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DATE: February 7, 2019

TO: All Offerors

FROM: Angela R. Young
Executive Director of Contracting

RE: **Request for Qualification No. 150-19, Moving Management Services, Moving Services and Ancillary Moving Services**

Fulton County Schools (FCS) invites you to submit a submittal furnishing any and all goods and/or services required for Moving Management Services, Moving Services and Ancillary Moving Services.

A Pre-Submittal Conference will be held on **Thursday, February 14, 2019 at 10:00 a.m.** at The Administrative Center, 6201 Powers Ferry Road NW, Atlanta, Georgia 30339.

Sealed Qualifications will be received subject to the attached terms specified in “Instructions & Conditions”, at the office of the FCS Contracting Department, The Administrative Center, 6201 Powers Ferry Road, Atlanta, Georgia 30339. Qualifications will be received up to 2:30 p.m., local time (as per the Contracting Department time clock) on **Tuesday, March 12, 2019**. Statements of Qualifications must be time stamped by FCS in the manner described herein in order to be timely.

Questions regarding the submittal process should be directed in writing to the Executive Director of Contracting via facsimile at (470) 254-1248 or via email at wecare@fultonschools.org. **Only questions received by 4:00 p.m. on Friday, February 22, 2019 will be considered.**

Statements of Qualifications are subject to rejection if the signature page is not completed and returned with the submittal on or before time of submittal opening.

QUALIFICATIONS SHALL BE SUBMITTED IN A SEALED ENVELOPE AND PLAINLY MARKED “REQUEST FOR QUALIFICATION NO. 150-19” ON THE OUTSIDE OF THE ENVELOPE, AS WELL AS THE DATE OF SUBMISSION. IF NOT SUBMITTING A SUBMITTAL THEN “NO SUBMITTAL” MUST BE INDICATED AS SUCH ALONG WITH THE RFQ NUMBER ON OUTSIDE OF ENVELOPE. FOR IDENTIFICATION PURPOSES THE FIRM’S NAME AND COMPLETE ADDRESS SHALL BE CLEARLY PRINTED OR TYPED ON THE OUTSIDE OF THE ENVELOPE. FAXED RESPONSES WILL NOT BE ACCEPTED.

VISIT OUR WEBSITE AT www.fcspurchasingdept.org

SOLICITATION NO. 150-19

REQUEST FOR QUALIFICATION

FOR

**MOVE MANAGEMENT SERVICES, MOVING SERVICES AND ANCILLARY MOVING
SERVICES**

**FULTON COUNTY SCHOOLS
CONTRACTING DEPARTMENT
ADMINISTRATIVE CENTER
6201 POWERS FERRY ROAD
ATLANTA, GEORGIA 30339**

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REQUEST FOR QUALIFICATION NO. 150-19

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SECTION I – PREPARATION AND SUBMISSION OF SUBMITTALS

1. INTRODUCTION

- a. To be entitled to consideration, sealed Submittals shall be presented in accordance with the instructions of this solicitation and within the time constraints stated.
- b. Offeror(s) shall submit **five (5)** sealed Submittals (**one (1)** original, **four (4)** copies) and **one (1)** flash drive to the office of the FCS Contracting Department, 6201 Powers Ferry Road, Atlanta, Georgia 30339. Delivery of Submittals shall be submitted via hand delivery or mail (i.e. commercial carrier or U.S. Postal Service) only.
- c. Submittals received after the date and time specified by the time clock in the FCS Contracting Department will not be considered. It is the Offeror's responsibility to ensure that its submittals are submitted in a timely manner.
- d. FCS reserves the right to accept or reject any or all submittals and to waive minor irregularities and technicalities. The judgment of FCS on such matters shall be final.
- e. The terms Bidder, Vendor, Contractor and/or Offeror are synonymous in this document and refer to the person, entity or firm that submits the submittal in response to this RFQ.

2. REQUEST FOR QUALIFICATION PROCESS:

This solicitation is a Request for Qualification (RFQ). The Offeror provided submittal will be given an evaluation by a committee. If a firm's submittal does not meet Fulton County Schools' standards of acceptance, the firm will not be recommended for further consideration in the categories indicated in their submittal. Offerors may be requested to provide additional information or clarifications during the evaluation process.

Results of the evaluations will be reported to the Contracting Department. A list of recommended firms, and the category for which they are deemed to be qualified, will be presented to the Fulton County Board of Education for approval. If approved by the Board and other matters (insurance, bonds, etc.) are agreed upon, the firm will become eligible for project assignments.

3. GOVERNMENTAL ENTITY

- a. The governmental entity, the owner, for whom the work will be executed is:

Fulton County School District, Georgia (hereinafter "FCS").

4. PREPARATION OF SUBMITTALS

- a. All submittals shall be printed in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error. The person signing the submittal shall initial corrections in ink.

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- b. Specifications used are intended to be open and non-restrictive. Potential Offeror(s) are invited to inform the FCS Contracting Department in writing whenever specifications or procedures appear not to be fair and open. Such information should be supplied as early in the procurement process as possible. Information received in less than five (5) days prior to the scheduled receipt of submittals will not be acted upon unless the FCS Contracting Department rules that it is in the best interest of FCS to consider.
- c. By submitting a submittal, the Contractor warrants that any goods supplied to FCS meet or exceed specifications set forth in this solicitation.
- d. The FCS Contracting Department will be the sole judge in making the determination as to the quality and the appropriateness of the services proposed as well as the responsiveness and responsibility of the Contractor.
- e. If any supplies, materials, and equipment are provided to FCS under this solicitation, then such items shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer's identification labels or marks have been removed, obliterated, or changed in any way. A Contractor delivering any such equipment to FCS will be deemed to have breached the contract, and appropriate action will be taken by the FCS Contracting Department.
- f. Time of delivery is a part of the solicitation and an element of the contract that is to be awarded. If the Contractor cannot meet the required delivery date, a submittal should not be submitted. Contractors may provide alternative schedules and/or delivery dates in their submittals. Time shall be stated in "calendar" days. Failure to deliver in accordance with the contract awarded could result in the Contractor being declared in default.
- g. An authorized officer of the company shall sign submittals.
- h. The Contractor covenants with FCS to furnish its professional skill and judgment with due care in accordance with the care and skill normally exercised with experienced and competent, licensed employees performing the same or similar services at the same time and place and in accordance with any specific requirements of the solicitation (the "Standard of Care"). The Contractor acknowledges and agrees that the standard of care is a material term of this solicitation.

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5. FAILURE TO RESPOND TO THE SOLICITATION

If a submittal is not submitted, the solicitation is to be returned marked “no submittal”. Failure to provide a submittal or “no submittal” may result in the company being removed from the FCS mailing list.

6. TAXES

FCS is exempt from all state sales tax and Federal Excise Tax. These taxes shall not be included in submittals. However, in the event taxes are required by state or federal law for the services or products outlined in this submittal, such taxes shall be the sole responsibility of the Contractor unless otherwise stated in writing and agreed to by FCS.

7. CHARGES AND EXTRAS

Submittals shall define all pricing and all pricing must remain firm for each year that the contract is in effect. When stating equipment pricing at minimum the stated price shall be F.O.B. destination to include all charges for delivery, unloading, placing in our buildings as directed by the authorities in the buildings, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds and any other cost. Any additional work, such as installation shall be clearly stated in the submittal.

8. ADDENDA

Offeror(s) are notified that they must thoroughly examine submittal documents which include, Cover Sheet, Table of Contents, Submittal Conditions, Specifications, Request for Sealed Submittal and Offeror’s Checklist, together with Addenda thereto issued prior to the receipt of submittal.

Any addenda issued in writing during the time of solicitation shall be included in the submittal, and each will be incorporated in the subsequent contract.

If any person or firm contemplates submitting a submittal and is in doubt as to the meaning of any part of the solicitation documents, they may submit a written request via facsimile at (470) 254-1248 to the Contracting Department for interpretation.

Interpretations of submittal documents will be made by Addenda only. Copies of all addenda will be posted on the FCS Contracting Department’s Website www.fcspurchasingdept.org for all who have obtained a set of submittal documents from the Contracting Department to use in the preparation of submittals. FCS will not be responsible for any other interpretations or explanations.

No oral interpretations will be made to Offeror(s) as to meaning of submittal documents. Requests for such interpretations shall be made in writing to the Executive Director of Contracting. Failure on the part of the Contractor to do so shall not relieve them of the obligation to execute such work in accordance with a later interpretation by FCS. All interpretations made to the Offeror(s) shall

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be made to the form of addenda to the submittal documents and sent to all Offeror(s). Offeror(s) are strongly urged to make arrangements to visit and inspect the site(s) prior to proposing if the configuration, structure, condition, etc. of the site will influence the submittal for contract performance.

9. WITHDRAWAL OF SUBMITTALS

A submittal cannot be withdrawn after it is delivered to FCS, unless Offeror makes a request in writing to the Owner prior to the time set for receiving submittals, or unless the Owner fails to accept or reject the submittal within one hundred and twenty (120) days after the date fixed for receiving said submittals. After the submittal opening, FCS Contracting Department, at its sole discretion, will permit withdrawal only when the best interest of FCS would be served. If withdrawal is allowed, FCS reserves the right to determine that the Contractor is chronically not responsible.

10. ADDITIONAL TERMS NOT BINDING

FCS shall not be bound by any terms and conditions included in any Offeror's proposed contract(s), including but not limited to, terms and conditions related to any provided service or good, limitations of the Offeror's liability or any other third party's liability, limitation of warranties, packaging, invoices, service catalog, brochure, technical data sheet, electronic disclosures, electronic agreements, or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained in this solicitation, FCS' purchase order related to this solicitation or contract.

FCS encourages the submission of value-added recommendations by Offeror but discourages the submission of terms which negate or conflict with the terms and conditions of this solicitation (See Section 11 below). If Offeror has additional terms and conditions, including but not limited to supplemental contracts or purchase orders, that Offeror is proposing, then Offeror must provide a list of the documents and a copy of each document in the listed order, with the Offeror's initial RFQ response. *Additional documents proposed by Offeror may not incorporate other documents by reference - all documents Offeror proposes FCS consider must be listed and attached to Offeror's Submittal.* No additional terms, conditions or documents will be considered after the submittal due date unless specifically requested by FCS

11. EXCEPTIONS AND PROPOSED CONTRACT MODIFICATIONS

The terms and conditions contained in this solicitation comprise the contract terms and conditions proposed by FCS. FCS does not intend to make changes to those terms and conditions, unless necessary to clarify the scope of work and/or technical requirements.

Offeror may lose up to **100** points for substantive modifications proposed by Offeror which materially differ from the RFQ terms and are likely to, in the opinion of FCS, require substantial legal negotiations to resolve. In addition, failure to accept the RFQ terms and conditions may result in significant unacceptable delays in FCS' ability to award a contract and may also result in an Offeror's submittal being deemed to be nonresponsive.

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Nonetheless, if an Offeror must take exception to the contract terms, the exceptions to the scope of work and/or technical requirements must be clearly identified along with the reason for the exception and submitted with Offeror's submittal on Appendix II attached. Similarly, if Offeror must propose modifications to the solicitation's contractual terms, then Offeror must use Appendix III to specifically identify the contract provision Offeror seeks to modify, the reason for the proposed modification and Offeror must provide the specific contract language Offeror proposes to substitute in place of the provision. Offerors who submit a proposed or sample contract must still specifically identify each proposed modification using Appendix III. These Forms shall be placed in the submittal immediately after the executive summary.

Proposed exceptions and proposed modifications must not conflict with or attempt to preempt the mandatory requirements set forth in the Special Stipulations Section of this solicitation.

No exceptions or proposed modifications will be considered after the submittal due date unless such modification is specifically requested by FCS. Offerors are cautioned to limit exceptions and proposed contract as they may be determined to be so material as to cause rejection of the Submittal as non-responsive. All exceptions and proposed modifications shall be evaluated in accordance with the appropriate evaluation criteria established by FCS and may result in the Offeror receiving a less favorable evaluation than without the stated exceptions and proposed contract modifications. Exceptions and modifications which grant the Offeror an impermissible competitive advantage as determined by FCS in its sole discretion will be rejected.

If there is any question whether a particular exception or modification would be permissible the Offeror is strongly encouraged to inquire via written question to FCS prior to the deadline for submitting questions.

No exception or proposed contract modification shall be binding on FCS unless specifically accepted by FCS in writing and acknowledged by FCS as a change to the terms of the solicitation.

12. COMPLIANCE WITH LAWS

All goods and/or services furnished shall comply with all applicable Federal, State and Local laws, codes, rules, ordinances and regulations, including but not limited to all FCS policies, procedures, operating guidelines and/or regulations. Offeror must and shall comply with all applicable federal, state, and local laws, rules, and regulations, as the same may be amended or supplemented from time to time, including but not limited to those pertaining in any way to the privacy, confidentiality, security, management, and disclosure of FCS data, including student data, personnel information and other confidential information.

This section is not subject to the “Exceptions and Proposed Contract Modifications” as outlined in Section I, Paragraph 11, above.

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SECTION I - PREPARATION AND SUBMISSION OF SUBMITTALS

13. PROTESTS

Protests dealing with the specification or the solicitation shall be filed not later than three (3) working days prior to submittal opening date. Other protests shall be filed not later than three (3) working days after submittal opening date, or if the protest is based on subsequent action of FCS, not later than three (3) working days after the aggrieved person knows or should have knowledge, of the facts given rise to the protest. Protests are considered filed when received by the Executive Director of Contracting. Protests which are not filed in a timely manner, as set forth above will not be considered. Contractor agrees to pay for FCS's reasonable attorney's fee and expenses of litigation for any protest arising out of this solicitation in which FCS is a prevailing party. Only Contractors who participated in the solicitation are eligible to protest.

14. PURCHASING POLICY

The FCS Purchasing Policy, Purchasing Procedures, Operating Guidelines and Regulations are incorporated into this solicitation (and, therefore, any contract awarded as the result of this solicitation) by reference. By participation in this solicitation an Offeror, potential Offeror, or Contractor agrees to be bound by the FCS Purchasing Policy, Purchasing Procedures, Operating Guidelines and Regulations on any issue or action related to this solicitation or subsequent contract resulting from this solicitation.

Please go to www.fcspurchasingdept.org to review the FCS Purchasing Policy and Procedures – DJE.

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SECTION II – CONTRACT AWARD

1. CONTRACT LETTER

The contract award letter or establishing purchase order prepared and mailed by FCS, or otherwise furnished, to the selected Offeror within the time for acceptance specified, results in a binding contract without further action by either party. The contract award letter and any of its terms and conditions are a part of this contract. The contract shall consist of this solicitation and any addenda thereto, the Offeror's submittal (as amended by a best and final offer if called for), the contract negotiated between the parties and the contract award letter or establishing purchase order, all of which together supersede any and all other prior or contemporaneous communications between the parties (whether written or oral), and all other communications relating to the subject matter of this contract which are not included in or otherwise expressly incorporated into this contract. Unless specifically deleted in writing by addendum or amendment to one of the aforementioned documents of the contract by the Executive Director of Contracting, all terms and conditions of FCS contract documents shall be in effect and shall govern if in conflict with any term or condition otherwise presented.

2. CONTRACT AWARD

A contract will be awarded to the responsible Offeror whose Submittal is determined to be the most advantageous, is of best value to FCS and with whom an acceptable contract can be negotiated and agreed upon. Statements of Qualifications and Submittals will be evaluated on a combination of factors (see the subsequent portions of this solicitation for weighted evaluation factors). It is within FCS' sole discretion to determine whether the Contractor is responsible or responsive under the terms and conditions of this solicitation. Further, it is within FCS' sole and absolute discretion to determine Contractor's responsibility or responsiveness after a contract is entered into. Finally, it is within FCS' sole and absolute discretion to terminate this agreement, to not renew a Contractor or to not make an award to a Contractor who is determined to be not responsible or not responsive. None of the foregoing limits any other discretion that FCS has in relation to its solicitation process.

3. CONFLICTS IN TERMS AND CONDITIONS

In a conflict between terms and conditions in any document that will be part of the contract, FCS terms and conditions shall govern.

4. INSURANCE

When the responsive and responsible Offeror has been identified, he or she will be notified of the necessity to provide required insurance. Proof of insurance shall be provided within five (5) days of the date of written notification to the Offeror. Providing proof of and maintaining the insurance coverage indicated below will be reviewed as part of the Offeror's qualifications, including but not limited to whether the Offeror is responsive or responsible.

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Offeror shall maintain at its sole cost and expense such insurance as will fully protect it and FCS and FCS's Board, officials, directors, officers, employees, agents and volunteers from all incidents, accidents and claims for any injury, damage or liability which may arise from services and work and for the Offeror's professional liability (errors and omissions) under this submittal and Contract, whether such services and work are performed by the Offeror, by any subcontractor or any tier directly employed or retained by either.

A. The following general requirements apply to any and all work under this Contract by all Offeror and subcontractors of any tier.

- 1) Any and all insurance required by this Contract shall be maintained during the entire length of this Contract, including any extensions thereto, until all work has been completed to the satisfaction of FCS, and for three (3) years thereafter. Any and all insurance must be on an occurrence basis. Professional Liability may be on a claims-made basis.

No Offeror or subcontractor shall commence any work of any kind under this contract until they have complied with all insurance requirements.

- 2) FCS shall be covered as an Additional Insured under any and all insurance required by the Contract documents excluding Workers' Compensation & Employer's Liability Insurance, and Professional Liability. The Workers' Compensation & Employer's Liability Insurance policy shall contain a waiver of subrogation in favor of FCS. Confirmation of this requirement shall appear on all Certificates of Insurance and endorsements and on any and all applicable policies. In addition to the Certificate of Insurance, the Offeror shall provide the Additional Insured Endorsement. The Offeror acknowledges that Additional Insured status and waiver of subrogation for FCS is a material term of the solicitation and the Offeror agrees to provide any endorsements to any insurance policies reflecting FCS status as an Additional Insured within thirty (30) days of the request. Failure to provide any requested insurance documentation in accordance with this solicitation will result in the Offeror being determined to be not responsive. Certificates of Insurance indicating that such coverage is in force shall be filed under this Contract by the Offeror to FCS Contracting Department. Further, if the Offeror fails to procure any of the requested insurance required under this solicitation or make the Fulton County School District an Additional Insured under the applicable policies, then the Offeror will be determined to be not responsive.
- 3) FCS shall be given not less than forty-five (45) days' prior written notice of the cancellation or material change of any insurance required by the Contract documents.
- 4) Each and every insurance agent shall warrant, when executing the certificate of insurance, that they are acting as an authorized representative on behalf of the

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companies providing coverage to the Contract as required by the contract document and that he/she is licensed by the State of Georgia to conduct business in the State of Georgia and that the companies providing insurance coverage to the Offeror are currently licensed by the State of Georgia and are currently in good standing with the Commissioner of Insurance for the State of Georgia.

- 5) Any and all companies providing insurance required by the Contract documents shall meet or exceed the minimum financial security requirements as set forth below.

For all Contracts, regardless of risk, companies providing insurance required by the Contract Documents shall have a current:

- a. Best's Rating of not less than A
- b. Best's Financial Size Category of not less than Class X.

- 6) In the event the Offeror neglects, refuses, or fails to provide the insurance required by the Contract documents, or if such insurance is cancelled for any reason, FCS shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Offeror or FCS shall have the right to terminate or non-renew the Contract.

B. Workers' Compensation and Employer's Liability Insurance

The Offeror shall procure and maintain Workers' Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under this Contract. In addition to the below, Workers' Compensation Insurance must be in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes.

Offeror acknowledges that Fulton County Schools does not provide nor is legally liable for Offeror workers' injuries including death and is not required to provide Workers' Compensation to any Contractor, subcontractor or any tier. Offeror also acknowledges that he/she is responsible for its employees and to the Georgia Workers' Compensation Act.

Workers' Compensation	Statutory
Employer's Liability	
Bodily Injury by Accident	\$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 each employee
Bodily Injury by Disease	\$1,000,000 policy limit

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C. Commercial General Liability Insurance

The Offeror shall procure and maintain Commercial General Liability Insurance in an amount not less than \$1,000,000 each occurrence and \$2,000,000 policy aggregate, including contractual liability insurance, product and completed operations, personal injury, bodily injury, physical abuse, sexual misconduct and sexual molestation, property damage and advertising injury, and any other type of liability for which this Contract applies. These are the minimum insurance coverage and limits that the Offeror shall maintain. If the Offeror maintains broader coverage or higher limits than the minimums shown above, FCS requires and shall be entitled to all coverage and for higher limits maintained by the Offeror. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to FCS.

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under this contract. Policy coverage must be on an “occurrence” form.

D. Automobile Liability Insurance

The Offeror shall procure and maintain Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per accident, for bodily injury and property damage, if vehicles are to be used in the delivery of or in the completion of services and work. Insurance shall include all owned, non-owned and hired vehicle liability.

If the Offeror does not own any vehicles in the corporate name, non-owned vehicles coverage shall apply and must be endorsed on either the Offeror’s personal automobile policy or the Commercial General Liability coverage required under this Contract.

E. Umbrella Liability Insurance

The Offeror shall procure and maintain Umbrella Insurance with limits of liability excess of Employer’s Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance with limits not less than \$3,000,000.

F. Professional Liability (Errors and Omissions)

The Offeror shall procure and maintain during the life of the Contract, Professional Liability Insurance (all certified / licensed professionals) coverage with limits of not less than \$3,000,000 per occurrence or claim / \$3,000,000 policy aggregate, including coverage for Errors and Omissions caused by Offeror’s negligence in the performance of its duties under this Contract. The policy shall include Independent Contractors providing professional services on behalf of the Offeror. Liability under a contract of professional services must be covered. Further, coverage shall be afforded for fraudulent acts, misappropriation of trade secrets, personal injury, regulatory actions, wrongful acts, contractual liability, privacy policy, and insured versus insured. Offeror shall ensure that

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SECTION II – CONTRACT AWARD

coverage under this policy continues for a period of thirty-six (36) months after completion of services.

G. Property Insurance

Offeror assumes sole responsibility for loss or damage to its property and hereby releases FCS and FCS's boards, officials, directors, officers, employees, agents, and volunteers from loss or damage to Offeror, its agent, representatives, employees, or by any subcontractor for property including tools, equipment, goods, machinery, materials and supplies.

H. Primary and Non-Contributory Coverage

For any and all claim(s), the Offeror's insurance shall be primary, excess, contingent or on any other basis. Any insurance or self-insurance maintained by FCS shall be non-contributory.

I. Health Insurance

The Offeror agrees that any obligation to provide health insurance to the individuals utilized by the Contractor shall be the sole and exclusive responsibility of the Offeror.

J. Other Insurance Provisions

The aforementioned insurance policies shall contain or be endorsed to contain, the following provisions:

1. A provision that coverage afforded under such policies shall not expire, be canceled or altered without at least forty-five (45) day prior written notice to FCS.
2. Commercial General Liability, Automobile Liability, Umbrella Liability insurance policies shall include an endorsement making FCS and FCS's boards, officials, directors, officers, employees, agents, and volunteers Additional Insureds under such policies.
3. Workers' Compensation and Employer's Liability and Property insurance policies shall contain a waiver of subrogation in favor of FCS, its appointed and elected officials, departments, agencies, boards, commissions, its officers, agents, employees and volunteers.
4. Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Offeror to FCS, Attn: Contracting Dept., 6201 Powers Ferry Road, Atlanta, GA 30339. Certificate must include RFP, RFQ, or Contract number and Project name.

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SECTION II – CONTRACT AWARD

K. Claims-Made Policies

If Offerors' Professional (Errors and Omissions) Liability Insurance is written on a claims-made coverage form:

1. The retroactive date must be shown on the Certificate of Insurance, and this date must be before the execution date of Contract or the beginning of Contract work.
2. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after completion of Contract work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Contract effective, or start of work date, the Contractor must purchase extended reporting period coverage for a minimum of three (3) years after completion of contract work.
4. A copy of the claims reporting requirements must be submitted to FCS for review, if/when requested.

L. Certificates of Insurance and Verification of Insurance Coverage

Offeror shall furnish FCS with original Certificates of Insurance, Additional Insured, Waiver of Subrogation, and Amendatory Endorsements. All certificates and endorsements are to be received and approved by FCS Contracting Dept before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Offeror's obligation to provide them. FCS reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

M. Subcontractors

Offeror shall require and verify that all subcontractors maintain insurance and coverage requirements meeting all the requirements stated herein.

N. Non-Limitation on the Offeror's Liability

The obligations for the Offeror to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Offeror, whether or not same is covered by insurance.

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O. Special Risk or Circumstances

FCS reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

5. **CRIMINAL HISTORY BACKGROUND CHECKS**

Contractors awarded contracts resulting from this solicitation shall ensure prior to the onset of the contract, that criminal history background checks are performed on all employees assigned to perform services under the contract. The Contractor shall be notified in writing of FCS' intent to award a contract, and shall proceed at that time, to coordinate the criminal history background checks with the FCS Department of Safety & Security, (470) 254-0599. If the criminal history summary report reveals any felony convictions or no final disposition for a charge, the FCS Department of Safety & Security shall determine if the Contractor's employee is eligible/ineligible to perform services in FCS. Contractors shall not employ for the services of FCS, any person who does not pass the criminal history summary background check, as determined by the FCS Department of Safety & Security.

The Contractor shall ensure that all persons hired to perform services for this contract after the contract has begun, shall undergo a criminal history background check, and be deemed eligible to perform services for FCS, as determined by the FCS Department of Safety & Security. This shall be done prior to the employee starting work.

Note: The Contractor shall provide to The Contracting Department, the names of **all** personnel assigned to perform services for FCS, **prior** to the start of work.

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SECTION III – POST AWARD

1. ASSIGNMENT

By the submission of this submittal, the Offeror agrees not to assign the contract or purchase order to others unless specifically authorized in advance in writing by the FCS Contracting Department.

2. COST OF INSPECTION OR TESTING

Cost of inspection or testing of products or materials delivered under an awarded contract which do not meet specifications shall be paid by the Contractor.

3. PAYMENT

The Contractor shall invoice FCS on a monthly basis or if payment is to be made by line item, when a single line item has been satisfactorily delivered complete payment will be made within thirty (30) days from either the date of delivery or the receipt of satisfactory invoice in triplicate, whichever occurs last. All invoices shall show contract number, work performed and period of work performance.

4. TERMINATION FOR DEFAULT:

- a. In the event any property or service to be furnished by the Contractor under a contract or purchase order should for any reason not conform to the specifications contained herein or to the sample submitted by the Contractor with his submittal, FCS may reject the property or service and may terminate the contract for default.

Prior to a termination for default, a Contractor will be given the opportunity to respond to a “cure notice” and/or a “show cause notice”. In either case the Contractor will be expected to either correct the offending situation or provide an acceptable plan and time frame for correction within five (5) days of receipt or refusal of either notice. Failure to do so will be cause for termination.

In such event with specific instructions by the Executive Director of Contracting, the Contractor shall immediately remove the property without expense to FCS and replace all rejected property with such property or services conforming to the specifications or samples.

- b. If the contract is terminated for default, FCS may procure such property or services from other sources and shall have the absolute right to deduct from any monies due the Contractor or that may thereafter become due to the Contractor, the difference between the contract price and the actual cost of the property or service to be replaced or substituted in addition to the reasonable cost of FCS staff time spent securing substitute(s) at \$18/hour. Price paid by FCS in such event shall be the prevailing market price at the time the substitute purchase is made.

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SECTION III – POST AWARD

- c. Failure by a Contractor to perform on delivery of goods or services as specified may also result in the removal of the Contractor from doing business with FCS for a period of up to one (1) year and FCS reserves the right to determine that the Contractor is chronically not responsible.

5. TERMINATION FOR CONVENIENCE

FCS reserves the right to terminate for convenience, at any time for any reason with no penalty, any contract awarded through this solicitation by providing the Contractor with thirty (30) days written notice.

6. PERMITS, TAXES, LICENSES, BONDS, ORDINANCES, AND AGREEMENTS

The Contractor shall, at his own expense, obtain all necessary licenses, permits and bonds; give all notices, pay all license fees and taxes, and comply with all applicable local, State and Federal Laws, ordinances, rules and regulations. The Contractor shall maintain the licenses, permits and bonds required in a current status after award and throughout the course of the contract.

The Contractor shall agree that in the performance of the contract, they shall comply with all local agreements which they have 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.

7. NON-APPROPRIATION

Notwithstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the Contractor by FCS solely from appropriations received by FCS. In the event such appropriations are determined in the sole discretion of the Chief Financial Officer of FCS no longer exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of FCS (hereinafter referred to as “Event”) in accordance and as set forth in O.C.G.A. § 20-2-506(b)(2). In such Event, the Chief Financial Officer of FCS shall certify to the Contractor the occurrence thereof, and such certification shall be conclusive.

In the event of FCS certification, FCS agrees not to replace, before the end of the fiscal year in which the Event occurs or before the expiration of this agreement, whichever occurs first, the equipment and/or services covered hereunder with equipment and/or services obtained from another Contractor at the same or higher annual cost to FCS.

8. OFFEROR’S APPLICATION FORM

If the Contractor does not have an application on file with FCS, please go to www.fcspurchasingdept.org to register.

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SUBMITTAL CONDITIONS

SECTION III – POST AWARD

9. PROGRESS REPORTS

When requested by FCS, the Contractor shall furnish such reports as required.

10. INDEPENDENT CONTRACTOR STATUS

Contractor agrees that it is an independent contractor and FCS is not responsible for the payment of any salaries, taxes, benefits or other costs associated with the employment of Contractor's employees under this Agreement. FCS is not responsible or liable for the hiring, termination, or discipline of Contractor's employees.

If there are allegations of misconduct involving one or more of Contractor's employees connected to any work under this Agreement, FCS reserves the right to require the Contractor to remove promptly any of Contractor's employees from FCS' premises pending the resolution of the employee misconduct. Contractor agrees to promptly comply with any such request from FCS and to cooperate in any investigation with FCS. The failure to cooperate with FCS may result in the termination of the agreement or non-renewal of any agreement with the Contractor, which will be determined by FCS' sole discretion.

11. FORCE MAJEURE

Neither FCS nor Contractor shall be responsible for any delay or failure of any other obligations hereunder due to any occurrences commonly known as force majeure, including but not limited to, acts of God, war, acts of terror, labor disputes, strikes, lockouts, civil commotion, or acts of government or government agency or officers.

SUBMITTAL CONDITIONS

SECTION IV – OTHER

1. NON-DISCRIMINATION

The Contractor, by the submission of a submittal or the acceptance of an order or contract, does agree in providing the goods and services covered under the submittal or contract not to discriminate in any way against any person or persons or refuse employment of any person or persons on account of race, color, religion, age, disability, national origin, sex, or any other legally protected status.

2. FCS NON-DISCRIMINATION

FCS does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any legally protected status in any of its employment practices, education programs, services or activities.

3. MINORITY AND FEMALE BUSINESS ENTERPRISES

It is the intent of FCS to assure that Minority Business Enterprises (MBE) and Female Business Enterprises (FBE) have an equal opportunity to participate in FCS Contracting requirements.

4. DRUG-FREE WORKPLACE

By submission of a submittal, the Offeror certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the Contractor's employees during the performance of the contract. The Offeror also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. § 50-24-3 may cause suspension, termination of contract, or debarment of such Offeror.

5. CERTIFICATION OF NON-COLLUSION

By submitting a submittal, the Offeror certifies: "that this submittal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a submittal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

6. AUTHORIZED OFFICIAL

It is agreed that all conditions of the submittal shall be abided and that the person signing this submittal is authorized to sign the submittal for the Offeror.

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SUBMITTAL CONDITIONS

SECTION IV – OTHER

7. SOLICITATION TERMINATION

In any event in which this solicitation is terminated or cancelled, in whole or in part, or all submittals are rejected, there shall be no liability on the part of FCS for any costs incurred by Offerors or potential Offerors in relation to the solicitation.

8. RIGHTS AND REMEDIES

The rights and remedies of FCS provided above shall not be exclusive and are in addition to any other rights and remedies provided by Federal law, Georgia law or under the contract.

9. SPECIAL STIPULATIONS- MANDATORY

The following special stipulations are binding upon Offeror and FCS and may not be modified or amended. These special stipulations are not subject to the “Exceptions and Proposed Contract Modifications” outlined in Section I, Paragraph 11, and these special stipulations shall supersede and govern in the event of any conflicting term or provision. ***Failure to accept these special stipulations will result in your submittal being declared non-responsive.***

- (a) **GOVERNING LAW.** This solicitation and any contract arising out of the solicitation shall be interpreted under governed by and construed in accordance with the laws of the State of Georgia applicable to contracts made and performed in such state. Jurisdiction and venue of any action relating to the interpretation and enforcement of this Agreement shall be proper only in the Superior or State Courts of Fulton County, or in the U.S. District Court, Northern District, Atlanta Division. Offeror consents to the exclusive jurisdiction of the state and/or federal courts of the State of Georgia, in Fulton County and to the personal jurisdiction of such courts and waives any objections Offeror may now or hereafter have based on venue or forum non-convenience.
- (b) **PROHIBITIVE AGREEMENTS.** To the extent required by applicable law, any provision contained in any Offeror document that violates the prohibition against a pledge of credit by FCS or requires FCS to expend funds for purposes other than educational purposes, or constitutes a waiver of FCS' sovereign immunity, or constitutes an illegal gratuity, or requires FCS' indemnification of Offeror is null and void.
- (c) **WARRANTY.** FCS is not waiving, amending or abridging any stated or implied contractual or warranty rights provided to FCS under state or federal law. In addition, Offeror warrants and agrees as follows:
- (i) Any goods, applications or software purchased or provided under this contract will be defect free in design, materials and workmanship, be of the quality, size and dimensions ordered, be of first quality material and workmanship, merchantable, fit for the purposes specified by FCS in this solicitation and shall conform to all the requirements of the solicitation. The packaging, packing, marking, and shipping of such goods will conform with the requirements of this RFQ and as set forth in Offeror's response. This

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SUBMITTAL CONDITIONS

SECTION IV – OTHER

express warranty shall not be waived by reason of acceptance of the goods or payment thereof by FCS.

- (ii) Any services purchased under this contract will be performed by the Offeror according to its best efforts for the term of the agreement. This express warranty shall not be waived by reason of acceptance of the services or payment thereof by FCS.
- (iii) Offeror is fully aware of FCS' business requirements and intended uses of the applications, software, processes, services and products and warrants that such shall be fit for such intended uses.
- (iv) Offeror represents and warrants that all the concepts, materials, applications, products and services produced, or provided to the FCS shall be wholly original with the Offeror or that the Offeror has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials, products, applications and services. Offeror represents and warrants that the concepts, materials, applications, products and services and the FCS's use of same shall not infringe upon any other work, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials, products and services will not infringe upon the copyright, trademark, trade name, trade dress, patent, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity. This express warranty shall not be waived by reason of acceptance of the goods or payment thereof by FCS.

(d) CONFIDENTIALITY, PRIVACY AND SECURITY. The Offeror's employees, agents and subcontractors may have access to or become aware of FCS' confidential information including without limitation FCS's strategic plans, employee data, student data and other such information of FCS (collectively referred to as the "Confidential Information"). Offeror shall presume that all information received pursuant to the contract or in the course of fulfilling Offeror's responsibilities under the contract is Confidential Information unless otherwise expressly designated by FCS. Offeror must maintain the highest levels of security in order to preserve and protect the confidentiality of FCS's data and to protect and prevent unauthorized disclosure and use of student and personnel information.

It is imperative to protect students' privacy in order to comply with FERPA, to avoid discrimination, identity theft or other malicious and damaging criminal acts. Offeror must and shall adhere all applicable industry standards concerning privacy, data protection, confidentiality and information security as well as all FCS policies, procedures, and operating guidelines regarding privacy, confidentiality, and security. Offeror represents and warrants that it will adhere to applicable privacy standards as required with respect to education records and personally identifiable information as required by FERPA as well as the requirements under the Protection of Pupil Rights Amendment (PPRA). To the extent Contractor or a subcontractor comes into contact with any student data or information, Contractor or subcontractor will not disclose such information without eligible student/parent/guardian and FCS written permission. Student information and educational records as defined pursuant to O.C.G.A. Title 20 and FERPA, as well as any other confidential information of FCS that

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Offeror or Offeror's subcontractors may come in contact with, will be, and will be deemed to have been, received in confidence and will be used only for purposes of the services contemplated in this submittal.

Offeror is required to and shall immediately notify FCS when it becomes aware of any security or data breach, or a suspected security or data breach. All Confidential Information as well as other documents, data and information provided to the Offeror by FCS is and will remain the property of FCS to the extent that it was the property of FCS at the time it was provided to the Offeror. All Confidential Information shall be returned to FCS by the Offeror within five (5) business days of the completion of the services under this submittal unless, and to the extent as required by law, regulation or professional standards. If requested by FCS, an officer of the Offeror will certify in writing that, to the best of his/her knowledge, information and belief, all Confidential Information and all copies thereof have been delivered to FCS or destroyed.

- (e) **OPEN RECORDS ACT.** Offeror acknowledges and agrees that FCS is obligated to timely comply with requests for information pursuant to state and federal law and regulation. Offeror agrees to comply with all provision of the Georgia Open Records Act ("ORA") (O.C.G.A. § 50-18-70 *et. seq.*), and to make records pertaining to performance of services, provision of goods or other functions under this contract available for public inspection upon request, unless otherwise exempt under other provisions of the ORA. Offeror shall provide FCS with immediate notice should Offeror receive an Open Records Request. If Offeror asserts that any information in its response or in any information provided to the FCS with respect to the services or products under this contract are a protectable trade secret, as that term is defined in O.C.G.A. § 10-1-761, then the Offeror ***must*** follow the requirements of the ORA set forth at O.C.G.A. § 50-18-72(a)(34) and submit an affidavit declaring and specifically describing their trade secrets, including those of their subcontractor.
- (f) **HOLD HARMLESS AGREEMENT.** The Offeror shall Hold Harmless and indemnify FCS, its past, future and current Board of Education, and its past, future, and current employees, agents, volunteers or assignees ("FCS Indemnitees") from any and all claims, suits, actions, damages, liability and expenses including attorney fees in connection with (a) claims, demands, or lawsuits that, with respect to any products or services provided by Offeror or Offeror's subcontractor, allege product liability, strict product liability, or any variation thereof; (b) any alleged infringement of any copyright, trademark, patent, trade dress, or other intellectual property right with respect to any products, services, or intellectual property or any parts thereof provided by Contractor or any subcontractor; (c) the failure of the Offeror or Offeror's subcontractor to comply with Privacy Laws; (d) the loss, misappropriation or other unauthorized disclosure of data by Offeror or Offeror's subcontractor; (e) any security breach involving data in Offeror's or Offeror's subcontractor's possession, custody or control, or for which Offeror or Offeror's subcontractor accesses or is otherwise responsible; (f) loss of life, bodily or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of, or occurring in connection with the performance of this contract which is the result of the Offeror's action(s) or inaction(s), or which are the result of any subcontractor's action(s) or inaction(s) who is hired or retained by the Offeror; (g) any other claim, demand, or lawsuit arising out of or in any way related to

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SECTION IV – OTHER

goods or services under this submittal (collectively the "Obligations") and (h) any claim demand or lawsuit alleging breach of fiduciary duty or breach of contract arising out of the services provided under this contract. The Offeror's Obligations shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion of omission from any policy of insurance.

In the event the Obligations directly arise from the gross negligence or willful misconduct of an FCS Indemnities, then Offeror's Obligations shall be reduced by the proportional fault of the FCS Indemnities.

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ADDITIONAL CONDITIONS

1. CONTRACT TYPE

The contract type contemplated for this solicitation is a Requirements Contract.

2. AGREEMENT TIME FRAME

Agreements shall be effective on the date of Fulton County Schools' execution of the same and will remain current for up to five (5) years. The five years shall consist of a base period of one year, and four (4) one-year option periods.

The exercise of any option to use the list during any option years shall be at the sole and absolute discretion of FCS. In addition, FCS may decline to exercise any option (and therefore, any subsequent option periods, if any), by issuing a new solicitation for additional qualified moving firms, thereby terminating the then-current approved list and any agreements issued thereunder.

4. CATEGORY OF AWARD

It is the intent of FCS to qualify multiple companies for inclusion on the approved list.

5. REQUIREMENTS CONTRACT CLAUSE

This is a requirements contract for Moving Management Services, Moving Services and Ancillary Moving Services. Approval and placement on the list do not guarantee that an Offeror will be selected by FCS to provide services.

6. RECEIPT OF ADDENDUM

Addenda issued to solicitations will be available at the FCS Contracting Department or on the department web site located at www.fcspurchasingdept.org. FCS' Contracting Department shall not bear responsibility for receipt of addenda by mail. If Contractors do not acknowledge receipt of all addenda the bid or submittal may be determined to be non-responsive by the FCS Contracting Department Executive Director.

7. DELIVERY REQUIREMENTS

Delivery of services may be authorized by Purchase Orders issued by FCS.

8. OWNER'S REPRESENTATIVE

Supervision of the contract will be performed by FCS' Representative, Johnnie Davis, Deputy Program Director, Capital Improvement Program or his designee(s).

9. SUBMITTALS

Offerors are responsible for submitting offers so as to reach the FCS Contracting Department office by the time and date specified in the solicitation regardless of the method of delivery (i.e. commercial carrier or U.S. Postal Service). If using a commercial delivery service, the Offeror is responsible for informing the commercial delivery service of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by

CONTRACTING DEPARTMENT

ADDITIONAL CONDITIONS

such service. Telephone or fax bids will not be accepted. FCS shall not be responsible for the premature opening of a submittal not properly addressed and identified, and/or delivered to the incorrect destination.

10. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Contractor's full compliance with all applicable federal and state security and immigration laws, including without limitation O.C.G.A. § 13-10-90, *et seq.* as amended and Georgia Department of Labor Rule 300-10-1, *et seq.* is a condition for the contract bid and any contract award. Contractor is required to affirm compliance by completing and returning all three (3) Georgia Security and Immigration Compliance documents (Appendix I) with Contractor's submittal.

Failure to provide the Georgia Security and Immigration Compliance forms in (Appendix I) with your submittal shall result in your submittal being declared non-responsive. If a Contractor claims one or more of the documents is inapplicable then the Contractor shall mark the form "Not Applicable" and submit it with their submittal. FCS reserves the right to request additional information from the Contractor to substantiate information provided to FCS. The failure to respond to such a request may result in the Contractor being determined to be non-responsive.

Pursuant to O.C.G.A. § 13-10-91 no Contractor or subcontractor may propose a contract or enter into a contract with a public employer for the physical performance of services unless the Contractor or subcontractor is registered with and participates in the federal work authorization program to verify information of all newly hired employees and provides certain required affidavits. Any Contractor, subcontractor, or sub-subcontractor of such Contractor or subcontractor, shall also be required to satisfy the requirements set forth herein.

11. COMMUNICATION WITH FCS STAFF

From the issue date of this solicitation until completion of the entire solicitation process and announcement of award notification, all Contractor communication must be authorized by and directed to the Contracting Department including, but not limited to, communications with members of the Board of Education, school system employees and/or contracted agents related to this solicitation. Violation of this provision may result in rejection of your company's response.

12. PIGGYBACK CLAUSE

This solicitation allows for other State and Local Government Agencies within the State of Georgia to buy off the awarded contract at the same prices quoted during the effective term, pending agreement between Bidder and the third party entity

CONTRACTING DEPARTMENT

REQUEST FOR QUALIFICATION INTRODUCTION

A. PURPOSE

Fulton County Schools (FCS) is soliciting offers for move management services, moving services, and ancillary moving services that will supplement the District's existing "in house" capabilities. Selection will be based on the evaluation criteria hereinafter. Payment for services is anticipated to be on either the basis of an approved hourly rate schedule, plus justified reimbursable costs, or based on a lump sum quotation for a stipulated scope of work.

The scope of services of this solicitation is subdivided into functional categories. Task order agreement(s) will be awarded to one or more Offerors to provide services associated with one or more of the categories indicated below.

Through this RFQ, FCS is looking to qualify firms in the following categories of expertise: Move Management Services, Moving Services, and Ancillary Moving Services. In the qualification's submittal, firms are to select their categories of expertise and clearly document their experience and credentials in these categories. Firms can select one (1) or multiple categories, but must show proficiency in a specific category in order to be considered for a recommendation in that category.

B. BACKGROUND

As the fourth largest school system in Georgia, FCS has more than 10,500 full-time employees, including more than 6,800 teachers and other certified personnel, who work in 110 schools. During the 2017-2018 school year, over 96,000 students are attending classes in 59 elementary schools, 19 middle schools, 18 high schools (including two open campus high schools) and 10 charter organizations.

Though not Georgia's largest school district in terms of student enrollment, FCS is, however, one of the largest districts in geographic area. From its southern end in the City of Chattahoochee Hills to its northernmost tip in Johns Creek, the county is more than 70 miles long.

C. SCOPE OF SERVICES

The following section provides additional information regarding the categories of expertise referenced in this RFQ.

1. Category 1: Move Management Services:
 - a. Preparation of Contract Documents
 - i. Assist FCS in the preparation of project specific or general solicitations for services required to support moving activities. If requested or required, provide move plans, phasing plans, project specifications or any other documents needed.
 - b. Bidding/Award Phase Services
 - i. Assist FCS at pre-bid meetings and pre-award meetings related to the selection of firms providing moving services (see Category 2). Assist in

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REQUEST FOR QUALIFICATION INTRODUCTION

- the review of bids and in the evaluation of alternate bids related to moving services.
- c. Implementation of the Move Plan
 - i. Coordinate all aspects of a move process starting with the pre-move conference. Review and recommend approval of vendor/contractor plans, pricing and schedules. Facilitate team and project staff meetings.
 - ii. Develop the communication plan used to coordinate with FCS departments and end users.
 - iii. When required, coordinate the cleaning services and move services to minimize re-cleaning and expedite occupancy.
 - iv. Facilitate meetings with various stakeholders, track project expenditures against budget; review and verify contractor/vendor requests for payment.
 - v. Issue punch lists and conduct final inspections.
 - vi. Track and resolve all claims for lost or damaged goods.
 - d. As applicable, provide other value-added services related to this category. Offeror shall clearly identify any value-added related to this category in their submittal.
2. Category 2: Moving Services:
- a. Assist the FCS Move Manager in the move planning process. The Move Manager role may be performed by either FCS staff or by a contractor selected under Category 1 of this RFQ.
 - b. Provide labor and materials to prepare material, equipment, and furniture for movement.
 - c. Provide labor and transportation to move school material, equipment, and furniture from one location to another. Moves may be within a school campus; a relocation move to another FCS facility or a move to a designated storage location. Storage locations may in consist of on-site storage trailers or a local warehouse (to be provided by others).
 - d. As applicable, provide other value-added services related to this category. Offeror shall clearly identify any value-added related to this category in their submittal.
3. Category 3: Ancillary Moving Services (If Offeror is planning to qualify for this category, they should indicate the items below that can be provided by their firm):
- a. Disassembly, moving, and reassembly of weight room equipment.
 - b. Cataloguing, packing, moving and restocking of library books within a K-12 facility.
 - c. Disassembly, moving and reassembly of modular office furniture.
 - d. Disassembly, moving and reassembly of kitchen equipment.
 - e. Providing dumpsters for disposal of debris and packing materials.
 - f. Providing recycling dumpsters for cardboard or other recyclable shipping or moving materials.
 - g. Providing storage trailers or intermodal shipping containers for onsite or offsite storage.

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- h. Providing secure storage in an Atlanta-area warehouse.
- i. Providing humidity-controlled storage.
- j. Providing refrigerated or frozen storage.
- k. As applicable, provide other value-added services related to this category. Offeror shall clearly identify any value-added related to this category in their submittal.

REQUEST FOR QUALIFICATION

THE SUBMITTAL

A. Offeror's Responsibility:

It shall be the responsibility of the selected firm(s) to meet all specifications and guidelines set forth herein. No submittal will be considered that does not provide a serious and reasonable response to the solicitation. Each submittal will be evaluated in its entirety.

B. Oral Interview:

FCS may require qualified Offerors to participate in a detailed oral interview to fully discuss their submittal and to answer questions posed by FCS Representatives. A final selection may be based upon the evaluation of both the written and oral responses of each Offeror.

C. Submission of Submittal:

Submittals shall be submitted in two sections: (1) technical capability; and (2) business stability. Five (5) copies of the submittal shall be provided in a loose-leaf, three-ring binder and one (1) copy on a flash drive. No prohibition shall be placed by this solicitation as to the concept of services the Offeror may choose to submit; however, the concept shall be placed within the framework of the two sections.

D. Basis for Selection

Submittals will be evaluated on a combination of factors. In descending order of importance, the evaluation factors are technical capability and business stability.

E. Preparing the Submittal

Begin each section and subsection on a separate page. Number the pages in each section consecutively. If any confidential and/or proprietary information is included, each page containing such information must be stamped "proprietary." It is not acceptable to label the entire submittal as confidential and proprietary.

Submittals shall contain the following minimum information and be organized in the format indicated:

1. Cover Sheet

Titled: Fulton County Board of Education
Request for Qualification Number 150-19
Moving Management Services, Moving Services
and Ancillary Moving Services
Submitted by: Name of company

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REQUEST FOR QUALIFICATION

2. General Information Page

- a. Name of firm:
- b. Names of Principals of the firm:
- c. Type of Organization (Individual, Partnership, Corporation, Joint Venture, etc.):
- d. Names and titles of individuals authorized to bind this firm in contracted agreements.

3. Detail Information Sheet(s)

a) Firm General Information

- Name of firm
- Office Address
- Mailing Address
- Telephone Number
- Fax Number
- E-mail Address and/or web site
- Number of staffs employed full time and contracted
- Corporate Website (URL)
- List any projects performed for Fulton County Schools and/or other similar school systems in size or on other similar projects. Provide the following information for each project listed:
 1. Type of Project
 2. Firm(s) who participated and in what capacity

F. Executive Summary

An executive summary of not more than two (2) pages stating the firm's interest and proposed commitment to the FCS projects and initiatives shall precede the specific required sections.

CONTRACTING DEPARTMENT

REQUEST FOR QUALIFICATION

G. THE SUBMITTAL

SECTION I - TECHNICAL CAPABILITIES

A. METHODOLOGY

In this section, the Offeror shall describe in detail the methodology and procedures that are to be used to accomplish the requirements of this RFQ. This should include all planning, project coordination, field visit procedure, costing and valuation techniques. Provide an outline of the organization that shall be employed. The organization outline should clearly describe the numbers and professional category of personnel to be employed, the chain of command of the organization (including the names of key personnel), and any other details that shall aid in understanding how an assigned project, whether large or small, is proposed to be accomplished. The capability of the Offeror to deliver the services in an efficient and timely manner shall be clearly described in this section.

B. CAPABILITIES

For each category (under Scope of Services) that the Offeror is attempting to qualify for, the Offeror shall:

Capability 1. Provide in detail current and past experience in providing services that would be advantageous to FCS.

Capability 2. Describe your firm's plan and process for providing these services.

Capability 3. Describe your firm's transportation fleet and material handling equipment (applies to Category 2 & 3 only).

Capability 4. Describe your full-time and available temporary staffing.

C. HOURLY RATES

Provide a table that includes proposed hourly rates for each category that the Offeror is attempting to qualify for. Table should include rates for each labor classification related to the services proposed. For non-labor services proposed under category 2, provide an appropriate unit rate for each item. Also include rates for reimbursable expenses such as mileage or packing materials. Finally, provide a list of subcontractors that would routinely provide supporting services under your direct supervision and the proposed markup for those services.

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REQUEST FOR QUALIFICATION

Note that FCS will determine the final hourly rates for each category based on a consolidation of all rate schedules from the Offerors selected to receive a task order agreement. Hence, the final hourly rates may vary from the hourly rates submitted by each individual Offeror. Offeror may elect not to accept the final hourly rates and will not receive a task order agreement in this situation.

D. COMPENSATION

Compensation for task orders where requested by FCS will be based on hourly rates as defined in **Appendix II, Exhibit B** of this solicitation.

E. EVALUATION AND SELECTION PROCESS

The services being sought under this RFQ are considered to be professional in nature. Consequently, the evaluation of the submittals shall be based upon consideration of the demonstrated qualifications and capabilities of the qualified firms, which shall result in an award that is in the best interest of FCS.

F. AGREEMENT ASSIGNMENTS

Projects will be awarded at later dates. Assignment of task orders will take place as project schedules dictate.

REQUEST FOR QUALIFICATION

SECTION II – BUSINESS STABILITY

- A. History and Organizational Structure of the Firm** - Provide a cover letter introducing the company and including the corporate name, address and telephone number of the corporate headquarters and local office. The name and phone number of one individual who will be the company's primary contact with FCS for negotiations and the name of the project manager. A brief history of the company and the present organizational structure of the firm describing the management organization, permanent employees by discipline and this project's coordination structure; if the firm is a partnership, indicate the name of all partners; if incorporated indicate where and when. Contractor shall also provide a business license indicating that the Contractor can conduct business in Fulton County, Georgia. Further, Contractor shall provide documentation showing that the Contractor is properly registered to conduct business in the State of Georgia. Contractor acknowledges and agrees that any business license and registration shall remain current for the duration of the contract and such documents are material term to this agreement.
- B. Financial Status** - Describe the financial status of the firm; include the financial statements (income statements and balance sheets) for the past two (2) accounting years.
- C. References** - Identify school projects designed and completed for Georgia public or private schools within the last five (5) years, or similar multi facility programs. Provide the following information for each project listed:
- a. Name of School System/Other Program:
 - b. Name/Title of Contact Person:
 - c. Mailing Address:
 - d. Telephone Number:
 - e. Type of Project (Consulting, project management, etc.):
 - f. Specific employees of firm who participated and in what capacity:
 - g. Description of the project
 - h. Length of Project Engagement
 - i. Reason for Project Discontinuance (if not active)

CONTRACTING DEPARTMENT

REQUEST FOR QUALIFICATION

- D. Sub-consultants** - Indicate the names and addresses and degree of utilization of any and all sub consultants, which would be used in the performance of Moving Management Services, Moving Services and Ancillary Moving Services.
- E. Previous Default** - Indicate if you have ever been defaulted on an Agreement or been denied participation due to non-responsibility to perform. If so, provide the facts and circumstances. If your firm is now involved in any litigation or in the past ten (10) years have been involved in litigation with owners, please explain.

CONTRACTING DEPARTMENT

REQUEST FOR QUALIFICATION

H. EVALUATION FACTORS

NO.	FACTOR	POINTS
SECTION I	TECHNICAL CAPABILITIES	500
<i>Section I-A</i>	<i>Methodology</i>	<i>100</i>
<i>Section I-B</i>	<i>Capabilities</i>	<i>400</i>
SECTION II	PROPOSED RATES	200
SECTION III	BUSINESS STABILITY	200
APPENDICES III & IV	EXCEPTIONS AND MODIFICATIONS	100
TOTAL		1000

I. REQUEST FOR INFORMATION

All questions and/or correspondence during the entire submittal process shall be directed in writing to the FCS Contracting Department.

During the entire period of solicitation, submittal and evaluation, no Offeror shall contact any member or employee of FCS, other than employees of the Contracting Department, concerning the solicitation. Such action could result in the Offeror being removed from further consideration in this solicitation.

CONTRACTING DEPARTMENT

REQUEST FOR SEALED SUBMITTAL

DATE: _____

SUBMITTAL NO.: _____

NAME OF COMPANY: _____

The Fulton County Board of Education
6201 Powers Ferry Road
Atlanta, Georgia 30339

Gentleman/Madam:

Having carefully examined the Submittal Conditions and Specifications entitled “RFQ No. 150-19, Moving Management Services, Moving Services and Ancillary Moving Services” for the performance of subject work all dated _____, and the Addendum/Addenda _____, as well as the site and premises, and conditions affecting the work, the undersigned proposes to furnish all services, labor and materials called for by them for the entire work, in accordance with said documents.

The Offeror’s Checklist has been complied with, is completed, and is enclosed with this submittal.

CONTRACTING DEPARTMENT

COMMITMENT TO PERFORM AS PROPOSED

Respectfully submitted,

Name of Company

Address of Company

E-Mail Address
***(All Correspondence will be sent to
this email address)***

Business Telephone Number

Fax Number

Printed Name and Title

Signature

Date

The full names and addresses of persons and firms interested in the foregoing submittals as principals are as follows:

The legal name of the Offeror is:

CONTRACTING DEPARTMENT

OFFEROR'S CHECKLIST

PROJECT: _____

SUBMITTAL NO: _____

- We have acknowledged receipt of addenda issued.
- Five (5) submittals (one (1) original, four (4) copies) and one (1) flash drive of all information requested have been provided.
- The submittal has been signed by an authorized principal or authorized official of the firm.
- No conditions, restrictions or qualifications have been placed by the company on this submittal that would have the submittal declared non-responsive.
- We are prepared to provide the insurance required in this solicitation.
- We acknowledge that Fulton County Schools does not provide Workers' Compensation to Contractors, Subcontractors or any tier and as such is not responsible or legally liable for Contractor workers' injuries, including death.
- We have included the following **NOTARIZED** Georgia Security and Immigration Compliance documents with our bid:

- *Immigration and Security Form
- *Contractor Affidavit and Agreement
- *Sub-Contractor Affidavit
- *Affidavit of Exception

TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

SIGNATURE OF PERSON COMPLETING CHECKLIST

COMPANY NAME

DATE

(COMPANY FEDERAL ID NUMBER)

(COMPANY E-MAIL ADDRESS)

READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE SUBMITTAL

RETURN WITH SUBMITTAL

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program or any other program, activity, or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, Ron Wade, 6201 Powers Ferry Road, Atlanta, Georgia 30339, or phone (470) 254-5502. TTY 1-800-255-0135.

CONTRACTING DEPARTMENT

APPENDIX I

GEORGIA IMMIGRATION AND SECURITY FORMS

CONTRACTING DEPARTMENT

FULTON COUNTY SCHOOLS
IMMIGRATION AND SECURITY FORM

If you are providing service, performing work or delivering goods to the Fulton County Board of Education including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/submittal. Failure to provide this document with your bid/submittal will result in the disqualification of the bid/submittal.

1) Fulton County Schools shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. seq.

2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. seq. (collectively the “Act”), the **Contractor MUST INITIAL** the statement applicable to Contractor below:

(a) _____ **(Initial here):** Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq. **[Contractors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement;**

or

(b) _____ **(Initial here):** Contractor warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. **[Contractors who initial (b) must attach and return a signed, notarized Affidavit of Exception];**

or

(c) _____ **(Initial here)** Contractor is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

3) _____ **(Initial here)** Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

CONTRACTING DEPARTMENT

FULTON COUNTY SCHOOLS

IMMIGRATION AND SECURITY FORM (Page 2)

- 4) _____ **(Initial here)** Contractor agrees that, if Contractor employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01, et seq that Contractor will secure from each sub-contractor at the time of the contract the sub-contractor’s name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor’s attestation of the subcontractor’s compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor’s agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

- 5) _____ **(Initial here)** Contractor agrees to provide the Fulton County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rules 300-10-1-.01, et seq within five (5) business days of receipt.

Signature _____ Date

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

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

Notary Public
My Commission Expires:_____

CONTRACTING DEPARTMENT

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the individual, firm, or corporation (“Contractor”) which is contracting with the Fulton County Board of Education has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate 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, as amended. 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).

(2) Contractor’s correct user identification number and date of authorization is set forth herein below.

(3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Fulton County Board of Education, unless at the time of the contract said subcontractor:

- (a) is registered with and participates in the federal work authorization program;
- (b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
- (c) agrees to provide Contractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Contractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the Fulton County Board of Education at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

CONTRACTING DEPARTMENT

CONTRACTOR AFFIDAVIT AND AGREEMENT (Page 2)

(4) Contractor further agrees to and shall provide Fulton County Board of Education with copies of all other affidavits or other applicable verification received by Contractor (i.e.: sub-subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Contractor Name

Date

BY: Signature of Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

CONTRACTING DEPARTMENT

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the undersigned individual, firm or corporation (“Subcontractor”) is engaged in the physical performance of services under a contract with _____ (*name of contractor*), which has a contract with the Fulton County Board of Education.

(2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate 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. 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).

(3) Subcontractor’s correct user identification number and date of authorization is set forth herein below.

(4) Subcontractor agrees that the Subcontractor will not employ or contract with any sub-subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the Fulton County Board of Education, unless said sub-subcontractor:

(a) is registered with and participates in the federal work authorization program;

(b) provides Subcontractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

(c) agrees to provide Subcontractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other permissible verification procured by sub-subcontractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

CONTRACTING DEPARTMENT

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT (Page 2)

Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such sub-subcontractor Affidavit or other applicable verification to the Contractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

BY: Authorized Officer or Agent

Date

(Subcontractor Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

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

Notary Public
My Commission Expires:_____

CONTRACTING DEPARTMENT

AFFIDAVIT OF EXCEPTION

GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS

The undersigned, in connection with a proposed contract or subcontract with the Fulton County School District for the physical performance of services under O.C.G.A. 13-10-90, et seq. (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor or single member entity; and **I do not employ** any other persons.
- (b) I do not intend to hire any employees or to perform the Contract.
- (c) A true, correct and complete copy of my driver's license is attached hereto.

If at any time hereafter I determine that I will need to hire employees to satisfy or complete the services under the Contract then *before* hiring any employees, I will:

- (i) immediately notify the School District in writing at: immediately notify the School District in writing at: Contracting Department, Administrative Center, 6201 Powers Ferry Road, Atlanta, Georgia 30339; and
- (ii) register with, participate in and use, a federal work authorization program 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, as amended; and
- (iii) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rules 300-10-1-.01, et seq.

I agree that I will not employ or contract with any subcontractor(s) to provide services under my contract with the Fulton County School District, school, or Fulton County Board of Education, unless at the time of the contract said subcontractor:

- (i) is registered with and participates in the federal work authorization program;
- (ii) provides me with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

CONTRACTING DEPARTMENT

AFFIDAVIT OF EXCEPTION (Page 2)

iii) agrees to provide me with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

If I do contract with such subcontractors, I agree to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification (i.e.: sub-subcontractor affidavits and all other lower tiered affidavits) to the Fulton County Board of Education at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Attached hereto is a true and correct copy of my state issued driver's license or state issued identification card. I understand that a driver's license or identification card shall only be accepted if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. I understand that the Georgia Attorney General/State Law Department's website posts an annually updated list of the states that verify immigration status prior to the issuance of a driver's license or identification card and that only issue licenses or identification cards to persons lawfully present in the United States.

BY: Printed Name

Signature

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

Notary Public
My Commission Expires: _____

CONTRACTING DEPARTMENT

APPENDIX II

OFFEROR'S EXCEPTIONS FORM

CONTRACTING DEPARTMENT

OFFEROR'S EXCEPTIONS

The terms and conditions contained in the solicitation comprise the contract proposed by FCS. FCS does not intend to make changes to those terms and conditions, unless necessary to clarify the scope of work and/or technical requirements. Offeror may lose points for substantive modifications proposed by Offeror which materially differ from the RFQ terms and are likely to, in the opinion of FCS, require substantial legal negotiations to resolve. In addition, failure to accept the RFQ terms and conditions may result in significant unacceptable delays in FCS' ability to award a contract and may result in an Offeror's submittal being deemed to be nonresponsive. Nonetheless, if an Offeror must take an exception the Offeror shall provide the requested information for each exception or suggested deviation in the table below. By completing and submitting this form, an Offeror acknowledges that its submittal may be deemed to be nonresponsive at FCS' discretion.

No.	Section #, paragraph #, title, clause	Exception Taken and Reason	Proposed Resolution of Exception	Price / Schedule Impact
1				
2				

OFFEROR: _____ (Name of Offeror) FCS RFQ No. _____

By: _____ (Signature) Date: _____

_____ (Printed name)

_____ (Title)

NOTES:

- All cells within a row must be completed for each exception.
- Section number, paragraph number, title and clause number: Identify section number, paragraph number, title, and clause containing the scope of work and/or technical requirement in issue (e.g., Section – Request for Qualification, Paragraph 5, Technical & Functional Requirements, Subparagraph 5.1.15 "integration with LMS third party systems").
- Exception Taken: Specify exception and reason for exception.
- Proposed Resolution of Exception: Provide proposed resolution of the exception taken.
- Price/Schedule Impact: Identify impact to schedule and price, if exception or deviation is accepted.

THIS FORM IS FOR SUBMITTAL EVALUATION ONLY AND WILL NOT BE A PART OF THE CONTRACT.

CONTRACTING DEPARTMENT

APPENDIX III

OFFEROR'S MODIFICATIONS FORM

CONTRACTING DEPARTMENT

OFFEROR'S MODIFICATIONS FORM

The terms and conditions contained in the solicitation comprise the contract proposed by FCS. FCS does not intend to make changes to those terms and conditions, unless necessary to clarify the scope of work and/or technical requirements. Offeror may lose points for substantive modifications proposed by Offeror which materially differ from the RFQ terms and are likely to, in the opinion of FCS, require substantial legal negotiations to resolve. In addition, failure to accept the terms and conditions may result in significant unacceptable delays in FCS' ability to award a contract and may result in an Offeror's submittal being deemed to be nonresponsive. Nonetheless, if an Offeror must propose modifications to any of the contractual terms contained in the solicitation the Offeror shall provide the requested information for each proposed modification in the table below. Offerors who submit a proposed or sample contract must still specifically identify each proposed modification using the format below. By completing and submitting this form, an Offeror acknowledges that its submittal may be deemed to be nonresponsive at FCS' discretion.

No.	Section #, Paragraph #, title and clause	Modification Proposed and Reason	Proposed Contract Provision to be substituted	Price / Schedule Impact
1				
2				

OFFEROR: _____(Name of Offeror) FCS RFQ No. _____

By: _____ (Signature) Date: _____

_____ (Printed name)

_____ (Title)

NOTES:

- All cells within a row must be completed for each proposed modification.
- Section number, paragraph number, title and clause number: Identify section number, paragraph number, title, and clause containing the contract provision in issue (e.g., Section II, paragraph 4, Insurance, subparagraph D, Health Insurance, "sole and exclusive responsibility").
- Proposed Modification: Specify proposed modification to contractual term and reason for modification.
- Proposed Contract Provision to be substituted: Provide proposed contract provision to be used in place of the existing provision, if modification is accepted by FCS.
- Price/Schedule Impact: Identify impact to schedule and price, if modification is accepted.

THIS FORM IS FOR SUBMITTAL EVALUATION ONLY AND WILL NOT BE A PART OF THE CONTRACT.

CONTRACTING DEPARTMENT

APPENDIX IV
TASK ORDER
AND
AGREEMENT

CONTRACTING DEPARTMENT

**Moving Management Services, Moving Services, Ancillary Moving Services Task
Order Agreement**

THIS AGREEMENT is entered into between _____
hereinafter referred to as the “CONTRACTOR”, and the FULTON COUNTY
BOARD OF EDUCATION, hereinafter referred to as the “Board” or the “OWNER.” This
Agreement (the “Agreement”) shall be governed by the laws of the State of Georgia.

WHEREAS the OWNER is authorized to contract with a firm qualified to provide specialty services as required; and WHEREAS the CONTRACTOR is qualified to provide the special services pursuant to this Agreement, the parties hereto agree as follows:

1. The CONTRACTOR’s Scope of Services stated in **EXHIBIT A**, attached to and made a part of this Agreement, which includes a description of the services to be performed and/or tasks to be accomplished.
2. The cost components that together constitute the Fee and Payment Schedule are stated in **EXHIBIT B** attached to and made a part of this Agreement.
3. The Terms and Conditions governing this Moving Services Task Order Agreement are stated in **EXHIBIT C**.
4. The insurance requirements are stated in **EXHIBIT D**, attached to and made a part of this Agreement.
5. The term of this Agreement shall begin on receipt of a fully executed Agreement and shall expire on **[DATE]**. Subject to Board approval, and at the option of Fulton County Schools, the term of this Agreement may be extended in one-year terms.
6. The OWNER agrees to pay the CONTRACTOR for services satisfactorily rendered in an amount not to exceed \$XXX, XXX. XX.
7. The OWNER shall order CONTRACTOR services on an as needed, project to project basis. Each order shall include a description of services to be provided. The CONTRACTOR shall submit a not to exceed fee for services based on its hourly rates provided in **EXHIBIT B**, along with an estimate for expected reimbursable cost.

This Agreement, the Request for Qualifications, Submittal, and any Exhibits attached hereto constitute the entire Agreement between the parties to the Agreement and supersede any prior or contemporaneous written or oral understanding or agreement, and may be amended only by written amendment executed by both parties to this Agreement.

WITNESS the parties hereto:

The CONTRACTOR represents it has the background, knowledge, licensing, experience and expertise necessary to provide professional services set forth in this Agreement.

CONTRACTOR

Name of Firm

By: _____ Title _____

(Print Name)

(Print Title)

I understand that this Agreement is not valid, and no payment is authorized for services if the above representations are incorrect. I understand that this Agreement is not valid, and no payment is authorized for services until this document has been signed by the authorized signatory of the OWNER and ratified by the Board of Education.

Signed _____ Date _____

Georgia License Number # _____ Federal Tax I.D. # _____

Firm:

Address:

Telephone:

Fax:

FULTON COUNTY BOARD OF EDUCATION

By _____ Date _____

Linda Bryant, President

_____ Date _____

Cindy Loe, Ph. D., Interim Superintendent

Exhibit A
SCOPE OF SERVICES

Services to be provided by this Agreement will consist of the [move management services] {moving services} {ancillary moving services} described in Part 3 of the RFQ.

Exhibit B
FEE AND PAYMENT SCHEDULE

OWNER agrees to pay for the services and materials to be furnished by Contractor as provided by this Agreement. Payment in arrears shall be made upon Contractor's completion of services required by this Agreement to the satisfaction of the OWNER and upon Contractor's submission of billings as shall be prescribed by OWNER.

A. Fee:

The fee for this Agreement is based upon hourly rates with a not-to exceed total amount. The billing rates for the services are as follows:

EXHIBIT B of RFQ 150-19 to be Inserted by FCS upon completion

B. Reimbursable Expenses:

In addition to the fee, the OWNER will reimburse mileage expenditures and packing materials. Claims for mileage and packing materials shall reflect actual expenditures made by the CONTRACTOR and documented by appropriate billing and supporting receipts.

C. Total Agreement Value:

The total amount to be expended under this Agreement shall not exceed \$XXX, XXX

Exhibit C
TERMS AND CONDITIONS
Move Management Services, Moving Services, and Ancillary Moving Services

1. Indemnification

a. Indemnification by CONTRACTOR. To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend and hold harmless OWNER and its Board of Education, and each of them, and each of their respective officers, agents, employees, representatives, volunteers and insurers (collectively, the “Indemnitee(s)”), utilizing legal counsel reasonably acceptable to OWNER, from and against any and all claims, damages, losses and expenses (including, without limitation, all fees and expenses of CONTRACTORS, CONTRACTOR, attorneys, and experts and all court, arbitration or other dispute resolution costs), which arise out of or result from any of the following:

- (1) Any negligent or actual act or omission of CONTRACTOR or its Sub Consultants or any person or entity for whose acts or omissions any of them may be liable;
- (2) The material inaccuracy of any representation by CONTRACTOR given in connection with or contained in this Agreement;
- (3) Any claim of loss by any third person or entity against any Indemnitee arising out of an alleged or actual act or omission of CONTRACTOR, its Sub Consultants, or any person or entity for whose acts or omissions any of them may be liable; or
- (4) Infringement upon any United States patent, trademark or copyright arising out of the actual or alleged acts or omissions of the CONTRACTOR or any of the CONTRACTOR’s Sub Consultants, in connection with performance of this Agreement; provided however, that nothing herein shall be interpreted as obligating CONTRACTOR to indemnify any Indemnitee against its sole negligence.

2. Dispute Resolution. The parties shall utilize each of the following steps in the Dispute Resolution Process in the sequence in which they appear below. Each party shall participate fully and in good faith in each step in the Dispute Resolution Process, which good faith effort shall be a condition precedent to the right of each party to proceed to the next step in the Dispute Resolution Process.

a. Direct Negotiations. Designated representatives of OWNER and CONTRACTOR shall meet as soon as possible (but not later than ten (10) days after receipt of the plaintiff’s statement of dispute, containing a detailed explanation of the claim) in a good faith effort to negotiate a resolution to the claim. Each party shall be represented in such negotiations by an authorized representative with full knowledge of the details of the claim or defenses being asserted by such party and with full authority to resolve such claim then and there, subject only to OWNER’s right and obligation to obtain Board of Education approval of any agreed settlement or resolution. If the claim involves the assertion of a right or claim by a third party (e.g., the CONTRACTOR) against CONTRACTOR that is in turn being asserted by CONTRACTOR against OWNER, then such third party shall also have a representative attend such negotiations, with the same authority and knowledge as just described. Upon completion of the meeting, if the claim is not resolved, the parties may either continue the negotiations or either party may declare negotiations ended. All discussions that occur during such negotiations and all

documents prepared solely for the purpose of such negotiations shall be confidential and privileged.

b. Litigation. If the direct negotiations between the CONTRACTOR and the OWNER do not resolve the dispute, then the party asserting the claim shall have the option to initiate a lawsuit in the Superior Court of Fulton County, Georgia, and the parties hereby consent to the exclusive jurisdiction of such court and waive any right to a jury trial on any unresolved claim.

3. Non-Discrimination. It is the policy of the OWNER that in connection with all CONTRACTOR services rendered there be no discrimination against any prospective or active employee engaged in such CONTRACTOR services because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age, marital status, sexual orientation, political belief or affiliation or to deny family care leave, therefore CONTRACTOR agrees to comply with applicable Federal and Georgia laws including, but not limited to Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; The Americans with Disabilities Act of 1990; Age Discrimination Act of 1975 and Rehabilitation Act of 1973 (Section 504). In addition, CONTRACTOR agrees to require like compliance by all Sub Consultants employed by CONTRACTOR on the Project.

4. Addresses for Notices. All notices, demands or requests from the CONTRACTOR to the OWNER shall include the Project name and date of this Agreement and be addressed to the parties as follows:

To OWNER:

Fulton County Board of Education
Cindy Loe, Interim Superintendent of Schools
c/o Fulton County Schools
6201 Powers Ferry Road NW
Atlanta, GA 30339

To CONTRACTOR:

[Name] _____
[Address] _____
[City, State, Zip Code] _____

5. Waiver. Provisions of this Agreement may be waived by OWNER only by a written statement expressing that it is intended as a waiver of specified provisions of the Agreement. A waiver by either party to this Agreement of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein whether of the same or a different character. OWNER approval, acceptance, use or payment for any part of CONTRACTOR services shall not in any way alter CONTRACTOR obligations or waive any OWNER rights, under this Agreement.

6. No Third-Party Rights. Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to this Agreement a third-party beneficiary of any right or obligation created by this Agreement or by operation of law.

- 7. Extent of Agreement; Amendment.** This Agreement represents the entire Agreement between OWNER and CONTRACTOR for furnishing of services to the Project and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the OWNER and CONTRACTOR and approved as required by Georgia law and OWNER policy.
- 8. Severability.** In case any provision of this Agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of all remaining provisions shall not be affected.
- 9. Successors and Assigns.** This Agreement shall be binding upon OWNER and CONTRACTOR and their respective successors and assigns. Neither the performance of this Agreement nor any part thereof, nor any monies due or to become due hereunder, nor any claim hereunder, may be assigned by CONTRACTOR without the prior written consent and approval of OWNER, which may be granted or withheld in OWNER's sole discretion. This Agreement and all of OWNER's rights in and to the Design Documents may be assigned by OWNER upon written notice to CONTRACTOR. OWNER shall have no liability or responsibility to CONTRACTOR for payment for any services performed after the date of such assignment and notice by OWNER.
- 10. Confidentiality.** CONTRACTOR shall treat all information and data furnished to it by OWNER or any other Project Team member or otherwise obtained or prepared by CONTRACTOR concerning the Project as strictly confidential and shall not disclose any of the same to any other person or entity unless required to do so in connection with CONTRACTOR's performance of this Agreement, any governmental filings or applications or the Georgia Open Records Act. CONTRACTOR shall not engage in or permit any public references or statements to the Project, OWNER or CONTRACTOR's services hereunder, including, without limitation, granting interviews to broadcast, print or other media, without the prior written consent of OWNER, which may be granted or withheld in the sole discretion of the OWNER. CONTRACTOR shall instruct all of its employees of the foregoing confidentiality obligation.
- 11. Independent CONTRACTOR.** CONTRACTOR is and shall at all times remain as to the OWNER a wholly independent CONTRACTOR. Neither the OWNER nor any of its agents shall have control over the conduct of CONTRACTOR or any of CONTRACTOR's officers, agents or employees, except as herein set forth. CONTRACTOR shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of the OWNER.
- 12. Representations by CONTRACTOR.** CONTRACTOR represents (i) that it is financially solvent, able to pay its debts as they mature and possessed of sufficient working capital to complete the services and perform the obligations required by this Agreement; (ii) that it is authorized to do business in the State of Georgia; and (iii) the CONTRACTOR's principal in charge of the Project is duly licensed in accordance with Georgia and all other applicable laws to render the services to be provided by this Agreement.
- 13. Survival.** The provisions of this Agreement which by their nature survive completion of the Services or termination of this Agreement, including, without limitation, all warranties, indemnities and payment obligations, shall remain in full force and effect after completion or termination of this Agreement.

- 14. Cost Principles.** CONTRACTOR agrees to be bound by the Expense Reimbursements Procedure of the Fulton County School System, in effect on the date of this Agreement and as modified thereafter, for any reimbursable project-related expenditure.
- 15. Interpretation.** CONTRACTOR and OWNER acknowledge that the terms of this Agreement have been mutually negotiated and, accordingly, shall not be interpreted against either OWNER or CONTRACTOR on the basis that either party was solely responsible for or in control of the drafting of this Agreement.
- 16. Advertising.** CONTRACTOR may not use OWNER's name or refer to OWNER or the Project, directly or indirectly in promotional materials, advertisement, news release or release to professional or trade publication without obtaining the OWNER's prior written approval.
- 17. Electronic Documents.** In the event of any conflict between a document contained in an electronic file and the hard copy of such document maintained in the files of OWNER or CONTRACTOR, the hard copy shall control.
- 18. Governing Law.** This Agreement shall be governed by and interpreted in accordance with laws of the State of Georgia.
- 19. Key Personnel.** The OWNER shall have the right, in its absolute discretion, to require the removal of CONTRACTOR's personnel or Sub Consultants at any level assigned to or hired for the performance of the work hereunder if the OWNER considers such removal in its best interests and directs such removal in writing to CONTRACTOR. Upon receipt of such direction by OWNER, CONTRACTOR shall remove the personnel or Sub Consultant immediately from the work.
- 20. Evaluation.** CONTRACTOR acknowledges that the presentation or services may be evaluated by the participants, the OR and any other OWNER offices or schools and understands that the results of the evaluation may be made available to the CONTRACTOR, other schools and offices within the OWNER, and other school OWNER and agencies upon request. CONTRACTOR agrees to cooperate fully with any such evaluation and agrees to promptly furnish any information that is requested by the OWNER for evaluation purposes.
- 21. Conflict of Interest.** CONTRACTOR represents that CONTRACTOR has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this Agreement and that no person having any such interest shall be subcontracted in connection with this Agreement, or employed by CONTRACTOR. CONTRACTOR shall not conduct or solicit any non-OWNER business while on OWNER property or time. CONTRACTOR will also take all necessary steps to avoid the appearance of a conflict of interest and shall have a duty to disclose to the OWNER prior to entering into this Agreement any and all circumstances existing at such time which pose a potential conflict of interest. CONTRACTOR warrants that it has not directly or indirectly offered or given, and will not directly or indirectly offer or give, to any employee, agent, or representative of OWNER any cash or non-cash gratuity or payment with view toward securing any business from OWNER or influencing such person with respect to the conditions, or performance of any Agreements with or orders from OWNER, including without limitation this Agreement. Any breach of this warranty shall be a material breach of

each and every Agreement between OWNER and CONTRACTOR. Should a conflict of interest issue arise, CONTRACTOR agrees to fully cooperate in any inquiry and to provide the OWNER with all documents or other information reasonably necessary to enable the OWNER to determine whether or not a conflict of interest existed or exists. Failure to comply with the provisions of this section shall constitute grounds for immediate termination of this Agreement, in addition to whatever other remedies the OWNER may have.

Exhibit D
INSURANCE REQUIREMENTS
Moving Services

I. INSURANCE

A. Basic Insurance Requirements. Prior to commencing Work, CONTRACTOR and each of its Sub Consultants shall procure and maintain insurance at their own cost and expense against claims for injuries to persons or damages to property which may arise from or in connection with the performance of services by CONTRACTOR, its agents, representatives, employees or Sub Consultants.

1. Without in any way affecting the indemnity provided in or by the CONTRACTOR shall secure before commencement of the Work the types and amounts of insurance specified in this section.
2. Insurance is to be placed with insurers admitted to do business in the State of Georgia and approved by OWNER.

B. Minimum Limits of Insurance. CONTRACTOR and each of its Sub Consultants shall obtain insurance of the types and in the amounts described below. If CONTRACTOR maintains broader coverage or higher limits than the minimums shown below, FCS requires and shall be entitled to the broader coverage and higher limits maintained by CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to FCS.

1. Commercial General Liability Insurance (CGL) with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 annual aggregate, including contractual liability insurance, product and completed operations, personal injury, bodily injury (including death), physical abuse, sexual misconduct and sexual molestation, property damage and advertising injury, and any other type of liability for which this Contract applies. Commercial General Liability Insurance must be written on an "occurrence" form.
2. Automobile Liability Insurance. Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per accident, for bodily injury and property damage, if vehicles are to be used in the delivery of or in the completion of services and work and driven onto FCS property. Insurance shall include all owned, non-owned and hired vehicle liability.
1. Workers' Compensation Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes.
2. Employer's Liability Insurance. Employer's Liability Insurance with limits of liability of not less than \$1,000,000 for each accident/disease.
3. Umbrella Insurance. Umbrella Insurance with limits of liability excess of Employer's Liability, Commercial General Liability Insurance, and Automobile Liability Insurance in the amount of not less than \$3,000,000.

C. Primary and Non-Contributory Coverage. For any and all claim(s), CONTRACTOR's insurance shall be primary, excess, contingent or on any other basis. Any insurance or self-insurance maintained by FCS shall be non-contributory.

D. Other Insurance Provisions The aforementioned insurance policies shall contain or be endorsed to contain, the following provisions:

- Coverage afforded under such policies shall not expire, be canceled or altered without at least forty-five (45) days prior written notice to FCS.
- Commercial General Liability, Automobile Liability, Umbrella Liability insurance policies shall include an endorsement making FCS and FCS's boards, officials, directors, officers, employees, agents, and volunteers Additional Insureds under such policies.
- Workers' Compensation and Employer's Liability and Property insurance policies shall contain a waiver of subrogation in favor of FCS, its appointed and elected officials, departments, agencies, boards, commissions, its officers, agents, employees and volunteers.
- Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by CONTRACTOR to FCS, Attn: Contracting Dept., 6201 Powers Ferry Road, Atlanta, GA 30339. Certificate must include Project name.

E. Waiver of Subrogation. For Commercial General Liability, Workers' Compensation, and Employer's Liability insurance, the insurer shall agree to waive all rights of subrogation against OWNER and any other person or entity specified by OWNER as an additional insured, as well as each of their officers, employees, agents and volunteers, for losses arising from activities and operations of an insured in the performance of services under this Agreement.

F. Lapse in Coverage. If CONTRACTOR or any Sub Consultant, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of this Agreement. OWNER, at its sole option, may terminate this Agreement and recover all damages from CONTRACTOR resulting from said breach. Alternatively, OWNER may purchase such coverage (but has no obligation to do so), without further notice to CONTRACTOR, and deduct from sums due to CONTRACTOR any premium costs advanced by OWNER for such insurance.

G. Certificates of Insurance and Verification of Insurance. CONTRACTOR shall furnish FCS with original Certificates of Insurance, Additional Insured, Waiver of Subrogation, and Amendatory Endorsements. All certificates and endorsements are to be received and approved by FCS Risk Management Dept. before service commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR's obligation to provide them. FCS reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

G. Adequate Insurance. CONTRACTOR will maintain insurance as deemed necessary by federal, state and local guidelines. If self-insurance or captive is used, additional information may be required by OWNER. If during the Contract, changed conditions or other pertinent factors should in the reasonable judgment of FCS render this insurance inadequate, CONTRACTOR will furnish or request such additional coverage as may reasonably be required and available under the circumstances. The limits of the coverage as agreed upon by the Parties shall not be construed as a limit on CONTRACTOR's potential liability to FCS.

- H. Duration of Coverage.** The insurance coverages required by Exhibit D shall be maintained without interruption, for a period of three (3) years after Final Completion of the Project, unless otherwise stated herein.
- I. A.M Best Rating.** All of the insurance herein specified shall be written on a form acceptable to FCS and shall be A.M. Best Company rated A X or greater.
- J. Property Insurance.** CONTRACTOR assumes sole responsibility for loss or damage to its property and hereby releases FCS and FCS's boards, officials, directors, officers, employees, agents, and volunteers from loss or damage to Offeror, its agent, representatives, employees, or by any subcontractor for property including tools, equipment, goods, machinery, materials and supplies.
- K. Sub Contractor's.** Unless otherwise approved by OWNER in writing, CONTRACTOR shall include all Sub Consultants as insured under its policies or shall furnish separate certificates and endorsements for each Sub Consultant. In addition, Sub Consultants shall be required to maintain insurance on the same terms and with the same coverages as required of CONTRACTOR under this Agreement.
- L. Non-Limitation of Liability.** The obligations for CONTRACTOR to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of CONTRACTOR, whether or not same is covered by insurance.
- M. Special Risk or Circumstances.** FCS reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.