

GWINNETT COUNTY BOARD OF EDUCATION

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THE MISSION OF GWINNETT COUNTY PUBLIC SCHOOLS is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

437 Old Peachtree Road, NW Suwanee, GA 30024-2978 678-301-6000 www.gwinnett.k12.ga.us

It is the policy of Gwinnett County Public Schools not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service.

INVITATION TO BID B-1029JA SMALLWARES

The Gwinnett County Board of Education is soliciting competitive sealed bids from qualified suppliers for purchasing **SMALLWARES** as listed on the attached proposal forms.

SEALED BIDS will be received, subject to the terms and conditions as specified in the attachment, in the Purchasing Department for Gwinnett County Public Schools, which is located in the Instructional Support Center at 437 Old Peachtree Road, NW, Suwanee, Georgia 30024, NO LATER THAN 2:00 PM ON FEBRUARY 3, 2010. IF THE BID RESPONSE IS HAND DELIVERED, PLEASE LEAVE THE BID WITH THE RECEPTIONIST AT THE FRONT DESK. The bid opening will be at 9:00 AM on February 4, 2010.

BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE FOLLOWING INFORMATION MARKED CLEARLY ON THE OUTSIDE OF THE PACKAGE:

- COMPANY NAME
- BID NUMBER
- OPENING DATE AND TIME OF THE BID

IF YOU RECEIVE MORE THAN ONE BID AT A TIME (i.e. different bid numbers), PLEASE RETURN EACH IN A SEPARATE ENVELOPE.

NO FAXED BIDS WILL BE ACCEPTED.

ALL BIDS MUST BE SUBMITTED ON OUR ORIGINAL BID PRICING SHEET, AS WELL AS IN ELECTRONIC FORM (CD). BIDS MUST BE FILLED IN COMPLETELY TO BE CONSIDERED (UNIT AND TOTAL PRICE).

ALL BIDDING OPPORTUNITIES ARE NOW POSTED ON OUR WEB PAGE at www.gwinnett.k12.ga.us. Under Purchasing, double click on Bid Processing, and to retrieve a copy of the bid, double click on Current Bidding Opportunities. Please note that any bids posted may, at any time, have changes made to them. Please check our site periodically to note any changes. Tabulations to these bids will also be posted once an award has been made. Please allow up to two full weeks after bid before checking on bid results.

Questions regarding the bid <u>process</u>, should be directed to Jane Allred, Purchasing Specialist at <u>Jane Allred@gwinnett.k12.ga.us</u> or by phone at 678-301-6336. Questions concerning the bid <u>specifications</u> should be directed to Ms. Susan B. Johnson at <u>Susan B Johnson@gwinnett.k12.ga.us</u> or at 678-301-6243

We look forward to receiving your bid and appreciate your interest in working with Gwinnett County Public Schools.

Sincerely,

Jane Allred Gwinnett County Public Schools Purchasing Specialist



BOARD OF EDUCATION

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It is the policy of Gwinnett County Public Schools not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service. TO: All Bidders

FROM: School Nutrition Office

DATE: January, 2010

SUBJECT: School Nutrition Conditions for Smallwares Bid

PLEASE READ CAREFULLY – Lowest price will not be the sole factor used in analyzing the overall value to GCPS when evaluating the responses. The distributor's proven customer service record, product availability, specification adherence, clarity of bid submission as well as past history with GCPS or other references will be used when determining the bottom line total value to GCPS.

CONTRACT PERIOD - The bid is effective for deliveries February 1, 2010 through January 31, 2011. The Gwinnett County School System reserves the right to extend this bid for one or more years (not to exceed three years) if requested by the successful vendor at least six months prior to bid expiration and with the approval of the Gwinnett County Board. Bid extensions will be approved in one year increments. Gwinnett County School System will consider individual product price changes as part of an extension agreement. Product price changes may not exceed the U.S. Department of Labor-Bureau of Labor statistics Southeast BLS region not seasonally adjusted consumer price index percentage change annual average for the previous 12 months.

ESTIMATED QUANTITIES – The estimated purchase quantity is the **approximate** number we forecast for future use. In some instances, we will have underestimated. The price you quote must be firm until our last order. Estimates in this bid are not a commitment to purchase the same amount.

BID QUOTE ADHERENCE - After the bid has been awarded, the prices and products are secure for a minimum of 90 days. No changes in prices or products will be accepted without approval from the School Nutrition Department. Should for any reason the market value dramatically escalate and a distributor cannot maintain an original quote, the distributor must give GCPS Nutrition Department documentation in writing by a third party confirming the reason for a price increase. The distributor must continue to supply the product at the awarded price for 30 days after written documentation is received, thus allowing time for confirmation.

PERFORMANCE – GCPS reserves the right to award bid to next low vendor for lack of performance.

order AND DELIVERY - Our system has 119 school sites currently and will be up to 127 by bid expiration. The schools will be ordering throughout the school year as needed. All orders must be delivered completely filled as ordered via Gwinnett County Purchase Order. Delivery of partial orders will not be accepted. Deliveries will be made directly to GCPS Distribution Center 690 Crogan St. Lawrenceville, Ga. 30045. A three-week lead time is the expectation.

Gwinnett County Public Schools Suwanee, Georgia "INSTRUCTIONS AND CONDITIONS"

(These are general instructions and conditions that accompany each bid package. If more specific instructions are given in the individual bid package, those instructions should prevail.)

1. PREPARATION OF BIDS

- **A.** All prices and bids must be typed or neatly handwritten. No erasures are permitted. Errors may be crossed out and corrections typed adjacent and must be initialed in ink by the person signing the bid.
- **B.** Brand names and numbers when given in bids are for reference to establish a quality standard unless "no substitution" is stated in the specifications. Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal in quality. Specifications used are intended to be open and nonrestrictive. When no reference or change is made on proposal by bidder, it is understood that the specific item named on the proposal shall be furnished by the bidder. If bidding on other than the make, model, brand or number shown, and offered as an equal, complete technical information, specifications, manufacturer's name, catalog reference and a catalog cut must be attached to the proposal letter. Failure to include the supportive information will result in the item automatically being rejected. The Board, through its Purchasing Agent, shall be the sole judge in making determination as to the quality. All decisions shall be final.
- C. Quote on each item separately. All or nothing bids, items or groups based on other items or other bids, will not be considered. **Prices must be stated in units specified** in the bid in order to be considered.
- **D.** Time of delivery is part of the bid and must be adhered to. If it is impossible to meet the delivery specified in the bid, bidder shall state the best delivery possible in the space provided on the Bid Request. Time shall be stated in days and days shall mean "calendar days".
- **E.** All bids must be signed by a responsible officer or employee. The firm name and telephone number must be shown. Obligations assumed by such signature must be fulfilled.
- **F.** Telephone/fax bids in lieu of this form **will not** be accepted.
- G. An electronic price worksheet will be provided online to prospective bidders.

 <u>Price data submitted by bidders must be provided on a CD</u>. Electronic media shall be clearly identified and labeled including the vendor name, name of the bid and number, and date. Electronic media must be placed in a

protective sleeve. Electronic price worksheets shall be in Microsoft Excel 2007 or more recent format and shall allow for sorting on any of the fields indicated on the spreadsheet.

Bidders should also submit paper documents printed from the electronic media to provide a backup for the electronic media. Submission of bid pricing and terms on electronic media does not replace paper bids. Both paper and electronic bids must be submitted. Information contained on electronic media shall prevail over information submitted on printed bid price sheets, unless it is apparent that such information on the electronic media is not accurate or is erroneous and this can be verified independently. Failure to submit both paper and electronic versions of bid pricing may result in the overall bid being rejected.

2. SUBMISSION OF BIDS

- A. Each bid must be submitted on the enclosed form in a sealed envelope with the company name, opening date and time, and bid number printed on the outside of the envelope.
- **B.** Bids, modifications to bids or corrections on bids received after the opening time specified will not be considered. The Board will not be responsible for lateness of receipt due to mail delays.

3. AWARDS

- **A.** Awards will not be made to a vendor for less than \$500.00 when there are multiple awards on a bid.
- **B.** Bidders agree that their bids are subject to acceptance at anytime within 30 days after opening, unless otherwise stipulated in the bid.
- **C.** Bid tabulations shall be accessible online 24 hours after the scheduled bid opening.
- **D.** The Board may place additional orders or increase quantities at quoted prices in excess of the original bid with the consent of the bidder and for such period of time as may be agreed upon between the Board and the bidder.
- **E.** The Board may accept or reject any or all bids or part of bids and may waive informalities, technicalities and irregularities. The judgment of the Board on such matters shall be final
- **F. CONTRACT:** The Request for Bid, Bidder's Response and a Purchase Order or Contract and its attachments, either attached hereto or by reference, when received by the successful bidder, shall constitute (1) a binding Contract on the

terms set forth herein, and (2) the entire Contract, and it is to be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

4. AUTHORIZED PURCHASES

All purchases, whether for products or services, must be supported in advance by an official hard copy purchase order, valid purchase order number or GCPS authorized Visa purchasing card. The Gwinnett County Board of Education will not be bound by any unauthorized purchases.

5. DELIVERY TERMS

Prices quoted shall be based on F.O.B. delivery our warehouse except where installation is required. Where installation is required, prices are to include all necessary wiring, connecting, leveling, piping, uncrating, moving and all other changes incurred in placing the equipment in operation, unless otherwise specified.

All merchandise requiring installation and which is shipped F.O.B. job site must be received by the successful vendor's regularly employed personnel and the equipment stored in the area designated by the owner's representative. The Board will not assume responsibility for any items which require installation until it is completely installed and demonstrated to the appropriate school officials.

6. PRICE ADJUSTMENTS

Prices quoted must be considered as being firm for the first six months of the Contract. If prices need to be increased due to market volatility, then the Board reserves the right to award to the next lowest bidder if that company is able to hold prices firm at their original bid price, or re-bid the item(s).

7. SHIPPING AND MARKING

A. All merchandise will be received in our warehouse on weekdays between the hours of 7:00 A.M. and 3:00 P.M. Where two or more items are packaged together, their combined weight shall be no more than two thousand (2,000) pounds.

B. MARKING: Include packing list in each shipment. Packing list must show Gwinnett County Board of Education Purchase Order Number, Contents and Shipper's Name and Address, mark packing list and Invoices covering final Shipment "Order Completed". If no packing list accompanies the shipment, the Buyers count will be accepted. Mark (upper left corner) or each package (box, crate, barrel, bundle, piece) clearly with (1) Shipper's name and address, (2) Contents, (3) Board of Education Purchase Order Number, and (4) Bill of Lading

or Express Receipt and on every package the marking specified above, will obligate Shipper for any and all extra cost incurred, including drayage or demurrage.

8. SAMPLES

Samples, when required, must be furnished at the Bidder's expense to the Board. **Samples must be tagged with the bidder's name and Bid Number.** Samples not used or destroyed in testing will be returned to the bidder at his request and at his expense.

The Board will assume no responsibility for items destroyed or stolen when being tested.

9. INVOICES

All invoices must show the purchase order number, the item number, and should be mailed to Gwinnett County Public Schools, Finance Department, 437 Old Peachtree Road, NW, Suwanee, Georgia 30024-2978.

10. PAYMENT

PAYMENT IN FULL will be made by the Board of Education when an invoice is received indicating that the goods and/or services have been delivered. The Board of Education will also make **PARTIAL PAYMENT** when partial shipment is received, as long as an invoice is received indicating partial delivery.

11. DEFAULT

In the event any property or service to be furnished by the bidder under a Contract or purchase order should for any reason not conform to the specifications contained herein, or to the sample submitted by the bidder with his bid, the Board may reject the property or service. Then, in which event, with specific instructions from the Director of Purchasing, the bidder shall immediately remove the property without expense to the Board and replace all rejected property with such property or service conforming to the specifications or samples.

Should the bidder default in the performance of the foregoing paragraph, the Board may procure such property or services from other sources and shall have the absolute right to deduct from any monies due to the bidder, the difference between the contract price and the actual cost of the property to be replaced or substituted. Price paid by the Board of Education in such event shall be the prevailing market price at the time

the substitute purchase is made.

12. COMPLIANCE

All property or services furnished must comply with all applicable Federal, State and Local Laws, Codes and regulations. Successful Bidders must obtain County Permits where necessary.

13. RIGHTS AND REMEDIES

The rights and remedies of the Board provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

14. BIDDERS EVIDENCE OF RESPONSIBILITY

Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the items offered satisfactorily and expeditiously and that they are authorized dealers and can provide necessary services and warranties for items they propose to furnish.

15. SUCCESSFUL BIDDERS

Successful Bidders will be responsible for seeing that all County Inspection Codes are complied with as regarding (1) electrical, (2) gas and (3) water fittings and outlets. **Field Checks** for exact measurements of all spaces for items to be furnished will be the responsibility of the successful bidder. This is to insure proper fitting of all items in the space provided. **Shop Drawings**, if applicable, will be prepared and three (3) copies will be furnished to the Board of Education Purchasing Department, before work is begun.

16. RESPONSE

Failure to respond to Invitation to Bid (submission of bid, or written notice that vendor is unable to bid on this particular request but wishes to remain on the active bidder's list for this particular item) will be understood by the Board of Education to indicate a lack of interest and concurrence in the removal of the vendor's name from the Board's mailing list.

17. DEBARMENT STATUS

By submitting their bid or proposal, all vendors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

I THE UNDERSIGNED, ACKNOWLEDGE THAT I HAVE READ THE BID DOCUMENT IN ITS ENTIRETY AND AGREE TO CONFORM TO ITS EVERY REQUIREMENT. I FURTHER ACKNOWLEDGE THAT FAILURE TO PREPARE, SUBMIT, OR EXECUTE THIS BID IN THE EXACT MANNER REQUESTED WILL BE JUST CAUSE TO REJECT ANY OR MY ENTIRE BID.

COMPANY NAME:		
BY:		
BY: (PRINT NAME)		
(SIGNATURE)		
ADDRESS:		
PHONE NUMBER:		
FAX NUMBER:		
E-MAIL ADDRESS:		
DATE:		

THE ABOVE ACKNOWLEDGMENT MUST BE PROPERLY SIGNED AND FIRMLY ATTACHED TO YOUR BID. THIS ACKNOWLEDGMENT BECOMES A PART OF YOUR BID AND WITHOUT IT YOUR BID IS NOT COMPLETE AND WILL BE SUBJECT TO REJECTION.

Gwinnett County Public Schools Suwanee, Georgia BID PROTEST PROCEDURE

This bid protest procedure applies to challenges to the awarding of bids or contracts by the Purchasing department of the Gwinnett County Public Schools.

If the protesting party does not submit a bid or proposal the protest must be submitted prior to the date of the bid opening, or prior to the date on which the RFP proposal or quote is due to be received by the Board. Any protests received after those dates will not be reviewed and considered and will be dismissed as untimely.

For those protestors who did submit a bid or RFP response, their protests must be filed within seven days after the protesting party knew or should have known of the facts giving rise to the protest. However, no protest will be accepted that is filed more than seven days after the date the notice of award of the contract is posted on the Purchasing Department of the Gwinnett County Public Schools website. Untimely protests will be dismissed.

The date of filing is the date the protest is received by the Purchasing Department. A protest must be in writing and must be sent to Gwinnett County Public Schools, Purchasing Department, 437 Old Peachtree Road, NW, Suwanee, Georgia 30024 Attn: Director of Purchasing.

Each protest must specify the reasons the protesting party believes that the solicitation or award was improper. Issues not raised in the written protest are deemed waived and may not be raised on appeal. The protesting party may submit with the protest any documents or information deemed relevant. If the contract has been awarded, the Purchasing Department shall notify the successful bidder or contractor of the protest. If the protest is received before the contract is awarded and substantial issues are raised by the protest, all bidders and offerors who appear to have a substantial and reasonable prospect of winning the award shall be notified of the protest and the reasons for the protest and they may file their position on the issues with the Purchasing Department, in writing, within five days after receipt of notice of the protest.

Upon the filing of a protest, further action on the solicitation or award shall be stayed, or if the protest is timely received after the award, performance of the contract should be suspended until the protest is resolved. The Purchasing department may, however, determine that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the Board. In such case, if the Director of Purchasing determines that the protest is clearly without merit or will substantially harm the Board and does not stay the procurement, he shall immediately issue the decision.

Within 15 days of the receipt of a protest, the Purchasing Department will issue a response. The response may include any documents or information that the contracting officer or Director of Purchasing deems relevant to the protest. If additional time is required to investigate the protest, he shall inform the protesting party of the additional time needed to render a determination and obtain the protesting party's consent. Unless an extension of time has been agreed to, the Director of Purchasing shall issue a final written determination stating the reasons for the decision within 60 days of the date the protest was filed.

The Purchasing Department shall send a copy of the decision to the protesting party and any other person determined to be affected by the decision. If the protest is denied, the decision shall inform the protesting party of its right to file an appeal. The appeal will need to be sent to Gwinnett County Public Schools, Business and Finance Division, 437 Old Peachtree Road, NW, Suwanee, Georgia 30024 Attn: Chief Financial Officer, and received within 15 days of the mailing date of the decision.

"GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA 13-10-90"

TO ALL PROSPECTIVE VENDORS:

If you are providing service, performing work or delivering goods to the Gwinnett County Public Schools including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid proposal. Failure to provide this document with your bid proposal will result in the disqualification of the proposal.

- 1) Gwinnett County Public Schools shall comply with the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seg.. 2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq., the Contractor must initial the section below: Contractor has registered at https://www.vis-dhs.com/EmployerRegistration to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and shall execute any affidavits required by the rules and regulations issued by the Georgia Department of Labor as set forth as Rule 300-10-1-.01 et. seg. 3) In the event that the contractor employs or contracts with any subcontractor in connection with a covered contract the contractor will secure from the
- connection with a covered contract the contractor will secure from the subcontractor attestation of the subcontractor's compliance with O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Georgia Department of Labor Rule 300-10-1-.02 or a substantially similar affidavit.
- Contractor agrees that, in the event the (insert your company's name)

 employs or
 contracts with any sub-contractor in connection with the covered contract
 under O.C.G.A. § 13-10-91 and DOL Rule 300-10-1-.02, that the (insert
 company's name)

 will secure from each sub-contractor the employee-number applicable to the
 sub-contractor.
- 5) Contractor agrees to provide Gwinnett County Public Schools with all affidavits of compliance as required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08.

"CONTRACTOR AFFIDAVIT AND AGREEMENT"

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 12-10-91, stating affirmatively that the individual, firm or corporation which is contracting with the Gwinnett County Board of Education has registered with and is participating in federal work authorization program [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], 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 pursuant to this contract with the Gwinnett County Board of Education, 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 to provide a copy of each such verification to the Gwinnett County Board of Education at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program User Identification Number		
BY: Authorized Officer or Agent (Contractor Name)	Date	
Title of Authorized Officer or Agent of Contractor		
Printed Name of Authorized Officer or Agent		
SUBSCRIBED AND SWORN BEFORE ME ON TH	IS THE	
, DAY OF, 200		
Notary Public		
My Commission Expires:		

"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 services under a contract with (name of contractor), which has a contract with the Gwinnett County Board of Education, has registered with and is participating in a federal work authorization program [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], in accordance with the applicability provisions and deadlines established in O.C.G.A 13-10-91.

EEV/Basic Pilot Program User Identification Number	-	
BY: Authorized Officer of Agent (Subcontractor Name)	Date	
Title of Authorized Officer or Agent of Subcontractor	-	
Printed Name of Authorized Officer or Agent	-	
SUBSCRIBED AND SWORN BEFORE ME ON THI	S THE	
, DAY OF, 200		
Notary Public		
My Commission Expires:		

TO ALL PROSPECTIVE VENDORS:

Because of the many requests to be placed on our vendors' lists, we are continuously updating them. While we want to include all bona fide vendors, we do not want to send notifications to those vendors who may no longer be interested in participating in our solicitation procedure.

If you do not choose to respond to the attached Request for Proposal, please fill in the form below indicating whether or not you want to be retained on our current vendors' list.

Vendors who do not respond in any way (by either submitting a proposal or by returning the form below) over a period of one year will be removed from the vendors list.

If you desire to submit a "NO BID", please indicate by checking one or more of the reasons listed below. (Please indicate No Bid with Bid Number.) Return to Gwinnett County Public Schools, 437 Old Peachtree Road, NW, Suwanee, GA 30024-2978, Attention Purchasing Specialist, Susie Murray or fax to 678-301-6284.

Unable to bid at this time. Would like to receive future bids.
Do not offer this product or service; remove us from this item only.
Remove us from your Bidder's List.
This page must be returned only if you are not bidding.
TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST
 SIGNATURE OF PERSON COMPLETING THIS CHECKLIST
 COMPANY NAME BID NUMBER

Directions to Instructional Support Center (ISC) Gwinnett County Public Schools 437 Old Peachtree Road Suwanee, GA 30024 678-301-6000

Directions from Atlanta Area:

I-85 North;

Take exit number 109, Old Peachtree Road; Turn right on Old Peachtree Road, NW. about 1.5 miles; ISC will be on left.

Directions from I-85 South toward Atlanta:

I-85 South to exit number 111, GA-317 N / Suwanee; Turn left onto Lawrenceville-Suwanee Road, NW; Turn right onto Old Peachtree Rd, NW about 1.1 miles; ISC will be on right.

Directions from Hwy 29:

Hwy. 29 to Langley Drive; Langley Drive to W. Pike Street; Turn left onto W. Pike Street which becomes Duluth Highway. Straight on Duluth Highway to Lawrenceville-Suwanee Rd; Turn right onto Lawrenceville-Suwanee Rd. to Old Peachtree Rd.; Turn left onto Old Peachtree Rd., NW about 1.1 miles; ISC will be on right.

Directions from Hwy 78:

Hwy. 78 towards Snellville to Scenic Hwy/Hwy.124;
Turn onto Scenic Highway / Hwy. 124 towards Lawrenceville,
to Sugarloaf Parkway;
Turn left onto Sugarloaf Parkway to N. Brown Rd.;
Turn right onto N. Brown Road; to Old Peachtree Rd.;
Turn right onto Old Peachtree Rd. about 1.4 miles;
ISC will be on left.