Department of Purchasing and Contracting

Maloof Administration Building, 1300 Commerce Drive, 2nd Floor, Decatur, Georgia 30030

July 10, 2017

INVITATION TO BID (ITB) NO. 17-100874

FOR

PAINT & WELDING SHOP DRAINAGE IMPROVEMENT

DEKALB COUNTY, GEORGIA

Procurement Agent: Tina T. Phan
Phone: (404) 371-6331
Email: tphan@dekalbcountyga.gov

Mandatory DeKalb First LSBE Meeting: July 12, 2017 & July 19, 2017
(Bidders must attend 1 meeting on either of the dates listed.)
4572 Memorial Drive, Decatur, Georgia 30032
Main Conference Room - A
(Meetings are held at 10:00 a.m. and 2:00 p.m.)

Mandatory Pre-Bid Conference and Site Visit: July 26, 2017 @ 3:00p.m., Paint & Welding Shop, 799 Camp Rd., Decatur, GA 30032

Deadline for Submission of Questions: 5:00 P.M. ET, August 2, 2017
Bid Opening: 3:00 P.M. ET, August 9, 2017
Price Schedule Opening: 3 – 5 Business days after Bid Opening

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS BID TO THE DEPARTMENT OF PURCHASING AND CONTRACTING OF DEKALB COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE BIDDER.
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ACKNOWLEDGEMENT OF BIDDER

I ___________________________ have had the opportunity to review and have reviewed this Bid Document Package dated ________, 20___ in its entirety and I agree that it is accurate and complete. I_______________________ am duly and properly in office and I am fully authorized and empowered to execute this Acknowledgement for and on behalf of the Contractor.

By: ______________________(SEAL)

Signature

______________________________
Name (Typed or Printed)

______________________________
Title

______________________________
Name of Business

______________________________
Federal Tax I.D. Number

ATTEST:

______________________________
Signature

______________________________
Name (Typed or Printed)

______________________________
Title
ADVERTISEMENT FOR BIDS

DEKALB COUNTY, GEORGIA
INVITATION NUMBER 17-100874

Sealed Bids will be received by DeKalb County, Georgia, in the Department of Purchasing and Contracting, The Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030, until 3:00 p.m. on the 9th day of August, 2017, at which time and place they will be publicly opened and read aloud, for furnishing all labor, materials, equipment, and all things necessary pursuant to Drawings (Exhibit 2), Specifications (Exhibit 1), conditions, etc., for Paint & Welding Shop Drainage Improvement (“the Project”). Bid Form shall be opened and read aloud 3 to 5 business days after Bid Opening.

ONE ORIGINAL BID MUST BE SUBMITTED ON THE DATE AND AT THE TIME AND PLACE PRESCRIBED ABOVE.

***THE BIDDER’S LUMP SUM PRICE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD***

Contract Documents, Drawings (Exhibit 2), and Specifications (Exhibit 1) for this Work are on file at the Department of Purchasing and Contracting, The Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030. A complete set of documents may be obtained at DeKalb County’s website, http://www.dekalbcountyga.gov/purchasing/index.htm, or contact Tina T. Phan, Procurement Agent, tphan@dekalbcountyga.gov.

MANDATORY PRIME/LSBE MEETING

A mandatory LSBE meeting that all primes must attend to ensure that LSBE(s) have an opportunity to connect with the interested parties for ITB No. 17-100874, Paint & Welding Shop Drainage Improvement; held on Wednesday July 12, 2017 & July 19, 2017 – 10:00 a.m. until 11:00 a.m. and 2:00 p.m. until 3:00 p.m in person at 4572 Memorial Drive, Decatur, Georgia 30032 - Main Conference Room - B or via video conferencing. Video conferencing is now available through Skype/Lync. Teleconferencing will remain available to ensure that all parties participating in the video conference can be clearly heard during the meeting time. Please make sure that you review the information on the Microsoft website to ensure all system requirements and any necessary apps are obtained prior to meeting dates. The established teleconference line will remain accessible to assist with any audio discrepancies that could occur due to microphone quality and/or data speed. Please utilize the link supplied on our webpages labeled "DeKalb First LSBE Video Meeting" for
access. The teleconference can be access by dialing (770)414-2144 with the PIN #199812. In person attendance is encouraged if at all possible to begin the necessary dialog between Primes and LSBEs. BIDDER'S FAILURE TO ATTEND MANDATORY LSBE/PRIME MEETING WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD.

MANDATORY PRE-BID CONFERENCE AND SITE VISIT

A mandatory pre-bid conference and site visit will be held at 3:00 p.m. on the 26th day of July, 2017 at the Paint & Welding Shop, 799 Camp Rd., Decatur, GA 30032. Bidders are required to attend and participate in the mandatory pre-bid conference and site visit. Bidders shall sign in at the mandatory pre-bid meeting and site visit as proof of attendance. Only the Bidder or its authorized representative or employee shall sign in at the mandatory pre-bid meeting and site visit. For individual firms planning to bid as a yet to be formed joint venture, a representative from each firm is required to attend and sign in. Failure of a Bidder to attend or sign in at the mandatory pre-bid conference and site visit, will be cause for rejection of Bid. For information regarding the mandatory pre-bid conference and site visit, please contact Tina T. Phan, Procurement Agent, at (404) 371-6331 or tph@dekalbcountryga.gov.

QUESTIONS

All questions concerning the Project and requests for interpretation of the Contract may be asked and answered at the pre-bid conference; however, oral answers are not authoritative. Questions must be submitted to the Department of Purchasing and Contracting in writing via email to tph@dekalbcountryga.gov no later than 5:00 p.m. on August 2, 2017. Questions and requests for interpretation received by the Department of Purchasing and Contracting after this date will not receive a response or be the subject of addenda.

No Bid may be revoked or withdrawn until ninety (90) days after the time set for opening the Bids.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE INFORMALITIES IN BIDDING, AND TO READVERTISE.

This 10th day of July, 2017.

DEKALB COUNTY, GEORGIA

By: [Signature]

Tina T. Phan
Procurement Agent
Department of Purchasing and Contracting

Cc: Phyllis A. Head
INSTRUCTIONS TO BIDDERS

GENERAL

Sealed Bids will be received by DeKalb County, Georgia, in the Department of Purchasing and Contracting, The Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030, until 3:00 p.m. on the 9th day of August, 2017, for construction of a trench drain and drainage pipe system at the DeKalb County Paint and Welding Shop located in Decatur, Georgia according to the Drawings (Exhibit 2) and Specifications (Exhibit 1) entitled Paint & Welding Shop Drainage Improvement on file in the Department of Purchasing and Contracting, The Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030. Bid Forms shall be opened and read aloud 3 to 5 business days after Bid Opening Date. Sealed Bids shall be submitted on the form furnished by the County. ONE ORIGINAL BID MUST BE SUBMITTED ON THE DATE AND AT THE TIME AND PLACE PRESCRIBED ABOVE.

Complete Drawings (Exhibit 2), Specifications (Exhibit 1) and Bid forms may be obtained from the DeKalb County’s website at http://www.dekalbcountyga.gov/purchasing/index.htm, or contact Tina T. Phan, Procurement Agent, tphan@dekalbcountyga.gov. Bids will be considered only from experienced and well-equipped contractors. Prior to beginning construction, the successful Bidder will furnish satisfactory proof of carriage of the insurance required.

SUBMITTING BIDS

Bids are to be submitted on the proper unaltered forms, and shall be addressed to the DeKalb County Department of Purchasing and Contracting, The Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030, sealed, dated and enclosed in an envelope or package appropriately marked on the outside with the name of the Bidder, the date and hour of opening, and the Invitation to Bid Number and Project Name.

NOTE: Consultant Support Team – The Consultant that is associates with the preparation of this project shall not have the opportunity to submit a bid proposal.

*** THE BIDDER’S LUMP SUM PRICE MUST BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD***
BUSINESS LICENSE

Bidders shall submit a copy of its current, valid business license with its Bid. If the Bidder is a Georgia corporation, Bidder shall submit a valid county or city business license. If Bidder is a joint venture, Bidder shall submit valid business licenses for each member of the joint venture. If the Bidder is not a Georgia corporation, Bidder shall submit a certificate of authority to transact business in the state of Georgia and a copy of its current, valid business license issued by its home jurisdiction. If Bidder holds a professional license, then Bidder shall submit a copy of the valid professional license. Failure to provide the business license, certificate of authority, or professional license required by this section, may result in the proposed Bid being deemed non-responsive.

GENERAL CONTRACTOR’S LICENSE NUMBER

As required by O.C.G.A. § 43-41-6, et seq., a Bidder responding to this Invitation to Bid must provide a copy of its Georgia General Contractor’s License. The Georgia General Contractor’s License must be issued in the name of the Bidder or in the name of its qualifying agent. If a proposed Bidder is relying upon a qualifying agent’s Georgia General Contractor’s License, then the name of the proposed Bidder must be set forth on the license as an affiliated business organization/dependent licensee. All licenses must be current, valid, and issued in compliance with applicable law. Failure to provide this license with the Bid may result in the proposed Bid being deemed non-responsive.

QUESTIONS, ADDENDA AND INTERPRETATION

All questions concerning the Project and requests for interpretation of the Contract may be asked and answered at the pre-bid conference; however, oral answers are not authoritative. Questions must be submitted to the Director of the Department of Purchasing and Contracting, the Maloof Center, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030, in writing no later than 5:00p.m. on August 2, 2017. Questions and requests for interpretation received by Director of the Department of Purchasing and Contracting after this date will not receive a response or be the subject of addenda. Other than questions asked and answered at the pre-bid conference, no answer to a question or interpretation of the meaning of the Contract will be made orally to any Bidder. For
questions and requests for interpretation after the pre-bid conference, each response shall be given in written addendum, separately numbered and dated, and published on the County website in sufficient time for interested parties to review.

**ACKNOWLEDGMENT OF ADDENDA**

Addenda may be issued in response to changes in the Invitation to Bid. Addenda must be acknowledged by signing and returning the Addendum Acknowledgement with the Bid. Acknowledgments must be received by the County before the Bid opening time and date. Failure to properly acknowledge any addendum may result in the proposed Bid being deemed non-responsive. All addenda issued for this Project may be found on DeKalb County’s website, [http://www.dekalbcountyga.gov/purchasing/index.htm](http://www.dekalbcountyga.gov/purchasing/index.htm).

**AUTHORITY TO SIGN**

If a Bid is submitted by an individual, his/her name and mailing address must be shown. If submitted by a corporation, partnership, or joint venture, the name and physical mailing address of each member of the corporation, partnership, or joint venture must be shown. If submitted by a corporation, the Certificate of Corporate Bidder in the form attached to the Bid Document Package must be executed and submitted with the Bid. If submitted by a joint venture, the Certificate of Authority – Joint Venture in the form attached to the Bid Document Package must be executed and submitted with the Bid. A post office box is not acceptable as a physical mailing address. The legal and proper name of the proprietorship, corporation, or partnership submitting the Bid shall be printed or typed in the space provided on the Certificate of Corporate Bidder.

**VALID INSURANCE, LICENSES, PERMITS, AND CERTIFICATES**

Bidder shall ensure that insurance, license, permit or certificate submitted in response to this Invitation to Bid or as part of the Contract for this Project shall be current and valid when submitted, and shall remain valid, current and maintained in good standing for the Contract Term.
**RIGHTS RESERVED**

The County reserves the right to reject any or all Bids, to waive formalities, and to re-advertise. The County reserves the right to decide which Bid will be deemed lowest and best. For consideration as a responsible Bidder, the proposed Bidder shall, among other qualifications, demonstrate in its Bid that it has been the general contractor engaged in construction and successful completion of facilities of similar character and magnitude for at least three (3) years, and shall demonstrate the financial ability to perform the required Work. Bidder may be required to submit evidence setting forth qualifications which entitle him to consideration as a responsible Bidder. A list of work of similar character successfully completed within the last three (3) years may be required as set forth in the Invitation to Bid giving the location and size of each project. Bidder shall complete the Reference and Release Form attached to the Bidder Document Package. In addition, the Bidder shall submit upon request by the County, a list of equipment available for use on this Work with its Bid. Any additions, conditions, limitations, or provisions attached to the Bid shall render it informal, and may be cause for rejection as non-responsive. No Bid may be revoked or withdrawn until ninety (90) days after the time set for opening the Bids.

**AWARD OF CONTRACT**

The Contract, if awarded, will be awarded to that responsible Bidder whose responsive Bid will be most advantageous to the County, price and other factors considered. The County is entitled to make the determination in its sole discretion.

**CONTRACT TIME**

Construction must begin within ten (10) days from the date the Contractor acknowledges receipt of the Notice to Proceed, by signing and inserting the acknowledgement date on the Notice to Proceed. Contractor shall fully complete the Work within forty-five (45) calendar days from and including the Notice to Proceed date.

Contractor shall provide Project execution plan, including Project schedule prior to start of work.

Note: Weekly construction/progress meetings shall be held at the Sanitation Building
3720 Leroy Scott Dr., Decatur, GA 30032.

LOCATIONS AND SITE

The site of the proposed Work is at the stated location(s) within DeKalb County, Georgia. By submitting a Bid, the Bidder accepts the site in its present condition and agrees, if awarded the Contract, to carry out all Work in accordance with the requirements of the Contract, the Specifications (Exhibit 1) and as shown on the Drawings (Exhibit 2). The Bidder shall, before submitting a Bid, visit the site and acquaint itself with the actual conditions and the location of any or all obstructions that may exist on the site. The documents comprising the Contract contain the provisions required for the completion of the Work to be performed pursuant to this Contract. Information obtained from an officer, agent, or employee of the County, or any other person shall not affect the risks or obligations assumed by the Contractor or relieve it from fulfilling any of the conditions of the Contract. Each Bidder, prior to submitting his Bid, is responsible for inspecting the site and for reading and being thoroughly familiar with all of the documents comprising the Contract and Bid Document Package. The failure or omission of any Bidder to so familiarize himself shall in no way relieve any Bidder from any obligation in respect to his Bid. The Contractor shall inspect all easements and rights-of-way to insure that the County has obtained all land and rights-of-way necessary for completion of the Work to be performed pursuant to the Contract. The Contractor shall comply with all stipulations contained in easements acquired by the County. The Contractor shall not be entitled to damages and agrees not to make any claim against the County, its officials or employees for the failure to obtain necessary interests in land for this Project. The Contractor shall accurately locate above-ground and below-ground utilities and structures which may be affected by the Work using whatever means may be appropriate.

DEKALB FIRST ORDINANCE

It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts. The current DeKalb County
List of Certified Vendors may be found on the County website at http://www.dekalbcountyga.gov/purchasing/pdf/supplierList.pdf

It is required that all responding Bidders attend the mandatory LSBE meeting within two-weeks of the solicitation’s advertisement, and comply, complete and submit all LSBE forms with the Bidder’s response in order to remain responsive.

For further details regarding the DeKalb First Local Small Business Enterprise Ordinance, contact the LSBE Program representative at pcadmin-ops@dekalbcountyga.gov or (404) 371-7051.

FEDERAL WORK AUTHORIZATION PROGRAM PARTICIPATION

All qualifying Contractors and Subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Bid to be considered, it is mandatory that the Bidder’s Affidavit of Compliance with O.C.G.A. §13-10-91 included as page 33 be completed and submitted with the Bid.

GEORGIA OPEN RECORDS ACT

Contractors will be expected to comply with the applicable provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq.

FIRST SOURCE JOBS ORDINANCE

The DeKalb County First Source Jobs Ordinance requires contractors or beneficiaries entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive $50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds
administered in the amount of $50,000 or more make a good faith effort to hire DeKalb County residents for at least 50% of jobs using the First Source Registry (candidate database). The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. Please complete the First Source Jobs Ordinance Acknowledgement and New Employee Tracking Form included in page 17, First Source Jobs Ordinance (with Exhibits 1 – 4) and submit with the responder’s proposal.

For more information on the First Source Jobs Ordinance requirement, please contact WorkSource DeKalb at www.worksourcedekalb.org or 404-687-3400.

PREFERRED EMPLOYEES
Contractors, subcontractors, and independent contractors bidding on this contract will be encouraged by DeKalb County to have 25% or more of their labor forces for this project consist of Preferred Employees selected from the First Source Registry. The First Source Registry has Preferred Employees trained by U.S. Department of Labor registered apprenticeship programs and other partners.

For information on Preferred Employees, please contact WorkSource DeKalb by telephone at 404-687-3417 or 404-687-7171.

ETHICS RULES

Bidders are subject to the Ethics provision within the DeKalb County Purchasing Policy; the Organizational Act, Section 22A, the Code of DeKalb County; and the rules of Executive Order 2014-4. Any violations will be addressed, pursuant to these policies and rules.

To the extent that the Organizational Act, Section 22A, the Code of DeKalb County, and the rules of Executive Order 2014-4 allow a gift, meal, travel expense, ticket, or anything else of value to be purchased for a CEO employee by a contractor doing business with the County, the contractor must provide written disclosure, quarterly, of the exact nature and value of the purchase to the Chief Integrity Officer, if created, or the Finance Director or his/her designee.
BIDDER’S LUMP SUM PRICE

***THE BIDDER’S LUMP SUM PRICE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD***

TO: The Governing Authority of DeKalb County, Georgia

The undersigned, as Bidder, declares that he has carefully examined the Bid Document Package for ITB No. 17-100874, Paint & Welding Shop Drainage Improvement an annexed proposed form of Contract, the Specifications (Exhibit 1) therein contained, and the Drawings (Exhibit 2) therein referred to, and that he proposes and agrees that if his Bid is accepted, to provide the necessary machinery, tools, apparatus, and other means of construction, and will furnish all materials and labor specified in the Contract, or called for by the Drawings, or necessary to complete the Work in the manner therein specified within the time specified, as therein set forth for the following lump sum amount which sum is hereinafter referred to as the “Base Bid.” The Base Bid includes and encompasses the cost of all labor, materials, equipment, tools, supervision, scheduling, safety program, coordination, engineering, testing, surveys, layout, cleanup, and other things and services required to complete the entire Project in strict conformity with the Drawings (Exhibit 2), Specifications (Exhibit 1), the Contract, and all addenda and authorized written clarifications issued prior to the Bid date. Without limitation, the Base Bid also includes all applicable sales and use taxes, fees, temporary lighting, heating and cooling, temporary utilities, security for the site, freight costs, handling costs, permit costs, field and main office costs, bond premiums, insurance premiums, direct and indirect administrative costs, overhead, and profit.

__________________________________________________________ ($____________________)  
(State amount in words on this line)  (In figures)
Bidder declares its intent to subcontract the portion of the Work as below stated. Bidder understands and agrees that the use of any Subcontractor not listed below shall be strictly prohibited without prior written approval from the County. (*List the names of all subcontractors and the work to be performed by the subcontractor on the lines provided below.*)

_____________________________________________________________________________________
_____________________________________________________________________________________

Bidder further declares that the full names and residence addresses of all persons and parties interested in the foregoing Bid as principals are as follows:

_____________________________________________________________________________________
_____________________________________________________________________________________

Bidder declares further that it is □ / is not □ a DeKalb County Firm.
Signed, sealed, and dated this ______ day of ______________, 20____.

By:___________________________(SEAL)
   Signature

____________________________________
Print Name of Signer

____________________________________
Title of Signer

____________________________________
Name of Business Entity Submitting Bid

____________________________________
Bidder’s Street Address

____________________________________
Bidder’s City, State and Zip Code

____________________________________
Bidder’s Phone Number

____________________________________
Bidder’s E-Mail Address
FIRST SOURCE JOBS ORDINANCE INFORMATION
(WITH EXHIBITS 1 – 4)

EXHIBIT 1

FIRST SOURCE JOBS ORDINANCE ACKNOWLEDGEMENT

The DeKalb County First Source Ordinance requires contractors or beneficiaries of eligible projects entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive $50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of $50,000 or more to make a good faith effort to hire DeKalb County residents for at least 50% of jobs created using the First Source Registry (candidate database) within one hundred twenty (120) days of contract execution. The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. All contractors will be asked to submit an Employment Roster and/or copies of active payroll registers on a monthly basis to verify compliance. The undersigned acknowledges and agrees to comply with the provisions of the DeKalb County First Source Jobs Ordinance.

CONTRACTOR OR BENEFICIARY INFORMATION:

_______________________________________
Contractor or Beneficiary Name (Signature)

_______________________________________
Contractor or Beneficiary Name (Printed)

_______________________________________
Title

_______________________________________
Telephone

_______________________________________
Email

_______________________________________
Name of Business

Please answer the following questions:

1. How many job openings do you anticipate filling related to this contract? _____

2. How many incumbents/existing employees will retain jobs due to this contract?
   DeKalb Residents: _____ Non-DeKalb Residents: _____

3. How many work hours per week constitutes Full Time employment? ______

   Please return this form to WorkSource DeKalb, fax (404) 687-4099 or email to FirstSourceJobs@dekalbcountyga.gov.

WorkSource DeKalb 774 Jordan Lane, Building #4, Decatur, GA 30033 (404) 687-3400 www.worksourcedekalb.org
An Equal Opportunity Employer/Program and auxiliary aids and services are available upon request to individuals with disabilities.
FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 2

NEW EMPLOYEE TRACKING FORM

Name of Bidder ________________________________________________________________
Address _______________________________________________________________________
E-Mail _______________________________________________________________________
Phone Number __________________________________________________________________
Fax Number _____________________________________________________________________

Do you anticipate hiring from the First Source Candidate Registry? Y or N (Circle one)
If so, the approximate number of employees you anticipate hiring: ______________________

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<tr>
<th>Type of Position (s) you anticipate hiring: (List position title, one position per line)</th>
<th>The number you anticipate hiring:</th>
<th>Timeline</th>
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Please return this form to WorkSource DeKalb, fax (404) 687-4099 or email to FirstSourceJobs@dekalbcountyga.gov.
FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 3

BUSINESS SERVICE REQUEST FORM

Please note: We need one form completed for each position that you have available.

DATE: 

FEDERAL TAX ID: 

COMPANY NAME: 

WEBSITE: 

ADDRESS: 

(WORKSITE ADDRESS IF DIFFERENT): 

CONTACT NAME: 

CONTACT PHONE: 

CONTACT FAX: 

CONTACT E-MAIL ADDRESS: 

Are you a private employment agency or staffing agency? ☐YES ☐NO 

JOB DESCRIPTION: (PLEASE INCLUDE A COPY OF JOB DESCRIPTION)

POSITION TITLE:

NUMBER OF POSITIONS AVAILABLE: _________ TARGET START DATE: _________

WEEKLY WORK HOURS: _______ 20-30 hours ☐ 30-40 hours ☐ Other ☐

SPECIFIC WORK SCHEDULE:

SALARY RATE (OR RANGE):

PERM ☐ TEMP ☐ TEMP-TO-Perm ☐ SEASONAL ☐

PUBLIC TRANSPORTATION ACCESSIBILITY YES ☐ NO ☐

IF SCREENINGS ARE REQUIRED, SELECT ALL THAT APPLY:

☐ CREDIT ☐ DRUG ☐ MVR ☐ BACKGROUND ☐ OTHER ______________________

Please return form to: Business Solutions Unit (First Source)
774 Jordan Lane Bldg. #4
Decatur, Ga. 30033
Phone: (404) 687-3400
FirstSourceJobs@dekalbcountyga.gov
FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 4

EMPLOYMENT ROSTER
DeKalb County

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<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>Hourly Rate of Pay</th>
<th>Hired for this Project? (yes/no)</th>
<th>Anticipated Length of Employment (Months)</th>
<th>% of Time Dedicated to the Project</th>
<th>Full or Part Time? (No. of Hours)</th>
<th>Georgia County of Residency</th>
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Contract Number: ______________________
Project Name: ________________________
Contractor: ___________________________
Date: ____________________________
# CONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/service(s) listed in the solicitation.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contract Period</th>
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<tbody>
<tr>
<td>Contact Person Name and Title</td>
<td>Telephone Number (include area code)</td>
</tr>
<tr>
<td>Complete Primary Address</td>
<td>City</td>
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<tr>
<td>Email Address</td>
<td>Fax Number (include area code)</td>
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</table>

Project Name and Description

<table>
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<th>Company Name</th>
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<td>Email Address</td>
<td>Fax Number (include area code)</td>
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</tbody>
</table>

Project Name and Description

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**REFERENCE CHECK RELEASE STATEMENT**

You are authorized to contact the references provided above for purposes of this ITB.

Signed __________________________ Title __________________________

(Authorized Signature of Bidder)

Company Name __________________________ Date __________________________
**SUBCONTRACTOR REFERENCE AND RELEASE FORM**

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/service(s) listed in the solicitation.

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<th>Contract Period</th>
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<td>Telephone Number (include area code)</td>
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<td>Complete Primary Address</td>
<td>City</td>
</tr>
<tr>
<td>Email Address</td>
<td>Fax Number (include area code)</td>
</tr>
<tr>
<td>Project Name and Description</td>
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</tr>
</tbody>
</table>

<table>
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<th>Contract Period</th>
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<td>Telephone Number (include area code)</td>
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<td>City</td>
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<tr>
<td>Email Address</td>
<td>Fax Number (include area code)</td>
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<tr>
<td>Project Name and Description</td>
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<td>Project Name and Description</td>
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**REFERENCE CHECK RELEASE STATEMENT**

You are authorized to contact the references provided above for purposes of this ITB.

Signed ___________________________ Title ___________________________

(Authorized Signature of Bidder)

Company Name ___________________________ Date ____________________
DEKALB FIRST LSBE INFORMATION
WITH EXHIBITS A – B

SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION OPPORTUNITY TRACKING FORM

The Chief Executive Officer and the Board of Commissioners of DeKalb County believe that it is important to encourage the participation of small and local businesses in the continuing business of County government; and that the participation of these types of businesses in procurement will strengthen the overall economic fabric of DeKalb County, contribute to the County’s economy and tax base, and provide employment to local residents. Therefore, the Chief Executive Officer and the Board of Commissioners have made the success of local small businesses a permanent goal of DeKalb County by implementing the DeKalb First Local Small Business Enterprise Ordinance.

PROVISIONS OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE (LSBE) ORDINANCE

<table>
<thead>
<tr>
<th>Percentage of LSBE Participation Required</th>
<th>Request For Proposals (RFP)</th>
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<tbody>
<tr>
<td>20% of Total Award</td>
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<tr>
<th>Certification Designation</th>
<th>Request For Proposals (RFP)</th>
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<tbody>
<tr>
<td>LSBE Within DeKalb (LSBE-DeKalb)</td>
<td>Ten (10) Preference Points</td>
</tr>
<tr>
<td>LSBE Outside DeKalb (LSBE-MSA)</td>
<td>Five (5) Preference Points</td>
</tr>
<tr>
<td>Demonstrated GFE</td>
<td>Two (2) Preference Points</td>
</tr>
</tbody>
</table>

Certified Local Small Business Enterprises (LSBEs) located within DeKalb County and prime contractors utilizing LSBEs that are locally-based inside DeKalb County shall receive ten (10) points in the initial evaluation of their response to any Request for Proposal. Certified LSBEs located outside of DeKalb County but within the nine (9) County Metropolitan Statistical Area (MSA) consisting of Cherokee, Clayton, Cobb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties shall receive five (5) points in the initial evaluation of their response to any Request for Proposal. Prime Contractors who demonstrate sufficient good faith efforts in accordance with the requirements of the ordinance shall be granted two (2) points in their initial evaluation of responses to any Request for Proposal. Pro-rated points shall be granted where a mixture of LSBE-DeKalb and LSBE MSA firms are utilized. Utilization of each firm shall be based upon the terms of the qualified sealed solicitation.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) because they are either a certified LSBE-DeKalb or LSBE-MSA firm or has obtained 20% participation of an LSBE-DeKalb or LSBE-MSA firm, submits the lowest bid price shall be deemed the lowest, responsive and responsible bidder.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) and documented good faith efforts, submits a lower bid price than a Prime Contractor that achieved 20%
LSBE participation, or otherwise required benchmark, then the Prime Contractor who actually met the benchmark will be given the opportunity to match the lowest bid price of the Prime Contractor who only made good faith efforts. Prime Contractor(s) who choose not to match the lowest bid price, then the Prime Contractor who made the good faith efforts will be deemed the lowest, responsive and responsible bidder.

For all qualified sealed solicitations, the Director of Purchasing and Contracting, DeKalb County Government, shall determine if the bidder/proposer has included written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a certified LSBE. This written documentation shall be in the form of a notarized Schedule of LSBE Participation (Attached hereto as “Exhibit A”.) For all contracts, a signed letter of intent from all certified LSBEs describing the work, material, equipment and/or services to be performed or provided by the LSBE(s) and the agreed upon percentage shall be due with the bid or proposal documents and included with “Exhibit A”. The certified vendor list establishes the group of Certified LSBE’s from which the bidder/proposer must solicit subcontractors for LSBE participation. This list can be found on our website http://www.dekalbcountyga.gov/purchasing-contracting/about-purchasing-and-contracting or obtained from the Special Projects LSBE Program team.

Prime Contractors failing to meet the LSBE benchmark must document and demonstrate Good Faith Efforts in accordance with the attached “Checklist for Good Faith Efforts” portion of “Exhibit A.” The notarized Schedule of LSBE Participation shall be due and submitted with each bid or proposal. Failure to achieve the LSBE benchmark or demonstrate good faith efforts shall result in a bid or proposal being rejected. Prime Contractors that fail to attend the mandatory LSBE meeting in person or via video conference shall mean that the Prime Contractor has not demonstrated sufficient good faith efforts and its bid or proposal if submitted, shall be deemed non-responsive without any further review.

Upon award, Prime Contractors are required to submit a report detailing LSBE Sub-Contractor usage with each request for payment and not less than on a monthly basis. Prime Contractors shall ensure that all LSBE sub-contractors have been paid within seven (7) days of the Prime’s receipt of payment from the County. Failure to provide requested reports/documentation shall constitute a material breach of contract, entitling the County to terminate the Contract for default or pursue other remedies. LSBE sub-contractors must confirm payments received from the Prime(s) for each County contract they participate in.

For eligible bids/proposals valued over $5,000,000.00, the Mentor-Protégé provision of the Ordinance shall apply. Prime Contractors must agree to become mentors and take on an LSBE protégé in an effort to enhance the potential of future LSBEs. Qualifying projects shall be performed by both Mentor and Protégé through a subcontract between both parties. This requirement is in addition to all other applicable sections of the DeKalb First Ordinance. Please review the ordinance, section 2-214 or contact the LSBE Program Representative for detailed information regarding this initiative.
EXHIBIT A

SCHEDULE OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION

OPPORTUNITY TRACKING FORM

As specified, Bidders and Proposers are to present the details of LSBE participation below:

PRIME
BIDDER/PROPOSER___________________________________________________________

SOLICITATION NUMBER: 17-100874

TITLE OF UNIT OF WORK – Paint & Welding Shop Drainage Improvement

1. My firm, as the prime bidder/proposer on this unit of work, is a certified (check all that apply):
   _____LSBE-DeKalb _____LSBE-MSA

2. If you are a Certified LSBE-DeKalb or MSA, please indicate below the percentage of that your firm will carry out directly: ________________________________.

3. If the prime bidder/proposer is a joint venture, please describe below the nature of the joint venture and level of work and percentage of participation to be provided by the LSBE-DeKalb or MSA joint venture firm.
   ___________________________________________________________________
   ___________________________________________________________________

4. List the LSBE-DeKalb or MSA subcontractors and/or firms (including suppliers) to be utilized in of this contract, if awarded. No changes can be made in the subcontractors listed below without the prior written approval of the County. Please attach a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed and/or provided and the agreed upon percentage of work to be performed. A Letter of Intent form is attached hereto as “Exhibit B”.

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<thead>
<tr>
<th>Name of Company</th>
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<tbody>
<tr>
<td>Address</td>
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<td>Telephone</td>
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<td>Fax</td>
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<tr>
<td>Contact Person</td>
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<tr>
<td>Indicate certification status and attach proof of certification:</td>
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<tr>
<td>LSBE-DeKalb/LSBE-MSA</td>
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<tr>
<td>Description of services to be performed</td>
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</tr>
<tr>
<td>Percentage of work to be performed</td>
<td></td>
</tr>
</tbody>
</table>
Name of Company | Address
---|---
Telephone | Fax
Contact Person | Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA
Description of services to be performed | Percentage of work to be performed

Name of Company | Address
---|---
Telephone | Fax
Contact Person | Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA
Description of services to be performed | Percentage of work to be performed

Name of Company | Address
---|---
Telephone | Fax
Contact Person | Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA
Description of services to be performed | Percentage of work to be performed

Please attach additional pages, if necessary.
A bidder/proposer that does not meet the County’s LSBE participation benchmark is required to submit documentation to support all “Yes” responses as proof of “good faith efforts.” Please indicate whether or not any of these actions were taken:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Description of Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Prime Contractors shall attend a <strong>MANDATORY LSBE Meeting</strong> in person or via video conference within two-weeks of advertisement of the solicitation.</td>
</tr>
<tr>
<td>2.</td>
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<td>Provide a contact log showing the company’s name, contact person, address, email and contact number (phone or fax) used to contact the proposed certified subcontractors, nature of work requested for quote, date of contact, the name and title of the person making the effort, response date and the percentage of work.</td>
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<td>3.</td>
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<td>Provide interested LSBEs via email, of any new relevant information, if any, at least 5 business days prior to submission of the bid or proposal.</td>
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<td>4.</td>
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<td>Efforts made to divide the work for LSBE subcontracting areas likely to be successful and to identify portions of work available to LSBEs consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of a bidder/proposer to perform the contract work with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting.</td>
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<td>5.</td>
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<td>Efforts were made to assist potential LSBE subcontractors meet bonding, insurance, or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that the LSBE could not readily and economically obtain them in the marketplace.</td>
</tr>
<tr>
<td>6.</td>
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<td>Communication via email or phone with DeKalb First Program Staff seeking assistance in identifying available LSBEs. Provide DeKalb First Program Staff representative name and title, and date of contact.</td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td>For all contracts, a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed or provided by the LSBE(s) and the agreed upon LSBE participation percentage shall be due with the bid or proposal documents.</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td>Other Actions, to include Mentor/Protégé commitment for solicitations $5M and above (specify):</td>
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Please explain all “no” answers above (by number):
This list is a guideline and by no means exhaustive. The County will review these efforts, along with attached supporting documents, to assess the bidder/proposer’s efforts to meet the County’s LSBE Participation benchmark. If you require assistance in identifying certified, bona fide LSBEs, please contact the Purchasing and Contracting Department - DeKalb First Program, Felton Williams, Procurement Projects Manager at 404-371-6312.
Bidder(s)/Proposer(s) hereby state that they have read and understand the requirements and conditions as set forth in the objectives and that reasonable effort were made to support the County in providing the maximum practicable opportunity for the utilization of LSBEs consistent with the efficient and economical performance of this contract. The Bidder and any subcontractors shall file compliance reports at reasonable times and intervals with the County in the form and to the extent prescribed by the Director of DeKalb County Purchasing and Contracting Department. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of Contractors and their subcontractors.

1. **Non-Discrimination Policy**
   a. During the performance of this agreement, Contractor agrees to conform to the following Non-Discrimination Policy adopted by the County.
   b. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor will take action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following:
      (1) Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth provisions of this non-discrimination clause.
      (2) Contractor shall, 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, color, religion, sex, national origin, or disability.
   c. Without limiting the foregoing, Contractor shall not discriminate on the basis of disability in the admission or access to, or treatment or employment in, the programs and activities, which form the subject of the contract. The Contractor will take action to ensure that applicants for participation in such programs and activities are considered without regard to disability. Such action shall include, but not be limited to, the following:
(1) Contractor agrees to post in conspicuous places available to participants in its programs and activities notices to be provided setting forth the provisions of this non-discrimination clause.

(2) Contractor shall, in all solicitations or advertisements for programs or activities, which are the subject of the contract, state that all qualified applicants will receive consideration for participation without regard to disability.

2. **Commitment**

The undersigned certifies that he/she has read, understands, and agrees to be bound by the bid specifications, including the accompanying Exhibits and other terms and conditions of the Invitation to Bid and/or Request for Proposal regarding LSBE utilization. The undersigned further certifies that he/she is legally authorized by the bidder or responder to make the statements and representations in Exhibit A and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned will enter into formal agreement(s) with the LSBE(s) listed in this Exhibit A, which are deemed by the owner to be legitimate and responsible LSBEs. Said agreement(s) shall be for the work and contract with the Prime Contractor. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder knowing them to be false, or if there is a failure of the successful Bidder (i.e., Contractor) to implement any of the stated agreements, intentions, objectives, goals and commitments set forth herein without prior approval of the County, then in any such events the contractor’s act or failure to act, as the case may be, shall constitute a material breach of contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies the County may have for other defaults under the Contract. Additionally, the Contractor will be subject to the loss of any future contract awards by the County for a period of one year.

Firm Name (Please Print):
_________________________________________________________________

Firm’s Officer:
_________________________________________________________________

(Authorized Signature and Title Required)                      Date

Sworn to and Subscribed to before me this ____ day of_______________, 201__.

_________________________________________________________________
Notary Public
My Commission Expires:_________________________________________
EXHIBIT B

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
PROVIDING MATERIALS OR SERVICES

Instructions:

1. Complete the form in its entirety and submit with bid documents.
2. Attach a copy of the LSBE’s current valid Certification Letter.

To: ________________________________________________________________

(Name of Prime Contractor Firm)

From: ___________________________________ □ LSBE –DeKalb □ LSBE –MSA

(Name of Subcontractor Firm) (Check all that apply)

ITB Number: 17-100874

Project Name: Paint & Welding Shop Drainage Improvement

The undersigned subcontractor is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided).

<table>
<thead>
<tr>
<th>Description of Materials or Services</th>
<th>Project/Task Assignment</th>
<th>% of Contract Award</th>
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</thead>
<tbody>
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</tbody>
</table>

Prime Contractor

Signature: __________________________  Signature: __________________________

Title: ______________________________  Title: ______________________________

Date: ______________________________  Date: ______________________________
CERTIFICATE OF CORPORATE BIDDER

I, __________________________ (insert name of the Corporate Secretary), certify that I am Secretary of the corporation named as Bidder herein, same being organized and incorporated to do business under the laws of the State of _____; that _______________________ (insert name of individual signing the Bid) who executed this Bid on behalf of the Bidder was, then and there, ______________________ (insert title of individuals signing the Bid) and that said Bid was duly signed by said officer for and on behalf of said corporation, pursuant to the authority of its governing body and within the scope of its corporate powers.

I further certify that the names and addresses of the owners of all outstanding stock of said corporation as of this date are as follows:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

This ______ day of _____________________, 20____.

By: ________________________________ (Corporate Seal)
Secretary
CERTIFICATE OF AUTHORITY – JOINT VENTURE
(Separate Certificate to be submitted by each joint venture partner)

I, __________________________, (1) certify that:

1. I am the ________ (2) of __________________________, (3) (hereinafter “Venturer”);

2. Venturer is a partner and participant in the joint venture having submitted the Invitation
to Bid or Request for Proposal No. _______________________ for _________________.(insert Project Name);

3. Venturer is organized and incorporated to do business under the laws of the State of ___________; and

4. Said Invitation to Bid or Request for Proposal No._______________ was duly signed by said officer for and on behalf of said Venturer and the Contractor pursuant to the authority of the governing body of each and within the scope of its corporate powers.

I further certify that the names and addresses of the owners of all the outstanding stock or
ownership interest in Venturer as of this date are as follows:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

This ______ day of ______________________, 20____.

By: __________________________
Signature of Person Executing Certification

INSTRUCTIONS FOR COMPLETION OF THIS CERTIFICATE:

1. Name of secretary (if Venturer is a corporation), or Manager or CEO (if Venturer is a LLP) of Venturer.
2. Title of person executing Certification.
3. Name of joint venture partner.

COPY THIS FORM AND SUBMIT SEPARATE CERTIFICATES FOR EACH JOINT
VENTURE PARTNER WITH THE BID OR PROPOSAL.
BIDDER’S AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. §13-10-91

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the Bidder submitting a Bid to DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program, commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91, as amended. The undersigned further verifies that it will continue to use the federal work authorization program for the Contract Term, and it will only contract with Subcontractors who have registered for the federal work authorization program. The undersigned hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 20__ in ________________(city), ______(state).

By:_________________________________
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the _____ day of ________________, 20__.

_________________________________
NOTARY PUBLIC
My Commission Expires:

_________________________________
STATE OF GEORGIA
COUNTY OF DEKALB

CONTRACTOR AFFIDAVIT AND
OATH OF SUCCESSFUL BIDDER

Personally appeared before me, the undersigned officer, duly authorized to administer oaths,_________________________, (insert name), who, after being duly sworn, deposes as follows:

I,_____________________________, (insert name), am a competent adult, and I have personal knowledge of the facts set forth in this Affidavit and Oath which I make for any lawful use or purpose.

I,_____________________________(insert name) swear or affirm that I have not prevented or attempted to prevent competition in bidding or submitting a proposal for this Project by any means whatsoever. I swear or affirm that I have not prevented or endeavored to prevent anyone from making a Bid for this Project by any means whatsoever, I swear I have not caused or induced any other person to withdraw a Bid for this Project. I swear or affirm that I have not violated O.C.G.A. §36-91-21(d) in any way, directly or indirectly.

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on ______________________, 20__, in ______________________(city), ______(state).

By:_________________________________
   Signature

_________________________________
   Print Name of Affiant

_________________________________
   Print Title of Affiant

Subscribed and Sworn before me on this the ______ day of ________________, 20______.

______________________________________________________
NOTARY PUBLIC
My Commission Expires:
REQUIRED DOCUMENTS CHECKLIST

Bidder shall complete and submit the following documents with their bid:

<table>
<thead>
<tr>
<th>Bid Page No.</th>
<th>Title</th>
<th>Check This Box If Included With Bid</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td>Bid Acknowledgement Form*</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>First Source Jobs Acknowledgement Form *</td>
<td></td>
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<tr>
<td>17</td>
<td>New Employee Tracking Form*</td>
<td></td>
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<tr>
<td>20</td>
<td>Contractor’s Reference and Release Form*</td>
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<tr>
<td>21</td>
<td>Subcontractor’s Reference and Release Form, if applicable**</td>
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<tr>
<td>22-30</td>
<td>LSBE - Exhibits A and/or B of Attachment G*</td>
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<tr>
<td>33</td>
<td>Bidder’s Affidavit*</td>
<td></td>
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<tr>
<td>35</td>
<td>Required Documents Checklist</td>
<td></td>
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</tbody>
</table>

Bidder shall also submit a copy of the following required documents with the bid:

- Georgia General Contractor’s License
- Business License
- Proof of Georgia State’s registered Land Surveyor

*If these mandatory forms are not completed and submitted with the bid, the bidder will be deemed non-responsive.

**These forms are applicable if a subcontractor will be utilized to fulfill the requirements of this contract. If these forms are applicable, they must be completed and submitted along with the bid. Failure to submit these forms, if applicable, will result in the bidder being deemed non-responsive.

I, the undersigned, acknowledge that I have included the requested documents as listed above.

____________________________
Printed Name

____________________________
Signature
“EXHIBIT 1”
SECTION 01010 – SUMMARY OF WORK
PART 1  GENERAL

1.1  SUMMARY

A. The Work of this Contract consists of constructing a trench drain and drainage pipe system at the DeKalb County Paint and Welding Shop located in Decatur (DeKalb County), Georgia. The area will be cleaned out by the DeKalb County Sanitation Department (OWNER) prior to construction.

B. CONTRACTOR will be responsible for demolition of existing site structures and construction of the structure in accordance with the project drawings and all applicable codes and ordinances.

C. The Work of this Contract is located in DeKalb County, Georgia, at the DeKalb County Paint and Welding Shop. CONTRACTOR shall be aware of the nature of the activities at the paint and welding shop, including vehicle movement, hot works, and other operations which may affect access to portions of the site.

D. CONTRACTOR to pay for all permits and inspections.

1.2  WORK BY OTHERS

A. Work may be conducted at the site by other contractors during the performance of the Work under this contract. The CONTRACTOR shall conduct its operations to minimize interference of other contractors, and shall cooperate fully with such contractors and the project representatives to provide continued safe access to perform their respective contracts.

B. The Paint and Welding Shop is an active facility and will remain active throughout the performance of the Work. The CONTRACTOR will coordinate with designated staff at the facility to minimize disruptions to the ongoing operations.

1.3  DEFINITIONS

A. OWNER: The term OWNER means DeKalb County Public Works - Sanitation Division with whom the CONTRACTOR has entered into the Agreement and for whom the Work is to be provided.

B. Project Manager: The term Project Manager means the representative of the OWNER for the purpose of administration and inspection of the Work. The Project Manager may be a member or group of the staff or may be an external firm. During the period of Work the Project Manager shall act as an authorized representative of the OWNER.

C. CONTRACTOR: The term CONTRACTOR means the firm that is responsible for the Work of this contract. The CONTRACTOR’s responsibilities include the Work of any and all of subcontractors and suppliers.

D. Work: The term Work means the entire completed construction or various separately identifiable parts, thereof, required to be furnished under the Contract Documents. Work includes any and all labor, services, materials, equipment, tools, supplies, and facilities required by the Contract Documents and necessary for the completion of the project. Work is the result of performing services, furnishing labor and furnishing and incorporating materials and equipment into the construction, all as required by the Contract Documents.
E. Construction Quality Assurance (CQA): A planned system of activities conducted by a third party (hired by the OWNER) that provides the OWNER assurance that the facility was constructed as specified in the permit documents. Construction quality assurance includes inspections, verification, audits, and evaluations of materials and workmanship necessary to determine and document the quality of the constructed facility. Construction quality assurance (CQA) refers to measures taken by the CQA organization to assess if the CONTRACTOR is in compliance with the plans and specifications for a project. The CQA organization will also attend weekly construction meetings to discuss project status and review of construction schedule by the Contractor. List of parties from part of CQA services to be provided.

1.4 CONTRACTOR'S DUTIES:

A. Construct the project in accordance with the Contract Documents;

B. Provide a competent superintendent, capable of reading and understanding the Contract Documents, who shall receive instructions from the OWNER or his authorized representative. The superintendent shall have full authority to execute the Work in accordance with the Contract Documents;

C. Except as otherwise specified, furnish the following and pay the cost thereof:

1. Labor, superintendent, and products.
2. Construction supplies, equipment, tools, and machinery.
3. Water, heat, and other utilities required for construction.
4. Other facilities and services necessary to properly execute and complete the Work.
5. Pay costs of legally required sales, consumer, and use taxes, and Governmental fees.
6. Perform Work in accordance with codes, ordinances, rules, regulations, orders, and other legal requirements of governmental bodies and public agencies bearing on performance of the Work.
7. Where applicable, the Project Manager shall coordinate submittals and communications with the representatives who shall give approvals and directions through the Project Manager.
8. Maintain order, safe practices, and proper conduct at all times among CONTRACTOR’s employees. The Project Manager, and its authorized representative, may require that disciplinary action be taken against an employee of the CONTRACTOR for disorderly, improper, and unsafe conduct. Should an employee of the CONTRACTOR be dismissed from his duties for misconduct, incompetence, or unsafe practice, or combination thereof, that employee should not be rehired for the duration of the Work.
9. Coordinate prosecution of the Work with those utilities and other contractors performing work on or adjacent to the worksite; either eliminate, or minimize as far as possible, delays in the Work and conflicts with those utilities or contractors. Coordinate utility activities, and activities of OWNER, with the Project Manager. Coordinate activities of the several trades, suppliers, and subcontractors, if any, performing the Work.

D. The CONTRACTOR shall notify the OWNER in writing if he elects to subcontract, sublet, or reassign any portion of the Work. This shall be done at the time the bid is submitted. The written statement shall describe the portion of the Work to be
performed by the Subcontractor and shall include an indication, by reference if desired by the OWNER, that the Subcontractor is particularly experienced and equipped to perform that portion of the Work. No portion of the Work shall be subcontracted, sublet, or reassigned without written permission of the OWNER. Consent to subcontract, sublet, or reassign any portion of the Work by the OWNER shall not be considered as a testimony of the OWNER as to the qualifications of the Subcontractor and shall not be construed to relieve the CONTRACTOR of any responsibilities for completion of the Work.

E. Work shall conform to the following Drawings that form a part of these Contract Documents.

F. Contractor shall provide Project execution plan, including Project schedule prior to start of work.
Note: Weekly construction/progress meetings shall be held at the Sanitation Building, 3720 Leroy Scott Dr., Decatur, GA 30032.

SHEET NO. AND TITLE:
1 – TITLE SHEET
2 – DRAIN DESIGN PLAN VIEW
3 - DRAIN DESIGN DETAILS

1. Omissions from the Drawings or Technical Specifications or the misdescription of details of Work which are necessary to carry out the intent of the Drawings and Technical Specifications or which are customarily performed, shall not relieve the CONTRACTOR from performing such omitted or misdescribed details of the Work but they shall be performed as if fully and correctly set forth and described in the Drawings and Technical Specifications.

1.5 CONTRACT TIMES

A. The CONTRACTOR shall commence Work in accordance with the Contract Documents. The time stated for completion and substantial completion shall be in accordance with the Contract Times specified in the Agreement. Extensions to the Contract Time of performance shall be granted for those days when the CONTRACTOR is unable to work due to abnormal weather conditions or as a result of abnormal conditions. Extension of time of performance based on abnormal weather conditions shall be granted when requested by the CONTRACTOR and reviewed in writing by the Project Manager. All requests for extensions of time by the CONTRACTOR based on abnormal weather conditions must be submitted in writing to the Project Manager within five (5) working days of the time in question. No claims for damages shall be made by the CONTRACTOR for delays. Time is of the essence in this Contract.

1.6 CONTRACTOR USE OF WORKSITE

A. Confine worksite operations to areas permitted by law, ordinances, permits, and the Contract Documents. The CONTRACTOR shall ensure that all persons under his control (including Subcontractors, their workers and agents) are kept within the boundaries of the Site and shall be responsible for any acts of trespass or damage to
property by persons who are under his control. Consider the safety of the Work, and that of people and property on and adjacent to worksite, when determining amount, location, movement, and use of materials and equipment on the worksite.

B. The CONTRACTOR shall be responsible for protecting private and public property including pavements, drainage culverts, electricity, highway, telephone and similar property and making good of, or paying for, all damage caused thereto.

C. CONTRACTOR shall notify OWNER and Project Manager within 24 hours in writing of any subsurface or latent physical conditions at the Site which differ materially from those indicated or referred to in the Contract Documents. Project Manager shall promptly review those conditions and advise OWNER in writing if further investigations or tests are necessary. Promptly thereafter, OWNER shall obtain the necessary additional investigations and tests and furnish copies to the Project Manager and CONTRACTOR. If Project Manager finds that the results of such investigations or tests indicate that there are subsurface and latent physical conditions which differ materially from those intended in the Contract Documents, and which could not reasonably have been anticipated by CONTRACTOR, a Change Order shall be issued incorporating the necessary revisions.

PART 2 PRODUCTS
A. (not used)

PART 3 EXECUTION
A. (not used)

--END OF SECTION--
SECTION 01050 – SURVEY AND STAKE-OUT
PART 1 GENERAL

1.1 SUMMARY

A. The Work shall consist of the performance of all necessary survey work related, but not limited to, the construction of the trench drain and drainage pipe system, in accordance with the Contract Documents and as indicated by the OWNER.

B. The Work shall consist of providing all the required "as-built" record drawings.

1.2 QUALITY CONTROL

A. The CONTRACTOR’s Surveyor shall be a Land Surveyor registered in the State of Georgia.

B. Preserve field books and stakeout data until one year after final acceptance of Work.

1.3 SUBMITTALS

A. Submit name, address, and telephone number of Surveyor before starting survey work.

B. On request, submit documentation verifying accuracy of survey work performed by the Surveyor.

C. Submit a copy of registered site drawing and certificate signed by the Surveyor, that the elevations and locations of the Work are in conformance with Contract Documents.

1.4 PROJECT RECORD DOCUMENTS

A. Maintain a complete and accurate log of control and survey work as it progresses.

B. On completion of the Work, the CONTRACTOR shall prepare a certified survey illustrating dimensions, locations, angles, and elevations of construction and site work.

C. The CONTRACTOR is to submit an electronic AutoCad file for each record drawing required.

D. Record drawings shall be prepared by the CONTRACTOR at a scale of 1 inch = 30 feet unless otherwise directed by the Project Manager.

1.5 EXAMINATION

A. The CONTRACTOR shall verify locations of survey control points prior to starting work.

B. The CONTRACTOR shall stake the locations of proposed demolition and structures and shall meet onsite with the Project Manager to review the layout prior to commencing demolition activities.

C. The CONTRACTOR shall notify the Project Manager of any discrepancies discovered within 24 hours.
1.6 SURVEY REQUIREMENTS

A. All work under this Contract shall be constructed in accordance with the lines and grades shown on the Drawings or as directed by the Project Manager. Elevation of existing ground, structures and appurtenances are presented only as approximations. Any error or apparent discrepancy in the data shown, or omissions of data required for accurately accomplishing the stakeout survey shall be referred immediately to the Project Manager for interpretation or correction.

B. The CONTRACTOR shall verify in the field that the topographic map provided in the Drawings of the work area is accurate. Discrepancies in the topographic mapping or field verification identified by the CONTRACTOR are to be immediately brought to the attention of the Engineer and the OWNER.

C. The exact position of all Work shall be established from control points to be established and maintained by the CONTRACTOR.

D. Any error, apparent discrepancy or absence in or of data shown or required for accurately accomplishing the stakeout survey shall be referred to the OWNER for interpretation or for furnishing additional information when such is observed or required.

E. The CONTRACTOR shall be responsible for the accuracy of his work and shall maintain all reference point stakes, etc., throughout the life of the Contract. Damaged or destroyed points, bench marks or stakes, or any reference points made inaccessible by the progress of the construction shall be replaced or transferred by the CONTRACTOR. Existing or new control points that shall be destroyed during construction shall be transferred or reestablished before they are damaged or destroyed and all reference ties recorded therefore shall be furnished to the Project Manager.

F. All computations necessary to establish the exact position of the work from control points shall be made and preserved by the CONTRACTOR. All computations, survey notes and other records necessary to accomplish the work shall be neatly made, shall be made available to the Engineer upon request, and shall become the property of the OWNER and delivered to the Engineer prior to final acceptance of the project.

G. The OWNER may check all or any portion of the stakeout survey work or notes made by the CONTRACTOR. Any necessary correction to the Work shall be made immediately by the CONTRACTOR.

H. Structures shall be staked out by the CONTRACTOR at the locations and elevations shown on the Drawings or ordered by the Engineer.

I. Permanent survey marker locations shall be established and referenced by the CONTRACTOR.

PART 2 PRODUCTS
A. (not used)

PART 3 EXECUTION
A. (not used)

--END OF SECTION --
SECTION 02224 – SITE PREPARATION
PART 1 GENERAL

1.1 SUMMARY

A. The work specified in this section consists of demolition activities, excavation, recompacting subgrades and other areas where pavement and asphalt will be constructed, replacing unsuitable foundation fill and/or providing foundation treatment for the proper support of the structure to be placed above it.

Foundation treatment may consist of any of the following:

1. Recompacting
2. Replacing unsuitable fill with compacted fill, GDOT No. 57 stone, or lean concrete mix.

Demolition works shall include:

2. Excavation of soil and base material to achieve design grades.
3. Relocation or demolition of storage shed structure.

1.2 DEFINITIONS

A. Subgrade: Subgrade is the material at the elevation of ground which will accommodate the indicated construction.

B. Structure Excavation: This is the removing and transporting of material from within pay limits indicated in the Drawings, regardless of the material's nature and size and regardless of the method by which removed and transported, to accommodate structures.

C. Structural Fill: Structural Fill is that earthen material, which will be placed against precast and cast-in-place concrete and that placed earthen material on which structures will be founded.

D. Unsuitable material: Unsuitable Material is earthen material beyond the limits of excavation defined on the drawings for finish grade and subgrade where determined by the Engineer to be incapable of bearing embankment and a backfill, and unfit to be finished grade and subgrade on which structure foundation, piping, conduits, and pavements will be placed.

1.3 COMPENSATION

A. Measurement

1. The work required for this section of the Specifications will not be measured for payment.

B. Payment

1. No separate payment shall be made for the Work necessary to comply with the requirements of this specification section. All costs to comply with the various bid items to which requirements of this specification section shall be deemed to be included in the lump sum prices bid for the various bid items to which these requirements apply.

2. The Work of this specification section applies to, but is not limited to, sawcutting and removal of asphalt pavement, demolition of site facilities as required for the proposed construction, and subgrade preparation for the concrete slab and new asphalt
pavement.

PART 2 EXECUTION

3.1 SUBGRADE PREPARATION

A. Subgrade shall be a 6-inch thick graded aggregate base (GAB) for concrete pavement and 8-inch thick GAB for asphalt pavement.

B. Existing asphalt pavement and soil shall be excavated to grade in order to install the recommended base course and asphalt or reinforced concrete pavement, and trench drain where applicable.

C. Prior to placing base course material the soil subgrade shall be recompacted to 98% of the Standard Proctor Maximum Dry Density and shall be evaluated by a qualified geotechnical engineer.

D. Graded aggregate base shall be placed and compacted to 100% of the Standard Proctor Maximum Dry Density. Subgrade shall be compacted using a vibratory roller in maximum 6-inch lifts.

E. The compacted base course subgrade shall be evaluated by a qualified geotechnical engineer prior to placing concrete or asphalt.

3.2 DEMOLITION

A. Perform demolition in accordance with authorities having jurisdiction.

B. Repair demolition performed in excess of that required.

C. Do not burn demolition debris on site.

D. Check with Project Manager to coordinate items to be turned over to OWNER. Remove demolished materials, tools, and equipment upon completion of work. Dispose of materials at an off-installation site at OWNER’s facilities as directed by OWNER.

E. Do not dispose of any material on site or adjacent properties.

F. Leave site in condition acceptable to Project Manager.

2.3 POLLUTION CONTROLS

A. Comply with governing regulations for environmental protection. Use water sprinkling, temporary enclosures, and other suitable methods to limit amount of dust and dirt rising and scattering in air. Provide hoses and water main or hydrant connections. Do not use water when it may create hazardous or objectionable conditions such as ice, flooding, and pollution. Dust control will be strictly enforced.

B. There shall be no spillage of material on any local road.

2.4 STRUCTURE DEMOLITION

A. Completely demolish structure(s) and appurtenances in orderly and careful manner and remove materials from site. Proceed with demolition from top of structure to ground. Remove piping in a sectional manner. Locate demolition equipment throughout structure and remove materials so not to impose excessive loads to supporting walls, floors, or framing. Demolish and remove below-grade construction and concrete slabs-on-grade.

B. Dispose of demolition debris in permitted facility in compliance with all local and State regulations.
2.5 FILLING VOIDS

A. Completely fill below-grade areas and voids resulting from demolition of structures. Use soil materials meeting the requirements of these specifications and plans. Prior to placement of fill materials, ensure that areas to be filled are free of standing water, frost, frozen material, trash, and debris. Place and compact fill materials in horizontal layers not exceeding 6 inches loose depth. After fill placement and compaction, grade surface to meet adjacent contours and provide flow to surface drainage structures.

2.6 UTILITY SYSTEMS

A. Protect all utilities not scheduled for removal that are in close proximity to structures scheduled for demolition or relocation.

--END OF SECTION--
SECTION 02235 – TRENCH DRAIN CONSTRUCTION
PART 1 GENERAL

1.1 SUMMARY

A. The work specified in this section consists of all labor, materials and equipment and performance of all Work necessary for furnishing and placing the trench drain system and piping as shown in the Drawings.

1.2 DEFINITIONS

A. Trench Drain System: This is the ACO Drain Polymer Concrete Drain system.

B. Piping: Piping consists of 10-inch diameter Sch40 PVC pipe to be installed between the trench drain system and an existing catch basin.

1.3 SUBMITTALS

A. The Contractor shall submit product information for the trench drain system to the Project Manager for approval prior to the delivery of such material to the work site.

1.4 COMPENSATION

A. Measurement

1. The work required for this section of the Specifications will not be measured for payment.

B. Payment

1. No separate payment shall be made for the Work necessary to comply with the requirements of this specification section. All costs to comply with the requirements of this specification section shall be deemed to be included in the lump sum prices bid for the various bid items to which these requirements apply.

2. The Work of this specification section applies to, but is not limited to, installation of the trench drain system, trenching and installation of the piping from the trench drain system to the existing catch basin, backfilling of pipe trench and connection of pipe to existing catch basin.

PART 2 PRODUCTS

2.1 PIPE

A. Pipe installed from the trench drain system to the existing catch basin shall be ten (10) inches in diameter Schedule 40 PVC pipe.

2.2 TRENCH DRAIN SYSTEM

A. Trench drain system shall be ACO Polymer Concrete Drain System S300K meeting EN 1433 Load Class F.
PART 3 EXECUTION

3.1 PIPE

A. The 10-inch gravity drain PVC pipe shall be constructed with a minimum slope of 2% between the end of the trench drain and the existing catch basin.

B. The trench shall be of sufficient width and depth to provide a 6-inch clearance for the pipe from the sides, top and bottom of the trench.

C. The trench shall be backfilled with concrete to within 4 inches of finished grade

D. Asphalt paving shall be placed over the concrete backfill to match the existing grade.

3.2 TRENCH DRAIN SYSTEM

A. The trench drain system shall be installed in accordance with the manufacturer’s recommendations and the drawings or as directed by the Project Manager.

B. The trench drain system shall be installed with a minimum bottom slope of 0.5% toward the drain pipe.

--END OF SECTION--
SECTION 02525 – ASPHALT PAVEMENT CONSTRUCTION
PART 1 GENERAL

1.1 GENERAL

A. The CONTRACTOR shall furnish all labor, materials, and equipment necessary to complete all asphalt paving, and incidental work for completion as shown on the Drawings.

B. The Work shall also consist of furnishing all necessary plant, labor, equipment, appliances, materials and performing all operations in connection with the preparation of supplies, and laying out detail as required. The Work shall be accomplished in complete and strict accordance with the project drawings.

C. Asphalt Paved Areas: For asphalt paving areas that will be removed to complete the Work, 8 inches graded aggregate base and 4-inches of asphalt will be placed in various layers and gradation.

1.2 REFERENCES

A. Where the term “Standard Specifications” is used, such reference shall mean the 2013 edition of the Georgia Department of Transportation (GDOT) Standard Specifications for Transportation Systems. Where reference is made to a specific part of the Standard Specifications, such applicable part shall be considered as part of this section of the Specifications. In case of a conflict in the requirements of the Standard Specifications and the requirements stated herein, the requirements herein shall prevail.

1.3 QUALITY CONTROL/QUALITY ASSURANCE

A. Where laboratory testing is specified herein, the CONTRACTOR shall employ and bear all expenses for an independent testing laboratory to conduct such tests and submit certificates of the test results as required ensuring Specification conformance.

PART 2 PRODUCTS

2.1 GRADED AGGREGATE BASE

A. The graded aggregate for the road fill materials shall be of uniform quality throughout and meet the requirements of Section 815 Georgia Department of Transportation (GDOT) Standard Specifications for Transportation Systems, including referenced sections. Gradation shall meet the requirements of Group I or Group II aggregates.

2.2 ASPHALTIC CONCRETE PAVEMENT

A. The work includes construction one or more courses of bituminous plant mixture on the prepared foundation or existing roadway surface in accordance with the lines grades and typical cross sections shown on the project drawings.

B. All products and construction shall conform to GDOT Standard Specification, Section 400 – Hot Mix Asphaltic Concrete Construction.
3.1 REFERENCES

A. In general, road construction shall be in accordance with the GDOT Standard Specifications, Construction of Transportation Systems.

3.2 SUBGRADE PREPARATION

A. When earth foundations for road fill have been excavated or placed to a clean, rough planar surface, compact entire foundation area for road base course by a minimum of six (6) complete passes of a vibratory steel drum roller weighing at least eight tons. The roller shall travel at speeds not to exceed 8 km/hr (five (5) miles per hour).

B. ENGINEER will approve road foundations before placement of base course materials commences and after surfaces to receive such materials have been prepared as specified. Any soft spots or other unsuitable areas, as identified by the ENGINEER, shall be removed and replaced with backfill material approved by the ENGINEER or with road fill.

3.3 PLACING

A. Placement of graded aggregate base materials shall result in a homogeneous fill, free of horizontal stratifications and of lenses or pockets of materials that do not satisfy requirements of this Section of the Technical Specifications. Spread graded aggregate base materials in horizontal layers of uniform thickness by bulldozers or other approved means.

B. Unless otherwise specified, thickness of graded aggregate base layers after compaction shall not exceed 150 mm (6 inches) of fill compacted by approved vibrating roller or accepted alternative.

C. Take care to prevent graded aggregate materials from being contaminated by mixing with adjacent backfill materials. Remove graded aggregate materials that have been contaminated.

3.4 GRADED AGGREGATE BASE COMPACTION

A. The moisture content of the mixture of graded aggregate materials at the time of compaction shall be uniformly distributed and shall be adequate to allow compaction to the specified density.

B. After the material placed has been shaped to line, grade and cross-section, it shall be compacted until the fill has been uniformly compacted to at least 95 percent of the maximum dry density, when tested in accordance with ASTM D1557 or an alternative method approved by the ENGINEER.

C. The compacted fill shall have sufficient stability to support construction equipment without pumping regardless of compaction. If the road fill material becomes unstable as a result of too much moisture, the road fill material and the underlying subgrade if necessary shall be dried and reworked to a moisture content that will provide stability and compaction.
B. One Course Construction: After the graded aggregate material has been satisfactorily compacted, the surface shall again be shaped to line, grade and cross-section. Water shall be added, if necessary, in order to develop the proper moisture content. It shall then be rolled, beginning at the edges and working toward the center, until the surface is smooth, closely knit, free from cracks, conforming to the prescribed line, grade and cross-section, within the limits specified. All defects shall be corrected as necessary.

D. Multiple Course Construction: After the first course has been satisfactorily compacted, the surface shall again be shaped to line, grade and cross-section. Water shall be added, if necessary, to develop the proper moisture content. Without further rolling of the first course, the second and succeeding courses shall be spread and compacted as previously described. When the road fill has been constructed to its full depth, the surface shall be finished in accordance with the procedure specified for one course construction.

E. Irregular Areas: At all places not accessible to the roller, the required compaction shall be secured by means of approved mechanical tampers. The same density requirements as stated above apply.

3.5 ASPHALTIC CONCRETE

A. The material shall be placed in accordance with the established guidelines of GDOT Standard Specifications, Section 400.
SECTION 03300 – CAST-IN PLACE CONCRETE
PART 1 GENERAL

1.1 SCOPE

A. The work described by this Section consists of furnishing all materials and equipment, and performing all labor necessary for the complete construction of all concrete work, including all work and appurtenances thereto, as shown or specified, or both.

B. Work shall include the installation of all work and appurtenances specified or required, or both, for proper execution of the work.

C. All items shall be correctly positioned in form work, and must be inspected and approved by the Engineer before concrete is placed.

D. All of the concrete on this project shall be provided by a single concrete supply company with a local central batch plant.

1.2 REFERENCES

A. American Concrete Institute:

1. ACI 301 - Specifications for Structural Concrete.
2. ACI 305 - Hot Weather Concreting.
5. ACI 318 - Building Code Requirements for Structural Concrete.

B. ASTM International:

1. ASTM C31/C31M - Standard Practice for Making and Curing Concrete Test Specimens in the Field.
7. ASTM C172 - Standard Practice for Sampling Freshly Mixed Concrete.
9. ASTM C231 - Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method.
13. ASTM D994 - Standard Specification for Preformed Expansion Joint Filler for Concrete (Bituminous Type).
19. ASTM E1643 - Standard Practice for Installation of Water Vapor Retarders Used in Contact with Earth or Granular Fill under Concrete Slabs.

1.3 SUBMITTALS
A. Concrete Supplier Qualifications:
   1. Submit qualifications on the proposed concrete supply company. The concrete supply company shall be in good standing with the OWNER.
   2. The OWNER and Engineer shall review and approve the CONTRACTOR’s proposed concrete supplier selection.
   3. The concrete supplier shall be ACI certified.
   4. The CONTRACTOR shall provide additional qualifications from the concrete supply company if required by the OWNER or Engineer.

B. Product Data: Submit data on:
   1. Admixtures
   2. Cement
   3. Aggregate
   4. Water
   5. Reinforcing Steel
   6. Other concrete materials

C. Proportioning (Concrete Mix Design)
   1. Mix designs shall be submitted to Project Manager for approval prior to commencing concrete work. Design shall be either laboratory trial batching or previous design mix substantiated by field experience as per ACI 318.

1.4 QUALITY ASSURANCE
A. Imperfect and damaged work shall be satisfactorily removed; new work and materials, which are in accordance with the requirements of the Drawings and Construction Specifications, shall be furnished and installed at no additional expense to the OWNER.

B. Removal of concrete work and installation of subsequent work and materials shall be accomplished in a manner which will not impair the strength of the structure.

C. Perform Work in accordance with ACI 318 and ACI 350.
D. Conform to ACI 305 when concreting during hot weather.
E. Conform to ACI 306.1 when concreting during cold weather.
F. Acquire cement and aggregate from one source for Work.

1.5 COORDINATION
A. Coordinate placement of joint devices with erection of concrete formwork and placement of form accessories.

PART 2 PRODUCTS

2.1 CONCRETE MATERIALS
A. Portland Cement:
   1. Cement shall satisfy the requirements of ASTM C 150, as amended to date. Cement for normal Class "A", "B", and "C" concrete shall be Type I.
B. Coarse Aggregates:
C. Coarse aggregate shall be well graded crushed stone conforming to ASTM C 33, Size No. 67 unless otherwise directed.

Fine aggregate shall be washed natural sand conforming to ASTM C 33.
A. Fly Ash
   1. Fly ash, if used, shall satisfy the requirements of ASTM C 618 Class F, as amended to date, except that the loss-on-ignition shall be no more than 6%.

Water shall be potable, clean, and free from deleterious amounts of acids, alkalis, oils, or organic matter.

2.2 AD MIXTURES
Admixtures to be used in concrete, when required and permitted, shall conform to ASTM C 260 for air-entraining admixtures and ASTM C 494 for water-reducing, retarding, and accelerating admixtures. Admixtures used in the Work shall be of the same composition as those used in establishing the concrete proportions.

2.3 REINFORCEMENT
A. All reinforcing shall be shop fabricated. Fabricate reinforcing bars to conform to the required shape and dimension with fabrication tolerance complying with the CRSI Manual. Reinforcing shall be of the size, shape, spacing and dimensions shown on the Drawings.
B. Reinforcing steel shall be deformed, intermediate grade, billet steel bars conforming to ASTM A 615 Grade 60 unless otherwise shown on the Drawings. Rail-steel bars will not
be permitted in the Work.

2.4 CONCRETE MIX

A. General
   1. Concrete shall be composed of cement, fly ash (if required), admixtures (if required), fine aggregate, coarse aggregate, and water proportioned and mixed to produce a plastic workable mix in accordance with the requirements of this Section, and shall be suitable for the specific conditions of placement.
   2. The mix shall be submitted not more than 60 days nor less than 30 days in advance of the time of proposed use.

B. Class "A" Concrete
   1. Class "A" concrete shall have 28-day compressive strength of not less than 4,000 psi, and shall have normal setting characteristics.
   2. Class "A" concrete shall be used for reinforced concrete work.

C. Class "B" Concrete
   1. Class "B" concrete shall have 28-day compressive strength of not less than 3,000 psi, and shall have normal setting characteristics.
   2. Class "B" concrete shall be used for blocking, gravity type walls, pipe encasement, and unreinforced footings and slabs thicker than 8-inches.

D. Class "C" Concrete
   1. Class "C" concrete shall have a compressive strength of not less than 1,500 psi, and shall have normal setting characteristics.
   2. Class "C" shall be used for concrete sub-foundations, and concrete backfill where required.

E. Design Mix
   1. If an existing design mix that was recently prepared using the same source of proposed materials is demonstrated to conform to this specification, the Engineer may approve its use in the work. Otherwise, design mix and strength data as required by the Engineer will be submitted by the Contractor for approval.

F. Proportioning
   1. Proportioning of materials shall be accomplished in a manner that will produce a workable mixture having a slump within the required limits, and having minimum water content.
   2. The exact proportion of materials to be used in concrete shall be as determined by the Laboratory Design Mix, and as directed by the Engineer.
   3. The Contractor shall furnish the equipment necessary to positively determine and control actual amounts of materials entering into the concrete.
   4. The proportions of materials used in the mix shall be changed whenever, in the opinion of the Project Manager, a change is necessary to obtain the
required strength, and the desired density for uniformity and workability. In structures intended to be watertight, good workability will be considered to be of primary importance.

5. All materials shall be measured by weight, except for water, which may be measured by volume.
   a) One (1) gallon of water to weigh 8.33 pounds.
   b) One (1) bag of Portland cement shall be considered to weigh 94 pounds.

6. In calculating the total water content of mixes, the amount of water borne on the surface of the aggregate particles shall be included. The amount of water to be used in the mix shall, in all cases, be the least amount necessary to produce a plastic mix having the required strength and the desired density, uniformity, workability, and characteristics within the required slump limits. The intent of the specifications is to produce a maximum water cement ratio for Class "A" concrete of 0.49 or less.

**Maximum Water Addition:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Water</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portland Cement – Class A</td>
<td>5.6 gallons/bag cement/CY</td>
</tr>
<tr>
<td>Portland Cement – Class B</td>
<td>7.7 gallons/bag cement/CY</td>
</tr>
<tr>
<td>Fly Ash</td>
<td>5.5 gallons/100 lbs fly ash/CY</td>
</tr>
</tbody>
</table>

7. The total volume of aggregates to be used in each cubic yard of concrete, and the proportion of fine aggregate to coarse aggregate, shall be that necessary to produce a dense mixture having the required workability, as determined by the Laboratory Design Mix, and as directed by the Engineer.

G. Admixtures:

1. Admixture may be added to Class "A" and Class "B" concrete if the Engineer allows its addition.
2. The use of admixtures is solely at the discretion of the Engineer and all such admixtures shall be submitted to the Engineer for review and approval.
3. A standard dispenser shall be used to introduce the admixture into the mix. The Contractor shall provide for the services of the admixture manufacturer's representative in order to install and establish the operation of the dispenser.

H. Slump Limits:

1. The Slump of concrete to be placed in slabs on earth and rock shall be not less than 1 inch, or more than 4 inches.
PART 3 EXECUTION

3.1 EXAMINATION

A. Verify requirements for concrete cover over reinforcement.

B. Verify anchors, seats, plates, reinforcement and other items to be cast into concrete are accurately placed, positioned securely, and will not interfere with placing concrete.

3.2 PREPARATION

A. Prepare previously placed concrete by cleaning with steel brush and applying bonding agent at vertical construction joints, and grout at horizontal construction joints. Remove laitance, coatings, and unsound materials.

B. Bonding:

1. Before placing new concrete work on, and against, concrete work which has recently set, the surfaces of recently set concrete work shall be thoroughly roughened and made free from all foreign matter and laitance, the forms placed and tightened, and the surfaces of that concrete slushed with grout.

2. New concrete shall be placed before grout has attained its initial set.

3. Bonding work shall be accomplished in a manner that will ensure complete bonding.

4. Two (2) inches to four (4) inches of grout shall be applied to all horizontal construction joints.

C. Accumulated water and debris shall be removed from excavations and from formwork into which concrete is to be placed.

1. Flow of water into those places shall be diverted into side drains or sumps and be removed without disturbing newly placed concrete.

D. In locations where new concrete is doweled to existing work, drill holes in existing concrete, insert steel dowels and pack solid with non-shrink grout unless otherwise shown on the Drawings.

E. Remove debris and ice from formwork, reinforcement, and concrete substrates.

F. Forms, unless lined, shall be thoroughly wetted with water before concrete is placed so as to tighten joints and prevent leakage of the mix.

G. Concrete Floor Surfaces and Slabs:

1. Before constructing concrete slabs on earth, all piping that will be under these slabs shall be successfully tested.

2. The sub-grade shall provide solid bearing, and shall be brought to a true and even plane.

3. All pipes, except perforated pipe shall be encased in concrete.

4. Provide a continuous membrane of polyethylene plastic film under all slabs on grade.

5. Provide compacted crushed stone under all slabs on grade.
3.3 PLACING REINFORCEMENT

A. Before placing in position, reinforcement shall be thoroughly cleaned of loose mill and rust scale, dirt, and other coatings, including ice, that reduce or destroy bond. Where there is delay in depositing concrete after reinforcement is in place, bars shall be reinspected and cleaned when necessary.

B. Reinforcement which is to be exposed for a considerable length of time after placing shall be painted with a heavy coat of cement grout, as required by OWNER.

C. Set anchor bolts, inserts, and other required items in the concrete in the precise locations and accurately secure from displacement.

3.4 PLACING CONCRETE

A. Place concrete in accordance with ACI 318.

B. Notify testing laboratory and Project Manager a minimum of 24 hours prior to commencement of operations.

C. Before concrete is placed, the depth and character of the foundations, the adequacy of forms and false-work, and the placing of steel and appurtenant work shall be inspected, and must be accepted by the Engineer.

1. That acceptance, however, shall not relieve the Contractor from the responsibility to produce the finished work.

D. Ensure reinforcement, inserts, embedded parts, formed expansion and contraction joints are not disturbed during concrete placement.

E. Ensure conduits and pipes embedded in concrete follow ACI 318-6.3.

F. Install construction joint devices in coordination with slab pattern placement sequence.

1. Set top to required elevations.
2. Secure to resist movement by wet concrete.

G. Install joint device anchors. Maintain correct position to allow joint cover to be flush with pavement finish.

H. Install joint covers in longest practical length, when adjacent construction activity is complete.

I. Concrete shall be placed in a manner which will prevent the possibility of segregating aggregates, displacing reinforcing, and coating and splattering the reinforcing steel which is in place.

1. Troughs, pipes, hoppers, chutes, and canvas tremies shall be arranged and used in a manner that will ensure that the concrete is placed in the manner specified.
2. The maximum distance between the end of the concrete hopper, chute, tremie, pump hose, etc. shall not exceed five (5) feet above the fresh concrete.
J. When placing concrete, each batch and each layer shall be placed following the preceding batch or layer so closely that there will be no "cold joints" in the work.

K. If concrete must be dropped more than five (5) feet, it shall be deposited through a tremie.

L. Consolidating Concrete:
   1. Concrete, when placed, shall be compacted with mechanical, internal vibrating equipment supplemented with hand spading with a slicing rod.
   2. Vibrating shall not be used to transport concrete within forms. Vibrating equipment shall maintain an impulse rate of not less than 5,000 impulses per minute, when submerged in concrete.
   3. Not less than one (1) spare vibrator shall be maintained on the job site as a relief.
   4. The duration of vibration shall be limited to that time necessary to satisfactorily consolidate the concrete without causing objectionable segregation.
   5. The vibrator shall not be inserted into lower layers that have begun to set.

M. The placement of concrete within units of the work between construction joints, once begun, shall continue without interruption so that the unit will be monolithic in construction.

N. Concrete shall be placed and compacted in a manner that will form a dense, compact, impervious structure having smooth faces on exposed surfaces. Sections of concrete work found to be porous, plastered, or otherwise defective, in the opinion of the Project Manager shall be removed and replaced in whole, or in part, as directed by the Project Manager, at no additional expense to the OWNER.

O. Concrete shall be placed in daylight. Placing of concrete in a portion of the work shall not be started if that portion of the work cannot be completed during daylight, unless an adequate lighting system is provided.

3.5 PLACEMENT IN COLD WEATHER

A. Concrete shall not be placed when the atmospheric temperature is below 35°F or the temperature of the concrete is below 55°F.
B. Methods for obtaining proper concrete temperature for mixing and placing concrete are listed under Cold Weather Concreting in ACI 306.
C. If, after placing concrete, the atmospheric temperature becomes lower than 35°F, the Contractor shall enclose, heat, and protect the concrete in a manner which will keep the air surrounding the fresh concrete at a temperature above 45°F for a period of 6 days after concrete is placed.
D. The Contractor shall assume all risk connected with the cold weather placing and protecting of concrete and, should that concrete be unsatisfactory, it shall be rejected and replaced at no additional cost to the OWNER.

3.6 PLACEMENT IN HOT WEATHER

A. When the ambient temperature is 90°F or above, special precautions shall be
taken during mixing, placing, and curing.

B. At times when the temperature exceeds 90°F, the Engineer may require that placement of the concrete be at night or during early morning hours.

C. In no case should the temperature of the concrete, when placed, be above 90°F.

D. Methods of lowering concrete temperature are listed under Hot Weather Concreting in ACI 305R.

E. Attention shall be given to coordinating the dispatching of trucks with the rate of placement to avoid delays in delivery.

F. When elapsed time from batching to placement is so long as to result in significant increases in mixing water demand, or in slump loss, mixing in the trucks should be delayed until only sufficient time remains to accomplish mixing before the concrete is placed.

G. On truck arrival at the job site, addition of water is allowed to achieve specified slump but shall not exceed that shown on the batch ticket. The forms and reinforcing steel should be cooled to a temperature of not more than 90°F by spraying with fog nozzles.

H. The concrete shall be cured with water.

3.7 FLOOR SLOPE

A. In areas with floor drains, maintain floor elevation at walls, pitch surfaces uniformly to drains at ¼ inch per foot nominal unless otherwise indicated on the Contract Drawings.

3.8 TESTING

A. The CONTRACTOR shall arrange and pay for all concrete testing services on the referenced project.

B. Testing During Construction

1. Make test cylinders for concrete, slump test, air entrainment, and concrete temperature all of which shall be included on the report for the cylinder broken, along with the truck number and date of test. The truck and load number shall be used to coordinate the test cylinder with the load sampled.

2. Compression tests shall be made at the age of 7 days and 28 days by the testing laboratory in accordance with the procedure described in ASTM C 39, as amended to date, and as required by the Engineer.

3. After beginning work, the number of tests shall be as listed in the following table, but shall be not less than one for each type of concrete for each pour. Each test shall consist of at least four cylinders; two to be properly stored at the site; and two for laboratory control, one each to be broken at 7 days and one each at 28 days.
3.9 DESTRUCTIVE CONCRETE

A. Defective Concrete: Concrete not conforming to required lines, details, dimensions, tolerances or specified requirements.

B. Repair or replacement of defective concrete will be determined by Engineer.

C. Do not patch, fill, touch-up, repair, or replace exposed concrete except upon express direction of Engineer for each individual area.

--END OF SECTION--
“EXHIBIT 2”
DRAWINGS
1. The trench drain shall be surrounded by an 8-inch thick reinforced concrete slab, as indicated in the drawings. A 4-inch rebar shall be used, with 12-inch spacing each way of center. The concrete shall be underlaid by a 6-inch graded aggregate base (GAB).

2. The grate elevation of the trench drain shall be one inch below the elevation of the existing concrete apron so that water flows across the concrete slab towards the grates and away from the building.

3. The concrete slab shall be tied into existing asphalt pavement without a noticeable ridge. Contractor shall sawcut asphalt to create smooth edge where removed.

4. The trench and gratings shall be rated for AASHTO H-20 traffic loading.

5. The drainage pipe shall be a 10-inch diameter PVC pipe with smooth interior for use in gravity flow applications. The drainage pipe shall be constructed at 2% slope towards the existing catch basin. Contractor shall core a min. 10" hole in the side wall of catch basin and patch the annulus with mortar.

6. An animal guard shall be installed at the end of the 10-inch diameter drainage PVC pipe.

Contractor shall be responsible for identifying underground utilities and shall repair any damage at no additional cost to owner.

Contractor to field verify all dimension and layout and provide to engineer for review prior to commencing the work.
NOTES:
1. MINIMUM CONCRETE STRENGTH OF 4,000 PSI. CONCRETE SHOULD BE VIBRATED TO ELIMINATE AIR POCKETS.
2. EXPANSION AND CONTRACTION CONTROL JOINTS AND REINFORCEMENT ARE RECOMMENDED TO PROTECT CHANNEL AND CONCRETE SURROUND.
3. THE FINISHED LEVEL OF THE CONCRETE SURROUND MUST BE APPROX. 1/8" (3mm) ABOVE THE TOP OF THE CHANNEL EDGE.
4. CONCRETE BASE THICKNESS SHOULD MATCH SLAB THICKNESS.
5. REFER TO ACO’S LATEST INSTALLATION INSTRUCTIONS FOR FURTHER DETAILS.

MANUFACTURER’S DETAILS AS MODIFIED BY GOLDER

DETAILS BY GOLDER

NOT FOR CONSTRUCTION FOR BID PURPOSES ONLY