LAWRENCEVILLE
GEORGIA

October 16, 2026

REQUEST FOR PROPOSAL
RP004-27
PROPERTY & CASULATY INSURANCE BROKERAGE SERVICES
On Annual Contract

The City of Lawrenceville is soliciting competitive sealed proposals from qualified brokers to provide **Property and Casualty Insurance Brokerage Services an Annual Contract** with four (4) one year options to renew for the Lawrenceville Risk Management Department.

Proposals must be returned in a sealed container marked on the outside with the Request for Proposal number and Company Name. Proposals will be received until 2:00 P.M. local time on **Thursday, December 3, 2026** at the Lawrenceville City Hall – Finance Office, Level 2, Room 238 (Business License and Taxes) - 70 S. Clayton Street, Lawrenceville, Georgia 30046. Any proposal received after this date and time will not be accepted. Sealed envelopes must be timestamped as received by Finance to be considered as received. Proposals will be publicly opened and only names of submitting firms will be read at 2:00 P.M. Proposals are legal and binding upon the bidder when submitted. **One (1) unbound original, three (3) bound copies, and one (1) PDF Electronic Copy without FEE SCHEDULE should be submitted**.

The FEE SCHEDULE should be in a separate sealed envelope (see pages 7 & 8).

Questions regarding proposals should be directed to Kenneth Morris, Purchasing Director, in writing at purchasing@lawrencevillega.org, no later than **3:00 P.M. on Friday, October 30, 2026.**

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

Evaluation of Bids and Alternates
Bidders are fully responsible for submitting pricing for the base bid and all alternate and/or optional bid items as identified in the Bid Schedule. After bid opening, the City reserves the right to evaluate the base bid and any combination of alternates or optional items to determine the scope of work that best meets the City's operational needs, project priorities, and available funding.

The City will determine the lowest responsive and responsible bidder based on the base bid and those alternates or optional items selected by the City. The City is not obligated to accept all alternates or optional items and may award the contract based on the base bid only or the base bid plus any combination of alternates.

Selection criteria is outlined in the request for proposal documents. The City of Lawrenceville reserves the right to reject any or all proposals to waive technicalities, and to make an award deemed in its best interest. Award notification will be sent to companies submitting a proposal via email.

We look forward to your proposal and appreciate your interest in the City of Lawrenceville.

Please Note: No markets are to be approached prior to award of this solicitation.

Kenneth Morris
Purchasing Director

REQUEST FOR PROPOSAL

I. INTRODUCTION

The purpose of this Request for Proposal (RFP) is to seek experienced and qualified brokers to assist the City of Lawrenceville with strategically planning, designing, and negotiating the best coverage and cost for the City of Lawrenceville's property and casualty coverage, and for providing other insurance-related services as further defined herein. The proposal should detail the firm's conceptual approach to handling the City of Lawrenceville's account and providing both insurance placement and advisory services.

II. SCOPE OF SERVICES

THE SELECTED PROPOSER(S) SHALL PROVIDE THE FOLLOWING SERVICES:

1. Analyze the City of Lawrenceville's exposure to loss, adequacy of coverage, total cost of risk, and develop options on coverage not presently purchased by the City of Lawrenceville. Prepare an annual report including a schedule of policies in force, coverage provisions, premiums, insurance claims experience for the prior policy year, and recommendations for possible adjustments to insurance coverage. The report should also include a summary of broker support services rendered during the prior year and quantification of their impact on the total cost of risk, with recommendations for broker services for subsequent year(s).
2. Prepare annual reports identifying anticipated market conditions and proposing a marketing strategy for the City of Lawrenceville's major loss exposure areas at least three months prior to renewal. In consultation with City staff, develop a renewal calendar that meets or exceeds the City of Lawrenceville's time expectations for the execution of the approved marketing strategy. Fully document marketing of insurance coverages, including declinations received from insurance carriers.
3. Provide a coverage-gap and benchmarking report within 90 days of award that addresses, at minimum:
    - Property values, ordinance/law, flood, earthquake, named storm/wind where relevant, business income/extra expense, and equipment breakdown
    - General liability, law enforcement liability, public officials, errors and omissions, employment practices, auto, workers' compensation, cyber/privacy, crime, pollution, fiduciary, and excess/umbrella coverage, as applicable.
    - Recommended limits, deductibles/SIRs, exclusions, carrier financial strength, alternative risk-financing options, and the estimated cost impact of each recommendation.
4. Assist in compiling renewal data by providing property valuation services, preparing underwriting data, and developing specifications for renewal negotiations. Evaluate the commitment and financial stability of the participating insurance companies or alternative coverage providers. Select insurance markets, evaluate coverage quotations and make recommendations to the City of Lawrenceville's Senior Staff.
5. Schedule and hold quarterly meetings in person with the City of Lawrenceville's Senior Staff to discuss loss control issues, exposure changes, and general administrative matters.
6. Service existing insurance policies, review coverage issues, assist in the collection of loss data, report values on acquired properties, issue Certificates of Insurance as needed, process requests for policy changes, etc. in a timely manner.
7. Coordinate, attend and participate in carrier loss control surveys and underwriter visits.
8. Assist with coverage and claim disputes with insurance carriers.

9. Provide research and prompt response to insurance and risk management questions from the City of Lawrenceville's risk management team concerning contracts or new exposures.
10. Respond to communications on the same business day in general; if not practicable, the response should be within twenty-four hours unless otherwise stated below.
    - Certificates of Insurance: standard requests within 1 business day; complex requests within 3 business days.
    - Acknowledgement of urgent coverage/claim matters: within 4 business hours; substantiative response or status update within 1 business day
11. Provide a claims-advocacy protocol, including escalation procedures and examples of disputed-claim resolutions.
12. Make educational and/or informational presentations to City of Lawrenceville staff, if needed, on requested topics.
13. Provide other services that are normally and customarily required of a public sector insurance broker.
14. If other services are included in your fee for this section of the Scope of Work, such as Risk Control Services, please state them in the Method of Approach section of your proposal.

III. RESPONDENT MINIMUM REQUIREMENTS:

1. Agency /Firm should have been in business for at least five years.
2. Experience with public sector clients (minimum of 3 present public sector clients and at least five years' cumulative experience in public sector accounts.)
3. The broker should be currently licensed by the State of Georgia for all types of services requested under this Request for Proposals.
4. Must be A.M. Best rated A-, VII or better
5. Maintain and furnish certificates of insurance showing the following minimum insurance limits throughout the duration of the service agreement

General Liability	$5,000,000
Automobile Liability	$1,000,000
Workers' Compensation	Statutory Limits
Errors and Omissions	$5,000,000

IV. PROPOSAL CONTENT:

The proposal response must clearly demonstrate the required proposal, expertise, competence and capability of the broker to fulfill the requirements and expectations identified in the Scope of Services section above. Please provide a concise description of your firm's ability to provide the services required in the scope of the document. Additionally, please include the answers to the following questions (address each by number):

1. Briefly describe your company's organizational structure, philosophy, and management. Also, provide a brief company history.
2. Confirm that you are a licensed broker in the State of Georgia and provide documentation.
3. How long has your organization been providing insurance brokerage services?
4. Describe your contractual relationships, if any, with organizations or entities necessary to your proposal's implementation (i.e. insurance companies, TPA firms, actuarial services, data information services, etc.).
5. Describe your firm's capabilities regarding loss forecasting and reserve analysis.

6. How many similar size and type of entities does your firm service in the State of Georgia?
7. Please provide a minimum of three verifiable Georgia based government references of similar scope and size, all of whom can comment on your organization's relevant experience. Please include entity names, address, contact name, e-mail address, telephone number and a complete description of the insurance services and dates provided. It is the broker's responsibility to provide valid reference information, and the City of Lawrenceville reserves the right to use reference checks in its evaluation of proposals.
8. Please provide bios listing relevant experience and credentials of individual brokerage staff that would provide services to the City of Lawrenceville. This should designate a primary contact person.
9. Briefly describe the level of service and support that will be provided by your firm to the City of Lawrenceville on a day-to-day basis.
10. Briefly describe your firm's capabilities and service offerings regarding loss control and claims services that are included in this proposal and pricing.
11. Describe your organization's anticipated involvement in the annual review process. Include information regarding process timeframes, negotiation of rates and vendor selection.
12. How would your firm assist the City of Lawrenceville in developing coverage and design specifications? Explain your process for providing plan recommendations to your clients.
13. Please provide examples of recent solutions you have provided to similar clients with regards to insurance program structure, premium reductions, and/or a risk management solution.
14. What makes your organization unique from other organizations that may submit proposals?

Provide any additional information regarding your organization or services that you feel would be beneficial in helping the City of Lawrenceville to select a broker.

V. SELECTION CONSIDERATIONS

Proposals will be evaluated based on their relative responsiveness to the criteria described above and with those criteria's values weighted as shown below:

a) Your firm's indicated ability to provide a level of service sufficient to meet City of Lawrenceville's needs, as demonstrated in your response to section 2 (Scope of Services) and section 4 (Proposal Content). **50 maximum points**
b) Extent and success of previous work your firm has provided to organizations similar in nature and size to the City of Lawrenceville. **20 maximum points**
c) Proposal/experience of key personnel to be assigned to the project. **20 maximum points**
d) Reasonableness of cost. (separately sealed envelope) **10 maximum points**
e) Optional Interview. **20 maximum points**

VI. SELECTION PROCEDURE

Proposals will be evaluated based on their relative responsiveness to the criteria described above.

During the first phase of the evaluation, the Evaluation Team will have access to all proposal materials except the **separately sealed cost.** Proposals will initially be scored based on the technical

criteria. Pricing will then be opened and points assigned by a mathematical formula. The evaluation team may shortlist the highest-scoring firms. The number of respondents short-listed will be at the discretion of the evaluation team. The evaluation team may invite any number of the highest-rated firms to participate in interviews if needed. All expenses related to participating in the interviews are the responsibility of the consultant with no obligation to the City. The decision to interview and the number of firms to interview are at the sole discretion of the evaluation team. The interview (if required) will be evaluated and scored, and this score will be added to the overall score. The City reserves the right to negotiate price and scope of work with the service provider, scoring highest in an attempt to reach an agreement. If negotiations with the highest scoring service provider are unsuccessful, the City may then negotiate with the second highest scoring service provider and so on until a satisfactory agreement has been reached.

The City of Lawrenceville reserves the right to seek clarification on missing or ambiguous materials. Submitted proposals that fail to provide the requested material/information in this RFP may be deemed non-responsive.

VII. GENERAL CONDITIONS

WAIVER OF TECHNICALITIES

All items must meet or exceed specifications as stated by the City of Lawrenceville. Determination of best response to proposal will be the sole judgment of the City of Lawrenceville. Proposals shall remain valid for ninety days from the date of proposal opening. The City of Lawrenceville reserves the right to waive any technicalities.

PROPOSAL REJECTION

The City of Lawrenceville reserves the right to waive any formalities and to reject any or all proposals at any time without penalty.

MODIFICATION OF PROPOSALS

Any clerical mistake that is patently obvious on the face of the proposal may, subject to the limitations described below, be corrected upon written request and verification submitted by the proposers. A non-material omission in a proposal may be corrected if it is determined that the correction is in the City of Lawrenceville's best interest.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to the proposal opening. After proposals have been publicly opened, withdrawal of a proposal shall be based upon the following:
The proposer shall give notice in writing of his claim of right to withdraw his proposal due to an error within two business days after the conclusion of the proposal opening procedure. Proposals may be withdrawn from consideration if the price is substantially lower than the other proposals due solely to a mistake in the proposal, provided the proposal was submitted in good faith, and the mistake was a clerical mistake due to an unintentional arithmetic error or an unintentional omission of work, labor or material. An unintentional arithmetical error or unintentional omission must be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the proposal sought to be withdrawn.

PROPOSER'S RESPONSIBILITY

When determining whether a proposer is responsible, or when evaluating a proposal, the following factors may be considered (any one of which will suffice to determine whether a proposer is responsible or if the proposal is the most advantageous to the City of Lawrenceville):

- The ability, capacity, and skill of the proposer to perform the services required.
- Whether the proposer can perform the contract within the time specified.
- The quality of performance of previous public and private contracts or services, including, but not limited to, the proposer's failure to perform satisfactorily or complete any written contract or perform the required services. The City of Lawrenceville's termination for cause of a proposer, within the past three years, shall be deemed to be such a failure.
- Evidence of collusion with any other proposers, in which case colluding proposers will be restricted from submitting further proposals on the subject project or future proposals, for a period not less than three years.
- Proposer to demonstrate the ability to perform the work described in the scope.
- Be registered to do business in the State of Georgia or have the ability to register.

SUBMIT THIS IN SEPARATE SEALED ENVELOPE ALONG WITH COST PROPOSAL

State fee structure for brokerage services:

Fixed Fee $_____

Commission Percentage _____ %

Fixed Fee + Comm Percentage $_____ + _____ %

The City of Lawrenceville requires pricing to remain firm for the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for the City to declare the proposal non-responsive.

Unless otherwise noted below, proposal prices will remain firm for four (4) additional twelve-month renewal periods. If a percentage increase or decrease will be a part of the renewal periods, please note this in the space provided together with an explanation.

Renewal Option 1:_____

Renewal Option 2:_____

Renewal Option 3:_____

Renewal Option 4:_____

Termination for Cause: The City may terminate this agreement for cause upon ten (10) days prior written notice to the supplier of the contractor's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City's rights or remedies by law.

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

Certification of Non-Collusion in Proposal Preparation

_____

Signature Date

The City requires that all who enter into a contract for the physical performance of services with the City must satisfy O.C.G.A. § 13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract.

SUBMIT THIS IN SEPARATE SEALED ENVELOPE ALONG WITH COST PROPOSAL

In compliance with the attached specifications, the undersigned offers and agrees, if this bid is accepted by the City Council within one hundred twenty (120) days of the date of proposal opening, to furnish any or all the items upon which prices are quoted.

Legal Business Name _____

Federal Tax ID_____

Address _____

Representative Signature _____

Printed Name _____

Telephone Number _____ E-mail address _____

ANNUAL
SERVICE PROVIDER CONTRACT

This **CONTRACT** made and entered into this _____day of _____, 20__ by and between the City of Lawrenceville, Georgia, a Georgia Municipal Corporation, duly organized and existing under the laws of the State of Georgia (Party of the First Part, hereinafter called the "City"), and,_____ (Party of the Second Part, hereinafter called the "Service Provider").

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

1. TERM:
This contract shall commence_____, for a one (1) year period with four (4) additional one-year options to renew.

2. ATTACHMENTS:
Copies of the Service Provider's proposal, including all drawings, specifications, price lists, Instructions to Bidders, General Conditions, Special Provisions, and Detailed Specifications submitted to the City during the Bid process (hereinafter collectively referred to as the "Bid ") are attached hereto (Exhibit A) and are specifically incorporated herein by reference. In the event of a conflict between the City's contract documents and the Bid, the City's contract documents shall control.

3. PERFORMANCE:
Service Provider agrees to furnish all skill and labor of every description necessary to carry out and complete in good, firm and substantial, workmanlike manner, the work specified, in strict conformity with the Bid.

4. PRICE:
As full compensation for the performance of this Contract, the City shall pay the Service Provider for the actual quantity of work performed. Bid amount shown on Exhibit A is the total obligation of the City pursuant to OCGA section 36-60-13 (a) (3). The fees for the work to be performed under this Contract shall be charged to the City in accordance with the rate schedule referenced in the Bid (Exhibit A). The City agrees to pay the Service Provider following receipt by the City of a detailed invoice, reflecting the actual work performed by the Service Provider.

5. INDEMNIFICATION AND HOLD HARMLESS:
Service Provider agrees to protect, defend, indemnify, and hold harmless the CITY, its Mayor, City Council members, officers, agents and employees from and against any and all liability, damages, claims, suits, liens, expenses, and judgments, for whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons to the extent arising out of and attributed to the negligence, recklessness, or intentionally wrongful conduct of the Service Provider or other persons employed or utilized by the Service Provider in the performance of the contract. Service Provider's obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove shall include any matter arising out of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

Service Provider further agrees to protect, defend, indemnify, and hold harmless the CITY, its Mayor, City Council members, officers, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the Service Provider.

6. TERMINATION FOR CAUSE:
The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any of the City's rights or remedies provided by law.

7 TERMINATION FOR CONVENIENCE:
The City may terminate this Contract for its convenience at any time upon 30 days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

8. CONTRACT NOT TO DISCRIMINATE:
During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice provider, providing that the foregoing provisions shall not apply to contracts or subservice providers for standard commercial supplies of raw materials.

9. ASSIGNMENT:
The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the City in writing.

10. WAIVER:
A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

11 SEVERABILITY:
The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

12. GOVERNING LAW:
The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in Gwinnett County, Georgia.

13. MERGER CLAUSE:
The parties agree that the terms of this Contract include the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

(Signatures Next Page)

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

LAWRENCEVILLE, GEORGIA

By: _____
David Still, Mayor
City of Lawrenceville, Georgia

ATTEST:

_____
Signature
Karen Pierce, City Clerk
City of Lawrenceville, Georgia

APPROVED AS TO FORM:

_____
Signature
City of Lawrenceville Attorney

SERVICE PROVIDER:_____

BY:_____
Signature

_____
Print Name

_____
Title

ATTEST:

_____
Signature

_____
Print Name
Corporate Secretary
(Seal)

GENERAL CONDITIONS
To Service Provider AGREEMENT

Article

1 Definitions

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1 DEFINITIONS

Wherever used in this Agreement, whether in the singular or in the plural, the following terms shall have the following meanings:

1.1 CITY-means Lawrenceville, Georgia, a Georgia Municipal Corporation, duly organized and existing under the laws of the State of Georgia.

1.2 SUPPLEMENTAL AGREEMENT-means a written order to SERVICE PROVIDER signed by CITY and accepted by SERVICE PROVIDER, effecting an addition, deletion or revision in the Work, or an adjustment in the Agreement Price or the Contract Time, issued after execution of this Agreement.

1.3 CONTRACT-means the Agreement Documents specifically identified and incorporated herein by reference in Section 2, CONTRACT DOCUMENTS.

1.4 AGREEMENT EXECUTION-means the date on which SERVICE PROVIDER executes and enters into an Agreement with the CITY to perform the Work.

1.5 AGREEMENT PRICE-means the total monies, adjusted in accordance with any provision herein, payable to the SERVICE PROVIDER under this Agreement.

1.6 CONTRACT TIME-means the period of time stated in this Agreement for the completion of the Work.

1.7 SERVICE PROVIDER-means the party or parties contracting directly with the CITY to perform Work pursuant to this Agreement.

1.8 DEPARTMENT- means the Director or designee of requesting department(s) named in this solicitation.

1.9 DRAWINGS-means collectively, all the drawings, receipt of which is acknowledged by the CITY, listed in this Agreement, and also such supplementary drawings as the SERVICE PROVIDER may issue from time to time in order to clarify or explain such drawing or to show details which are not shown thereon.

1.10 SPECIFICATIONS-means the written technical provisions including all appendices thereto, both general and specific, which form a part of the Agreement Documents.

1.11 SUBSERVICE PROVIDER-means any person, firm, partnership, joint venture, company, corporation, or entity having a contractual agreement with SERVICE PROVIDER or with any of its subservice providers at any tier to provide a part of the Work called for by this Agreement.

1.12 WORK-means any and all obligations, duties and responsibilities, including furnishing equipment, engineering, design, workmanship, labor and any other services or things necessary to the successful completion of the Project, assigned to or undertaken by SERVICE PROVIDER under this Agreement.

1.13 LIAISON-Representative of the CITY who shall act as Liaison between the CITY and the SERVICE PROVIDER for all matters pertaining to this Agreement, including review of SERVICE PROVIDER'S plans and work.

2 CONTRACT DOCUMENTS

2.1 LIST OF DOCUMENTS

The Agreement, any required bonds, the General Conditions, the Appendices, the Detailed Scope of Work, the Specifications, the Drawings, the Exhibits, and all Agreement Supplemental Agreements shall constitute the Agreement Documents.

2.2 CONFLICT AND PRECEDENCE

2.2.1 The Agreement Documents are complementary, and what is called for by one is as binding as if called for by all. In the event there are any conflicting provisions or requirements in the component parts of this Agreement, the several Agreement Documents shall take precedence in the following order:

1. Supplemental Agreements
2. Agreement
3. General Conditions
4. Detailed Scope of Work
5. Specifications
6. Drawings

3 CHANGES AND EXTRA WORK

The CITY may, at any time, request changes in the work to be performed hereunder. All such changes, including any increase or decrease in the amount of the SERVICE PROVIDER'S compensation, which are mutually agreed upon by and between the CITY and the SERVICE PROVIDER, shall be incorporated in written Supplemental Agreements to the Agreement.

4 PERSONNEL AND EQUIPMENT

The SERVICE PROVIDER represents that it has secured or will secure, at its own expense, all personnel necessary to complete this Agreement; none of whom shall be employees of, or have any contractual relationship with, the CITY. Primary liaison with the CITY will be through its designee. All of the services required hereunder will be performed by the SERVICE PROVIDER under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services. The CITY requires the SERVICE PROVIDER to identify any account executives and/or service team members with any material substitutions to be approved by the CITY.

The SERVICE PROVIDER shall employ only persons duly registered in the appropriate category in responsible charge of supervision and design of the work; and further shall employ only qualified surveyors in responsible charge of any survey work.

The SERVICE PROVIDER shall endorse all reports, contract plans, and survey data. Such endorsements shall be made by a person duly registered in the appropriate category by the Georgia State Board of Registration, being in the full employ of the SERVICE PROVIDER and responsible for the work prescribed by this Agreement.

5 ACCURACY OF WORK

The SERVICE PROVIDER shall be responsible for the accuracy of the work and shall promptly correct errors and omissions in its plans and specifications without additional compensation.

Acceptance of the work by the CITY will not relieve the SERVICE PROVIDER of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.

6 FINDINGS CONFIDENTIAL

The SERVICE PROVIDER agrees that its conclusions and any reports are for the confidential information of the CITY and that it will not disclose its conclusions in whole or in part to any persons whatsoever, other than to submit its written documentation to the CITY, and will only discuss the same with it or its authorized representatives. Upon completion of this Agreement term, all documents, reports, maps, data and studies prepared by the SERVICE PROVIDER pursuant thereto shall become the property of the CITY and be delivered to the DEPARTMENT.

Articles, papers, bulletins, reports, or other materials reporting the plans, progress, analyses, or results and findings of the work conducted under this Agreement shall not be presented publicly or published without prior approval in writing of the CITY.

It is further agreed that if any information concerning the PROJECT, its conduct, results, or data gathered or processed should be released by the SERVICE PROVIDER without prior approval from the CITY, the release of same shall constitute grounds for termination of this Agreement without indemnity to the SERVICE PROVIDER, but should any such information be released by the CITY or by the SERVICE PROVIDER with such prior written approval, the same shall be regarded as public information and no longer subject to the restrictions of this Agreement.

7 TERMINATION OF AGREEMENT FOR CAUSE

If through any cause the SERVICE PROVIDER shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the SERVICE PROVIDER shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to terminate this Agreement by giving written notice to the SERVICE PROVIDER of such termination, and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. Failure to maintain the scheduled level of effort as proposed and prescribed, or deviation from the aforesaid scheduler without prior approval of the CITY shall constitute cause for termination. In such event, all finished or unfinished documents, maps, data, studies, work papers and reports prepared by the SERVICE PROVIDER under this Agreement shall become the property of the CITY, and the SERVICE PROVIDER shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents, as determined by the CITY.

8 TERMINATION FOR CONVENIENCE OF THE CITY

The CITY may terminate this Agreement for its convenience at any time upon 30 days notice in writing to the SERVICE PROVIDER. If the Agreement is terminated by the CITY as provided in this Article 8, the SERVICE PROVIDER will be paid compensation for those services performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by the SERVICE PROVIDER which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

All such expenses shall be properly documented and submitted to the CITY for processing and payment. The CITY shall be the final authority in the event of any disputes over authorized costs between the CITY and the Service Provider.

9 SERVICE PROVIDERS TO COOPERATE WITH OTHER SERVICE PROVIDERS

If the CITY undertakes or awards other contracts for additional related work, the SERVICE PROVIDER shall fully cooperate with such other SERVICE PROVIDERS and the CITY employees or appointed committee(s) and carefully fit its own work to such additional work as may be directed by the CITY. The SERVICE PROVIDER shall not commit or permit any act which will interfere with the performance of work by any other SERVICE PROVIDER or CITY employees.

10 INDEMNIFICATION

SERVICE PROVIDER agrees to protect, defend, indemnify, and hold harmless the CITY, its Mayor, City Council, officers, agents and employees from and against any and all liability, damages, claims, suits, liens, expenses, and judgments, for whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons to the extent arising out of and attributed to the negligence, recklessness, or intentionally wrongful conduct of the SERVICE PROVIDER or other persons employed or utilized by the SERVICE PROVIDER in the performance of the contract. SERVICE PROVIDER's obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove shall include any matter arising out of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

SERVICE PROVIDER further agrees to protect, defend, indemnify, and hold harmless the CITY, its commissioners, officers, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the SERVICE PROVIDER.

11 COVENANT AGAINST CONTINGENT FEES

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

12 INSURANCE

The SERVICE PROVIDER shall, at all times that this Agreement is in effect, cause to be maintained in force and effect an insurance policy (s) that will ensure and indemnify both the CITY and SERVICE PROVIDER against liability or financial loss resulting from injuries occurring to persons or property or occurring as a result of any negligent error, act, or omission of the SERVICE PROVIDER during the term of this Agreement. The liability under such insurance policy shall be not less than as stated in the Bid Proposal.

The SERVICE PROVIDER shall provide, at all times that this Agreement is in effect, Worker's Compensation insurance in accordance with the laws of the State of Georgia.

The SERVICE PROVIDER shall provide, at all times that this Agreement is in effect, Professional Liability Insurance with a limit of not less than that as stated in the Bid Proposal.

Additionally, SERVICE PROVIDER shall provide, at all times that this Agreement is in effect, automobile liability insurance with a limit of not less than that as stated in the Bid Proposal.

The policies shall be written by a responsible company(s), to be approved by the CITY, and shall be non-cancelable except on thirty-(30) days' written notice to the CITY. Such policies shall name the CITY as additional insured, except for worker's compensation and professional liability policies, and a copy of such policy or a certificate of insurance shall be filed with the Director at the time of the execution of this Agreement.

13 PROHIBITED INTERESTS

13.1 Conflict of Interest: The SERVICE PROVIDER agrees that it presently has no interest and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder.

13.2 Interest of Public Officials: No member, officer, or employee of the CITY during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

14 SUBCONTRACTING

The SERVICE PROVIDER shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without the DEPARTMENT's prior written approval of the subservice provider, except as may have been specifically stated in the SERVICE PROVIDER'S response to proposal per Exhibit A. The DEPARTMENT will not approve any subservice provider for work covered by this Agreement that has not been recommended for approval by the Department Director.

All subcontracts in the amount of $5,000 or more shall include the provisions set forth in this Agreement.

15 ASSIGNABILITY

The SERVICE PROVIDER shall not assign or transfer whether by an assignment or novation, any of its rights, obligations, benefits, liabilities or other interest under this Agreement without the written consent of the CITY.

16 EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement, the SERVICE PROVIDER agrees as follows: (1) the SERVICE PROVIDER will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin; (2) the SERVICE PROVIDER will, in all solicitations or advertisements for employees placed by qualified applicants, receive consideration for employment without regard to race, creed, color, sex or national origin; (3) the SERVICE PROVIDER will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each subservice provider, provided that the foregoing provision shall not apply to contracts or subcontracts for standard commercial supplies of raw materials.

17 ANTI-KICKBACK CLAUSE

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

18 AUDITS AND INSPECTORS

At any time during normal business hours and as often as the CITY may deem necessary, the SERVICE PROVIDER shall make available to the CITY for examination all of its records with respect to all matters covered by this Agreement. It shall also permit the CITY to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The SERVICE PROVIDER shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement, and for three years from the date of final payment under the Agreement, for inspection by the CITY or any reviewing agencies, and copies thereof shall be furnished upon request. The SERVICE PROVIDER agrees that the provisions of this Article shall be included in any Agreements it may make with any subservice provider, assignee, or transferee.

19 OWNERSHIP, PUBLICATION, REPRODUCTION AND USE

All documents and materials prepared pursuant to this Agreement are the property of the CITY. The CITY shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, maps, or other materials prepared under this Agreement without according credit of authorship. The CITY shall hold harmless and indemnify the SERVICE PROVIDER against all claims arising out of such use of documents and materials without the SERVICE PROVIDER'S knowledge and consent.

20 VERBAL AGREEMENT OR CONVERSATION

No verbal agreement or conversation with any officer, agent, or employee of the CITY, either before, during, or after the execution of this Agreement, shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the SERVICE PROVIDER to any additional payment whatsoever under the terms for this Agreement. All changes to this Agreement shall be in writing and appended hereto as prescribed in Article 3 above.

21 INDEPENDENT SERVICE PROVIDER

The SERVICE PROVIDER shall perform the services under this Agreement as an independent service provider, and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute the SERVICE PROVIDER or any of its agents or employees to be the agent, employee, or representative of the CITY.

CITY OF LAWRENCEVILLE
PURCHASING DEPARTMENT
GENERAL INSTRUCTIONS FOR PROPOSERS, TERMS AND CONDITIONS

I. PREPARATION OF PROPOSALS

A. Each proposer shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the proposer's risk.

B. Each proposer shall furnish all information required by the proposal form or document. Each proposer shall sign the proposal and print or type his or her name on the schedule. The person signing the proposal must initial erasures or other changes. An authorized agent of the company must sign proposals.

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

D. Sample contracts (if pertinent) are attached. These do NOT have to be filled out with the bid/proposal submittal but are contained for informational purposes only. If awarded, the successful proposer(s) will be required to complete them prior to contract execution.

E. Effective, July 1, 2013, and in accordance with the Georgia Illegal Reform and Enforcement, an original signed, notarized and fully completed Contractor Affidavit and Agreement should be included with your bid/proposal submittal, if the solicitation is for the physical performance of services for all labor or service contract(s) that exceed $2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia). Failure to provide the Contractor Affidavit and Agreement with your bid/proposal submittal may result in bid/proposal being deemed non-responsive and automatic rejection.

II. DELIVERY

A. Each proposer should state time of proposed delivery of goods or services.

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

III. EXPLANATION TO PROPOSERS

Any explanation desired by a proposer regarding the meaning or interpretation of the request for proposals, drawings, specifications, etc. must be requested by the question cutoff deadline stated in the solicitation in order for a reply to reach all proposers before the close of the proposal. Any information given to a prospective proposer concerning a request for proposal will be furnished to all prospective proposers as an addendum to the invitation if such information is necessary or if the

lack of such information would be prejudicial to uninformed proposers. The written proposal document supersedes any verbal or written communication between the parties. Receipt of addenda should be acknowledged in the proposal. **It is the proposer's responsibility to ensure that they have all applicable addenda prior to proposal submittal.** This may be accomplished via contact with the assigned Procurement Agent prior to proposal submittal.

IV. SUBMISSION OF PROPOSALS

A. Proposals shall be enclosed in a sealed package, addressed to the City of Lawrenceville Purchasing Office with the name and address of the proposer, the date and hour of opening, and the request for proposal number on the face of the package. Telegraphic/faxed proposals will not be considered. Any addenda should be enclosed in the sealed envelopes as well.

B. ADD/DEDUCT: Add or deduct amounts indicated on the outside of the envelope are allowed and will be applied to the lump sum amount. Amounts shall be clearly stated and should be initialed by an authorized company representative.

C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified by the City, at no expense to the City. Unless otherwise specified, samples will be returned at the proposer's request and expense if testing does not destroy items.

D. Items offered must meet required specifications and must be of a quality that will adequately serve the use and purpose for which intended.

E. Full identifications of each item proposed, including brand name, model, catalog number, etc. must be furnished to identify exactly what the proposer is offering. Manufacturer's literature may be furnished.

F. The proposer must certify that items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.

G. Unsigned proposals will not be considered except in cases where proposal is enclosed with other documents that have been signed. The City will determine this.

H. City of Lawrenceville is exempt from federal excise tax and Georgia sales tax with regard to goods and services purchased directly by City of Lawrenceville. Suppliers and contractors are responsible for federal excise tax and sales tax, including taxes for materials incorporated in City construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information.

I. Information submitted by a proposer in the proposal process shall be subject to disclosure after proposal award in accordance with the Georgia Open Records Act. Proprietary information must be identified. Entire proposals may not be deemed proprietary.

V. WITHDRAWAL OF PROPOSAL DUE TO ERRORS

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

To withdraw a proposal after proposal opening, the supplier has up to forty-eight (48) hours to notify

the City of Lawrenceville Purchasing Office of an obvious clerical error made in calculation of proposal. Withdrawal of bid bond for this reason must be done in writing. Suppliers who fail to request withdrawal of proposal by the required forty-eight (48) hours shall automatically forfeit bid bond. Bid bonds may not be withdrawn otherwise.

Proposal withdrawal is not automatically granted and will be allowed solely at City of Lawrenceville's discretion.

VI. TESTING AND INSPECTION

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

VII. F.O.B. POINT

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

VIII. PATENT INDEMNITY

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

IX. BID BONDS AND PAYMENT AND PERFORMANCE BONDS (IF REQUIRED)

A five percent (5%) bid bond, a one hundred percent (100%) performance bond, and a one hundred percent (100%) payment bond must be furnished to City of Lawrenceville for any proposal as required in the proposal package or document. **Failure to submit a bid bond with the proper rating will result in the proposal being deemed non-responsive.** Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of the Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating as stated in the insurance requirement of the solicitation. **The bid bond, payment bond, and performance bond must have the proper an A.M. Best rating as stated in the proposal when required in the proposal package or document.**

X. DISCOUNTS

A. Time payment discounts will be considered in arriving at net prices and in award of proposal. Offers of discounts for payment within ten (10) days following the end of the month are preferred.

B. In connection with any discount offered, time will be computed from the date of delivery and acceptance at destination, or from the date correct invoice or voucher is received, whichever is the later date. Payment is deemed to be made for the purpose of earning the discount on the date of the City check.

XI. AWARD

A. Award will be given to the highest scoring responsive and responsible proposer according to the criteria stated in the proposal documents. The City may make such investigations as it deems necessary to determine the ability of the proposer to perform, and the proposer shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy the City that such proposer is properly qualified to carry out the obligations of the contract.

B. The City reserves the right to reject or accept any or all proposals and to waive technicalities, informalities and minor irregularities in the proposals received.

C. The City reserves the right to make an award as deemed in its best interest, which may include awarding a proposal to a single proposer or multiple proposers; or to award the whole proposal, only part of the proposal, or none of the proposal to single or multiple proposers, based on its sole discretion of its best interest.

D. In the event scores rounded to the nearest whole number result in a tie score, the award will be based on lowest cost.

E. In the event that negotiations with the highest ranked firm are unsuccessful the City may then negotiate with the second-ranked firm and so on until a satisfactory agreement has been reached.

XII. DELIVERY FAILURES

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

XIII. CITY FURNISHED PROPERTY

The City will furnish no material, labor or facilities unless provided in the RFP.

XIV. REJECTION OF PROPOSALS

Failure to observe any of the instructions or conditions in this request for proposal shall constitute grounds for rejection of proposal.

XV. CONTRACT

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

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

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

XVI. NON-COLLUSION

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud. Each proposer, if included in proposal documents, shall execute an affidavit of non-collusion. Collusion and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

XVII. DEFAULT

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

XVIII. TERMINATION FOR CAUSE

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

XIX. TERMINATION FOR CONVENIENCE

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

XX. DISPUTES

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

jurisdiction.

XXI. SUBSTITUTIONS:

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

XXII. INELIGIBLE PROPOSERS

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

XXIII. AMERICANS WITH DISABILITIES ACT:

All contractors for City of Lawrenceville are required to comply with all applicable sections of the Americans with Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), City of Lawrenceville provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees without disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations.

XXIV. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS:

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

XXV. TAX LIABILITY:

Local and state governmental entities must notify contractors of their use tax liability on public works projects. Under Georgia law, private contractors are responsible for paying a use tax equal to the sales tax rate on material and equipment purchased under a governmental exemption that is incorporated into a government construction project: excluding material and equipment provided for the installation, repair, or expansion of a public water, gas or sewer system when the property is installed for general distribution purposes. To the extent the tangible personal property maintains its character (for example the installation of a kitchen stove), it remains tax-exempt. However, if the installation incorporates the tangible personal property into realty, e.g., the installation of sheetrock, it becomes taxable to the private contractor. See O.C.G.A. 48-8-3(2) and O.C.G.A. 48-8-63

XXVIII. STATE LAW REGARDING WORKER VERIFICATION

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

The City shall be authorized to conduct random audits of a contractor's or subcontractors' compliance with the Illegal Immigration Reform and Enforcement Act and the rules and regulations of the Georgia Department of Labor. The contractor and subcontractors shall retain all documents and records of its compliance for a period of five (5) years following completion of the contract. This requirement shall apply to all contracts for all labor or service contracts that exceed $2,499.99

except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia.

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

XXIX. GENERAL CONTRACTORS LICENSE

Effective July 1, 2008: **All General Contractors must have a current valid license from the State Licensing Board for Residential and General Contractors, unless specifically exempted from holding such license pursuant to Georgia law (O.C.G.A. Section 43-41-17).**

XXX. INDEMNIFICATION

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

	Coverage Details	Limits	Coverage	SIR/Deductible
Public Entity Excess Retained Limits Liability $703,284	07/01/2026 to 07/01/2027		**General Liability**	
	XPR4069929	$5,000,000.00	Each Occurrence	$250,000.00
	Safety National Casualty Corp.	$500,000.00	Damages to Premises Rented to You, any one premise	
	A++ (NAIC 15105)	$5,000,000.00	General Liability Aggregate	
		$5,000,000.00	Products/Completed Operations Aggregate	
			Employee Benefits Liability	
		$5,000,000.00	Each Employee	$250,000.00
		$5,000,000.00	Aggregate	
			Auto Liability	
		$1,000,000.00	Each Occurrence	$250,000.00
			Law Enforcement Professional Liability	
		$5,000,000.00	Each Wrongful Act	$250,000.00
		$5,000,000.00	Annual Aggregate	
			Public Officials & Employment Practices Liability	
		$5,000,000.00	Each Wrongful Act	$250,000.00
		$5,000,000.00	Annual Aggregate	
Auto Property Damage $95,357	07/01/2026 to 07/01/2027	ACV or Cost of Repair, Whichever is Less	Physical Damage Comprehensive Coverage	$25,000.00
	CA 6677076	ACV or Cost of Repair, Whichever is Less	Physical Damage Collision Coverage	$25,000.00
	Safety National Casualty Corp.			
	A++ (NAIC 15105)			
Aviation/Drone $5,254	07/01/2026 to 07/01/2027			
	9027306			
	Global Aerospace, Inc.			
	American Alt Ins Corp			
	A+ (NAIC 19720)	$2,000,000.00	Each Occurrence	
	American Commerce Ins Co.			
	A (NAIC 19941)			
	National Indemnity Co.			
	A++ (NAIC 20087)			
	Tokio Marine Amer Ins Co.			
	A++ (NAIC 10945)			
Crime $4,699	07/01/2026 to 07/01/2027	$1,000,000.00	Employee Theft - Per Loss Coverage	$5,000.00
	BDA 1849439 10	N/A	Employee Theft - Per Employee Coverage	N/A
	The Hanover Insurance Group	$1,000,000.00	Forgery Or Alteration	$5,000.00
	A (NAIC 22292)	$1,000,000.00	Inside The Premises - Theft Of Money And Securities	$5,000.00
		N/A	Inside The Premises - Robbery Or Safe Burglary Of Other Property	N/A
		$1,000,000.00	Outside The Premises	$5,000.00
		$1,000,000.00	Computer And Funds Transfer Fraud	$5,000.00
		N/A	Money Orders And Counterfeit Money	N/A
Cyber $36,500	07/01/2026 to 07/01/2027		**Third Party Liability Insuring Agreements**	
	H26NGP273036-00	$2,000,000.00	Multimedia Liability Coverage	$25,000.00
	Tokio Marine			$25,000.00
	Houston Casualty Co	$2,000,000.00	Security and Privacy Liability Coverage	
	A++ (NAIC 42374)	$2,000,000.00	Privacy Regulatory Defense and Penalties Coverage	$25,000.00
		$2,000,000.00	PCI DSS Liability Coverage	$25,000.00
		$250,000.00	Bodily Injury Liability Coverage	$25,000.00
		$50,000.00	Property Damage Liability Coverage	$25,000.00
		$50,000.00	TCPA Defense Coverage	$25,000.00
			First Party Insuring Agreements	
		$2,000,000.00	Breach Event Costs Coverage	$25,000.00
		$25,000.00	Post Breach Remediation Costs Coverage	$25,000.00
		$2,000,000.00	BrandGuard Coverage	
			Waiting Period	2 weeks
			Period of Indemnity	6 months
		$2,000,000.00	System Failure Coverage	
			A. Data recovery Deductible	$25,000.00
			B. Non-Physical Business Interruption	
			Waiting Period	8 hours
			Period of Restoration	6 months
		$2,000,000.00	Dependent System Failure Coverage	
			A. Data recovery Deductible	$25,000.00
			B. Non-Physical Business Interruption	

		Waiting Period	12 hours
		Period of Restoration	4 months
	$2,000,000.00	Cyber Extortion Coverage	$25,000.00
		Cyber Crime Coverage	$25,000.00
	$500,000.00	A. Financial Fraud Sublimit	
	$500,000.00	B. Telecommunications and Utilities	
		C. Phishing Fraud Sublimits	
	$500,000.00	1. Your Phishing Fraud Loss Sublimit	
	$250,000.00	2. Client Phishing Fraud Loss Sublimit	
	$500,000.00	3. Phishing Fraud Aggregate Sublimit (C.1. % C.2. combined)	
	$500,000.00	Cyber Crime Aggregate Limit (A., B., & C. combined)	
	$2,000,000.00	Bricking Loss Coverage	$25,000.00
	$50,000.00	Property Damage Loss Coverage	$25,000.00
	$50,000.00	Reward Expense Coverage	$25,000.00
	$25,000.00	Court Attendance Costs Coverage	None

07/01/2026 to 07/01/2027
UTS2583482.26
Hiscox, Inc.
A (NAIC 10200)

Terrorism & Sabotage $24,053

	Terrorism and Sabotage	
$50,000,000.00	Per Occurrence	
$50,000,000.00	Aggregate	
$170,208,968.00	Total Insured Value	
$0.00	Business Interruption Sublimit	
$1,000,000, 30 Day(s), and 1 Mile(s)	Civil or Military Authority Sublimit	
$250,000.00	Debris Removal Expense Sublimit	
$250,000.00	Decontamination Costs Excluding NCBR Sublimit	
$1,000,000.00	Demolition and Increased Cost of Construction Sublimit	
$250,000.00	Errors and Omissions Sublimit	
$1,000,000.00	Electronic Data Processing Media Sublimit	
$0 and 180 Day(s)	Extended Period of Indemnity Sublimit	
$250,000.00	Fine Art Sublimit	
$1,000,000, 30 Day(s), and 1 Mile(s)	Ingress/Egress Sublimit	
$250,000.00	Preservation of Property Sublimit	
$250,000.00	Professional Fees Sublimit	
$250,000.00	Relocation Expense Sublimit	
$1,000,000, 30 Day(s), and 1 Mile(s)	Service Interruption Sublimit	
$250,000.00	Transit Sublimit	
$250,000.00	Valuable Papers Sublimit	
$250,000.00	Accounts Receivable Sublimit	
$500,000.00	Asbestos Sublimit	
$1,000,000 and 30 Day(s)	Automatic Coverage Sublimit	
$250,000.00	Commissions, Profits, and Royalties Sublimit	
$0.00	Contingent Business Interruption - Named Suppliers/Customers Sublimit	
$0.00	Contingent Business Interruption - Unnamed Suppliers/Customers Sublimit	
$250,000.00	Delay in Startup Costs Sublimit	
$10,000.00	Fire Protective Systems Sublimit	
$250,000.00	Green Building Additional Expense Sublimit	
$250,000.00	Key and Lock Expense Sublimit	
$10,000.00	Landscaping Sublimit	
$0.00	Leasehold Interest Sublimit	
$0, 0 Day(s), and 0 Mile(s)	Loss of Attraction Sublimit	
$1,000,000 and 30 Day(s)	Miscellaneous Unnamed Locations Sublimit	
$1,000,000 and 30 Day(s)	Newly Acquired Locations Sublimit	
$1,000,000.00	Property In Course of Construction Sublimit	
$0.00	Rental Income Sublimit	
$250,000.00	Soft Costs Sublimit	
	Deductible	$10,000.00
	Waiting Period	0 Hour(s)
	Terrorism and Sabotage Liability	
$1,000,000.00	Each Claim	
$2,000,000.00	Aggregate	
$170,208,968.00	Total Insured Value	
	Deductible	$10,000.00
	Waiting Period	0 Hour(s)
	Active Shooter and Malicious Attack Property and Liability	
$1,000,000.00	Per Occurrence/Each Claim	
$1,000,000.00	Aggregate	
$170,208,968.00	Total Insured Value	
$250,000.00	Additional Security Measures Sublimit	
$250,000.00	Counseling Sublimit	
$250,000.00	Public Relations Sublimit	
$250,000.00	Miscellaneous Crisis Management Expenses Sublimit	
$1,000,000.00	Medical Payments and Funeral Expenses Sublimit	
	Deductible	$10,000.00

	Waiting Period		0 Hour(s)

07/02/2026 to 07/01/2027	$128,078,430.00	**Catastrophe Limit**	
RHA M438225 00		**Property Coverage**	
The Hanover Insurance Group		**Refer to Scheduled Locations*	
A (NAIC 22292)		**Coverage Extensions**	
	Business Personal Property	Consequential Loss	
	$50,000.00	Debris Removal, Additional Expense	
	365 days	Emergency Removal	
	$5,000.00	Emergency Removal Expense	
	$5,000.00	Fraud and Deceit	
	Policy Limit	Damage From Theft	
	$50,000.00	Off Premises Utility Service Interruption	
		Supplemental Coverages	
	$50,000.00	Brands or Labels Expense	
	$50,000.00	Expediting Expense	
	$25,000.00	Fire Department Service Charges	
	$50,000.00	Inventory and Appraisal Expense	
	Building Limit	Ordinance or Law (undamaged parts of a building)	
	$1,000,000.00	Ordinance or Law (increased cost to repair/cost to demolish and clear site)	
	$15,000.00	Personal Effects	
	$50,000.00	Pollutant Cleanup and Removal	
	$50,000.00	Recharge of Fire Extinguishing Equipment	
	$10,000.00	Rewards	
	$1,000,000.00	Sewer Backup and Water Below the Surface	
	$50,000.00	Trees, Shrubs, and Plants	
	$250,000.00	Underground Pipes, Pilings, Bridges, and Roadways	
		Supplemental Marine Coverages	
	$50,000.00	Accounts Receivable	
	Business Personal Property Limit	Electrical or Magnetic Disturbance of Computers	
	Business Personal Property Limit	Power Supply Disturbance of Computers	
		Virus and Hacking Coverage	
	$25,000.00	Limit any one occurrence	
	$50,000.00	limit any 12 month period	
	$100,000.00	Fine Arts	
	$25,000.00	Off Premise Computers	
	$50,000.00	Property On Exhibition	
	$50,000.00	Property In Transit	
	$50,000.00	Sales Representative Samples	
	$50,000.00	Software Storage	
	$100,000.00	Valuable Papers	
		Additional Property Subject To Limitations	
	$10,000.00	Furs (theft)	
	$10,000.00	Jewelry (theft)	
	$5,000.00	Stamps, Tickets, Letters of Credit	
		Coverage Options (Scheduled Locations)	
	$500,000.00	Newly Built or Acquired Buildings	
	$250,000.00	Personal Property - Acquired Locations	
	$50,000.00	Locations "You" Elect Not To Describe	
	90%	Coinsurance	
		Deductible	$10,000.00
		Income Coverage (Earnings and Extra Expense)	
	$500,000.00	Income Coverage Limit	
		**Refer to Scheduled Locations	
		Coverage Extensions	
	30 days	Interruption By Civil Authority	
	90 days	Period of Loss Extension	
		Supplemental Coverages	
		Computer Virus and Hacking	
	$25,000.00	Limit any one occurrence	
	$75,000.00	Limit any 12 month period	
	12 hours	Waiting Period	
	$100,000.00	Dependent Locations	
		Off Premises Utility Service Interruption	
	$10,000.00	Limit	
	72 hours	Waiting Period	
	Yes	Overhead Transmission Lines Excluded	
		Contract Penalty	
	$25,000.00	Limit any one occurrence	
	$100,000.00	limit any 12 month period	
	$25,000.00	Pollutants Cleanup and Removal	
	$10,000.00	Property In Transit, On Exhibition, or Custody of Sales Representatives	
		Coverage Options (**Scheduled Locations)	

Commercial Property $153,695

Commercial Inland Marine $32,615

Boiler and Machinery $8,452

Terrorism $2,758

	$250,000.00	Newly Built or Acquired Buildings	
	90%	Coinsurance	
	72 hours	Waiting Period	
		Flood Coverage	
		**Scheduled Flood Coverage	
	$1,000,000.00	"Catastrophe Limit"	
	$50,000.00	Flood Deductible ($,%)	
		Earthquake Coverage	
		**Scheduled Earthquake Coverage	
	$1,000,000.00	"Catastrophe Limit"	
	$50,000.00	Earthquake Deductible ($,%)	
		Equipment Breakdown	
	$127,578,430.00	**Property Damage**	$10,000.00
		Coinsurance	90%
	$500,000.00	**Income Coverages (Earnings and Extra Expense)**	72 hours
		Coinsurance	90%
	30 days	Period of Loss Extension	
	$250,000.00	Dependent Locations	
		Coverage Extensions	
	$100,000.00	Data Restoration	
	$100,000.00	Expediting Expenses	
	$100,000.00	Hazardous Substances	
	$100,000.00	Off Premises Equipment Breakdown	
	$100,000.00	Ordinance or Law (Undamaged Parts of Buildings)	
	$100,000.00	Ordinance or Law (Increased Cost to Repair/Cost to Demolish and Clear Site)	
	$500,000.00	Service Interruption	
	$100,000.00	Spoilage	0% Coinsurance
	Covered Per Form	Defense Costs	
		Contractors' Equipment Coverage	
		Leased or rented Equipment	
	$150,000.00	Equipment Limit	
	$150,000.00	Catastrophe Limit	
		Coverage Extensions	
	$5,000.00	Additional Debris Removal Expenses	
		Supplemental Coverages	
	$10,000.00	Pollutant Cleanup and Removal	
		Reporting Conditions	
	X	Reporting Conditions Do Not Apply	
		Valuation	Replacement Cost
		Deductible	$2,500.00
		Scheduled Property Floater	
	Item No. 1	Per SOV Submitted	
	$10,705,072.00	Max Per Item $600,000	
		Coverage Extensions	
	$5,000.00	Additional Debris Removal Expenses	
		Supplemental Coverages	
	$15,000.00	Newly Acquired Property	
	$10,000.00	Pollutant Cleanup and Removal	
		Deductible	$2,500.00
		Coinsurance	80%

Workers' Compensation and Employers' Liability $144,817	07/02/2026 to 07/01/2027	$24,943,130.00	**Payroll**
	AGC4069926		**Specific Excess Insurance**
	Safety National Casualty Corporation	$750,000.00	Self-Insured Retention Per Occurrence - PD
	A++ (NAIC 15105)	$500,000.00	Self-Insured Retention Per Occurrence - All Other
		Statutory	Max Limit of Indemnity per Occurrence
		$1,000,000.00	Employers' Liability Max Limit of Indemnity Per Occurrence
			Aggregate Excess Insurance
		$11.04	Loss Fund Based on $100 of Payroll for Liability Period @ rate of
		$2,753,722.00	Minimum Loss Fund for the Liability Period
		$1,000,000.00	Max Limit of Indemnity of CORPORATION for the Liability Period
			Loss Limitation
		$750,000.00	Police Officers
		$500,000.00	All Other

LOCATION SCHEDULE

(The entries required to complete this endorsement
will be shown below or on the "schedule of coverages".)

Coverage provided by the Commercial Output Program coverage parts applies only to the "covered locations" described below. Refer to "schedule of coverages" for applicable "limits", additional coverages, and applicable coinsurance percentage.

SCHEDULE

Loc. No.	**Covered Location** (describe)
1-1	106 Depot Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$912,490
Blanket Business Income Including Earnings and Extra Expense	$500,000

Loc. No.	**Covered Location** (describe)
2-1	128 E Pike Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$6,784,955
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
2-2	128 E Pike Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$5,434,443
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

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Loc. No.	**Covered Location** (describe)
3-1	233 E. Crogan Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$1,192,320
Business Personal Property	$43,869
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
4-1	70 S Clayton Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$19,432,977
Business Personal Property	$4,688,244
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
4-2	70 S Clayton Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$59,659
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
5-1	Water Works Road LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$350,957
Business Personal Property	$825,703
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

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Loc. No.	**Covered Location** (describe)
6-1	300 Jackson Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$18,031,710
Business Personal Property	$2,007,478
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
7-1	Winer Industrial Park Drive LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$4,623,280
Business Personal Property	$742,422
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
8-1	Johnson Road LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$233,972
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
9-1	Lawrenceville Suwanee LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$233,972
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

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Loc. No.	**Covered Location** (describe)
10-1	210 Luckie Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$973,322
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
11-1	435 West Pike Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$17,641,467
Business Personal Property	$2,782,730
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
12-1	East Pike/Water Works Rd Intersection LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$129,584
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
13-1	175 N Clayton Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$38,192,813
Business Personal Property	$1,754,788
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

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Loc. No.	**Covered Location** (describe)
13-2	175 N Clayton Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$268,302
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
14-1	409 S Perry Street LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$224,973
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

Loc. No.	**Covered Location** (describe)
15-1	705 Hi Hope Road LAWRENCEVILLE GA 30046

Covered Property/Coverage Provided (describe)	**Limit**
Building	$12,000
Blanket Business Income Including Earnings and Extra Expense	INCLUDED

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PROPERTY EXCLUDED

PROPERTY NOT COVERED

"We" do not cover the property described below:

Mobile equipment

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EARTHQUAKE SCHEDULE

This endorsement modifies insurance provided under the following:

COMMERCIAL OUTPUT PROGRAM PROPERTY COVERAGE FORM
EARTHQUAKE ENDORSEMENT

CATASTROPHE LIMIT: $1,000,000

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
1-1	106 Depot Street LAWRENCEVILLE GA 30046	$940,268	$940,268	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
2-1	128 E Pike Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
2-2	128 E Pike Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
3-1	233 E. Crogan Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible

4-1	70 S Clayton Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
4-2	70 S Clayton Street LAWRENCEVILLE GA 30046	$87,437	$87,437	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
5-1	Water Works Road LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
6-1	300 Jackson Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
7-1	Winer Industrial Park Drive LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
8-1	Johnson Road LAWRENCEVILLE GA 30046	$261,750	$261,750	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:%

				Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
9-1	Lawrenceville Suwanee LAWRENCEVILLE GA 30046	$261,750	$261,750	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
10-1	210 Luckie Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
11-1	435 West Pike Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
12-1	East Pike/Water Works Rd Intersection LAWRENCEVILLE GA 30046	$157,362	$157,362	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
13-1	175 N Clayton Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				

☒ Building	☒ Business Personal Property	☒ Business Income

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
13-2	175 N Clayton Street LAWRENCEVILLE GA 30046	$296,079	$296,079	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
14-1	409 S Perry Street LAWRENCEVILLE GA 30046	$252,750	$252,750	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
15-1	705 Hi Hope Road LAWRENCEVILLE GA 30046	$39,777	$39,777	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property		☒ Business Income	

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

FLOOD SCHEDULE

This endorsement modifies insurance provided under the following:

COMMERCIAL OUTPUT PROGRAM PROPERTY COVERAGE FORM
FLOOD ENDORSEMENT

CATASTROPHE LIMIT: $1,000,000

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
1-1	106 Depot Street LAWRENCEVILLE GA 30046	$940,268	$940,268	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
2-1	128 E Pike Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
2-2	128 E Pike Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
3-1	233 E. Crogan Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:

Coverage Provided		
☒ Building	☒ Business Personal Property	☒ Business Income

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
4-1	70 S Clayton Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
4-2	70 S Clayton Street LAWRENCEVILLE GA 30046	$87,437	$87,437	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
5-1	Water Works Road LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
6-1	300 Jackson Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
7-1	Winer Industrial Park Drive LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
8-1	Johnson Road LAWRENCEVILLE GA 30046	$261,750	$261,750	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
9-1	Lawrenceville Suwanee LAWRENCEVILLE GA 30046	$261,750	$261,750	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
10-1	210 Luckie Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
11-1	435 West Pike Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:

Coverage Provided		
☒ Building	☒ Business Personal Property	☒ Business Income

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
12-1	East Pike/Water Works Rd Intersection LAWRENCEVILLE GA 30046	$157,362	$157,362	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
13-1	175 N Clayton Street LAWRENCEVILLE GA 30046	$1,000,000	$1,000,000	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☒ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
13-2	175 N Clayton Street LAWRENCEVILLE GA 30046	$296,079	$296,079	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
14-1	409 S Perry Street LAWRENCEVILLE GA 30046	$252,750	$252,750	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:
Coverage Provided				
☒ Building	☐ Business Personal Property	☒ Business Income		

Loc. No.	Location Address	Occurrence Limit	Aggregate Limit	Deductible
15-1	705 Hi Hope Road LAWRENCEVILLE GA 30046	$39,777	$39,777	☒ Flat Deductible: $50,000 ☐ Percentage Deductible:% Minimum:

Coverage Provided		
☒ Building	☐ Business Personal Property	☒ Business Income