

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

**Date: April 14, 2023**

---

## **Request for Quotation No. 23-3003803**

---

### **Landscaping Services for the East Central DeKalb Community and Senior Center**

**I. Proposed Term:**

Thirty (30) calendar days

**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, Bidder Contact Information – Attachment C, Reference Form/Reference Check Release – Attachment D, and Contractor Affidavit - Attachment E be completed with bidders' quote.

**VI. Due Date:**

All questions are due to Monique C. McCrear via email at [mcmccrear@dekalbcountyga.gov](mailto:mcmccrear@dekalbcountyga.gov) on or before 5:00 p.m. EST on April 17, 2023.

**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 April 19, 2023.** Bidder must complete and return the quote form, reference form, bidder affidavit, a copy of Bidder's valid business license, and a State Certified Commercial Landscaping Company license. All documents must be provided with this proposal to DeKalb County by email to the attention of **Monique C. McCrear** at [mcmccrear@dekalbcountyga.gov](mailto:mcmccrear@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,

*Monique C. McCrear*

Monique C. McCrear  
Procurement Technician  
Department of Purchasing and Contracting

## **ATTACHMENT A**

### **SCOPE OF WORK**

DeKalb County's Department of Community Development is requesting quotes for the East Central DeKalb Community and Senior Center's Landscaping.

The new East Central DeKalb Community and Senior Center is a one-story 24,000 square foot State of the Art aquatics and community center facility, located at 4885 Elam Road, Stone Mountain, GA 30083. It includes a multipurpose room, stage, classrooms, dining, kitchen, lounge area, fitness, aerobics/dance, game room and locker rooms. The facility also includes an approximate 75' x 30' indoor heated saltwater Lap Pool and supporting equipment and building systems, along with an outside pool deck area.

The scope of work is for the implementation of a Landscape Plan for this key DeKalb County Public Facility. This includes the furnishing and planting of trees and shrubs, laying of sod, planting seeds, and installation of River Rock. The planting consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform landscaping services. A Landscape Architecture Plan is attached and provides the spacing and placement of plants, shrubs, seeds, and sod to be planted. Additionally, the installation of 500 square feet of medium size River Rock at the Northwest corner of the facility.

The specifications listed below must be priced individually. If a price is not provided for each line item on the Quote Form, the bid may not be considered for this award. The budget for this project is estimated at approximately \$48,000.00. Change Orders are not permitted.

#### **A. Planting of Trees**

Forty (40) trees shall be planted. The trees to be provided planted consist of the following: Eight (8) 2" Willow Oak; Sixteen (16) 2" Lacebark Elm; Sixteen (16) 2" Zelkova. Provide gator bags to supplement watering of trees.

#### **B. Planting of Shrubs**

Shrubs to be planted include the following: Fourteen (14) 1 Gal Chokeberry; Seventy eight (78) 1 Gal Butterfly Weed; Sixty-eight (68) 3 Gal Clethera; Three (3) 7 Gal Smoke Bush; Twenty (20) 3 Gal Fothergilla; Eleven (11) 3 Gal Hydrangea; Five (5) 1 Gal St. Johns Wort; Thirty-two (32) 3 Gal Inkberry; Twenty-eight (28) 3 Gal Dwarf Yaupon Holly; Fourteen (14) 3 Gal Itea; Twenty Two ( 22) 1 Gal Blazing Star; Eight (8) 1 Gal Bee Balm; Fourteen (14) 3 Gal Ninebark; Ten (10) 3 Gal Fragrant Sumac; and Ninety-seven (97) 1 Gal Foam Flower.

#### **C. Laying Sod**

Laying sod will consist of the following: 14,090 sq ft of Bermuda Sod.

#### **D. Planting of Seeds**

The contractor shall plant the following Seeds: 31,030 sq ft of Roundstone Seed Mix 199.

#### **E. River Rock**

Medium size – 500 square feet, (10' x 50') located at the Northwest side of the facility.

## **F. Watering of Plants, Trees, and Sod**

The contractor shall water the plants, shrubs, sod, and seeds, based on a schedule agreed to with the Owner.

## **G. Contractor Damages**

Any damages to the road, electrical outlets and wiring, facilities, sewers, utilities, irrigation system, plant material or vegetation caused by the Contractor shall be repaired at the expense of the Contractor to the satisfaction of the County.

Failure to restore said damages within three (3) working days following notification shall result in a deduction from the next invoice of the County's expenses incurred by the County for labor, material, or equipment to restore the property to its original condition.

## **H. Warranty**

The Contractor shall provide warranty for the quality of the work for a period of 12 months. The warranty term shall commence on the day following the completion of the project.

## **I. Qualifications**

Parties deemed to be qualified to service this contract shall be evaluated on their experience and ability to provide all labor, materials, and equipment and in accordance with the criteria to successfully fulfill the provisions of this contract as outlined herein.

- Company Qualifications
  - Company shall have been in continuous service and incorporated in the State of Georgia for a minimum of three (3) years with three (3) COMMERCIAL references in landscaping.
  - Company must have a State Certified Commercial Landscaping Company. A copy of the license must be provided with this proposal.
  - Company shall provide a direct point of contact which can be reached via email and cellular phones. This is the same individual which must be present during the on-site visits once the award is approved.

## **J. Place of Performance**

The site for this Landscaping project is the EAST CENTRAL DEKALB COMMUNITY AND SENIOR CENTER, located at 4885 Elam Road, Stone Mountain, GA 30083.

**Note:** There is no irrigation plan for this project.

**End of Specifications**



**wood.**  
 ENVIRONMENT & INFRASTRUCTURE  
 SOLUTIONS, INC.  
 1075 BIG SHAWNTY ROAD, NW SUITE 100  
 KENNESAW, GA 30144  
 TEL: (770) 421-3400

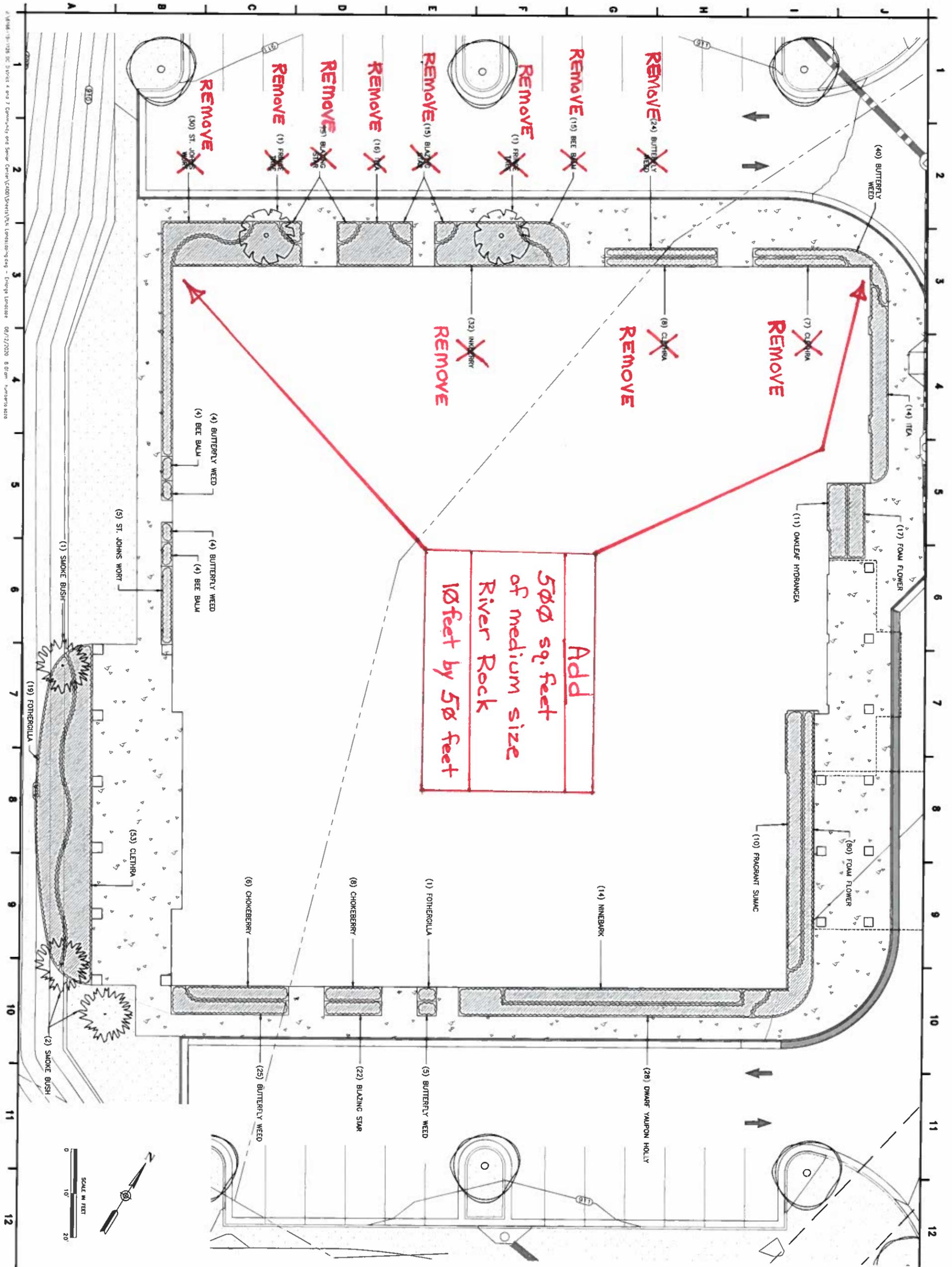
PROJECT:  
**DISTRICT 4 & 7  
 COMMUNITY &  
 SENIOR  
 CENTER**  
 4875 ELAM ROAD  
 STONE MOUNTAIN, GEORGIA  
 DEKALB COUNTY  
 COMMUNITY  
 DEVELOPMENT  
 DEPARTMENT  
 750 COMMERCE DRIVE, SUITE 401  
 DECATUR, GEORGIA 30030  
 WOOD PROJECT NO:  
 6166-19-1126

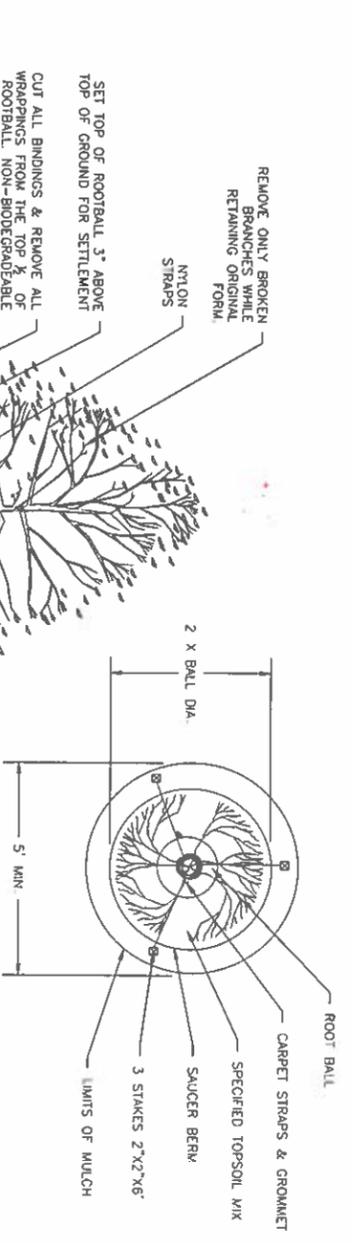
DESIGNED BY: G. HUDSPETH  
 DRAWN BY: H. SOZA  
 CHECKED BY: J. STUDDER  
 IN CHARGE: M.A. ILLIC  
 DATE: 10 MARCH 2020

NO.	DATE	BY	CHECK BY

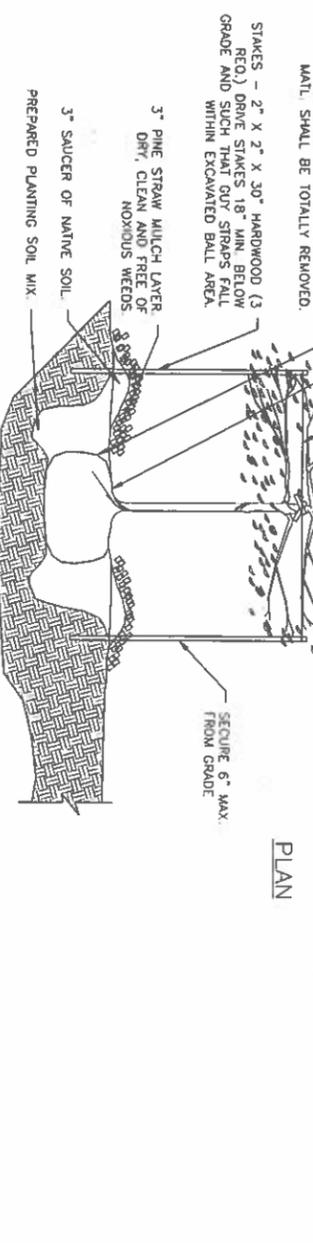
SHEET TITLE:  
**ENLARGE  
 PLANTING PLAN**

SHEET NUMBER: L-103  
 REV # 0  
 SHEET 34 OF 153 SHEETS





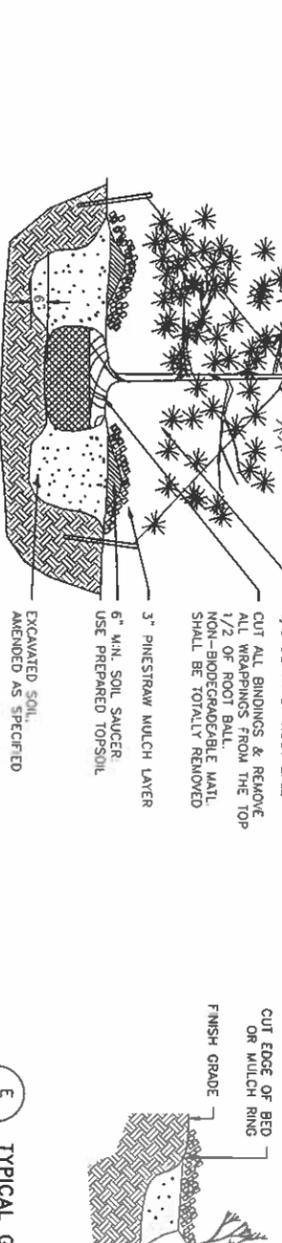
A TYPICAL TREE PLANTING DETAIL  
SCALE: N.T.S.



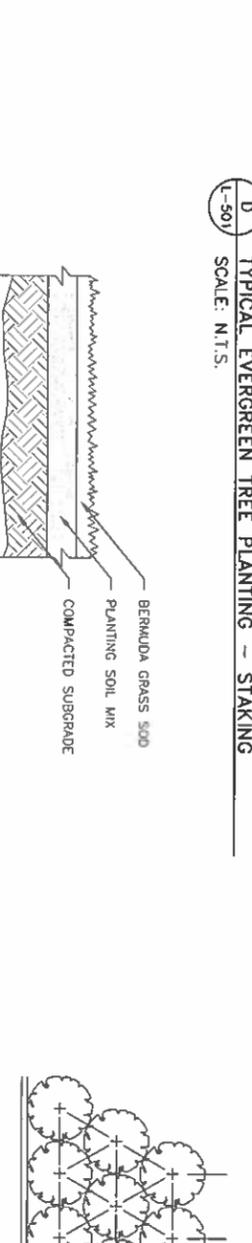
B TYPICAL MULTI-TRUNK TREE PLANTING & GUY DETAIL  
SCALE: N.T.S.



C CONTAINER SHRUB PLANTING DETAIL  
SCALE: N.T.S.



D TYPICAL EVERGREEN TREE PLANTING - STAKING  
SCALE: N.T.S.



E TYPICAL GROUNDCOVER PLANTING DETAIL  
SCALE: N.T.S.



F SOD DETAIL  
SCALE: N.T.S.



G PLANT SPACING DETAIL  
SCALE: N.T.S.

- ★ PLANTING NOTES:**
- ADHERE TO PLANS AND SPECIFICATIONS.
  - VERIFY ALL UTILITY LOCATIONS IN THE FIELD BEFORE BEGINNING WORK.
  - REPAIR DAMAGED UTILITIES TO OWNER'S SATISFACTION AT NO ADDITIONAL COST.
  - VERIFY PLANT QUANTITIES ON PLAN BEFORE PRICING WORK.
  - INSTALLATION ADJUST STAKED LOCATIONS AS DIRECTED.
  - ALL MATERIALS ARE SUBJECT TO APPROVAL OF THE OWNER BEFORE ARCHITECT AND THE OWNER AT ANY TIME.
  - ALL PLANTS SHALL MEET SPECIFICATIONS. ROOT BALLS SHALL MEET OR EXCEED SIZE STANDARDS SET FORTH IN AMERICAN STANDARD FOR NURSERY STOCK 2014 EDITION. MAIN LEADERS OF ALL TREES SHALL REMAIN INTACT. DELIVERIES SHALL BE DRY, CLEAN, AND FREE FROM NOXIOUS WEEDS OR STRAY MULCH TO THE DEPTH INDICATED ON THE DRAWINGS AND DETAILS.
  - ALL PROPOSED SOD, GROUNDCOVER AND/OR SHRUBS SHALL BE PLACED A MINIMUM OF 2' FROM TRUNKS OF TREES.
  - THE FINISHED GRADE OF TRUNKS OF TREES SHALL BE MAINTAINED AROUND 6" ABOVE THE CURB, 24" FROM BACK OF CURB.
  - PREPARE ALL PLANTING SOIL MIX USED IN TREE AND GROUND COVER BEDS IN THE FOLLOWING PROPORTIONS:
    - PARTS TOPSOIL AS SPECIFIED
    - PARTS DECOMPOSED ORGANIC MATTER
    - PARTS SAND
  - PREMIX TOPSOIL BEFORE PLACING IN BED OR PIT.
  - REMOVE FROM SITE ANY PLANT MATERIAL WHICH TURNS BROWN OR DEFOLIATES WITHIN FIVE DAYS AFTER PLANTING. REPLACE IMMEDIATELY WITH APPROVED SPECIFIED MATERIAL.
  - MAINTAIN ALL PLANT MATERIAL UNTIL SUBSTANTIAL COMPLETION, UNLESS OTHERWISE SPECIFIED. MAINTENANCE INCLUDES WATERING, SPRAYING, FERTILIZING, MULCHING, STRAIGHTENING, CLEANUP, AND OTHER.
  - GUARANTEE ALL MATERIAL AND WORKMANSHIP FOR A PERIOD OF **ONE YEAR** ORDNANCES.
  - INSTALL ALL PLANT MATERIALS IN ACCORDANCE WITH LOCAL CODES AND ORDINANCES.
  - NO GRANTED TREES WILL BE ACCEPTED.
  - PRIOR TO TREE PLANTING, CONTRACTOR SHALL MEET WITH THE CITY ARBORIST TO REVIEW ALL PLANTING LOCATION PRACTICES AND PLANTING SCHEDULE.
  - CONTRACTOR IS RESPONSIBLE FOR REPLACEMENT AND INSTALLATION OF ANY TREE THAT IS DEAD OR SIGNIFICANTLY DAMAGED DUE TO NEGLIGENCE OR IMPROPER HANDLING UP TO FINAL ACCEPTANCE, AND FOR A PERIOD OF **ONE YEAR**.

**wood.**  
ENVIRONMENT & INFRASTRUCTURE SOLUTIONS, INC.  
1079 BIG SHAWNY ROAD, NW, SUITE 100  
KENNESAW, GA 30144  
TEL: (770) 421-3400

PROJECT:  
**DISTRICT 4 & 7 COMMUNITY & SENIOR CENTER**  
4875 ELAM ROAD  
STONE MOUNTAIN, GEORGIA

WOOD PROJECT NO:  
6166-19-1126

DESIGNED BY: G. HUDSPETH  
DRAWN BY: H. SOZA  
CHECKED BY: J. STUBER  
IN CHARGE: M. ITC  
DATE: 10 MARCH 2020

NO.	DATE	BY	CHECK BY

SHEET TITLE:  
**LANDSCAPE DETAILS**

SHEET NUMBER: L-501  
REV. # 0

SHEET 35 OF 133 SHEETS



PROJECT:  
**DISTRICT 4 & 7  
 COMMUNITY &  
 SENIOR  
 CENTER**  
 4875 ELAM ROAD  
 STONE MOUNTAIN, GEORGIA  
 DEKALB COUNTY  
 COMMUNITY  
 DEVELOPMENT  
 DEPARTMENT  
 750 COMMERCE DRIVE, SUITE 401  
 DECATUR, GEORGIA 30030  
 WOOD PROJECT NO:  
 6198-19-1126

NO.	DATE	BY	CHECK BY

DESIGNED BY: G. HUDSPETH  
 DRAWN BY: H. SOZA  
 CHECKED BY: J. STUBER  
 IN CHARGE: M. ILLIC  
 DATE: 10 MARCH 2020

SHEET TITLE:  
**LANDSCAPE  
 DETAILS**

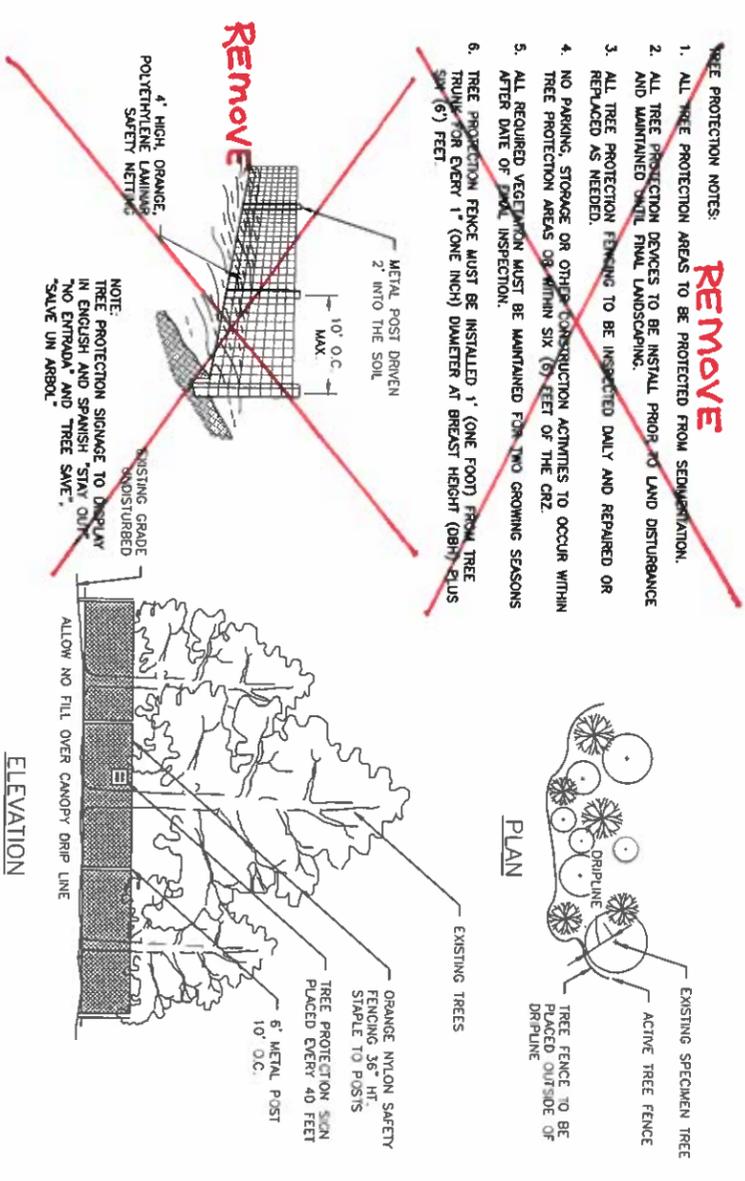
SHEET NUMBER: L-502  
 REV # 0  
 SHEET 36 OF 153 SHEETS

QNT	BOTANICAL NAME	PLANT NAME	SIZE	SPACING	NOTES
2	<del>CINNAMOMUM JACQUINII</del>	<del>FRINGE TREE</del>	<del>4'-6" HT.</del>	<del>AS SHOWN</del>	<del>PROVIDE (1) MALE</del>
44	<del>HEB. SPINOSA 'VIRGE-HESLII'</del>	<del>AMERICAN HOLLY</del>	<del>4'-6" HT.</del>	<del>AS SHOWN</del>	<del>PROVIDE (1) MALE</del>
8	QUERCUS PHellos	WILLOW OAK	3" CAL.	AS SHOWN	
16	ULMUS PARVIFLORA	LACEBARK ELM	3" CAL.	AS SHOWN	
16	ZELKOVA SERBATA	ZELKOVA	3" CAL.	AS SHOWN	
14	ARONIA MELANOCARPA 'GROUND COVER'	CHOKERBERRY	1 GAL.	36" O.C.	
400	ASCLEPIAS TUBEROSA	BUTTERFLY WEED	1 GAL.	12" O.C.	<b>REDUCE BY 24</b>
68	CLETHRA ALNIFOLIA	CLETHRA	3 GAL.	36" O.C.	
3	COTYNUS COAGYVORA 'WINECRAFT GOLD'	SMOKEBUSH	7 GAL.	AS SHOWN	
20	FOETICERELLA SPP.	HYDRANGEA	3 GAL.	48" O.C.	
11	HYDRANGEA QUERIFOLIA 'PEE WEE'	HYDRANGEA	3 GAL.	36" O.C.	
99	HYDRANGEA PROLIFERA 'HIDCOOTE'	ST. JOHNS WORT	1 GAL.	48" O.C.	<b>REDUCE BY 30</b>
32	ILEX GLABRA 'STRONG BOX'	INKBERRY	3 GAL.	24" O.C.	
28	ILEX VOMITORIA 'NAVA'	DWARF YALPUN HOLLY	3 GAL.	36" O.C.	
90	ITEA VIRGINICA 'LITTLE HENRY'	ITEA	3 GAL.	36" O.C.	<b>REDUCE BY 16</b>
60	LAIIRIS SPICATA	BLAZING STAR	1 GAL.	12" O.C.	<b>REDUCE BY 39</b>
20	MONARDA DIDYMA	BEE BALM	1 GAL.	12" O.C.	<b>REDUCE BY 15</b>
20	PHYSOCARPUS OPIFOLIOLUS 'COPPERTINA'	NINEBARK	3 GAL.	48" O.C.	
14	RHUS ARNICA 'GRO-LOW'	FRAGRANT SUMAC	3 GAL.	72" O.C.	
10	RHUS ARNICA 'GRO-LOW'	FOAM FLOWER	3 GAL.	12" O.C.	
97	TARELLA CORIFOLIA	BERNARDIA SOD	1 GAL.	12" O.C.	
14,090 SF	CYNADON DACTYLON 'TITLUF'	ROUNDSTONE SEED MIX 199			
31,030 SF	SEED MIXES	ROUNDSTONE SEED MIX 199			
24,960 SF		ROUNDERSTONE SEED MIX 400			

**500SF RIVER ROCK MEDIUM SIZE REMOVE ADD TO NW CORNER**

TREES REMOVED									
TYPE	CALIPER	DENSITY UNITS	TYPE	CALIPER	DENSITY UNITS	TYPE	CALIPER	DENSITY UNITS	TYPE
PINE	20		PINE	18		OAK	48		OAK
MAPLE	8		SWEETGUM	10		OAK	24		OAK
PINE	16		POPLAR	8		OAK	18		OAK
MAPLE	8		PINE	20		OAK	38		OAK
SWEETGUM	10		PINE	20		OAK	24		OAK
MAPLE	8		OAK	8		OAK	48		OAK
PINE	9		OAK	14		OAK	16		OAK
SWEETGUM	10		POPLAR	10		OAK	36		OAK
PINE	20		MAPLE	9		OAK	19		OAK
PINE	18		MAPLE	10		OAK	10		OAK
PINE	16		PINE	18		OAK	32		OAK
OAK	10		MAPLE	12		OAK	24		OAK
PINE	18		PINE	12		POPLAR	16		POPLAR
PINE	20		MAPLE	14		OAK	18		OAK
PINE	12		PINE	12		SWEETGUM	16		SWEETGUM
PINE	22		PINE	12		POPLAR	16		POPLAR
PINE	12		PINE	8		POPLAR	15		POPLAR
PINE	20		OAK	32		OAK	9		OAK
MAPLE	10		OAK	42		OAK	17		OAK
PINE	22		POPLAR	25		OAK	18		OAK
PINE	10		PINE	16		PINE	30		PINE
PINE	20		PINE	14		PINE	22		PINE
PINE	8		OAK	38		POPLAR	18		POPLAR
PINE	24		OAK	38		OAK	16		OAK
PINE	14		PINE	16		PINE	12		PINE
MAPLE	10		PINE	16		OAK	12		OAK
MAPLE	10		PINE	11		OAK	12		OAK
MAPLE	10		PINE	16		PINE	20		PINE
MAPLE	10		PINE	16		OAK	36		OAK
PINE	24		OAK	38		PINE	28		PINE
PINE	36		PINE	20		OAK	12		OAK
PINE	18		PINE	11		OAK	12		OAK
PINE	19		PINE	26		PINE	20		PINE
PINE	18		PINE	16		OAK	36		OAK
MAPLE	10		PINE	25		OAK	14		OAK
PINE	20		POPLAR	10		PINE	8		PINE
PINE	20		MAPLE	10		POPLAR	8		POPLAR
MAPLE	8		PINE	15		OAK	24		OAK
PINE	14		POPLAR	16		OAK	24		OAK
SWEETGUM	8		POPLAR	16		PINE	18		PINE
PINE	20		POPLAR	13		PINE	18		PINE
PINE	20		PINE	36		PINE	20		PINE
PINE	18		POPLAR	12		PINE	14		PINE
PINE	18		SWEETGUM	8		PINE	12		PINE
POPLAR	8		POPLAR	32		PINE	18		PINE
POPLAR	12		SWEETGUM	13		OAK	16		OAK
MAPLE	8		POPLAR	13		OAK	19		OAK
PINE	15		POPLAR	22		OAK	8		OAK
PINE	12		POPLAR	9		OAK	12		OAK
MAPLE	8		OAK	32		PINE	18		PINE
MAPLE	15		POPLAR	22		PINE	10		PINE
PINE	18		OAK	11.2		PINE	18		PINE
PINE	32		SWEETGUM	9		OAK	10		OAK
PINE	18		POPLAR	8		PINE	24		PINE
PINE	18		POPLAR	14		PINE	14		PINE
MAPLE	22		POPLAR	15		OAK	12		OAK
MAPLE	8		PINE	16		PINE	10		PINE
PINE	24		OAK	60		OAK	20		OAK
OAK	16		OAK	27.2		PINE	8		PINE
OAK	12		POPLAR	10		PINE	20		PINE

TREE REMOVAL CALCULATIONS:  
 SPECIMEN TREES REMOVED = 780 INCHES  
 (REFER TO TABLE ABOVE)  
 SPECIMEN TREES PROVIDED = 120 INCHES  
 (40 TREES @ 3" CAL.)



1 TREE PROTECTION FENCE DETAIL  
 SCALE: N.T.S.

**ATTACHMENT B**  
**Quote Form**

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE
1	Trees – Materials & Planting	LUMP SUM	\$
2	Shrubs – Materials & Planting	LUMP SUM	\$
3	Sod – Materials & Planting	LUMP SUM	\$
4	Seeds – Materials & Planting	LUMP SUM	\$
5	River Rock – Materials & Install	LUMP SUM	\$
GRAND TOTAL			\$

**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.

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.
  - 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,

- 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**