



DeKalb County Purchasing & Contracting Department
1300 Commerce Drive, Second Floor
Decatur, Georgia 30030

Date: M a y 15, 2019

Request for Quotation No. 19- 300148

DeKalb County, Georgia is requesting a quotation for the following:

Office Buildout/ Renovations

I. Proposed Term:

Thirty (30) calendar days

II. Attachments:

- A. Scope of Work
- B. Quote Form
- C. Quoter Contact Information
- D. Reference Form and Reference Check Release Statement
- E. Contractor Affidavit
- F. Insurance Requirements

III. Payment Terms:

Net 30

IV. 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, Attachment E, be completed with Quote Form.

V. Due Date:

All questions are due to LaKeshia Baker via email at lbaker@dekalbcountyga.gov on or before 5:00 p.m. EST on May 20, 2019.

Quotes are due on or before 3:00 p.m. EST on May 22, 2019. Bidder must complete and return the quote form, reference form, bidder affidavit and provide a copy of bidder's valid business license to DeKalb County by email to the attention of **LaKeshia Baker lbaker@dekalbcountyga.gov**.

All quotes are to be provided on Attachment A- Quote Schedule Form.

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

Sincerely,

LaKeshia Baker
Procurement Technician
Department of Purchasing and Contracting

ATTACHMENT A

Scope of Work

Introduction

DeKalb County is seeking bidders to provide all material, equipment and labor for office buildout / renovations for Superior Court Suite 410 located at 556 N McDonough Street Decatur, GA. The work will include the following to complete the buildout/ renovations:

- Installation of new acoustic hanging ceiling system including acoustic ceiling tiles
- Customizing the fire sprinkler system to meet the new ceiling height and area layouts. Will need to coordinate after business hours with facilities maintenance to perform sprinkler system work.
- Will require Installing new light fixtures to hang in coordination with new hanging ceiling system. Prep ceiling electrical for new room layout.
- Install new ductwork to distribute air into new office space
- Prep floor and install new commercial grade carpet tile flooring. All content will be removed from area by owner
- Metal framing and drywall to create two offices, storage, and common area.
- Rough electric inside metal framing creating outlets and switches for new office spaces
- Mud, sand, finish drywall. Prime and paint drywall.
- Install wood doors and metal framing
- Stain wood doors and paint metal framing
- Removing debris and cleaning area daily
- Work will occur during and after business hours
- Includes additional labor hours warranted for getting material in and out of secure building
- Onsite project manager to assist with managing project and coordinating with the sheriff office team

ATTACHMENT B
QUOTE FORM

TO: The Chief Procurement Officer of DeKalb County, Georgia

The undersigned, as Responder, declares that he has carefully examined, RFQ No. 19-300148, Buildout/ Renovations, the Specifications therein contained, and that he proposes and agrees that if his bid is accepted, to provide the necessary services and will furnish all materials and labor specified in the RFQ, or necessary to complete the Work in the manner therein specified within the time specified, as therein set forth for the following lump sum amount which sum is hereinafter referred to as the "Total Bid."

RFQ No.19- 300148, Buildout/ Renovations:

_____ (\$ _____)
(State amount in writing on this line) (In figures)

- - -

ATTACHMENT C
QUOTER CONTACT INFORMATION

Are you a DeKalb County Firm? YES _____ NO _____

Signed, sealed, and dated this _____ day of _____, 20 ____.

Responder

By: _____

Name (Typed or Printed)

Title

Responder's Mailing Address

Phone Number

Fax Number

E-Mail Address

ATTACHMENT D
REFERENCE FORM AND REFERENCE CHECK RELEASE STATEMENT

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

REFERENCE CHECK RELEASE STATEMENT

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

Signed _____ Title _____

(Authorized Signature of Proposer)

Company Name _____ Date _____

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 bidder submitting a bid, contractor, 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
Authorization

(Bidder's Name)

Federal Work
Identification Number

Enrollment Date

Title of Authorized Officer or Agent of Bidder

Printed Name of Authorized Officer or Agent

Company Name & 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
INSURANCE REQUIREMENTS

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
 - ii. Employer's liability insurance by accident, each accident \$1,000,000
 - iii. Employer's liability insurance by disease, policy limit \$1,000,000
 - iv. Employer's liability insurance by disease, each employee \$1,000,000
 - v. Business Auto Liability Insurance with a minimum \$1,000,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
 - vi. 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's 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.
- l. Certificates shall be issued and delivered to the County and must identify the "Certificate Holder" as follows:
- 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.

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