



**DeKalb County
Department of Purchasing and Contracting**

Talisa R. Clark, MBA, CPPO, Interim Chief Procurement Officer

Request for Quotation No. 16 – 3003558

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

Gymnasium Baseboard for DeKalb County

Scope of Work:
See Attached

Due Dates for Questions and Quotations:
Questions are due on or before 5:00 p.m. EST on December 16, 2016.

Quotations are due on or before 5:00 p.m. EST on Tuesday, December 21, 2016.

Submittal Requirements:

All questions and quotations must be submitted to Doreen A. Eidmann via email at daeidmann@dekalbcountyga.gov by the respective dates and times specified above.

Bidder must complete and submit the following documents as part of the quotation submittal:

- 1) Quote Form;
- 2) Reference Form and Reference Check Release Statement; and
- 3) Contractor Affidavit.

Insurance Requirements:

See Attachment

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

Sincerely,

Doreen A. Eidmann

Doreen A. Eidmann
Procurement Technician
Department of Purchasing and Contracting

SCOPE OF WORK

Request for Quotation No. 16 - 3003558

MINIMUM SPECIFICATIONS FOR DEKALB COUNTY

Remove the Baseboard

Remove all vinyl baseboards from the list of gymnasium floors below. During the removal of baseboards, the supplier must ensure paint is not removed from wall.

Product Information

Rubber

1/4" Thick, 9" to 12 1/2"

Deep Rubber Stair Tread Smooth surface

Color: To compliment floor tile. Must specify color in quote response.

Adhesive

Remove the old baseboard and reapply the adhesive to the back of the vinyl baseboard. The supplier must provide proper adhesive for the job. It is often referred to as cove base adhesive. Apply a bead of adhesive to the back of the baseboard. Then spread it over the back with a small trowel. Waterproof: of types recommended by manufacturer for specified material.

Install the Baseboards

The County is requesting that while applying the adhesive, press the baseboard firmly onto the wall. It is the responsibility of the supplier to cut the baseboards as needed with a utility knife. After completion of installation to the baseboards, allow them to dry thoroughly.

Cleaning

- A. Remove excess adhesive from tile, base, and wall surfaces without damage.
- B. Remove all materials from the facility.

List of Gymnasiums

Browns Mill (644 Lf)

Exchange (504 Lf)

Gresham (378 Lf)

Hamilton (320 Lf)

Lucious Sanders (472 Lf)

Midway (268 Lf)

NH Scott (273 Lf)

Total Linear Footage: 2861 (Lf)

Quote Form

Description (Location)	Estimated Linear Footage (LF)	Unit Price per LF	Total
Browns Mill	644	\$ _____	\$ _____
Exchange	504	\$ _____	\$ _____
Gresham	378	\$ _____	\$ _____
Hamilton	320	\$ _____	\$ _____
Lucious Sanders	472	\$ _____	\$ _____
Midway	268	\$ _____	\$ _____
NH Scott	273	\$ _____	\$ _____
GRAND TOTAL			\$ _____

RUBBER COLOR: _____

Reference Form and Reference Check Release Statement

List below at least two (2) 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 services 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	

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed _____ Title _____
(Authorized Signature of Bidder)
Company Name _____ Date _____

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
(Bidder's Name) Enrollment Date

Federal Work Authorization

Title of Authorized Officer or Agent of Bidder

Identification Number

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: _____

INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

I. If the County sends to you notice of Award on this bid, take this form to your insurance agent as this form contains requirements that may be non-standard in the insurance industry.

II. Instruct your insurance agent that the County's requirements are listed in Section III, and that you *must* comply with these requirements before you may proceed with the work.

III. Before the starting of any work, the successful contractor must furnish to DeKalb County certificates of insurance from companies doing business in Georgia and acceptable to the County as follows:

1. Certificates must cover:

- **Statutory Workers Compensation**
- **Business Auto Liability Insurance** with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
- **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

2. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia.

3. The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.
4. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
5. Certificates to contain the location and operations to which the insurance applies.
6. 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.
7. 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.
8. Certificates are to be issued, and the successful contractor shall mail insurance documents listed in this form, to:

DeKalb County Department of Purchasing and Contracting
The Maloof Center
2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030

9. 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.