



**Henry County
Purchasing Department**
140 Henry Parkway, McDonough, GA 30253
Phone: 770-288-6027 Fax: 770-288-6047

Website: henrycounty-ga.com/purchasing

ADDENDUM #3

Issued May 7, 2020

RFP #20-38

Property Damage Recovery Services – Annual Contract

Closing Date: 3:00 PM, May 18, 2020

The following items take precedence over referenced portions of the documents for the above-named project and in executing a contract, will become a part thereof. Where any item in the documents is supplemented hereby, the original requirements will remain in effect. All supplemental conditions will be considered as added thereto. Where any original item is amended, voided or superseded hereby, the provisions of such items not so specifically amended, voided or superseded will remain in effect.

Submission Procedures for Sealed Bids and Request for Proposals

Sealed Bids and RFPs are to be submitted by mail, common carrier or delivered in person at the Henry County Administration Building, 140 Henry Parkway, McDonough, Georgia. Fax or electronic bids are not acceptable. **During this time, once your bid/RFP is sent or delivered, we ask that you send an email to purchasing@co.henry.ga.us to verify that we have received your bid/RFP.**

For in-person delivery, there will be two (2) options:

- (1) When the Administration Building is accessible, please see the attendant located at the front entrance for instructions, or
- (2) Use the large metal parcel drop box located outside the Administration Building. (While facing the front of the building, this box can be found at the front corner of the right side, near the front sidewalk.) The parcel box has a tamper-resistant drop slot that accepts items up to 14 inches in width and by 7.5 inches in height.

It shall be the duty of each Bidder to ensure that their bid is delivered within the closing date/time and at the place prescribed in the Bid/RFP document or subsequent addenda. Bids/proposals received prior to the time fixed in this bid document will be securely kept unopened. A date/time stamp will be affixed to the envelope/package immediately upon its arrival to the Purchasing Department. Any bid/proposal received after the exact time and date specified, will not be considered. If a late bid/proposal is received via carrier, it will be marked "late bid" and will not be opened. If a late bid is hand delivered, it will be returned unopened to the presenter.

At this time, the public opening of each Sealed Bid/RFP is to be determined. For instructions on how to participate in an opening, please send an email and include the Bid/RFP number and title to purchasing@co.henry.ga.us.

REVISIONS

25. Indemnification

- a. The vendor that is selected as the contractor shall, at its own expense, protect, defend (but only to the extent not prohibited by O.C.G.A. §13-8-2(c)), indemnify, save and hold harmless Henry County and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that Henry County and its elected and appointed officers, employees, servants and agents may incur as a result of the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.
- b. The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor, but only to the extent and for such claims as are permitted under O.C.G.A. §13-8-2(c).

C. INSURANCE REQUIREMENTS

General insurance requirements shall be applicable to the Contractor and any authorized subcontractor. Insurance requirements shall be based on conditions in place as of the date of the Contract's execution. Insurance companies must be licensed by the Georgia Department of Insurance and the Georgia Secretary of State to do business in the State of Georgia. The County reserves the right to require adjustments in the level of coverage or waive any or all requirements based on information pertinent to this Contract.

The following requirements shall also be applicable to the Contractor:

- a. Evidence of insurance must be provided to the Purchasing Department, 140 Henry Parkway, McDonough, Ga. 30253, within five days of execution of this contract and prior to commencing operations under this Contract;

The certificate holder is to be issued to:

**Henry County Board of Commissioners
Henry County, Georgia**

but delivered to:

**Henry County Purchasing Department
140 Henry Parkway
McDonough, Georgia 30253**

The Bid Package number and project name should be referenced in the description of operations. The certificates may be faxed to the Purchasing Department at 770-288-6027.

- b. The insurance policy required herein shall include a Project-specific endorsement incorporating the indemnification obligations assumed by the Contractor under the terms of this Agreement.
- c. Any change in coverage or insurance carrier must be reported to the County's Purchasing Office in writing within five business days of the change.
- d. Failure of any Contractor to procure and maintain the required insurance shall not relieve the Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification;
- e. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;
- f. The County shall, without exception, be given no less than thirty (30) days notice prior to

- g. The County shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.
- h. The Contractor shall procure and maintain insurance coverage in the following particulars:

Workers Compensation Insurance

In the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require that all subcontractors occupying the premises or performing the work under the contract to obtain an insurance certificate showing proof of Worker Compensation Coverage with the following minimum coverage:

Georgia Statutory including Employers Liability	
Bodily injury by Accident – each employee	\$100,000
Bodily injury by Disease - each Employee	\$100,000
Bodily injury by Disease – policy limit	\$500,000

Commercial General Liability

Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000

Automobile Liability

Combined Single Limit	\$1,000,000
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Professional Liability Limit

\$1,000,000

This addendum must be signed and attached to bid proposal to acknowledge receipt of addendum. **Failure to acknowledge any addenda will result in a non-responsive bid.**

Company's Name

Date

Authorized Representative's Name

Authorized Representative's Signature