



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

Date: August 12, 2022

Request for Quotation No. 22-300205

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

I. Proposed Term:

Thirty (30) calendar days

II. Attachments:

- A. Minimum Specifications
- B. Quote Form
- C. Quoter Contact Information
- D. Reference Form and Reference Check Release Statement
- E. Bidder 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 bidder's proposal.

V. Due Date:

All questions are due to **Tynia Inu Umoru** via email at **tinuumoru@dekalbcountyga.gov** on or before **5:00 p.m. EST on August 24,2022.**

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.

Quotes are due on or before 3:00 p.m. EST on September 16,2022. 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 Tynia Inu Umoru or email to tinuumoru@dekalbcountyga.gov.

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

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

Sincerely,

Tynia Inu Umoru
Procurement Technician
Department of Purchasing and Contracting

Attachment A
Scope of Work

DEKALB COUNTY SANITATION ROLL CARTS REMOVAL SERVICE

I. INTRODUCTION

Public Works – Sanitation Division is seeking for a qualified contractor to remove 95-Gallon green roll carts exchange project. The contractor of this contract will provide the above-described service to approximately 2700 household residents in the City of Doraville.

II. SCOPE OF SERVICES

A. Delivery of Roll Carts

1. The contractor is responsible for a one-pass curbside removal of 95-G green roll cart from each residential household in the City of Doraville.
2. The contractor is responsible providing personnel, vehicles, equipment, fuel and any other materials necessary to complete the required work.

B. Removal of Roll Carts

1. The contractor is responsible for coordinating a one-pass removal of emptied 95-G green roll cart per each address, at or near curbside, from each designated county residents.
2. Removed roll carts shall be loaded, shredded and shipped back to Otto Environmental Systems of North America located in North Carolina.
3. The contractor is responsible for provide a weekly tracking and reporting of project progress. The report shall include but not limited to the following information:
 - Date of Report
 - Date of Service
 - Total Route – *Provided by the County*
 - Total Roll Carts Removed
 - Service issues/concerns

C. Minimum Requirements

1. The contractor is responsible for all labor and materials to complete the required work.
2. The contractor shall be responsible for ensuring the safety of its employees and the public while delivering the services as described in the project.
3. All vehicles used in execution of this contract shall be in full compliance with all appropriate D.O.T safety standards.
4. All contractor’s personnel must maintain PPE at all times.
5. All contractor’s personnel assigned for this contract must exercise professional manner and be courteous with the public and county personnel at all times.
6. The contractor shall provide a primary contact name and information.
7. The contractor shall participate in weekly project meetings and startup project meetings.
8. The contractor shall submit electronic data spreadsheet weekly.
9. The contractor shall have crew to address roll cart field issues for assigned project.
10. The contractor shall be available for work schedule Monday – Friday.
11. The contractor is responsible for loading and coordination of old roll carts returns to the manufacturer or as designed by DeKalb Sanitation.

Attachment B
Quote Form

PRICE SCHEDULE

ITEM NO.	SERVICE	ESTIMATED TOTAL NUMBER OF HOUSEHOLDS	UNIT	UNIT PRICE	AMOUNT
1.	Sanitation 95-G Green Roll Carts Removal Service	2,700	Each	\$ _____.	\$ _____.

Quote Statement

The undersigned, as Responder, declares that he has carefully examined, RFQ No.22-300205 , Roll Carts Removal, the Specifications therein contained, and that he/ she proposes and agrees that if his/ her bid is acted, to provide the necessary services, equipment 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 event amount which sum is hereinafter referred to as the "Total Bid."

Authorized Signature

Date

Name of Authorized Signer (Typed or Printed)

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
QUOTER 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