



**DeKalb County
Department of Purchasing and Contracting**

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

April 5, 2021

INVITATION TO BID (ITB) NO. 20-101277

FOR

TRUCK, CAB & CHASSIS WITH HIGH UTILITY BODY

DEKALB COUNTY, GEORGIA

Procurement Agent:	Tammy Shew
Phone:	404-687-2796
Email:	tgarmon@dekalbcountyga.gov

Deadline for Submission of Questions:	5:00 P.M. ET, April 23, 2021
Bid Opening:	3:00 P.M. ET, May 6, 2021

FIRM'S NAME AND ADDRESS: (Street, City, State and Zip Code. Type or print): Federal Tax ID No. _____ ARE YOU A DEKALB COUNTY FIRM? Yes ___ No ___	TELEPHONE AND FAX NUMBERS WITH AREA CODE: Phone: _____ Fax: _____ E-mail: _____
SIGNATURE OF PERSON AUTHORIZED TO SIGN BID AND DATE: _____	SIGNER'S NAME AND TITLE (Type of Print): _____

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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INVITATION TO BID NO. 20-101277

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INVITATION TO BID OVERVIEW

A. PURPOSE:

DeKalb County Government (the County) is soliciting bids for ITB#20-101277, “Truck, Cab & Chassis with High Utility Body” from responsible contractors.

B. GENERAL INFORMATION:

1. BID TIMETABLE:

The anticipated schedule for the bid process is as follows:

Date Issued.....April 5, 2021

Deadline for Submission of Questions..... **5:00 P.M. ET, April 23, 2021**

Bid Opening.....**3:00 P.M. ET, May 6, 2021**

Bids Valid Until.....**Bids shall be valid for 90 days from and including the bid opening date.**

Sealed bids are to be addressed and delivered to:

DeKalb County Department of Purchasing and Contracting
 Maloof Administration Building
 1300 Commerce Drive, 2nd Floor
 Decatur, Georgia 30030, not later than **3:00 P.M. ET, May 6, 2021.**

Submit **one original bid package** (inclusive of the entire Invitation to Bid document and required documents) stamped “Original” and **two sealed identical copies** stamped “Copy” of the bid package to the address listed above.

2. CONTACT PERSON:

The contact person for this bid is Tammy Shew, Procurement Agent. General inquiries concerning the meaning or interpretation of this Invitation to Bid (ITB) may be requested from Tammy Shew via telephone at (404) 687-2796 or via email at tgarmon@dekalbcountyga.gov. Questions and requests for information or clarification concerning the specifications in this ITB must be submitted to the above listed contact person via email no later than the date and time listed in the bid timetable. Questions and requests received after the above stated time or sent to anyone other than the listed contact person will not receive a response or be the subject of addenda.

3. QUESTIONS:

All requests must be in writing. Any explanation desired by a bidder regarding the meaning or interpretation of the Invitation to Bid, drawings, specifications, requirements, etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids. If any statement in the bidding documents, specifications, plans, etc., appear ambiguous to the Bidder, Bidder is specifically instructed to make a written request to the Department of Purchasing and Contracting as outlined *in* the preceding sentence. Any information given to a prospective bidder concerning an Invitation to Bid will be furnished to all prospective bidders, as an addenda to the Invitation, if such information is necessary to bidders in submitting bids on the Invitation or if the lack of such

information would be prejudicial to uninformed bidders. Oral explanations or instructions given before the award of the contract will not be binding. **No responses to requests, answers to specification questions, or additional information shall be supplied after “April 23, 2021”.**

4. ADDITIONAL INFORMATION/ADDENDA:

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Bidders should not rely on any representations, statements or explanations other than those made in this ITB or in any addendum to this ITB. Where there appears to be a conflict between the ITB and any addenda issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the DeKalb County Department of Purchasing and Contracting as requested. Bidders may contact the above listed contact person to verify the number of addenda prior to submission. Addenda issued for this ITB will be posted on DeKalb County's website, http://www.dekalbcountyga.gov/purchasing/pc_index_formal_solicitations.html. Bidder should regularly check the County's website for addenda.

INVITATION TO BID PROCEDURES

A. **BIDDER INFORMATION:**

1. Failure to return all pages of this Invitation to Bid may result in bid being deemed non-responsive.
2. Minimum specifications are intended to be open and non-restrictive. Contractors are invited to inform the DeKalb County Department of Purchasing and Contracting whenever specifications or procedures appear not to be fair and open. Such information should be supplied as early in the procurement process as possible. Information received in less than five (5) days prior to the scheduled bid opening will not be acted upon unless the DeKalb County Department of Purchasing and Contracting rules that it is in the best interest of the County to consider.
3. Brand names and numbers when provided in solicitations are for reference and to establish a quality standard. Any reference to a brand name shall not be construed as restricting Bidders to that manufacturer (unless “no substitutes” is stated). Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal or better in quality and function and fully compatible with this requirement.
4. By submitting a bid, Bidder warrants that any goods or services supplied to DeKalb County Government meet or exceed the specifications set forth in this solicitation.
5. If any supplies, materials, and equipment are provided to the County under this solicitation, then such items shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer’s identification labels or marks have been removed, obliterated, or changed in any way. A Contractor delivering any such equipment to the County will be deemed to have breached the contract and appropriate action will be taken by the DeKalb County Government Purchasing and Contracting Department.
6. Time of delivery is a part of the solicitation and an element of the contract that is to be awarded. If the Bidder cannot meet the required service delivery dates, a bid should not be submitted. Failure to deliver in accordance with the contract could result in the Contractor being declared in default.
7. Bid Withdrawal
Bids may be withdrawn at any time prior to the bid opening. After bids have been publicly opened, withdrawal of bids shall be based upon Part 3, Section IV, F. within the DeKalb County Purchasing Policy.
8. Expenses of Preparing Responses to this ITB
The County accepts no responsibility for any expenses incurred by Bidders who submit bids in response to this ITB. Such expenses are to be borne exclusively by the Bidders.
9. It is the responsibility of each Bidder to ensure that its submission is received by 3:00 p.m. on the bid due date. The time/date stamp clock located in the Department of Purchasing & Contracting shall serve as the official authority to determine lateness of any bid. The bid opening time shall be strictly observed. Be aware that visitors to our offices will go through a security screening process upon

entering the building. Bidders should plan enough time to ensure that they will be able to deliver their submission prior to our deadline. Late submissions, for whatever reason, will not be evaluated. Bidders should plan their deliveries accordingly. Telephone or fax bids will not be accepted.

10. Federal Work Authorization

Pursuant to O.C.G.A. §13-10-91, the County cannot enter into a contract for the physical performance of services unless the Contractor, its Subcontractor(s) and sub-subcontractor(s), as that term is defined by state law, register and participate in the Federal Work Authorization Program to verify specific information on all new employees. The Bidder certifies that he/she has complied and will continue to comply throughout the contract term with O.C.G.A. §13-10-91 and any related and applicable Georgia Department of Labor Rule. Contractor agrees that in the event it employs or contracts with any Subcontractor(s) in connection with this contract, Contractor will secure from each Subcontractor an affidavit that certifies the Subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the contract term. Each Subcontractor agrees that in the event it employs or contracts with any sub-subcontractor(s), each Subcontractor will secure from each sub-subcontractor an affidavit that certifies the sub-subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the contract term.

11. LSBE Information

- a. 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>

- b. 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.

12. First Source Jobs Information

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.

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

13. Attention to General Terms and Conditions

Bidders are cautioned to thoroughly understand and comply with all matters covered under the General Terms and Conditions section of this ITB. The successful Bidder(s) will enter into a contract approved by the County. The County's ITB document and attachments, subsequent County addenda, and the Bidder's response documents are intended to be incorporated into a contract. All Bidders should thoroughly review this document prior to submitting a bid. Any proposed revisions to the terms or language of this document must be submitted in writing with the bid. Since proposed revisions may result in a bid being rejected if the revisions are unacceptable to the County, bidders should review any proposed revisions with an officer of the firm having authority to execute the contract. No alterations can be made in the contract after award is made.

14. Required Signatures

Bids must be signed by an officer or agent of the firm having the authority to execute contracts.

15. 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. Every contractor conducting business with the County will receive a copy of these ethical rules at the time of execution of the contract.

16. Business License

Please provide a copy of a valid company business license with your bid or upon award. Georgia companies are to submit a valid county or city business license. Contractors that are not Georgia companies are to provide a certificate of authority to transact business in the State of Georgia and a copy of a valid business license issued by its home jurisdiction. If Bidder holds a professional certification which is licensed by the state of Georgia, then Bidder may submit a copy of its valid professional license with Bidder's bid or upon award unless the Minimum Specifications require submittal with the bid. Any license submitted in response to this ITB shall be maintained by the Contractor for the duration of the contract.

B. BID SUBMITTAL:

1. All bids should be completed in ink or typewritten. Errors should be crossed out and corrections entered in ink or typewritten adjacent to the error. The person signing the bid should initial corrections in ink.
2. Bidders shall complete and submit Attachment A - Required Documents Checklist and all documents responsive to this requirement with the bid submittal.

3. If applicable, provide evidence that the Bidder is a DeKalb County Firm.
4. Bids must be submitted in a sealed envelope(s) or box(es) with the Bidder's name and ITB#20-101277, "Truck, Cab & Chassis with High Utility Body" on the outside of each envelope or box. All Bidders delivering submittals via delivery services, please place the sealed bid envelope(s) or box(es) inside the delivery service envelope(s) or box(es). Bidders are responsible for informing any delivery service of all delivery requirements. No responsibility shall attach to the County for the premature opening of a submission not properly addressed and/or identified. The Decatur postmaster will not deliver certified or special delivery mail to specific addresses within DeKalb County Government.

C. CONTRACT AWARD:

1. Bids submitted will be evaluated and recommended for award to the lowest, responsive and responsible Bidder(s).
2. The County reserves the right to reject any and all bids, to waive informalities, and to re-advertise.
3. The judgment of DeKalb County Purchasing and Contracting on matters, as stated above, shall be final.

GENERAL TERMS AND CONDITIONS

- A. In the event of a conflict between any provisions contained in any of the documents governing this transaction, the following shall be the order of precedence: Change Orders or modifications; the Contractor’s accepted Response; and the County’s ITB.
- B. The Contractor’s services shall include all things, personnel, and materials necessary to provide the goods or services that are in compliance with the specifications as authorized by the County.

C. DELIVERY:

- 1. Delivery of services or goods will commence within 270 calendar days upon request.

Bidder state agreement: Yes _____ No _____

Contact Person: _____

Telephone Number: _____ Cellular Phone Number: _____

Address: _____

Alternate delivery time may be considered provided it is so stated. Bidder state alternate terms for delivery or services below.

- 2. All prices are to be firm, F.O.B. Destination, Freight Prepaid and Allowed. This shall include delivered, unloaded, and placed in designated place. Delivery must be made between 9:00 A.M. and 2:30 P.M. Monday through Friday, unless otherwise required. The successful bidder shall give a 24-hour prior notice of delivery to Department or Division calling in the order, and must ask for caller’s telephone number as well as Purchase Order number and address, since 24-hour Notice of Delivery is required. The County will unload after prior notice.

D. DELIVERIES BEYOND THE CONTRACTUAL PERIOD:

This contract covers all requirements that may be ordered, as distinguished from delivered, during the contract term. This is for the purpose of providing continuity of supply by permitting the County to place orders as requirements arise in the normal course of supply operations. Accordingly, any order mailed (or received, if forwarded by other means than through the mail) to the Contractor on or before the expiration date of the contract, and providing for delivery within the number of days specified in the contract, shall constitute a valid order.

E. FOREIGN PRODUCTS:

DeKalb County prefers to buy items produced and/or manufactured in the United States of America; however, foreign products may be considered provided it is so stated. Bidder certifies that items offered on this bid is/are manufactured and produced in the United States.

Yes _____ No _____

If “No”, state the exact location of plant or facility where items will be produced:

F. COUNTY REQUIREMENT:

The contract will be an “Indefinite Quantity” type with County requirements to be satisfied on an “as ordered” basis. The County makes no promise, real or implied, to order any quantity whatsoever. This invitation and resulting contract will provide for the normal requirements of DeKalb County, and contracts will be used as primary sources for the articles or services listed herein. Articles or services will be ordered from time to time in such quantities as may be needed. As it was impossible to determine the precise quantities of items described in this invitation that will be needed during the contract term, each contractor is obligated to deliver all articles and services that may be ordered during the contract term.

G. SAMPLES & TESTING:

Samples of items, when required, must be submitted within the time specified, and unless otherwise specified by the County, at no expense to the County. If not destroyed by testing, samples will be returned at bidder's request and expense, unless otherwise specified by the Invitation to Bid. Since tests may require several days for completion, the County reserves the right to use a portion of any supplies before the results of the tests are known, without prejudice to any final adjustments, rejecting the unused portion of the delivery and payment will be made on an adjusted basis for the used portion. The costs of inspections and tests of any item which fails to meet the advertised specifications shall be borne by the bidder.

H. LITERATURE:

When the bidder proposes to furnish another product, he is required to furnish, with his bid, literature describing the item(s) being offered. Failure to furnish this literature may result in the bid being deemed non-responsive.

I. SILENCE OF SPECIFICATIONS:

The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.

J. TERM:

The Contractor shall commence the Work under this Contract within ten (10) days from the acknowledgement of receipt of the Notice to Proceed (“Commencement Date”). The Initial Term of this Agreement shall be for twelve (12) calendar months, beginning on the Commencement Date. This annual contract comes with two (2) options to renew. Prior to the expiration of the Initial Term, the parties have the option to renew this agreement for a First annual Renewal Term of twelve (12) calendar months. Prior to the expiration of the First annual Renewal Term, the parties have the option to renew this Agreement for a Second annual Renewal Term of twelve (12) calendar months. Without further action by either party, this Agreement will terminate at the end of the Initial Term or at the end of each annual Renewal Term. Each option to renew must be exercised prior to the beginning of each annual Renewal Term and, is only effective upon adoption and approval by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract.

K. WARRANTY AND/OR GUARANTY: Insert applicable warranty requirements.

Contractor warrants that its services under this Agreement shall be free of defects in materials and workmanship for a period of ninety (90) days. The Contractor shall not be liable for indirect, special, or exemplary damages. The Contractor shall be liable for direct damages.

or

The bidder will state below or will furnish a separate letter attachment, which fully explains the conditions of Warranty and/or Guaranty. If no Warranty and/or Guaranty are applicable, it must be so stated. **NOTE: FAILURE TO RESPOND TO THE REQUIREMENTS OF THIS PARAGRAPH MAY RESULT IN THE BID BEING DEEMED NON-RESPONSIVE.**

L. WARRANTY AND/OR GUARANTY:

The bidder will state below or will furnish a separate letter attachment, which fully explains the conditions of Warranty and/or Guaranty. If no Warranty and/or Guaranty are applicable, it must be so stated. **NOTE:** FAILURE TO RESPOND TO THE REQUIREMENTS OF THIS PARAGRAPH MAY RESULT IN THE BID BEING DEEMED NON-RESPONSIVE.

A. Bidder will indicate below items included in the STANDARD WARRANTY:

<u>ITEM</u>	<u>TIME</u>	<u>MILES</u>
1. Engine	_____	_____
2. Transmission	_____	_____
3. Brake System	_____	_____
4. Frame & Steering	_____	_____
5. Cab & Chassis	_____	_____
6. Axle & Suspension	_____	_____
7. Cooling System	_____	_____
8. Exhaust System	_____	_____
9. Lighting & Electrical Systems	_____	_____
10. Wheels & Tires	_____	_____
11. Other (Bidder State):	_____	_____

B. Bidder will indicate below items included in the EXTENDED WARRANTY:

<u>ITEM</u>	<u>TIME</u>	<u>MILES</u>	<u>COST, IF APPLICABLE</u>
1. Engine	_____	_____	_____
2. Transmission	_____	_____	_____
3. Brake System	_____	_____	_____
4. Frame & Steering	_____	_____	_____
5. Cab & Chassis	_____	_____	_____
6. Axle & Suspension	_____	_____	_____
7. Cooling System	_____	_____	_____
8. Exhaust System	_____	_____	_____
9. Lighting & Electrical Systems	_____	_____	_____
10. Wheels & Tires	_____	_____	_____
11. Other (Bidder State):	_____	_____	_____

C. Bidder will indicate below any Extended Warranty beyond that listed above:

D. **NOTE:** Any omission of items in the above listings does not, in any way, relieve the bidder of any requirements in these Standard or Extended Warranties.

M. PRICING:

1. Alterations to the Bid Schedule may result in the Bidder being deemed non-responsive and his bid may be rejected.
2. By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization that in connection with this procurement:
 - a. The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor,
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor: and
 - c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

N. PAYMENT:

1. The County shall pay the Contractor based upon the accepted bid prices submitted by Bidder. Invoices should be signed by the Bidder or authorized delegate and must contain the authorizing DeKalb County Purchase Order (PO) or Contract Purchase Agreement (CPA) Number in order for payment to be processed. PO Number must also be on the delivery ticket.

A Contract Purchase Agreement is being issued in lieu of a formal contract. Any reference to a contract refers to the CPA.

2. Invoice(s) must be submitted as follows:
 - a. A copy of the original invoice(s) must be submitted to the department requesting services.

Fleet Maintenance
 Administrative Division
 5350 Memorial Drive
 Stone Mountain, GA 30083

3. The County's official payment terms are Net 30. Payment dates that fall on a weekend or on a holiday will be issued on the County's next business day.

- O.** Bidder is required to insert in the spaces provided on the "Minimum Technical Specifications" sheet(s) appropriate and specific detail describing the technically related information identified with the unit(s) bidder proposes to furnish. State if equipment meets requirements; if not state exact difference (or if not available). Attach additional pages if required, with clear references to pages, sections, and requirement numbers.

P. If the bidder proposes to modify a product so as to make it conform to the requirements of the Invitation to Bid, bidder shall include in the bid a clear description of such proposed modifications and clearly mark any descriptive material to show the proposed modifications.

Q. Robert Gordon, Director, of Fleet Management Division, DeKalb County Public Works Department, or his delegated representative, is the designated and authorized agent for performing the supervision, acceptance of work detail, and other operational features for DeKalb County.

R. POSSIBLE FUTURE PURCHASES: In the event DeKalb County determines to purchase additional units, bidder shall indicate below if the County may purchase these units at the same price, terms, and conditions stated in this bid:

Yes _____

No _____

If “Yes,” state below date to which such an option could be exercised: _____

S. ACCURACY OF WORK:

The Contractor shall be responsible for the accuracy of the Work and any error and/or omission made by the Contractor in any phase of the Work under this Agreement.

T. OWNERSHIP OF DOCUMENTS:

All documents, including drawings, estimates, specifications, and data are and remain the property of the County. The Contractor agrees that the County may reuse any and all plans, specifications, drawings, estimates, or any other data or documents described herein in its sole discretion without first obtaining permission of the Contractor and without any payment of any monies to the Contractor therefore. Any reuse of the documents by the County on a different site shall be at its risk and the Contractor shall have no liability where such documents are reused.

U. RIGHT TO AUDIT:

The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor’s employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor’s employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor’s office or place of business. In the event that no such locations is available, then the books, records and supporting documents shall be made available for audit at a time and location which is convenient for the County.

V. SUCCESSORS AND ASSIGNS:

The Contractor agrees it shall not sublet, assign, transfer, pledge, convey, sell, or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous written consent of the County. If the County consents to any such assignment or transfer, then the Contractor binds itself, its partners, successors and assigns to all covenants of this Contract. Nothing contained in this Contract shall create, nor be interpreted to create privity, or any other relationship whatsoever, between the County and any person, or entity or than Contractor.

W. REVIEWS AND ACCEPTANCE:

Work performed by the Contractor shall be subject to review and acceptance in stages as required by the County. Acceptance shall not relieve the Contractor of its professional obligation to correct, at his own expense, any errors in the Work.

X. TERMINATION OF AGREEMENT:

The Contractor understands and agrees that the date of the beginning of Work, rate of progress, and time for completion of the Work are essential conditions of this Contract. Both parties may, for its own convenience and at its sole option, without cause and without prejudice to any other right or remedy of the party, elect to terminate the Contract by delivering to the other party, at the address listed in the Notices article of this Contract, a written notice of termination specifying the effective date of termination. Such notice shall be delivered to the other party at least thirty (30) days prior to the effective date of termination. If Contractor's services are terminated by the County, the termination will not affect any rights or remedies of the County then existing or which may thereafter accrue against Contractor or its surety. In case of termination of this Contract before completion of the Work, Contractor will be paid only for the portion of the Work satisfactorily performed through the effective date of termination as determined by the County. Neither party shall be entitled to recover lost profits, special, consequential or punitive damages, attorney's fees or costs from the other party to this Contract for any reason whatsoever. This Contract shall not be deemed to provide any third-party with any remedy, claim, right of action, or other right. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

Y. INDEMNIFICATION AGREEMENT:

The Contractor shall be responsible from the execution date or from the time of the beginning of the Work, whichever shall be the earlier, for all injury or damage of any kind resulting from the Work, to persons or property, including employees and property of the County. The Contractor shall exonerate, indemnify, and save harmless the County, its elected officials, officers, employees, agents and servants, hereinafter collectively referred to in this Section as "the County Indemnitees," from and against all claims or actions based upon or arising out of any damage or injury (including without limitation any injury or death to persons and any damage to property) caused by or sustained in connection with the performance of this Contract or by conditions created thereby or arising out of or any way connected with Work performed under this Contract, as well as all expenses incidental to the defense of any such claims, litigation, and actions. Furthermore, Contractor shall assume and pay for, without cost to the County Indemnitees, the defense of any and all claims, litigation, and actions suffered through any act or omission of the Contractor, or any Subcontractor, or anyone directly

or indirectly employed by or under the supervision of any of them. Notwithstanding any language or provision in this Contract, Contractor shall not be required to indemnify any County Indemnitee against claims, actions, or expenses based upon or arising out of the County Indemnitee's sole negligence. As between the County Indemnitees and the Contractor as the other party, the Contractor shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, resulting from any kind of claim made by Contractor's employees, agents, vendors, Suppliers or Subcontractors caused by or resulting from the performance of Work under this Contract, or caused by or resulting from any error, omission, or the negligent or intentional act of the Contractor, vendors, Suppliers, or Subcontractors, or any of their officers, agents, servants, or employees. The Contractor shall defend, indemnify, and hold harmless the County Indemnitees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury. The Contractor expressly agrees to provide a full and complete defense against any claims brought or actions filed against the County Indemnitees, where such claim or action involves, in whole or in part, the subject of the indemnity contained in this Contract, whether such claims or actions are rightfully or wrongfully brought or filed. The County has the sole discretion to choose the counsel who will provide the defense. No provision of this Contract and nothing herein shall be construed as creating any individual or personal liability on the part of any elected official, officer, employee, agent or servant of the County, nor shall the Contract be construed as giving any rights or benefits hereunder to anyone other than the parties to this Contract. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

Z. INSURANCE:

Insurance must meet the County's requirements and will be furnished by the successful Bidder(s) upon award.

1. Successful Bidder(s) will advise their insurance agent of the County's requirements as listed below and that they may not proceed with any work until insurance is provided that is in compliance with these requirements.
2. Contractor's insurance company or agent must mail, email, or bring an original certificate of insurance and applicable declarations or endorsements to the DeKalb County address listed within this Insurance provision. Insurance must be from companies able to do business in Georgia and acceptable to the County as follows:
 - a. Certificates must cover:
 - i. Statutory Workers Compensation
 - (1) Employer's liability insurance by accident, each accident \$1,000,000
 - (2) Employer's liability insurance by disease, policy limit \$1,000,000
 - (3) Employer's liability insurance by disease, each employee \$1,000,000
 - ii. Business Auto Liability Insurance with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).

iii. Commercial General Liability Insurance

- (1) Each Occurrence - \$1,000,000
 - (2) Fire Damage - \$250,000
 - (3) Medical Expense - \$10,000
 - (4) Personal & Advertising Injury - \$1,000,000
 - (5) General Aggregate - \$2,000,000
 - (6) Products & Completed Operations - \$1,500,000
 - (7) Contractual Liability where applicable
- b. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products- completed operations), or form(s) providing equivalent coverage.
 - c. This insurance for the County as the additional insured shall be as broad as the coverage provided for the named-insured Contractor. It shall apply as primary insurance before any other insurance or self-insurance, including any deductible, non-contributory, and waiver of subrogation provided to the County as the additional insured.
 - d. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its elected officials, officers, employees or agents, and shall cause each Subcontractor to waive all rights of subrogation for all coverages.
 - e. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County.
 - f. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
 - g. The insurance carrier must have a minimum A.M. Best rating of not less than "A" (Excellent) with a Financial Size Category of VII or better.
 - h. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
 - i. Certificates to contain the location and operations to which the insurance applies.
 - j. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
 - k. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the

Certificate of Insurance.

1. Certificates shall be issued and delivered to the County and must identify the “Certificate Holder” as follows:

DeKalb County, Georgia
Director of Purchasing and Contracting
Maloof Administration Building
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030

- m. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

AA. GEORGIA LAWS GOVERN:

The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult with legal counsel. In interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

BB. VENUE:

This Agreement shall be deemed to have been made and performed in DeKalb County, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of DeKalb County, Georgia.

CC. COUNTY REPRESENTATIVE:

The County may designate a representative through whom the Contractor will contact the County. In the event of such designation, said representative shall be consulted and his written recommendation obtained before any request for extra work is presented to the County. Payments to the Contractor shall be made only upon itemized bill submitted to and approved by said representative.

DD. CONTRACTOR’S STATUS:

The Contractor will supervise and direct the Work, including the Work of all Subcontractors. Only persons skilled in the type of work which they are to perform shall be employed. The Contractor shall, at all times, maintain discipline and good order among his employees, and shall not employ any unfit person or persons or anyone unskilled in the work assigned him. The relationship between the County and the Contractor shall be that of owner and independent contractor. Other than the consideration

set forth herein, the Contractor, its officers, agents, servants, employees, and any Subcontractors shall not be entitled to any County employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking or retirement benefits. All services provided by Contractor shall be by employees of Contractor or its Subcontractors and subject to supervision by Contractor. No officer or employee of Contractor or any Subcontractor shall be deemed an officer or employee of the County. Personnel policies, tax responsibilities, social security payments, health insurance, employee benefits and other administrative policies, procedures or requirements applicable to the Work or services rendered under this Contract shall be those of the Contractor, not the County.

EE. SOLE AGREEMENT:

This Contract constitutes the sole contract between the County and the Contractor. The terms, conditions, and requirements of this Contract may not be modified. No verbal agreement or conversation with any officer, agent, or employee of the County, either before or after the award of the Contract, shall affect or modify any of the terms or obligations herein contained. No representations, oral or written, shall be binding on the parties unless expressly incorporated herein.

FF. SEVERABILITY:

If any provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Contract or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

GG. NOTICES:

Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent to the Director of the Department of Purchasing and Contracting or to the Contractor or his authorized representative on the work site by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than fourteen days before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to the Director of the Department of Purchasing and Contracting or by the County to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested. Such notices will be addressed as follows:

If to the County:

Chief Procurement Officer
 Department of Purchasing and Contracting
 Maloof Administration Building
 1300 Commerce Drive, 2nd Floor
 Decatur, Georgia 30030

If to the Contractor: Notices shall be sent to the contact information that is listed in the Bidder's Response to the ITB.

HH. GEORGIA OPEN RECORDS ACT:

Without regard to any designation made by the person or entity making a submission, DeKalb County considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq., without consulting or contacting the Responder person or entity making the submission, unless a court order is presented with the submission. Bidders or Responders may wish to consult an attorney or obtain legal advice prior to making a submission.

**MINIMUM TECHNICAL SPECIFICATIONS FOR CAB AND CHASSIS
WITH HIGH UTILITY BODY MOUNTED AND READY FOR OPERATION**

Vehicle must comply with Federal and State laws and regulations as applicable on date of delivery concerning automotive equipment and conditions and will be complete with standard equipment and all extra equipment as specified. Bidder will fill in the following information as applicable to vehicle offered.

	<u>MINIMUM REQUIREMENT</u>	<u>BIDDER STATE</u>
I. CHASSIS:		
A. Shall be a medium duty dual rear wheel chassis with 84" CA to meet body requirements.		_____
B. Engine: Shall be		
1. Engine	Diesel	_____
2. Displacement	Cummins L9 9.0L	_____
3. Horsepower	300 @ 2400 rpm	_____
4. Torque	860 -ft. @ 1200 rpm	_____
5. Exhaust	Horizontal	_____
C. Transmission shall be		
1. Transmission	Transmission, Allison 3500 RDS with a PTO Provision	_____
D. Gross Vehicle Weight Rating		
1. GVWR	33,000 lb	_____
E. Front Axle shall be		
1. Weight Rating	12,000 lbs,	_____
2. Type	"I"-beam, non-driving	_____
3. Suspension	Multi-leaf, includes shock absorbers	_____
F. Rear Axle shall be		
1. Weight Rating	21,000 lb.	_____
2. Type	Single Reduction Axle	_____
3. Suspension	Multi-leaf, includes shock absorbers	_____
G. Brakes: shall be		
1. Disc brakes	Air Brakes with ABS	_____
H. Fuel Tank shall be	Not less than 50 gallon, aluminum	_____
I. Colors		
1. Exterior	White	_____
2. Interior	Dark Ash	_____
J. Cab Type	4 Door Crew Cab	_____
K. Interior		
1. Interior Trim	Vinyl, front & 2 nd row	_____
2. Floor Covering	Graphite-colored rubberized-vinyl	_____
3. Climate Control	Single-zone	_____
4. Audio system	AM/FM/WB/USB port, Aux stereo, includes Bluetooth for select phones.	_____
5. Cruise control	Steering wheel-mounted	_____
6. Steering	Manual adjustable tilt-wheel	_____

MINIMUM REQUIREMENT

BIDDER STATE

7.	Wireless Communication	Bluetooth for phone personal cell phone connectivity to vehicle audio system	_____
8.	Doors Locks	Power	_____
9.	Power Outlet	110-volt AC	_____
10.	Seats, Front	Shall have 2 bucket air ride vinyl seats	_____
11.	Seats, Rear	Bench	_____
12.	Seats Adjuster – Driver	Manual Seat adjuster	_____
13.	Wipers	Front intermittent with washer	_____
14.	Chassis Company shall provide a Camera	Display integrated into Radio. To be shipped loose in cab for upfitter installation.	_____
L.	Exterior	Power adjustable with extension and lower convex spotter glass	_____
1.	Mirrors	Two (2) 11R22.5	_____
2.	Tires, front	Four (4) 11R22.5	_____
3.	Tires, rear	22.5" x 8.25", steel, 8-holes, hub piloted	_____
4.	Wheels	Delete	_____
5.	Spare Tire	Front, steel	_____
6.	Bumper		
M.	Electrical:		
1.	System	12 volts	_____
2.	Alternator	160 amps	_____
3.	Battery	Heavy-duty dual 1900 cold cranking amps, includes battery box	_____
N.	Additional Miscellaneous:		
1.	Keys	2 additional keys	_____
2.	Recovery hooks	Front, frame-mounted, Black	_____

3. Bidder fill in below the brand name, model or identification number and year model of the chassis offered in bid.

(Brand Name and Model or Identification Number)

(Year Model)

II. MULTIPLEX WIRING FEATURES

All body installer equipment is to run through the chassis multiplex system. No switches are to be hung from the bottom of dash and no holes are to be drilled into dash for lights or switches. No holes drilled into the firewall or through cab walls, except for the flashing arrow controls.

A. Wiring _____

B. Cab:

	<u>MINIMUM REQUIREMENT</u>	<u>BIDDER STATE</u>
1. Wipers and headlights	Headlights to come on when wipers are turned on	_____
2. Parking brake not set	Horn sounds if driver opens driver side door without engaging parking brake.	_____
C. Body:		
1. AC PTO "On" switch		_____
2. PTO Indicator	Wired into chassis furnished switches	_____
3. Warning lights	PTO is to be wired to transmission mode button in such a way as to light chassis PTO warning light	_____
4. Warning lights shutoff	Amber LED flashing lights to be wired to chassis furnished switches Amber LED flashing lights to be triggered so that they do not operate above a vehicle speed of 35 MPH.	_____
5. Pre-trip light inspection	Capabilities of a single person to check all lights with a single pass around the truck: headlights hi/low, right and left front turn, hazard, side markers, side turn, right and left rear turn, stop, tail, hazard, back up.	_____
6. Computer Programming	Body supplier shall employ a minimum of 2 technicians trained in computer programming of body and equipment accessories through the multiplex wiring system and have computers and programs available for service or changes desired by county.	_____
7. Work light switch	The successful bidder is to include all software required to diagnose, troubleshoot, repair and program the engine, transmission, chassis, body and ABS brake system. Bidder will be responsible for all subscriptions, updates, registrations, renewals and any fees associated with the software for the active life of the units. Use an OEM switch which operates only in neutral.	_____

III. BODY

A. Camera

- 1. Rear parking assist camera installed with display located in cab of truck _____

B. Body should be utility comp. 6133HC or comparable to include the following items:

- 1. Canopy roof CR133HA-H or comparable _____
- 2. Transverse compartment _____
- 3. Transverse compartment open both sides _____
- 4. Extend floor edge to door- extend floor to door in rear first vertical & left first vertical for overall length of 84" cross members are also extended to end of the floor _____
- 5. Chains horizontal doors- line body _____
- 6. Special compartment configuration _____

MINIMUM REQUIREMENT

BIDDER STATE

- 7. Canopy roof full width _____
 - 8. Sky light 12" (2) _____
 - 9. CR front stationary shelf _____
 - 10. Interior and exterior of body painted white _____
 - 11. CR delete rear doors _____
 - 12. Delete light guards _____
 - 13. CR roll up rear door- aluminum shutter type door _____
 - 14. CR mod for raised compartment _____
 - 15. Led rope lights in compartments- across top & both sides of each compartment door frame and lead wires _____
 - 16. LED type lights _____
 - a. (2) led dome light switch _____
 - b. (2) dome light w/ switch (canopy roof) _____
 - 17. Shoring box 6h x 18d x 40l- shortened down to approx. _____
 - 18. 40"l with pull out tray and installed inside full width _____
 - 19. Tray with punched metal bottom; one for curb side, one for street side _____
 - 20. Possum belly compartment 133"- divided in half for poles. _____
 - 21. LED surface mount lights _____
 - 22. 80" wide light kit _____
 - 23. Cargo area painted white _____
 - 24. Lower compartment interior painted white _____
 - 25. Delete wheel housings _____
 - 26. Master locking system _____
 - a. Locking bar system – full length, all side compartments. All outside handles and lock tabs to be stainless steel. _____
- C. Street Side:
- 1. Rollup door vertical compartment aluminum shutter type door _____
 - 2. Adjustable shelves _____
 - 3. Shelf extend to rear Left first horizontal thru Left Rear Vertical _____
 - 4. Raised compartment 78" High Left first vertical _____
 - 5. Pull out shelf factory installed _____
- D. Curbside:
- 1. Rollup door vertical compartment aluminum shutter type door _____
 - 2. Adjustable shelf _____
 - 3. Raised compartment 78"High Rear first vertical _____
 - 4. Pull out shelf RH factory installed _____
- E. Body Shell
- 1. 14 Ga. Galvanneal Steel _____
- F. Floor
- 1. 3/16" Tread plate w/1-3/8" return flange _____
- G. Understructure
- 1. 36000 yield 7 Ga. hot rolled "C" section 6" high steel cross sills _____

MINIMUM REQUIREMENT

BIDDER STATE

- 2. Five (5) cross sills _____
- 3. Two (2) end rails _____
- 4. Two (2) wheel housing sills _____

- H. Doors
 - 1. Double-shell, 20 Ga. two-sided Galvanneal steel with hat-section reinforcement for durability and long life. _____
 - 2. All stainless steel continuous hinges with 1/8" pin provides corrosion protection and pry-proof security. _____
 - 3. Line Bodies have Stainless Rivet less rotary latches on all compartment doors. _____

- I. Door Retainers
 - 1. Double spring-over center door retainers are standard equipment on all vertical doors. _____
 - 2. Rubber door bumpers are standard on horizontal doors. _____

- J. Door Seals
 - 1. Automotive continuous hollow neoprene seals installed on all door frames. _____

- K. Light Guards
 - 1. Prepunched interior light guards provide protection for the optional recessed lights and for the wiring harness package. _____

- L. Exterior Prime
 - 1. 12 stage prime paint process features, zinc phosphate precoat, complete immersion in electrode position gray epoxy primer, and oven curing for durable finish. _____
 - a. Floor and bumper platform extension painted black _____
 - b. 2" wide conspicuity tape, down both sides and across rear of body. _____
 - c. Paint coating to be a minimum of 4 mils thick inside the body, body compartments and exterior. _____
 - d. Paint all mounting brackets, filler strips and other under body metal to match cab. _____

- M. Interior Paint
 - 1. Medium gloss light gray electrode position epoxy paint reflects light and is oven cured for a mar resistant finish _____

- N. Undercoating
 - 1. The already primed underbody is completely undercoated with a water-borne material that provides extra corrosion and road debris protection _____

- O. Warranty
 - 1. Exclusive 6-year guarantee to first owner/user covering no rust through on body shell, no failure of the standard continuous hinges, no failure of the latches or lock cylinders, and no bending of the shelves under maximum rated load of 250 pounds. _____

MINIMUM REQUIREMENT

BIDDER STATE

P. Dimensions

- 1. Overall Length 133-1/4" _____
- 2. Overall Width 94" _____
- 3. Floor Width 58" _____
- 4. Side Compartment Height 50" _____
- 5. Side Compartment Depth 18" _____
- 6. Floor Height 29" _____

Q. Streetside Compartmentation

- 1. First Vertical = 30-1/4" in length x 50" high _____
- 2. Second Vertical = 25" in length x 50" high _____
- 3. Horizontal = 52-3/4" in length x 22-1/2" high _____
- 4. Third Vertical = 25-1/4" in length x 50" high _____

R. Curbside Compartmentation

- 1. First Vertical = 30-1/4" in length x 50" high _____
- 2. Second Vertical = 25" in length x 50" high _____
- 3. Horizontal = 52-3/4" in length x 22-1/2" high _____
- 4. Third Vertical = 25-1/4" in length x 50" high _____

S. Standard Shelving

- 1. No standard shelving provided all vertical compartments have shelf clips for use with optional shelves. _____
- 2. Horizontal compartments shall have provisions for optional bolt in divider shelves. _____

T. Pipe vise mount: a removable Rigid BC4A, 1/8" to 4" pipe vise and mount with a bracket attached to bumper platform extension on the curbside. _____

U. Fold-out pipe bracket: Attach at front of body on curbside. Adjust to level of vise mount at rear. _____

V. Electrical:

- 1. All wiring to be wired to a central location at chassis junction box and body installer is to attach body lights and equipment to properly fused points in junction box. Do not cut into the chassis wiring. _____
- 2. Accessory wiring to have the same color wiring from start to end so it can be followed without having to open the loom. _____
- 3. All wiring to be run through a plastic loom like Weatherhead PT-240 _____
- 4. Connections to be plastic insulated crimp, shrink wrap connectors _____

W. Reflectors and Lights:

- 1. Body lighting shall be LED and comply with D.O.T. regulations _____
- 2. Mount all lights in rubber grommets _____
- 3. (3) Identification lights, (4) side marker lights and (4) clearance lights, Truck-Lite Model LED 30075 _____
- 4. Combination rear lights (4) Truck-Lite Model 44030R red, sealed element, to serve as the directional, stop and tail lights). Two in bumper and two just under work lights. _____

MINIMUM REQUIREMENT

BIDDER STATE

- 5. (2) Back-Up lights, clear, Truck-Lite Model 44180C mounted in bumper with lower combination lights. _____
 - 6. Tag light – (1) Truck-Lite Model 15040. _____
 - 7. (2) Body bed lights (dome lights) mounted on back of copper tubing compartment (Truck-Lite 44044 clear sealed elements). Place recessed On/Off switch just inside right rear door. _____
 - 8. Traffic Advisor Lights
 - a. (1) Whelen Model TAM85 mounted on front at top of body. _____
 - b. (1) Model TA4437M split in half with two additional factory supplied end caps mounted rear of body, one section on each side of steps on top of stake sides. _____
 - c. Mount both control heads on dash and label for front and rear bar locations. _____
 - 9. (4) Whelen Model 5GA00FAR corner strobes mounted in the front and rear. All (8) strobes shall be mounted high in corners of body. (2) Strobes facing rear shall be mounted high so as not to let door impair visibility, when approaching truck from rear. _____
 - 10. (2) Work lights, Truck-Lite Model 80397 auxiliary lamps with universal brackets, mounted facing rearward, as high as possible. Provide a single switch in the cab. _____
 - 11. Work light, extension reel: Install in the upper left rear corner of the line maintenance body a retracting electric cord reel (Napa Model BK-782-5053 or equal) with 25 feet of cord and a spot light (Q-beam Model 730-1403) _____
 - 12. Work light wiring: Ground lights to the body. For power use a 10-gauge wire from a relay activated when the transmission is in neutral. Relay to be a four post (AC Delco Model 1114534) 50 amp capacity. Ground relay through the transmission switch to activate light circuit _____
 - 13. Reflectors - (8) Peterson – (4) B489R (red), (4) B489A (amber) _____
- X. Light Guards:
- 1. Mount rear and back-up lights on a piece of channel and provide steel pipe guards around them. Weld pipe guards on to channel and drip check or seal around pipe to prevent rust. _____
 - 2. Provide a plate to mount identification lights in and attach under possum belly door. _____
- Y. Trailer Hitch:
- 1. Pintle type. Wallace Forge Model 2044101, no substitute _____
 - 2. (2) Safety chain anchors. Vulcan EB-31 or equal. Eye bolts must have a 15,000# safe working load. _____
 - 3. Frame end to be modified to accept pintle hitch at 25 inches plus 2” high hitch. Use a piece of 6” x 15.3 pound per foot channel as the base to attach pintle and safety eyes. A plate approximately 3/8” x 4” x 20” to be welded on the back side of channel to be used as the base for mounting the pintle and eyes _____
 - 4. Use self-locking nuts and Grade 8 bolts _____
 - 5. Do not weld the eye bolts _____
 - 6. Braces of 1/4” x 3” flat running at 45° from edge of bolts to frame _____
- Z. Trailer Electrical connection 7 pin:
- 1. Truck-Lite 50867 with 7 split pins and threaded stacking studs with self closing cover hinged down properly grounded and wired as shown on plug. _____
 - 2. Connect the ABS 10 ga. wire to a 15-amp circuit breaker, which is connected to the chassis power strip controlled by the ignition switch. _____

MINIMUM REQUIREMENT

BIDDER STATE

3. Locate at the rear of the truck as far from the pintle hook as practical _____

AA. Bidder fill in below the brand name, model or identification number, year model and installer of body and hoist offered in bid

(Brand name and Model or Identification Number)

(Year Model – Installer)

IV. Compressor Specifications:

A. General Description: Vanair Model 160UDEC screw compressor, mounted under deck and driven by a side mount power take-off (PTO) unit attached to an Allison 3500 RDS automatic transmission _____

B. Power Take-Off:

1. Chelsea Hot Shift fluid operated PTO, side mounted on the transmission and using a separate direct drive shaft to air compressor. State PTO Model No. _____

2. Control switch and indicator lights – to be incorporated in multiplex wiring system. _____

3. Instruction decals placed at the control switch and behind sun visor _____

4. System to only operate with transmission in neutral. _____

5. Hose running from solenoid to transmission to be ¼ single braid flexible hose. _____

6. Test system by recording the compressor CFM delivery. Test results required on each unit at delivery time. _____

C. Air intake: Mount a two-stage dry air filter in location for easy access. Piping from air filter to compressor is to be PVC in exposed frontal areas and ABS plastic tubing elsewhere with rubber elbows and T-bar type clamps. ABS tubing to be properly mounted with wide band clamps and holding brackets. _____

D. Compressor: Single stage, heavy duty rotary screw with asymmetrical-profile rotors. Warranted for a minimum of 2 years against defects in workmanship, materials and loss of capacity caused by wear. Compressor to be approximately 12-1/2" x 14" x 14-1/2". _____

E. Drive line kit: To include a 2" automotive tube type auxiliary shaft with yokes, all required U-joints and belts. Drive line angle not to exceed 7-8° total angle. _____

F. Engine speed control: Must be able to control the chassis engine speed through the ESC (Diamond Logic) to meet the air demand. _____

G. Air/Oil Receiver: (Receiver/oil sump) Approximately 12" diameter x 34" long with accessible fill plug. Remote mounted ASME pressure relief valve. External spin on coalescing oil filter. Element to be removable from the receiver without disconnecting hoses. _____

H. Hydraulic flow: Compressor – 12 GPM. _____

MINIMUM REQUIREMENT

BIDDER STATE

- I. Lubricating oil and capacity:
 - 1. Vanguard rotary screw oil (This ensures lifetime air end warranty as long as maintenance is performed annually. _____
 - 2. 5 gallons minimum capacity _____

- J. Cooler: To be remote mounted oil cooler, air cooled with an electric motor driven fan and have an automatic temperature control for quick compressor warm up and proper oil temperature during operation. Cooler to be approximately 21-3/4" x 19-1/4" x 7-1/4". Cooling coil to have heat rejection of approximately 1,350 BTU per minute or 80,000 BTU per hour. Static pressure to be .4 in H2O. Oil discharge temperature must be in the 160-190°F range when ambient is 100°F. Mount cooler above cab on bulkhead of body. _____

- K. Protective controls: Controls to include an automatic blow down valve, a minimum pressure device to insure correct receiver pressure and an automatic protective circuit to stop the power source in case of excessive temperatures. _____

- L. Instructional labeling: Is to be for all operable functions and for all gauges that are provided with equipment. Labeling is to be manufacturer's standard material which when applied at the factory shall permanently adhere to the equipment and be durable and weather resistant. Name plates will be installed for gauges that are not identified by their exact system function, either on their face or on the instructional labeling, "Dymo" tape or other tape labeling is unacceptable. _____

- M. Paint: Manufacturer's standard color with an approved high quality paint _____

- N. Hose reels: To be Hannay Model 6018-23-24RT/LT. Provide grease zerks on both sides of reel shaft.
 - 1. Connect reels to receiver using 1" I.D. Goodyear Gorilla or Marathoner hose with 300 PSI working pressure and feeding a 1" tee. From the tee, valves and piping to each reel to be 3/4" I.D. _____
 - 2. Air valves will be supplied (one each reel). Valves must be a vent to atmosphere ball valve. Venting must take place when valve is in the closed position. (Exhaust ball valve Parker Hannifin No. VV500P-12). _____
 - 3. OSHA velocity valves will be installed in each airline either going to or in each reel – use 3/4" SCVJ-6. _____
 - 4. Lock sleeve type couplings 3/4" size, on the reels and on both ends of the hoses. Dummy connectors on the top front of the compartment opening with exhaust ports directed away from operator. _____
 - 5. Air hose for each reel to be 100' of 3/4" Marathoner or Goodyear Gorilla with 300 PSI working pressure. Hose to be resistant to acids and oils inside and out and resistant to abrasion. _____
 - 6. Provide crane handle and mounted crank bracket. _____

- O. Compressor Operating Specifications: After compressor unit has been installed, installer will be responsible for making the unit operate at all specified levels, (e.g. 160 CFM @ 110 PSI @ 1260 engine RPM) recommended by manufacturer. _____

MINIMUM REQUIREMENT

BIDDER STATE

P. Mounting brackets: All bolts used in any part of the mounting will be SAE Grade 8 bolts and nuts. Bolts are not to be welded. Air compressor and its associated components to be up within the chassis frame with bottom of components above the bottom of the body.

Q. Bidder fill in below the brand name, model or identification number, year model and installer of body and hoist offered in bid

(Brand name and Model or Identification Number)

(Year Model – Installer)

V. PARTS

PART NUMBER

DESCRIPTION

A. ECCO ED3355A	1. One (1) ECCO SAE class 1 safety director nine flash pattern soft touch controller with flash pattern display & auxiliary switch installed at rear of bed on canopy roof above rear rollup door facing rear 2.9" h x 48.9" l x 3.1" d	_____
B. ECCO E92006	1. Two (2) Work lamp 9 led square flood 10-30vdc installed on rear of body, (1) each side wired to switch in dash	_____
C. MUDF 18X14WL	1. One (1) Mud flaps 18x14x1/4" w/logo	_____
D. SAML PST-2000-12	1. One (1) 2000 watt inverter 12 VDC pure sine wave inverter. Customer to specify mounting location.	_____
E. STAN D27M-OPTIMA	1. One (1) Optima battery	_____
F. STAN 27MBB	1. One (1) Battery Box Group 27/31 battery	_____
G. KORN 12-2GMCPVCSTR	1. Thirty (30) PVC coated STR cable 12-2 w/grade armored flexible electric cable	_____
	1. Two (2) Receptacle, GFI, 20A, ivory 120 VAC self-testing:	
	a. One (1) installed at front of body	_____
H. KORN 2097W	b. One (1) installed at rear of body	_____
I. KORN WPB1/2	1. Two (2) Weatherproof 120VAC receptacle box 3 hole 1/2" NPT	_____
J. KORN WPC262	1. Two (2) Weatherproof cover GFI 2gang Vertical cover waterproof box	_____
K. KORN SR506	1. Two (2) Strain Connector Water-Tite .50" TO .60"	_____
L. SAML DC-2000-KIT	1. One (1) Inverter installation kit PST-1000-12	_____
M. SAML RC-300	1. One (1) Remote on off 3000 watt 3000 watt with 15' cable. Shall be installed in cab of truck.	_____
	1. One (1) Auto charge isolator 12/24vdc, auto sensing, 160 amps installed in same compartment as 2000 watt inverter and auxiliary battery	_____
N. SAML ACR-160	1. One (1) Ladder rack, side mount for canopy body	_____
O. KNAP 20062253	Installed on passenger side of canopy body	_____
P. OUTS PRE PAINT	1. One (1) Paint side mount ladder rack white before installation	_____

MINIMUM REQUIREMENT

BIDDER STATE

Q. Bidder fill in below the brand name, model or identification number and year model of the body offered in bid.

(Brand Name and Model or Identification Number)

(Year Model)

VI. WARRANTY AND SERVICE

- A. Chassis - Engine and After Treatment Warranty coverage of 6 yr-150,000 miles/hours for the engine, transmission and drivetrain must be provided. Engine warranty shall cover all internal and external Engine components. Including emission components, water pump, injectors, turbo, valves, rocker arms, pistons, piston rings, bearings, seals, gaskets, cams, cranks shafts, sensors, engine control module, oil pump, oil coolers, thermostat, and fuel lines. Exceptions to this requirement should be detailed as a part of your response to this bid. _____
- B. Mobile Service support shall be able to fully support all warranty service requests within 24 hrs. _____
- C. All bidders shall have in place, at the time of the bid, a fully staffed service and parts facility within 25 miles of 3043 Warren Rd, Decatur, GA 30034. _____

VII. MANUALS: The successful Bidder is to include the following manuals in binders with the order. Online manuals and CD's will be accepted. Bidder will be responsible for all subscriptions, updates, registrations, renewals and fees associated with online manuals for the active life of the units.

- A. Factory Shop Repair Manuals via online access, including specific manuals for each major component, i.e., Engine, Transmission and Rear Axle. _____
- B. Operator's Manual and Warranty Booklet – one (1) per vehicle; plus three (3) additional for item number bid, (not per vehicle). _____

VIII. SOFTWARE: The successful Bidder is to include all software required to diagnose, troubleshoot, repair and program the Engine, Transmission, Chassis, Body and ABS Brake system. Bidder will be responsible for all subscriptions, update, registrations, renewals, and any fees associated with the software for the active life of the unit. _____

IX. INSPECTION:

- A. A preliminary inspection of the first completed unit may be conducted at the bidding vendor's location prior to delivery to DeKalb County Fleet. _____
- B. The final inspection shall be conducted in DeKalb County, GA upon manufacturer delivery to the DeKalb County Fleet Service location at 3043 Warren Rd., Decatur, GA 30034. _____

X. VEHICLE EQUIPMENT, COMPONENTS AND ACCESSORIES: Vehicles offered in this bid item must provide total standardization and interchange-ability between units bid including components, accessories, plumbing, wiring, and equipment _____

XI. DATA SHEET: At delivery provide a single sheet of paper with all Component, Model and serial Numbers. List to include: Engine, Transmission, Axles, Motors, Tires, Battery, Alternator, Belts, Hoses, Filters and any other major items. _____

End of minimum requirements

PRICE SCHEDULE					
ITEM NO.	DESCRIPTION	ESTIMATED NUMBER OF UNITS	UNIT OF MEASURE	UNIT PRICE	AMOUNT
1	Cab and Chassis with High Utility Body Mounted per minimum specifications and notes below:	8	EACH	\$_____.	\$_____.

NOTES TO BIDDER:

Note 1: Title Application and Manufacturer’s Statement of Origin to be made out to:

DeKalb County Georgia
 1300 Commerce Drive
 Decatur, GA 30030

Note 2: Data Sheet: See Page 31, Paragraph XI. for “Data Sheet” requirements.

ACKNOWLEDGEMENT FORM

I, the undersigned, acknowledge that I have read the Bid Document in its entirety and agree to conform to its every requirement. I further acknowledge that failure to prepare, submit, or execute this bid in the exact manner requested will be just cause to reject my entire bid.

Name of Business Entity Submitting Bid

Print Name and Title of Authorized Signer

Business Entity Street Address

Authorized Signature

Business Entity City, State and Zip Code

Contact Person's Phone Number

Business Entity County

Contact Person's E-mail Address

- Bidder acknowledges addendum(s): No. 1 , No. 2 , No. 3 (If Applicable)
_____(Initial)
- Bidder acknowledges that this bid is valid for 90 days from and including the bid opening date.
_____(Initial)
- Bidder acknowledges that bid meets or exceeds minimum specifications.
_____(Initial)
Any deviation from minimum specifications must be explained, in detail, by bidder as to how the bid does not meet the exact specifications.
- Bidder acknowledgement of Revisions to the above Terms and Conditions:
 - No revisions
_____(Initial)
 - There are revisions and they are included with the bid submittal
_____(Initial)

The above acknowledgment must be properly signed and firmly attached to your bid. The acknowledgment becomes a part of your bid and without it your bid is not be complete and will be subject to rejection.

THIS PAGE MUST BE RETURNED WITH YOUR BID. FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN YOUR BID BEING DEEMED NON-RESPONSIVE.

ATTACHMENT A

REQUIRED DOCUMENTS CHECKLIST

Bidder shall complete and submit the following documents with their bid:
 Check page numbers and correct numbers as necessary.

Bid Page No.	Title	Check This Box If Included With Bid
33	Bid Acknowledgement Form*	
34	Required Documents Checklist	
35	Contractor Reference and Release Form*	
36	Subcontractor Reference and Release Form, if applicable**	
38	Contractor Affidavit*	
39	Subcontractor Affidavit, if applicable**	
40-48	LSBE - Exhibits A and/or B* (Waived for this solicitation)	
50	New Employee Tracking Form*	
49	First Source Jobs Acknowledgement Form *	

Include this if applicable Bidder shall also submit a **copy** of the following required documents with the bid:

-		
---	--	--

***If these mandatory forms are not completed and submitted with the bid, the bidder may or 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, may or 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

ATTACHMENT B

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.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

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 _____

ATTACHMENT C

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.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

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 _____

ATTACHMENT D**CONTRACTOR & SUBCONTRACTOR EVIDENCE OF COMPLIANCE:**

- (1) County contracts for the physical performance of services within the state of Georgia shall include the following provisions: ¹
 - a. the contractor has registered with and is authorized to use the federal work authorization program to verify information on all newly hired employees or subcontractors;
 - b. by affidavit, the contractor must attest to the contractor's name, address, user identification number, date of authorization, and verification of the continual participation throughout the contract period, and
 - c. the affidavit shall become a part of the covered contract and must be attached.
- (2) No contractor or subcontractor who enters into a contract with the County shall enter into such a contract or subcontract in connection with the physical performance of services within Georgia unless the contractor or subcontractor registers and participates in the federal work authorization program to verify information of all newly hired employees. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements of O.C.G.A. § 13-10-91, as amended.
- (3) Upon contracting with a new subcontractor, a contractor or subcontractor shall, as a condition of any contract or subcontract entered into pursuant to O.C.G.A. § 13-10-91, as amended, agree to provide the County with notice of the identity of any and all subsequent subcontractors hired or contracted by the contractor or subcontractor. Such notice shall be provided within five (5) business days of entering into a contract or agreement for hire with any subcontractor. Such notice shall include an affidavit from each subsequent contractor attesting to the subcontractor's name, address, user identification number, and date of authorization to use the federal work authorization program.
- (4) An affidavit shall be considered an open public record; provided, however, that any information protected from public disclosure by federal law or by Article 4 of Chapter 28 of Title 50 shall be redacted. Affidavits shall be maintained by the County for five years from the date of receipt.
- (5) To verify compliance, the contractor agrees to participate in random audits conducted by the Commissioner of the Georgia Department of Labor. The results of the audits shall be published on the www.open.georgia.gov website, and on the Department of Labor's website no later than December 31 of each year.
- (6) Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement in an affidavit submitted pursuant to O.C.G.A. § 13-10-91 shall be guilty of a violation of Code § 16-10-20 and, upon conviction, shall be punished as provided in such section. Contractors and subcontractors convicted for false statements based on a violation of such section shall be prohibited from bidding on or entering into any public contract for twelve (12) months following such conviction.

¹ O.C.G.A. § 13-10-91, as amended

ATTACHMENT E

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

BY: Authorized Officer or Agent
(Bidder's Name)

Federal Work Authorization
Enrollment Date

Title of Authorized Officer or Agent of Bidder

Identification Number

Printed Name of Authorized Officer or Agent

Address (* do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public

My Commission Expires: _____

ATTACHMENT F

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.]

BY: Authorized Officer or Agent
(Bidder's Name)

Federal Work Authorization
Enrollment Date

Title of Authorized Officer or Agent of Bidder

Identification Number

Printed Name of Authorized Officer or Agent

Address (* do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

ATTACHMENT G

**LSBE INFORMATION
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

Percentage of LSBE Participation Required
20% of Total Award

Certification Designation	Request For Proposals (RFP)
LSBE Within DeKalb (LSBE-DeKalb)	Ten (10) Preference Points
LSBE Outside DeKalb (LSBE-MSA)	Five (5) Preference Points
Demonstrated GFE	Two (2) Preference Points

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: ITB#20-101277

TITLE OF UNIT OF WORK: “Truck, Cab & Chassis with High Utility Body”

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

LSBE-DeKalb LSBE-MSA

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

3. 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”.

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	

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.

EXHIBIT A, CONT'D

DEKALB COUNTY
CHECKLIST FOR GOOD FAITH EFFORTS

(Waived for this solicitation)

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:

	Yes	No	Description of Actions
1.			Prime Contractors shall attend a MANDATORY LSBE Meeting in person or via video conference within two-weeks of advertisement of the solicitation. (waived for this solicitation)
2.			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.
3.			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.
4.			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.
5.			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.
6.			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.
7.			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.
8.			Other Actions, to include Mentor/Protégé commitment for solicitations \$5M and above (specify):

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 our LSBE Program representatives at DeKalbFirstLSBE@dekalbcountyga.gov or 404-371-4770.

EXHIBIT A, CONT'D**DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE SCHEDULE OF PARTICIPATION
OPPORTUNITY TRACKING FORM****Bidder/Proposer Statement of Compliance**

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: #20-101277

Project Name: "Truck, Cab & Chassis with High Utility Body"

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).

Description of Materials or Services	Project/Task Assignment	% of Contract Award

Prime Contractor

Sub-contractor

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____



**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, (404)687-3900 or email to fkadkins@dekalbcountyga.gov, malee@dekalbcountyga.gov, vnicksion@dekalbcountyga.gov, or jmjones@dekalbcountyga.gov

WorkSource DeKalb (WSD) is an EEO/M/F/D/V employer/program. Auxiliary aids/services are available upon request to individuals with disabilities. Persons with hearing impairments may call 1-800-255-0135 or 711 TTY for assistance. WSD is 100% funded by the U. S. Department of Labor and is a proud partner of the American Job Center Network. Revised March 2018

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: _____

Type of Position (s) you anticipate hiring: (List position title, one position per line) Attach job description per job title:	The number you anticipate hiring:	Timeline

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

Contract Number: _____
 Project Name: _____
 Contractor: _____ Date: _____

Name	Position:	Start Date	Hourly Rate of Pay	Hired for this Project? (yes/no)	Anticipated Length of Employment (Months)	% of Time Dedicated to the Project	Full or Part Time? (No. of Hours)	Georgia County of Residency