

# **INVITATION FOR BIDS**

**IFB NO. 016-17**

## **ORCHESTRA BAND INSTRUMENTS**



## **CLAYTON COUNTY PUBLIC SCHOOLS**

**LUVENIA JACKSON**  
Superintendent of Schools

**KEN THOMPSON**  
Chief Financial Officer

A handwritten signature in blue ink, appearing to read "Debra B. Brewer", is written over a horizontal line.

**Debra B. Brewer, Esq., CPPO**  
Director

**Department of Purchasing**  
218 Stockbridge Road, Jonesboro, Georgia, 30236

**Bid Submission Deadline:**  
**June 12, 2017**  
**3:00 p.m. Eastern Standard Time (EST)**

## SCHEDULE OF EVENTS

<b>EVENT</b>	<b>DATE OR DEADLINE</b> Eastern Standard Time (EST)
<b>IFB Release</b>	<b>May 22, 2017</b>
<b>Non-Mandatory Pre-Bid Conference</b>	<b>May 29, 2017 @ 10:00 a.m. Clayton County Public Schools Purchasing Department 218 Stockbridge Road Jonesboro, GA 30236</b>
<b>Deadline For Submission of Questions</b>	<b>June 2, 2017 @ 3:00 p.m.  Submit questions to: <a href="mailto:purchasing@clayton.k12.ga.us">purchasing@clayton.k12.ga.us</a></b>
<b>Answers Posted to Website by Addendum</b>	<b>June 5, 2017 @ 3:00 p.m.</b>
<b>IFB Submission Deadline</b>	<b>June 12, 2017 3:00 p.m.</b>
<b>Purchasing Representative</b>	<b>Rose Tookes</b>

## BID SUBMISSION FORM

This form must be completed in its entirety and signed by the authorized representative or official submitting the bid. This form must be returned with each bid. Failure to do so will render a bid non-responsive.

<b>Company Name:</b>	
<b>Mailing Address:</b> (Street, City, State, Zip Code)	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Social Security or Tax ID#:</b>	
<b>Name of Authorized Representative:</b> (printed or typed only)	
<b>Title of Authorized Representative:</b>	
<b>Signature of Authorized Representative:</b>	
<b>Date of Signature:</b>	

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## IFB 014-18

### ORCHESTRA BAND INSTRUMENTS

#### A. INFORMATION AND INSTRUCTIONS TO BIDDERS

1. **Services Required:** This Invitation for Bids ("IFB") is seeking to purchase Orchestra Band Instruments as listed in this IFB for Clayton County Public Schools ("CCPS"). A detailed Scope of Services ("SOS") is set forth in this IFB.
2. **Solicitation Method:** This solicitation is being conducted in accordance with all applicable provisions of the CCPS Purchasing Policies and Procedures. By submitting a bid in reference to this solicitation, a Bidder acknowledges that it is familiar with CCPS Purchasing Policy and Procedures and all laws applicable to this solicitation, which policies, procedures and laws are incorporated into this IFB by reference.
3. **Criminal Background Check:** By submitting a bid in reference to this solicitation, Bidder acknowledges that a satisfactory criminal background check and history may be required for anyone coming into direct or indirect contact with CCPS students at no cost to CCPS.
4. **Certificate of Authority to Transact Business in Georgia:** Each Bidder must submit with its bid documentation that demonstrates it is duly authorized to conduct business in the State of Georgia. This requirement also applies to Joint Venture (JV) Team Members, Sub-Contractors and Sub-contractors.
5. **Business License:** Bidder is requested to submit a copy of its current, valid business license with its Bid. If the Bidder is a Georgia corporation, Bidder is requested to submit a valid county or city business license. If Bidder is a joint venture, Bidder is requested to submit valid business licenses for each member of the joint venture. If the Bidder is not a Georgia corporation, Bidder is requested to submit a Certificate of Authority to Transact Business in the State of Georgia and a copy of its current, valid business license issued by its home jurisdiction.
6. **Professional License:** Bidder must attach a copy of any professional license required by this IFB with its response. All required licenses must be maintained for the duration of any contract award period.
7. **Tax Exemption Status:** CCPS is exempt from Federal Excise Tax and Georgia Sales Tax with regard to goods and services purchased directly by CCPS. Exemption certificates are available upon request.
8. **Codes, Permits, Fees, Licenses and Laws:** All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful bidder. All services, labor, materials and construction must comply

with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, which shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.

9. **No Offer by CCPS and Firm Offer by Bidder:** This solicitation does not constitute an offer by CCPS to enter into an agreement and cannot be accepted by any Bidder to form an Agreement. This solicitation is only an invitation for offers from interested Bidders and no offer shall bind CCPS. A Bidder's offer is a firm offer and may not be withdrawn except as provided in this IFB, CCPS Purchasing Policies and Procedures and other applicable law.
10. **Negotiations; Best and Final Offers:** CCPS reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate for the accomplishment of the intent of this IFB. CCPS may require the submission of Best and Final Offers. CCPS may require that this IFB and Bidder's response be incorporated in full or in part as Contract Documents. The IFB and all responses, supplemental information, and other submissions provided by Bidder during discussions or negotiations may be held by the CCPS as contractually binding upon Bidder. CCPS may seek clarification from a Bidder at any time during the procurement process, and failure of a Bidder to timely respond may be cause for rejection of Bidder's bid.
11. **Purchase Order:** A properly signed and executed Purchase Order provided to the successful bidder by CCPS results in a binding contract without further action by either party. The contract documents shall consist of this Invitation for Bids and any addenda thereto, the offeror's bid (as amended by any negotiations and best and final offers accepted by CCPS), Notice of Award and Notice to Proceed letters and establishing Purchase Order. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.
12. **Multiple Awards:** CCPS reserves, in its sole discretion, the right to make one (1) award, no award, or award to multiple Bidders.
13. **Georgia Open Records Act:** Information provided to CCPS is subject to disclosure under the Georgia Open Records Act, O.C.G.A. § 50-18-70 et. seq. Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]".
14. **Illegal Immigration Reform and Enforcement Act:** This IFB is subject to the Illegal Immigration Reform and Enforcement Act of 2011 ("**Act**"), formerly known as the Georgia Security and Immigration Compliance Act. Pursuant to Act, the Bidder must provide with its Bid proof of its registration with and continuing and future

participation in the E-Verify Program established by the United States Department of Homeland Security. Completed Contractor Affidavit, Illegal Immigration Reform and Enforcement Act Forms must be submitted with the Bid at the time of submission. Under State Law, the CCPS cannot consider any Bid which does not include the completed forms. Where the business structure of a Bidder is such that Bidder is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Bidder must complete the Contractor Affidavit on behalf of, and provide a Federal Work Authorization User ID Number issued to, the Bidder itself. Where the business structure of a Bidder does not require it to obtain an EIN, each entity comprising Bidder must submit a separate Contractor Affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Bidders intending to do business with CCPS are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on CCPS solicitations and their participation in those solicitations. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>.

- 15. Sub-Contractors and Sub-Consultants:** Bidder shall ensure the responsibility standards for each of its Sub-Contractors and Sub-Contractors as listed below and in each and every part of this IFB. Verification must include documentation that each Sub-Contractor or Sub-Contractor meets the responsibility criteria required to perform the work including any professional license, certification, insurance requirements of this IFB, any governmental agency having jurisdiction over the matter, or any law or regulation pertaining to the work or requirements. Bidder shall not furnish any statement, representation, or certification in connection with Sub-Contractors or Sub-Contractors that is materially false, deceptive, incorrect or incomplete. Failure of the Bidder to provide information concerning the responsibility of any Sub-Contractor or Sub-Contractor may result in a finding that the Bidder is not responsible. All proposed Sub-Contractors and Sub-Contractors shall be listed in the Bidder's response. Bidder shall ensure that all proposed Sub-Contractors have adequate personnel, past experience, adequate facilities, finances and business systems to perform the scope of services. CCPS reserves the right to approve all Sub-Contractors and Sub-Contractors.
- 16. Sub-contractors and Manufacturers:** Bidders are required to submit, in writing, the addresses of any proposed Sub-contractor or equipment manufacturers listed in the Bid and may be required to submit other material information relative to proposed Sub-Contractor. CCPS reserves the right to disapprove any proposed Sub-contractor whose technical or financial ability, or resources, or experience are deemed inadequate.
- 17. Minority, Female Business and Local Enterprises:** It is the intent of CCPS that Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), and Local and Small Business Enterprises (L/SBE) have an equal opportunity to

participate in CCPS procurement opportunities. Bidders are encouraged to use said vendors whenever possible in the execution of any contract.

- 18. Conflict of Interest:** Bidders are advised to read and familiarize themselves with the conflict of interest provisions of this IFB contained in Appendix B, General Terms and Conditions, and Required Form Submittals.

18.1 CCPS reserves the right to issue solicitations for specific projects that are independent of this IFB. Except as stated in this IFB, successful Bidders under this IFB are not precluded from responding to such solicitations.

18.2 All interests of CCPS employees, officers or elected officials in Bidder's firm should be listed and disclosed with Bidder's response to this IFB.

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## **B. SUBMISSION OF BIDS**

1. **Ownership of Bids:** Each Bid submitted to CCPS shall become the property of the CCPS, without compensation to a Bidder, for use by the CCPS, in its discretion. CCPS shall not be liable for any bid preparation costs incurred by Bidders, or for any subsequent work on the Bid or additional documentation required by CCPS.
2. **Bid Duration:** Bids submitted in response to this IFB must be valid for a period of One Hundred and Twenty (120) calendar days from the Bid Submission Deadline and must be marked as such.
3. **Bid Submission Deadline:** Responses to this IFB will be received by Clayton County Public Schools (CCPS), Purchasing Department, 218 Stockbridge Road, Jonesboro, Georgia, 30236 until 3:00 P.M., Eastern Standard Time (EST) on **Monday, June 12, 2017.**
  - 3.1 Responses must be clearly labeled with the name of the project (IFB No. 016-17, Orchestra Band Instruments, and the name and address of the Bidder.
  - 3.2 Responses should be addressed to: Director of Purchasing, Clayton County Public Schools, Purchasing Department, 218 Stockbridge Road, Jonesboro, GA 30236.
  - 3.3 Each Bidder is required to submit one (1) stamped Unbounded "Original" and six (6) Duplicate Copies of its bid, along with one copy in Adobe Portable Document format ("pdf") on a USB flash drive. CCPS assumes no liability for the differences in the information contained in the Bidder's printed bid and that contained on the flash drive or device. In the event of any discrepancy, CCPS will rely upon the information in the printed bid.
4. **Late Bids.** Late Bids received will not be considered. Time will be determined using the Purchasing Department clock. Bids delivered to other locations within CCPS will not be considered. CCPS is not responsible for misdirected mail or items delivered late by carriers.
5. **Non-Mandatory Pre-Bid Conference:** A Non-Mandatory Pre-Bid Conference has been scheduled for **Monday, May 29, 2017, at 10:00 A.M., EST** at CCPS, Purchasing Department, 218 Stockbridge Road, Jonesboro, Georgia 30326. Attendance at the Pre-Bid Conference is voluntary for Bidders responding to this IFB; however, Bidders are encouraged to attend. During the Pre-Bid Conference, the general requirements of the project will be discussed. Any questions raised by potential Bidders will be discussed. Verbal answers to questions during the Pre-Bid Conference will not be authoritative. Each Bidder must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the required services. It should be emphasized, however, that nothing stated or discussed during the course of this conference shall be considered



to modify, alter or change the requirement of the solicitation documents, unless it shall be subsequently incorporated into an addendum to the solicitation documents.

6. **Solicitation Questions:** Any questions regarding this IFB should be submitted on or before **Friday, June 2, 2017** at 3:00 P.M., EST. All questions must be submitted in writing to Debra B. Brewer, Director, CCPS, Purchasing Department, 218 Stockbridge Road, Jonesboro, Georgia 30236, or by email with the IFB name and number in the subject line to [purchasing@clayton.k12.ga.us](mailto:purchasing@clayton.k12.ga.us). Questions received after the designated period may not be considered. Verbal responses are not authoritative. Answers to questions will be made by addendum posted to the CCPS website not later than 3:00 p.m. EST on **Monday, June 5, 2017**. It is the responsibility of each Bidder to obtain a copy of any Addendum issued for this solicitation by monitoring the CCPS website at <http://www.clayton.k12.ga.us/cms/One.aspx?portalId=54515&pageId=95198>.
7. **Prohibited Contacts:** All Bidders and representatives of Bidders are strictly prohibited from contacting CCPS employees, CCPS Officials, Elected Officials or any third party representatives of CCPS on any matter having to do with this IFB. All communications by any Bidder concerning this IFB must be made in writing to the CCPS Purchasing Department.
8. **Examination of Bid Documents:**
  - 8.1 Each Bidder is responsible for examining with appropriate care the complete IFB and all Addenda and for informing itself with respect to all conditions which might in any way affect the cost or the performance of any Services. Failure to do so will be at the sole risk of the Bidder, who is deemed to have included all costs for performance of the Services in its Bid.
  - 8.2 Each Bidder shall promptly notify CCPS in writing should the Bidder find discrepancies, errors, ambiguities or omissions in the Bid Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the IFB. Replies to such notices may be made in the form of an addendum to the IFB, which will be posted to the CCPS website.
  - 8.3 CCPS may in accordance with applicable law, by Addendum, modify any provision or part of the IFB at any time prior to the Bid due date and time.
  - 8.4 Each Bidder must confirm Addenda have been received and acknowledge receipt by executing the Acknowledgment of Addenda form provided with each Addendum.
  - 8.5 CCPS may waive any technicalities and formalities. CCPS reserves the right to cancel the IFB in its entirety.
9. **Bonding and Insurance Requirements:** The Bonding and Insurance requirements for any Agreement that may be awarded pursuant to this IFB are set forth in

Appendix B, General Terms and Conditions. Bidder must provide a copy of a current certificate of insurance evidencing any existing commercial general liability policies issued for Bidder, if any. For purposes of this section, "Bidder" shall mean an individual, corporation or other corporate entity submitting a bid in connection with this solicitation, including each Joint Venture partner if Bidder is a Joint Venture.

- 10. Protests:** Protests dealing with specifications or the solicitation shall be filed not later than three (3) working days prior to the bid due date. Other protests shall be filed not later than three (3) working days after the bid due date, or if the protest is based on subsequent actions of CCPS, not later than three (3) working days after the aggrieved person knows or should have knowledge, of the facts given rise to the protest. All Protests should specify exactly what is being protested. Protests are considered filed when received by the Director of Purchasing. Protests which are not filed in a timely manner, as set forth above, will not be considered. Bidder agrees to pay for CCPS reasonable attorney's fees and expenses of litigation for any protest arising out of this solicitation in which CCPS is a prevailing party. Only those who participated in the solicitation are eligible to protest.

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## IFB 016-17

### ORCHESTRA BAND INSTRUMENTS

Clayton County Public Schools ("CCPS") is soliciting Bids from qualified Bidders ("Bidder" or Bidders) to provide and deliver quality Orchestra Band Instruments upon request in this IFB. A detailed Scope of Services is set forth in this IFB.

#### 1. INTRODUCTION

##### 1.1 BACKGROUND

CCPS is committed to excellence and student achievement. CCPS is fully accredited through AdvanceED-Southern Association of Colleges and Schools Council on Accreditation and School Improvement. CCPS is a diverse K-12 system located in metropolitan Atlanta, Georgia, with 38 elementary schools, 16 middle schools, 10 comprehensive high schools, an alternative school, Open Campus, and two psycho-education facilities. CCPS is the fifth largest school system in the State of Georgia and is ranked amongst the 100 largest school districts in the U.S. Student enrollment is approximately 55,000.

##### 1.2 INTENT TO AWARD

CCPS intends to make one (1) award to the lowest responsible, and responsive bidder; however, CCPS reserves the right to make multiple awards or no award for IFB No: 016-17 Orchestra Band Instruments.

**1.2.1 Responsibility.** The determination of the Bidder's responsibility will be made by CCPS based on whether the Bidder meets the following minimum standard requirements:

- 1.2.1.1** Has the appropriate and adequate knowledge required for instruments;
- 1.2.1.2** Has adequate personnel and instruments to fulfill the order;
- 1.2.1.3** Ability to comply with the required or proposed schedule;
- 1.2.1.4** Has a satisfactory record of performance;
- 1.2.1.5** Bidder must have the ability to provide future services;
- 1.2.1.6** Has adequate financial means to meet obligations incidental to the work; and
- 1.2.1.7** Such other factors as the CCPS determines to be pertinent to either the bid or the contract.

**1.2.2 Responsiveness.** The determination of the Bidder's responsiveness will be made by CCPS based on a consideration of whether the Bidder has submitted complete bid documents meeting bid requirements

without irregularities, exclusions, special conditions, or alternative bids for any item unless specifically requested in the solicitation.

### **1.3 TERM OF AGREEMENT**

The Contract shall commence within ten (10) calendar days after receipt of written Notice to Proceed (NTP).

The initial term of the Agreement and any renewal terms are collectively referred to as the "Term". The initial term of this Agreement shall be for one (1) year, and may be automatically renewed for two (2) successive one (1) year terms upon the same terms and conditions. The services to be performed under this Agreement shall commence on the effective date of this agreement and terminate absolutely and without further obligation on the part of CCPS on December 31<sup>st</sup> of the year in which it was executed and on December 31<sup>st</sup> of each succeeding and renewed year, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this agreement.

This contract shall not be deemed to create a debt of CCPS for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.

## **2. SCOPE OF SERVICES AND SPECIFICATIONS**

All services provided must comply with all federal, State of Georgia and local regulations and laws applicable. Bidder must provide all Band equipment as specified in this IFB and in accordance with Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference.

## **3. REQUIRED FORM SUBMITTALS**

The forms and documents contained in Appendix D, Required Forms, are mandatory forms required to be submitted with each bid. Failure to provide the information or documentation required may cause a bid to be declared non-responsive and rejected. Failure to have an authorized representative sign all documents at the signature line, or failure to have all documents properly notarized as requested, may cause a bid to be declared non-responsive and rejected.

## **4. CCCPS STANDARD AGREEMENT**

The Agreement included as Exhibit 4 is a standard CCPS document which should be thoroughly reviewed by all Bidders prior to submitting a bid. Modifications or additions to the CCPS Standard Contract will not be entertained after contract award.

## **APPENDIX A**



### **PURCHASING DEPARTMENT *CODE OF ETHICS***

- I. Give first consideration to the mission and policies of Clayton County Public Schools.
- II. Strive to obtain maximum value for each dollar spent.
- III. Decline personal favors, gifts, and gratuities. Grant all competitive Contractors fair and equal consideration.
- IV. Conduct business with potential and current Contractors in an atmosphere of good faith.
- V. Demand honesty in sales representations whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- VI. Receive consent from the originator for the use of proprietary ideals and designs.
- VII. Make a reasonable effort to obtain equitable settlement of any controversy with a Contractor.
- VIII. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- IX. Create an environment of fair, ethical, and legal business practices.
- X. Protect Clayton County Public Schools' interest by ensuring that Contractors honor all terms of their contracts.

## APPENDIX B

### **GENERAL TERMS AND CONDITIONS**

The General Terms and Conditions contained in this Invitation for Bids (IFB) apply to all solicitations. Where there are specific or special conditions contained herein that conflict with the General Information and Instructions, the more specific or special conditions will prevail. The terms Contractor, Bidder, Contractor, Supplier, Provider and Vendor may be used interchangeably herein.

- I. **Contract Renewal.** Upon executing its option to renew, CCPS will notify the Contractor of such renewal, at which time the Contractor shall be bound to provide Services during such renewal term, without the need for the Parties to execute any further documents evidencing such renewal, it being acknowledged by the Contractor that its initial execution of this Agreement is deemed its agreement to continue to provide Services during any renewal term.
- II. **Payment.** A purchase order will be issued to authorize the purchase of the services/commodities. Delivery/release of services/commodities is not authorized until the receipt of a purchase order.
  - a. The Contractor shall invoice CCPS on a monthly basis. 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 a satisfactory invoice in triplicate, whichever occurs last.
  - b. Invoices should be sent to:

Clayton County Public Schools  
Attn: Accounts Payable  
1058 Fifth Avenue  
Jonesboro, Georgia 30236
  - c. All invoices must show the contract number, work performed and period of work. Payment will be made via electronic payment or check. CCPS reserves the right to modify these terms should extenuating circumstances prevail.
- III. **Non-Appropriation.** Notwithstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the Contractor by CCPS solely from appropriations received by CCPS. In the event such appropriations are determined, in the sole discretion of the Chief Financial Officer of CCPS, no longer to exist or to

be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of CCPS at the end of any fiscal period (hereinafter referred to as "Event"). In such Event, the Chief Financial Officer for CCPS shall certify to the Contractor the occurrence thereof, and such certification shall be conclusive.

IV. **Scope of Services.** Contractor shall provide ORCHESTRA BAND INSTRUMENTS as requested by CCPS on an as needed basis in accordance with the IFB and Scope of Services.

V. **Compliance With Laws, Licenses, Permits.** Contractor shall comply with all local, state, and federal laws and regulations applicable to its responsibilities under this Agreement. During the term of this Agreement the Contractor shall maintain all licensing and permits required to provide Services. Failure to maintain such licensing shall be cause for termination of this Agreement. Contractor shall obtain and maintain all permits, licenses, certifications and approvals as required by all regulatory agencies with jurisdiction over the assigned Services, including any regulatory agencies of CCPS.

VI. **Insurance.**

Proof of insurance shall be provided within 15 days of the date of written notification of award.

a. The following general requirements apply to any and all work under this contract by all Contractors and Sub-contractors, where applicable, 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, and until all work has been completed to the satisfaction of Clayton County Public Schools. Any and all insurance must be on an occurrence basis.

No Contractor or Sub-contractor shall commence any work of any kind under a contract until all insurance requirements contained within the solicitation have been complied with and until evidence of all insurance requirements have been received demonstrating such compliance in each and every contract with each and every sub-contractor of any tier.

2. Clayton County Public Schools shall be covered as an Additional Insured under any and all insurance required by the contract. Confirmation of this shall appear on all certificates of insurance and on any and all applicable policies.
3. Clayton County Public Schools shall be given no less than thirty (30) days notice of cancellation. Clayton County Public Schools shall be given not less than thirty (30) days prior written notice of material changes of any insurance required under this contract.
4. Each and every agent shall warrant when signing the certificate of insurance that he is acting as an authorized representative on behalf of the companies affording insurance coverage under the contract and that he is licensed by the State of Georgia to conduct insurance business in the State of Georgia and that the companies affording insurance coverage 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 a contract must meet the minimum financial security requirements as set forth below. The rating for each company must be indicated on the certificate of insurance. For all contracts, regardless of risk, companies providing insurance under this contract must have a current:
  - a. Best's Rating not less than A, and
  - b. Best's Financial Size Category not less than Class VII
6. In the event the Contractor neglects, refuses, or fails to provide the insurance required by the Contract Documents, or if such insurance is cancelled for any reason, CCPS 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 Contractor or shall have the right to cancel the contract.



b. Worker's Compensation and Employer's Liability Insurance

The Contractor shall procure and maintain Worker's 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 the contract.

Worker's Compensation	Statutory
Employer's Liability	
Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$100,000 each employee
Bodily Injury by Disease	\$500,000 policy limit

c. Comprehensive General Liability Insurance

The Contractor shall procure and maintain Comprehensive Insurance in an amount not less than \$1,000,000.00 for bodily injury and property damage combined single limit. The following specific extensions of coverage shall be provided and indicated on the certificate of insurance.

1. Comprehensive Form
2. Contractual Insurance
3. Personal Injury
4. Broad Form Property Damage
5. Premises – Operations
6. Completed Operations

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

d. Automobile Liability Insurance

The Contractor shall procure and maintain Automobile Liability Insurance in an amount not less than \$1,000,000.00 for bodily injury and property damage combined single limit. The following extensions of coverage shall be provided and

indicated on the certificate of insurance.

1. Comprehensive Form
2. Owned, Hired, Leased and non-owned vehicles to be covered. If the Contractor does not own any vehicles in the corporate name, non-owned vehicles coverage shall apply and must be endorsed on either the Contractor's personal automobile policy or the Comprehensive General Liability coverage required under this contract.

- VII. **Conflict of Interest Notice to Bidders.** All firms, Sub-Contractors, Sub-Contractors and their employees are notified and advised to avoid potential conflicts of interests. Full and prompt disclosure of involvement in any project or services to other clients that may be in conflict with the financing, construction, operation and management of CCPS projects shall be made to the CCPS in the technical response of the firm's bid, and in advancement of assignment so that real or potential conflicts of interest can be avoided.

In any circumstance where Bidder, including any joint venture partners, parent or subsidiary companies, or affiliates under common control, is providing Services or work under another contract with CCPS and a dispute, claim or conflict of interest arises between CCPS and such Contractor under this agreement or another contract, CCPS may in its sole determination and discretion, suspend all existing work under this Agreement and may or may not issue any further work to the Contractor under this agreement unless and until such dispute, claim or conflict of interest is resolved to the satisfaction of CCPS. Should CCPS take such action, Contractor shall not be entitled to any additional costs of any kind resulting from such action except that Contractor may be paid for any authorized Services provided to CCPS under this Agreement prior to the effective date of the suspension of the work. This provision shall not be deemed exclusive and shall be supplemental to any rights and remedies available to CCPS under this Agreement, any other contract or as may be available under applicable law.

- VIII. **Contractor as Independent Contractor.** In conducting its business hereunder, the Contractor shall act as an independent contractor and not as an employee or agent of CCPS. The selection, retention, assignment, direction and payment of the Contractor's employee shall be the sole responsibility of the Contractor. Nothing in this agreement shall be deemed to constitute Contractor and CCPS as partners, joint ventures, or principal and agent, or be construed as requiring or permitting the sharing of profits or losses. Neither party has authority to represent or bind or create any legal obligations for or on behalf of the other party.

- IX. **Contractor's Personnel.** The Contractor shall assign sufficient qualified personnel to provide the Services required by CCPS. Contractor shall assign personnel that possess the necessary skill sets to ensure proper installation and operation of the Services. The Contractor will assume all costs associated with the replacement of any Contractor personnel whose continued assignment is not in the best interest of CCPS. Without cost to CCPS, the Contractor agrees to remove any personnel who has engaged in a willful misconduct or had committed a material breach of this agreement.
- X. **Contractor's Authority, Representations and Warranties.** The Contractor represents that the Contractor, its employees, and its sub-contractors are possessed of the knowledge, training, skills, experience, and financial strength required to provide the services outlined in this Agreement. Contractor further warrants that its integrity, reputation, skills and performance of the Services requested shall be of the highest caliber. Contractor warrants that it will perform its services in a prompt and timely manner, which shall not impose delays in official operation of CCPS; and that services will be performed in accordance with the standards imposed by applicable law and the practices and professional standards used in well managed operations performing similar services. The Contractor warrants that as of the date above written that:
- a. It is duly organized and validly existing in good standing under the laws of the state in which it is organized, is qualified to do business in all jurisdictions in which it is operating, and has the power and authority to execute and deliver and to perform its obligations under this Agreement and the documents to which it is signatory; and
  - b. The execution, delivery and performance by Contractor and its undersigned representative(s) of this Agreement and other documents to which Contractor is a signatory do not require the approval or consent of any other person, entity or government agency and do not result in any breach of any agreement to which Contractor is a party or by which it is bound; and
  - c. The execution, delivery and performance by Contractor of this Agreement and other documents to which it is a signatory have been duly authorized by all necessary action, and constitute legal, valid and binding obligations of Contractor, and is enforceable against Contractor in accordance with its terms; and
  - d. No action, suit or proceeding to which Contractor is a party is pending or threatened that may restrain or question this Agreement, or any other document to which it is a signatory, or the

enjoyment of rights or benefits contemplated herein.

**XI. Confidential Information.**

- a. **General.** Each Party agrees to preserve as strictly confidential all Confidential Information of the other Party for two (2) years following the expiration or termination of this Agreement; provided, however, that each Party's obligations for the other Party's Confidential Information that constitutes trade secrets pursuant to Applicable Laws will continue for so long as such Confidential Information continues to constitute a trade secret under Applicable Law. Any Confidential Information that may be deemed Sensitive Security Information by the Department of Homeland Security or any other similar Confidential Information related to security will be considered trade secrets. Upon request by CCPS, Contractor will return any trade secrets to CCPS. Each Party agrees to hold the Confidential Information of the other in trust and confidence and will not disclose it to any Person, or use it (directly or indirectly) for its own benefit or the benefit of any other Person other than in the performance of its obligations under this Agreement.

The Contractor shall indemnify and hold harmless the School District/public entity against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of Contract performance or use by the School District/public entity of materials furnished or work performed under this Contract. The School District/public entity shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.

- b. **Disclosure of Confidential Information or Information Other Party Deems to be Confidential Information.** Each Party will be entitled to disclose any Confidential Information if compelled to do so pursuant to: (i) a subpoena; (ii) judicial or administrative order; or (iii) any other requirement imposed upon it by Applicable Law. Prior to making such a disclosure, to the extent allowed pursuant to Applicable Law, each Party shall provide the other with thirty six (36) hours prior notice by facsimile of its intent to disclose, describing the content of the information to be disclosed and providing a copy of the pleading, instrument, document, communication or other written item compelling disclosure or, if not in writing, a detailed description of the nature of the communication compelling disclosure with the name, address, phone number and facsimile number of the Person requesting disclosure. Should the non-disclosing Party contest the disclosure, it must: seek a

protective order preventing such disclosure; or intervene in such action compelling disclosure, as appropriate. This Section shall be applicable to information that one Party deems to be Confidential Information but the other Party does not.

XII. **Work Product.** Except as otherwise expressly provided in this Agreement, all reports, information, data, specifications, computer programs, technical reports, operating manuals and similar work or other documents, all deliverables, and other work product prepared or authored by Contractor or any of its Contractors exclusively for CCPS under this Agreement, and all intellectual property rights associated with the foregoing items (collectively, the “Work Product”) shall be and remain the sole and exclusive property of CCPS. Any of Contractor’s or its Contractors’ works of authorship comprised within the Work Product (whether created alone or in concert with CCPS or Third Party) shall be deemed to be “works made for hire” and made in the course of services rendered and, whether pursuant to the provisions of Section 101 of the U.S. Copyright Act or other Applicable Law, such Work Product shall belong exclusively to CCPS. Contractor and its Contractors grant CCPS a non- exclusive, perpetual, worldwide, fully paid up, royalty-free license to all Work Product not exclusively developed for CCPS under this Agreement

- a. If any of the Work Product is determined not to be a “work made for hire”, Contractor assigns to CCPS, worldwide and in perpetuity, all rights, including proprietary rights, copyrights, and related rights, and all extensions and renewals of those rights, in the Work Product. If Contractor has any rights to the Work Product that cannot be assigned to CCPS, Contractor unconditionally and irrevocably waives the enforcement of such rights and irrevocably grants to CCPS during the term of such rights an exclusive, irrevocable, perpetual, transferable, worldwide, fully paid and royalty-free license, with rights to sublicense through multiple levels of sub-licensees, to reproduce, make, have made, create derivate works of, distribute, publicly perform and publicly display by all means, now known or later developed, such rights.
- b. CCPS shall have the sole and exclusive right to apply for, obtain, register, hold and renew, in its own name or for its own benefit, all patents, copyrights, applications and registrations, renewals and continuations and all other appropriate protection.
- c. To the extent exclusive title or complete and exclusive ownership rights in any Work Product created by Contractor Personnel may not originally vest in CCPS by operation of Applicable Law, Contractor shall immediately upon request, unconditionally and irrevocably assign, transfer and convey to CCPS all rights, title and interest in the Work Product.

- d. Without any additional cost to CCPS, Contractor Personnel shall promptly give CCPS all reasonable assistance and execute all documents CCPS may reasonably request to enable CCPS to perfect, preserve, enforce, register and record its rights in all Work Product. Contractor irrevocably designates CCPS as Contractor's agent and attorney-in-fact to execute, deliver and file, if necessary, any documents necessary to give effect to the provisions of this Section and to take all actions necessary, in Contractor's name, with the same force and effect as if performed by Contractor.

### **XIII. Audit Inspection Rights.**

- a. **General.** Contractor will provide to CCPS, and any Person designated by CCPS, access to Contractor Personnel and to Contractor owned Facilities for the purpose of performing audits and inspections of Contractor, Contractor Personnel and/or any of the relevant information relating to the Services and this Agreement. Such audits, inspections and access may be conducted to: verify the accuracy of Charges and invoices; examine Contractor's performance of the Services; monitor compliance with the terms of this Agreement; and any other matters reasonably requested by CCPS. Contractor shall provide full cooperation to CCPS and its designated Persons in connection with audit functions and examinations by regulatory authorities.
- b. All audits and inspections will be conducted during business hours (except with respect to Services that are performed during off-hours). Contractor shall promptly respond to and rectify the deficiencies identified in and implement changes suggested by any audit or inspection report. If any audit or inspection of Charges or Services reveals that CCPS has overpaid any amounts to Contractor, Contractor shall promptly refund such overpayment and Contractor shall also pay to CCPS interest on the overpayment amount at the rate of one-half percent (0.5%) per month (or such maximum rate permissible by Applicable Law, if lower) from the date the overpayment was made until the date the overpayment is refunded to CCPS by Contractor.

- XIV. **Open Records.** The Contractor acknowledges that all records relating to this Agreement and the services to be provided under this Agreement may be a public record subject to Georgia's Open Records Act (O.C.G.A. § 50-18-70, et seq.). Contractor shall cooperate fully in responding to such request and making all records, not exempt, available for inspection and copying as provided by law. Contractor shall notify CCPS immediately of

any request made under the Open Records Act and shall furnish CCPS with a copy of the request and the response to such request.

**XV. Contractor Affidavit and Compliance.**

- a. Pursuant to O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, CCPS cannot enter a contract for the physical performance of services unless the Contractor and its Sub Contractors register and participate in the Federal Work Authorization Program to verify specific information on all new employees.
- b. The Contractor certifies that it has complied and will continue to comply with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.
- c. The Contractor agrees to sign an affidavit evidencing its compliance with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. The signed affidavit is attached hereto as Appendix C, Required Form Submittals, and incorporated herein by reference.
- d. The Contractor agrees that in the event that it employs or contracts with any Sub-contractor(s) in connection with this Contract, the Contractor will secure from each Sub-contractor an affidavit that indicates the employee-number category applicable to that Sub Contractor and certifies the Sub-contractor's current and continuing compliance with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

**XVI. Performance of Agreement.**

- a. CCPS reserves the right to enforce the Contractor's performance in any manner prescribed by law or deemed to be in the best interest of CCPS in the event of breach or default of the Agreement.
- b. The Contractor shall execute the entire work described in the Agreement Documents, except to the extent specifically indicated in the Agreement documents to be the responsibility of others.
- c. The Contractor accepts the relationship of trust and confidence established by the award of this Agreement. The Contractor covenants with CCPS to utilize the Contractor's best skill, efforts and judgment in furthering the interest of CCPS; to furnish efficient business administration and supervision; to make its best efforts

to furnish at all times an adequate supply of workers and materials; and to complete the Services in the best way and most expeditious and economical manner consistent with the interest of CCPS.

- d. Contractor acknowledges that this Agreement and any changes to it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the Board of Commissioners.

XVII. **Indemnification.** Contractor shall agree to indemnify, defend, save and otherwise hold harmless CCPS, its elected and appointed officials, departments, agencies, boards, authorities, directors, officers, employees, and volunteers against and/or from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs, attorneys' fees and any other costs associated and/or related in any way to any claim or litigation for or on account of any property damage, injury or death to any person or action related to such brought by any person and/or estate which may arise or which may be alleged to have arisen out of or in connection with the work covered by this Agreement, except to the extent that such loss results from the negligence of CCPS. This indemnity provision shall include activities required for compliance with all applicable environmental laws, ordinances and regulations in effect during the term of this Agreement and continue for a period of two years after termination thereof. The successful Contractor shall protect CCPS from claims involving infringements of patents, copyrights or other intellectual property rights. The unauthorized use of patented articles is done at the risk of the Contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation laws of the State of Georgia or arising out of the failure of such vendor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. Contractor shall be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Contractor shall agree to waive all rights of subrogation and/or financial recovery of any kind in favor of CCPS, its departments, all elected and appointed officials, to include, but not limited to, its directors, officers, agents, boards, volunteers and employees for losses arising or alleged to have arisen out of any work performed in relation to the Agreement.

XVIII. **Controlling Law, Venue.** The Contract Documents shall be governed by and construed in accordance with the substantive laws of the State of Georgia without regard to its choice of law principles.

- a. **Jurisdiction and Venue.** The Parties hereby submit and consent to the exclusive jurisdiction of the State Courts of Clayton County Public Schools, Georgia or in the United States District Court for the Northern District of Georgia and irrevocably agree that all



actions or proceedings relating to this Agreement will be litigated in such courts, and each of the Parties waives any objection which it may have based on improper venue or forum non convenience to the conduct of any such action or proceeding in such court.

- b. **Equitable Remedies.** The Parties agree that, notwithstanding the provisions of this Section, due to the unique nature of either Party's Confidential Information, there may not be an adequate remedy at law for a breach of the Section titled "Confidential Information", which breach may result in irreparable harm to the non-disclosing Party. Accordingly, in such instance, the non-breaching Party shall be entitled to appropriate equitable relief in addition to whatever remedies it might have at law.

- XIX. **Assignment.** Except as other provided herein, this Agreement shall not be sold, assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of CCPS.

Contractor may subcontract to an Affiliate or a third party work to be performed under this Agreement or otherwise assign the rights and obligations hereunder to such Affiliate, but will remain financially responsible for the performance of such obligations.

- XX. **Non-Discrimination.** Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and
- b. In the furnishing of products and the Contractor of services herein or hereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

- XXI. **Default and Termination.**

- a. **Termination by CCPS.** This Agreement shall be subject to termination by CCPS at any time if any one or more of the following events occurs:

- i. The default by the Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of the Contractor to remedy, or undertake to remedy with sufficient forces and to CCPS's reasonable satisfaction. CCPS shall provide the Contractor with notice of any conditions which violate or endanger the performance of the Agreement. If, after such notice, the Contractor fails to remedy such conditions within ten (10) days, or such other term set forth in such notice, to the satisfaction of CCPS, CCPS may exercise its option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately with no additional expense to CCPS.
  - ii. Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of the Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
  - iii. Contractors' failure to conduct services according to the approved specifications.
  - iv. Contractor's failure to keep, perform, or observe any other term or condition of the Agreement shall default to Termination for Convenience;
  - v. Contractor's performance of the Agreement is unreasonably delayed.
  - vi. Should the Contractor fail to provide the or services when ordered, and in accordance with the Specifications and any other requirements contained herein, the CCPS reserves the right to purchase services covered by this Agreement elsewhere if available from an alternate source.
- b. **Termination for Convenience.** CCPS may, at its sole option, terminate the Agreement with or without cause at any time upon a ten (10) day written notice by certified mail to the Contractor without prejudice to any other right or remedy it may have. CCPS reserves the right to terminate the Agreement if funding is unavailable for the Services or if any applicable grant funding is terminated or expires.

## XXII. Miscellaneous Provisions

- a. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and as of its Effective Date supersedes all prior or independent Agreements between the parties covering the subject matter hereof for the services to be provided, and all representations, warranties, inducements, promises or Agreements, oral or otherwise, between the parties not embodied in this Agreement shall be of no force or effect.
- b. CCPS hereby engages the Contractor and Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following documents:
  - i. Any amendments as mutually agreed and signed by both parties;
  - ii. Any subsequent Change Orders as mutually agreed to and approved by CCPS;
  - iii. Contractor's insurance certificates;
  - iv. Contractor's licenses and permits;
  - v. Contractor's Bid costs;
  - vi. Contractor's Affidavit of Compliance; and
  - vii. Appendices A, B, C, and D; and Exhibits 1, 2, 3 and 4.
- c. **Change Orders.** CCPS and the Contractor hereby agree that no modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to CCPS's policies and procedures governing change orders, and is signed by CCPS and the Contractor's duly authorized representatives.
- d. **Severability.** If a provision or term hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Agreement shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.
- e. **Headings.** The headings used in these General Terms and Conditions are intended for convenience and reference only and do not define or limit the scope or meaning of any provision.
- f. **Force Majeure.** Neither party shall be held to be in breach of this Agreement because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party

within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch.

- g. **Waiver.** The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver of any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.
- h. **Notice.** Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery to CCPS (c) overnight courier service, or (d) delivered in person to the Contractor or its authorized representative on the work site. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than two (2) weeks before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to CCPS or by CCPS to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested. Such notices will be addressed to CCPS as follows: Director, Clayton County Public Schools (CCPS) Purchasing Department, 218 Stockbridge Road, Jonesboro, GA 30236.

**--BALANCE OF PAGE INTENTIONALLY LEFT BLANK--**

## **APPENDIX C**

### **GENERAL SCHOOL AND HOLIDAY SCHEDULE**

# Clayton County Public Schools 2017-2018 School Calendar - Revised



2017 (90)

2018 (90)

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31	NEW TEACHER ORIENTATION			
N-T-O				

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
First Day 1	Pre-Planning 2	Pre-Planning 3	Pre-Planning 4	Pre-Planning 5
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
3	4	5	6	7

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
3	4	5	6	7
10	11	12	13	14

Monday	Tuesday	Wednesday	Thursday	Friday
40	41	42	43	44
45	46	47	48	49
50	51	52	53	54
55	56	57	58	59
60	61	62	63	64
65	66	67	68	69
70	71	72	73	74
75	76	77	78	79

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
3	4	5	6	7
10	11	12	13	14

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
3	4	5	6	7
10	11	12	13	14

Monday	Tuesday	Wednesday	Thursday	Friday
1	BREAK	3	Staff Development	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
3	4	5	6	7
10	11	12	13	14

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
3	4	5	6	7
10	11	12	13	14

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
3	4	5	6	7
10	11	12	13	14

**APPENDIX D**  
**REQUIRED FORMS**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance for services on behalf of **Clayton County Board of Education**. (name of public employer), has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with sub-contractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

IFB 016 -17 Orchestra Band Instruments  
Name of Project

Clayton County Board of Education  
Name of Public Employer

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

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_



**SUB-CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned Sub-contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_(name of Contractor) on behalf of the Clayton County Board of Education has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Sub-contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Sub-contractor will contract for the physical performance of services in satisfaction of such contract only with Sub-Sub-contractors who present an affidavit to the Sub-contractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned Sub-contractor will forward notice of the receipt of an affidavit from a Sub-Sub-contractor to the Contractor within five business days of receipt. If the undersigned Sub-contractor receives notice of receipt of an affidavit from any Sub-Sub-contractor that has contracted with a Sub-Sub-contractor to forward, within five business days of receipt, a copy of such notice to the Contractor. Sub-contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-Contractor

IFB 016-17 Orchestra Band Instruments  
Name of Project

Clayton County Board of Education  
Name of Public Employer

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

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_



# Clayton County Public Schools Substitute W-9 Form Request for Taxpayer Identification Number and Certification

Vendor Number if previously assigned:

\* Name (List legal name, if joint names, list first the name of the person whose TIN you enter in Part I)

Business Name, if different from above. Example: Doing Business As "J. Doe Construction"

Check appropriate box: ☐ Individual ☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ Other

Please check the type of services rendered by the vendor.

☐ Materials Only ☐ Services Only ☐ Materials and Services

Legal Address: number, street, and apt. or suite no.

City, state and ZIP code

GA

Phone #

()

Fax #

()

Email Address

Remittance Address: if different from legal address.

Remittance City, state and ZIP code

--

Remittance Phone #

()

Remittance Fax #

()

Contact Person

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security Number  -  -

OR

Tax Payer Identification Number  -

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen (including a U.S. resident alien).

Certification instructions. ☐ Please check this box if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, this does not apply.

## Part III Potential Conflict Disclosure

Please disclose any relationships with current or former Clayton County Public Schools employees to include employees with vested interest in your organization.

Employee Name

Relationship

Certification instructions. ☐ I certify that the above statement is true and I have disclosed any and all relationships with county employees. Additionally, I am aware that CCPS has the right to terminate this relationship if it is determined that this information is false.

Sign Here

Authorized Signature ►

Date ►

## IFB 016-17 ORCHESTRA BAND INSTRUMENTS

### BIDDER REPRESENTATIONS AND DECLARATIONS

This Acknowledgement of Representations and Declarations and Agreement must be properly signed and notarized, and returned with Bidders response to this IFB.

**1. Anti-Lobbying Provision.** All respondents, including agents, employees, representatives, lobbyists, attorneys and proposed partner(s), sub-contractor(s) or joint venturer(s), will refrain, under penalty of the respondent's disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process.

**2. Certification of Independent Price Determination/Non-Collusion.** Collusion and other anticompetitive practices among offerors are prohibited by city, state and federal laws. All Respondents shall identify a person having authority to sign for the Respondent who shall certify, in writing, as follows:

"I certify that this bid/bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or Contractor services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. By signing this document, I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent/Offeror."

**3. Prohibition on Kickbacks or Gratuities/Non-Gratuity.** The undersigned acknowledges the following prohibitions on kickbacks and gratuities:

- a. It is unethical for any person to offer, give or agree to give any employee or former employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or bid therefor.
- b. It is unethical for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content

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of any specification or procurement standard, rendering of advice, investigation,

auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or bid therefor.

- c. It is also unethical for any payment, gratuity or offer of employment to be made by or on behalf of a sub-contractor under a contract to the prime Contractor or higher tier sub-contractor or any person associated therewith as an inducement for the award of a subcontract or order.

**4. Debarment.** The undersigned Service Contractor/Contractor provides this assurance and certification that they are not currently debarred from submitting bids or bids on contracts by any agency in the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

**5. Covenant of Non-Discrimination.** The undersigned understands that it is the policy of CCPS to promote full and equal business opportunity for all persons doing business with the CCPS. The undersigned covenants that we have not discriminated, on the basis of race, gender or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

**6. Certify Satisfaction of all Underlying Obligations. (If Applicable).** If a Contract is awarded through this solicitation, then such Contractor should know that before final payment is made to a Contractor by CCPS, the Contractor shall certify to CCPS in writing, in a form satisfactory to CCPS, that all sub-contractors, materialmen Contractors and similar firms or persons involved in the CCPS contract have been paid in full at the time of final payment to the Contractor by CCPS or will be paid in full utilizing the monies constituting final payment to the Contractor.

**7. Bidder Declarations:**

- a. I, the undersigned, have carefully examined and fully understand the CCPS General Terms and Conditions and this solicitation in its entirety, including all required forms and Bidder Representations, and agree to conform with every requirement. I certify that I am authorized to sign this quote for the Bidder. Signing this form affirms that the Original Invitation for bid Document has not been altered in any way.
- b. I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same supplies, services, construction, or professional or Contractor services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Bidder.

(Page 2 of 3)

*Sign here if you are an individual:*

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Subscribed and sworn to or affirmed by** \_\_\_\_\_ **(name) this** \_\_\_\_ **day**  
**of** \_\_\_\_\_, **20**\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_ (state)

My commission expires: \_\_\_\_\_

---

*Sign here if you are an authorized representative of a responding entity or partnership:*

**Printed Name of Entity or Partnership:** \_\_\_\_\_

**Signature of authorized representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_, **20**\_\_

**Subscribed and sworn to or affirmed by** \_\_\_\_\_  
**(name), as the** \_\_\_\_\_ **(title) of** \_\_\_\_\_  
**(entity or partnership name) this** \_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_ (state)

My commission expires: \_\_\_\_\_

(Page 3 of 3)

**REFERENCE AND RELEASE FORM**

Please provide the information and contact person who will verify Bidder's experience and ability to perform the services listed in the IFB. Submission of this form grants CCPS the authority to contact each reference listed.

Project Name: Project Number: Contract Period:	Company Name:  Contact Person: ( Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Project Name: Project Number: Contract Period:	Company Name:  Contact Person: ( Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Project Name: Project Number: Contract Period:	Company Name:  Contact Person: ( Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Project Name: Project Number: Contract Period:	Company Name:  Contact Person: ( Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IFB 016-17****ORCHESTRA BAND INSTRUMENTS****SOLICITATION CHECKLIST**

This checklist is intended to aid in preparation and submission of Bidder's response. It may not be all-inclusive. Responsibility rests upon the Bidder to ensure all information requested within the document is provided. Please return this form with bid.

- ☐ Acknowledgement of all addendum.
- ☐ One original and six (6) duplicate copies – seven (7) copies of all information included with response.
- ☐ One duplicate copy of all bid documents saved in portable document format (pdf) on a flash drive has been included with response.
- ☐ Completed signed Bid Cost Form has been included.
- ☐ The bid 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 bid that would have the bid declared non-responsive.

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COMPANY NAME

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TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

---

SIGNATURE OF PERSON COMPLETING CHECKLIST

---

DATE

## **EXHIBIT 1**

### **IFB NO. 016-17**

#### **ORCHESTRA BAND INSTRUMENTS**

#### **SCOPE OF SERVICES AND SPECIFICATIONS**

1. The Bidder must be able to fill and deliver quality Orchestra Band Instruments upon request by each individual school for the initial and subsequent terms of this IFB.
2. The Bidder must deliver the Orchestra Band Instruments within a minimum of seven (7) business days after receiving a purchase order to the school locations listed in the IFB in Exhibit 3.
3. The Bidder must include manufacturer and model numbers on the Bid Cost Form in Exhibit 2.
4. The Bidder shall immediately notify the CCPS Designee, upon receipt of order(s) when any Band instrument is out of stock and provide the anticipated date of availability for the item(s).
5. The Bidder must replace damaged or otherwise unacceptable Orchestra Band Instruments within seven (7) business days after receiving notification from the school.
6. The Bidder must deliver new, unused and quality Orchestra Band Instruments as required in Exhibit 2.

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## EXHIBIT 2

### BID COST FORM

#### IFB 016-17 ORCHESTRA BAND INSTRUMENTS

BIDDERS MUST COMPLETE THE COST SCHEDULE IN THE  
EXCEL SPREADSHEET IN ELECTRONIC FORMAT

### (SECTION A, SECTION B AND SECTION C)

Bidder will provide band instruments as listed in this IFB and on the Bid Cost Form for the Total Cost as stated below. All costs listed on the Excel Spreadsheet Bid Cost Form are inclusive, F.O.B. The District will not be responsible for charges that are not included on this Bid Cost Form.

#### Total Section in Figures:

(A) \$ \_\_\_\_\_ + (B) \_\_\_\_\_ + (C) \_\_\_\_\_ = \$ \_\_\_\_\_

#### Total Section in Words:

(A) \_\_\_\_\_ + (B) \_\_\_\_\_ + (C) \_\_\_\_\_ = \$ \_\_\_\_\_

Bidder/Firm Name:

---

Authorized Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT 3

### Clayton County Public Schools Addresses/Phone Numbers

Site	Schools	Phone No.	Street Address	City	State	Zip
101	Anderson Elem.	770-473-3269	4199 Old Rock Cut Road	Conley	Georgia	30288
102	Arnold Elem.	770-473-2800	216 Stockbridge Road	Jonesboro	Georgia	30236
104	Brown Elem.	770-473-2785	9771 Poston Road	Jonesboro	Georgia	30236
133	Callaway Elem.	678-479-2604	120 Oriole Drive	Jonesboro	Georgia	30236
105	Church St. Elem.	770-994-4000	7013 Church Street	Riverdale	Georgia	30274
106	East Clayton Elem.	404-362-3885	2750 Forest Parkway	Ellenwood	Georgia	30294
107	Edmonds Elem.	404-362-3830	4495 Simpson Road	Forest Park	Georgia	30297
103	Fountain Elem.	404-362-3875	5212 West Street	Forest Park	Georgia	30297
134	Harper Drive Elem.	678-479-2663	93 Valley Hill Road	Riverdale	Georgia	30274
131	Hawthorne Elem.	770-472-7669	825 Tara Road	Jonesboro	Georgia	30236
108	Haynie Elem.	770-968-2905	1169 Morrow Road	Morrow	Georgia	30260
110	Huie Elem.	404-362-3825	1260 Rock Cut Road	Forest Park	Georgia	30297
136	Jackson Elem.	678-610-4404	7711 Mt Zion Boulevard	Jonesboro	Georgia	30236
127	Kemp Elem.	770-473-2870	10990 Folsom Road	Hampton	Georgia	30228
138	Kemp Primary	678-610-4303	1090 McDonough Road	Hampton	Georgia	30228
111	Kilpatrick Elem.	770-473-2790	7534 Tara Road	Jonesboro	Georgia	30236
135	King Elem.	770-991-4654	5745 West Lee's Mill Road	College Park	Georgia	30349
112	Lake City Elem.	404-362-3855	5354 Phillips Drive	Lake City	Georgia	30260
130	Lake Ridge Elem.	770-907-5186	7900 Lake Ridge Circle	Riverdale	Georgia	30274
114	Lee Street Elem.	770-473-2815	178 Lee Street	Jonesboro	Georgia	30236
137	Marshall Elem.	404-675-8023	5885 Maddox Road	Morrow	Georgia	30260
113	McGarrah Elem.	770-968-2910	2201 Lake Harbin Road	Morrow	Georgia	30260
115	Morrow Elem.	770-968-2900	6115 Reynolds Road	Morrow	Georgia	30260
116	Mt. Zion Elem.	770-968-2935	2984 Mt Zion Boulevard	Jonesboro	Georgia	30236
139	Mt Zion Primary	770-472-2828	2920 Mt Zion Boulevard	Jonesboro	Georgia	30236
119	Northcutt Elem.	770-994-4020	5451 West Fayetteville Road	College Park	Georgia	30349
120	Oliver Elem.	770-994-4010	1725 Cheryl Leigh Road	Riverdale	Georgia	30296
126	Pointe South Elem.	770-473-2900	631 Flint River Road	Jonesboro	Georgia	30236

## EXHIBIT 3

### Clayton County Public Schools Addresses/Phone Numbers

Site	Schools	Phone No.	Street Address	City	State	Zip
121	Riverdale Elem.	770-994-4015	6253 Garden Walk Boulevard	Riverdale	Georgia	30274
129	River's Edge Elem.	770-460-2345	205 Northbridge Road	Fayetteville	Georgia	30215
132	Smith Elem.	770-960-5753	6340 Highway 42	Rex	Georgia	30273
122	Suder Elem.	770-473-2820	1400 Lake Jodeco Road	Jonesboro	Georgia	30236
123	Swint Elem.	770-473-2780	500 Highway 138 SE	Jonesboro	Georgia	30236
124	Tara Elem.	770-968-2915	937 Mt Zion Boulevard	Morrow	Georgia	30260
125	West Clayton Elem.	770-994-4005	5580 Riverdale Road	Atlanta	Georgia	30349
019	Adamson Middle	770-968-2976	3187 Rex Road	Rex	Georgia	30273
011	Babb Middle	770-473-3248	5500 Reynolds Road	Forest Park	Georgia	30297
012	Forest Park Middle	770-472-2817	930 Finley Drive	Forest Park	Georgia	30297
014	Jonesboro Middle	678-610-4340	1380 Arnold Street	Jonesboro	Georgia	30236
024	Kendrick Middle	770-472-8412	7971 Kendrick Drive	Jonesboro	Georgia	30236
021	Lovejoy Middle	770-473-2933	1588 Lovejoy Road	Hampton	Georgia	30228
015	Morrow Middle	770-210-4001	5934 Trammell Road	Morrow	Georgia	30260
016	Mundy's Mill Middle	770-603-5729	1251 Mundy's Mill Road	Jonesboro	Georgia	30236
017	North Clayton Middle	770-907-5098	5517 West Fayetteville Road	College Park	Georgia	30349
020	Pointe South Middle	770-603-5757	8495 Thomas Drive	Jonesboro	Georgia	30236
029	Rex Mill Middle	770-474-0730	6380 Evans Drive	Rex	Georgia	30273
018	Riverdale Middle	770-991-4636	400 Roberts Drive	Riverdale	Georgia	30274
025	Roberts Middle	678-479-0100	1905 Walt Stephens Road	Jonesboro	Georgia	30236
028	Sequoyah Middle	770-515-7533	95 Valley Hill Road	Riverdale	Georgia	30274
140	White Academy (K-8)	770-472-2850	11808 Panhandle Road	Hampton	Georgia	30228
315	Charles Drew High	770-472-2821	6237 Garden Walk Boulevard	Riverdale	Georgia	30274
001	Forest Park High	770-473-2775	5452 Phillips Drive	Forest Park	Georgia	30297
002	Jonesboro High	770-473-2855	7728 Mt Zion Boulevard	Jonesboro	Georgia	30236
006	Lovejoy High	770-603-5188	1587 McDonough Road	Hampton	Georgia	30228
003	Morrow High	770-473-3241	2299 Old Rex Morrow Road	Morrow	Georgia	30260
007	Mt. Zion High	770-473-5080	2535 Mt Zion Parkway	Jonesboro	Georgia	30236
311	Mundy's Mill High	678-817-3146	9652 Fayetteville Road	Jonesboro	Georgia	30236
004	North Clayton High	770-994-4035	1525 Norman Drive	College Park	Georgia	30349
005	Riverdale High	770-473-2905	160 Roberts Drive	Riverdale	Georgia	30274

## EXHIBIT 3

### Clayton County Public Schools Addresses/Phone Numbers

Site	Schools	Phone No.	Street Address	City	State	Zip
313	Perry Center/Adult Ed/Alternative School	770-515-7666	137 Spring Street	Jonesboro	Georgia	30236
109	Unidos	404-361-3494	4475 Hendrix Drive	Forest Park	Georgia	30297
920	Ash Street - So. Metro	770-472-2860	5277 Ash Street	Forest Park	Georgia	30297
940	Flint River School	770-472-8473	1098 Fifth Avenue	Jonesboro	Georgia	30236
099	Elite Scholars	770-515-7670	5968 Maddox Road	Morrow	Georgia	30260
	Stillwell School of the Arts		2530 Mt Zion Parkway	Jonesboro	Georgia	30236
	Bradford Building Pre-K		Southlake Parkway	Jonesboro	Georgia	30236

7/25/2014

# **EXHIBIT 4**

**IFB NO. 016-17**

**ORCHESTRA BAND INSTRUMENTS**



**DRAFT AGREEMENT**

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## **DRAFT AGREEMENT**

### **IFB 016-17 ORCHESTRA BAND INSTRUMENTS FOR CLAYTON COUNTY PUBLIC SCHOOLS**

THIS AGREEMENT for IFB 016-17 Orchestra Band Instruments for Clayton County Public Schools (CCPS) (hereinafter referred to as "Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2017, and entered into by and between Clayton County, Georgia, a political and legal subdivision of the State of Georgia (hereinafter referred to as "CCPS") and \_\_\_\_\_ (hereinafter referred to as "Contractor" or "Contractor"), an \_\_\_\_\_ authorized to conduct business in the State of Georgia, whose principal place of business is located at \_\_\_\_\_.

#### **WITNESSETH:**

**WHEREAS**, CCPS is in need of Orchestra Band Instruments that will be used district-wide; and

**WHEREAS**, CCPS issued an Information for Bid (IFB) 016-17 for Orchestra Band Instruments requesting Bids from qualified Contractors to provide such instruments; and

**WHEREAS**, the Contractor responded to the Information for Bid (IFB) and represented that it is qualified, possesses the necessary expertise, knowledge, training and skills necessary to perform all requirements set forth in the Scope of Services and provide all materials, labor, transportation, supervision and supplies as required to perform the requested services for CCPS; and

**WHEREAS**, the CCPS desires to enter into an Agreement with the Contractor to provide the required services; and

**WHEREAS**, the Contractor has agreed to provide and perform such services as required at the compensation and terms provided herein; and

NOW THEREFORE, the CCCPS and Contractor in consideration of the promises and the mutual covenants contained in this Agreement, the sufficiency and receipt of which is hereby acknowledged, the parties agree as follows:

## **ARTICLE 1**

### **TERM**

- 1.1. The Agreement shall commence within ten (10) calendar days after receipt of written Notice to Proceed.
- 1.2. The initial term of the Agreement and any renewal terms are collectively referred to as the "Term." The initial term of this Agreement shall be for one (1) year, and may be automatically renewed for up to two (2) additional one (1) year terms upon the same terms and conditions. The services to be performed under this Agreement shall commence on the effective date of this agreement and terminate absolutely and without further obligation on the part of CCPS on December 31<sup>st</sup> of the year in which it was executed and on December 31<sup>st</sup> of each succeeding and renewed year, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this agreement.

This agreement shall not be deemed to create a debt of CCPS for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.

## **ARTICLE 2**

### **SCOPE OF SERVICES**

The Contractor shall provide the Specifications for this commodity or service. Include the manufacturer and model numbers where applicable in accordance with the IFB and Exhibit 1, Scope of Services and Specifications, attached hereto and incorporated herein by reference.

## **ARTICLE 3**

### **COMPENSATION/INVOICING**

The Contractor shall be compensated as set forth in Exhibit 2, Bid Cost Form, attached hereto and incorporated herein by reference.

- 3.1 All costs for Services will be calculated in accordance with the Scope of Services. CCPS will not be obligated to pay Contractor any amount in addition to the costs for the Contractor's provision of the Services. Contractor assumes all risk of non-payment for the provision of any unauthorized goods or services to the CCPS, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to the CCPS, however characterized, including, without limitation, all remedies at law or equity.
- 3.2 Invoices must be based upon actual services rendered, actual work performed and/or or products delivered. CCPS will promptly pay undisputed invoices properly rendered and delivered to CCPS. CCPS and Contractor agree to use all reasonable efforts to resolve any disputed amount on any invoice within thirty (30) days of the date CCPS notifies Contractor of the disputed amount.



**3.3** Original Invoices must be mailed directly to:

Clayton County Public Schools  
Finance Department  
1058 Fifth Avenue  
Jonesboro, GA 30236  
Attn: Accounts Payable

**3.4** Each Invoice must provide such detail and be in such format as CCPS may reasonably require, however, the following information must appear on all invoices submitted:

**3.4.1** Name and address of Contractor;

**3.4.2** Detailed breakdown of all charges for the services or products delivered stating any applicable period of time; and

**3.4.3** CCPS Purchase Order number and the IFB or IFB number.

**ARTICLE 4**  
**INSURANCE REQUIREMENTS**

The Contractor shall comply with all insurance requirements set forth in Appendix B, General Terms and Conditions, Insurance, attached hereto and incorporated herein by reference.

**ARTICLE 5**  
**COMPLIANCE WITH LAWS, LICENSES AND PERMITS**

Contractor shall comply with all local, state, and federal laws and regulations applicable to its responsibilities under this Agreement. During the term of this Agreement the Contractor shall maintain all licensing and permits required to provide Services. Failure to maintain such licensing shall be cause for termination of this Agreement. Contractor shall obtain and maintain all permits, licenses, certifications and approvals as required by all regulatory agencies with jurisdiction over the assigned Services, including any regulatory agencies of CCPS.

**ARTICLE 6**  
**CONTRACTOR'S PERSONNEL**

**6.1** The Contractor shall assign sufficient qualified personnel to provide the Services required by CCPS.

**6.2** The Contractor shall provide adequate equipment deemed necessary for the successful delivery of Services.

**6.3** The Contractor shall assign personnel that possess the necessary skill sets to ensure proper installation and operation of the Services.

- 6.4** The Contractor will assume all costs associated with the replacement of any Contractor personnel whose continued assignment is not in the best interest of CCPS. Without cost to CCPS, the Contractor agrees to remove any personnel who has engaged in a willful misconduct or has committed a material breach of this agreement.

## **ARTICLE 7**

### **CONTRACTOR'S REPRESENTATIONS AND WARRANTIES**

The Contractor warrants that as of the date above written that:

- 7.1 Authority.** Contractor is duly organized and validly existing in good standing under the laws of the State in which it is organized, is qualified to do business in all jurisdictions in which it is operating, and has the power and authority to execute and deliver and to perform its obligations under this Agreement and the documents to which it is signatory.
- 7.1.1.** The execution, delivery and performance by Contractor and its undersigned representative(s) of this Agreement and other documents to which Contractor is a signatory do not require the approval or consent of any other person, entity or government agency and do not result in any breach of any agreement to which Contractor is a party or by which it is bound;
- 7.1.2.** The execution, delivery and performance by Contractor of this Agreement and other documents to which it is a signatory have been duly authorized by all necessary action, and constitute legal, valid and binding obligations of Contractor, and is enforceable against Contractor in accordance with its terms; and
- 7.1.3.** No action, suit or proceeding to which Contractor is a party is pending or threatened that may restrain or question this Agreement, or any other document to which it is a signatory, or the enjoyment of rights or benefits contemplated herein.
- 7.1.4.** The Contractor represents that the Contractor, its employees, and its sub-Contractors and sub-contractors are possessed of the knowledge, training, skills, experience, and financial strength required to provide the services outlined in this Agreement.
- 7.1.5.** The officials of the Contractor executing this Agreement and Certificate of Corporate Authority warrant that they are duly and properly in office and are fully authorized and empowered to execute the same for and on behalf of the Contractor; that it is within the purposes, powers, and authority of the Contractor; has been done in full compliance with applicable law; and has been approved by the governing body of the Contractor, and is legal and will not conflict with or

constitute on the part of the Contractor a violation of or a breach of or a default under any indenture, mortgage, security deed, pledge, note, lease, loan, or installment sale agreement, contract, or other agreement or instrument to which the Contractor is a party or by which the Contractor is otherwise subject or bound, or any license, judgment, decree, law, statute, order, writ, injunction, demand, rule, or regulation of any court or governmental agency or body having jurisdiction over the Contractor; and that this Agreement is a valid, legal, binding and enforceable obligation of the Contractor.

- 7.2 Standards.** The Contractor warrants that the quality of Services provided shall conform to the highest standards of practice for the industry and Services provided by other qualified providers in the industry. Contractor warrants that the Services provided shall be installed and managed with the utmost regard to quality, cost, and service. Contractor further warrants that its integrity, reputation, skills and performance of the Services requested shall be of the highest caliber. The Contractor warrants that it will perform its services in a prompt and timely manner, which shall not impose delays in Official Operations of CCPS.

## **ARTICLE 8**

### **INTELLECTUAL PROPERTY**

- 8.1** None of the Services or Software utilized by Contractor to fulfill its obligations hereunder, nor any of the materials and methodologies used by Contractor in fulfilling its obligations hereunder, including any Work Product, shall infringe any third Party's Intellectual Property Rights or privacy, publicity or other rights.
- 8.2** Contractor shall indemnify and hold CCPS Indemnities harmless from and against any losses arising from third party claims, liabilities, damages, demands, and all related costs (including reasonable legal fees and costs of investigation, litigation, settlement, judgment, interest and penalties) arising from actions or claims that any of the processes, procedures, Work Product, materials and methodologies used by Contractor (or any Contractor agent, contractor, subcontractor or representative), or CCPS use thereof (or access or other rights thereto) in connection with the Services, or any of the Services themselves, infringes or misappropriates the Intellectual Property Rights of a Third Party. If any processes, procedures, Work Product, materials, methodologies or Services provided by Contractor hereunder are held to constitute, or in Contractor's reasonable judgment is likely to constitute, an infringement or misappropriation, Contractor will in addition to its indemnity obligations, at its expense and option, and after consultation with CCPS regarding CCPS's preference in such event, either:
- 8.2.1** Procure the right for CCPS Indemnities to continue using such processes, procedures, Work Product, materials, methodologies or Services;
- 8.2.2** Replace such processes, procedures, Work Product, materials, methodologies or Services with a non-infringing equivalent, provided that such replacement does not result in a degradation of the functionality, performance or quality of the Services;

- 8.2.3** Modify such processes, procedures, Work Product, materials, methodologies or Services, or have such processes, procedures, Work Product, materials, methodologies or Services modified, to make them non-infringing, provided that such modification does not result in a degradation of the functionality, performance or quality of the processes, procedures, Work Product, materials, methodologies or Services; or
- 8.2.4** Create a feasible workaround that would not have any adverse impact on CCPS.

## **ARTICLE 9**

### **CONFIDENTIAL INFORMATION**

- 9.1** Each Party agrees to preserve as strictly confidential all Confidential Information of the other Party for two (2) years following the expiration or termination of this Agreement; provided, however, that each Party's obligations for the other Party's Confidential Information that constitutes trade secrets pursuant to Applicable Laws will continue for so long as such Confidential Information continues to constitute a trade secret under Applicable Law. Any Confidential Information that may be deemed Sensitive Security Information by the Department of Homeland Security or any other similar Confidential Information related to security will be considered trade secrets. Upon request by CCPS, Contractor will return any trade secrets to CCPS. Each Party agrees to hold the Confidential Information of the other in trust and confidence and will not disclose it to any Person, or use it (directly or indirectly) for its own benefit or the benefit of any other Person other than in the performance of its obligations under this Agreement.
- 9.2.** Each Party will be entitled to disclose any Confidential Information if compelled to do so pursuant to: a subpoena; judicial or administrative order; or any other requirement imposed upon it by Applicable Law. Prior to making such a disclosure, to the extent allowed pursuant to Applicable Law, each Party shall provide the other with prior notice by of its intent to disclose, describing the content of the information to be disclosed and providing a copy of the pleading, instrument, document, communication or other written item compelling disclosure or, if not in writing, a detailed description of the nature of the communication compelling disclosure with the name, address, phone number and facsimile number of the Person requesting disclosure. Should the non-disclosing Party contest the disclosure, it must seek a protective order preventing such disclosure; or intervene in such action compelling disclosure, as appropriate. This Section shall be applicable to information that one Party deems to be Confidential Information but the other Party does not.

## **ARTICLE 10**

### **WORK PRODUCT**

Except as otherwise expressly provided in this Agreement, all reports, information, data, specifications, computer programs, technical reports, operating manuals and similar work or

other documents, all deliverables, and other work product prepared or authored by Provider or any of its contractors exclusively for the CCPS under this Agreement, and all intellectual property rights associated with the foregoing items (collectively, the "Work Product") shall be and remain the sole and exclusive property of the CCPS. Any of Contractor's or its contractors' works of authorship comprised within the Work Product (whether created alone or in concert with CCPS or Third Party) shall be deemed to be "works made for hire" and made in the course of services rendered and, whether pursuant to the provisions of Section 101 of the U.S. Copyright Act or other Applicable Law, such Work Product shall belong exclusively to CCPS. Contractor and its contractors grant the CCPS a non-exclusive, perpetual, worldwide, fully paid up, royalty-free license to all Work Product not exclusively developed for CCPS under this Agreement.

- 10.1** If any of the Work Product is determined not to be a "work made for hire", Contractor assigns to CCPS, worldwide and in perpetuity, all rights, including proprietary rights, copyrights, and related rights, and all extensions and renewals of those rights, in the Work Product. If Contractor has any rights to the Work Product that cannot be assigned to CCPS, Contractor unconditionally and irrevocably waives the enforcement of such rights and irrevocably grants to CCPS during the term of such rights an exclusive, irrevocable, perpetual, transferable, worldwide, fully paid and royalty-free license, with rights to sublicense through multiple levels of sub-licensees, to reproduce, make, have made, create derivative works of, distribute, publicly perform and publicly display by all means, now known or later developed, such rights.
- 10.2** CCPS shall have the sole and exclusive right to apply for, obtain, register, hold and renew, in its own name or for its own benefit, all patents, copyrights, applications and registrations, renewals and continuations and all other appropriate protection.
- 10.3** To the extent exclusive title or complete and exclusive ownership rights in any Work Product created by Contractor Personnel may not originally vest in CCPS by operation of Applicable Law, Contractor shall immediately upon request, unconditionally and irrevocably assign, transfer and convey to CCPS all rights, title and interest in the Work Product.
- 10.4** Without any additional cost to CCPS, Contractor Personnel shall promptly give CCPS all reasonable assistance and execute all documents CCPS may reasonably request to enable CCPS to perfect, preserve, enforce, register and record its rights in all Work Product. Contractor irrevocably designates CCPS as Contractor's agent and attorney-in-fact to execute, deliver and file, if necessary, any documents necessary to give effect to the provisions of this Section and to take all actions necessary, in Contractor's name, with the same force and effect as if performed by Contractor.

## **ARTICLE 11**

### **RECORDS MAINTENANCE/USE OF DOCUMENTS**

- 11.1 Audit and Inspection Rights.** Contractor will provide to CCPS, and any Person designated by CCPS, access to Contractor Personnel and to Contractor owned

Facilities for the purpose of performing audits and inspections of Contractor, Contractor Personnel and/or any of the relevant information relating to the Services and this Agreement.

- 11.1.1** Such audits, inspections and access may be conducted to verify the accuracy of Charges and invoices; examine Contractor's performance of the Services; monitor compliance with the terms of this Agreement; and any other matters reasonably requested by CCPS.
- 11.1.2** Contractor shall provide full cooperation to CCPS and its designated Persons in connection with audit functions and examinations by regulatory authorities. All audits and inspections will be conducted during business hours (except with respect to Services that are performed during off-hours). Contractor shall promptly respond to and rectify the deficiencies identified in and implement changes suggested by any audit or inspection report. If any audit or inspection of Charges or Services reveals that CCPS has overpaid any amounts to Contractor, Contractor shall promptly refund such overpayment and Contractor shall also pay to CCPS interest on the overpayment amount at the maximum rate permissible by Applicable Law from the date the overpayment was made until the date the overpayment is refunded to CCPS by Contractor.
- 11.1.3** Subject to Contractor's reasonable security requirements and not more than once every twelve (12) months, CCPS may, at its own expense, review Contractor's relevant billing records pertaining to amounts billed to CCPS under the definitive agreement between the parties relating to these services for a period not to exceed the preceding 12 months, for the purpose of assessing the accuracy of Contractor's invoices to CCPS. Contractor's obligation for retaining such records shall be for a term of three years from the end of the applicable agreement. Such reviews shall take place at a time and place agreed upon by the parties.
- 11.1.4** Contractor shall cooperate in any CCPS billing review, providing Contractor billing records as reasonably necessary to verify the accuracy of Contractor's invoices. Contractor may redact from the billing records provided to CCPS any information that reveals the identity or confidential information of other Contractor customers that is not relevant to the purposes of this review.
- 11.2 Records Retention.** Until the later of: (a) six (6) years after expiration or termination of this Agreement; (b) the date that all pending matters relating to this Agreement (e.g., disputes) are closed or resolved by the Parties; or (c) the date such retention is no longer required to meet CCPS's records retention policy or any record retention policy imposed by Applicable Law, if more stringent than CCPS's policy, Contractor will maintain and provide access upon request to the records, data, documents and other information required to fully and completely enable CCPS to enforce its audit rights under this Agreement.

- 11.3 Open Records.** The Contractor acknowledges that all records relating to this Agreement and the services to be provided under this Agreement may be a public record subject to Georgia's Open Records Act (O.C.G.A. § 50-18-70, et seq.). Contractor shall cooperate fully in responding to such request and making all records, not exempt, available for inspection and copying as provided by law. Contractor shall notify CCPS immediately of any request made under the Open Records Act and shall furnish CCPS with a copy of the request and the response to such request.

## **ARTICLE 12**

### **INDEPENDENT CONTRACTOR**

In conducting its business hereunder, Contractor shall act as an independent Contractor and not as an employee or agent of CCPS. The selection, retention, assignment, direction and payment of the Contractor's employees and Sub-Contractors shall be the sole responsibility of Contractor. Nothing in this Agreement shall be deemed to constitute Contractor and CCPS as partners, joint ventures, or principle and agent or be construed as requiring or permitting the sharing or profits or losses. Neither party has authority to represent or bind or create any legal obligations for or on behalf of the other party.

## **ARTICLE 13**

### **GENERAL INDEMNIFICATION**

Contractor shall defend, indemnify, and hold harmless CCPS, its agencies and its and their respective officers, directors, employees, advisors and agents, successors and permitted assigns ("CCPS Indemnitees"), from any Losses arising from claims or actions based upon: Contractor's or Contractor Personnel's performance, non-performance or breach of this Agreement; compensation or benefits of any kind, by or on behalf of Contractor Personnel, or any subcontractor, claiming an employment or other relationship with Contractor or such subcontractor (or claiming that this Agreement creates an inherent, statutory or implied employment relationship with CCPS or arising in any other manner out of this Agreement or the provision of Services by such Contractor Personnel or subcontractor); any actual, alleged, threatened or potential violation of any Applicable Law to the extent such claim is based on the act or omission of Contractor or Contractor's Personnel, excluding acts or omissions by or at the direction of CCPS; death of or injury to any individual, caused in whole or in part by the tortious conduct of Contractor or any Person acting for, in the name of, at the direction or supervision of or on behalf of Contractor; and damage to, or loss or destruction of, any real, tangible, or intangible property caused in whole or in part by the tortious conduct of Contractor or any Person acting for, in the name of, at the direction or supervision of or on behalf of Contractor.

**ARTICLE 14**  
**CONTROLLING LAW, VENUE**

The Agreement documents shall be governed by and construed in accordance with the substantive laws of the State of Georgia without regard to its choice of law principles.

**14.1 Jurisdiction and Venue.** The Parties hereby submit and consent to the exclusive jurisdiction of the State Courts of Clayton County, Georgia or the United States District Court for the Northern District of Georgia and irrevocably agree that all actions or proceedings relating to this Agreement will be litigated in such courts, and each of the Parties waives any objection which it may have based on improper venue or forum non convenience to the conduct of any such action or proceeding in such court.

**14.1 Equitable Remedies.** The Parties agree that, notwithstanding the provisions of this Agreement, due to the unique nature of either Party's Confidential Information, Intellectual Property rights or other matters, there may not be an adequate remedy at law for a breach, which breach may result in irreparable harm to the non-disclosing Party. Accordingly, in such instance, the non-breaching Party shall be entitled to appropriate equitable relief in addition to whatever remedies it might have at law.

**ARTICLE 15**  
**ASSIGNMENT**

**15.1** Except as otherwise provided herein, this Agreement shall not be sold, assigned or transferred by the Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of the Contractor, or with a business entity which is merged or consolidated with the Contractor or which purchases a majority or controlling interest in the ownership or assets of the Contractor without the prior written consent of CCPS.

**ARTICLE 16**  
**NON-DISCRIMINATION**

Notwithstanding any other provision of this agreement, during its performance the Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this agreement does hereby covenant and agree that:

**16.1** No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and

**16.2** In the furnishing of services or materials no person shall, on the grounds of race, color, religion, sex or national origin, be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.



## **ARTICLE 17**

### **PERFORMANCE OF AGREEMENT**

- 17.1** CCPS reserves the right to enforce the Contractor's performance in any manner prescribed by law or deemed to be in the best interest of CCPS in the event of breach or default of the Agreement.
- 17.2** The Contractor shall execute the entire work described in the Agreement documents, except to the extent specifically indicated in the Agreement documents to be the responsibility of others.
- 17.3** The Contractor accepts the relationship of trust and confidence established by the award of this Agreement. The Contractor covenants with CCPS to utilize its best skill, efforts and judgment in furthering the interest of CCPS; to furnish efficient business administration and supervision; to make its best efforts to furnish at all times an adequate supply of workers and materials; and to perform the Services in the best way and most expeditious and economical manner consistent with the interest of CCPS.
- 17.4** The Contractor acknowledges that this Agreement and any changes to it by amendment, modification, change order or other similar document may have required or may require the authorization of the Clayton County Public Schools Board of Education.

## **ARTICLE 18**

### **DEFAULT AND TERMINATION**

- 18.1 Termination by CCPS.** This Agreement shall be subject to termination by CCPS at any time if, in its opinion, the Contractor fails to carry out the Agreement provisions or any one or more of the following events:
  - 18.1.1** The default by the Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of the Contractor to remedy, or undertake to remedy with sufficient forces and to CCPS's reasonable satisfaction. CCPS shall provide the Contractor with notice of any conditions which violate or endanger the performance of the Agreement. If, after such notice, the Contractor fails to remedy such conditions within thirty (30) days or a shorter time period as set forth in any such notice, to the satisfaction of CCPS, CCPS may exercise its option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately, vacate the premises, and to cancel ordered products and/or services with no expense to CCPS;
  - 18.1.2** The Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt, or if a receiver is

appointed for the property or affairs of the Contractor and such receivership is not vacated within thirty (30) calendar days after the appointment of such receiver;

- 18.1.3** The Contractor's failure to conduct services according to the approved specifications; or the Contractor's performance of the Agreement is unreasonably delayed. Should the Contractor fail to provide the materials or services when ordered, and in accordance with the General Terms and Conditions, Specifications and any other requirements contained herein, CCPS reserves the right to purchase commodities or services covered by this Agreement elsewhere if available from an alternate source.
- 18.1.4** Contractor engaging in behavior that is fraudulent, dishonest, or a conflict of interest with Contractor's obligations pursuant to this Agreement;
- 18.1.5** The Contractor's failure to keep, perform, or observe any other term or condition of the Agreement shall default to Termination for Convenience;
- 18.1.6** If CCPS improperly terminates this Agreement for cause, the termination for cause will be considered a termination for convenience in accordance with the provisions of the Section entitled "Termination for Convenience".
- 18.1.7 Re-procurement Costs.** In addition to all other rights and remedies CCPS may have, if this Agreement is terminated by CCPS pursuant to the above subsections, Contractor will be liable for all costs reasonably and necessarily incurred by CCPS in the completion of the Services, including the cost of administration of any agreement awarded to others for completion.
- 18.2 Termination for Convenience.** CCPS may, at its sole option, terminate the Agreement with or without cause at any time upon a thirty (30) day written notice by certified mail to the Contractor without prejudice to any other right or remedy CCPS may have.

  - 18.2.1** Upon a termination for convenience, Contractor waives any claims for damages, including loss of anticipated profits. As Contractor's sole remedy and CCPS's sole liability, CCPS will pay for the Services properly performed or materials provided prior to the notice of termination, plus all reasonable costs for any Services performed after the termination as specified in such notice, and reasonable costs for materials ordered on behalf of and approved by CCPS. Contractor shall substantiate such costs with proof satisfactory to CCPS.
- 18.3 Effect of Termination.** Unless otherwise provided herein, termination of this Agreement, in whole or in part and for any reason, shall not affect any liabilities or obligations of either Party arising before such termination or out of the events causing such termination; or any damages or other remedies to which a Party may be entitled under this Agreement, at law or in equity. Upon termination of this Agreement,

Contractor shall immediately:

- 18.3.1** Discontinue Services on the date and to the extent specified in the notice and place no further purchase orders or subcontracts to the extent that they relate to the performance of the terminated Services;
- 18.3.2** Inventory, maintain and turn over to CCPS all Services, Work Product, licenses, equipment, materials, plant, tools, and property furnished by Contractor or provided by CCPS for the performance of the terminated Services;
- 18.3.3** Promptly obtain cancellation, upon terms satisfactory to CCPS, of all purchase orders, subcontracts, rentals, or any other agreements existing for performance of the terminated Services, or assign those agreements, as directed by CCPS;
- 18.3.4** Comply with all other reasonable requests from CCPS regarding the terminated Services; and
- 18.3.5** Continue to perform in accordance with all of the terms and conditions of this Agreement any portion of the Services that are not terminated.

#### **ARTICLE 19** **NOTICE**

- 19.1** Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent by:
  - 19.1.1** Registered or Certified United States mail, return receipt requested, postage prepaid;
  - 19.1.2** Personal delivery to CCPS;
  - 19.1.3** Overnight courier service; and/or
  - 19.1.4** Delivered in person to the Contractor or his authorized representative on the work site.
  - 19.1.5** All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than two (2) weeks before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to CCPS or by CCPS to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested. Such notices will be addressed as follows:

If to CCPS, addressed to:

Clayton County Public Schools  
Purchasing Department  
218 Stockbridge Road  
Jonesboro, GA 30236  
Attn: Director of Purchasing

If to the Contractor, addressed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ARTICLE 20**

### **FEDERAL WORK AUTHORIZATION**

- 20.1** Pursuant to O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, CCPS cannot enter a contract for the physical performance of services unless the Contractor and its Sub-Contractors register and participate in the Federal Work Authorization Program to verify specific information on all new employees.
- 20.2** The Contractor certifies that it has complied and will continue to comply with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.
- 20.3** The Contractor agrees to sign an affidavit evidencing its compliance with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. The signed affidavit is attached to this Agreement as Appendix D, Required Forms.
- 20.4** The Contractor agrees that in the event that it employs or contracts with any Subcontractor(s) in connection with this Agreement, the Contractor will secure from each Subcontractor an affidavit that indicates the employee-number category applicable to that Subcontractor and certifies the Subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. Any signed Subcontractor affidavit(s) obtained in connection with this Agreement shall be attached hereto as Appendix D, Required Forms.

## **ARTICLE 21**

### **MISCELLANEOUS PROVISIONS**

- 21.1 Entire Agreement.** This Agreement constitutes the entire agreement between the parties, and as of its effective date supersedes all prior or independent agreements between the parties covering the subject matter hereof for the services to be provided, and all representations, warranties, inducements, promises or agreements, oral or otherwise, between the parties not embodied in this Agreement shall be of no force or effect.

- 21.2** CCPS hereby engages the Contractor and the Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following documents:
- 21.3 Change Documents.** CCPS and the Contractor hereby agree that no modifications or amendments to this Agreement shall be binding upon the parties unless the same is in writing, conforms to CCPS's policies and procedures governing change orders, and is signed by CCPS and the Contractor's duly authorized representatives in the same manner as this Agreement is executed.
- 21.3.1** Contractor may not unilaterally amend or modify this agreement by including provisions in its invoices or other business forms which shall be deemed objected to by CCPS and have no force or effect.
- 21.3.2** CCPS may request unilateral changes by delivering written notice to Contractor of the requested change. Change Orders for the reduction of Services or suspension of Services shall be effective upon provision of written notice to Contractor.
- 21.3.3** A Proposed Change Document from the Contractor will become effective only when executed by CCPS.
- 21.4 Headings.** The headings, sections and sub-sections used in this Agreement are intended for convenience and reference only and do not define or limit the scope or meaning of any provision of this Agreement.
- 21.5 References.** Unless otherwise provided to the contrary:
- 21.5.1** All references to days, months, quarters or years will be deemed references to calendar days, months, quarters or years;
- 21.5.2** Any reference to a "Section," "Appendix" or "Exhibit" will be deemed to refer to a section or of the document containing the reference or an Exhibit to the document containing the reference; Any reference to a Section or subsection will be deemed to include all subsections and paragraphs of such Section or subsection;
- 21.5.3** Any reference to an Applicable Law will be deemed to include any amendment or modification to such Applicable Law and any rules or regulations promulgated thereunder or any Applicable Law enacted in substitution or replacement therefor.
- 21.5.4** Unless the context otherwise requires, as used in this Agreement, all terms used in the singular will be deemed to refer to the plural as well, and vice versa, and each gender will be deemed to refer to and include the other.

- 21.5.5** Whenever the words “include,” “includes” or “including” are used in this Agreement, they will be deemed to be followed by the words “without limitation.” Whenever the word “or” is used in this Agreement, it will be deemed not to be exclusive.
- 21.5.6** References to “\$” or “dollars” will be deemed a reference to United States dollars unless otherwise specified. Unless otherwise indicated, all accounting terms, ratios and measurements shall be interpreted or determined in accordance with United States GAAP as in effect on date hereof.
- 21.6 Force Majeure.** Neither party shall be held to be in breach of this Agreement because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch. Should any Force Majeure event continue for thirty (30) consecutive days or more, CCPS, at its option, may terminate this Agreement in whole or in part.
- 21.7 Waiver.** The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver of any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.
- 21.8 Assignment.** Except as otherwise provided herein, this Agreement shall not be sold, assigned or transferred by the Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of the Contractor, or with a business entity which is merged or consolidated with the Contractor or which purchases a majority or controlling interest in the ownership or assets of the Contractor without the prior written consent of CCPS.
- 21.9 Severability.** If a provision or term hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Agreement shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.
- 21.10 No Drafting Presumption.** No presumption of any Applicable Law relating to the interpretation of contracts against the drafter shall apply to this Agreement.
- 21.11 Survival.** Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement or which must survive in order to give effect to its meaning shall survive the expiration or termination of this Agreement.
- 21.12 Publicity.** Contractor shall not make any public announcement, communication to the media, take any photographs, or release any information concerning CCPS, the

Services or this Agreement without the prior written consent of CCPS.

**21.13 Commercial Activities.** Neither Contractor nor Contractor Personnel shall establish any commercial activity, issue concessions, or permits of any kind to third Parties for establishing any activities on CCPS property.

**21.14 Further Assurances.** Each Party shall provide such further documents or instruments required by the other Party as may be reasonably necessary to give effect to this Agreement.

**--SIGNATURE PAGE FOLLOWS--**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date written above.

CLAYTON COUNTY PUBLIC SCHOOLS

BY: \_\_\_\_\_  
Superintendent of Schools  
Clayton County Public Schools

Attest:

\_\_\_\_\_  
Clerk

COMPANY OR SERVICE CONTRACTOR

BY: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature (Corporate Secretary)  
(Affix Corporate Seal)

Signed, sealed and delivered  
in the presence of:

\_\_\_\_\_, Notary Public

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Approved:

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Director of Purchasing