



**DeKalb County  
Department of Purchasing and Contracting**

Maloof Administration Building, 1300 Commerce Drive, 2<sup>nd</sup> Floor, Decatur, Georgia 30030

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**October 11, 2021**

**INVITATION TO BID (ITB) NO. 21-101450**

**FOR**

**TRAILER MOUNTED, DIESEL POWERED TUB GRINDER**

**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, November 3, 2021
Bid Opening:	3:00 P.M. ET, November 9, 2021

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

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.

*PH*

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**INVITATION TO BID OVERVIEW**

**A. PURPOSE:**

DeKalb County Government (the County) is soliciting bids for ITB#21-101450, “Trailer Mounted Diesel Powered Tub Grinder” from responsible contractors.

**B. GENERAL INFORMATION:**

1. BID TIMETABLE:

The anticipated schedule for the bid process is as follows:

Date Issued.....October 11, 2021

Deadline for Submission of Questions..... **..5:00 P.M. ET, November 3, 2021**

Bid Opening.....**3:00 P.M. ET, November 9, 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, 2<sup>nd</sup> Floor  
 Decatur, Georgia 30030, not later than **3:00 P.M. ET, November 9, 2021.**

Submit **one original bid package** (inclusive of the entire Invitation to Bid document and required documents) stamped “Original” and **one identical flash drive** 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](mailto: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 “November 3, 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](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](mailto: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](http://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#21-101450, "Trailer Mounted Diesel Powered Tub Grinder" 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.**

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**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.

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

<u>ITEM</u>	<u>TIME</u>	<u>HOURS</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>HOURS</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:

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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 Indemnites," 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 Indemnites, 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, 2<sup>nd</sup> 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 A TRAILER MOUNTED, DIESEL POWERED, TUB-TYPE SHREDDER/GRINDER (WITHOUT LOADER CAB)**

Equipment must comply with Federal and State laws and regulations as applicable date of delivery concerning 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 unit offered.

**MINIMUM REQUIREMENTS**

**BIDDER STATE  
YES/NO**

**I. PROCESSING RATES**

A. The tub grinder shall have the capacity to process material up to the following rates:

- 1. Pallets and construction waste      120 tons per hr. or 800 yd<sup>3</sup> per hr.      \_\_\_\_\_
- 2. Brush and yard waste                    160 tons per hr. or 640 yd<sup>3</sup> per hr.      \_\_\_\_\_
- 3. Stumps and logs                            120 tons per hr. or 360 yd<sup>3</sup> per hr.      \_\_\_\_\_

**II. POWER TRAIN SYSTEM**

A. Engine

- 1. The engine shall be diesel and shall be:
  - a. Caterpillar C32 ACERT EPA Tier 4      \_\_\_\_\_
  - b. 32.1 Liters      \_\_\_\_\_
  - c. 1200 HP @ 2,050 RPM      \_\_\_\_\_

B. Intake Inlet

- 1. The Caterpillar engine shall be equipped with Enginaire centrifugal pre-cleaners, followed by dry cartridge type air cleaners.      \_\_\_\_\_
- 2. The grinder shall be equipped with an amber warning light.      \_\_\_\_\_

C. Fuel

- 1. The tub grinder shall have a minimum fuel capacity of 850 gallons.      \_\_\_\_\_

D. Exhaust Outlet

- 1. The tub grinder shall be equipped with dry exhaust manifolds and turbochargers with an air to air after cooler, indicative of an ACERT engine.      \_\_\_\_\_

E. Engine Starting & Charging:

- 1. The tub grinder engine(s) shall be equipped with a 24-volt starting and charging system equipped with:
  - a. Battery                                      12-volt @ 1420 CCA each      \_\_\_\_\_
  - b. Alternator                                  24-volt / 60 amp      \_\_\_\_\_
  - c. Starter                                        24-volt      \_\_\_\_\_

F. Engine Cooling

- 1. The tub grinder engine shall be equipped with the following cooling system to comply with the engine cooling requirements:
  - a. Radiator Capacity                      26.5 gallons      \_\_\_\_\_
  - b. Radiator Rating                         -35°F To 120°F      \_\_\_\_\_

G. Radiator

- 1. The radiator shall have a capacity of no less than 26.5 gallons.      \_\_\_\_\_
- 2. The radiator shall be sized for 120°F ambient temperatures with a debris screen area 10% blocked      \_\_\_\_\_
- 3. The radiator is to be sized to no more than seven fins per inch.      \_\_\_\_\_
- 4. The debris screen and hydraulic cooler shall pivot away for easy access for cleaning and maintenance.      \_\_\_\_\_

H. Fan

MINIMUM REQUIREMENTS

BIDDER STATE  
YES/NO

- 1. The fan shall have the capacity to cool the engine adequately. \_\_\_\_\_
- 2. Flexxaire fan equipped unit automatically reverses at specified time  
Intervals, temperature thresholds or manually to keep dust and debris  
clear of the radiator inlet. \_\_\_\_\_
  
- I. Engine Safety
  - 1. The Caterpillar engine shall have an automatic shut down for high  
coolant temperature, low coolant level, low oil pressure, and if the mill is  
engaged in an unsafe mode. \_\_\_\_\_
  - 2. The engine shall also shut down if there is an attempt to engage the  
processing mill while the tub is in the upright position. \_\_\_\_\_
  
- J. Temperature Warning Light
  - 1. The tub grinder shall be equipped with a 4" diameter red temperature  
warning light. \_\_\_\_\_
  - 2. This light shall indicate high coolant and/or high fluid coupler  
temperatures. \_\_\_\_\_
  - 3. The light shall turn on before the engine shuts down due to an  
overheating condition. This is set as an early indication warning system. \_\_\_\_\_
  - 4. The light shall be equipped with a test button to allow the operator to  
confirm that the light is operational. \_\_\_\_\_
  
- K. Circuit Breakers
  - 1. All circuits on the engine shall be protected by circuit breakers that can  
be reset in the case of an electrical problem. \_\_\_\_\_
  
- L. Engine Monitoring System
  - 1. The Caterpillar engine shall be equipped with an EMS display panel,  
with the scroll feature. \_\_\_\_\_
  - 2. This information shall be displayed in a digital format. \_\_\_\_\_
  - 3. Information to be displayed digitally shall include:
    - a. Engine start/stop switch \_\_\_\_\_
    - b. Coolant temperature \_\_\_\_\_
    - c. Engine speed control \_\_\_\_\_
    - d. Battery voltage \_\_\_\_\_
    - e. Engine rpm \_\_\_\_\_
    - f. Diagnostic tool connection \_\_\_\_\_
    - g. Engine hours \_\_\_\_\_
    - h. Diagnostic/shutdown lamp \_\_\_\_\_
    - i. Oil pressure \_\_\_\_\_
    - j. Maintenance clear lamp/switch \_\_\_\_\_
    - k. Fuel pressure \_\_\_\_\_
    - l. Fuel usage per hour \_\_\_\_\_
  - 4. Analogue gauges shall indicate:
    - a. Oil pressure \_\_\_\_\_
    - b. Coolant temperature \_\_\_\_\_
    - c. Battery voltage \_\_\_\_\_
    - d. Fuel pressure \_\_\_\_\_
  
- M. Transmission
  - 1. The grinder shall make use of an engage-able disengage-able variable fill  
fluid coupling for the purpose of transferring horse power and torque  
from the engine to the hammer mill. \_\_\_\_\_

MINIMUM REQUIREMENTS

BIDDER STATE  
YES/NO

- 2. Shall have a drive system which allows the mill to be engaged at any engine speed and allows the mill to be engaged even when blocked, without risk of damage to the grinder or its components due to an automatic high temperature sensing disengagement feature. \_\_\_\_\_
- 3. The grinder shall not make use of torque converter transmissions, gear reduction transmissions, or a friction disc clutch transmission. \_\_\_\_\_
- 4. The fluid coupling shall have a safety lockout system that prevents accidental mill engagement unless the mill chamber is secured into the operational mode. \_\_\_\_\_
- 5. Shock and overload protection of the mill, fluid coupling and engine shall be handled by the fluid coupler and belt drive. The use of a ball détente type torque limiter is not acceptable. \_\_\_\_\_

N. Cooling

- 1. The fluid coupler shall be equipped with a radiator mounted cooling system to keep the hydraulic fluid within the proper operating temperatures. \_\_\_\_\_

III. HAMMER MILLING SYSTEM

- A. The hammer type mill shall be directly driven by the fluid coupler in order to provide as much power to the mill as possible. \_\_\_\_\_
- B. The mill shall be constructed to reliably and continuously process material using the following mill components:
  - 1. Feed Opening 40" X 62" \_\_\_\_\_
  - 2. Mill Swing: 47-1/2" diameter minimum \_\_\_\_\_
  - 3. Mill Speed 1,100 rpm maximum \_\_\_\_\_
  - 4. Mill Shaft
    - a. The diameter of the mill shaft through the mill shall be no less than 8 3/8" in order. \_\_\_\_\_
  - 5. Mill Disk
    - a. There shall be (14) mill discs measuring no less than 30" in diameter, and no less than 1-1/4" wide. \_\_\_\_\_
  - 6. Mill Rods
    - a. The rods used to retain the hammers in the mill shall be 2 15/16" in diameter. \_\_\_\_\_
    - b. The mill rods shall number at least eight, allowing for a choice of different hammer configurations. \_\_\_\_\_
  - 7. Mill Hammers
    - a. The tub grinder shall be equipped with 26 fixed hammers. \_\_\_\_\_
    - b. The hammers shall have replaceable tips, for ease of maintenance. \_\_\_\_\_
    - c. Hammers shall be designed such that two mill rods retain the hammer in the mill. \_\_\_\_\_
    - d. Each hammer shall have a weight of approximately 120 lbs. \_\_\_\_\_
    - e. Each hammer shall be a minimum of 3" thick. \_\_\_\_\_
  - 8. Mill Hammer Tips
    - a. Tips shall be forged steel with carbide welded on the leading cutting edges to extend the life of each tip. \_\_\_\_\_
    - b. The tips shall be at least 3 1/2" wide and weigh approximately 7 lbs. each. \_\_\_\_\_
    - c. They shall be attached to the hammer using two 7/8" X 5 1/2" grade eight bolts allowing worn tips to be replaced quickly and efficiently, or with a one hole interlocking tip. \_\_\_\_\_
    - d. The tips shall be reversible in order to extend each tip's wear life. \_\_\_\_\_

MINIMUM REQUIREMENTS

BIDDER STATE  
YES/NO

- 9. Screens
  - a. The tub grinder shall be provided with a set of screens that shall be selected by the purchaser from the manufacturer's standard screen configurations. \_\_\_\_\_
  - b. A set of screens shall consist of two sections. \_\_\_\_\_
  - c. Screen - two (2) 6,795 sq. in. total surface area. \_\_\_\_\_
  - d. The manufacturer shall have different screen sizes ranging from 1 1/2" holes to 5" X 7" holes, to allow for the customization of the end product. \_\_\_\_\_
  - e. Changing screens shall not take more than approximately 15 minutes given adequate support equipment and tools. \_\_\_\_\_
  - f. Screens shall be a minimum of 1" thick to provide a long wear life. \_\_\_\_\_
  - g. The tub grinder shall have a minimum actual screen surface area to provide an adequate area for processed materials to escape the mill area. \_\_\_\_\_
- 10. Mill Assembly Weight
  - a. The minimum total weight of the mill including hammers and tips shall be no less than 10,600 lbs. \_\_\_\_\_
- 11. Bite Height
  - a. The mill shall have at least an 8 1/4" distance from the hammer tip at its peak to the top of the cutter bar. \_\_\_\_\_
- 12. Mill Bearings
  - a. The mill shaft shall be supported by two (2) 5-15/16" heavy-duty, grease filled four bolt dual spherical pillow block bearings. \_\_\_\_\_
- 13. Material Cutting
  - a. The cutter bar shall be in 2 interchangeable sections at least 2" thick and reversible, to extend the wear life of the cutter bar. \_\_\_\_\_
  - b. The cutter bar shall be hard faced on high wear areas for increased durability and wear life. \_\_\_\_\_
  - c. It should be bolted in for ease of maintenance. \_\_\_\_\_
- 14. Wear Plates
  - a. The mill area shall be equipped with 8 bolt-in wear plates. \_\_\_\_\_
  - b. The wear plates shall be at least 3/4" thick sectional and interchangeable to extend the useful life of each wear plate. \_\_\_\_\_
- 15. Dust Suppression System
  - a. The tub grinder shall include a built-in dust suppression system which shall operate by supplying water to the mill using an external water source. \_\_\_\_\_
- 16. Deflector Shield
  - a. The tub grinder shall be equipped with a deflector shield which aids in keeping processed material from being thrown out of the tub assembly. \_\_\_\_\_

IV. TUB FEED SYSTEM

- A. The tub grinder shall have a stationary outer tub with a dual hydraulic motor driven rotating inner tub that serves to agitate the material. \_\_\_\_\_
- B. Inner and outer tub walls shall be required in order to protect against projectiles that may pass through a single walled tub design. \_\_\_\_\_
- C. There shall be an automatic clean out system between the inner and outer tub walls, allowing the tub to continue turning smoothly. \_\_\_\_\_
- D. The tub shall also have prescreening abilities, in order to cut down on wear to the mill area. \_\_\_\_\_



MINIMUM REQUIREMENTS

**BIDDER STATE  
YES/NO**

- E. An integrated contaminate detection system is required. \_\_\_\_\_
- F. The following are the minimum specifications that shall be complied with:
- |                         |                        |       |
|-------------------------|------------------------|-------|
| 1. Inner Tub Dimensions | 14' top cone diameter  | _____ |
|                         | 10' 5" bottom diameter | _____ |
| 2. Inner Tub Depth      | 57"                    | _____ |
| 3. Outer Tub Dimensions | 11' 3"                 | _____ |
| 4. Tub Assembly Tilt    | 90 Degrees             | _____ |
| 5. Drive Chain          | #160                   | _____ |
- G. Inner Tub Wall and Floor
1. The inner tub wall shall be no less than 3/8 thick and wrapped with three (3) 8-inch X 18.7 lb. channel steel bands. \_\_\_\_\_
  2. The tub floor shall be at least 1/2 inch thick and hard faced on wear areas for long-term durability. \_\_\_\_\_
- H. Outer Tub Wall
1. The outer tub wall shall be no less than 1/4-inch-thick steel and shall be wrapped with two (2) 6-inch X 8.2 lb. channel steel bands. \_\_\_\_\_
- I. Tub Tilt
1. The tub assembly shall be able to tilt to no less than 90 degrees. \_\_\_\_\_
  2. The tub tilt shall be accomplished hydraulically, and the engine hood shall tilt away with the tub assembly. \_\_\_\_\_
  3. A velocity fuse shall prevent unexpected or catastrophic tub closure in the event of a hydraulic system failure. \_\_\_\_\_
  4. The unit shall also be equipped with a hydraulically operated tub lock down for increased safety. \_\_\_\_\_
- J. Tub Rotation
1. Tub rotation shall be accomplished through the use of two hydraulic drive motors with a #160 link chain and a continuous drive sprocket around the inner hub. \_\_\_\_\_
  2. Tub speed shall be variable. \_\_\_\_\_
  3. Tub rotation shall be reversible. \_\_\_\_\_
  4. An automatic load-sensing device shall stall and reverse the tub when appropriate. \_\_\_\_\_
- K. Tub Bearings
1. The tub grinder shall have four adjustable steel carrier rollers, with maintenance free sealed roller bearings and five steel dual bearing side load rollers. \_\_\_\_\_
- L. Tub Containment Shield
1. The tub shall be equipped with a containment shield designed to increase safety. \_\_\_\_\_
  2. The containment shield shall pivot hydraulically to allow material to be dumped from the tub easily. \_\_\_\_\_
  3. The containment shield shall also rotate to allow it to be stowed for transport. \_\_\_\_\_
- V. MATERIAL DISCHARGE SYSTEM
- A. The tub grinder shall be equipped with a two-stage discharge conveyor system adequate to remove and stack processed material without the use of augers. \_\_\_\_\_

MINIMUM REQUIREMENTS

BIDDER STATE  
YES/NO

B. The Phase I conveyor will catch the processed material from the mill and carry it to the Phase II Conveyor where the output can be stacked or loaded into a trailer. \_\_\_\_\_

C. Phase I Conveyor  
1. The tub grinder shall have a belly conveyor with minimum dimensions of 60" wide x 20' long, driven by a hydraulic motor that 'pulls' the belt. \_\_\_\_\_  
2. This conveyor shall have reversing capabilities and equipped with an access door in order to facilitate clean out. \_\_\_\_\_

D. Phase II Conveyor  
1. The tub grinder shall have a freestanding stack out conveyor with a minimum dimension of 36" wide x 30' long. \_\_\_\_\_  
2. The conveyor shall be capable of stacking into a 14' high trailer for easy loading into trucks and trailers. \_\_\_\_\_  
3. A hydraulic motor that pulls the belt shall drive the conveyor. \_\_\_\_\_  
4. This conveyor shall also have reversing capabilities. \_\_\_\_\_

E. Belts  
1. Both the Phase I and Phase II conveyors shall be equipped with heavy duty 265 lb. two ply fabric backed chevron cleat lock gravel style Kevlar belt with Super-screw lacing. \_\_\_\_\_

F. Conveyor Pan  
1. Shall be a trough type conveyor. \_\_\_\_\_  
2. A heavy-duty crash pan shall be located directly underneath the mill area for the phase one conveyor. \_\_\_\_\_

G. Conveyor Overpressure System  
1. The grinder shall be equipped with hydraulic pressure sensors on the conveyor(s). \_\_\_\_\_  
2. These pressure sensors of the conveyor(s) approach a point of conveyor stall, allowing the conveyors to unload, then resume operation. \_\_\_\_\_  
3. The pressure sensors shall also activate an amber warning light, indicating to the operator the reason for the feed stoppage. \_\_\_\_\_

VI. TRANSPORT SYSTEM

A. The entire system shall be integrally mounted on a transport trailer to permit towing over the highway. \_\_\_\_\_

B. When folded or collapsed into the transport position the equipment shall meet all highways permit regulations. \_\_\_\_\_

C. General Transport System Specifications  
1. Grinder Weight 100,000 lbs. \_\_\_\_\_  
2. Transporting Length 48' 2" \_\_\_\_\_  
3. Transporting Width 11' 11" \_\_\_\_\_  
4. Transporting Height 13' 10" \_\_\_\_\_  
5. Axle Spacing 54" \_\_\_\_\_  
6. Transporter Weight N/A \_\_\_\_\_

D. Lighting  
1. All lighting shall comply with all daylight highway permit regulations \_\_\_\_\_

MINIMUM REQUIREMENTS

BIDDER STATE  
YES/NO

E. Conveyor Fold  
1. The Phase II conveyor shall fold hydraulically for transport purposes \_\_\_\_\_

F. Integrated Transport System Components

1. Landing Gear  
a. The tub grinder shall be equipped with hydraulic landing gear with locking pins. The landing gear shall be constructed to hold up to the stresses associated with grinding. \_\_\_\_\_

b. The landing gear shall also telescope hydraulically outward to act as outriggers for the grinder during operation. \_\_\_\_\_

2. Kingpin  
a. The grinder shall be equipped with a fifth wheel hitch for ease of transport. \_\_\_\_\_

3. Axles  
a. The tub grinder shall have tandem 112" axles with a 54" on center spacing between axles. \_\_\_\_\_

b. Each axle shall have at least a 25,000 lb. rating capacity. \_\_\_\_\_

c. The axle shall be equipped with faceless oil caps. \_\_\_\_\_

4. Suspension  
a. The tub grinder shall be leaf spring equipped on each axle to maintain proper weight distribution and ride height. \_\_\_\_\_

5. Tires  
a. The tub grinder shall ride on (12) 255/70R-22.5/16 Ohtsu low profile highway tires. \_\_\_\_\_

b. The tires shall be mounted on 27404 White 22.5 x 8.25 10-11.25 Accuride stud piloted wheels. \_\_\_\_\_

6. Brakes  
a. The tub grinder shall be equipped with S-cam air brakes measuring a minimum of 16.5" in diameter and 7" wide. \_\_\_\_\_

b. A standard emergency air brake release button shall be supplied to allow the grinder to be moved without an air source in case of emergency. \_\_\_\_\_

7. Fenders  
a. The grinder shall be equipped with full, sloping fenders and mud flaps in order to provide protection to the tires and suspension components from damage. \_\_\_\_\_

VII. GENERAL OPERATING REQUIREMENTS

A. Hydraulic Operating System

1. The hydraulic operating system will be powered by a heavy-duty side mounted pump and belt driven by the engine. \_\_\_\_\_

2. The grinder shall include a five-circuit hydraulic system. \_\_\_\_\_

3. The hydraulic system shall be used to power the tub, the conveyors, and all hydraulic cylinders. \_\_\_\_\_

4. The tub grinder shall include the following minimum features in the hydraulic system:

a. Pumps 4 stage \_\_\_\_\_

b. Filters 2 @ 10 micron \_\_\_\_\_

c. Cooling 8.80 sq. ft. face area \_\_\_\_\_

d. Tank 120 gallons \_\_\_\_\_

5. Hydraulic Pump  
a. The grinder shall be equipped with a hydraulic gear type stacked pump each section dedicated to drive the tub and conveyor systems. \_\_\_\_\_

b. The hydraulic pump shall be belt driven off each side of the front of the engine. \_\_\_\_\_

MINIMUM REQUIREMENTS

BIDDER STATE  
YES/NO

- c. The hydraulic pump drive shaft shall be supported by two 1-15/16" pillow block bearings. \_\_\_\_\_
- d. The hydraulic pump shall be protected from sudden speed changes and shock loads by a flex coupler. \_\_\_\_\_
- 6. Filtration
  - a. The hydraulic suction filter system shall feature 10-micron drop in canister type filtration, which shall make use of two elements. \_\_\_\_\_
  - b. Each element shall be rated for 90gpm of capacity, providing 180gpm of filtration capacity. \_\_\_\_\_
- 7. Cooling
  - a. The main hydraulic system shall be equipped with a radiator mounted cooling system with the capacity to keep the hydraulic fluid within the proper operating temperatures. \_\_\_\_\_
  - b. The main hydraulic circuit and the fluid coupler hydraulic system shall be independent of each other to help maintain temperatures in each system. \_\_\_\_\_
- 8. Hydraulic Tank
  - a. The grinder shall be equipped with a single 120-gallon hydraulic tank. \_\_\_\_\_
  - b. The hydraulic tank shall be equipped with:
    - i. A vented cap \_\_\_\_\_
    - ii. In-tank suction filters \_\_\_\_\_
    - iii. A combination thermostat sight glass. \_\_\_\_\_
- 9. Pressure Gauges
  - a. Each circuit of the grinder hydraulic system shall be equipped with liquid filled 5000 psi pressure gauge. \_\_\_\_\_
- B. General Operation Instrumentation
  - 1. All controls shall be plainly marked and labeled to allow for the accurate monitoring of vital grinder systems. \_\_\_\_\_
  - 2. The following instrumentation shall be provided:
    - a. Water Temperature Gauge \_\_\_\_\_
    - b. Amp Meter \_\_\_\_\_
    - c. Hour Meter \_\_\_\_\_
    - d. Fuel Pressure Gauge \_\_\_\_\_
    - e. Oil Pressure Gauge \_\_\_\_\_
    - f. Tachometer \_\_\_\_\_
    - g. 4" Warning light indicating high coolant/fluid coupler temperatures \_\_\_\_\_
  - 3. Electronic Control System
    - a. The grinder machine control shall come equipped with a NEMA4 rated programmable logic controller. \_\_\_\_\_
    - b. The grinder shall come equipped with the NEMA 4 rated LCD screen. \_\_\_\_\_
    - c. The electronic control system shall be capable of tracking the following:
      - i. Required service intervals \_\_\_\_\_
      - ii. Job hours \_\_\_\_\_
      - iii. Critical component data \_\_\_\_\_
    - d. Shall have self-diagnostic screen capable of advising if you have an overload, amperage draw, short or multiple other potential electrical malfunctions. \_\_\_\_\_
- C. Remote Control
  - 1. The tub grinder shall come equipped with a wireless radio remote control. \_\_\_\_\_
  - 2. The radio remote shall have the following: \_\_\_\_\_

MINIMUM REQUIREMENTS

BIDDER STATE  
YES/NO

- a. Reliable operation up to 300 ft. away \_\_\_\_\_
- b. Horn \_\_\_\_\_
- c. Self-diagnostic design \_\_\_\_\_
- d. Engine speed. \_\_\_\_\_
- e. Tub speed (variable in forward and reverse) \_\_\_\_\_
- f. Tub reverse \_\_\_\_\_
- g. Phase II conveyor height \_\_\_\_\_
- h. Emergency engine shutdown \_\_\_\_\_
- i. Landing gear height adjustment \_\_\_\_\_

D. Main Frame

- 1. Each main frame rail shall be constructed from one piece of 30" X 99 lb. wide flange, heavy duty steel \_\_\_\_\_

E. Engine Hood

- 1. The engine shall have a hood or protective covering above it. \_\_\_\_\_
- 2. The engine hood shall be able to tilt away with the tub assembly. \_\_\_\_\_

F. Emergency Shut Down:

- 1. The machine will be equipped with emergency shutdown buttons located on both ends of the machine and on the operation remote control. \_\_\_\_\_

VIII. FIRE SUPPRESSION SYSTEM

A. AFEX Automatic Detection Fire Suppression System

- 1. Shall include the following
  - a. Two (2) 60 lb. dry chemical tanks \_\_\_\_\_
  - b. One (1) control unit with automatic detection system \_\_\_\_\_
  - c. One (1) firing mechanism \_\_\_\_\_
  - d. One (1) ground level actuator \_\_\_\_\_
  - e. Miscellaneous hoses/fittings/nozzles \_\_\_\_\_
- 2. A pneumatic/electrical pressure switch connected to the tub grinder to automatically shut off this machine's engine when the fire suppression system is activated shall be installed. \_\_\_\_\_
- 3. At their own expense, the Seller shall repair or replace any defective materials supplied by the Seller or correct any workmanship performed by the Seller for one (1) year after installation. \_\_\_\_\_
- 4. Seller must warrant the fire suppression system is in operative condition upon completion of the installation. \_\_\_\_\_

Bidder fill in below the brand name, model or identification number and year model of item(s) offered in bid.

\_\_\_\_\_  
(Brand Name and Model or Identification Number)

\_\_\_\_\_  
(Year Model)

- IX. DATA SHEET: At delivery provide a single sheet of paper with all Component Model and Serial Numbers. List to include: Engine, Transmission, Axles, PTOs, Pumps, Motors, Tracks, Battery, Alternator, Belts, Hoses, Filters and any other major items \_\_\_\_\_

MINIMUM REQUIREMENTS

BIDDER STATE  
YES/NO

X. MANUALS

A. The successful Bidder is to include manuals in binders with the delivered unit. Paper manuals will be accepted. The manuals shall be comprehensive and include:

- 1. Factory Shop Repair Manuals, including specific manuals for each major component, i.e., Engine, Hydraulics, and Upper Structure. Furnish only 2 manuals for each item number bid (not per unit).
- 2. Factory Shop Parts Manual - for the Engine, Hydraulics, and Upper Structure. Furnish only 2 manuals for each item number bid (not per unit).
- 3. Operator’s Manual and Warranty Booklet – one (1) per unit; plus, three (3) additional for item number bid, (not per unit).
- 4. EPA Emissions Specifications Manual – two (2) per unit.
- 5. “As-Built” hydraulic and electric schematics for the complete assembly.
- 6. Complete maintenance schedules and procedures for the entire unit and each of the major components.
- 7. Trouble shooting instructions.

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XI. PARTS & SERVICE

A. PARTS

- 1. Facility should have a parts supply inventory to be made up of parts required to maintain units specified in this bid.
  - a. The bidder must state parts inventory dollar value in GA
  - b. The bidder must state the number of line items stocked
- 2. Vendor shall not require advance full payment for service parts not stocked at the facility.

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B. SERVICE

- 1. Mobile Service support shall be able to fully support all warranty service requests within 24 hrs.
- 2. The bidder shall have in place, at the time of the bid, a fully staffed service and parts facility within 30 miles of 4203 CleveMont Road, Ellenwood, GA 30294.

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XII. INSPECTION

- A. The costs for one (1) inspection at the manufacturing site, per order, for two (2) members of the DeKalb County inspection team shall be included in the bid price. Current GSA per diem rates should be used to calculate any applicable cost. Inspection shall be of first unit produced to ensure specification compliance prior to production of any additional units.
- B. Cost shall include air transportation on a major commercial air carrier to the nearest airport (ground transportation shall not exceed two hours), individual rooms, and meals. Non-stop flights shall only be approved. The inspection shall be scheduled and funded to be conducted during weekdays, including travel time. The duration shall be at least one night. Sunday afternoon may be considered to aid in on site time.
- C. The final inspection shall be conducted in DeKalb County. This shall include an accounting of all equipment included in the technical specification.

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XIII. TRAINING

A. The successful Bidder is to provide the following training and training materials at the time of delivery:

- 1. Minimum of two (2) eight (8) hour days of operator training for four (4) employee operators.
- 2. Minimum of two (2) eight (8) hour days of technical training for four (4) employee technicians on computer diagnostics and general maintenance.

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**MINIMUM REQUIREMENTS**

**BIDDER STATE**  
**YES/NO**

XIV. EVALUATION

A. Quarterly Report

1. Vendor shall submit a quarterly report providing an evaluation of the operation and maintenance of the tub grinder.

\_\_\_\_\_

End of minimum requirements

**PRICE SCHEDULE**

ITEM NO.	DESCRIPTION	ESTIMATED NUMBER OF UNITS	UNIT OF MEASURE	TOTAL AMOUNT
1	Trailer Mounted, Diesel Powered, Tub-Type Shredder/Grinder (without Loader Cap) per minimum specifications and notes below:	1	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

PO **must** be on invoice. Include MV1 and MSO when delivering.

**Note 2:** Please deliver to: 4203 Clevemont Rd.  
 Decatur, GA 30294

Contact person: Tom Turner  
 Phone- #404-379-5807

**Note 3:** Data Sheet: See Page 29, Paragraph IX. for “Data Sheet” requirements.



BID 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.

<b>Bid Page No.</b>	<b>Title</b>	<b>Check This Box If Included With Bid</b>
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* <b>(Waived for this solicitation)</b>	
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:

-		
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**\*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:<sup>1</sup>
  - 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](http://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.

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<sup>1</sup> 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#21-101450

TITLE OF UNIT OF WORK: “Trailer Mounted Diesel Powered Tub Grinder”

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 <b>MANDATORY LSBE</b> Meeting in person or via video conference within two-weeks of advertisement of the solicitation. <b>(waived for this solicitation)</b>
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):

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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:** #21-101450

**Project Name:** “Trailer Mounted Diesel Powered Tub Grinder”

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](mailto:fkadkins@dekalbcountyga.gov), [malee@dekalbcountyga.gov](mailto:malee@dekalbcountyga.gov), [vnicksion@dekalbcountyga.gov](mailto:vnicksion@dekalbcountyga.gov), or [jm.jones@dekalbcountyga.gov](mailto:jm.jones@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 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**

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**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

