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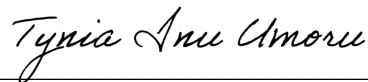
**ADDENDUM NO. 1**

May 2, 2023

TO: ALL BIDDERS UNDER INVITATION TO BID NO.23-101564  
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia  
For additional information, go to: <https://www.dekalbcountyga.gov/purchasing-contracting/bids-itb-rfps>

SUBJECT: **Invitation to Bid (ITB) No. 23-101564 Modular Office Trailers (Annual Contract with 2 Options to Renew)** is hereby amended as follows:

1. The deadline for submission of questions has been extended to **Wednesday, May 17, 2023, at 5:00 p.m.**
2. Bid Opening has been extended to **Thursday, June 1, 2023, at 3:00 p.m.**
3. **Delete entire Scope of work** Pages 21 to 23 of the ITB and **Replace** with **“Revised Scope of work Pages 21 to 23”** as attached hereto.
4. Add **“section 230-27-Building Architecture”** to **Attachment H** pages 50 and 51.
5. 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 email Tynia Inu Umoru Procurement Agent; at [tinuumoru@dekalbcoutyga.gov](mailto:tinuumoru@dekalbcoutyga.gov) before the bids are due to confirm the number of addenda issued.
6. All other conditions remain in full enforce and effect.



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Tynia Inu Umoru  
Procurement Agent  
Department of Purchasing and Contracting

**ACKNOWLEDGEMENT**

The above Addendum #1 is hereby acknowledged:

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(NAME OF BIDDER)

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(SIGNATURE)

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(TITLE)

# Revised Scope of Work

## Minimum Specification

### I. GENERAL REQUIREMENTS:

#### **PUBLIC WORKS – SANITATION DIVISION**

#### **PURCHASE OF MODULAR OFFICE TRAILERS**

### II. INTRODUCTION

DeKalb County Sanitation is seeking for bids from qualified Suppliers for the purchase of three modular office trailers in accordance with the provided specifications and floor plan drawings. Two trailers for General Office and one trailer for Safety Officers.

Two trailers shall be connected by a shared wooden deck. They will be delivered and set up at the Central Residential Collections Lot, 3689 Camp Circle, Decatur, GA 30032.

One trailer for General Office will be situated by itself. This trailer shall be delivered and set up at the North Commercial Operation, 4600 Buford Hwy., Chamblee, GA 30341.

### III. MINIMUM SPECIFICATIONS – OFFICE TRAILERS

#### A. The trailers shall:

- a. Be thoroughly cleaned inside and outside upon completion of setup and prior to acceptance.
- b. Be delivered with electrical and plumbing suitable for the options selected.
- c. Have utilities terminated at an exterior location to maximize ease of installation (location shown on concept drawing)
- d. As for the two trailers at the Central Residential Collections Lot, also have utilities terminated at an exterior location to maximize ease of installation (sewer from the north side of the trailer near the northeast corner of the general office building and from the south side of the trailer near the southeast corner of the safety officer's building).
- e. All water lines running under the trailers will be adequately insulated to protect from freezing. If necessary, heating strips will be run along the water pipes under the trailer(s).
- f. Be equipped with heating, ventilation, and air conditioning with ductwork as required for proper air distribution.
- g. Have motion sensor wall switches in each room to turn on light and turn off lights.
- h. Have energy efficient LED lighting.
- i. Have weather stripping.
- j. Have low VOC paints.
- k. Have low VOC wall coverings, floor coverings, sealants, and adhesives.
- l. Have a minimum 8-foot ceiling height.
- m. Have self-illuminating emergency exit signs in accordance with all applicable codes and requirements.
- n. Be equipped with 20-amp electrical circuits with wall mounted 100-amp electrical panel showing dedicated circuits. All the electrical panels shall be connected to a single panel on the outside of the north end of the trailer for the power company to connect to.
- o. Have photocell operated exterior lighting at all exterior doors.
- p. Have energy efficient windows with standard screens sufficient in quality and placement to maximize natural lighting.

# Revised Scope of Work

- q. Have locking exterior and interior doors that are handicap accessible, wide enough for handicap access, and meet ADA requirements.
- r. Have:
  - i. Two (2) doors for ingress and egress.
  - ii. Exterior doors that swing out.
  - iii. Exterior doors that are glass and aluminum storefront type or hollow metal with vision glass to allow individuals at exterior to see if door is opening from the inside.
  - iv. Exterior doors and required interior exit doors to have code required exit hardware for emergency egress. **(Eliminate the item)**
  - v. Locking hardware on all exterior and interior doors.
  - vi. Supply 4 keys per lock and 4 master keys that will open any lock.
- s. Have skirting around each trailer. With dedicated access panels near the utility connections of each trailer.
- t. Have a 6-foot by 8-foot awning over entrance door.
- u. Have a handicap ramp attached to the east end of the deck that is connecting the two trailers at the Central Residential Collections Lot.
- v. Footing pads for trailer shall be sufficient to result in minimal loads as the trailers will be setup on an unprepared site.

## IV. STANDARD MODULAR OFFICE TRAILERS DESCRIPTION

- A. Two of the modular office trailers will be approximately 35 ft. x 56 ft. and one approximately 24 ft. x 53 ft., each with at least one:
  - a. ADA male restroom (two in the Safety Office Trailer)
  - b. ADA female restroom (two in the Safety Office Trailer)
  - c. ADA Aluminum Steps attached at the east and west ends of the deck and from the north side exit door of the general office trailer.
  - d. ADA Aluminum Ramp off the deck connecting the two office trailers.
  - e. Offices minimum size – 10-1/2 ft. x 10-1/2 ft. office – see location of electrical outlets and data ports are shown on the concept drawings
  - f. Conference Room – see concept drawings.
  - g. Storage closet – see concept drawings.
  - h. IT (Communication) Closet – see concept drawings.
  - i. Break area – 8 ft. x 12 ft. including upper and lower storage over counter, countertop, sink, and space sufficient for a refrigerator, microwave, and coffee pot. Plumbing shall be included for cold water dispenser and ice maker in the refrigerator. Electrical shall be to code for the intended purpose of the area.
  - j. Skirting to match trailer in finish and material.
  - k. Trailer constructed with Hardie Plank siding. The lower third of the outside walls will be sided with a brick veneer siding)
  - l. Pre-wired for fire alarm with fire alarm pull station.
  - m. Tie downs for 36 ft. x 56 ft. trailer.
  - n. Trailer skirting shall be included in the pricing.
  - o. Each office trailer shall have two walls mounted 10 lb. ABC fire extinguisher (location to be determined after setup).
  - p. The two trailers (one trailer for General Office and one trailer for Safety Officers) at the Central Residential Collections Lot, 3689 Camp Circle are to be placed 15 feet apart and

## Revised Scope of Work

parallel to each other. A 15-foot by 53-foot deck shall be built between them. Deck framing will be constructed with pressure treated timber and the deck itself from 1"x6" capped composite decking board. Decking boards will have a minimum 25-year stain and fade warranty and a minimum 25-year performance warranty. Decking build from aluminum is an acceptable substitute.

- q. One trailer (the double wide) for General Office shall be set up at the North Commercial Operation, 4600 Buford Hwy., Chamblee, GA 30341.
- r. The handicap ramp for the trailer at the North Commercial Operation will have a set up step coming off the handicap intermediate turning platform. (see concept drawing)

### V. GENERAL REQUIREMENTS

- A. One new trailer for General Office and one new trailer for Safety Officers shall be delivered to:  
Central Residential Collections Lot  
3689 Camp Circle  
Decatur, GA 30032
- B. One new trailer for the General Office shall be delivered to:  
North Commercial Operation  
4600 Buford Hwy.  
Chamblee, GA 30341
- C. The County reserves the right to purchase additional trailer(s) as needed. The County intends to purchase new trailer(s) but reserves the right to waive any of the specifications for the procurement on in-stock or used trailers if the County determined that in-stock or used trailer is needed. Any specification required to obtain a Certificate of Occupancy will not be waived.
- D. Bidder shall provide, with their bid, an estimate construction schedule to include a timeline for build, delivery, and installation.
- E. Bidder shall be responsible to inspect the trailer sites prior to submit a bid.
- F. All materials and workmanship shall be warrantied for 1 (one) year starting at the time of acceptance of the trailers by the County.
- G. All materials, workmanship and trailers will meet the applicable County, State and Federal Codes.

# Attachment H

## Section 230-27. - Building architecture.

(a) *All buildings except for single-family residential.*

- (1) Exterior building materials, excluding architectural accents or metal split seam roofing, shall be primarily brick, glass, wood, stucco, or stone.
- (2) Textured concrete masonry, cementitious fiberboard, or EFIS siding may be used as an exterior building materials, but shall not constitute the majority of any side of a building.
- (3) Cementitious fiberboard lap siding shall only be permitted on buildings less than 3 stories.
- (4) Masonry shall wrap corners to avoid appearance of being applied.
- (5) A maximum of 40 percent of a building facade is permitted to be clad with metal. Acceptable metal materials are limited to architectural metal panels, architectural metal cladding, metal mesh, and perforated metal. Standing seam metal roofing is permitted for the entirety of the roof surface. Examples of materials not permitted include but are not limited to: stock PEMB metal skins commonly referred to as "R-panel" and sheet metal systems with exposed fasteners, except as required for perforated metal.
- (6) Fenestration shall be provided for a minimum of 60 percent for commercial uses and 40 percent for all other applicable uses along the length of all building facades fronting storefront streets. Fenestration shall be provided for a minimum of 50 percent for commercial uses and 30 percent for all other applicable uses along the length of all building facades fronting all other street types. Fenestration percentages shall be measured according to the following:
  - a. If the finished floor elevation is between zero and three feet above the sidewalk, fenestration requirements shall apply between a horizontal line no more than three feet above the sidewalk and a horizontal line no less than ten feet above the sidewalk;
  - b. If the finished floor elevation is more than three feet above the sidewalk, fenestration requirements shall apply between the finished floor elevation and a horizontal line no less than ten feet above the finished floor elevation; or
  - c. If the finished floor elevation is below the sidewalk, fenestration requirements shall apply between a horizontal line no higher than sidewalk level and a horizontal line no less than ten feet above the finished floor elevation;
  - d. The length of facade without intervening fenestration or entryway shall not exceed 20 linear feet;
  - e. Fenestration shall not utilize painted glass, reflective glass or other similarly treated or opaque windows. Entrances may be counted towards fenestration requirements.
- (7) When located on a lot with multiple frontages, each street-facing facade shall be treated architecturally as a primary facade as approved by the Planning and Development Director.
- (8) Service entrances, utility closets and other similar features shall not be oriented towards a public street.
- (9) Address numbers a minimum of six inches in height shall be posted in a visible location on each building.
- (10) All building facades shall have a minimum height based on the street type(s), which the subject building fronts:
  - a. Local, private, and feeder streets: 12'
  - b. Primary and secondary streets: 18'
  - c. Boulevard streets: 24'

# Attachment H

- (11) All buildings shall have roofs surfaced with a heat-reflective material.
- (12) Relationship of building to street.
  - a. The primary pedestrian access to all sidewalk level uses and business establishments with public or private street frontage:
    - 1. Shall face and be visible from the public street when located adjacent to such street. When located adjacent to a street that functions as a storefront, boulevard, or primary or secondary street, said entrance shall face and be visible from such street.

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