City within a reasonable time specified by the Finance Director for any expense incurred in excess of contract prices, or the City shall have the right to deduct such amount from monies owed the defaulting contractor. Alternatively, the City may penalize the contractor one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the City reserves the right to use or

consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Finance Director.

XII. CITY FURNISHED PROPERTY

No material, labor or facilities will be furnished by the City unless so provided in the invitation to bid.

XIII. REJECTION AND WITHDRAWAL OF BIDS

Failure to observe any of the instructions or conditions in this invitation to bid may constitute grounds for rejection of bid.

XVII. CONTRACT

Each bid is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all of the commodities or services described therein shall constitute a contract between the bidder and the City which shall bind the bidder on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted bid. The City, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.

Upon receipt of a bid package containing a City of Fort Oglethorpe "Sample Contract" as part of the requirements, it is understood that the bidder has reviewed the documents with the understanding that the City of Fort Oglethorpe requires that all agreements between the parties must be entered into via this document. If any exceptions are taken to any part, each must be stated in detail and submitted as part of the bid. If no exceptions are stated, it is assumed that the bidder fully agrees to the provisions contained in the "Sample Contract" in its entirety.

When the contractor has performed in accordance with the provisions of this agreement, the City of Fort Oglethorpe shall pay to the contractor, within thirty (30) days of receipt of any department approved payment request and based upon work completed or service provided pursuant to the contract, the sum so requested, less the retainage stated in this agreement, if any. In the event that the City of Fort Oglethorpe fails to pay the contractor within sixty (60) days of receipt of a pay requested based upon work completed or service provided pursuant to the contract, the City shall pay the contractor interest at the rate of ½% per month or pro rata fraction thereof, beginning the sixty-first (61st) day following receipt of pay requests. The contractor's acceptance of progress payments or final payment shall release all claims for interest on said payment.

XVI. NON-COLLUSION

Bidder declares that the bid is not made in connection with any other bidder submitting a bid for the same commodity or commodities, and that the bid is bona fide and is in all respects fair and without collusion or fraud. An affidavit of non-collusion shall be executed by each bidder. Collusion and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

XVII. DEFAULT

The contract may be canceled or annulled by the Finance Director or in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extended in writing by the Finance Director, shall constitute contract default.

XVIII. TERMINATION FOR CAUSE

The City may terminate this agreement for cause upon ten days prior written notice to the contractor of the contractor's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City's rights or remedies by law.

XIX. TERMINATION FOR CONVENIENCE

The City may terminate this agreement for its convenience at any time upon 30 days written notice to the contractor. In the event of the City's termination of this agreement for convenience, the contractor will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the contractor, which shall itemize each element of performance.

XX. DISPUTES

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Finance Director, who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the procurement agent shall be final and binding; however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

XXI. SUBSTITUTIONS

Bidders offering and quoting on substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their bid. The absence of such a substitution list shall indicate that the bidder has taken no exception to the specifications contained herein.

XXII. INELIGIBLE BIDDERS

The City may choose not to accept the bid of a bidder who is in default on the payment of taxes, licenses or other monies due to the City. Failure to respond to three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service.

XXIII. OCCUPATION TAX CERTIFICATE

Each successful bidder shall provide evidence of a valid City of Fort Oglethorpe occupation tax certificate if the bidder maintains an office within the City of Fort Oglethorpe. Incorporated, out of City, and out of State bidders are required to provide evidence of a certificate to do business in any town, City or municipality in the State of Georgia, or as otherwise required by City ordinance or resolution.

XXIV. AMERICANS WITH DISABILITIES ACT

All contractors for the City of Fort Oglethorpe are required to comply with all applicable sections of the Americans with Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), the City of Fort Oglethorpe provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees with disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations. Any requests for the reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Fort Oglethorpe should be directed to Bryan Perry, 500 City Hall Drive, Fort Oglethorpe, Georgia 30742, 706-866-2544 ex. 1207.

XXV. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the firm's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

XXVI. TAX LIABILITY

Local and state governmental entities must notify contractors of their use tax liability on public works projects. Under Georgia law, private contractors are responsible for paying a use tax equal to the sales tax rate on material and equipment purchased under a governmental exemption that is incorporated into a government construction project: excluding material and equipment provided for the installation, repair, or expansion of a public water, gas or sewer system when the property is installed for general distribution purposes. To the extent the tangible personal property maintains its character (for example the installation

of a kitchen stove), it remains tax-exempt. However, if the installation incorporates the tangible personal property into realty, e.g., the installation of sheetrock, it becomes taxable to the private contractor. See O.C.G.A. 48-8-3(2) and O.C.G.A. 48-8-63

XVIII. STATE LAW REGARDING WORKER VERIFICATION

Effective July 1, 2013 State Law requires that all who enter into a contract for the physical performance of services for all labor or service contract(s) that exceed \$2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia) for the City, must satisfy the Illegal Immigration Reform and Enforcement Act, in all manner, and such are conditions of the contract.

The City Clerk shall be authorized to conduct random audits of a contractor's or subcontractors' compliance with the Illegal Immigration Reform and Enforcement Act and the rules and regulations of the Georgia Department of Labor. The contractor and subcontractors shall retain all documents and records of its compliance for a period of five (5) years following completion of the contract. This requirement shall apply to all contracts for all labor or service contracts that exceed \$2,499.99 except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia.

Whenever it appears that a contractor's or subcontractor's records are not sufficient to verify the work eligibility of any individual in the employ of such contractor or subcontractor, the City Clerk shall report same to the Department of Homeland Security and may result in termination of the contract if it is determined at any time during the work that the contractor/or subcontractor is no longer in compliance with the Illegal Immigration Reform and Enforcement Act.

State Law requires that all who enter into a contract for public works as defined by O.C.G.A. 36-91-2(10) for the City must satisfy the Illegal Immigration Reform and Enforcement Act of 2011, in all manner, and such are conditions of the contract.

By submitting a bid to the City, contractor agrees that, in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s)' indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance with the Illegal Immigration Reform and Enforcement Act of 2011. Original signed, notarized Subcontractor Affidavits and Agreements must be submitted to the City.

The City Clerk shall be authorized to conduct random audits of a contractor's or subcontractors' compliance with the Illegal Immigration Reform and Enforcement Act of 2011 and the rules and regulations of the Georgia Department of Labor. The contractor and subcontractors shall retain all documents and records of its compliance for a period of three (3) years following completion of the contract. This requirement shall apply to all contracts for the public works as defined by O.C.G.A. 36-91-2(10) where any persons are employed on the City contract.

Whenever it appears that a contractor's or subcontractor's records are not sufficient to verify the work eligibility of any individual in the employ of such contractor or subcontractor, the City Clerk shall report same to the Department of Homeland Security.

A contractor's failure to participate in the federal work authorization program as defined by the Illegal Immigration Reform and Enforcement Act of 2011 shall be sanctioned by termination of the contract. If it is determined that a subcontractor is not participating in the federal work authorization program as defined by the Illegal Immigration Reform and Enforcement Act of 2011, The City of Fort Oglethorpe may direct the contractor to terminate that subcontractor. A contractor's failure to follow the City's instruction to terminate a subcontractor that is not participating in the federal work authorization program as defined by the Illegal Immigration Reform and Enforcement Act of 2011 may be sanctioned by termination of the contract.

XXXI. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall, at his sole cost and expense, indemnify, defend, satisfy all judgments, and hold harmless the City, the engineer, and their agents and employees from and against all claims, damages, actions, judgments, costs, penalties, liabilities, losses and expenses, including, but not limited to, attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, action, judgment, cost, penalty, liability, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless whether such claim is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or otherwise reduce any of the rights or obligations of indemnity which would otherwise exist as to any party or person described in this agreement. In any and all claims against the City, the engineer, or any of their agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation contained herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts.