



Department of Purchasing & Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 371-7006

Date: April 9, 2019

Request for Quotation No. 19-3003686

GUTTER CLEANING AND MAINTENANCE

DeKalb County, Georgia is requesting a quotation from well qualified vendors who can demonstrate substantial experience in cleaning and maintaining gutters throughout the DeKalb County Park System. The County is looking 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 each year.

I. Proposed Term:

One (1) year with 2 Options to Renew

II. Attachments:

- A. Scope of Work
- B. Quote Form
- C. Reference Form and Reference Check Release Statement
- D. Bidder Affidavit
- E. Insurance Requirements

III. Payment Terms:

The County's official payment terms are Net 30. The successful Responder(s) will provide an estimate, as requested, to perform gutter cleaning services at any DeKalb County Park location. 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. Gresham Park – 2466 Bouldercrest Road, Atlanta
4. BrownsMill Park – 5099 BrownsMill Road, Lithonia
5. Truelove Park – 3510 Oakvale Road, Decatur
6. Redan Park – 1745 Phillips Road, Lithonia
7. Medlock Park – 874 Gaylemont Circle, Decatur
8. Hamilton Park – 3262 Chapel Street, Scottdale

9. Wade Walker Park – 5585 Rockbridge Road, Stone Mountain
10. Midway Park – 3181 Midway Road, Decatur
11. Shoal Creek I – 3649 Glenwood Road, Decatur
12. Pleasantdale Park – 3650 Pleasantdale Road, Atlanta
13. Kittredge Park – 1520 Kittredge Park Road, Atlanta
14. Flat Shoals Park – 4522 Flat Shoals Parkway, Atlanta
15. Tobie Grant Park – 644 Parkdale Drive, Decatur
16. Lucious Sanders Park – 2484 Bruce Street, Lithonia
17. Mason Mill Park – 1400 McConnell Drive, Decatur
18. DeKalb Memorial Park – 381 Wilkinson Drive, Atlanta
19. Medlock Park – 874 Gaylemont Circle, Decatur

IV. Scope of Work:

See Attachment A

V. 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 Bidder Affidavit, Attachment D, be completed with bidder's quote.

VI. Due Date:

All questions are due to Lola Awonusi, via email at oawonusi@dekalbcountyga.gov on or before 5:00 p.m. EST on April 10, 2019.

Quotes are due on or before 3:00 p.m. EST on April 15, 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 Lola Awonusi or email to oawonusi@dekalbcountyga.gov.

All quotes are to be provided on Attachment B, Quote Form.

THE COUNTY RESERVERS 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 DeKalb County.

Sincerely,

Lola Awonusi
Procurement Technician
Department of Purchasing and Contracting

ATTACHMENT A

SCOPE OF WORK

DeKalb County, Georgia (hereinafter referred to as the “County”) is seeking a well-qualified contractor to submit qualifications, and pricing for gutter cleaning services at any of its several park locations located in DeKalb County.

I. SCOPE OF WORK

The general scope of services includes but is not necessarily limited to the provision of labor, material, equipment, supervision, transportation, and other related services needed to perform gutter cleaning services at any of the County’s park locations.

Vendors must provide a price per lineal foot for gutter cleaning and a per manhour cost for any repair work which may be necessary. A designated DeKalb County personnel will contact the awarded vendor to obtain a total price per site which will be based on the per lineal foot and manhour cost, quoted by the vendor on the submitted quote form. The manhour cost should include any transportation or material required to perform any repair work.

It is recommended that the Vendor visit the proposed site locations, specified herein, and become familiar with local conditions, which may affect the work to be performed, the equipment, materials, and labor required. No additional allowances shall be made due to the lack of knowledge of the conditions at any site.

The contractor shall provide and pay for all labor, materials, equipment, tools, transportation and other facilities and services as required for the proper execution and completion of the work as specified herein. Recreational, Parks and Cultural Affairs (RCPA) will provide water and electricity from the point of closest hookup as required. Water hoses or electrical cables will not be provided.

RCPA reserves the right to increase or decrease the number of facilities which may require service during the term of this contract, without affecting the bidder’s quote or the terms and conditions of the RFQ.

II. GUTTER CLEANING AND REPAIR SPECIFICATIONS

1. Clean out all gutters of organic debris, trash, toys or any other obstruction - All roof tops, gutters and downspouts shall be cleaned of trash, leaves or anything that may obstruct free passage of water through each gutter or downspouts. Gutters and downspouts must be cleaned with a vacuum blower or by hand.
2. Clean out any clogged gutter downspouts - Remove all loose obstacles such as rocks, leaves, wood items or any foreign items from all gutters and downspouts.
3. Rake up and bag any debris blown onto the roof or ground below - The contractor shall be responsible for the removal of all trash and debris generated by the contractor from the work site at the cost of the Contractor.
4. All dirt and residue from this work - shall be rinsed off all surfaces including but not limited to rain gutter, fascia’s, soffits, siding, windows & walkways.

5. Caulk/re-nail any observed faulty seams in gutters or loose nails - the contractor shall re-nail all loose or protruding nails on roofing and ridge vents. All nails that are re-nailed or replaced shall be coated with an asphalt sealant. Sealant shall be applied to each nail or re-nail to prevent leaks.

Work may be performed during day or night as approved by the RCPA designee.

All materials and debris shall be removed from the premises at the end of each workday and disposed of in an appropriate manner. Upon completion, the awarded Vendor shall thoroughly clean up all work areas utilized during service.

All services performed shall be subject to inspection by RCPA during and after performance of service. The work shall either be approved or if the work is unsatisfactory the area shall be re-cleaned at vendor expense. RCPA at its discretion shall have the right to reject unsatisfactory services and require correction prior to payment.

The RCPA reserves the right to withhold payment to such extent as may be necessary to protect the County from loss due to work required in the specifications, which is defective, incomplete, or not performed and claims filed.

It is agreed and understood that in the short term, if the Vendor fails to perform the work as specified herein, the RPCA Department (1) will only pay for the amount of service received as determined by the RPCA Department with an appropriate downward adjustment in contract price, and/or (2) may have such work completed by RPCA staff or another vendor.

III. PRICING

The successful bidder will submit a unit cost per lineal foot and a per manhour cost to perform any of the tasks listed herein this RFQ. Each project assignment will be communicated by a designated DeKalb County personnel. If a site visit is required, no charge for the site visit will be added into the overall project cost.

IV. 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

V. 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.

VI. 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.

VII. MINIMUM QUALIFICATION REQUIREMENTS

Bidders must demonstrate the minimum qualifications in order to be considered for award of this contract. The successful bidder must have a minimum of five (5) Years of experience in gutter maintenance and cleaning. The successful bidder must also provide three (3) business references, Attachment C, which includes both previous managers and customers to which gutter cleaning and maintenance services were performed.

ATTACHMENT B

QUOTE FORM

	Description	Unit	Price
1.	Cost per lineal foot	LF	\$
2.	Cost per manhour	Hourly	\$

Total number of years of experience cleaning and maintaining gutters: _____ Years

The responder declares that he has carefully examined, RFQ # 19-3003686, the Scope of Work contained, and that he proposes and agrees, that if his quote is accepted, to provide a price per site, based on the per lineal foot and manhour cost, quoted on this form.

Vendor's Name _____

Signature _____

ATTACHMENT C

Reference Form and Reference Check Release Statement

List below at least two (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 services 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 Bidder)

Company Name _____ Date _____

ATTACHMENT D

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 (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

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 E
INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

- I. If the County sends to you notice of Award on this bid, take this form to your insurance agent as this form contains requirements that may be non-standard in the insurance industry.
- II. Instruct your insurance agent that the County's requirements are listed in Section III, and that you *must* comply with these requirements before you may proceed with the work.
- III. Before the starting of any work, the successful contractor must furnish to DeKalb County certificates of insurance from companies doing business in Georgia and acceptable to the County as follows:
1. Certificates must cover:
 - **Statutory Workers Compensation**
 - **Business Auto Liability Insurance** with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
 - **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
 2. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia.
 3. The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

(Continued)

4. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
5. Certificates to contain the location and operations to which the insurance applies.
6. 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.
7. 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.
8. Certificates are to be issued, and the successful contractor shall mail insurance documents listed in this form, to:

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

9. 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.