

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

Date: February 14, 2023

Request for Quotation No. 22-300210

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

I. Proposed Term:

Thirty (30) calendar days

II. Attachments:

- A. Minimum Specifications & Scope of Work
- B. Diagram - North Transfer Station Administration Building
- C. Quote Form
- D. Quoter Contact Information
- E. Reference Form and Reference Check Release Statement
- F. Bidder Affidavit
- G. Insurance Requirements

III. Pre-Bid Meeting and Site Visit

Tuesday, February 21, 2023, at 2:00 PM.

4600 Buford Hwy, Chamblee, GA

IV. Payment Terms:

Net 30

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 E, be completed with bidder's proposal.

VI. Due Date:

All questions are due to Kehinde Bodunrin via email at kbodunrin@dekalbcountyga.gov on or before 5:00 p.m. EST on Thursday, February 23, 2023.

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/informal bids>. Bidder should regularly check the County's website for addenda.

Quotes are due on or before 3:00 p.m. EST on Wednesday, March 8, 2023. 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 Kehinde Bodunrin email kbodunrin@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,



Kehinde Bodunrin
Procurement Agent
Department of Purchasing and Contracting

Attachment A

Minimum Specification

NORTH TRANSFER STATION ADMINISTRATIVE OFFICE REPAIR

INTRODUCTION:

Dekalb County Sanitation Department (Sanitation) is requesting quotes for the repair of the Office/Repair Shop Building located at 4600 Buford Highway in Chamblee, Georgia. The building is a metal framed with sheet metal roof and siding. The building is a single-story structure, approximately 111 long and 70 feet wide. The building has approximately 7800 square feet of floor space of which 2100 feet is dedicated to office space. The remaining area is divided between storage areas, workshops, loading dock and general work area. The building was last renovated in 2009 and is needing new paint, ceiling tiles and miscellaneous repairs. (Attachment B - Drawing)

Office Area:

The office space located on the east end of the building, has heating and air conditioning while the remaining areas have either space heaters or no heating. None of this area has air conditioning. The locker room has a wall mounted air-conditioner/heating unit. The office area contains; three offices, a small locker room, a break room, mechanical and communication rooms, a small copy room and three restrooms. The restrooms consist of a small lady's restroom with a single toilet, sink/vanity and a cabinet; a men's restroom with three urinals, two stalls with toilets, and a double sink/vanity combination; and a handicap toilet area, a shower stall and single sink/vanity combination. The office area is accessed by two exterior doors and two doors from the large work bay area.

Repair Shop Area:

The repair shop area consists of two unheated storage areas, a supply room, the air conditioned/heated locker room, an electrical working bay, a loading dock, loading bay and a large, heated work area. These areas are accessed by two exterior doors and two 10 feet wide roll up doors. There is an additional storage area located on the west end of the loading dock that is only accessible from the loading dock.

Scope of Work

The work to be done consist of but is not limited to the following (additional work may be identified during the pre-bid site visit):

Office area:

1: Floors, HVAC vents and regulators, sinks, and walls shall be thoroughly cleaned to remove dust, dirt, insect and rodent residue.

2: All sheet rock walls will be cleaned, holes and dents patched, and then painted with semi-gloss latex paint. Walls will be primed before they are painted. The contractor will supply Sanitation with paint color samples for them to choose from.

3: In the men's restroom all doors, wood trim, and cabinets shall be cleaned, repaired, and painted with semi-gloss latex paint. Metal doors, stalls and trim will be painted with glossy rust inhibiting enamel paint. All doors, stalls, partitions, and trim will be prime before they are painted. A door closer will be installed on the door to the hallway. The contractor will supply Sanitation with paint color samples for them to choose from.

4: The partitions between the urinals shall be cleaned repainted and firmly remounted on the wall.

5: All damaged floor tiles will be placed with new commercial grade vinyl tiles of matching style and color. All the floor tiles will be cleaned and waxed.

6: All damaged shoe molding will be replaced with new synthetic rubber shoe molding matching existing style and color. The contractor will supply Sanitation with color samples of the vinyl tiles for them to choose from.

7: The contractor will replace all ceiling tiles with new ceiling tiles.

8: In the lady's the toilet and sink will be thoroughly cleaned and the vanity painted with a glossy latex paint. The contractor will supply Sanitation with paint color samples for them to choose from.

9: The sinks and counter tops shall be thoroughly cleaned, and the vanity painted with glossy latex paint. The contractor will supply Sanitation with paint color samples for them to choose from.

10: The sink and counter will be thoroughly cleaned. The vanity shall be cleaned and painted with glossy latex paint. The contractor will supply Sanitation with paint color samples for them to choose from.

11: All office doors will be fitted with keyed dead bolt locks.

13: The front entrance door, next to the rollup door, will have its frame repaired or replaced so the door can be opened easily. This may require a whole door replacement.

14: All four exterior access doors will be fitted with panic bars to open them from the inside.

15: All windows shall be fitted with new fitted window blinds.

16: The cabinets under the countertop in the break room shall be inspected and repaired (especially under the sink).

17: Upgrade existing fluorescent ceiling lights to LED lighting.

18: Replace all broken electrical outlet and switch covers.

Locker Room of the large bay area:

1: Replace the wall mounted AC/Heating unit in the locker room with a new unit of equal or greater performance.

2: Clean, repair and paint the walls in the locker room. The contractor will supply Sanitation with paint color samples for them to choose from.

3: Replace the ceiling tiles.

4: Upgrade existing fluorescent ceiling lights to LED lighting.

Coordinating Work with Transfer Station Supervisors:

The contractor shall coordinate all work with the Transfer Station Supervisor and the Project Manager. This includes when work can be done, the moving of furniture away walls to allow painting and the installation of new ceiling tiles. If the contractor wants to work on the weekends this must be approved by the Project Manager and coordinated with the Supervisors to allow access through the gates and into the building (the Transfer Station is open from 6:00 AM to 10:30 PM Monday-Friday and 7:00 AM to 12:30 PM on Saturday. It is closed on Sunday.)

Additional Information:

The contractor shall supply a timeline schedule for accomplishing the aforementioned work and any additional work that is determined necessary during the pre-bid meeting at the site. Contractor will warranty all work for a period of one year beginning at the completion and acceptance of the work done. Contractor will supply at least one gallon of all the different color paints that are used for future touch up work. An MSDS sheet will supplied for each paint type.

Attachment B - North Transfer Station Administration Building



ATTACHMENT D

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 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 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 F

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

Federal Work
Identification Number

(Bidder's Name)

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 G

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