

DeKalb Community Service Board
Decatur, Georgia

RFQ# 2022-01-775

REQUEST FOR QUOTE
ORIGINAL ONLY BIDS ACCEPTED
DATE: 1/12/2022

Address Bids to:
DeKalb Community Service Board
P.O. Box 1648
Purchasing Office
Decatur, Ga. 30031

For information contact: Teiresias Jones @ (404) 508-7728

For consideration, bids must be received in the PURCHASING OFFICE, ROOM 446, 445 Winn Way, Decatur, Ga. no later than February 24th 2022 by 4pm.

ALL BIDS ARE SUBJECT TO THE FOLLOWING:

1. The attached Bidding Instructions, Terms and Conditions.
2. Notice to Bidders
3. The schedule included below and/or attached hereto.
4. Such other provisions, representations, certifications and specifications as are hereto or incorporated by reference in the schedule.
5. Reference Sheet **(Attachment A)**
6. Site Location & Cost **(Attachment B)**
7. Required Documentation **(Attachment C)**
8. Compliance Standards **(Attachment D)**
9. Code of Ethics **(Attachment E)**
10. Immigration and Security Form 140-E **(Attachment F)**

DELIVERY F.O.B. (DESTINATION)

SCHEDULE

RFQ# 2022-01-775
JANITORIAL SERVICE
DD SERVICE CENTER ~ OSBOURNE RD

DATE: January 27th 2022

CHECK IN: 10:00 am **SITE VISIT:** 10:30 A.M. to 1:00 P.M.

LOCATION: DD Service Center ~ 2660 Osbourne Rd ~ Atlanta, GA 30319-2832

NO ENTRANCE ALLOWED AFTER 10:15 A.M.

****SEE PAGES 11-16 FOR SPECIFICATIONS & BID REQUIREMENTS**
ATTACHMENTS A -F **

BID CLOSING: February 17th 2022
DEKALB COMMUNITY SERVICE BOARD
E.L. RICHARDSON HEALTH CENTER
445 WINN WAY, ROOM 446
DECATUR, GA. 30030

BIDDER'S SIGNATURE IS REQUIRED ON ALL PAGES INDICATED

CAUTION: READ ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, ETC. IN DETAIL

In compliance with the above, the undersigned offers and agrees, if this bid be accepted within 90 days from the date of opening, to furnish any or all of the items upon which are quoted, at the price set opposite each item, delivered at the designated point(s) within the time specified.

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT _____

NAME AND ADDRESS OF BIDDER (Street, City, State & Zip Code)
(PRINT OR TYPE)

SIGNATURE OF PERSON
AUTHORIZED TO BID

DATE
OF BID

SIGNER'S TITLE (Include Area Code & Phone Number)

Bidding Instructions, Terms & Conditions

1. PREPARATION OF BIDS.

- (a) Bidders are expected to examine the specifications, samples and schedules and all instructions. Failure to do so will be at the bidder's risk.
- (b) Each bidder **MUST** furnish the information required by the bid form. **The bidder MUST sign each page requiring a signature.** Bidder **MUST** also print or type his/her name on all pages that apply in the bid. The person signing the bid must initial erasures or other changes. Bids signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the issuing office.
- (c) Bid **MUST** be presented in a sealed envelope. All information regarding the closing date, bid title and bid number must be on this envelope. If not properly identified, bid will not be accepted.
- (d) Prices must be exact and include the price for all tasks listed in the scope of work.
- (e) Total price of bid **MUST** be listed on the first page of the Request for Quote.
- (f) Site visit will occur on date as stated above, vendors will be allowed to complete their assessment during these hours **ONLY**. Questions and responses will be recorded and posted to our website and Georgia Procurement Registry. Additional questions may be sent to teiresj@dekcsb.org for community responses.
- (g) Please provide two (2) copies of bid.

2. EXPLANATION TO BIDDERS

Any explanations desired by a bidder regarding the meaning or interpretation of the Request for Quote, drawings, specifications, etc., must be in writing and received by U.S. Mail in the Purchasing Office of the DeKalb Community Service Board no later than five (5) days prior to the date set for closing of the bid. If any statement in the bidding documents, specifications, plans, etc., appear ambiguous to the bidder, the bidder is specifically instructed to make a written request to the DeKalb Community Service Board. The request must be addressed as follows:

**DEKALB COMMUNITY SERVICE BOARD
ATTN: PURCHASING OFFICE – ROOM 446
RFQ# 2022-01-775
P.O. Box 1648
DECATUR, GEORGIA 30031**

Any information given to a prospective bidder concerning a Request for Quote will be in writing and furnished through U.S. Mail to all prospective bidders as an amendment to the Invitation, if such information is necessary to bidders in submitting bids on the Invitation or if the lack of such information would be prejudicial to uniformed bidders. Receipt of amendments by a bidder must be acknowledged on the bid or by letter or telegram received before the time set for closing of the bid. **ANY ORAL EXPLANATIONS OR INSTRUCTIONS GIVEN BEFORE THE WRITTEN AWARD OF THE BID WILL NOT BE BINDING. PROSPECTIVE BIDDERS ARE DEFINED AS THOSE WHO ATTEND THE MANDATORY SITE VISIT BY THE DESIGNATED START TIME AND WHOSE NAME AND MAILING ADDRESS ARE RECORDED AT THE START TIME ON THE SITE VISIT ATTENDANCE ROSTER.**

3. MODIFICATION AND CLARIFICATION OF THIS INVITATION

Any modification to the terms, conditions or specifications contained in this Invitation must be in writing. With the exception of the persons in the Purchasing Office of the DeKalb Community Service Board specifically designated on the first page of this Request for Quote, or the professional engineer designated for this purpose by the DeKalb Community Service Board, if any, whose name, address, and telephone and facsimile numbers are set forth on the first page of this request for quote, employees of the DeKalb Community Service Board are not authorized to modify, interpret or clarify such terms, conditions or specifications, and bidders should not rely on the presentments of employees or agents other than those with expressed authority to make such presentations and then only if such modifications, interpretations, or clarifications are set forth in writing and furnished to all prospective bidders as an amendment to the Invitation.

DeKalb Community Service Board
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SUBMISSION OF BIDS

(a) Bids and modifications thereof shall be enclosed in sealed envelopes, addressed to the office specified on the first page of the Request for Quote, with the name and address of the bidder, the date and hour of closing, and the invitation number on the face of the envelope. All bids submitted become the property of the DeKalb Community Service Board.

FAX BIDS WILL NOT BE CONSIDERED.

(b) Bids cannot be withdrawn or corrected after the closing. However, the Board may accept reduction and changes by the successful bidder that would be to the advantage of the DeKalb Community Service Board.

(c) Bids **MUST** be signed. **Any unsigned bids will be rejected as unresponsive.**

(d) **TAXES.** The DeKalb Community Service Board is exempt from federal excise tax and Georgia sales and use tax.

(e) **Examination of Site.** (When on site work, services or installation of equipment is required and where a mandatory site visit is required under the terms of the Request for Quote). Submission of the bid will create a presumption that bidder has visited the premises where the work or services or installation of equipment is to be performed and has taken into consideration all conditions which might affect the performance of the contract. No consideration will be given to any claim based on lack of knowledge of existing conditions, except where existing conditions cannot be reasonably ascertained through such a visit to the premises. No visit to the premises prior to bid shall be permitted except (a) at the time of any mandatory site visit scheduled in the Request for Quote or (b) with the express written permission of the DeKalb Community Service Board through the employer or architect or engineer named on the first page of the Request for Quote. The DeKalb Community Service Board does not warrant that the premises will not be changed prior to the commencement of performance. If upon beginning of performance the successful bidder determines that the conditions are different from the conditions at the time of the bidder's pre-bid visit to the premises, the bidder must immediately give notice to the DeKalb Community Service Board otherwise any claim based on such difference is forever waived. No bid will be accepted from a bidder who does not attend a Mandatory Site Visit.

(f) **Insurance: All bidders are required to submit along with their bids, certificates of insurance, evidencing the insurance requirements under this agreement. Failure to provide these requirements will result in bid being rejected.**

(g) **Patent, Copyright Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify the DeKalb Community Service Board and its officers, agents and employees against liability and the costs and expenses of defending any claim of liability for infringement of any patent or copyright covering any matter supplied or used or produced in the performance of this contract.

(h) **Bids must be submitted bearing an original signature ONLY. Copies not bearing an original signature, including facsimile, will not be considered.**

4. **LATE BIDS AND MODIFICATIONS OR WITHDRAWALS.**

Bids and modifications or withdrawals received at the office designated in the Request for Quote after the exact time set for the closing of bids will not be considered.

5. **DISCOUNTS**

(a). Trade and time payments discounts will be considered in arriving at net prices and in making the award. However, offers of discount for payment within 10 days following the end of the month are preferred.

(b) In connection with any discount offered, time will be computed from date of invoice or from the date of corrected invoice or voucher is received by the DeKalb Community Service Board at the address stated in the contract for the submission of invoices. Payment is deemed to be made, for the purpose of earning a discount, on the date of the DeKalb Community Service Board check unless the check is not mailed on that date or the following day as shown by the postmark.

6. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of this bid, the bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- (a) The prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- (b) Unless otherwise required by law, the prices, which have been quoted in this bid, have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly to any other bidder or to any competitor.
- (c) No attempt has been made or will be made by the bidder to induce any bidder or any competitor or other person or firm to submit or not to submit a bid or to withdraw a bid.
- (d) No attempt has been made or will be made by the bidder to induce any bidder or any competitor or other person or firm to submit a bid higher than the bidder's bid.

7. **THE DEKALB COMMUNITY SERVICE BOARD – FURNISHED PROPERTY**

The DeKalb Community Service Board will furnish no material, labor, or facilities unless otherwise provided for in the Request for Quote or in any plans or specifications referenced in the Request for Quote.

8. **DEFAULT**

The award as a result of bids received under this invitation may be based in part on delivery factor. Accordingly, should delivery not be made within and at the time or times stated in bid, the successful bidder may be declared in default of contract. In such event, in addition to and not in lieu of other remedies and damages available to it, the DeKalb Community Service Board may purchase in the open market, by invitation to bid, request for proposals, or by negotiated purchase, the work, goods or services from another source and collect from bidder, as the defaulting party, the excess cost to the DeKalb Community Service Board which resulted from such open market purchase.

9. **NONCOMPLIANCE WITH THIS INVITATION.** Failure to observe any of the instructions and conditions in this Request for Quote may constitute grounds for rejection.

10. **INSURANCE REQUIREMENTS – (Coverage, Limits and Endorsements)**

Along with the submission of your bid, each bidder is required to furnish certificates of insurance evidencing the following insurance.

A. COMMERCIAL GENERAL LIABILITY INSURANCE POLICY (CGL)

The successful bidder shall procure and maintain during the term of the contract performance a Commercial General Liability Insurance Policy, including products and completed operations liability and contractual liability coverage, protecting against liability for bodily injury, property damage liability, and personal injury liability. The policy or policies shall name the DeKalb Community Service Board and the State of Georgia and their respective officers, agents and employees as additional insurers. The CGL policy must provide primary limits for any claims not covered by the Georgia Tort Claims Act. The policy or policies must be on an "occurrence" basis unless waived by the DeKalb CSB. The CGL policy must be issued by a company authorized to conduct business in the State of Georgia or by a company acceptable to the DeKalb CSB, if the company is an alien insurer. **Excess liability coverage may be used in combination with the base policy to obtain the below limits.**

**Limits: \$1,000,000 per Person
\$3,000,000 per Occurrence**

The certificate of insurance for such insurance shall name the DeKalb Community Service Board as the Certificate Holder and shall be delivered to the DeKalb Community Service Board prior to beginning performance of the contract.

B. WORKERS' COMPENSATION INSURANCE

The successful bidder shall procure and maintain during the term of the contract performance workers' compensation insurance insuring against liability under the workers' compensation act, with limits equal to the statutory limits as established by the General Assembly of the State of Georgia. (NOTE: A self-insurer must submit a certificate from the State Board of Workers' Compensation stating the Contractor qualifies to pay its own workers' compensation claims). The workers' compensation policy must include Coverage B – Employer's liability limits of:

Bodily Injury by Accident - \$500,000 each accident
Bodily Injury by Disease - \$500,000 each employee
Bodily Injury by Disease - \$500,000 policy limit

Excess liability coverage may be used in combination with the base policy to obtain these limits.

The bidder who is awarded the contract shall require all contractors and subcontractors performing work under the awarded contract to obtain an insurance certificate showing proof of Workers' Compensation Coverage.

The certificate of insurance for such insurance shall name the contractor as the Certificate Holder and a copy of the certificate shall be delivered to the DeKalb Community Service Board prior to beginning performance of the contract.

12. **INDEMNIFICATION AGREEMENT**

Bidder who is awarded a contract must waive, release, relinquish, discharge and agree to indemnify, protect, save harmless the DeKalb Community Service Board and the State of Georgia (including the State Tort Claims Trust Fund and other self insured funds) and their respective officers, employees, and agents of and from any and all liabilities, and the costs and expenses (including attorney's fees) of defending against claims of such liability, for bodily injury (including death), personal injury, and property damage, caused by, growing out of, or otherwise happening in connection with the awarded contract due to any act or omission on the part of the contractor, its agents, employees or others working at the direction of contractor or on its behalf, or due to any breach of this contract by the contractor, or due to the application or violation of any pertinent Federal, State or local laws, rules or regulations by the contractor. This indemnification applies whether: (a) the activities giving rise to the liability or claim of liability involved third parties or employees or agents of the contractor or of the DeKalb Community Service Board and other indemnified persons; (b) the DeKalb Community Service Board and any of the indemnified persons caused, contributed to, or aggravated the injury or loss or damage; provided however, this indemnification does not apply to the extent of the sole negligence of the DeKalb Community Service Board, or the State of Georgia, or their respective officers, employees, or agents. This indemnification extends to the successors and assigns of the contractor, and this indemnification survives the termination of the contract and the dissolution or, to the extent allowed by law, the bankruptcy of the contractor. If and to the extent such damage or loss as covered by this indemnification is covered by the State Tort Claims Fund established and maintained by the State of Georgia, Department of Administrative Services (DOAS), the contractor agrees to reimburse the Fund for such monies paid out by the Fund.

To the full extent permitted by the Constitution and the laws of the State of Georgia, the contractor and its insurers waive any right of subrogation against the State of Georgia, or the DeKalb Community Service Board or their officers, employees and agents, the State Tort Claims Liability Fund and insurers participating thereunder, to the full extent of this indemnification.

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13. **CONFIDENTIALITY**

The Contractor agrees to and shall require its personnel to abide by all State and Federal laws, rules and regulations and the DeKalb Community Service Board policies respecting confidentiality of any written or oral information concerning any individual served by the DeKalb Community Service Board. Furthermore contractor may be required to have each employee involved in this agreement sign and date a confidentiality Agreement prior to the start of this contract. Contractor further agrees not to disclose, and shall not permit its personnel to disclose, any information concerning any individual served by the DeKalb Community Service Board to any person unless such disclosure is specifically authorized by the DeKalb Community Service Board. This obligation survives the expiration or early termination of this contract.

14. **LEGAL COMPLIANCE.**

Work, goods, or services offered in this bid must comply with all Federal, State and Local laws and regulations as applicable on date of delivery. The successful bidder must have all licenses, certifications, and permits required under all Federal, State, and local laws and regulations necessary to perform the bid if successful at time of the submission of the bid, at the time of the commencement of performance, and at all times during the term of the contract. The DeKalb Community Service Board may require that the bidder provide a copy of such licenses, certifications, and permits prior to the award to the successor bidder and, as to the successful bidder, at any time during the term of the contract.

15. **SALARY/TAXES/INSURANCE/FLSA**

Contractor agrees to pay all salaries, and all FICA and Medicare taxes, Federal and State Unemployment Insurance and any similar taxes imposed on Contractor by reason of Contractor's employment of or compensation paid to employees of Contractor and withhold and remit to appropriate authorities all Federal and State income, FICA, Medicare and other taxes required to be withheld from compensation to them. Contractor is required to comply with the Fair Labor Standards Act so that its compensation to its employees comply with the minimum wage and overtime premium requirements of that Act.

16. **WORK STANDARDS**

The contractor shall provide roofing services as required under this contract in accordance with generally accepted practices and standards. The Contractor further agrees that upon request by the DeKalb Community Service Board, it will reassign any of its employees who in the opinion of the DeKalb Community Service Board are not satisfactory.

17. **NON-DISCRIMINATION**

The Contractor will not willfully discriminate against any employee or applicant for employment because of race, color, religion, creed, national origin, sex, age, or disability.

18. **FAILURE TO PERFORM**

In the event the Contractor fails to comply with the terms of the contract, including requirements governing the quality of service or the schedule for performance of its duties under this Agreement, the DeKalb Community Service Board may provide written notice thereof to the Contractor. The notice may identify specific incidents or circumstances comprising the conditions complained of. In the event such conditions, but only those which are a violation of the terms of this contract, are not thereafter corrected, then the DeKalb Community Service Board reserves the right to withhold payments otherwise due under this Agreement until such violation is cured.

19. **MODIFICATIONS/ALTERATIONS**

No modifications or alterations of this Agreement will be valid or effective unless such modification or alteration is made in writing referencing this Agreement and signed by authorized representatives of each party.

20. **RE-NEGOTIATION**

This Agreement is subject to re-negotiation to meet any new requirements and regulations that may be issued by either the DeKalb Community Service Board or an agency of the Federal or State government.

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21. **TERMINATION**

This Agreement may be terminated by the DeKalb Community Service Board, without cause upon thirty-(30) day prior written notice to the Contractor. The DeKalb Community Service Board may terminate this Agreement immediately with cause upon notice to the Contractor. Cause means a violation of the confidentiality requirements of this contract or the violation of any provision of this agreement which in the good faith judgment of the DeKalb Community Service Board poses a threat to the safe and orderly operation of any facility being serviced, including the safety and well being of its consumers or employees.

22. **COMPLIANCE WITH LAWS including FEDERAL IMMIGRATION LAWS**

Contractor agrees that all work done as part of this Agreement will comply fully with all administrative and other requirements established by Federal and State laws and regulations and standards, and assumes responsibility for full compliance with all such laws, regulations and standards, and agrees to fully reimburse the DeKalb Community Service Board for any loss of funds or resources resulting from non-compliance by the Contractor, its staff, agents or subcontractors as revealed in any subsequent audits. In addition, contractor agrees that all services provided shall meet standards established by the Commission on Accreditation of Rehabilitation Facilities (**CARF**).

The contractor agrees that throughout the performance of the contract it will remain in full compliance with all federal immigration laws, including but not limited to provisions 8 USC § 1324a regarding the unlawful employment of unauthorized aliens. Contractor will ensure that only persons who are citizens or nationals of the United States or non-citizens authorized under federal immigration law are employed to perform services under this contract or any subcontract hereunder.

“Pursuant to the Georgia Security and Immigration Compliance Act of 2006, contractors are required to register and participate in the federal work authorization program. For a bid under this RFQ to be considered by the DeKalb Community Service Board, the bid must include a signed, notarized affidavit from the contractor attesting to the following. **Attachment F**

(A)The affiant has registered with, is authorized to use, and uses the federal work authorization program.

(B) The user identification number and date of authorization for the affiant;

(C) The affiant will continue to use the federal work authorization program throughout the contract period; and

(D) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required by subparagraphs (A), (B), and (C) of this paragraph.

Contractors and subcontractors who have no employees and who do not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of this contract with the DeKalb Community Service Board instead may provide a copy of their state issued driver's license or state issued identification card. A driver's license or identification card. A list of such states is available on the Attorney General's website."

23. **GOVERNING LAW**

The laws of the State of Georgia shall govern this contract.

24. **LICENSE REQUIREMENTS**

Contractor and its employees assigned to perform services under this Agreement shall be at all times duly licensed, certified or permitted in the State of Georgia to provide the services required under this Agreement and shall maintain any license, certificate, or permit required by DeKalb County or any municipality in which the DeKalb Community Service Board's facilities are located in order to permit Contractor lawfully to perform this Agreement.

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25. **NON-WAIVER**

The failure by the DeKalb Community Service Board to take action or make any objection to the failure by contract to comply with this contract shall not be deemed a waiver of such failure and the DeKalb Community Service Board may exercise any remedy on account of such failure at any time. A claim of waiver against the DeKalb Community Service Board shall not be valid unless such waiver is set forth in writing referencing this agreement and the term or action waived and signed by an authorized officer of the DeKalb Community Service Board. A waiver by the DeKalb Community Service Board of any breach by contractor of any provision of this contract shall not be deemed to be a waiver of such provision on any subsequent breach of the same or any other provision contained in this Agreement, and shall not establish a course of performance between the parties contradictory of the terms thereof.

26. **INDEPENDENT CONTRACTOR**

The Contractor, and the agents and employees of the Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the DeKalb Community Service Board.

27. **CERTIFICATE OF DRUG-FREE WORKPLACE**

Contractor certifies that a drug-free workplace will be provided for its employees during the performance of the Agreement, pursuant to subsection (a) O.C.G.A. section 50-24-3; and if the contractor hires a subcontractor (which is prohibited by this contract without the consent of the DeKalb Community Service Board) to work in that drug free workplace, the contractor shall secure from that subcontractor the written certification required by O.C.G.A. section 50-24-3 (a) (2).

28. **REQUIREMENTS**

The contractor shall prior to assigning an employee to duty under this contract submit proof that the employee has been fingerprinted, that the contractor completed within the 5 days preceding the assignment a background check (including obtaining a criminal history record) for the employee, and that the employee had a negative drug screen within the 60 days preceding the assignment. Contractor is responsible for timely submission of documents or training requirements by established deadline.

29. **RENEWALS**

The initial term of this contract shall be one year. After which this contract will be automatically renewed at the existing rate, terms and conditions for up to four (4) additional one-year terms.

NOTICE TO BIDDERS

THIS FORM IS TO BE SIGNED AND RETURNED WITH YOUR BID

THE BIDDER MUST SIGN THIS FORM WHICH MUST BE SUBMITTED AS PART OF THE BID.

UNSIGNED BIDS, INCLUDING ANY FORM REQUIRED TO BE SIGNED, WILL NOT BE CONSIDERED

The enclosed (or attached) bid in response to **RFQ# 2022-01-775** is a firm offer, as defined by the Georgia Code (O.C.G.A. 11-2-205), by the undersigned bidder. This offer shall remain open for acceptance for a period of ninety (90) days from the date of the closing of the bids, as set out in the Request for Quote.

BIDDER:

NAME AND ADDRESS OF BIDDER (Street, City, State and Zip Code)
(Include Area Code and Phone Number)

**Signature of Person
Authorized to Sign Bid**

Date of Bid

Signer's Name and Title (Type or Print)

**BID MUST BE SIGNED
UNSIGNED BIDS WILL NOT BE CONSIDERED**

CERTIFICATIONS AND SPECIFICATIONS

NOTICE TO BIDDERS

THIS FORM IS TO BE SIGNED AND RETURNED WITH YOUR BID

THE BIDDER MUST SIGN THIS FORM WHICH MUST BE SUBMITTED AS PART OF THE BID.

UNSIGNED BIDS, INCLUDING ANY FORM REQUIRED TO BE SIGNED, WILL NOT BE CONSIDERED

1. Bidder must check applicable blank below:

Bidder affirms the Bidder meets exact specifications:

YES _____ NO _____

2. ANY DEVIATIONS FROM SPECIFICATIONS MUST BE COMPLETELY EXPLAINED BY BIDDER.

If "NO" is checked above, Bidder will explain exact where bid does not meet the specifications.

SERVICE DELIVERY LOCATION: DD Service Center
2660 Osbourne Rd
Atlanta, GA 30319-2832

BILLING ADDRESS IS: DeKalb Community Service Board
P.O. Box 1648
Decatur, Georgia 30031
Attn: Accounts Payable
Email Invoice: dcsbaccountspayable@dekcsb.org

Bidder is cautioned to make this bid complete and to furnish all information and detail required by these specifications. Failure to comply may result in the bid not being considered due to incompleteness.

BIDDER:

**NAME AND ADDRESS OF BIDDER (Street, City, State and Zip Code)
(Include Area Code and Phone Number)**

**Signature of Person
Authorized to Sign Bid**

Date of Bid

Signer's Name and Title (Type or Print)

Scope of Work- Services Center

The Contractor agrees to provide all cleaning supplies, trash can liners, personnel, and equipment to meet specifications contained herein below. An adequate supply of all required cleaning supplies and cleaning agents must be available always.

The contractor agrees to supply all paper products, paper towels, toilet tissue & soap products with soap dispensers. An adequate supply of all required paper and soap products must be available always.

Mops and other like supplies are to be properly cleaned after each shift and properly stored at the end of each shift. Cleaning supplies and agents must be always locked in a designated area. Cleaning supplies and agents used through out the shift on a cleaning cart must be always under the supervision of personnel.

- All DeKalb CSB facilities are "Non-Smoking" facilities for contractors. No service personnel shall smoke in any areas at the DeKalb CSB facility.
- Service personnel at no time shall be using drugs, alcohol, firearms, knives, stun guns, items identified to be a weapon, matches, lighters, or drug paraphernalia on site at any DeKalb CSB facility.
- All service personnel shall have at least one-year experience in janitorial services. All service personnel shall be bonded against theft, tampering and/or damage (intentional damage or unintentional damage) in the amount of \$100,000.00 per person.
- Contractor shall be responsible for any such loss or damage to property including money, securities, merchandise, fixtures, and equipment belonging to the DeKalb CSB or to any other person or organization to such extent as the DeKalb CSB is legally liable for such loss or damage.
- The service personnel assigned to the facility shall sign-in and out at the security station or designated location, each visit. Service personnel may be subject to COVID-19 screening.
- The service personnel assigned to the facility shall wear a uniform and have a contractor provided ID badge with their first and last name prominently always displayed when on duty. Service personnel may be asked to wear a DeKalb CSB issued ID while on duty.
- Contractor agrees to remove any janitorial employee from the site at the request of DeKalb CSB with proper notification.
- The use of the telephone is prohibited while on duty except in cases of emergency. Cell phones will be left in the silent mode and not answered or used while on duty.
- All work equipment and supplies furnished in performance of contract shall be subject to inspection at any time by the facility director or a duly authorized DeKalb CSB representative.
- A daily checklist indicating all daily, weekly, and monthly tasks completed must be completed at each shift with time and personnel name and placed into the designated notebook.
- Contractor must furnish a "Right to Know" Manual, listing all chemicals used and the ingredients in case of chemical reaction by staff, consumer, or visitors.
- Contractor must update the manual with new specs each time a new chemical is added and must remove specs when the use of a chemical is discontinued.

TRAINING

Contractor and Contractor's employees must complete DeKalb CSB's required training prior to working in the facility. Documentation that the training has been completed will be kept on file with the DeKalb Community Service Board. The required trainings that will be conducted by DeKalb CSB staff includes:

- Confidentiality
- Emergency Disaster Plan
- Consumer Rights Infection Control
- Customer Service Training
- Crisis Prevention Institute (CPI)

On site porters shall be subject to an annual TB skin test. TB skin tests shall be made available to on site porters by the DeKalb Community Service Board and will be kept on file. Any necessary follow-up is the responsibility of the contractor.

SERVICE DAYS

Five (5) days a week

*** 10:30 am – 3:30 pm requires (1 staff minimum)**

*** 3:00 pm – 7:00 pm requires (2 staff minimum)**

The following services are to be performed, exactly as specified in the paragraphs below, according to the frequency listed below.

DAILY SERVICE

General

- Empty wastebaskets and other waste containers, inserting fresh liners as required. Remove and deposit trash in designated containers. **1st shift every (2) hours; 2nd shift once and/or as needed or requested**
- ~~Empty all biohazard trash into appropriate containers.~~
- Sweep and/or dust mop tile floors, including halls. **1st shift every (2) hours; 2nd shift once and/or as needed or requested.**
- Sweep and pick up trash at outside entrances including cigarette butts and any other discarded items from the entranceways.
- Damp mop all floors daily using a disinfectant solution. **1st shift every (2) hours; 2nd shift once and/or as needed or requested.**
- Clean front entrance glass
- Clean all classroom plexiglass dividers with a non-streaking solution
- Vacuum rugs and carpeting, spot cleaning as needed.
- Wipe down with a disinfectant all vinyl and plastic furniture in lobbies and client areas. **Minimum (1) time each shift and as requested or needed.**
- Wipe down with a disinfectant all common area door handles. **Minimum (1) time each shift and as requested or needed.**
- Wipe down with a disinfectant all electric switch plate covers. **Minimum (1) time each shift and as requested or needed.**
- Spot clean walls daily where stains are noticeable, where needed or requested.
- Maintain janitorial closet in a clean and orderly fashion, utilizing this area to clean mops each day and hang them to dry.
- Leave notice advising of any irregularities noted during servicing in contractor notebook. (i.e., defective plumbing fixtures, burnt out light bulbs, etc.)
- Pick up all trash around the building and dumpster area including parking area near building.

-
- Turn off all lights except those required to be left on. **2nd shift responsibility.**

Bathrooms: 1st shift every (2) hours; 2nd shift once and/or as needed or requested.

- Thoroughly clean all urinals, toilets, and lavatories with disinfectant solution.
- Damp mop all lavatory room floor areas with disinfectant solution.
- Clean mirrors and bright metals.
- Refill soap, towel and tissue containers as needed.
- Wipe down stall partitions and stall doors with a disinfectant solution.

Apartment Kitchen and Break Rooms:

- Clean table tops with disinfectant solution. **1st shift every (2) hours; 2nd shift once and/or as needed or requested.**
- Wipe down kitchen counters with disinfectant solution.
- Wash, disinfect, and polish exterior of refrigerator, freezer, and steam table.
- Sweep all floor areas in kitchen. **1st shift and 2nd shift minimum (1) time and as needed or requested.**
- Wet mop floors using a disinfectant solution. **Minimum (1) time each shift and as needed or requested.**

Nursing Area:

- Dispose of all hazardous waste in an approved manner, replacing red bag liners.
- Sweep and wet mop floor using a disinfectant solution. **Minimum (1) time each shift.**
- Wipe down counter tops and furniture using a disinfectant solution. **Minimum (1) times each shift.**

WEEKLY SERVICE

- Dust air and return vents.
- Dust moldings, doors, and window casings.
- Machine polish/buff all hard floors.
- Dust all level surfaces of desk, chairs, tables, filing cabinets, other furniture in offices and facility. Company papers on desks, drafting tables, files, etc., are not to be disturbed.
- Dust all partitions, blinds, baseboards, low ledges, and moldings.
- Steam and scrub all shower tiles with an disinfectant solution
- Wipe down all bathroom exposed fittings and pipes.
- Spot clean walls daily where stains are noticeable, where needed or requested.

MONTHLY SERVICE

- Machine scrub all title floors to include common areas and kitchen area
- Dust light housing in ceilings and remove dead bugs from fixtures.
- Window cleaning (eye level) ~ Inside and outside of the building

SEMI-ANNUAL

- Strip and Waxing of floors
- Carpet Deep cleaning

**DeKalb Community Service Board
Decatur, Georgia**

RFQ# 2022-01-775

1. AWARD OF CONTRACT

- (a) The contract if awarded will be awarded to that responsible and responsive bidder whose bid will be most advantageous to the DeKalb Community Service Board, price and other factors considered. The DeKalb Community Service Board will make that determination in good faith but otherwise in its sole and absolute discretion.
- (b) The DeKalb Community Service Board reserves the right, in good faith but otherwise in its sole and absolute discretion, to reject or accept any or all bids, to waive informalities, minor irregularities and technicalities in the bids received, whichever is deemed to be in the best interest of the DeKalb Community Service Board. If the Board rejects all bids, the Board may issue a new request for quote which may be of the same or of a different scope or upon the same or different terms and conditions, may procure all or part of the work, goods or services described in this Invitation by a method other than invitation to bid, or may elect not to procure some or all of the work, goods or services at all.
- (c) In the event that bids collected exceed the funds budgeted for this project, the DeKalb Community Service Board reserves the right to reduce the scope of the project. The lowest qualified responsive/responsible bidder will be contacted to negotiate a reduction in scope and bid amount. If terms cannot be reached, the next lowest qualified responsive/responsible bidder will be contacted. This method will be followed until terms are reached or all bids are rejected.

2. REFERENCES

All bidders must provide at least three (3) commercial references for its **two of which must be at least the same size and scope of this procurement.**
(Complete Attachment "A")

Reference contacts must be someone who can verify the quality of work and the length of service that was provided.

BIDDER:

NAME AND ADDRESS OF BIDDER (Street, City, State and Zip Code)
(Include Area Code and Phone Number)

**Signature of Person
Authorized to Sign Bid**

Date of Bid

Signer's Name and Title (Type or Print)

**BID MUST BE SIGNED
UNSIGNED BIDS WILL NOT BE CONSIDERED**

**DeKalb Community Service Board
Decatur, Georgia**

RFQ# 2022-01-775

SPECIAL INSTRUCTIONS FOR DEKALB COMMUNITY SERVICE BOARD

Background

Pursuant to Georgia Laws 2002, Act 971 (House Bill 498) the DeKalb Community Service Board is a public corporation and an instrumentality of the State (O.C.G.A. 37-2-6 (a)). The agency provides mental health, developmental disabilities, and addictive diseases services to citizens of DeKalb County through a staff of approximately 500+ employees in 25+ sites throughout the county. Prior to July 1, 1994, the agency was a part of the DeKalb County Board of Health.

RFQ# 2022-01-775 is a Request for Quote and will close on **February 17th 2022 @ 4pm**

Bids should be mailed to:

**DeKalb Community Service Board
Purchasing Office-ROOM 446
P.O. Box 1648
Decatur, Ga. 30031**

All responses must be received by 12:00 p.m. February 24th 2022. The DeKalb Community Service Board will not consider responses that have not been received by the Board at the above address by the due date and time.

Mandatory Site Visit will be held, **January 27th 2022** beginning promptly at **10:00 A.M. until 1:00 P.M.**

**DD Service Center
2660 Osbourne Rd
Atlanta, GA 30319**

Name, Address & Phone Number of Bidder (Street, City, State, Zip Code, Area Code & Phone)

**Signature of Person
Authorized to Sign Bid**

Date

Signer's Name & Title (Type or Print)

BID MUST BE SIGNED

UNSIGNED BIDS WILL NOT BE CONSIDERED

ATTACHMENT A

BIDDER'S REFERENCE SHEET

In the space provided below, please list a minimum of three (3) references giving the name, address, phone number and contact person of the companies, organization or agencies for whom you have provided similar services.
(TYPE OR PRINT)

NAME OF COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

TYPE OF SERVICE PROVIDED: _____

NAME OF COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

TYPE OF SERVICE PROVIDED: _____

NAME OF COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

TYPE OF SERVICE PROVIDED: _____

Name, Address & Phone of Bidder (Street, City, State, Zip Code, Area Code and Phone Number)

Signature of Person
Authorized to Sign Bid

Date of Bid

Signer's Name and Title (Type or Print)

**DeKalb Community Service Board
Decatur, Georgia**

RFQ# 2022-01-775

ATTACHMENT B

SERVICE TIME: Contractor shall perform work at facility during agreed upon hours with DeKalb Community Service Board's facilities as stated in the scope of service.

PRICING:

SERVICE CENTER MONTHLY COST: _____

SERVICE CENTER ANNUAL COST: _____

TOTAL BID COST (ANNUAL COST X 4) _____

PLEASE INCLUDE COST IN EACH RELEVANT CELL ON TABLE

~~RESTORATION PROCESS DETAILS MUST BE INCLUDED AS ATTACHMENT~~**

Additional information:

ADDITIONAL TASK (OUTSIDE MONTHLY PRICING)	COST
Initial cleaning of the facility	
Disinfectant cleaning of the facility	

BIDDER SHOULD READ THIS INVITATION TO BID, INCLUDING ALL SPECIFICATIONS AND ALL SPECIAL AND GENERAL TERMS AND CONDITIONS.

BY SIGNING BELOW, BIDDER STATES THAT THE BIDDER HAS READ AND UNDERSTANDS THIS INVITATION TO BID, INCLUDING ALL SPECIFICATIONS AND ALL SPECIAL AND GENERAL TERMS AND CONDITIONS SET FORTH IN THE INVITATION.

BIDDER ACCEPTS THE TERMS OF THE INVITATION TO BID, INCLUDING ALL SPECIFICATIONS AND ALL SPECIAL AND GENERAL CONDITIONS AND OTHER LIMITATIONS OF THE INVITATION TO BID.

BIDDER'S SIGNATURE IS REQUIRED ON THIS BID-PRICING SHEET, OTHERWISE, THE BIDDER'S BID WILL NOT BE ACKNOWLEDGED.

Signature of Person
Authorized to Sign Bid

Date of Bid

ATTACHMENT C

REQUIRED DOCUMENTATION

1. All bidders **MUST** submit along with their bids the following documents:
 - a. Certificate of Insurance
 - b. A CURRENT copy of your company's Business License for the State of Georgia.
 - c. Statement of Basic Qualifications of bidder.
 - d. Immigrations and Security Form (140-2 E)
 - e. SPD-SP045 Tax Compliance Form (applies to bids \$100,000.00 and over)
 - f. SPD-SP042 Supplier General Information Worksheet
 - g. SPD-SP012 Certification of Non-Collusion

Name, Address & Phone of Bidder (Street, City, State, Zip Code, Area Code and Phone Number)

**Signature of Person
Authorized to Sign Bid**

Date of Bid

Signer's Name and Title (Type or Print)

**BID MUST BE SIGNED
UNSIGNED BIDS WILL NOT BE CONSIDERED**



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
State Entity's Name:	DEKALB COMMUNITY SERVICE BOARD
State Solicitation/ Contract No.:	

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

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 State Entity, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the State Entity at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]

My Commission Expires:

*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



**IMMIGRATION AND SECURITY FORM
 (GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
State Entity's Name:	DEKALB COMMUNITY SERVICE BOARD
State Solicitation/ Contract No.:	

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the state contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the State Entity within five (5) days of the addition of any new subcontractor used to perform under the identified state contract.

Contractor's Name:	
Subcontractors:	



Mental Health, Developmental Disabilities & Addiction Services
"Helping to Make Brighter Tomorrows"

**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
Subcontractor's (Your) Name:	
State Entity's Name:	DEKALB COMMUNITY SERVICE BOARD
State Solicitation/ Contract No.:	

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the State Entity identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify™ User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

[NOTARY SEAL]

Notary Public

My Commission Expires:

*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