



## **PROCUREMENT SERVICES DEPARTMENT**

### **GENERAL TERMS AND CONDITIONS**

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The following General Terms and Conditions are common to all Cobb County School District (CCSD) Invitation for Bids (IFB), Request for Proposals (RFP), Request for Information (RFI), and Request for Quotes (RFQ) documents. Taking exception to these terms and conditions or submitting conflicting language may be cause for rejection of vendor's response.

**1.0 PREPARATION OF RESPONSES**

- 1.1** Due to the large number of vendors included in CCSD's database, not all vendors will necessarily be sent an announcement each time a solicitation is released. Invitations for Bid and Requests for Proposals issued by the CCSD are advertised on the CCSD website ([www.cobb12.org](http://www.cobb12.org)), Cobb Government Access TV 23, Cobb edTV (contact your cable provider for specific channel), and the Georgia Procurement Registry. Requests for Quote are advertised on the CCSD website ([www.cobbk12.org](http://www.cobbk12.org)). It is the vendor's responsibility to review the CCSD website frequently and/or Cobb Government Access TV 23 and Cobb edTV (contact your cable provider for a specific channel) for a listing of open solicitations. To view on the internet go to [www.cobbk12.org](http://www.cobbk12.org). From this screen, select **Menu**, then select **Departments**, then select **Procurement Services**. Under Purchasing Resources, find the link to **Current Solicitations** located in the middle of the page.
- 1.2** The CCSD Procurement Services Department Purchasing Regulations are hereby acknowledged, understood, and agreed to by the parties and are hereby fully incorporated into the solicitation documents and the resulting contract. Refer to the CCSD Procurement Services website for the complete [Purchasing Regulations](http://www.cobbk12.org). Go to [www.cobbk12.org](http://www.cobbk12.org). From this screen, select **Menu**, then select **Departments**, then select **Procurement Services**. Under Purchasing Resources find the link to **Purchasing Regulations** located in the middle of the page.
- 1.3** Each vendor is responsible for having knowledge and understanding of any Federal laws, Georgia laws, Department of Education regulations or policies, and CCSD policies and/or regulations pertaining to CCSD procurement.
- 1.4** The CCSD Formal Protest policy and procedures are incorporated within the District's Purchasing Regulations, Section XI.
- 1.5** CCSD assumes no responsibility or obligation to the vendors. CCSD will make no payment for any costs associated with the preparation or submission of a response. This provision applies whether or not a dispute arises.
- 1.6** The terms Bidder, Contractor, Offeror, Supplier, and/or Vendor are synonymous in this document and refer to the person, entity, or firm that submits a response to a solicitation.

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- 1.7** CCSD reserves the right to revise processes as needed during extenuating circumstances. Processes may include but not be limited to pre-bid/pre-proposal conferences and bid submittal/ proposal submittal.

**2.0** **AUTHORITY**

Each party warrants that such party has full power and authority to enter into and perform this contract. The person signing on behalf of each party represents that such person is duly authorized to enter into this contract on behalf of such party.

**3.0** **SPECIFICATIONS**

- 3.1** For Goods: Manufacturers listed as “Model Equivalence” or “CCSD Approved Equivalent” in the solicitation documents are to establish the general quality required. Items of other manufacturers of equal or better specifications may be considered. The CCSD will be the sole determiner as to whether the substituted item is of equal or better specification.

- 3.2** Any deviation from the specifications must be clearly identified by the vendor on the appropriate response form(s). If the vendor wishes to provide additional detail regarding the deviations in an accompanying letter, it should be noted on the appropriate response form(s). The furnishing of cuts, catalogs, or printed descriptions will not relieve the vendor of this requirement. CCSD shall determine in its sole discretion whether substitutions or modifications of the requested specifications are comparable to those contained within the solicitation documents. If CCSD determines that the modifications or deviations from the specifications are not in compliance, the response may be rejected.

- 3.3** An awarded vendor’s failure to deliver any items/services according to specifications outlined in their response may result in cancellation of the purchase and suspension or disqualification from doing business with CCSD. If any item(s) does (do) not meet these specifications, the item(s) will be picked up and removed from the premises of the CCSD at the sole cost of the vendor.

- 3.4** If there is an error in the description or specifications contained in the solicitation documents, CCSD reserves the right to notify each vendor separately from the solicitation documents of such specification or description change and may require all responses to comply with such modification. In the case of an error in the specifications or the descriptions, CCSD further reserves the right to cancel the solicitation and re-issue.

- 3.5** If an awarded brand/model is discontinued during the award period, the awarded vendor may offer a replacement item. The replacement brand/model must meet or exceed the minimum specifications listed in the awarded vendor’s response as well as current industry standards. The item must be offered at the same or better

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discount/fee structure level as the originally awarded item, or at a lower price than the original item. Replacement units must be made available to CCSD for review and approval prior to the end of life of the awarded model. CCSD reserves the right to accept or reject the proposed replacement item and to negotiate with the awarded vendor the purchase of different brands/models when in the best interest of the District.

**4.0 SAMPLES**

- 4.1** When required, samples must be furnished at the vendor's expense and no cost to CCSD.
- 4.2** Samples are to be tagged or labeled as directed in the Special Terms and Conditions.
- 4.3** Samples not used or destroyed in testing will be available for return to the vendor at the vendor's request and expense. If the vendor does not arrange for the pick-up of samples as defined in Special Terms & Conditions, samples will become the property of CCSD.
- 4.4** CCSD will assume no responsibility for items lost or destroyed when being inspected or tested.

**5.0 VENDOR'S EVIDENCE OF RESPONSIBILITY**

The CCSD reserves the right to require a financial statement and/or Dun and Bradstreet rating from any vendor who submits a response. The vendor must submit a current financial statement and/or Dun and Bradstreet rating within 48 hours after notification of such requirement.

**6.0 DEBARRED, SUSPENDED, AND INELIGIBLE STATUS**

- 6.1** Vendor certifies that the vendor and/or any of its subcontractors (if applicable) have not been debarred, suspended, or declared ineligible by an agency of the State of Georgia or as defined in the 2 CFR 200.213 which states "Non-federal entities are subject to the non-procurement debarment and suspension regulations, implementing Executive Orders 12549 and 12689, 2 CFR part 180. Vendor will immediately notify CCSD in writing if vendor is debarred by the State of Georgia or placed on a Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.
- 6.2** 2 C.F.R. Section 180.300 requires that when the School District enters into a covered transaction with an entity at a lower tier, the School District must verify that the entity is not suspended, debarred or otherwise excluded. "Covered transactions" include those procurement contracts for goods and/or services awarded under a grant or cooperative agreement that are expected to equal or

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exceed \$25,000. Furthermore, grantees and sub-grantees must not make any award or permit any award at any tier to any party which is debarred or suspended or is otherwise excluded. By signing this contract, you are affirming that neither you, the vendor, nor any principal of the vendor are at the date of your signature suspended, debarred or otherwise excluded.

**7.0 NON COLLUSION**

The vendor, by affixing its signature to this solicitation, certifies that this response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. The vendor understands that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

**8.0 OBLIGATION TO MAINTAIN CONFIDENTIALITY**

**8.1** Vendor acknowledges that some material and information which may come into its possession or knowledge in connection with the solicitation documents or in connection with its performance under any resulting contract may consist of confidential information of CCSD, its students, or employees, the disclosure of which to, or use by, third parties may be damaging to CCSD, its students or employees and/or may violate applicable law(s). Vendor accordingly agrees to hold all such confidential information, together with all material containing confidential information, in strictest confidence, not to make use thereof other than as reasonably necessary to respond to this solicitation and/or to perform under any resulting contract, and not to release or disclose any confidential information to any other person or entity except as may be required by law. Vendor shall immediately remove any of its employees, subcontractors, or other agents or representatives from performing work in connection with any contract resulting from this solicitation upon request of notice from CCSD that CCSD reasonably believes such person or entity has failed to comply with the confidentiality obligations hereunder. Any employee, subcontractor, or other agent or representative so removed shall be replaced as provided for in the staffing requirements of this solicitation and/or the resulting contract.

**8.2** For the purposes hereof, "Confidential Information" includes, without limitation, all educational records, student data, student personally identifiable data, trade secrets, copyrighted material, and other confidential and proprietary information not subject to disclosure or use, as such terms may be respectively defined in O.C.G.A. § 10-1-761, O.C.G.A. § 20-2-662, O.C.G.A. § 50-18-72, 34 C.F.R. § 5b.9, 20 U.S.C. § 1232g, 45 C.F.R. §164.524, 45 C.F.R. § 84.14(d) and 20 U.S.C. §§ 1400-1482. "Confidential Information" further includes, without limitation, all employee data, personnel records, health records, physician and provider notes, medical bills, claims, and other written information of a personal nature.

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- 8.3** Vendor acknowledges and agrees that vendor's response hereto, the terms of any contract awarded according to this solicitation, and information concerning the goods and/or services provided in connection with any contract awarded according to this solicitation, are generally subject to the requirements of the Georgia Open Records Act, O.C.G.A. §50-18-70 *et seq.*
- 8.4** Should vendor contend that it has submitted any records to CCSD which constitute "trade secrets" (as such term is defined in O.C.G.A. § 10-1-761) and desire to exempt such trade secrets from the requirements of the Open Records Act according to O.C.G.A. §50-18-72(a) (34), vendor shall submit and attach to any such records it contends constitute trade secrets an affidavit affirmatively declaring that specific information in the records constitutes trade secrets. Should vendor attach such an affidavit, CCSD shall notify vendor at least ten (10) days before disclosing such information, should CCSD determine that such information does not rise to the level of a "trade secret" (again, as such term is defined in O.C.G.A. § 10-1-761). Should vendor fail to move for an appropriate court order within such ten (10) day period, or should vendor fail to provide an affidavit as required by O.C.G.A. §50-18-72(a) (34), CCSD may disclose such information as it deems appropriate.

**9.0 ORIGINALITY AND TITLE TO CONCEPTS, MATERIALS AND GOODS PRODUCED**

Vendor represents and warrants that all the concepts, materials, goods and services produced, or provided to CCSD shall be wholly original with the vendor or that the vendor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials and works. The vendor represents and warrants that the concepts, materials, goods and services provided by vendor to CCSD and CCSD's use of same shall not infringe upon any other work or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials and works will not infringe upon the copyright, trademark, trade name, trade dress patent, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity.

**10.0 RECORDS**

- 10.1 Retention** - The vendor must retain all books, records and documents in accordance with generally accepted accounting principles and procedures and which sufficiently and properly document and calculate all charges billed to CCSD throughout the term of the contract for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. Records to be maintained include both financial records and service records.
- 10.2 Access** - The vendor shall permit CCSD or any duly authorized representative from the Department of Education, United States Department of Agriculture (USDA) and/or where federal funds are involved, the Comptroller General of the United

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States or any other authorized representative of the United States government to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronically or optically stored and created records or other records of the vendor relating to orders, invoices or payments or any other documentation or materials pertaining to the contract where such records may be located during normal business hours. Vendor shall not impose a charge for audit or examination of the vendor's books and records. If an audit discloses incorrect billings or improprieties, CCSD reserves the right to charge vendor for the cost of the audit and appropriate reimbursement.

**11.0 CIVIL RIGHTS AND ASSURANCE**

- 11.1** The CCSD hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. § 12131-12189); Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); all provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); Department of Justice Enforcement Guidelines (28 CFR Part 35, 42 and 50.3); and Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- 11.2** The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminate on the basis of race, color, national origin, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).
- 11.3** This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services

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without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

- 11.4** By accepting this assurance, the CCSD agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Cobb County School District, its transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the CCSD.

**12.0 AWARDS**

- 12.1** The CCSD reserves the right to award by line item to more than one vendor and/or to award by group or any combination thereof. Award will be made in the best interest of CCSD.
- 12.2** CCSD may choose not to make an award to a vendor for less than \$1,000.00 when there are multiple awards on a solicitation.
- 12.3** In case of tie and subject to compliance with state and federal regulations and guidelines, the award will be made as follows:
- 12.3.1** The award will be to the in-county vendor.
  - 12.3.2** The award will be to the in-state vendor.
  - 12.3.3** If applicable, award will be to the vendor with goods made in Georgia.
  - 12.3.4** The award will be to the vendor with the lesser total dollar volume.
  - 12.3.5** If these preferences are insufficient for resolution, drawing lots in a public forum will resolve the tie.
- 12.4** The CCSD reserves the right to negotiate a lower price than the award price on any line item with the successful vendor. If the CCSD is unable to negotiate an acceptable price, it reserves the right to re-solicit the item(s)/service(s) involved.



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- 12.5** The CCSD reserves the right to review and accept or deny requests for price changes due to extenuating circumstances in the economy, market placemarketplace, or acts of God. This option will only be exercised if it is deemed to be in the best interest of the District.
- 12.6** The CCSD reserves the right to purchase related items/services from the awarded vendor(s) when necessary, provided the pricing granted is in accordance with the cost structure awarded for similar items/services.
- 12.7** Purchases by the CCSD are not subject to Federal Excise Tax or State and Local Sales Tax. Tax Exemption Certificates will be furnished upon request.
- 12.8** Awards will be posted on the internet at Awarded IFBs/RFPs/RFQs on the Procurement Services website. Go to [www.cobbk12.org](http://www.cobbk12.org). From this screen, select **Menu**, then select **Departments**, then select **Procurement Services**, and under Purchasing Resources find the link to **Awarded IFBs/RFPs/RFQs**, located in the middle of the page.
- 12.9** If after the award, there is a decrease in the price of a product from the manufacturer or a rebate, the successful vendor will pass that price decrease and/or rebate onto the CCSD.

**13.0** **CONTRACT**

- 13.1** The Acknowledgement and Agreement Form must be completed and returned with the vendor's response to a bid, proposal, or quote.
- 13.2** Vendor must be in full compliance with all applicable federal and state security and immigration laws including without limitation the Georgia Security and Immigration Compliance Act. Vendor is required to affirm vendor's compliance by completing and returning the Georgia Security and Immigration Compliance Documents with the bid, proposal, or quote.
- 13.3** **Entirety of Contract** – The contract between CCSD and the vendor shall include but not be limited to: original solicitation, subsequent addenda, clarification, vendor questions/answers, as well as all CCSD accepted documents submitted in response to the solicitation, including any attachments and appendices. The entire agreement between the parties supersedes all prior oral and written agreements and understandings between the parties concerning the subject matter hereof. CCSD's award letter is expressly incorporated into the contract between the vendor and CCSD. If any language of the response submitted by the vendor conflicts with language of the solicitation, the language of the solicitation shall govern and control for all purposes unless consented to and agreed to by CCSD in writing.

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**13.4** If the vendor has additional terms and conditions, including but not limited to a vendor drafted contract or purchase order, that it is proposing, then the vendor must disclose and submit those terms and conditions in writing for evaluation by the CCSD with its initial solicitation response. If the vendor objects to any term or condition in this solicitation, then any such objection shall be clearly indicated in writing. If any of the vendor's proposed contract terms conflict with any of CCSD's terms and conditions, then every term proposed by the vendor that is conflicting must be identified separately from the contract in writing. CCSD is not under any obligation to consider any terms or conditions proposed by the vendor that is not included with the vendor's initial response and not disclosed in the manner as outlined in this paragraph. Further, unless expressly agreed to in writing, CCSD will not be bound by any terms and conditions in any vendor contract, packaging, service catalogue, brochure, technical data sheet, or any other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained in the CCSD solicitation and the CCSD purchase order related to this solicitation or contract. Submitting terms and conditions that are considered by CCSD to conflict with CCSD terms and conditions may deem a vendor non-responsive.

**13.5** Time is of the essence in this contract.

**13.6 Governing Law, Forum Selection and Attorneys' Fees** - This contract, including each provision hereof, shall be construed in accordance with, and governed in all respects by the laws of the State of Georgia, without regard to its conflicts of laws, rules or principles. Under no circumstances shall any provision of this contract be governed by the Uniform Computer Information Transactions Act (UCITA), as such law may be enacted in any state. All actions arising out of the terms of this contract, the transactions contemplated hereby or the performance hereunder shall be brought in the Superior Court of Cobb County, Georgia with respect to any state law claims and the United States District Court for the Northern District of Georgia with respect to any federal claims, and each party to this contract hereby irrevocably and expressly consent to the exclusive jurisdiction of such courts and to the laying of venue in such courts. Vendor agrees to pay all reasonable costs and expenses incurred by CCSD in connection with any investigation, litigation or other proceeding arising out of this contract if CCSD is a prevailing party in such action. CCSD shall be considered a prevailing party if: (i) any lawsuit filed against it results in a dismissal, judgment, jury verdict or appellate decision in its favor, or (ii) it substantially prevails on any claims brought by it against the vendor.

**14.0 SHIPPING**

**14.1** All prices are to include delivery to the location(s) specified in the solicitation documents or the Purchase Order. All delivery for goods must be FOB Destination,

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unless specified otherwise in the Special Terms and Conditions, with delivery to the location specified by the CCSD.

- 14.2** Inside delivery is required for all goods. At no time should goods be left outside of any building. Vendors are asked to be mindful of school arrival and dismissal times and avoid attempting delivery during those times. For large, heavy items, vendors are encouraged to call ahead to the delivery location to give prior notice and ascertain any delivery details particular to that location (i.e. loading dock availability, which entrance provides access to loading dock, etc.).
- 14.3** If the goods/services have not been delivered/completed by the specified delivery date and no written extension of such delivery date has been granted by CCSD, CCSD reserves the right to cancel the purchase of the items/services and/or any other pending purchase orders to the same vendor. If delivery of goods or services is not complete within the time specified, CCSD may, without liability and in addition to any other rights or remedies, terminate the agreement, by notice effective when received, as to goods or services not yet delivered or rendered. CCSD may purchase substitute goods or services elsewhere and charge the awarded vendor for any additional expense incurred.

**15.0 INVOICING**

- 15.1** Payment will be made by the CCSD after final delivery and acceptance of all items/services. However, final acceptance will not be made until after inspection and approval by the CCSD authorized representative. Acceptance of any part of the order shall not bind CCSD to accept any future shipments nor deprive it of any right to return goods already accepted.
- 15.2** The successful vendor will be required to supply an original invoice. All invoices must reference the purchase order to which they pertain.
- 15.3** Prompt payment discounts offered for payment up to thirty (30) days will be taken.
- 15.4** No invoice will be processed for payment until all contractual obligations have been met and/or items ordered have been received and approved by the CCSD authorized representative.

**16.0 COMPLIANCE**

Final inspection of all products/services for acceptance or rejection will be made by CCSD. Final inspection resulting in acceptance or rejection of the products/services will be made as soon as practicable, but failure to inspect shall not be construed as a waiver by CCSD of its rights to reject such products/services or to claim reimbursement or damages for

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such products/services which are later found to be defective, not in conformance with the required specifications, or not to perform as claimed by the vendor.

**17.0 RIGHTS AND REMEDIES**

**17.1** As permitted by law, in lieu of canceling the purchase order, the CCSD may levy a charge if the successful vendor fails to deliver the item(s). Such charge is not a penalty, rather it is the agreed-upon liquidated damages representing the estimated damages that will be incurred by the CCSD as a result of the vendor's failure to deliver the item(s) as required.

**17.2** CCSD does not waive any of its rights under contract law. Vendor acknowledges and agrees that if the vendor breaches this agreement, then CCSD may cover such goods by contracting to purchase goods in substitution for those due from the seller. CCSD may recover from the vendor as damages the difference between the cost of cover and the contract price together with any incidental or consequential damages. Failure of the CCSD to effect cover does not bar it from any other remedy. In such circumstances that CCSD is not able to cover or chooses not to cover the goods purchased under this solicitation, then the vendor acknowledges and agrees that CCSD can recover the difference between the market price of the goods at the time CCSD learned of the breach and the contract price of the goods, including any incidental and consequential damages. If CCSD has accepted non-conforming goods purchased under this solicitation, the vendor acknowledges and agrees that CCSD can recover the value of the goods promised by the vendor and the value of the non-conforming goods provided. The foregoing remedies are not exclusive of any other remedies permitted to CCSD under Georgia law. Vendor acknowledges and agrees that CCSD is owed its reasonable attorney's fees and costs incurred with the exercise of CCSD's rights in connection with the foregoing remedies.

**17.2.1** Partial completion of a purchase order will not exempt a vendor from this charge. CCSD further has the right after assessing such charge, after the continuing failure of the vendor to complete, to terminate the purchase order.

**17.3 Warranty and Support Requirements** – The CCSD is not waiving, amending, or abridging any warranty rights/contractual rights provided to the CCSD under state or federal law. The CCSD is not bound by any terms or conditions in any vendor's contract, packaging, invoices, service catalogue, brochure, technical datasheet or another document that attempts to impose any conditions that waive, amend, abridge, abrogate, are in conflict with or are in addition to CCSD's contractual rights as provided under state or federal law. In addition to the foregoing warranty and contractual rights of the CCSD, the vendor further warrants and agrees as follows:

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- 17.3.1** Any good(s) purchased under this contract will be defect-free in materials and workmanship and be of the quality, size and dimensions ordered. The packaging, packing, marking, and shipping of such goods will conform to the requirements of the solicitation documents and as outlined in vendor's response. This express warranty shall not be waived because of acceptance of the goods or payment thereof by CCSD.
- 17.3.2** For Goods: Upon request by CCSD, the vendor further agrees to immediately correct, without charge to CCSD, any defects in the goods, which develop during the life of the warranty after acceptance and payment by CCSD. Vendor further agrees to indemnify CCSD against damages of any sort resulting from faulty workmanship or materials by vendor while performing any warranty or guaranty work hereunder (or by any third party performing such work for and on behalf of vendor). Any goods or parts thereof, corrected or furnished in replacement under this clause, shall also be subject to the terms of this clause to the same extent as goods initially delivered.
- 17.3.3** For Goods: Vendor is fully aware of CCSD's business requirements and intended uses of the product(s) and warrants that the product(s) shall be fit for such intended uses.
- 17.3.4** CCSD shall give written notice to the vendor of any breach of warranties in this section and such notice shall contain information concerning the deficiencies found, the location of the nonconforming good(s), and the quantity involved, including CCSD's notification of the remedy for the non-conforming or defective good(s).

**18.0 TERMINATION**

- 18.1** If the CCSD wishes to cancel this contract following award, written notice thirty (30) days in advance will be required. CCSD reserves the right to terminate the contractual relationship with the vendor at any time without cause and penalty on 30 days written notice to the vendor. CCSD shall pay vendor for the work performed before the date of notice of termination. Vendor shall not be paid for any work performed or incurred after the receipt of the notice of termination, nor for costs incurred by its vendors. In addition, CCSD may terminate the contract with vendor in the event vendor breaches any of its duties and obligations under this contract and vendor fails to cure such breach within thirty (30) days after receiving notice from CCSD specifying the breach.
- 18.2** The rights and remedies of CCSD as stated above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

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- 18.3 Multiyear Awards** – As provided in O.C.G.A. § 20-2-506, any contract awarded pursuant to this solicitation shall be deemed to obligate CCSD only for those sums payable during the calendar year of its execution or, in the event of renewal by CCSD, for those sums payable in the calendar year in which the renewal occurs. In no event shall any contract awarded pursuant to this solicitation be deemed to create a debt of CCSD for the payment of any sum beyond the calendar year of its execution or, in the event of renewal by CCSD, for those sums payable in the calendar year in which the renewal occurs.
- 18.3.1** The contract awarded pursuant to this solicitation shall terminate absolutely and without further obligation on the part of CCSD at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed as provided herein.
- 18.3.2** The contract awarded pursuant to this solicitation shall state the total obligation of CCSD for the calendar year in which it was executed and for each calendar year for which it may be renewed as provided herein.
- 18.3.3** The contract awarded pursuant to this solicitation shall not exceed seven and one-half percent (7.5%) of the total local revenue collected for the maintenance and operation of CCSD in its most recently completed fiscal year.
- 18.4** The contract awarded pursuant to this solicitation will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of CCSD. In the event CCSD determines that appropriated funds no longer exist or are insufficient to fulfill CCSD's obligations hereunder, CCSD may terminate the contract awarded pursuant to this solicitation by providing thirty (30) days written notice of termination to the vendor. Notice of any such termination shall include a certification by CCSD of the unavailability or insufficiency of fund, and such certification shall constitute an agreement by CCSD not to replace the services covered hereunder in whole or in part with any service obtained from a provider other than the vendor before the end of the calendar year in which the notification of such termination is provided. CCSD shall make payments to the vendor through the date of termination.
- 18.5 Termination for Cause** – The occurrence of any one or more of the following events shall constitute cause for CCSD to declare the vendor in default of its obligations under the contract:
- 18.5.1** The vendor fails to deliver or has delivered nonconforming goods or services or fails to perform, to CCSD's satisfaction, any material requirement of the contract or is in violation of a material provision of the contract, including, but without limitation, the express warranties made by the vendor;

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- 18.5.2** CCSD determines that satisfactory performance of the contract is substantially endangered or that a default is likely to occur;
  - 18.5.3** The vendor fails to make substantial and timely progress toward performance of the contract;
  - 18.5.4** The vendor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the vendor terminates or suspends its business, or CCSD reasonably believes that the vendor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;
  - 18.5.5** The vendor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of the contract;
  - 18.5.6** The vendor has engaged in conduct that has or may expose the CCSD to liability, as determined in the CCSD's sole discretion; or
  - 18.5.7** The vendor has infringed on a patent, trademark, copyright, trade dress or any other intellectual property rights of a third party.
- 18.6 Notice of Default** – If there is a default event caused by the vendor, CCSD shall provide written notice to the vendor requesting that the breach or non-compliance be remedied within the period of time specified in CCSD's written notice to the vendor. If the breach or non-compliance is not remedied within the period of time specified in the written notice, then CCSD may:
- 18.6.1** Immediately terminate the contract without additional written notice; and/or
  - 18.6.2** Procure substitute goods or services from another source and charge the difference between the contract and the substitute contract to the defaulting vendor including without limitation offsetting amounts owed by CCSD to the vendor by such charges; and/or,
  - 18.6.3** Enforce the terms and conditions of the contract and seek any legal or equitable remedies.
- 18.7** Termination upon Assignment or Change in Control. In the event vendor attempts to assign this contract to a third-party, or in the event, vendor changes control, CCSD shall have the right, in its sole discretion, to terminate the contract immediately upon written notice.
- 19.0 NO ASSIGNMENT, DELEGATION, OR SUBCONTRACT WITHOUT DISTRICT CONSENT**

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- 19.1** Except as may be specifically permitted by the solicitation, vendor shall not delegate, subcontract, assign or otherwise permit anyone other than vendor personnel to perform any of the work and/or provide any of the services required of vendor under this contract, or assign any of its rights or obligations hereunder, without the prior written consent of CCSD, which consent may be withheld by CCSD in its sole discretion.
- 19.2** No subcontractor, which vendor enters into with respect to the performance of work and/or provision of services under this contract, shall in any way relieve vendor of any responsibility for any performance or obligation required of it by this contract. Vendor hereby accepts responsibility for ensuring that all subcontractors who perform any of the services under this contract also comply with the terms and conditions of this contract; and vendor expressly agrees to indemnify and hold harmless CCSD from any and all claims, demands, liabilities, losses, damages, costs, and expenses which result from any failure by any such subcontractor to comply with any of the terms and conditions of this contract. Vendor shall give CCSD immediate notice in writing by registered or certified mail of any claim, action or suit filed against vendor by any subcontractor, and prompt notice of any claim made against vendor or any subcontractor, which may result in litigation, related in any way to this contract.
- 19.3** Vendor must notify CCSD of all subcontractors used to fulfill this contract, including those contracted by their agents (such as delivery services). CCSD reserves the right to require that a subcontractor be removed from the contract.
- 19.4** A completed Subcontractor Affidavit form must be submitted for each subcontractor that will be used to fulfill this contract.

**20.0 TAXES**

Vendor will timely pay all taxes lawfully imposed upon vendor with respect to this Contract. Vendor makes no representation whatsoever regarding any tax liability of vendor, nor regarding any exemption from tax liability related to this contract.

**21.0 FORCE MAJEURE**

Neither party shall be liable or responsible to the other party, nor deemed to have defaulted under or breached the contract awarded pursuant to this solicitation, for any failure or delay in fulfilling or performing any term of such contract, when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's reasonable control including, without limitation, Acts of God, flood, fire, earthquake, explosion, global pandemic, war, invasion, hostilities, terrorist threats or acts, riots or other civil unrest, governmental order or law, actions, embargoes or blockades, strikes, labor stoppages or slowdowns. The impacted party shall promptly give notice within five (5) days of the occurrence of any such event to the other party which shall identify the



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period of time the occurrence is expected to continue. The impacted party shall use diligent efforts to end the failure or delay and ensure the effects of such event are minimized and shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. The CCSD may revise/stop services and/or deliveries while school(s) are closed and will not be held responsible for any payment for services not provided or items not delivered.

**22.0 SURVIVAL OF REPRESENTATIONS**

The provisions, representations and warranties contained in this contract shall survive the delivery of all components procured hereunder and the payment of fees therefore and any termination of this contract in accordance with their respective terms and conditions.

**23.0 RELATIONSHIP OF PARTIES**

This contract is not intended by the parties to constitute or create a joint venture, pooling arrangement, partnership or formal business organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth herein. The vendor shall be deemed an independent contractor, and the employees and agents of the vendor shall not be deemed to be the employees or agents of CCSD. CCSD is not responsible for the payment of any taxes, insurance or benefits on behalf of the vendor's employees.

**24.0 SEVERABILITY**

Any section, subsection, paragraph, term, condition, provision or other part of this contract which is held, found or declared to be voidable, void, invalid, illegal or otherwise not fully enforceable shall not void any other section, subsection, paragraph, term, condition, provision or part of this contract, and the remainder of this contract shall continue to be of full force and effect. Any agreement of the parties to amend, modify, eliminate or otherwise change any section, subsection, paragraph, term, condition, provision or other term of this contract shall not affect any other section, subsection, paragraph, term, condition, provision or part of the contract, and the remainder of this contract shall continue to be of full force and effect.

**25.0 WAIVERS**

The failure of either party to assert any claim or right against the other party regarding its obligations hereunder, in any one or more instances, shall not constitute a waiver of such claim or right with respect to future performance of such obligations and other obligations under this contract.

**26.0 PUBLICITY**

Vendor shall not prepare or disseminate any publicity relating to this contract, products sold or licensed, or the services performed under this contract without express written prior consent of CCSD. As used in this section, the term "publicity" includes but is not

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limited to advertisements, flyers, public announcements, pamphlets, press releases, reports, books, broadcasts, signs, social media and similar public information.

**27.0 VENDOR'S EMPLOYEES ON CCSD PROPERTY**

**27.1** All vendor's employees, agents, and subcontractors working on CCSD property must wear ID, preferably a photo ID, and be neat and clean in appearance, and must comply with all of the policies and procedures related to on-campus work that are in effect at the school or administrative site, as the case may be. Vendor shall provide and institute necessary security measures to prevent **unauthorized** access to all computer networks and proprietary information, trade secrets, or student information of CCSD by any of its employees or agents. Vendor shall be liable and responsible to CCSD for all security breaches by its employees or agents. All vendor employees shall conduct themselves in a professional manner and shall not give the appearance of fraternizing with the students and teachers.

**27.2** **CCSD is a drug-free workplace** - By submission of a response to the solicitation, the vendor certifies that employees, agents, and subcontractors will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substances or drugs while on the CCSD property during the performance of the contract.

**27.3** **CCSD is a tobacco-free workplace** - By submission of a response to the solicitation, vendor certifies that employees, agents, and subcontractors will not use tobacco products or electronic nicotine delivery systems while on CCSD property, at any time during the performance of the contract.

**27.4** The use of electronic nicotine delivery systems (e.g. e-cigarettes, e-cigars, e-hookahs, epipes and other forms of what is commonly referred to as "vaping") shall be prohibited at all times.

**27.5** CCSD reserves the right to request the removal of any vendor employees, agents, or subcontractors from CCSD property.

**28.0 BACKGROUND CHECKS**

**28.1** CCSD requires vendor, at vendor's expense, to perform background checks on any employee or subcontractor who will be working on CCSD property (delivery personnel excluded). A comprehensive criminal history background check, to include both Georgia Crime Information Center (GCIC) and National Crime Information Center (NCIC), is required on each applicant assigned to CCSD. Minimum findings that warrant exclusion include:

**28.1.1** Any felony conviction

**28.1.2** Any misdemeanor drug offense within the past seven (7) years

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- 28.1.3** Any crime against children
  - 28.1.4** Any sex-related conviction
  - 28.1.5** Regardless of ultimate disposition, total number of arrests exceeds four (4).
  - 28.1.6** Regardless of ultimate disposition, more than two (2) arrests for crimes of similar nature (e.g., assault, shoplifting, DUI).
  - 28.1.7** Pending Charges – Any applicant out on bond and awaiting disposition for any offense.
  - 28.1.8** Failure to disclose any and ALL criminal history (regardless of how long ago) on application.
- 28.2** Once employed by vendor, employee has the obligation to self-report any arrest to vendor within twenty-four (24) hours. The vendor should contact Cobb County School District, Office of Employee Relations within twenty-four (24) hours of report.
- 28.3** Background checks must be provided to the CCSD Human Resources Department upon request by the CCSD. Please note: It is required that all necessary background checks be completed prior to employee beginning work.

**29.0 AMENDMENTS IN WRITING**

No amendment of any term or condition contained in this contract, including the solicitation documents and vendor's response, shall be effective unless it is in writing and signed by duly authorized representatives of the parties. No representation, request, instruction, directive, or order, made or given by any official, employee, or agent of CCSD, whether verbal or written, shall be effective to amend this agreement or excuse or modify performance hereunder unless reduced to a formal amendment and executed as set forth above. Vendor shall not be entitled to rely on any such representation, request, instruction, directive, or order and shall not, under any circumstances whatsoever, be entitled to additional compensation, delay in performance or other benefit claimed for relying upon or responding to any such representation, request, instruction, directive, or order.

**30.0 PARTIES BOUND**

The contract of which these General Terms and Conditions are a part, shall be binding on and inure to the benefit of the parties to this contract and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

**31.0 RELEASE, WAIVER AND INDEMNIFICATION**

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- 31.1** Vendor hereby waives, releases, relinquishes, discharges and agrees to indemnify, protect and save harmless members of the Board of Education (BOE), the CCSD and its officers, agents and employees (hereinafter collectively referred to as “Indemnities”), of and from any and all claims, demands, liabilities, loss, costs or expenses for any loss or damage (including but not limited to reasonable attorneys’ fees) growing out of, or otherwise occurring in connection with this contract, due to any act or omission on the part of vendor, its agents, employees, subcontractors, or others working at the direction of vendor or on its behalf; or due to any breach of this contract by vendor; or due to the application or violation of any pertinent Federal, State or local law, rule or regulation by vendor, its agents, employees, subcontractors, or others working at the direction of vendor or on its behalf.
- 31.2** As permitted by Georgia law, this indemnification shall apply notwithstanding the fact that the Indemnities may be partially responsible for the situation giving rise to the claim. This indemnification shall apply notwithstanding the fact that a claim results in a monetary obligation that exceeds any contractual commitment. This indemnification shall not apply if the situation giving rise to the claim results solely from the negligence or willful acts of Indemnities.
- 31.3** This indemnification extends to the successors and assigns of the vendor, and this indemnification and release survives the duration of this contract, the termination of this contract and the dissolution or, to the extent allowed by law, the bankruptcy of the vendor.
- 31.4** Vendor shall, at its expense, be entitled to and shall have the duty to participate in the defense of any suit against the Indemnities. No settlement or compromise of any claim, loss or damage asserted against Indemnities shall be binding upon Indemnities unless expressly approved by the Indemnities.

**32.0 COMPLIANCE WITH LAWS**

- 32.1** Vendor shall, at its own expense, obtain all necessary permits, give all notices, pay all license fees and taxes, and comply with all applicable local, State and Federal Laws, ordinances, rules and regulations in connection with its performance under this contract.
- 32.2** Vendor further agrees that in the performance of the contract, it will comply with all laws, regulations, rules and policies that may apply to public education in general and the operation of the CCSD in particular.
- 32.3** Notwithstanding or in limitation of the foregoing, vendor acknowledges and agrees that it shall, at all times during this solicitation process and in the performance of any contract resulting therefrom (if any), comply with the

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provisions of the Georgia Student Data Privacy and Transparency Act, O.C.G.A. §20-2-660 *it seq.*

**33.0 POTENTIAL SMALL BUSINESSES, MINORITY AND WOMEN’S BUSINESS ENTERPRISES**

It is the intent of the CCSD to provide maximum practicable opportunities in its solicitations to small businesses, minority firms, women’s enterprises and labor surplus area firms.

**34.0 COMPLIANCE WITH FEDERAL LAWS**

All vendors must comply with all applicable federal laws including without limitation:

**34.1** Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. §7606), section 508 of the Clean Water Act (33 U.S.C. §1368), Executive Order 11738, and Environmental Protection Agency regulations 40 C.F.R Part 35. (Contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.)

**34.2** Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871). (Contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.)

**34.3** Buy American Policy – The Federal “Buy American” Policy mandates that the District/State agency/Territory participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21 (d).” Additionally, vendors must be able to provide documentation verifying domestic origin of products as defined in 7 CFR 210.21 (d), if requested.

**34.3.1** Exceptions to Buyer American provision are very limited; however, an alternative or exception may be approved upon request. An alternative or exception may be considered if the request is submitted in writing to a designated official, a minimum of 10 days in advance of delivery. The request must include the:(1) Alternative substitute(s) that are domestic and meet the required specifications: (a) Price of the domestic food alternative substitute(s); and (b) Availability of the domestic alternative substitute(s) in relation to the quantity ordered. (2) Reason for exception: limited/lack of availability or price (include price): (a) Price of the domestic food product; and (b) Price of the non-domestic product that meets the required specification of the domestic product.