

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

Date: December 5, 2022

Request for Quotation No. 22-3003787

I. Proposed Term:

Annual Contract with 2 Options to Renew

II. Attachments:

- A. Scope of Work
- B. Quote Form
- C. Bidder Contact Information
- D. Reference Form and Reference Check Release Statement
- E. Bidder Affidavit
- 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 Quote Form – Attachment B, Reference Form – Attachment D, and Bidders Affidavit E be completed with bidders proposal.

VI. Due Date:

All questions are due to Joydan Holley via email at jmholley@dekalbcountyga.gov on or before 5:00 p.m. EST on Thursday, December 8, 2022.

Additional Information/Addenda

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in a 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 an 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 5:00 p.m. EST on Tuesday, December 13, 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 **Joydan Holley** or email to jmholley@dekalbcountyga.gov.

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

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

Sincerely,

Joydan M. Holley

Joydan Holley
Procurement Technician
Department of Purchasing and Contracting

ATTACHMENT A

SCOPE OF WORK

Irrigation Installation and Repair Services for DeKalb County

DeKalb County, Georgia (hereinafter referred to as the “County”) is seeking a well-qualified individual, firm or joint venture (hereinafter referred to as the “Bidder”) to submit qualifications and an hourly rate to provide irrigation installation and repair services at several park locations located in DeKalb County. These locations include, but are not limited to:

- 1. Exchange Park – 2771 Columbia Drive, Decatur**
- 2. Gresham Park – 3113 Gresham Road, Atlanta**
- 3. Truelove Park – 3510 Oakvale Road, Decatur**
- 4. Redan Park – 1745 Phillips Road, Lithonia**
- 5. Medlock Park – 874 Gaylemont Circle, Decatur**
- 6. Hamilton Park – 3262 Chapel Street, Scottdale**
- 7. Avondale Dunaire – 690 George Luther Drive, Decatur**
- 8. Rock Chapel Park – 1116 Rock Chapel Road, Lithonia**
- 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**

I. The general scope of services required for installation and repair services includes, but is not necessarily limited to, the following:

A. Diagnostic

The following are the guidelines for diagnostic services:

1. Location of leaks in mainlines, irrigation boxes, etc.
2. Location of electrical issues in time clock
3. Location of electrical issues in communication between time clock, valve boxes and heads
4. Identifying needs for replacement heads, solenoids, diaphragms, etc.
5. Perform overall system checks and document any damages to the irrigation system
6. Verify that all irrigation controllers are on the proper irrigation timers
7. Verify all backflow devices are operational
8. Verify that each valve is operational
9. Inspect each irrigation head, clogged or obstructed heads, missing or vandalized heads, and stuck heads
10. Inspect any poor coverage areas, broken risers, laterals or mains.

B. Installation

The following are the guidelines for installation services:

1. Install new irrigation system based on approved construction documents
2. Install irrigation to all areas identified on the construction documents to include equipment identified in the specifications.
3. RPZ to meet backflow requirements. Installed per DeKalb County specifications.

4. Lockable weatherproof housing for all elements of RPZ.
5. Concrete base adequate to support the structure. (6" min. thickness)
6. Connection of power to system controls.
7. Provide system controller
8. Install separate irrigation zones for watering.
9. Restoration of all disturbed areas to include topsoil and turf seeding.
10. Providing a detailed sketch of the proposed irrigation system with the proposal.

C. Repairs

The following are the guidelines for repair services:

1. Adjust irrigation heads, bubblers or drip lines to ensure proper coverage of identified areas
2. Replace any non-functional batteries in controllers
3. Repair dripline/mainline breaks
4. Replace any broken or missing valve boxes
5. Repair any irrigation heads or solenoids
6. Repair any electrical issues and replace any broken time clocks
7. Restoration of all disturbed areas to include topsoil and turf seeding.

II. PRICING

The successful bidder will submit an hourly rate to perform any of the tasks listed above with this RFQ. The material cost associated with each project assignment will be quantified and estimated for each project assignment per DeKalb County and added into the overall cost of each request for repairs and installation. The diagnostic portion of the scope of work is based on the hourly rate only. Each project assignment will be communicated on site by DeKalb County personnel prior to receiving the hourly rate and material cost associated with the project. Each site visit is mandatory at the request of DeKalb County personnel and no charge for the site visit will be added into the overall project cost.

III. 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.

IV. 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.

V. 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.

VI. 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 five (10) years in irrigation services. A copy of the bidder's company name, either owned or worked for, phone number, location and website. The successful bidder must also provide three (3) business references, including both previous managers and customers. A member of the Irrigation Association (IA) is preferred as a certified CIT or CIC, but not mandatory.

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

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

End of Specifications

ATTACHMENT B
Quote Form

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL
1	Diagnostic	PER HOUR	\$
2	Installation & Materials	PER HOUR	\$
3	Repairs & Materials	PER HOUR	\$

Once a project is identified, a project manager will meet on site with the irrigation vendor to define the scope of work. The material cost is incidental to the hourly rate that is bid.

ATTACHMENT C

BIDDER CONTACT INFORMATION

1. Are you a DeKalb County Firm? Yes No

2. Has your firm been in Chapter 7 during the last ten (10) years? Yes No

Signed, sealed, and dated this _____ day of _____, 20__

Name of Business

By: _____
(Signature of Business Representative)

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. **Reference must demonstrate 5 years of experience in the last 10 years.**

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

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

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

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

Federal Work Authorization
Identification Number

(Company Name)

Enrollment Date

Title of Authorized Officer or Agent of Bidder

Printed Name of Authorized Officer or Agent

Company 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

IMPORTANT NOTICE

IMPORTANT – PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

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 \$500,000 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.

- a. 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,
- b. 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.
- c. 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.
- d. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
- e. 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.
- f. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
- g. Certificates to contain the location and operations to which the insurance applies.
- h. 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.
- i. 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.
- j. Certificates shall be issued and delivered to the County and must identify the "Certificate Holder" as follows:
- k. 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**