



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

Date: December 21, 2020

Request for Quotation No. 20-3003745

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

Carpet Installation Services for Scott Candler Water Treatment Plant

I. Proposed Term:

One (1) week

II. Attachments:

- A. Scope of Work / Minimum Qualifications
- B. Quote Form
- C. Reference Form and Reference Check Release Statement
- D. Contractor Affidavit
- E. Subcontractor Affidavit (if applicable)
- F. 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 Contractor Affidavit, Attachment D, be completed with bidder's proposal.

VI. Due Date:

- A. All questions are due to Sharice Feagins-Bailey via email at sfbailey@dekalbcountyga.gov on or before 3:00 p.m. EST on Tuesday, December 29, 2020.

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 due date. Bidders should not rely on any representations, statements or explanations other than those made in this RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ 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 RFQ will be posted on DeKalb County's website, <https://www.dekalbcountyga.gov/informalbids>. Bidder should regularly check the County's website for addenda.

- B. **Quotes are due on or before 3:00 p.m. EST on Tuesday, January 5, 2021.** Bidder must complete and return the required documents: quote form, reference form, contractor affidavit, subcontractor affidavit (if applicable) and a copy of bidder's valid business license (Secretary of State - Certificate of Organization or Certificate of Existence will not be accepted in lieu of business license). Failure to provide all required documents will result in bidder being deemed non-responsive. Bidder must submit documents to the attention of Sharice Feagins-Bailey or email to sfbailey@dekalbcountyga.gov.

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

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

Sincerely,

Sharice Feagins-Bailey
Procurement Technician
Department of Purchasing and Contracting

ATTACHMENT A

Scope of Work

I. Introduction

Scott Candler Water Treatment Plant is seeking a well-qualified vendor to submit qualifications, and pricing for Carpet Installation Services located in DeKalb County at 4830 Winters Chapel Road, Doraville, GA 30360.

II. Scope of Services

The general scope of services required for the project include, but is not necessarily limited to, the following: furnish all labor, material, supplies, tools, equipment, transportation, warranty, technical knowledge, skills, and all other services as required to move furniture and reset major content and cubicles, prepare substrate for application of new carpet tile/cove base, install carpeting and cove base throughout all administration offices (hallways, offices, conference room and training room) as indicated for the proper execution and completion of the work as specified herein.

III. Minimum Specifications

A. Products Material (Floors)

1. Carpeting shall be Mohawk Group Sketch Pad, or equivalent. Any substitutions must be approved by Scott Candler Water Treatment Plant. Color and pattern shall be selected by Scott Candler Water Treatment Plant.
2. Carpeting shall be made from nylon fibers, 100% Solution Q Nylon and a unitary backing.
3. Carpeting will be either broadloom or modular tiles as selected by Scott Candler Water Treatment Plant.
4. Cove Base shall be 1/8" thick rubber, pre-molded, rounded-top and cove base; 4" high, butt type with both end stops and pre-formed corners. Color to be selected by Scott Candler Water Treatment Plant.
5. Carpeting material shall meet the following performance criteria as tested by a recognized independent testing laboratory:
 - a. ASTM D2859 (Flammability), must pass pill test

- b. ASTM E648 (Radiant Panel Test) of 0.45 watts per sq. cm. or greater, Class 1
- c. ASTM E662 (Smoke Density) maximum specific optical density of 450 or less
- d. AATCC -134 (Static) under 3.5 KV
- e. Green Label Plus, LEED Eligible (Indoor Air Quality)
- f. TARR (Texture Appearance Retention Rating)

B. Application Materials

1. Provide types and brands of adhesive as recommended by manufacturer of covering material for the conditions of the installation. NuBroadlok Premium Mutli-Purpose is the only approved adhesive for Mohawk Group with Unibond backing. EnPress PSA is the only approved adhesive for Mohawk Group with Ecoflex ICT backing.
2. Primer shall be type and brand recommended by floor covering manufacturer.
3. Crack filler/leveling compound shall be type and brand recommended by the floor covering manufacturer.

C. Execution Inspection of Surfaces

1. Examine substrate for flaws which would impact execution and quality of carpeting as specified.
2. Do not proceed with installation of carpeting until defects have been corrected.
3. All services performed shall be subject to inspection by Department of Watershed Management during and after performance of service.

D. Preparation

1. Remove dirt, oil, grease, or other foreign matter from surfaces to receive floor covering materials.
2. Fill cracks more than 1/16" wide with a Portland or cement-based patching compound.
3. Floor must be flat to within 1/8" in 10 ft. Use leveling compound as required.
4. Prime surfaces if recommended by floor covering manufacturer.

E. Application of Adhesives

1. Mix and apply adhesives in accordance with manufacturer's instructions.
2. Provide safety precautions during mixing and applications as recommended by adhesives manufacturer.
3. Apply adhesive uniformly over surfaces:
 - a. Apply adhesive to only that area which can be covered by floor covering material within the recommended working time.
 - b. Remove adhesive which dries or films over.
 - c. Do not soil walls, bases, and adjacent areas with adhesives.
 - d. Promptly remove any spillage.
4. Apply adhesives as per manufacturer recommendations.
5. Clean trowel and re-work notches as necessary so as to ensure proper application of adhesive.

F. Carpet Installation General

1. Only skilled and experienced carpeting installers for the installation of carpeting.
2. All carpet shall be free of visual blemishes, streaks, poorly dyed areas, fuzzing of pile yarn, spots or stains and other physical and manufacturing defects.
3. All carpet shall be installed with a consistent pile direction for continuity of the pattern and parallel to walls as deemed required.
4. All seams must be trimmed on the row.
5. For tufted carpet, trim all seams with a cushion back or loop pile cutter.
6. All tufted carpet seams must be sealed with NuBroadlok Seam Sealer.
7. A transition strip must be used to protect any exposed edges.
8. If required, provide types of carpeting and accessories supplied by one (1) manufacturer, including leveling, patching compounds, and adhesives.

G. Broadloom

1. Make sure that the pile-lay runs in the same direction. Check starting wall for squareness, allowing for an off-square wall. Strike a chalk line the entire length of the area where the seam falls.
2. Place two lengths in the proper position for installing, and trim selvages. Line up the seam edges with the chalk line, making sure they are perfectly flat and tension free.
3. Fold or roll both widths back a workable amount from the seam area for the entire length of the carpet.
4. Spread NuBroadlok Adhesive from the approximate center toward each end using a 1/8" x 1/8" x 1/8" U-notched trowel or 1/8" x 1/8" x 1/16".
5. Notched trowel with steady, even strokes. When sufficient floor area has been covered with NuBroadlok, wait until the adhesive has reached the appropriate tacky stage before dropping the first breadth of carpet into place.
6. Apply a thin coating of NuBroadlok Seam Sealer to the seam edge of the first breadth. Follow this procedure for each succeeding breadth at the seam.
7. Drop or roll the second breadth into position and fit the seam in tightly using a crab stretcher if necessary. Roll looseness and air bubbles away from the seam.
8. Drop or roll the second breadth into position and fit the seam in tightly using a crab stretcher if necessary. Roll looseness and air bubbles away from the seam.
9. All tufted seams must be sealed with NuBroadlok Seam Sealer unless alternate method is used as described above.
10. The remaining portion of the first breadth can now be folded or rolled back from the floor.
11. Apply NuBroadlok to the floor; wait until the adhesive has reached the proper tacky stage before dropping the carpet into place. Be sure to have enough people spreading the adhesive so that after the floor is covered with adhesive, each breadth is in place within the determined period of open time.
12. Be certain to roll out looseness and air bubbles as the carpet is put in place. Repeat above procedures on continuing breadths. To trim the carpet at the wall, use a razor-blade knife or suitable wall trimmer.

13. Roll completed installation with a 75-100 lb. roller in both length and width. This will allow the adhesive to penetrate the carpet back properly.

H. Modular Tile Installation

1. Tiles shall be installed in a monolithic orientation.
2. Spread EnPress PSA Adhesive from the approximate center toward each end using a 1/8" x 1/8" x 1/8" U-notched trowel or 1/8" x 1/8" x 1/16" V-notched trowel with steady, even strokes. When sufficient floor area has been covered with EnPress PSA, wait until the adhesive has reached the appropriate tacky stage before dropping the first tile of carpet into place.
3. Start from the intersection point in the center of the floor. Install the tiles in one quadrant using the chalk lines as guidelines. Fill in the area in between the two chalk lines using the stair step method.
4. Continue to install tiles in a stair step or pyramid pattern, starting at the centerpoint. Check to ensure tiles are properly aligned at edges during the installation.
5. Position the tiles together by sliding them together, being careful not to trap face yarns between or under the edges of the tile. Press or roll the tiles into the adhesive.
6. Tiles that are trimmed against the walls, baseboards, columns, etc. must be cut flush, but not too tight where they are forced into position. Ensure that the adhesive spread is within 1/2" of walls and other obstructions.
7. All carpet tiles must be rolled with a 75 lb. or 100 lb. roller.
8. Use a seam-roller to blend and enhance the seams. The loop pile modules will have some yarn blossoming at the edges. The face yarn will require occasional trimming.

I. Base Installation

General:

1. Install base around perimeter of room or space.
2. Unroll base material and cut into accurate lengths, as deemed required for minimum number of joints.
3. Match edges at all seams or double cut adjoining lengths.
4. Install with tight butt joints with no joint widths greater than 1/64".

Top-Set Base:

1. Apply adhesive and firmly adhere to wall surfaces.
2. Press down so that the bottom cove edge follows floor profile.
3. Form internal corners by using pre-molded corners.
4. Form external corners by using pre-molded corners.

Submittals

1. Samples: Vendor shall provide samples of each type, color, and pattern of carpeting, base, and specialty materials, as requested by Scott Candler Water Treatment Plant.
2. Manufacturer's Literature: Vendor shall provide (Manufacturer's recommended installation instructions, product warranty information, and Safety Data Sheets).
3. Maintenance Materials: Vendor shall provide (only modular carpet tiles and installed).
 - a. Furnish additional floor covering materials for replacement and maintenance.
 - b. Furnish materials of each size, color, pattern, and type of material included in the work.
 - c. Furnish additional materials at the rate of 2% of each color.

J. Product Delivery and Storage

1. Deliver materials to project site in manufacturer's original, unopened containers with labels indicating brand names, colors and patterns, and quality designations legible and intact.
2. Do not open containers or remove markings until materials are inspected and accepted.
3. Store and protect accepted materials in accordance with manufacturer's directions and recommendations.
4. Unless otherwise directed, carpeting should be rolled out and allowed to relax for no less than twenty-four (24) hours prior to installation. All other materials should be stored on the Mezzanine Level.

K. Environmental Requirements

1. Maintain temperature in space to receive carpeting between 65° F and 85° F, and humidity between 35% and 65%, for forty-eight (48) hours before and after installation.
2. Furniture replacement and heavy traffic should be avoided for at least 24 hours following carpet installation.
3. All work shall be completed in a clean and professional manner as for keeping all work areas, passageways, ramps, stairs, and all other areas of the premises free of accumulation of surplus materials, dust, debris, and scrap which may be caused by the Vendor's operations.

L. Work Schedule/Timetable

1. The permitted working hours will be Monday through Friday, 7:00am to 3:30pm.
2. The project shall be completed within 1 (one) week from start to finish.

M. Warranties

1. Carpeting shall have a limited lifetime warranty for wear, static, colorfastness, and stain resistance.
2. The additional materials shall have minimum warranties equal to industry standards; one (1) year warranty.

N. Minimum Qualification Requirements

1. Vendor shall have a minimum of five (5) years of experience within the last ten (10) years preferred in carpet installation services.
2. Vendor shall provide at least three (3) business references of customers for which carpet installation services were performed.

ATTACHMENT B

QUOTE FORM

| | |
|------------------------------|----------------------|
| Quoter Information: | |
| Company Name: | |
| Company Address: | Phone Number: |
| Quoter Email Address: | |

LUMP SUM pricing inclusive of all material, labor and expertise necessary to affect the identified services and specifications as outlined in the Scope of Work.

Lump Sum Total \$ _____

State amount in writing on this line \$ _____

Quote Statement:

The responder, declares that he has carefully examined, RFQ No. 20-3003745, Carpet Installation Services, the Scope of Work contained, and that he proposes and agrees, that if his quote is accepted, to provide the necessary services, furnish all materials and labor specified in this 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 "Lump Sum." I, the undersigned, certify that this quote is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a quote for the same materials, supplies, equipment, or services, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this quote and certify that I am authorized to sign this quote for the Quoter.

Authorized Signature

Date

Name of Authorized Signer (Typed
or Printed)

Name of Quoter (Typed or Printed)

ATTACHMENT C

REFERENCE CHECK AND RELEASE FORM

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.

| | | | |
|-------------------------------|--------------------------------------|-------|----------|
| 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 | | | |

| | | | |
|-------------------------------|--------------------------------------|-------|----------|
| 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 | | | |

| | | | |
|-------------------------------|--------------------------------------|-------|----------|
| 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 | | | |

REFERENCE CHECK RELEASE STATEMENT

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

Signed _____ Title _____

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 Quoter submitting a quote, 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
Enrollment Date

Title of Authorized Officer or Agent of Quoter

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

Subcontractor Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (insert name of Contractor) on behalf of DEKALB COUNTY, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the Subcontractor with the information required by O.C.G.A. § 13-10-91. Additionally, the undersigned Subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the Contractor within five business days of receipt. If the undersigned Subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned Subcontractor must forward, within five business days of receipt, a copy of the notice to the Contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

By: _____
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the
_____ day of _____, 20____.

My Commission Expires: _____

ATTACHMENT F

INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

1. If the County sends to you notice of award on this quote, take this form to your insurance agent as this form contains requirements that may be non-standard in the insurance industry.
2. 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.
3. 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**
 - (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.
 - **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. 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.

3. 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.
4. 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.
5. 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.
6. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
7. 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.
8. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
9. Certificates to contain the location and operations to which the insurance applies.
10. 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.
11. 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.
12. 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.
13. 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