

5/29/24

TO: All Bidders under Invitation to Bid No. 24-101667

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 2

Invitation to Bid (ITB) No. 24-101667, “Antifreeze (Annual with 2 Options to Renew)” is hereby amended as follows:

1. We have received questions pertaining to this Invitation. The questions and their resulting answers appear below:
 - A. Question: I am sending internally, are you asking if an LSBE would be able to pick up from our warehouse and deliver it to Dekalb?

Answer: Yes, if possible as this scenario could qualify for the incentives outlined in the incentives outlined in the DeKalb First LSBE Ordinance. Please note the current LSBE Participation goal remains 20% for all qualified sealed solicitations (unless otherwise specified). When the LSBE participation goal is not met, a sufficient demonstration of Good Faith Efforts must be made. *Please reference Section 2-204 of the DeKalb First LSBE Ordinance (Benchmarks and incentives) to further support your understanding. “(a) To qualify for incentives under the DeKalb First Ordinance, a prime contractor shall be a certified LSBE or submit written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a LSBE(s) unless the prime contractor can demonstrate sufficient good faith efforts set forth in this article.”

- B. Question: I am looking at last bid in 2021 and I know that we were unable to find one that was sufficient. Would that be an issue if my submission from last 2021 bid matched this years?

Answer: Yes, depending on the matching information, as the Certified LSBE Vendor List is updated daily. To access the current LSBE Directory located on our website, please click the following link: <https://lsbecertification.info/pages/Directory/SearchPublic.jsp>

Also, for additional details pursuant to the DeKalb First LSBE Ordinance, please refer to the following:

<https://www.dekalbcountyga.gov/sites/default/files/2020-06/2016%2009%2027%20LSBE%20Local%20Small%20Business%20Enterprise%20First%20Pr ogram%20-%20Fully%20EX....pdf>

- [Section 2-204. Benchmarks & Incentives](#)
- [Section 2-206. Good Faith Efforts in Lieu of Meeting Benchmarks](#)
- [Section 2-207. Prime Contractor Responsibility](#)

- C. Question: It seems there is more focus on LSBE this year. I tried to look through the LSBE contact within but were unsure if there was one that would suffice to store or just pick up from our warehouse. Is there a percentage of the bid that the LSBE would need to be in charge of?

Answer: Yes, a prime contractor shall submit written documentation showing that at least 20% of the total contract award will be performed by a LSBE.

ADDENDUM NO. 2

Invitation to Bid (ITB) No. 24-101667, “Antifreeze (Annual with 2 Options to Renew)”continued

- D. Question: What percentages of the sale goes to the LSBE subcontractor?

Answer: 20% of the total contract award.

- E. Question: We have locations in DeKalb County. I was wondering if we qualified as a company, or would we need to utilize one of our LSBE Napa Auto Cares as a subcontractor?

Answer: In order for the prime or the subcontractor to be considered, they must be on DeKalb County’s certified LSBE vendor list which can be found on our website. (See answers for A-C in this addendum for information and links for the LSBE).

- F. Question: Under General Terms & Conditions, (page 9 of 62) E. Returned of Unused Parts: Under what Circumstances within a year will any unused/damaged goods for one year be returned without a stocking fee?

Answer: This is a rare occurrence, but if a situation was to occur, it would only apply to “unused” items for equipment or vehicles that became obsolete and the department no longer has any use for the items.

- G. Question: Delivery of Service or Goods: When using an LSBE what are some suggestions in using their services?

Answer: Please see the certified vendors list on our website and review what vendors might be able to provide a service for your operation and contact them for details. (See answers for A-C in this addendum for information and links for the LSBE).

- H. Question: Invoicing Fleet Maintenance for delivery of goods: Will DeKalb County use the Napa account number with Fleet Maintenance to invoice PO for awarded agreement?

Answer: Invoices should reflect the vendor’s account number and PO number.

- I. Question: Can Napa Auto Parts be considered under the terms Piggybacks for this contract if awarded?

Answer: No because this is not a Cooperative Agreement solicitation which has already been competitively let through another entity. This is DeKalb County’s Invitation to Bid which must be competitively bid. You can bid whatever pricing you are able to.

- J. Question: On the price schedule, page 28 #2, there is a reference to items in “one-gallon jugs in cases and in pallet lots”. Will we still quote in gallons as our unit price or do we need to quote in pallet price?

Answer: Only quote in gallons.

- K. Question: On the price schedule, page 29#15-16, can you verify if we need to quote by bulk (gallons) or by case, drum, tote, etc? If it’s bulk, is there a tank we will be delivering to?

Answer: Quote in gallons and there is no tank delivery.

ADDENDUM NO. 2

Invitation to Bid (ITB) No. 24-101667, “Antifreeze (Annual with 2 Options to Renew)” continued

2. It is the responsibility of each bidder to ensure that he is aware of all addenda issued under this ITB. Please sign and return this addendum. You may call Tammy Shew, Procurement Agent, at 404-687-2796 or email at tgarmon@dekalbcountyga.gov before the bids are due to confirm the number of addenda issued.
3. All other conditions remain in full force and effect.

Tammy Shew

Tammy Shew
Senior Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

PH:ts