



Department of Purchasing & Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 687-3558

Date: November 1, 2018

Request for Quotation No. 18-3003653

SCOREBOARD INSTALLATION AND REPAIR

DeKalb County, Georgia (the County) is requesting a quotation from qualified bidders who can demonstrate substantial experience in scoreboard installation and repairs throughout DeKalb County Parks. The County is seeking to award a 1-year contract with up to two options to renew, however it reserves the right to renew the contract or solicit new services in lieu of.

Exhibits:

- A. Scope of Work
- B. Quote Form
- C. Product Specifications
- D. Reference Form and Reference Check Release Statement
- E. Bidders Affidavit

Payment Terms:

Net 30

Federal Work Authorization Program:

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Bidders Affidavit be completed with bidder's proposal.

Due Date:

Quotes are due on or before 5:00 p.m., EST on **Thursday, November 8, 2018.**

All questions are due via email on or before 5:00 p.m. EST on Monday, November 5, 2018. Bidders must complete and return: Quote Form, Reference Form and Reference Check Release Statement, Bidders Affidavit, and provide a copy of the bidder's valid business license to the County by email to cwferrell@dekalbcountyga.gov.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL QUOTES, TO WAIVE INFORMALITIES, AND/OR TO RE-ADVERTISE.

Thank you for your interest in doing business with the County.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia W. Ferrell". The signature is fluid and cursive, with the first name being the most prominent.

Cynthia W. Ferrell
Procurement Technician
Department of Purchasing and Contracting

EXHIBIT A

SCOPE OF WORK

RFQ Scoreboard Installation and Repair Services for DeKalb County, GA.

DeKalb County, Georgia (hereinafter referred to as the "County") is seeking a well-qualified individual, firm or joint venture (hereinafter referred to as the "Bidder") to submit qualifications, unit and labor rates to provide scoreboard installation and repair services at several park locations located in DeKalb County. Scoreboards must be designed for permanent installation outdoors, one-piece design and construction, and to display scoring information for the specific sport requested. The Department of Recreation, Parks and Cultural Affairs will be responsible to provide any power necessary to the scoreboards and is considered to be outside the scope of this RFQ.

The model numbers shown in the quote form are based on Daktronics Scoreboard's dimensions. Every effort shall be made to reuse the existing posts and same size scoreboards for replacement. Any substitutions based on these requirements must be approved by the Department designee prior to installation.

I. SCOPE OF WORK

The general scope of services required for installation and repair services includes, but is not necessarily limited to, the following:

Installation

1. Installation of new Scoreboard based on approved specifications. (see quote form and attached schematics from Daktronics)
2. Removal of old scoreboard
3. Disposal of old scoreboard
4. All underground utilities must be marked prior to installation.
5. Posts delivered and installed onsite, if necessary.
6. Lift Rental, if needed
7. Removal and disposal of all materials left after completion of project.
8. Restoration of all disturbed areas to include topsoil and turf seeding that were disturbed during services performed.
9. Provide waste receptacle if required to accommodate excess construction debris.

Repairs

1. Replacement of bulbs, both incandescent and LED
2. Replacement/repairs of wiring
3. Replacement/repairs of controllers
4. Replacement of console
5. Replacement of receivers
6. Replacement of hand held controls/controllers
7. Replacement of LED Driver
8. Replacement of Panels

The locations include, but are not limited to the following:

1. Exchange Park – 2771 Columbia Drive, Decatur
2. Gresham Park – 3113 Gresham Road, Atlanta
3. Browns Mill Park – 5099 Browns Mill Road, Lithonia
4. Truelove Park – 3510 Oakvale Road, Decatur
5. Redan Park – 1745 Phillips Road, Lithonia
6. Medlock Park – 874 Gaylemont Circle, Decatur
7. Hamilton Park – 3262 Chapel Street, Scottdale
8. Avondale Dunaire – 690 George Luther Drive, Decatur
9. Rock Chapel Park – 1116 Rock Chapel Road, Lithonia
10. Wade Walker Park – 5585 Rockbridge Road, Stone Mountain
11. Midway Park – 3181 Midway Road, Decatur
12. Shoal Creek I – 3649 Glenwood Road, Decatur
13. Southeast Athletic – 5845 Hillvale Road, Lithonia
14. Pleasantdale Park – 3650 Pleasantdale Road, Atlanta
15. Kittredge Park – 1520 Kittredge Park Road, Atlanta
16. Fairington Park – 2831 Fairington Park, Lithonia

II. PRICING

The successful bidder will submit a unit price to perform any of the tasks listed within the quote form of this RFQ. The material cost associated with each project assignment will be quantified and estimated for that location based on their bid submitted as part of the RFQ and added into the overall cost of each request for repairs and installation. Each project assignment will be communicated on site by DeKalb County personnel prior to receiving the square footage and material cost associated with the project. Each site visit is mandatory at the request of DeKalb County personnel and no charge for the site visit will be added into the overall project cost.

III. LICENSES, PERMITS & TAXES

The successful bidder shall obtain all required licenses, permits, or other requirements in order to fully perform the scope of work in this solicitation. The successful bidder is responsible for contacting 811 prior to any digging at any DeKalb site.

IV. UTILITY AND FENCE REPAIR

The successful bidder shall safeguard and repair any damage caused to utility lines and fences during work. If the successful bidder damages utilities and fence due to negligence, the successful bidder is required to pay the full amount of the repair cost.

V. WASTE AND TRASH REMOVAL

Removal of the successful bidder's waste and trash from the site area and transfer to designated waste receptacles will be the sole responsibility of the successful bidder. Should it become necessary for the County to remove waste or trash, the successful bidder will be billed for all costs associated with trash removal. The County's method of removal shall be at the County's discretion.

VI. MINIMUM QUALIFICATION REQUIREMENTS

Bidders must demonstrate the minimum qualifications to be considered for award of the proposed agreement. The successful bidder must have a minimum of five (5) Years of experience within the last five (10) years in scoreboard services. A copy of the bidder's company name, either owned or worked for, phone number, location and website. The successful bidder must also provide three (3) business references, including both previous managers and customers.

VII. THE PREMISES

No alterations shall be made or undertaken to the premises without written approval from the Department of Recreation, Parks and Cultural Affairs.

Contractor agrees to accept the premises and all buildings, improvements and equipment thereon in their current, as-is condition without any representation, or warranty of any kind by County.

Contractor shall not use or permit the use of any portion of the premises for the storage, treatment, use, production or disposal of any hazardous substances or hazardous waste other than those which are store or used in accordance with all applicable laws, rules and regulations.

Contractor agrees not to abandon or vacate the Premises without cause.

VIII. INSURANCE

Prior to commencing work, Contractor shall, at its sole expense, procure and maintain insurance of the types and in the amounts described below from insurer(s) authorized to transact business in the state where the work or operations will be performed by Contractor. Such insurance shall be placed with admitted insurers that maintain an A.M. Best's rating of not less than "A" (Excellent) with a Financial Size Category of VII or better with coverage forms acceptable to

Contractor. The insurance described below shall be maintained uninterrupted for the duration of the project, including any warranty periods, and shall protect Contractor, and others as required by contract, for liabilities in connection with work performed by or on behalf of Contractor, its agents, representatives, employees or Contractors.

1. Certificates of Insurance in companies doing business in Georgia and acceptable to the County covering:
 - (a) Statutory Workers' Compensation Insurance, or proof that Contractor is not required providing such coverage under State law;
 - (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
 - (b) Professional Liability Insurance on the Contractor's services in this Agreement with limit of \$1,000,000;
 - (c) Commercial General Liability Insurance covering all operations with combined single limit of \$1,000,000;
 - (d) Comprehensive Automobile Liability Insurance with form coverage for all owned, non-owned and hired vehicles with combined single limit of \$1,000,000.
 - (e) Umbrella or Excess Insurance. Umbrella or excess insurance is to be provided with General Liability, Auto Liability and Employers Liability scheduled as underlying policies with limits not less than the following:
\$5,000,000 per occurrence
\$5,000,000 aggregate
2. Additional Insured Requirement:
 - (a) The County, its elected officials, officers, employees and agents, hereinafter referred to in this article and in the article entitled "Certificates of Insurance" as "the County and its officers" are to be named as additional insured on all policies of insurance except worker's compensation insurance with no cross suits exclusion. The County and its officers shall be included as additional insureds under commercial general liability and commercial umbrella insurance, for liabilities arising out of both the ongoing and completed operations of Contractor. 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.
 - (b) All coverages required of the Contractor will be primary over any insurance or self-insurance program carried by the County.
 - (c) If the Contractor is a joint venture involving two (2) or more entities, then each independent entity will satisfy the limits and coverages specified here or the joint venture will be a named insured under each respective policy specified.
3. The Contractor shall provide Fidelity Bond coverage. Coverage limits shall not be less than the amount scheduled in the contract.
4. Certificates of Insurance must be executed in accordance with the following provisions:
 - (a) Certificates to contain policy number, policy limits, and policy expiration date of

- all policies issued in accordance with this Agreement;
- (b) Certificates to contain the location and operations to which the insurance applies;
 - (c) Certificates to contain Contractor's protective coverage for any subcontractor's operations;
 - (d) Certificates to contain Contractor's contractual liability insurance coverage;
 - (e) Certificates are to be issued to:

**DeKalb County, Georgia
Director of Purchasing & Contracting
The Maloof Center, 2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030**

5. The Contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.
6. The Contractor agrees to carry statutory Workers' Compensation Insurance and to have all subcontractors likewise carry statutory Workers' Compensation Insurance.
7. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its officers and shall cause each Subcontractor to waive all rights of subrogation for all coverage, excluding Professional E&O.
8. Failure of the County to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the County to identify a deficiency from evidence provided will not be construed as a waiver of the Contractor's obligation to maintain such coverage. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
9. 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. Policies and Certificates of Insurance listing the County and its officers as additional insureds (except for workers' compensation insurance) shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in this Contract.
10. If the County shall so request, the Contractor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies. Contractor shall be responsible and have the financial wherewithal to cover any deductibles or retentions included on the certificate of insurance.

EXHIBIT B
QUOTE FORM
RFQ NO. 18-3003646

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE
1.	Removal old scoreboard	Each	
2.	Lift Rental	Per Hour	
3.	Disposal of old scoreboard	Each	
4.	Installation of Daktronics BA-2515 per product specifications attached with All Sport 5000 wireless option reusing existing posts	Each	
5.	Installation of Daktronics BA-628 per product specifications attached with All Sport 5000 wireless option reusing existing posts, include brace HSS 4x4x3/16"	Each	
6.	Installation of Daktronics FB-824 per product specifications attached with All Sport 5000 wireless option reusing existing posts, include brace HSS 4x4x3/16", include brace HSS 4x4x3/16"	Each	
7.	Installation of posts, W6x9, height 18' (assumes a buried depth of 5', with a 2' x 5' concrete footer)	Each	
8.	Installation of posts, W4x13, height 23.5' (assumes a buried depth of 5.5', with a 2' x 5.5' concrete footer)	Each	
9.	Installation of posts, W10x22, height 24.5 (assumes a buried depth of 8.5', with a 2.0' x 8.5' concrete footer)	Each	
10.	Installation of posts, W8x31, height 25.5' (assumes a buried depth of 9.5', with a 2' x 9.5' concrete footer)	Each	
11.	Bulb replacement, LED	Each	
12.	Bulb replacement, incandescent	Each	
13.	Wire repair	Each	
14.	Console	Each	
15.	Controller	Each	
16.	Receiver	Each	
17.	LED Driver	Each	
18.	Panels	Each	
19.	**Crew	Per hour	

**Estimated number in crew

BIDDER'S NAME: _____

BIDDER'S ADDRESS _____

BIDDER'S TELEPHONE NO. _____

BIDDER'S EMAIL ADDRESS _____

EXHIBIT D

Reference Form and Reference Check Release Statement

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period, for whom you have provided concession stand services, who can verify your experience and ability to perform the same type of service listed in the RFQ.

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)		

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)		

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)		

REFERENCE CHECK RELEASE STATEMENT

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

Signed _____ Title _____
(Authorized Signature of Responder)

Company Name _____ Date _____

EXHIBIT E

BIDDER AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid to DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [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 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].

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