



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

Date: February 24, 2022

Request for Quotation No. 22-3003769

On-Call Plumbing Services for DeKalb County Facilities Management

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- Attachment E be completed with bidder's quote.

VI. Due Date:

All questions are due to **Jenifer Chapital** via email at JChapital@dekalbcountyga.gov on or before 5:00 p.m. EST on February 25, 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 5:00 p.m. EST on March 1, 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 Jenifer Chapital and email to jchapital@dekalbcountyga.gov.

All quotes are to be provided on Attachment B, Quote Form (page 8).

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

Sincerely,

Jenifer G. Chapital, MBA
Procurement Agent
Department of Purchasing and Contracting

DR/jgc

ATTACHMENT A

SCOPE OF WORK

On-Call Plumbing Service for DeKalb County Facilities Management

PURPOSE

DeKalb County Government is seeking well-qualified individuals or companies to submit qualifications to provide on call plumbing services for DeKalb County. The Contractor shall be responsible for On-Call Plumbing Services for repair, replacement, maintenance and installation of plumbing fixtures throughout DeKalb County at its residential, commercial, industrial properties.

I. SCOPE OF WORK

The contractor shall purchase and install parts, complete repairs and replacement of key components such as toilets, water fountains, flush mechanisms, valves, piping, gauges and assorted accessories, which assist in the efficient and proper operation of the system. The Contractor shall be called upon to perform repairs, installations, and services that involve the following:

1. Installs, maintains, and repairs plumbing systems, fittings, and accessories in County buildings.
2. Installs water, low-pressure stream, sewer systems, back flows, pool equipment, irrigation systems, water heaters, and plumbing fixtures.
3. Repairs router lines and water pipes.
4. Fixes faucets, irrigation systems, swimming pools, drinking fountains, showers and other water-related fixtures.
5. Unclogs drains, urinals, toilets, and sewer lines.
6. Bends, cuts, reams, and threads pipe.
7. Sweats fittings on copper pipe, propress, and taps water and gas mains.
8. Greases and packs expansion joints on steam lines.
9. Runs gas lines, and repairs gas leaks.

II. EMERGENCY SERVICE REQUEST

On occasion, the County will request the Contractor's services on an emergency basis. This contract may require emergency services that could be required at any time on a 24/7 basis. The Contractor will be expected to provide emergency responses and otherwise schedule services during these periods when requested by the County. The County will make emergency request by phone, fax, or email. The Contractor shall respond to the County within two (2) hours of the request and should be in the field for such emergency requests for repairs within three (3) hours from the time of the initial service request. The Contractor will not be required to provide an estimate of repair cost prior to emergency responses.

III. HIGH PRIORITY REQUESTS

The County's Operations and Maintenance Divisions will request the Contractor's services through an official Plumber Services/Repair Request and Authorization form. The response shall include labor cost by time and rate, and all costs, with mark-ups, for equipment, materials, and parts. The response shall indicate the dates and times and the time frame in which the work will be implemented. The Contractor will not initiate the work until it has received approved authorization from the County. (Note: phone, faxes and email will be used to expedite this process.) A copy of the Plumber Services/Repair Request and the signed authorization when applicable, shall accompany the contractor's invoice. For standard service requests described above, the contractor shall reply to the County Representative with an estimate and work plan within one (1) business day of the receipt of said request. If the latter type of service request has a project level scope that will require more intensive site investigation and analysis, the contractor may request an extension of the specified period to prepare its estimate and work plan. On standard service request work under \$1,000 in value, the contractor is required to initiate work within two (2) business days of the authorization to start. On service request work of more than \$1,000 in cost, the contractor must start and complete work within the timeframe authorized by the County Representative. On high priority requests, the Contractor is required to initiate work within twenty-four (24) hours of receipt of authorization to start.

IV. HOURS OF SERVICE

Normal business hours shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday except for the County's official holidays. Generally, standard service request can be dealt with in normal business hours. The nature of some of the needed work items, however, will require that the Contractor be prepared to provide labor services outside of normal business hours. After-hour work will include all other times after 5:00 p.m., Monday through Friday and all day on Saturday, Sunday and official holidays. Labor hours during these timeframes or any other period outside of normal business hours will be considered overtime and compensated as such under the resulting contract.

OFFICIAL DEKALB COUNTY HOLIDAYS

- JANUARY.....NEW YEAR'S DAY
- THIRD MONDAY IN JANUARY..... M. L. KING'S BIRTHDAY
- THIRD MONDAY IN FEBRUARY..... PRESIDENT'S DAY
- LAST MONDAY IN MAY..... MEMORIAL DAY
- JUNE 20..... JUNETEENTH NATIONAL INDEPENDENCE DAY
- JULY 4..... INDEPENDENCE DAY
- 1ST MONDAY IN SEPTEMBER..... LABOR DAY
- NOVEMBER 11.....VETERAN'S DAY
- 4TH THURSDAY IN NOVEMBER..... THANKSGIVING DAY
- 4TH FRIDAY IN NOVEMBER..... DAY FOLLOWING THANKSGIVING
- DECEMBER 25..... CHRISTMAS DAY

V. PERSONNEL ASSIGNED TO THE WORK

The County requires the successful Contractor to have personnel with the appropriate license (as required) assigned to all work as requested.

VI. EQUIPMENT, MATERIALS, PARTS, AND SUPPLIES

The Contractor shall supply all equipment, materials, parts, and supplies needed to provide the services requested. The Contractor shall provide such in completing the scope of work on any given service request. This requirement extends to boom trucks, personnel lifts, scaffolding, specialized ladders needed to reach high work areas. The County will notify the Contractor through its service request form if it intends to provide any materials or parts needed for a work item.

VII. LOCATIONS OF FACILITIES

All facilities will be located within DeKalb County, Georgia. Upon award of the contract, a list of facilities will be provided to the Contractor.

VIII. BASE OF COMPENSATION

Compensation to the contractor for service request work will be based on the hourly labor rates provided in the bid for the contract, the actual cost of parts, materials, and equipment plus a percentage mark-up indicated in same bid (not to exceed 15%) and a fixed trip charge. The hourly labor rates shall include all costs associated with transportation by service vans and trucks as well as all costs for hand tools, power tools, ladders, carts, testing equipment, and miscellaneous items and consumables normally associated with electrical service calls for repair and installation work. Hourly labor rates shall begin when the contractor's personnel reach the service site and shall end when leaving the service site. A single trip charge shall be applied to cover time in transit. Overtime rates may be charged for time outside of the "normal hours" specified in the bid. The contractor's cost for materials, parts and supplies refer to the approximate amount the County would pay if the County purchased these items from a local supply house. Contractor agrees that it will provide documentation of costs for parts and materials upon request of the County. Equipment referenced shall include rental cost of specialized equipment utilized by the Contractor, such as boom trucks, personnel lifts, excavation equipment, scaffolding, etc. The County shall not be charged for labor hours associated with the provision of cost estimates and proposals unless the County Representative has authorized such cost in writing.

IX. COUNTY REPRESENTATIVE

In administration of the services under the resulting contract, the County will be represented by Facilities Management Department Operations and Maintenance Division.

X. PERFORMANCE STANDARD AND QUALITY ASSURANCE

A. Applicable Industry Standards

All repairs and installations shall be completed in accordance with all applicable local codes and the International Mechanical Codes – 2012 Edition and all Georgia Department of Community Affairs Amendments dated January 1, 2014.

B. Warranties

The Contractor shall warrant against failure of all materials and workmanship associated with its service request work for materials one (1) year and workmanship (90 days) after the date of acceptance of such work by the County. If any of the work is found defective or not in accordance with the service request or applicable codes and standards, the Contractor shall correct warranted work promptly, at no cost to the County, after receipt of a written notice from the County to do so. Contractor shall provide the County Representative copies of the standard manufacturer's warranties for any new equipment and parts purchased and installed by the Contractor. The Contractor shall provide this warranty information with its service report whenever applicable.

XI. REPORTS AND INVOICING

A. Service Report Requirements

Each completed Service Request shall be documented in the Contractor Service Report. The format of the Contractor Service Report shall be developed at the beginning of the contract period and shall be acceptable to the County Representative. The Contractor Service Report shall include, at a minimum, the following information:

1. County Purchase Order Number
2. Service Request Tracking Number (Original Service Request with Signed Authorization also shall be attached)
3. Location of Services – Facility Name/Address
4. Description of Repairs, Services, or Installation Performed
5. Personnel Utilized and Hours of Service – this section shall clearly indicate for each day of service the individuals assigned, the labor rates, the hours worked and the labor subtotals and totals
6. Parts, materials and equipment utilized – descriptions, quantities, costs, applicable mark-ups and subtotals and total
7. Trip Charges Per Service Request (one (1) trip per request)
8. Summary of Costs

The contractor is required to submit the Contractor Service Reports within 48 hours of the completion of the services. The County Representative will review the Service Reports and advise the contractor within five (5) calendar days if there are questions or concerns regarding the service or costs. The County Representative will provide written approval of Service Reports. An acceptable Contractor Service Report shall serve as the basis for the contractor's invoicing.

B. Invoicing Procedures

The Contractor shall invoice the County for its services only after there is confirmation that the information provided is acceptable to the County. If changes are required by the County, the final invoice should reflect those modifications.

XII. SPECIAL REQUIREMENTS

Financial Recordkeeping

The Contractor shall be required to maintain a complete set of records, including all supporting cost documentation and services correspondence for all work performed under the resulting contract for the life of the contract and one (1) year thereafter.

XIII. QUALIFICATION REQUIREMENTS

- A. The qualifications and experience of the Contractor are critical in performing the services requested, which must have assurances that the selected firm is a responsible organization capable of professionally implementing the services requested. The Contractor shall have at least five (5) years of commercial and industrial plumber experience. As part of its bid submission, the Contractor shall provide all the information requested herein within this section. The County also reserves the right to request additional information or make further investigations to determine the ability of the Contractor to perform. The Contractor's failure to provide the information requested herein, to complete the forms in full or to provide other information requested by the County, will be cause for the County to declare the Contractor non-responsive. The County also reserves the right to reject any Contractor if the evidence furnished by the Contractor or investigation of the Contractor, fails to satisfy the County that such Contractor is properly qualified to carry out the obligations.
- B. Company has not been in Chapter 7 during the last ten (10) years.
- C. Contractor's primary office must be located within fifty (50) miles of DeKalb County. The County may conduct a site-visit to the contractor's business facility prior to award.
- D. Contractor shall provide DeKalb County a minimum of three (3) references. The Contractor shall provide DeKalb County a point of reference where such work has been performed, along with point of contact, phone number, and size of project.

ATTACHMENT B

Quote Form

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	TOTAL
1	Hourly Rate for Master Plumber (Normal Hours)	HR	\$	\$
2	Hourly Rate for Master Plumber (Night, Holiday, and Weekend Hours)	HR	\$	\$
3	Hourly Rate for Journeyman Plumber (Normal Hours)	HR	\$	\$
4	Hourly Rate for Journeyman Plumber (Night, Holiday, and Weekend Hours)	HR	\$	\$
5	Hourly Rate for Plumber Helper (Normal Hours)	HR	\$	\$
6	Hourly Rate for Plumber Helper (Night, Holiday, and Weekend Hours)	HR	\$	\$
7	Daily back hoe rate	Per day	\$	\$
8	Weekly back hoe rate	Per week	\$	\$
9	Daily excavator rate	Per day	\$	\$
10	Weekly excavator rate	Per week	\$	\$
11	% mark up of parts purchased by contractor	Percentage	%	%
12	Trip Charges Per Service Request - one (1) trip per request	Per Service Request	\$	\$
13	Do you have current plumbing license? Yes <input type="checkbox"/> No <input type="checkbox"/> Please check applicable response.			
14	Is a copy of your current plumbing license submitted with your bid response. Yes <input type="checkbox"/> No <input type="checkbox"/> Please check applicable response.			
15	Do you have five (5) Years of Experience in Commercial and/or Industrial Plumbing Services? Yes <input type="checkbox"/> No <input type="checkbox"/> Please check applicable response.			
16	Is your primary office located within fifty (50) miles of DeKalb County? Yes <input type="checkbox"/> No <input type="checkbox"/> Please check applicable response.			
17	Has your company been in Chapter 7 during the last ten (10) Years? Yes <input type="checkbox"/> No <input type="checkbox"/> Please check applicable response.			
	Note to bidder: Grand total should only include line items 1 thru 10.		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____.

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

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

(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 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 follows 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