



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

Date: March 26, 2020

Request for Quotation No. 20-3003728

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

DeKalb County Memorial Park Deck Replacement

I. Proposed Term:

Ninety (90) days

II. Attachments:

- A. Scope of Work
- B. Specifications
- C. Drawings
- D. Quote Form
- E. Reference and Release Form
- F. Bidder Affidavit
- G. Insurance Requirements

III. Payment Terms:

Net 30

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 Bidders Affidavit, Attachment F, be completed with Respondent's proposal.

VI. MANDATORY SITE VISIT

A **Mandatory** site visit is **required**. **You must** go out to the location and tour the site independently and submit any questions **prior** to the Question Due Date. **You must** sign and return the attached Site Acknowledgement Form with your response in order to remain responsive. A **Mandatory Pre-Bid Conference call** has been scheduled for **Tuesday, March 31, 2020 at 2:00 PM.** If you plan on submitting a response you are **required** to participate. Conference details are as follows: <https://dekalbcountyga.zoom.us/j/9946512619>;

Or iPhone one-tap :

US: +19294362866,,9946512619# or +13126266799,,9946512619#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 436 2866 or +1 312 626 6799 or +1 301 715 8592 or
+1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Meeting ID: 994 651 2619

VII. Due Date:


All questions are due to Jennifer Schofield, via email at jj Schofield@dekalbcountyga.gov on or before **5:00 p.m. EST, Wednesday, April 1, 2020.**

Quotes are due on or before 3:00 p.m. EST on Tuesday, April 7, 2020. Respondent must complete and return the quote form, reference form, bidder affidavit, quote form and provide a copy of Respondent's valid business license and to DeKalb County by email to the attention of Jennifer Schofield (jj Schofield@dekalbcountyga.gov).

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

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

Sincerely,


Procurement Agent
Department of Purchasing and Contracting

Required Documents	Attachment
Acknowledgement of Bidder	
Quote Form	D
Contractor Reference and Release Form	E
Responder Affidavit	F
Business License	
Site Acknowledgement Form	H

ACKNOWLEDGEMENT OF RESPONDER

I _____ have had the opportunity to review and have reviewed this Request for Quotes Package dated in its entirety and I agree that it is accurate and complete.

I _____ am duly and properly in office and I am fully authorized and empowered to execute this Acknowledgement for and on behalf of the Contractor.

By: _____ (SEAL)
Signature

Name (Typed or Printed)

Title

Name of Business

Federal Tax I.D. Number

ATTEST:

Signature

Name (Typed or Printed)

Title

INSTRUCTIONS TO QUOTERS

BUSINESS LICENSE

Respondents shall submit a copy of its current, valid business license with its Bid/Quote or upon award. If the Respondent is a Georgia corporation, Respondent shall submit a valid county or city business license. If Respondent is a joint venture, Respondent shall submit valid business licenses for each member of the joint venture. If the Respondent is not a Georgia corporation, Respondent shall submit a certificate of authority to transact business in the state of Georgia and a copy of its current, valid business license issued by its home jurisdiction. If Respondent holds a professional license, then Respondent shall submit a copy of the valid professional license. Failure to provide the business license, certificate of authority, or professional license required by this section, may result in the proposed quote being rejected.

TIME AND LIQUIDATED DAMAGES

Construction must immediately upon the issuance of a Purchase Order, by signing and inserting the acknowledgement date on the Purchase Order. Contractor shall fully complete the Work within ninety (90) calendar days from and including the acknowledgement date. For failure to complete the Work within this period, the Contractor shall pay the County liquidated damages in the amount one percent (1%) for each day in excess of the Completion Time unless an extension of the Completion Time has been obtained by Change Order.

ATTACHMENT A

SCOPE OF WORK

SCOPE OF WORK

Dekalb County, Georgia (hereinafter referred to as the County) Department of Recreation, Parks and Cultural Affairs (hereinafter referred to as “RPCA”) is requesting bids from well-qualified bidders who can submit qualifications and pricing and demonstrate substantial experience in general contracting. The County is looking to award a contract to one vendor based on a lump sum cost to demolish the existing deck and construct a new approximately 1260 SF deck in its place at Dekalb Memorial Park which is located at 353 Wilkinson Drive SE, Atlanta, Georgia 30317. All trees and adjacent structures and surfaces should be protected.

The general scope of services required for the project include, but is not necessarily limited to, the following: labor, material, equipment, transportation, warranty and other related services for completing the full construction as described within this RFQ. This project is part of a grant award from Park Pride with the Park View Civic Club of Dekalb Memorial Park. This projected project completion is within 90 days of the notice to proceed.

The submitted Quote price shall include all costs associated with the description and installation, the product warranty, and a lump sum cost installation. No additional costs will be approved once the contract is awarded. The costs provided by the responder is a firm, fixed lump sum cost which should include all labor, material, transportation, disposal fees, and any other costs associated with the specifications of this RFQ and in the Attachments. Partial bids will not be considered.

There will be a mandatory Pre-Bid meeting to attend on site at Dekalb Memorial Park for any qualified vendors to 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 the site. There will also be a Kick-Off meeting at the start of the project to discuss the project timeline and schedule with the awarded vendor.

RPCA reserves the right to increase or decrease all estimated quantities during the term of this contract or to delete any item or items as it deems appropriate, without affecting the bid pricing or the terms and conditions of the bid. Potential bidders must confirm final dimensions.

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

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

The RPCA 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 Department of Recreation, Parks and Cultural Affairs (1) will only pay for the amount of service received as determined by the Parks and Recreation Department with an appropriate downward adjustment in contract price, and/or (2) may have such work completed by Parks and Recreation staff or another vendor.

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.

MINIMUM QUALIFICATION REQUIREMENTS

Bidders must demonstrate the minimum qualifications in order 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 ten (10) years in general construction with a **concentration in deck building or related experience**. A copy of the bidder's company name, either owned or worked for, phone number, location and website. The successful bidder must provide three (3) business references, including both previous managers and customers in which similar work was performed.

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 stored or used in accordance with all applicable laws, rules and regulations.

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

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. The selected respondent is required to call 811 prior to any digging or work.

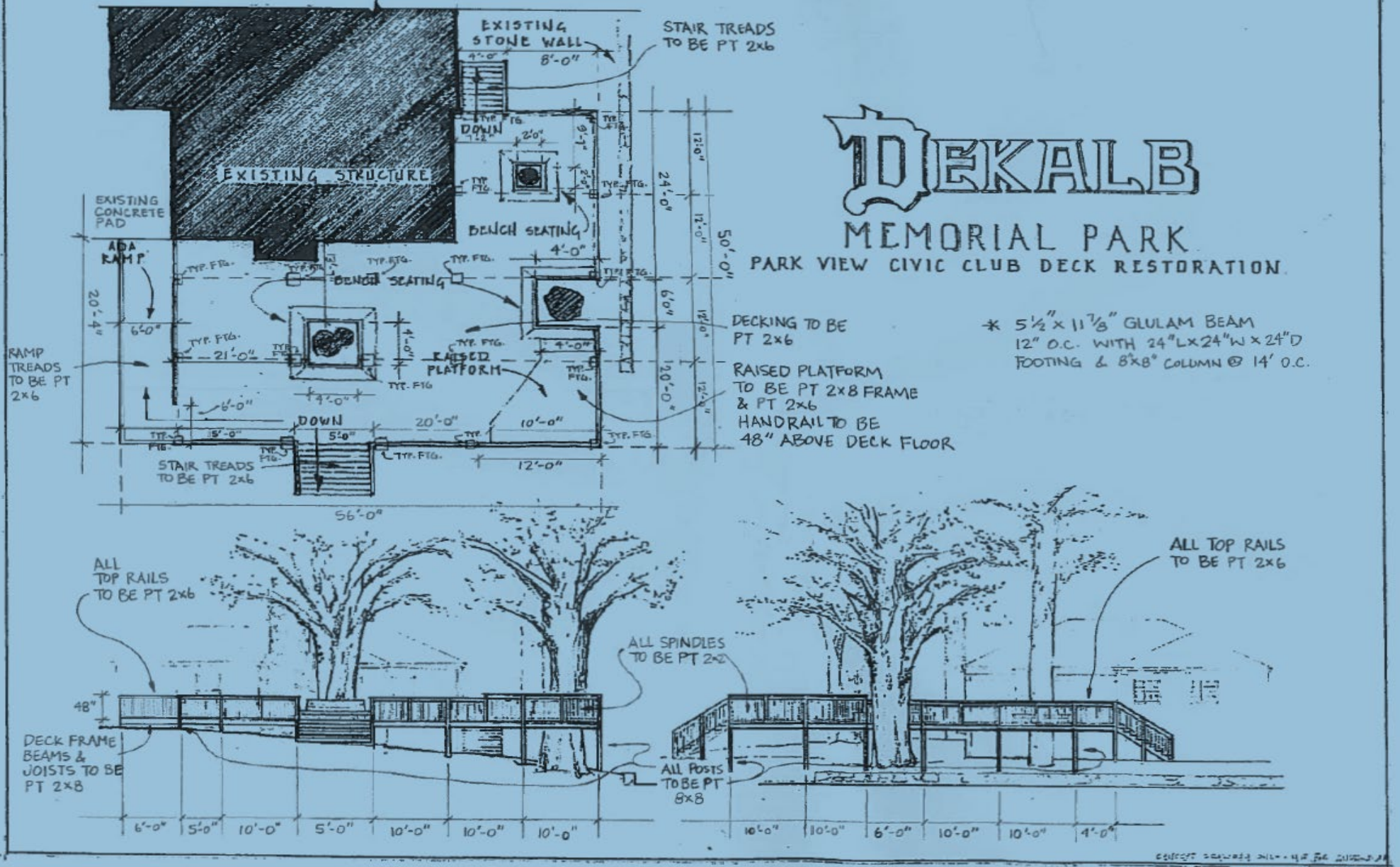
ATTACHMENT B SPECIFICATIONS

DeKalb Memorial Park Deck Specifications

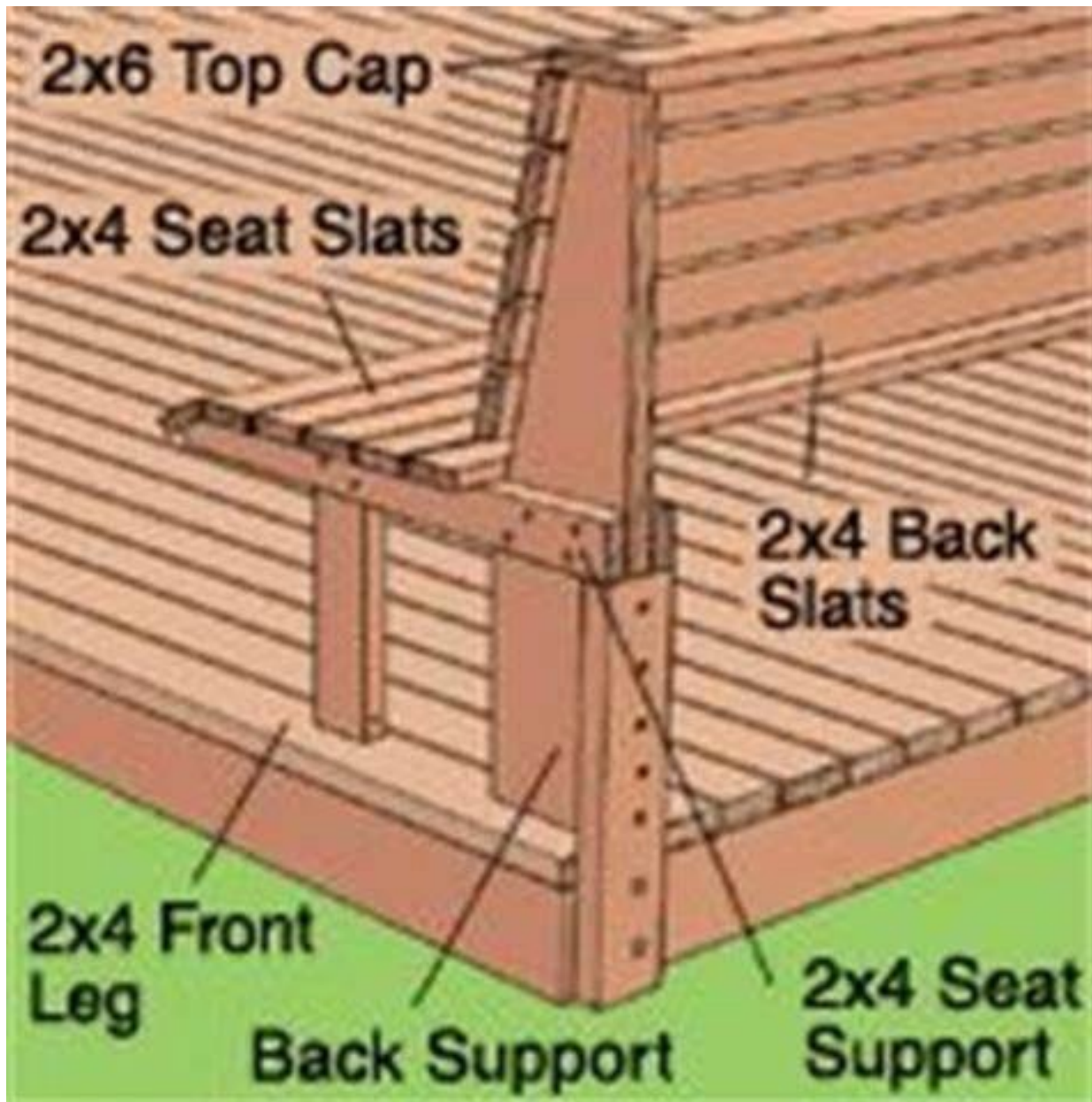
RPCA proposes to demolish the existing deck and build a new 1253 SF deck in its place complete with handrails, bench seating, 2 set of stairs, and a ramp. Deck should comply with all ADA standards and state regulations.

- **Concrete piers/footings** shall be a minimum of 3500 PSI strength and embedded in concrete within sono tubes. The footing should be as deep as the height of the exposed post. Beam footings should be 2'L X 2'W X 2' deep formed by earth.
- **Beams** shall be 5 ½" X 11 7/8" **GLULAM**
- **Wood Posts and Railing Posts** shall be 8X8 pressure treated lumber.
- **Ledgers, Beams and Joists** shall be 2X8 pressure treated lumber.
- **Decking and Deck Trim** shall be 2X6 pressure treated lumber.
- **Step/Ramp Frame, Step/Ramp Trim and Step/Ramp Treads** shall be 2X6 pressure treated lumber.
- **Railing Top and Bottom Frame** shall be 2X4 pressure treated lumber.
- **Balusters** shall be 2X2 pressure treated lumber.
- **Top Rails** shall be 2X6 pressure treated lumber.
- **Hand Rails** shall be continuous metal attached to the Railing Frame with metal brackets at 36" high from the decking.
- **Hardware** shall be 2 ½"-3" galvanized deck screws or nails; Galvanized Joist Hangers connected by 10d-1 ½" nails; ½" Galvanized Lag Screws, Carriage Bolts, Nuts and Washers

ATTACHMENT C-1 - DRAWING



C-2 - DRAWING



ATTACHMENT D

**QUOTE FORM
RESPONDER'S LUMP SUM PRICE**

TO: The Governing Authority of DeKalb County, Georgia

The undersigned, as Respondent, declares that he has carefully examined **RFQ No. 20-3003728, DeKalb County Memorial Park Deck Replacement**, the Specifications herein contained, and the Drawings herein referred to, and that he/she proposes and agrees that if his/her Quote is accepted, to provide the necessary machinery, tools, apparatus, and other means of construction, and will furnish all materials and labor specified in the Contract, or called for by the Drawings, 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 Quote". The Total Quote includes and encompasses the cost of all labor, materials, equipment, tools, supervision, scheduling, safety program, coordination, engineering, testing, surveys, layout, cleanup, and other things and services required to complete the entire Project in strict conformity with the Drawings, Specifications, the RFQ, and all addenda and authorized written clarifications issued prior to the Due date. Without limitation, the Total Quote also includes all applicable sales and use taxes, fees, temporary lighting, heating and cooling, temporary utilities, security for the site, freight costs, handling costs, permit costs, field and main office costs, bond premiums, insurance premiums, direct and indirect administrative costs, overhead, and profit.

_____ (\$ _____)

(State amount in words on this line)

(In figures)

ATTACHMENT E

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 services listed in the solicitation. The successful bidder must have a minimum of five years of experience within the last ten (10) years in general construction with a **concentration in deck building or related experience**. A copy of the bidder's company name, either owned or worked for, phone number, location and website. The successful bidder must provide three (3) business references, including both previous managers and customers in which similar work was performed

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 F

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	Federal Work Authorization
(Bidder's Name)	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 G
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.

ATTACHMENT H

SITE VISIT ACKNOWLEDGEMENT

I hereby acknowledge I have visited the site identified in the Request for Quote for which I am providing a bid amount. I further state I have a full understanding of the performance requirements of this solicitation and am familiar with the site conditions.

COMPANY NAME: _____

NAME & TITLE (print): _____

SIGNATURE: _____