



CONTRACT DOCUMENTS FOR

25ITB1366580C-GS (B)

Modular Workstations and Free-Standing Furniture

Countywide

For

Department Of Real Estate & Asset Management

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CONTRACT AGREEMENT

Contractor: **Bright Interiors Group, LLC**

Contract No.: **25ITB1366580C-GS, (B) Modular Workstations and Free-Standing Furniture Countywide**

Address: **2555 McGlynn Drive**
City, State **Decatur, GA 30034**

Telephone: **(404) 558-6050**

Email: shannon@brightinteriorsgroup.com

Contact: **Shannon D. Bright,**
President

This Agreement made and entered into effective the 1st day of September 2025 by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as "**County**", and **Bright Interiors Group, LLC** hereinafter referred to as "**Contractor**", authorized to transact business in the State of Georgia.

WITNESSETH

WHEREAS, County through its Department Of Real Estate & Asset Management department hereinafter referred to as the "**Department**", desires to retain a qualified and experienced Contractor to provide Modular Workstations and Free-Standing Furniture Countywide for furnishing all materials, labor, tools, equipment and appurtenances necessary for providing modular workstations and free-standing furniture, hereinafter, referred to as the "**Project**".

WHEREAS, Contractor has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Contractor agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

County hereby engages Contractor, and Contractor hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

I. Form of Agreement;

- II. Addenda;
- III. Exhibit A: General Conditions;
- IV. Exhibit B: Special Conditions [where applicable]
- V. Exhibit C: Scope of Work
- VI. Exhibit D: Compensation;
- VII. Exhibit E: Purchasing Forms;
- VIII. Exhibit F: Contract Compliance Forms;
- IX. Exhibit G: Insurance and Risk Management Form

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions, and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Purchasing Code §102-420 governing change orders, is signed by the County's and the Contractor's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the Bid document, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Contractor's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on July 9, 2025, and 25-0523 (B).

ARTICLE 2. **SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. **DESCRIPTION OF PROJECT**

County and Contractor agree the Project is to provide Modular Workstations and Free-Standing Furniture Countywide for furnishing all materials, labor, tools, equipment, and appurtenances necessary for providing modular workstations and free-standing furniture. All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. **SCOPE OF WORK**

Unless modified in writing by both parties in the manner specified in the agreement, duties of Contractor shall not be construed to exceed those services specifically set forth herein. Contractor agrees to provide all services, products, and data and to perform all tasks described in Exhibit C, Scope of Work.

ARTICLE 5. **SERVICES PROVIDED BY COUNTY**

Contractor shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Work, if required, will be performed, and furnished by County in a timely manner so as not to unduly delay Contractor in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County's authorized representative shall have complete authority to transmit instructions, receive information, and define County's policies, consistent with County rules and regulations. Contractor may rely upon written consents and approvals signed by the County's authorized representative that are consistent with County rules and regulations.

ARTICLE 6. **MODIFICATIONS**

If during the course of performing the Project, County and Contractor agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of the Fulton County Purchasing Code, §102-420 which is incorporated by reference herein.

ARTICLE 7. **SCHEDULE OF WORK**

Contractor shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Contractor from County. The Contractor shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.

ARTICLE 8. **MULTI-YEAR CONTRACT TERM**

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County’s then current fiscal year.

a. Commencement Term

The “Commencement Term” of this Agreement shall begin on 1st day of September 2025, the starting date, and shall end absolutely and without further obligation on the part of the county on the 31st day of December 2025. The Commencement Term shall be subject to events of termination and the County’s termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County’s obligation to make payments provided under this Agreement shall be subject to the County’s annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County’s governing body and such obligation shall not constitute a pledge of the County’s full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year (“Renewal Terms”). However, no Renewal Term of this Agreement shall be authorized, nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin:

Option Period	Option Duration	Start Date	End Date
1	12 months	01-01-2026	12-31-2026
2	12 months	01-01-2027	12-31-2027

If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the “Ending Term” with no further obligation on the party of either party.

c. Term Subject to Events of Termination

All "Terms" as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County's rights upon termination.

d. Same Terms

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

e. Statutory Compliance Regarding Purchase Contracts.

The parties intend that this Agreement shall, and this Agreement shall operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.

ARTICLE 9. COMPENSATION

Compensation for work performed by Contractor on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit D, Compensation.

The total contract amount for the Project shall not exceed \$433,330.00, (Four Hundred Thirty-Three Thousand Three Hundred Thirty Dollars and No Cents), which is full payment for a complete scope of work.

ARTICLE 10. PERSONNEL AND EQUIPMENT

Contractor shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Contractor on all manners pertaining to this contract.

Contractor represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Contractor under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or subcontractor performing services on this Project by Contractor. No changes or

substitutions shall be permitted in Contractor's key personnel or subcontractor as set forth herein without the prior written approval of the County. Requests for changes in key personnel or subcontractors will not be unreasonably withheld by County.

ARTICLE 11. **SUSPENSION OF WORK**

Suspension Notice: The County may by written notice to the Contractor, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Contractor must, unless the notice requires otherwise:

- 1) Immediately discontinue suspended services on the date and to the extent specified in the notice;
- 2) Place no further orders or subcontracts for material, services or facilities with respect to suspended services, other than to the extent required in the notice; and
- 3) Take any other reasonable steps to minimize costs associated with the suspension.

Notice to Resume: Upon receipt of notice to resume suspended services, the Contractor will immediately resume performance under this Agreement as required in the notice.

ARTICLE 12. **DISPUTES**

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the County. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The Contractor shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. This condition shall not be pleaded in any suit involving a question of fact arising under this Agreement, unless the same is fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this clause, Contractor shall be afforded an opportunity to be heard and to offer evidence in support of an appeal. Pending any final decision of a dispute hereunder, Contractor shall proceed diligently with performance of the Agreement and in accordance with the decision of the County's designated representative.

ARTICLE 13. **TERMINATION OF AGREEMENT FOR CAUSE**

- (1) Either County or Contractor may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions

of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.

- (2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.
- (3) **TIME IS OF THE ESSENCE** and if the Contractor refuses or fails to perform the work as specified in Exhibit C, Scope of Work and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling thereof, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination.
- (4) The County may, by written notice to Contractor, terminate Contractor's right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Contractor shall be required to provide all copies of finished or unfinished documents prepared by Contractor under this Agreement.
- (5) Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.
- (6) Whether or not the Contractor's right to proceed with the work has been terminated, the Contractor shall be liable for any damage to the County resulting from the Contractor's refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Contractor to complete the project.

ARTICLE 14. TERMINATION FOR CONVENIENCE OF COUNTY

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Contractor. If the Agreement is terminated for convenience by the County, as provided in this article, Contractor will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by Contractor which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

ARTICLE 15. **WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

ARTICLE 16. **INDEPENDENT CONTRACTOR**

Contractor shall perform the services under this Agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute Contractor or any of its agents or employees to be the agent, employee or representative of County.

ARTICLE 17. **RESPONSIBILITY OF CONTRACTOR**

Contractor represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Contractor or under the direct supervision of Contractor. All personnel engaged in the Project by Contractor shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Contractor without the prior written consent of the County.

ARTICLE 18. **INDEMNIFICATION**

18.1 Non-Professional Services Indemnification. Contractor hereby agrees to indemnify and hold harmless Fulton County, its Commissioners and their respective officers, members, employees, and agents (each, hereinafter referred to as an "Indemnified Person") from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees due to liability to a third party or parties, for any loss due to bodily injury (including death), personal injury, and property damage arising out of or resulting from the performance of this Agreement or any act or omission on the part of the Contractor, its agents, employees or others working at the direction of Contractor or on its behalf, or due to any breach of this Agreement by the Contractor or due to the application or violation of any pertinent Federal, State or local law, rule or regulation. This indemnification is binding upon to the successors and assigns of Contractor. This indemnification does not extend to the sole negligence of the Indemnified Persons nor beyond the scope of this Agreement and the work undertaken thereunder. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Contractor.

Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

18.2 Notice of Claim. If an Indemnified Person receives written notice of any claim or circumstance which could give rise to indemnified losses, the receiving party shall promptly give written notice to Contractor and shall use best efforts to deliver such written notice within ten (10) Business Days. The notice must include a copy of such written notice of claim, or, if the Indemnified Person did not receive a written notice of claim, a description of the indemnification event in reasonable detail and the basis on which indemnification may be due. Such notice will not stop or prevent an Indemnified Person from later asserting a different basis for indemnification. If an Indemnified Person does not provide this notice within the ten (10) Business Day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs additional expense solely because of the delay.

18.3 Defense. Contractor, at Contractor's own expense, shall defend each such action, suit, or proceeding or cause the same to be resisted and defended by counsel designated by the Indemnified Person and reasonably approved by Contractor (provided that in all instances the County Attorney of Fulton County Georgia shall be acceptable, and, for the avoidance of doubt, is the only counsel authorized to represent the County). If any such action, suit or proceedings should result in final judgment against the Indemnified Person, Contractor shall promptly satisfy and discharge such judgment or cause such judgment to be promptly satisfied and discharged. Within ten (10) Business Days after receiving written notice of the indemnification request, Contractor shall acknowledge in writing delivered to the Indemnified Person (with a copy to the County Attorney) that Contractor is defending the claim as required hereunder.

18.4 Separate Counsel.

18.4.1 Mandatory Separate Counsel. In the event that there is any potential conflict of interest that could reasonably arise in the representation of any Indemnified Person and Contractor in the defense of any action, suit or proceeding pursuant to Section 18.3 above or in the event that state or local law requires the use of specific counsel, (i) such Indemnified Person may elect in its sole and absolute discretion whether to waive such conflict of interest, and (ii) unless such Indemnified Person (and, as applicable, Contractor) elects to waive such conflict of interest, or in any event if required by state or local law, then the counsel designated by the Indemnified Person shall solely represent such Indemnified Person and, if applicable, Contractor shall retain its own separate counsel, each at Contractor's sole cost and expense.

18.4.2 Voluntary Separate Counsel. Notwithstanding Contractor's obligation to defend a claim, the Indemnified Person may retain separate counsel to participate in (but not control or impair) the defense and to participate in (but not control or impair) any settlement negotiations, provided that for so long as Contractor has complied with all of Contractor's obligations with respect to such claim, the cost of such separate counsel shall be at the sole cost and expense of such Indemnified Person (provided that if Contractor has not complied with all of Contractor's obligations with respect to such claim, Contractor shall be obligated to pay the cost and expense of such separate counsel). Contractor may settle the claim without the consent or agreement of the Indemnified Person, unless the settlement (i) would result in injunctive relief or other equitable remedies or otherwise require the Indemnified Person to comply with restrictions or limitations that adversely affect or materially impair the reputation and standing of the Indemnified Person, (ii) would require the Indemnified Person to pay amounts that Contractor or its insurer does not fund in full, (iii) would not result in the Indemnified Person's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement, or (iv) directly involves the County (in which case the County of Fulton County, Georgia shall be the only counsel authorized to represent the County with respect to any such settlement).

18.5 Survival. The provisions of this Article will survive any expiration or earlier termination of this Agreement and any closing, settlement or other similar event which occurs under this Agreement.

ARTICLE 19. **COVENANT AGAINST CONTINGENT FEES**

Contractor 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 maintained by Contractor for the purpose of securing business and that Contractor has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion to

deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE 20. **INSURANCE**

Contractor agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement documents, Exhibit G, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

ARTICLE 21. **PROHIBITED INTEREST**

Section 21.01 **Conflict of interest:**

Contractor 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 service hereunder. Contractor further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 21.02 **Interest of Public Officials:**

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 22. **SUBCONTRACTING**

Contractor shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.

ARTICLE 23. **ASSIGNABILITY**

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Contractor without the prior expressed written consent of County shall at County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE 24. **ANTI-KICKBACK CLAUSE**

Salaries of engineers, surveyors, draftsmen, clerical 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. Contractor hereby promises to comply with all applicable "Anti-Kickback" Laws and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

ARTICLE 25. **AUDITS AND INSPECTORS**

At any time during normal business hours and as often as County may deem necessary, Contractor shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County 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. Contractor's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Contractor. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Contractor's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts or transcripts of such information outside the area covered by this Agreement without the prior written consent of Contractor. Contractor 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 eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Contractor agrees that the provisions of this Article shall be included in any Agreements it may make with any subcontractor, assignee, or transferee.

ARTICLE 26. **ACCOUNTING SYSTEM**

Contractor shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Contractor must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

ARTICLE 27. VERBAL AGREEMENT

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Contractor to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

ARTICLE 28. NOTICES

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

Department of Real Estate and Asset Management
Director
141 Pryor Street, S.W., Suite G-119
Atlanta, Georgia 30303
Telephone: (404) 612-5900
Email: joseph.davis@fultoncountyga.gov
Attention: Joseph N. Davis

With a copy to:

Department of Purchasing & Contract Compliance
Director
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303
Telephone: (404) 612-5800
Email: felicia.strong-whitaker@fultoncountyga.gov
Attention: Felicia Strong-Whitaker

Notices to Contractor shall be addressed as follows:

Bright Interiors Group, LLC
2555 McGlynn Dr
Decatur, GA 30034
Telephone: (404) 558-6050
Email: shannon@brightinteriorsgroup.com
Attention: Shannon D. Bright, President

ARTICLE 29. **JURISDICTION**

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

ARTICLE 30. **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, Contractor agrees as follows:

Section 30.01 Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 30.02 Contractor will, in all solicitations or advertisements for employees placed by, or on behalf of, Contractor state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 30.03 Contractor 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 subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 31. **FORCE MAJEURE**

Neither County nor Contractor shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Contractor from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

ARTICLE 32. OPEN RECORDS ACT

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Contractor acknowledges that any documents or computerized data provided to the County by the Contractor may be subject to release to the public. The Contractor also acknowledges that documents and computerized data created or held by the Contractor in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Contractor shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Contractor shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Contractor. The Contractor shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

ARTICLE 33. INVOICING AND PAYMENT

Contractor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

Time of Payment: Invoices for payment shall be submitted to County by the first (1st) calendar day of the month to facilitate processing for payment in that same month. Invoices received after the first (1st) calendar day of the month may not be paid until the last day of the following month. The County shall make payments to Contractor by U.S. mail approximately thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:

Fulton County Government
141 Pryor Street, SW
Suite 7001
Atlanta, Georgia 30303

Attn: Finance Department – Accounts Payable

OR

Via Email:

Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor Code
 - d. Vendor Contact Information
 - e. Remittance Address
- 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no duplicates)
 - c. Purchase Order Reference Number
 - d. Date(s) of Services Performed
 - e. Itemization of Services Provided/Commodity Units
- 3) Fulton County Department Information (needed for invoice approval)
 - a. Department Name
 - b. Department Representative Name

Contractor's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

County's Right to Withhold Payments: The County may withhold payments for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Contractor when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. The County shall promptly pay any undisputed items contained in such invoices.

Payment of Sub-contractors/Suppliers: The Contractor must certify in writing that all sub-contractors of the Contractor and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Contractor is unable to pay sub-contractors or suppliers until it has received a progress payment from Fulton County, the prime Contractor shall pay all sub-contractors or supplier funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

Acceptance of Payments by Contractor; Release. The acceptance by the Contractor of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Contractor for work performed or furnished for or relating to the service for which payment was accepted, unless the Contractor within five (5) days of its receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

ARTICLE 34. **TAXES**

The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to the County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Contractor for payment of any tax from which it is exempt.

ARTICLE 35. **PERMITS, LICENSES AND BONDS**

All permits and licenses necessary for the work shall be secured and paid for by the Contractor. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Contractor, the Contractor shall not be entitled to additional compensation or time.

ARTICLE 36. **NON-APPROPRIATION**

This Agreement states the total obligation of the County to the Contractor for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Contractor in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding

calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

ARTICLE 37. **WAGE CLAUSE**

Contractor shall agree that in the performance of this Agreement the Contractor will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

FULTON COUNTY, GEORGIA

Signed by:

Robert L. Pitts

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Robert L. Pitts, Chairman
Fulton County Board of
Commissioners

ATTEST:

Signed by:

Tonya R. Grier

EEC476C4837644D...

Tonya R. Grier
Clerk to the Commission

(Affix County Seal)

Signed by:



APPROVED AS TO FORM:

Signed by:

David Lowman

0EC02EBADEFB4B8...

Office of the County Attorney

APPROVED AS TO CONTENT:

Signed by:

Joseph N. Davis

E45C5C5F17FB417...

Joseph N. Davis, Director
Department Of Real Estate & Asset
Management

CONTRACTOR:

**BRIGHT INTERIORS GROUP,
LLC**

Shannon D. Bright

Shannon D. Bright
President

ATTEST:

Secretary/
Assistant Secretary

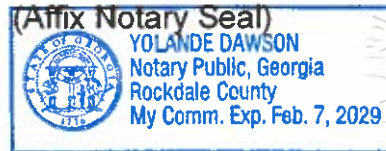
(Affix Corporate Seal)

ATTEST:

Yolande Dawson
Notary Public

County: _____

Commission Expires: 2/7/29



ITEM#: 25-0523B RCS 07/09/2025
FIRST REGULAR MEETING

ITEM#: _____ RM: _____
SECOND REGULAR MEETING



GEORGIA CORPORATIONS DIVISION

GEORGIA SECRETARY OF STATE
BRAD RAFFENSPERGER

[HOME \(/\)](#)

BUSINESS SEARCH

BUSINESS INFORMATION

Business Name:	Bright Interiors Group, LLC	Control Number:	22101951
Business Type:	Domestic Limited Liability Company	Business Status:	Active/Compliance
NAICS Code:	Any legal purpose	NAICS Sub Code:	
Principal Office Address:	2555 McGlynn Dr., Decatur, GA, 30034, USA	Date of Formation / Registration Date:	4/29/2022
State of Formation:	Georgia	Last Annual Registration Year:	2027

REGISTERED AGENT INFORMATION

Registered Agent Name: **PEACHTREE CERTIFIED PUBLIC ACCOUNTANTS, LLC**
Physical Address: **29 Lenox Pointe, Atlanta, GA, 30324, USA**
County: **Fulton**

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ADDENDA



Project, 25ITB1366580C-GS, Modular Workstations and Free-Standing Furniture
Countywide
Date: May 21, 2025

ADDENDUM NO. 1

This Addendum forms a part of the contract documents and modifies the original bid documents as noted below:

Clarifications

Replace Section 7, with Revise Section 7, Contract Compliance Requirements

Replace Section 8 with Revise Section 8, Exhibits

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned Proposer acknowledges receipt of this form by uploading this form with the Bid submittal package by the bid due date and time Tuesday, June 3, 2025, by 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, 29 day of

May, 2025.

Shannon Bright
Legal Name of Bidder

Shannon Bright
Signature of Authorized Representative

President
Title

EXHIBIT A

GENERAL CONDITIONS

GENERAL CONDITIONS

1. Bids may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a bid after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County's Legal Counsel indicating whether the firm is bound by its bid submittal.

Bids for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:

The County must advise Bidders in the invitation to bid of the number of days that Bidders will be required to honor their bids. If an Bidder is not selected within 60 days of opening the bids, any Bidder that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the bid.

2. Fulton County shall be the sole judge of the quality and the applicability of all bids. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.
3. The successful Bidder must assume full responsibility for delivery of all goods and services proposed.
4. The successful Bidder must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days' notice by the County of such defect, damage or deficiency.
5. The successful Bidder must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is responsible for contacting the manufacturer. The Bidder is solely responsible for arranging for the service to be performed.
6. The successful Bidder shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
7. The successful Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the invitation to bid or of

any of its rights, title or interest therein without prior written consent of the Fulton County Board of Commissioners.

8. In case of default by the successful Bidder, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
9. All bids submitted to Fulton County are subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.
10. All bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h).

EXHIBIT B

SPECIAL CONDITIONS

No Special Conditions were required for this Project.

EXHIBIT C

SCOPE OF WORK

SCOPE OF WORK

The Contractor shall provide all materials, labor, tools, equipment, and appurtenances necessary for providing modular workstations and free-standing furniture countywide.

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

Bidder is to furnish all labor, equipment, transportation, material, insurance, and other requirements necessary to provide Modular Workstations and Free-Standing Furniture Countywide and/or services to install, reconfigure, repair and inventory at various facilities in Fulton County.

Scope of work includes but is not limited to:

- Modular Furniture
- Re-configurations
- Purchase of new furniture
- Inventory of existing materials, and
- Receiving/installation of new material per job
- Office Relocation/Moves as requested

Fulton County is seeking bid responses to provide office furniture systems and standalone furniture for special areas, and associated services for installation and reconfiguration of existing and new furniture environments.

Office Furniture systems are designed to interconnect to provide comprehensive office furniture environments through the ability to form a variety of workstation configurations such as stand-alone workstations, workstation clusters. Office furniture systems generally includes interconnecting, structural panels as central integrating elements or may employ rail, beam, frame, structural upright, core or freestanding based elements.

Systems furniture must have an inherent flexible ability to plug and play with direct connections from and to architecture and other furniture elements within the product line and associated furniture line portfolio; Ability to integrate off module configurations; Ability to establish an infrastructure to enable ease of reconfiguration; Ability to accommodate easy spatial footprint modifications by incremental modules.

Panels/privacy screens, work surfaces, overhead storage, pedestals, filing, task management systems, lighting, electrical and wire management comprises furniture systems. Floor to ceiling demountable walls, partial height architectural type walls, and spine walls which accommodate system furniture components are acceptable as part of a furniture systems product line or when offered in conjunction with a furniture systems product line. "Systems" consisting of traditional conventional furniture such as desks, returns, carrels, credenzas, etc. are not acceptable.

Office furniture may also be designed to accommodate Community Settings. Community settings support collaborative work allowing the user to form small group discussion areas. Community settings may also be used as training, and teaming areas that is composed easily through the arrangement of mobile furniture such as white boards, privacy panels, lounge chairs with laptop or writing surfaces, work and laptop tables.

The requirements contained herein are the minimum required features to be accepted under this contract. The manufacturer may offer additional products, which are designed to enhance the function of the furniture system. Acceptance of products not specified herein is at the contracting officer's option.

1. Modular Panels

Flammability: All panels, face panels, face units, and panel inserts offered shall have a maximum smoke development rating of 450 and a maximum flame spread rating of 25 and shall be rated as Class A (0-25 flame spread rating), Class B (26-75 flame spread) or Class C (76-200 flame spread) when tested as specified herein. All product lines offered for GSA contract must include Class A rated products and may include Class B and Class C rated products.

Acoustics: Acoustical panels must have a minimum noise reduction coefficient (NRC) of 0.65 when tested as specified herein. Face panels, face units, and panel inserts if classified as acoustical must have a minimum noise reduction coefficient of 0.65.

Dimensions: Panels for panel-based systems shall be available in a variety of heights and widths. Furniture systems not based on structural panels must allow for varying sizes of components and workstation configurations.

Connections: Furniture systems shall be capable of connecting in a variety of configurations. Panel based systems shall allow for the connection of panels of differing heights and the connection of two, three or four panels from a single point.

Component Mounting: Panel based systems shall provide for the mounting of components at varying heights on both sides of the panel. Furniture systems not based on structural panels must allow for the support of overhead cabinets, shelves, work surfaces, task lighting, and paper management.

Leveling and Alignment: The system shall provide precise alignment of adjacent panels and/or components and shall include leveling glides to compensate for uneven floors. A minimum 20-mm adjustment range is required. When placed on a level surface with the glides fully retracted the maximum distance between the panel and the floor shall be 25 mm.

- Panels shall be available in 6 nominal widths from of 24" to 60"
- Panels shall be available in 3 nominal heights from 42" to 66"
- Panel thickness shall be 2" nominally
- Panels shall be constructed of a welded steel frame and have no filler material (such as particleboard) for added support.
- Panel skins shall be replaceable without removing the panel from the panel run
- The panel system shall have a universal connector which accommodates panel configurations of in-line, "L", "T", "X"
- Universal panel-to-panel connector shall ship complete with every panel.
- Add-on visual privacy screen is available for attachment to the top of a panel. This is same width or wider than the base panel.
- Panel base covers must be steel with knock outs for receptacles
- Glass stack-on panels are available in frosted/ translucent/clear finish
- Glass panels are available within the system
- Stack-on panels are load bearing
- Panel sizes must dimensionally accommodate various freestanding furniture systems.
- Panels shall have 1" incremental hanging capability inherent in the panel for the full height of the panel surface
- A tackable panel shall be required to eliminate inventory and cost of tackboards

- Panel trim must be steel
- Panel system must have an open non-traditional aesthetic option
- Laminate panel inserts are available for alternate aesthetic.
- Translucent panel inserts are available for alternate aesthetic.
- Fabric stack-on panels are available

2. Work Surfaces

Types. The furniture system shall include work surfaces which are panel/system supported and/or freestanding. When panel/system supported and freestanding surfaces are offered, they shall be of similar construction and appearance and shall allow the integration of both types within a workstation. Panel/system supported surfaces may include cantilever, rail, bracket and end supported. Freestanding surfaces may include open base (C- or T-leg) and full-panel end and shall be designed for use with freestanding and/or mobile pedestals

Construction. Top surfaces shall be laminate or wood veneer. Surfaces shall be balanced to resist warping, and undersides shall be smoothly finished. Edges shall be post formed, solid wood, vinyl T molding or self-edge. When self-edging is used, the corners shall be eased.

- Work surfaces shall be available in rectilinear and curvilinear shapes.
- Rectilinear work surfaces shall be available in the following widths and depths:
Widths: 24", 30", 36", 42", 48", 54", 60", 66" and 72"
Depths: 18", 24", and 30"
- Work surfaces shall be available in curvilinear shapes including corner, extended corners, peninsula, visitor, spanner, transaction, linking and transitional designs
- The system must be comprised of curvilinear work surfaces which allow designers to create interior spaces which support teaming and worker interaction within the workstation through linked and shared work surfaces and conferencing shapes. Curves also provide maximum comfort for the user performing computer intensive work or in multi-task environments.
- The system will include transition work surfaces, which provide shared conference space and uninterrupted curvilinear connection between workstations. Available in different shapes: D-shape, fanned, or bullet, or quarter round.
- The system will include visitor work surfaces, which provide informal meeting spaces for guests within the workstation. Available in different shapes: rounded, bubble or fanned.
- The system will include P-shaped, J-shaped, or bubble shaped work surfaces available for managerial workstations and to accommodate meetings of two or more people.
- Work surfaces shall have a minimum of 45-pound density core particleboard and utilize 3-ply construction.
- Wood laminate option shall be available
- Work surfaces shall have ergonomically friendly edges
- The user-edge of all work surfaces shall have at least a 3/8" radius along the top to provide a comfortable and healthy condition for the user's wrist and arms.
- Work surface cantilevers must have mechanical safety locks standard on all units to protect users from accidental disengagement and to ensure secure attachment in the event of seismic activity.

- Work surfaces shall be a balanced construction of a laminate top and a backer underside surrounding a core of solid wood particleboard.
- The system will include a transition work surface (wave shape) which allows a transition from 18" D to 24" D and 24" D to 30" D work surface depth.
- Work surfaces and work surface accessories shall accommodate cable routing, management, and storage
- Work surfaces shall have the option of cantilever support on both ends
- Cantilevers shall have mechanical safety catches
- Side-support brackets to support the work surface shall be available
- Brackets for attaching work surfaces at right angles shall be available
- Work surface support shall be available in standing height options
- Work surfaces must pass all Nema test standards for High Performance Laminates
- Cantilever shall be universal to accommodate left, right, or shared.

3. Overhead Storage

- Shelf and door units shall be available in nominal widths from 24" to 48"
- Shelf and door units shall have at least a 20-gauge steel construction with baked-on enamel finish
- Upper storage must have option on flat front or curved front doors
- The entire shelf and overhead cabinet shall be of steel to withstand moving and handling.
- Panel mounted steel upper storage cabinets and shelves shall have a minimum of a 1" rear lip to prevent soiling and damage to the panels.
- Panel mounted steel upper storage shall have a minimum usable shelf depth of 12-5/8" to allow for the use of all types of 4" binders and which allows the door to fully close without pushing binders into the panel surface.
- Overhead storage components must have mechanical safety locks standard on all units to protect users from accidental disengagement and to ensure secure attachment in the event of seismic activity.
- Door units shall have the ability to be moved fully assembled
- Front removable locks shall be available
- Locks shall be concealed
- The overhead door shall have an equalizer for easy opening and to prevent the door from pinching/racking when being opened or closed.
- Shelf and door units shall have mechanical safety catches
- Door shall not fall/close when partially extended
- Shelf and door units shall have a lip on the rear of the shelf of at least 1"
- Shelf and door units shall have a built-in opening that allows cables and connectors to pass from top of panel to work surface
- Shelf light shall be concealed when door is open or closed
- Alternate storage must be available for easy user access and different aesthetic.
- Must have storage that can be up mounted.
- Storage doors should meet and exceed ADA requirements for ease of use.
- Finish is to be mid-grade paint finish.

4. Mobile Drawer Pedestals and Fixed Pedestals

Freestanding storage, case goods, desk products, and tables, that are part of the product line offered, are acceptable as furniture systems subject to the contracting

officer's approval. These items must meet applicable ANSI/BIFMA requirements that apply to the product offered.

- All drawers within the pedestal and lateral file shall be lockable with one lock.
- Leveling glides are standard to adjust height on uneven floors.
- Pedestals available in nominal 22" and 27" depths.
- Pedestals shall be available with box drawer (6") and file drawer (12" high) options
- Pedestals depths shall accommodate cable drop behind
- Pedestals shall be available in mobile and fixed varieties and should provide cushion tops for informal visitor seating.
- Pedestals shall have steel construction
- Exterior faces shall have at least 22gauge steel
- File drawer suspension shall have steel ball bearings and allow for full drawer extension
- Suspension mechanisms shall be enclosed in order eliminate potential for user to be exposed to grease
- Drawers shall have drawer bumpers to cushion and quiet drawers
- Drawers shall have metal pulls not plastic
- Fixed pedestals shall attach to the work surface
- Legal-width filing shall be accommodated in file drawer with use of a divider
- Pedestals shall have front removable locks
- Drawer dividers for 6" drawers shall be available
- File divider (for side-to-side filing) for 12" drawer shall be available
- Pedestal drawers shall be removable without tools
- File drawer shall come with compressor with double lip to accommodate a double row of hanging folders.
- Drawers shall have an anti-rebound mechanism to prevent drawers from rebounding.
- Drawer fronts shall be of metal construction with at least 22-gauge steel not plastic.
- Mobile pedestal is available which allows easy repositioning of pedestal.
- Locking mechanism or locking casters are available on mobile pedestal to prevent accidental movement of the pedestal.
- Lateral files available for installation under work surface
- Pedestals, mobile pedestals, and under work surface laterals must be available with at least two perforated steel options
- Pedestals must be available with seat cushions
- Lateral file drawers are controlled by an interlocking mechanism allowing only one drawer to be opened at one time.
- Mobile pedestals shall have optional 3" casters
- Under work surface laterals shall come standard with side to side hanging file frames to file letter or legal-size paper.

5. Filing & Storage

- Towers must be available in two heights 54" and 66" and one depth 24"
- Towers must have an optional dome
- Towers will be freestanding and provide interiors which can be customized for personal coat storage and work-related storage.
- Storage towers must have four styles of pulls available

- Towers shall come standard with front removable lock for file drawers
- Towers shall have option to lock wardrobe and cabinet
- Tower file drawers shall open their full depth for total access to contents
- Tower file drawers shall be able to accommodate hanging files in front to back configuration without requiring frames
- Towers shall have box, box, file configuration available
- 66" Tower shall have a file, file, file option available
- Towers shall have a filing rail available to accommodate legal or side to side filing
- Towers shall have coat rod with shelf configuration available
- Towers shall come standard with leveling glides
- Vertical files must be available with 2-5 drawers
- Vertical files must be available in 2 depths 26 1/2" and 28 1/2"
- Leveling glides are available on towers and vertical cabinets to allow for leveling on uneven floors.
- Vertical files must be available in both letter and legal widths
- Vertical files must have steel ball bearing, full extension suspension
- Vertical files must come with lock as a standard
- Vertical files must have thumb latch for safety
- Vertical files must have full height sides to eliminate hanging file folder frames.
- Vertical files must come standard with an adjustable divider

6. Workstation Lighting

The furniture system shall include task lighting. As a minimum, task lights shall be capable of mounting beneath a shelf or cabinet. All lights offered shall be Underwriters' Laboratories (UL) approved or approved by other independent testing laboratories using recognized industry standards. Task lights shall have individual on/off switches and shall be equipped with a diffusion lens to provide glare free light. Lights shall be shielded to prevent direct viewing of the lamp or bulb at eye level from a seated position. Shelf lights shall provide glare control and shall be UL and CSA listed. Electronic ballasts are available on shelf lights, which eliminate fluorescent lamp flicker and computer screen interference. Shelf lights shall be concealed under the shelf and the overhead storage cabinet and allow for tool free installation under overhead cabinets and shelves. Shelf light shall have an optional sliding dimmer control, an optional 50 percent enrage ballast and is shipped with lamp. Shelf light shall have cords at least eight feet in length with on/off switch located near the middle of the fixture.

7. Power and Cable Management

Electrical system. The furniture system shall have an electrical system capable of distributing electrical service to several workstations from a central feed point. The electrical system shall have a minimum capacity for three 20-amp circuits. The system shall provide access to electrical power through receptacles located in the panel raceway. The system may include desk height or desk mounted receptacles. All electrical components shall be UL listed and labeled or tested and labeled by other independent testing laboratories using recognized industry standards.

Raceway. Raceways, which are an integral part of the system, shall be available. Raceways shall be designed to provide distribution of electrical and communication cables and shall provide capacity for a minimum of six 25-pair cables and the electrical

system. Powered raceways shall provide access points for placement of receptacles. Raceway covers shall be replaceable without disassembly of the panel.

- Panels and service panel spines shall have the ability to accommodate at least 45+ cat 5 cables at desk top height (preferred) or underneath the work surface at the panel base.
- Panels shall have the capability to vertically and horizontally route data cable
- Service panel system allows lay-in cabling into the base and at mid height.
- Service panel or spines must be modular and allow for plug and play capability to enable easy change of power and data locations at the desktop
- Service panel or spines should enable ease of cable insertion and reconfiguration at different locations and heights within the service wall.
- The power system is available with 3-circuit, shared neutrals power schematic
- The power system is available with 3-circuit, separate neutrals power schematic
- The power system is available with 4-circuit, 3+D power schematic
- The power system is available with 4-circuit, 3I+1 power schematic
- The power system is available with 4-circuit, 2+2 power schematics
- All power schematics must have the ability to accept 15-amp receptacles
- All power schematics must have the ability to accept 20-amp receptacles
- Each circuit shall have access to either the systems ground or isolated ground
- All panels shall have the option to ship with power factory installed
- All panels shall have the option to ship with power field installed
- The panel system shall have base power-ins to accommodate floor power sources
- The panel system shall have utility poles to accommodate ceiling power and data sources
- All electrical components shall be UL and CSA listed and meet the applicable requirements of the National Electrical Code (NEC)/Canadian Electrical Code (CEC)
- Must have user placeable power and data receptacles
- All base power-ins come with flexible, liquid-tight conduit.
- Breakaway base power-in available to meet seismic requirements.
- Power routing shall be in the base of the system.
- Power access shall be below work surface height.
- Power access shall be at work surface height.
- Power access shall be at standing height.
- Data access shall be at work surface height.
- Data access shall be at standing height
- Data access shall be at below work surface height

8. Category of Finish/Surface Materials

Finish grade category to be mid-grade for fabric, paint finish.

- Laminate surface finish to be grade category
- Surface material offerings include wood laminate options (work surfaces only)
- Surface material offerings include a minimum of 5 paint colors
- Surface material offerings include a minimum of 6 laminate colors
- Surface material offerings include a minimum of 8 families of fabrics
- Surface material offerings include panel inserts

9. Test Requirements

The furniture system shall be tested in accordance with the requirements listed below. Representative sample, i.e., worst case testing, is not acceptable for flammability or acoustics.

Flammability. The fire test shall be conducted in accordance with American Society for Testing and Materials (ASTM) Standard E84-8a, Standard Method of Test for Surface Burning Characteristics of Building Materials, by an independent laboratory, the vendors ISO Guide 25 self-certified testing facility, or the vendors ISO 9001 registered facility. The test report shall be not more than one year old at the time set for receipt of offers, and during the term of the contract new testing shall be conducted every three years if the panel construction has not changed. If panel construction is changed new fire tests are required. The test report must state the panel series tested and must state in detail the construction of the panel tested. The test shall be conducted on the entire assembled panel (the complete core, adhesive, decorative fabric, frame and joining components). The test must be conducted on each different fabric, and interior construction. However, additional fabrics may be offered for inclusion under the contract without additional ASTM E-84 testing provided the following conditions are met: (1) An ASTM E-84 test was conducted on the complete panel, which is acceptable to GSA. (2) The fabric on the panel tested under E-84 was tested and complies with National Fire Protection Association (NFPA) Standard No. 701. (3) The additional fabrics offered were tested and comply with NFPA No. 701. (4) There are no other changes in the panel construction.

Alternatively, testing may be conducted in accordance with Underwriters Laboratories (UL) Standard No. 723 or National Fire Protection Association (NFPA) Standard No. 255.

Panel acoustics. The acoustical test for the NRC shall be conducted, by an independent laboratory, the vendors ISO Guide 25 self certified testing facility, or the vendors ISO 9001 registered facility, in accordance with ASTM Standard C423-08a, "Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method."

The test report shall be not more than three years old at the time set for receipt of offers, and during the term of the contract new testing shall be conducted every five years if the panel construction has not changed. If panel construction is changed a new acoustical test is required. The test report must state the panel series tested and must state in detail the construction of the panel tested. The test shall be conducted on the entire assembled panel, full-face area (the complete core, adhesive, decorative fabric, frame, raceway and joining components). NRC shall utilize an average measurement over the four standard octave intervals, 250, 500, 1000 and 2000 Hz. Both sides of the panel shall be tested. The test must be conducted on each different interior construction offered as an acoustical panel.

Electrical system. The electrical system shall meet the requirements of UL Standard 1286, as applicable.

Panel, panel supported components, overhead storage units, and keyboard surfaces. Unless otherwise noted, panels, panel components, panel mounted components, and keyboard surfaces units shall be tested in accordance with the applicable

requirements of American National Standard ANSI/BIFMA X5.6-2003. Representative items shall be selected for testing based on worst case conditions.

Freestanding work surfaces, tables, and computer support furniture. Freestanding work surfaces, tables, and computer support furniture shall be tested in accordance with the requirements of American National Standard ANSI/BIFMA X5.5-2008.

Freestanding/stationary and mobile pedestals. Drawer pedestals shall be tested in accordance with the applicable sections of ANSI/BIFMA X5.9-2004. Any devices used to maintain the stability of the unit, such as counterweights, shall be included in all product furnished under the contract.

Notes.

ANSI/BIFMA. Standards are available from BIFMA International, 678 Front Avenue NW, Suite 150, Grand Rapids, MI 49504-5368. (616) 285-3963

ASTM. Standards are available from the American Society for Testing and Materials, 100 Barr Harbor Dr., West Conshohocken, PA 19428-2925. (610) 832-9585

NFPA. Standards are available from the National Fire Protection Association, 11 Tracy Drive, Avon, MA 02322. (800) 344-3555

UL. Standards are available from Underwriters Laboratories, Inc., 333 Pfingston Rd., Northbrook, IL 60062-2096. (877) 854-3577

10. General Conditions

Fulton County desires to complete the evaluation of this bid for products and services in a timely manner. New modular furniture and free-standing furniture bids will be reviewed and evaluated specific to Fulton County's Evaluation Criteria and Technical Specifications. Vendors must demonstrate knowledge and certification to handle different furniture systems manufacturers i.e. Herman Miller, Teknion, Steelcase, Knoll.

The Office Furniture Systems Manufacturer must have at least 10 years of systems product experience and an installed base of at least \$550 million over this time period.

- All products, components and hardware shall be standard products as shown in the most recent published price lists or amendments and catalogue. Products offered will be from the current standard published price list.
- Fulton County's furniture needs vary from large projects to the need for quick ship furniture items. The vendor is requested to identify product standard delivery times and product availability for quick ship program.

10. Special Conditions

The bid response is to include the following:

- Catalogue & product brochure of furniture line or lines.

- Identification of furniture line's ability to be reconfigured to be flexible and to expand with additional stations of the same and/or different configuration.
- Detailed description identifying how work surfaces, filing systems, various panel heights and glazing components and options are attached and installed to the panel system and if the enclosing partition/ service wall has the ability for work surfaces to be configured off module.
- Identification of the modular systems Plug and Play capability specific to accommodate data, power, and communications at
 - 1) Variable heights
 - 2) Desk height
 - 3) Below works surface height
- Enclose a fact sheet on the modular furniture systems technical specifications that meet Fulton County's requirements as outlined in this ITB.
- The first 30 days of warehouse space are to be provided at no charge.

EXHIBIT D

COMPENSATION

COMPENSATION

The County agrees to compensate the Contractor as follows:

County agrees to compensate Contractor for all services performed under this Agreement in an amount not to exceed \$433,330.00 (Four Hundred Thirty-Three Thousand, Three Hundred thirty Dollars and no Cents), which is full payment for a complete scope of work. The detailed costs are provided in the attached Bid Form.

BID FORM

Submitted To: Fulton County Government

Submitted By: Bright Interiors Group

For: **25ITB1374791C-GS, Modular Workstations and Free-Standing Furniture Countywide**

Submitted on 5/29, 2025.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

BASE BID AMOUNT Group A add lines 1 through 7 (Do not include any Bid Alternates)

\$12,402.25

(Dollar Amount In Numbers)

Twelve thousand four hundred two dollars and twenty five cents

(Dollar Amount in Words)

BASE BID AMOUNT Group B add lines 8 through 12 (Do not include any Bid Alternates)

\$25,550.75

(Dollar Amount In Numbers) Twenty five thousand five hundred fifty dollars and seventy five cents.

(Dollar Amount in Words)

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written "Notice to Proceed" from the County.

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

BASE BID AMOUNT

This Bid will be awarded per Group furnishing all materials, labor, tools, equipment and appurtenances necessary for providing modular workstations and free-standing furniture.

PRICING:

A. Price and itemized breakdown specific for each configuration,

1. Typical A as diagramed (Exhibit A) as a single workstation; \$ 2,822.50
2. Typical B as diagramed (Exhibit A) as a single workstation; \$ 5,814.75
3. Typical C as diagramed (Exhibit A) as a single workstation; \$ 6,123.50
4. Price for a cluster of (4) workstations for Typical A; \$ 9,579.75
5. Price for a cluster of (4) workstations for Typical B; \$ 19,736.00
6. Price for a cluster of (4) workstations for Typical C; \$ 10,881.25
7. Design and project management cost per hour, per project: \$ 80 /hr.
(Bidder must have the ability and resources to visit the departments,
Determine requirements, develop drawings and parts list for projects).

B. Hourly Labor Rates

8. Labor, flat rate for tearing down and rebuilding existing workstations: \$ 45 /hr.
9. Miscellaneous labor, unit cost per hour (rate must include all related costs such as truck, insurance, equipment, etc. as well as handling and transportation: \$ 45/hr.

10. Pre-approved overtime/weekend hourly rate:
(Reimbursed by Fulton County) \$ 65 /hr.
11. Furniture inventories (existing modular furniture and surplus modular furniture) (labor): \$ 45 /hr.
12. Warehouse space cost per sq. ft. /month, beginning with the second month. Space must be secured and environmentally sound. \$ \$2.95 /month.

C. Bidder must provide catalogs of their offerings, indicate the percentage discount offered:

13. Discount from AIS list price: 77.5 %
14. Discount from TEKNION list price: 57 %
15. Discount from Knoll list price: 0 %
16. Discount from AllSteel list price: 0 %
17. Discount from similar equal quality system list price: 50 %
18. Discount from DMI list price: 0 %
19. Discount from ARTOPEX list price: 0 %
20. Discount from Hon list price: 74 %
21. Discount from NATIONAL list price: 50 %
22. Discount from approved "equal" list price: Manufacturer: 50 %

(Submit sample catalog or product information in Additional Documentation in BidNet)

All blanks related to items bid must be filled in or the bid will be considered incomplete. The above rates shall be all inclusive, including but not be limited to, charges for vehicles, drivers, pads, tools, equipment, gas and mileage, supervision, insurance, and all labor. No hidden charges will be allowed or compensated.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM # _____ DATED _____

Business Phone: 404-558-6050

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

<i>Name</i>	<i>Address</i>
Shannon Bright	2555 McGlynn Dr.Decatur, GA 30034

END OF SECTION

EXHIBIT E

PURCHASING FORMS

25ITB1366580C-GS

Modular Workstations and Free-Standing Furniture Countywide

Section 7

Purchasing Forms & Instructions

STATE OF GEORGIA

COUNTY OF FULTON

**FORM A: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT
AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services¹ under a contract with [insert name of prime contractor] Bright Interiors Group on behalf of Fulton County Government has registered with and is participating in a federal work authorization program*,² in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with Fulton County Government, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Fulton County Government at the time the subcontractor(s) is retained to perform such service.

2497340
EEV/Basic Pilot Program* User Identification Number

Shannon Bright
BY: Authorized Officer of Agent
(Insert Contractor Name)

President
Title of Authorized Officer or Agent of Contractor

Shannon Bright
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 28th day of May, 2025.

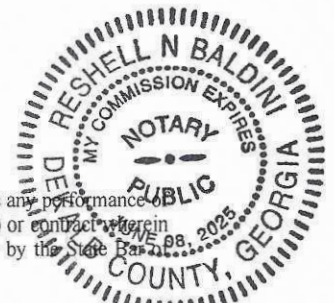
Notary Public: Reshell N Baldini

County: DeKalb

Commission Expires: 6-8-25

¹O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

²[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].



25ITB1366580C-GS
Modular Workstations and Free-Standing Furniture Countywide

Section 7
Purchasing Forms & Instructions

STATE OF GEORGIA

COUNTY OF FULTON

**FORM B: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR
AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services³ under a contract with [insert name of prime contractor] Bright Interior Group behalf of Fulton County Government has registered with and is participating in a federal work authorization program*,⁴ in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

2497340
EEV/Basic Pilot Program* User Identification Number

Shawna Bright
BY: Authorized Officer of Agent
(Insert Subcontractor Name)

President
Title of Authorized Officer or Agent of Subcontractor

Shawna Bright
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 28th day of May, 2025

Notary Public: Reshell N Baldini

County: DeKalb

Commission Expires: 6-8-28



³O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

⁴[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

FORM D: DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

Shannon Bright, Bright Interiors Group, Owner

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.

Shannon Bright, Bright Interiors Group, Owner

We have become certified as an 8(a) small business by the US Small Business Association and are building relationships by networking

3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or has ever: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

Shannon Bright, Bright Interiors Group, Owner.

I have sold to Fulton County before from my previous office furniture jobs.

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:

- (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;

Circle One: YES

NO

- (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

Circle One: YES

NO

- (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.

Circle One: YES

NO

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: YES

NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?

Circle One: YES

NO

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

Circle One: YES

NO

5. Has any offeror, member of offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One:

YES

NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

25ITB1366580C-GS

Modular Workstations and Free-Standing Furniture Countywide

Section 7

Purchasing Forms & Instructions

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this 29 day of May, 2025

Sharon Bright 5-29-25
(Legal Name of Proponent) (Date)

Sharon Bright 5-29-25
(Signature of Authorized Representative) (Date)

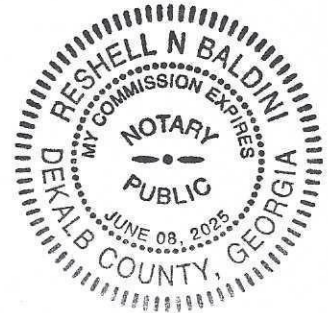
President
(Title)

Sworn to and subscribed before me,

This 28th day of May, 2025

Ray Baldini
(Notary Public) (Seal)

Commission Expires 6-8-25
(Date)





Department of Planning & Sustainability
Division of Business Licensing
178 Sams Street, Decatur, GA 30030
(404) 371-2461
BUSINESS AND OCCUPATIONAL TAX CERTIFICATE

Shannon Bright
2555 MCGLYNN DR
DECATUR, GA 30034-2733

Business Name:
Bright Interiors Group LLC
2555 MCGLYNN DR
DECATUR, GA 30034-

This is your Business and Occupation Tax Certificate for 2025. We are pleased that you are doing business in DeKalb County and hope you have great success in your enterprise this year.

.....
Detach the certificate below and display it for public view at your place of business.

This certificate must be displayed for public view

Not Transferable

Department of Planning & Sustainability
178 Sams Street, Decatur, GA 30030
BUSINESS AND OCCUPATIONAL TAX CERTIFICATE

Shannon Bright
2555 MCGLYNN DR
DECATUR, GA 30034-2733



ACCOUNT:
1245150

Bright Interiors Group LLC
2555 MCGLYNN DR
DECATUR, GA 30034-

EXPIRES:
12/31/2025

Business Description: Sell Office Furniture

This certificate is only valid at this location and when the location conforms to DeKalb County's Zoning Regulations

EXHIBIT F

CONTRACT COMPLIANCE FORMS

PHONE NUMBER: 404-558-6050 **EMAIL:** shannon@brightinteriorsgroup.com

EXHIBIT B1 - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

This form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** submit this form which lists all intended subcontractors/suppliers who will be utilized under the scope of work/services.

Prime Bidder/Proposer Company Name Bright Interiors Group, LLC

ITB/RFP Name & Number: INVITATION TO BID 25ITB1366580C-GS Modular Workstations and Free-Standing Furniture Countywide

1. My firm, as **Prime Bidder/Proposer** on this scope of work/service(s) is **NOT** ☐, is ☒ a minority or female owned and controlled business enterprise. ☒ **African American (AABE)**; ☐ **Asian American (ABE)**; ☐ **Hispanic American (HBE)**; ☐ **Native American (NABE)**; ☐ **White Female American (WFBE)**; ☒ **Small Business (SBE)**; ☐ **Service Disable Veteran (SDVBE)** ☒ **Disadvantage Business (DBE)** ****If yes, Prime must submit a copy of recent certification.**
- ☐ Male or ☒ Female (Check the appropriate boxes).

Indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly as the Prime Contractor:

\$ _____ Or _____ %

2. This information below must be completed and submitted with the bid/proposal if a **joint venture (JV)** approach is to be undertaken. Please provide JV breakdown information below and attach a copy of the executed Joint Venture Agreement.

JV Partner(s) information:

<u>Business Name</u>		<u>Business Name</u>	
(a.)		(b.)	
% of JV		% of JV	
Ethnicity		Ethnicity	
Gender		Gender	
Certified (Y or N)		Certified (Y or N)	
Agency		Agency	
Date Certified		Date Certified	

EXHIBIT G

INSURANCE AND RISK MANAGEMENT FORMS

SECTION 5**INSURANCE AND RISK MANAGEMENT PROVISIONS****Modular Workstation & Free Standing Furniture Installations**

The following is the minimum insurance and limits that the Contractor/Vendor must maintain. If the Contractor/Vendor maintains higher limits than the minimum shown below, Fulton County Government requires and shall be entitled to coverage for the higher limits maintained by the Contractor/Vendor.

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A-VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name, Number and Description must appear on the Certificate of Insurance).
- A combination of a specific policy written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government. Evidence of said insurance coverages shall be provided on or before the inception date of the Contract.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. **WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts, including but not limited to U.S. Longshoremen and Harbor Workers Act and any other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	\$500,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	\$500,000
Employer's Liability Insurance	BY DISEASE	EACH EMPLOYEE	\$500,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability (Other than Products/Completed Operations)	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000

Products\Completed Operation	Aggregate Limit	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damage to Rented Premises	Limits	\$100,000

3. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Bodily Injury & Property	Each Occurrence	\$1,000,000
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(Including operation of non-owned, owned, and hired automobiles).

4. UMBRELLA LIABILITY	Per Occurrence	\$2,000,000
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(In excess of Auto, General Liability and Employers Liability)

Certificates of Insurance

Contractor/Vendor shall provide written notice to Fulton County Government immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be canceled or altered. Certificates of Insurance are to list Fulton County Government, Its Officials, Officers and Employees as an Additional Insured (except for Workers' Compensation), using ISO Additional Insured Endorsement form CG 2010 (11/85 version), its' equivalent or on a blanket basis.

The Contractor/Vendor insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County Government.

If Fulton County Government shall so request, the Contractor/Vendor shall furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

Such certificates and notices **must** identify the "Certificate Holder" as follows:

Fulton County Government – Purchasing and Contract Compliance
Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

Certificates must list Project Name (where applicable).

Important:

The obligations for the Contractor/Vendor to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (Where applicable).

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Professional Services Indemnification. With respect to liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments that arise or are alleged to arise out of the Consultant/Contractor's acts, errors, or omissions in the performance of professional services, the Consultant/Contractor shall indemnify, release, and hold harmless Fulton County, its Commissioners and their respective officers, members, employees and agents (each, hereinafter referred to as an "Indemnified Person"), from and against liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments only to the extent such liability is caused by the negligence of the Consultant/Contractor in the delivery of the Work under this Agreement, but such indemnity is limited to those liabilities caused by a Negligent Professional Act, as defined below. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Consultant/Contractor.

For the purposes of the Professional Services Indemnity above, a "Negligent Professional Act" means a negligent act, error, or omission in the performance of Professional Services (or by any person or entity, including joint ventures, for whom Consultant/Contractor is liable) that causes liability and fails to meet the applicable professional standard of care, skill and ability under similar conditions and like surrounding circumstances, as is ordinarily employed by others in their profession.

Consultant/Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Consultant/Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out

of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed (Where applicable).

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THE AFOREMENTIONED STATEMENTS, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: __Bright Interiors Group____ SIGNATURE: Shannon Bright

NAME: _Shannon Bright _TITLE: _Owner____DATE: __5/29/2025



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER John Oxford State Farm 1393 Church St Decatur GA 30030	CONTACT NAME: Kel Thompson PHONE (A/C, No, Ext): 404-228-5450 E-MAIL ADDRESS: kel@joxford.com FAX (A/C, No):														
INSURED Bright Interiors Group, LLC 2555 Mcglyn Dr Decatur GA 30034	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: State Farm Fire and Casualty Company</td> <td>25143</td> </tr> <tr> <td>INSURER B: State Farm Mutual Automobile Insurance Company</td> <td>25178</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: State Farm Fire and Casualty Company	25143	INSURER B: State Farm Mutual Automobile Insurance Company	25178	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER A: State Farm Fire and Casualty Company	25143														
INSURER B: State Farm Mutual Automobile Insurance Company	25178														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	91-KT-J434-8	01/13/2025	01/13/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	☒ AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	C29 6556-A31-11B To be assigned	07/31/2025 08/08/2025	01/31/2026 02/08/2026	COMBINED SINGLE LIMIT (Ea accident) \$
	BODILY INJURY (Per person) \$ 1,000,000						
	BODILY INJURY (Per accident) \$ 1,000,000						
	PROPERTY DAMAGE (Per accident) \$ 1,000,000						
							\$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED RETENTION \$	Y	Y	91-K3-J819-6	08/18/2025	08/18/2026	EACH OCCURRENCE \$ 2,000,000
	AGGREGATE \$ 4,000,000						
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE OTH-ER \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

-25ITB1366580C-GS Modular Workstations and Freestanding Furniture Countywide
 -ENOL Policy covering non-owned and hired autos is bound and under review. Coverage is in effect, but policy number is not assigned until review complete and application fully processed.
 -Shannon Bright is sole owner-operator of this LLC. Therefore does not require Worker's Compensation policy.
 -Fulton County Government, Its Officials, Officers, and Employees are additional insured on policies with waiver of subrogation in favor of Fulton County Government.

CERTIFICATE HOLDER**CANCELLATION**

Fulton County Government -- Purchasing and Contract Compliance Department 130 Peachtree St, S.W. Ste 1168 Atlanta GA 30303-3459	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Kel J Thompson</i>
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25-0522 Real Estate and Asset Management

Request approval of the lowest responsible bidder - Department of Real Estate and Asset Management, 25ITB1319064C-GS, Uninterrupted Power Supply (UPS) System Maintenance Services in an amount not to exceed \$112,900.00 with Levonne Industries, LLC (Atlanta, GA), to provide standby on-site preventative and full-service maintenance services for uninterrupted power supply (UPS) systems for Fulton County upon execution of contract through December 31, 2025, with two (2) renewal options. **(APPROVED)**

A motion was made by Commissioner Thorne and seconded by Commissioner Abdur-Rahman, to approve. The motion passed by the following vote:

Yea: Pitts, Thorne, Ellis, Barrett, Ivory, and Abdur-Rahman

Did Not Vote: Arrington

25-0523 Real Estate and Asset Management

Request approval of the lowest responsible bidders - Department of Real Estate and Asset Management, 25ITB1366580C-GS, Modular Workstations and Free Standing Furniture Countywide, in an total amount not to exceed \$1,500,000.00, with Group A: (A) Office Design Concept GA, LLC (Atlanta, GA) in an amount not to exceed \$433,330.00; (B) Bright Interiors Group (Decatur, GA) in an amount not to exceed \$433,330.00; (C) Corporate Environments (Atlanta, GA) in an amount not to exceed \$433,330.00 to provide office modular workstation systems and free standalone furniture for Fulton County agencies on an "as needed" basis; and Group B: Office Design Concept GA, LLC (Atlanta, GA) in an amount not to exceed \$200,010.00, to provide all labor for breaking down and reconfigurations of existing workstations and office relocation by requested user departments for Fulton County agencies on an "as needed" basis. Effective upon execution of contract through December 31, 2025, with two renewal options. **(APPROVED)**

A motion was made by Commissioner Abdur-Rahman and seconded by Commissioner Barrett, to approve. The motion passed by the following vote:

Yea: Pitts, Thorne, Ellis, Barrett, Ivory, Arrington, and Abdur-Rahman

Certificate Of Completion

Envelope Id: B7B1A33E-02FA-4977-95F5-4B4EAE3E794D

Status: Completed

Subject: 25ITB1366580C-GS, (B) Modular Workstations and Free-Standing Furniture Countywide Bright

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 66

Signatures: 4

Envelope Originator:

Certificate Pages: 6

Initials: 0

Gertis Strozier

AutoNav: Enabled

Stamps: 1

141 Pryor Street

Envelopeld Stamping: Enabled

Purchasing & Contract Compliance, Suite 1168

Time Zone: (UTC-05:00) Eastern Time (US &

Atlanta, GA 30303

Canada)

gertis.strozier@fultoncountyga.gov

IP Address: 74.174.59.4

Record Tracking

Status: Original

Holder: Gertis Strozier

Location: DocuSign

9/11/2025 11:47:03 AM

gertis.strozier@fultoncountyga.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Fulton County Government

Location: Docusign

Signer Events

Signature

Timestamp

Joseph N. Davis

joseph.davis@fultoncountyga.gov

Director

Security Level: Email, Account Authentication
(None)

Signed by:

Joseph N. Davis
E45C5C5F17FB417...

Sent: 9/12/2025 5:01:11 PM

Viewed: 9/17/2025 5:59:10 AM

Signed: 9/17/2025 5:59:20 AM

Signature Adoption: Pre-selected Style

Using IP Address:

2600:1702:7490:78e0:54b:53ea:18e3:496e

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 9/17/2025 5:59:10 AM

ID: 256e5132-7282-4338-be25-68ad1ef18b2f

David Lowman

David.Lowman@fultoncountyga.gov

Security Level: Email, Account Authentication
(None)

Signed by:

David Lowman
0EC92EDADEFB4B8...

Sent: 9/17/2025 5:59:22 AM

Viewed: 9/17/2025 7:47:02 AM

Signed: 9/17/2025 7:52:09 AM

Signature Adoption: Pre-selected Style

Using IP Address: 74.174.59.4

Electronic Record and Signature Disclosure:

Accepted: 9/17/2025 7:47:02 AM

ID: 957f0e32-03e1-4d59-b3d9-526060a8ad84

Nikki Peterson

nikki.peterson@fultoncountyga.gov

Chief Deputy Clerk to the Board of Commissioners

Fulton County Government

Security Level: Email, Account Authentication
(None)

Completed

Using IP Address: 74.174.59.10

Sent: 9/17/2025 7:52:11 AM

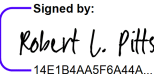
Viewed: 9/17/2025 10:19:02 AM

Signed: 9/17/2025 10:21:42 AM

Electronic Record and Signature Disclosure:

Accepted: 11/27/2017 1:39:37 PM

ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8

Signer Events	Signature	Timestamp
Robert L. Pitts harriet.thomas@fultoncountyga.gov Chairman Fulton County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 9/18/2025 6:02:45 AM ID: ef9712d8-1448-4c7e-8fa9-f3edee07eb08	Signed by:  14E1B4AA5F6A44A... Signature Adoption: Pre-selected Style Using IP Address: 2600:387:2:824::36 Signed using mobile	Sent: 9/17/2025 10:21:44 AM Viewed: 9/18/2025 6:02:45 AM Signed: 9/18/2025 6:03:01 AM
Tonya Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Government Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 3/16/2018 10:54:59 AM ID: f3f241e8-3027-4447-9476-6cf20ae25dd4	Signed by:  EEC476C4837648D...  Signature Adoption: Uploaded Signature Image Using IP Address: 99.96.24.191	Sent: 9/18/2025 6:03:03 AM Viewed: 9/18/2025 8:53:19 AM Signed: 9/18/2025 8:53:30 AM
Gertis Strozier gertis.strozier@fultoncountyga.gov Assistant Purchasing Agent CRM SERVICES, LLC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	Completed Using IP Address: 74.174.59.4	Sent: 9/18/2025 8:53:32 AM Viewed: 9/18/2025 10:52:10 AM Signed: 9/18/2025 10:52:23 AM
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Dian DeVaughn Dian.DeVaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/18/2025 10:52:26 AM Viewed: 9/18/2025 11:50:26 AM
Khandi Flowers khandi.flowers@fultoncountyga.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/18/2025 10:52:27 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/11/2025 12:54:03 PM
Envelope Updated	Security Checked	9/12/2025 5:01:10 PM
Envelope Updated	Security Checked	9/12/2025 5:01:10 PM
Envelope Updated	Security Checked	9/12/2025 5:01:10 PM
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Envelope Updated	Security Checked	9/12/2025 5:01:11 PM
Certified Delivered	Security Checked	9/18/2025 10:52:10 AM
Signing Complete	Security Checked	9/18/2025 10:52:23 AM
Completed	Security Checked	9/18/2025 10:52:27 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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CONSUMER DISCLOSURE

From time to time, Carahsoft OBO Fulton County, Georgia (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Fulton County, Georgia:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: glenn.king@fultoncountyga.gov

To advise Carahsoft OBO Fulton County, Georgia of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at glenn.king@fultoncountyga.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to glenn.king@fultoncountyga.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to glenn.king@fultoncountyga.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were

able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
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