

**REQUEST FOR QUOTE**  
**Submit bids in original ONLY**

**RFQ#ORSAT@FOX 2022-04-652-REP**  
**Date: 4/1/2022**

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

**For information contact:**  
**Teiresias Jones @ (404) 508-7728, e-mail address: [teiresj@dekcsb.org](mailto:teiresj@dekcsb.org)**

Bids for furnishing the supplies or services described in the following schedule will be received in the **PURCHASING OFFICE**, Room 446, 445 Winn Way, Decatur, Ga. **until 5/3/2022.**

**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. Pricing Sheet **(Attachment B)**
7. **SITE VISIT SCHEDULE (Attachment C)**
8. Required Documentation **(Attachment D)**
9. Compliance Standards **(Attachment E)**
10. Code of Ethics **(Attachment F)**
11. Immigrations and Security Form **(Attachment G)**

**DELIVERY F.O.B. (DESTINATION)**

**SCHEDULE**

**RFQ# ORSAT 2022-04-652-REP**  
**DEKALB COMMUNITY SERVICE BOARD**  
**ORSAT Building Repairs**  
**\*\*SEE PAGES 11 - 19 FOR SPECIFICATIONS & BID REQUIREMENTS**  
**\*\* ATTACHMENTS A - G \*\***  
**MANDATORY SITE VISIT ON TUESDAY, April 19, 2022 @10:00 A.M. Attachment C**  
**BID CLOSING May 3<sup>rd</sup> @ 3 P.M.**  
**DEKALB COMMUNITY SERVICE BOARD**  
**E.L. RICHARDSON HEALTH CLINIC**  
**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**      **DATE**  
**AUTHORIZED TO BID**      **OF BID**

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

**DeKalb Community Service Board  
Decatur, Georgia  
Request for Quote  
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) In order for a bid to be considered for award, the bidder **must attend** the mandatory site visit.

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# ORSAT@FOX 2022-04-652-REP  
P.O. Box 1648  
DECATUR, GEORGIA 30031**

Any information given to a prospective bidder concerning an 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  
Decatur, Georgia  
Request for Quote**

**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) **Items offered must at least meet specifications called for and must be of quality which will adequately serve the use and purpose for which intended.**
- (f) Full identification of each item bid upon including brand name, make, model, catalog number must be furnished, (pictures, illustrations, drawings or other literature should be furnished)
- (g) The bidder represents that the item(s) to be furnished under this Request for Quote are new and that the quality has not been deteriorated.
- (h) **Brand Name Substitutions:** Should brand name substitutions be made, the burden is on the bidder to establish equality between the item bid and the item specified in the bid. Bidder should submit the necessary documentation to substantiate equality.
- (i) **F.O.B. Point:** Unless otherwise stated in this Request for Quote and any resulting contract or qualified by bidder, all items will be F.O. B. destination, which includes shipping charges, unloading, and installation.
- (j) **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.
- (k) **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.
- (l) **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.

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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. **NON COMPLIANCE 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)**

The successful 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.

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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.

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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.

- 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. **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.
- 16. **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.
- 17. **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.
- 18. **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.

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19. **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 \(CARF\)](#).

“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 H**

**(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 shall only be accepted in lieu of an affidavit if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. A list of such states is available on the Attorney General's website."

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.

Contractor shall not retaliate against or take any adverse action against any employee or any subcontractor for reporting or attempting to report a violation(s) regarding applicable immigration laws.

20. **GOVERNING LAW**

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

21. **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.

**DeKalb Community Service Board  
Decatur, Georgia  
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- 22. **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.
- 23. **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.
- 24. **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).
- 25. **PROVIDER MANUAL**  
Contractor is advised that there is a **Provider Manual** for Community Health, Developmental Disabilities and Addictive Diseases providers under contract with the Division of Mental Health, Developmental Disabilities and Addictive Diseases that [is available on the DMHDDAD web site, http://mhddad.dhr.georgia.gov/portal/site](http://mhddad.dhr.georgia.gov/portal/site) "Provider Information". A copy is also available for review during normal business hours on the 4<sup>th</sup> floor of the Richardson Building, 445 Winn Way, Decatur, Georgia 30030; a CD copy can be obtained at no expense by calling the Contracts Office at 404-294-3705.

**BIDDER:**

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**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)**



DeKalb Community Service Board  
Decatur, Georgia  
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**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#ORSAT@FOX 2022-04-REP** 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**

DeKalb Community Service Board  
Decatur, Georgia  
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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 particulars where bid does not meet the specifications.

3. DELIVERY: Complete delivery is guaranteed within \_\_\_\_\_ day(s) after receipt of order.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SERVICE DELIVERY LOCATION IS:** DeKalb Community Service Board  
ORSAT @ Fox  
3100 Clifton Springs Road  
Decatur, Georgia 30034

**BILLING ADDRESS IS:** DeKalb Community Service Board  
P.O. Box 1648  
Decatur, Georgia 30031  
Attn: Accounts Payable

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)**

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

**DeKalb Community Service Board  
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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:**

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

---

<b>Signature of Person Authorized to Sign Bid</b>	<b>Date of Bid</b>
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**Signer's Name and Title (Type or Print)**

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

DeKalb Community Service Board  
Decatur, Georgia  
Request for Quote  
ORSAT Building Repairs

**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# ORSAT 2022-04-652-REP** is a Request for Quote and will close on **May 3, 2022**, at **3:00 p.m.**

- 1. **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 3:00 p.m. on May 3, 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.**

- 2. **The Mandatory Site Visit will be held on Tuesday, April 19, 2022, beginning promptly at 10:00 a.m.**

**You MUST attend the site visit and sign in on time to be eligible to submit a bid. Failure to attend or be on time will negate your opportunity for submitting a bid for these services.**

**SITE VISIT LOCATION:  
ORSAT @ FOX  
3100 Clifton Springs Road  
Decatur, Georgia 30034**

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

\_\_\_\_\_  
**Signature of Person** **Date**  
**Authorized to Sign Bid**

\_\_\_\_\_  
**Signer's Name & Title (Type or Print)**

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**ORSAT SCOPE OF WORK**

**PURPOSE**

The DeKalb Community Service Board is soliciting bids for site renovations for our DeKalb Community Service Board Fox Residential facility @ 3100 Clifton Springs Road, Decatur, Georgia 30034.

There will be a Pre-bid conference to be held on Tuesday, April 19, 2022, at the Fox Residential Facility, 3100 Clifton Springs Road Decatur, GA. 30034. Attendance is MANDATORY for any Contractor intending to bid on this project.

- ***All contractors will be able to take measurements and pictures at this meeting***

**MEASUREMENTS**

Contractor is responsible for all measurements. All figures contained in these specifications are approximate and bid submitted is firm price on contractor's measurement

- A. Cement awning repair
  - Remove the sections that are damaged and falling replace with new sections
- B. Front Door Replacement
  - Replace (2) front doors with the same type of metal door with key lock
- C. Building a closet in foyer
  - Build closet with 4 shelves for supplies to include a lockable door located behind the desk in the lobby area
- D. Repair tech office doors
  - Replace door with similar type half door
- E. Repair med closet door
  - Replace door with similar type half door
  - Add lower cabinets 3 shelves under the counter on the back wall for storage
  - Add 2 electrical outlets on back wall 6 inches from floor
- F. Install (2) electrical outlets in dining area
  - Install (2) new electrical outlets on the left wall 6 inches from the floor
- G. New carpeting in tech office & offices & TV room & med lobby area
  - Remove old carpet and replace with carpet squares suitable for an office environment

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- H. New break room cabinets & tech office
  - Replace all cabinets in break room area and tech office with similar cabinets
- I. Refurbishment of floor tiles in kitchen area
  - Remove flooring in kitchen area and replace with similar tile flooring
- J. Cover dish return area with plexiglass
  - Place a permanent covering over open area for tray return. Material should be comparable for surrounding area
- K. Refurbishment of floor tiles
  - Refurbish flooring in janitorial closet to look like new
- L. Replace lighting in bathroom #1
  - Add LED lights and replace fixture similar in type to fixtures in bathroom #1
  - Ensure lighting meets standard code of 75 watts for fluorescent lighting and 65 watts for standard lighting and ensure all casing close properly
- M. Install electrical outlet middle of the wall 6 inches from the floor in client seating area for TV mount (near med closet)
- N. Remove sink and cap plumbing in program manager office
  - Demo and remove the sink and cabinet located in the program manager office
  - Cap plumbing
  - Paint wall after demo

All work performed shall be in accordance with applicable provisions of Public Laws, Regulations, and Codes with the latest edition or supplement or amendment in effect:

Applicable codes including, but not limited to:

1. Standard Building Code
2. National Electrical Code
3. Standard Mechanical Code
4. Standard Plumbing Code
5. Georgia Accessibility Code/OCGA 120-3-20
6. National Fire Protection Associations (NFPA 101)
7. Standard Fire Prevention Code

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Contractor recognizes and agrees that portions of the building will be occupied by DeKalb CSB employees performing essential tasks necessary for daily operations of the DCSB. Consequently, Contractor agrees that he shall perform his work in such a manner as to provide the least possible disruption to the occupants of the building.

**Permit/Drawings:** General Contractor shall be responsible for the securing of all permits, drawings, certificates of occupancy, and any approvals necessary for construction of this project. It will be the responsibility of the general contractor to ensure all work is properly permitted and inspected in accordance with all laws and procedures prior to beginning work.

**Project Schedule:** Contractor shall perform work and have access to building to perform work as indicated. Contractor shall provide directional and warning signs at protective barricades to ensure safe passage for staff and clients in or near work areas.

**Experience Requirements:** It is mandatory that the Bidder as a company, corporation, or other entity must have a minimum of three (3) years of successful experience as a General Contractor. This experience must be completed prior to the date established for the receipt of the bid. Any bidder unable to or failing to comply with this provision will not be considered for this contract.

**Warranty:** Contractor warrants that he is familiar with the codes applicable to the work and that he has the skills, knowledge, competence, and organization to execute the work promptly and efficiently in compliance with the requirement of the bid. The Contractor is obligated to keep a competent superintendent on the worksite during its progress and to employ only skilled and license workers. The contractor warrants to the **DeKalb CSB** that all materials and equipment incorporated in the work will be new unless otherwise specified and that all work will be of good quality, free from fault and defects. Contractor shall furnish a one (1) year warranty against all defects due to manufacturer or installation failures and provide all warranties from all manufacturers and sub-contractors. Warranty shall be in writing on contractor's letterhead.

**Samples:** The Contractor shall obtain approval of all samples prior to installation.

**Disposal:** Proper disposal of all demolition material will be the responsibility of the contractor. Contractor shall allow no trash or debris to accumulate. Trash and debris shall be picked up daily and hauled from site.

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**Indoor Air Quality:** The building will be in use and occupied during installation. Contractor shall schedule work and provide temporary ventilation and/or isolation to insure that fume from welding, and out-gassing from construction material does not migrate to occupied areas.

The Contractor shall do all the work and furnish all the materials, tools, equipment, and safety devices necessary to perform in the manner within the time specified. The Contractor shall complete the entire work to the satisfaction of the DeKalb CSB and in accordance with the specifications herein mentioned at the price herein agreed upon.

**Brand Name and Substitutions:** Contractor must documentation of all brand name products quoted in bid. Should brand name substitutions be made, the burden is on the bidder to establish equality between the item bid and the item specified in the bid. Bidder should submit the necessary documentation to substantiate equality.

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**Signature of Person  
Authorized to Sign Bid**

**Date**

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**Signer's Name & Title (Type or Print)**



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**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)

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ORSAT BUILDING REPAIRS  
PRICE SHEET - Attachment B

- A. Cement Awning Repair \$ \_\_\_\_\_
- B. Front Door Replacement \$ \_\_\_\_\_
- C. Building a Closet in Foyer \$ \_\_\_\_\_
- D. Repair Tech Office Doors \$ \_\_\_\_\_
- E. Repair Med Closet Door \$ \_\_\_\_\_
- F. Install (2) Electrical Outlets in Dining Area \$ \_\_\_\_\_
- G. New Carpeting in Tech Office & Offices & TV Room & Med Lobby Area \$ \_\_\_\_\_
- H. New Break Room Cabinets & Tech Office \$ \_\_\_\_\_
- I. Refurbishment of Floor Tiles in Kitchen Area \$ \_\_\_\_\_
- J. Cover Dish Return Area with Plexiglass \$ \_\_\_\_\_
- K. Refurbishment of Floor Tiles \$ \_\_\_\_\_
- L. Replace Lighting in Bathroom #1 \$ \_\_\_\_\_

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ORSAT BUILDING REPAIRS  
PRICE SHEET - Attachment B

M. Install Electrical Outlet Middle of the Wall  
6 Inches from the Floor in Client Seating area for TV Mount  
(Near Med Closet)

\$ \_\_\_\_\_

N. Remove Sink and Cap Plumbing in  
Program Manager Office

\$ \_\_\_\_\_

<b>SIGNATURE OF PERSON AUTHORIZED TO SIGN BID</b>	<b>DATE OF BID</b>

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ATTACHMENT C

MANDATORY SITE VISIT

There will be a MANDATORY SITE VISIT for all prospective bidders. This will be the **ONLY** Site Visit scheduled for this solicitation.

Site Visit Date: **Tuesday, April 19, 2022**

Site Visit Location: **ORSAT@FOX  
3100 CLIFTON SPRINGS ROAD  
DECATUR, GEORGIA 30034**

Site Visit Time: **PROMPTLY @ 10:00 a.m.**

**NOTE:** Any vendor arriving after the start of the site visit shall be restricted from participation in this solicitation. Vendors should arrive and sign in on time.

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

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**Signature of Person  
Authorized to Sign Bid**

**Date of Bid**

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**Signer's Name and Title (Type or Print)**

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

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ATTACHMENT D

REQUIRED DOCUMENTATION

1. All bidders MUST submit along with their bids the following documents:
  - a. A CURRENT copy of your company's Business License for the State of Georgia.
  - b. Immigrations and Security Form (See attachment G)
  - c. Copy of Certificate of Insurance

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

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Signature of Person  
Authorized to Sign Bid

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Date of Bid

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Signer's Name and Title (Type or Print)

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

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**BIDDER:**

Name of Bidder: \_\_\_\_\_

Bidder is (check appropriate space) a  
\_\_\_\_\_ individual  
\_\_\_\_\_ partnership, or joint venture  
\_\_\_\_\_ a corporation organized under the laws of \_\_\_\_\_  
\_\_\_\_\_ a limited liability company formed under the laws of \_\_\_\_\_

Bidder is a Minority Business Enterprise \_\_\_\_\_ YES \_\_\_\_\_ NO

"Minority Business Enterprise" means a small business concern which is at least 51% owned by one or more minorities (African-American; Asian-American; Native American; Pacific Islander; Hispanic/Latino) and is authorized to and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state.

Bidder's Social Security or EIN number is \_\_\_\_\_.

Bidder's Address is \_\_\_\_\_

\_\_\_\_\_  
**(Street, City, State, Zip Code, Area Code)**

Bidder's Telephone Number is \_\_\_\_\_  
**(Phone)**

\_\_\_\_\_  
**Signature of Person Date**  
**Authorized to Sign Bid**

\_\_\_\_\_  
**Signer's Name (Type or Print)**

\_\_\_\_\_  
**Signer's Title (Type or Print)**

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