

GUIDELINES FOR WORKING WITHIN GBA FACILITIES

NOTICE TO ALL COMPANIES PROVIDING SERVICES TO THE GEORGIA BUILDING AUTHORITY THESE ARE THE PROCEDURES AND GUIDELINES FOR WORKING WITHIN GBA FACILITIES

To assist you in performing your work within Georgia Building Authority (GBA) facilities, GBA developed these procedures and information. With employees and guests of the State of Georgia occupying facilities, it is necessary to carefully plan, coordinate and communicate your proposed work with GBA personnel, tenants and other associated departments. These guidelines will ensure a safe, efficient and prompt delivery of work.

- (1) **GBA BACKGROUND INVESTIGATIONS:** GBA uses a third party provider to perform the successful bidder (Contractor) employee background investigations. GBA uses the existing State Wide Contract (#90801) with Database Systems International, Inc. to perform these services.

- (2) **COST OF BACKGROUND INVESTIGATIONS:** All costs associated with the background investigations shall be borne by the Contractor. Typical costs for these types of investigations shall be in accordance with said State Wide Contract as summarized in the chart below.

TYPICAL BACKGROUND AND ACCESS CARD COSTS		
Item	Description	Cost
1.	Background Investigations	All Contractor employees who shall perform work in GBA facilities or properties shall be subject to a criminal background check by GBA's third party investigation firm. The Contractor shall be subject to payment of all incurred costs. Costs shall be in accordance with the State of Georgia's Statewide Contract (SWC) #90801.
2.	New Access Card	New Access Cards are issued by GBA Parking Services for every approved contractor employee whose background has been reviewed by the GBA third party investigation firm and approved by GBA staff. Access cards shall correspond to specific contracts or purchase orders and are renewable annually.
3.	Lost Access Card	The loss of a properly issued Access Card shall be reported to the corresponding GBA Project Manager who shall make a request for replacement from GBA Parking Services.
4.	Failure to Return Access Card at Project Completion	Contractor shall be charged a fee for failure to turn in all Access Cards at project/contract completion such charge will either be directly billed to the Contractor or deducted from final payment.

TYPICAL BACKGROUND AND ACCESS CARD COSTS

Item	Description	Cost
5. Annual Access Card Renewals	Annual administrative charges annual background investigation charges will apply on multi-year contracts.	\$20.00
6. Annual Background Investigations	As defined in item 1 above.	\$30.00 to \$50.00

(3) **PARKING:** GBA will not provide parking space for the Contractor or Contractor's employees, unless otherwise agreed to in writing by the Owner. GBA will provide temporary parking for vehicles loading or unloading goods, equipment, supplies and materials in loading areas as designated. Contractors shall not block any loading dock area or permit its employees to park in the designated loading areas. Contractors may park at a GBA the daily parking facility for \$10.00 (ten dollars) per day per vehicle. A monthly parking pass may also be obtained.

(4) **SPECIAL SECURITY MEASURES**

- a. At least ten (10) working days prior to starting the Contract and as required thereafter, the Contractor shall provide the Owner with a list of current employees and supervisors assigned to the work. Contractor shall complete an "Awareness Statement, Security Clearance Consent Form" and "Contractor Building Card and ID Authorization Form," provided by GBA for all employees, supervisors included, assigned to the project. Contractor is required to have each applicant/worker provide a clear copy of his/her driver's license and/or State ID at the time their Access Card is processed. In addition to the two aforementioned forms, at the time the forms are submitted to the Authority, the Contractor must provide the assessed payment as a processing fee, for each Access Card Key requested. Any employee who refuses to provide this information or who, in the Authority's sole opinion is a security risk will not be allowed to work on the premises. Contractor shall not be refunded any portion of the processing fee for any employee the Authority does not deem acceptable to work on the project or for any employee the Contractor does not utilize on the project. All employees may be subject to search and inspection of parcels upon entering and leaving premises. The Contractor shall notify the Owner within 24 hours or less of dismissal of any employee assigned to the work. All workers not used shall return their access card to GBA.

- b. GBA reserves the right to limit or restrict access to buildings to authorized personnel and to prohibit access to particular agents, servants, or employees of Contractor. The foregoing reserved right or authority shall in no way impose any obligation or liability on the GBA for the negligent or wrongful hiring or discharge by Contractor of any of Contractor's subcontractors, agents, or employees, for which Contractor shall be and remain solely responsible and Contractor hereby agrees to indemnify and hold harmless GBA from any claim or assertion which is to the contrary.

- c. Contractor will obtain the consent in writing of each of its employees to release to the GBA upon request, including, without limitation, any background investigation report or law enforcement agency report on file with Contractor, but excluding any such records kept for income, employment and unemployment tax purposes.
- (5) ACCESS CARDS: Contractor shall ensure that every new employee under the contract has a Georgia Building Authority building access cards with photograph before the employee enters on duty. GBA Parking and Access Services Department shall furnish these cards. Access cards will be valid for one year. Should the work exceed one year, Contractor shall be required to renew badges. The fee to renew an Access Card after the one-year expiration shall be assessed as shown on the respective chart above. The Contractor shall ensure that all cards are returned to the GBA within 48 hours of the dismissal or termination of Contractor's employees, or when the contract expires. The Contractor shall be assessed monetary damages per access card for those access cards that are not returned as required and within the specified period of time.
- a. Contractor shall ensure that all employees wear building access card on their body in a readily visible manner during duty hours. Employees shall show and present said access cards upon request. GBA reserves the right to periodically verify and reconcile access cards of contract employees against their personal government issued identification. Any employee without the proper identification will be denied entrance to the building or worksite and requested to leave the premises.
 - b. Contractor shall make his employees available for building access cards on a schedule to be negotiated with the GBA. The access cards will be prepared and confirmed by the Authority after the required security clearance has been received on the Contractor's employee(s). Authority personnel will take the pictures and furnish the equipment and materials to produce the access cards. The Contractor will notify the Owner when employee access cards are lost. It will be the responsibility of the Contractor to pay for replacement access cards at the assessed cost per card. (Please see table above for applicable charges applicable to this program.) To obtain a replacement or renew a building access card, the Contractor shall follow the same process as stated in above.
- (6) COORDINATION OF WORK: Contractor recognizes and agrees that portions of the building may be occupied by State employees performing essential tasks necessary for the efficient operation of State government. Consequently, Contractor agrees that he shall perform his work in such a manner as to provide the least possible disruption to the occupants of the building. The Contractor shall provide the GBA Project Manager work scheduling requests well in advance of the work to be performed. Contractors shall contact the Project Manager or his representative upon entering or leaving the facility or work site.
- (7) WORKING HOURS. The Contractor shall perform all work, make all deliveries and have access to work areas as negotiated between the parties and upon written permission of the GBA. Contractor may make deliveries and have access to work areas at any other hour of any day provided that it is pre-approved and normal customer access is not limited or hindered in any way. Contractor shall bear without any contribution from the GBA, any extra expense and responsibility for doing so, including, without limitation, its own overtime expense. Contractor's promise to perform the work under the contract within the maximum time stated is not dependent on the availability of the working area

for hours other than identified hereinabove. As necessary, weekend hours will be allowed subject to review and approval by GBA.

- (8) **FIRST AID:** In the event of injuries requiring assistance, GBA's security group shall be notified for assistance. While working in the building, security can be reached by dialing 404-624-7281.
- (9) **SMOKE FREE BUILDING:** All GBA buildings are smoke free buildings. Smoking is not allowed in the buildings but is permissible in designated areas outside the buildings.