



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

**Date: March 17, 2021**

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## **Request for Quotation No. 21-3003749**

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### **On-Call Plumbing Services for DeKalb County Parks**

**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 proposal.

**VI. Due Date:**

All questions are due to **Jenifer Chapital** via email at [JChapital@dekalbcountyga.gov](mailto:JChapital@dekalbcountyga.gov) on or before 5:00 p.m. EST on March 19, 2021.

**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 23, 2021.** 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](mailto:jchapital@dekalbcountyga.gov).

**All quotes are to be provided on Attachment B, Quote Form (page 7).**

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

Sincerely,

*Jenifer Chapital*

Jenifer G. Chapital  
Procurement Technician  
Department of Purchasing and Contracting

*Delois Robinson* DR/jgc

# **ATTACHMENT A**

## **SCOPE OF WORK**

### **On-Call Plumbing Service for DeKalb County Parks**

#### **PURPOSE**

DeKalb County Government is seeking well-qualified individuals or companies to submit qualifications to provide on call plumbing services at park locations located within unincorporated DeKalb County.

#### **SCOPE OF WORK**

The general scope of services required is for installation and repair services to include but not limited to the contractor purchasing and installing parts, completing repairs, and replacing toilets, water fountains, flush mechanisms, valves, piping, gauges and assorted accessories. The contractor shall be called upon to perform repairs, installations, and services that involve the following:

1. Install, maintain, and repair plumbing systems, fittings, and accessories in County parks
2. Install water, low-pressure stream, sewer systems, back flows, heaters, and plumbing fixtures
3. Repair router lines and water pipes
4. Fix faucets, drinking fountains, showers, and other water-related fixtures
5. Unclog drains, urinals, toilets, and sewer lines
6. Bend, cut, reams, and threads pipe
7. Sweat copper pipe fittings, prepress, and taps water and gas mains
8. Grease and pack expansion joints on steam lines
9. Run gas lines, and repair gas leaks
10. Perform leak detection services
11. Perform video detection services to determine condition of pipes
12. Annual winterization of irrigation systems and water fountains

#### **EMERGENCY SERVICE REQUEST**

On occasion, the County will request the Contractor's services on an emergency basis during non-business hours. The Contractor will be expected to provide emergency responses and schedule services during these periods when requested by the Department Representative. The County will make emergency requests by cell phone 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, however, prior to work beginning, DeKalb County RPCA representative must provide written approval via email.

#### **HOURS OF SERVICE**

Normal business hours shall be from 7:00 a.m. to 3:30 p.m., Monday through Friday, except for the County's official holidays. Generally, standard service requests 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. If work is started prior 3:30 p.m., the work will not be considered overtime. Only if the work begins after 3:30 p.m. or on a holiday or weekend will after hours pricing be utilized.

**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.

**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 back hoes and excavators.

The contractor will coordinate with RPCA in the purchase of fixtures, water fountains, toilets, and urinals to meet the standard fixture. The contractor shall match the existing fixtures wherever possible and if unable to do so, any substitutions must be approved by the Department Representative.

**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.

**PRICING**

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. 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 plumbing 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.

After hour 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 back hoes, 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.

Each project assignment will be communicated on site by DeKalb County personnel prior to receiving the cost associated with the installation or repair. 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.

For each project assignment, the Contractor must provide an estimate to the Department representative and have a Purchase Order prior to the beginning of any work. Only emergency project assignments will be allowed to begin work without a Purchase Order and then written approval via email must have been received by the Department Representative to the Contractor.

**LICENSES, PERMITS & TAXES**

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.

The successful bidder shall obtain all required licenses, permits, or other requirements 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. If the contractor fails to contact 811 prior to digging, any damages caused will be the responsibility of the contractor to repair.

### **UTILITY AND FENCE REPAIR**

The successful bidder shall safeguard and repair any damage caused to utility lines, concrete sidewalks, turf, and fences during work. If the successful bidder damages utilities, concrete sidewalks, turf, and fence, the successful bidder is required to pay the full amount of the repair cost. All damage caused to turf, concrete, etc. is the responsibility of the contractor to repair.

### **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.

### **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.

### **NON-COMPLIANCE FEES**

Fees for non-compliance with the terms of the proposed agreement shall include Three Hundred Dollars (\$300) per incident for violation of use and Three Hundred Dollars (\$300) per incident for failure to maintain.

### **REPORTS AND INVOICING**

The contractor is required to notify the Department Representative within 48 hours of the completion of the service. The County Representative will review the work 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 the work.

### **INVOICING**

All invoices must be self-explanatory as to the charges for repairs and/or parts. In summary, the invoice should include:

- 1) PO number
- 2) Invoice number
- 3) Description of Services Performed
- 4) Total Hours Charged
- 5) Contracted Hourly Labor Rate
- 6) Parts cost or suggested list must be shown on the invoice, or attached to the invoice, indicating the contracted markup or markdown for billable parts. **A copy of the supplier's invoice or a copy of the parts price list page indicating vendor's cost must be attached to the invoice for any single item that equals to or exceeds \$50.00.**

**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.**

**MINIMUM QUALIFICATION REQUIREMENTS**

Bidders must demonstrate the minimum qualifications 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 (5) years in commercial and industrial plumbing 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.

Company has not been in Chapter 7 during the last ten (10) years.

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.

**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.

## 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	Do you have current plumbing license? Yes <input type="checkbox"/> No <input type="checkbox"/> Please check applicable. A copy of your current plumbing license must be submitted with your bid response.			
13	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.			
14	Is your primary office located within fifty (50) miles of DeKalb County? Yes <input type="checkbox"/> No <input type="checkbox"/> Please check applicable response.			
	<b>Note to bidder:</b> Grand total should only include line items 1 thru 10.		<b>GRAND TOTAL</b>	\$

# 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 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







# RFQ 21-3003749 On-Call Plumbing Services for DeKalb County Parks

Final Audit Report

2021-03-17

Created:	2021-03-17
By:	Jenifer Chapital (JChapital@dekalbcountyga.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAB7wJVpXt_m7_QVVIhPEDyrMQHU0qtd0

## "RFQ 21-3003749 On-Call Plumbing Services for DeKalb County Parks" History

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-  Document emailed to Delois Robinson (drobinson@dekalbcountyga.gov) for signature  
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Signature Date: 2021-03-17 - 8:25:25 PM GMT - Time Source: server- IP address: 76.209.99.56
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