



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

Date: August 14, 2024

Request for Quotation No. 24-3003832

Home Inspection Services DeKalb Cares

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

I. Proposed Term:

Annual Contract with 2 Options to Renew

II. Attachments:

- A. Scope of Work
- B. Quote Form
- C. Bidder Contact Information
- D. Reference Form and Reference Check Release Statement
- E. Bidder Affidavit
- F. Insurance Requirements

III. Payment Terms:

Net 30

IV. Scope of Work:

See Attachment A

V. Federal Work Authorization Program:

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Bidders Affidavit, Attachment E, be completed with bidder's proposal.

VI. Due Date:

All questions are due to technician via email at jmholley@dekalbcountyga.gov on or before 3:00 p.m. EST on August 19, 2024.

Quotes are due on or before 5:00 p.m. EST on August 22, 2024. Bidder must complete and return the quote form, reference form, bidder affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of technician or email to jmholley@dekalbcountyga.gov.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Bidders should not rely on any representations, statements or explanations other than those made in this RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the DeKalb County Department of Purchasing and Contracting as requested. Bidders may contact the above listed contact person to verify the number of addenda prior to submission. Addenda issued for this RFQ will be posted on DeKalb County's website, <https://www.dekalbcountyga.gov/informalbids>. Bidder should regularly check the County's website for addenda.

All quotes are to be provided on Attachment B, Quote Form.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL QUOTES, TO WAIVE INFORMALITIES, AND/OR TO RE-ADVERTISE.

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

Sincerely,

Joydan M. Holley

Procurement Technician
Department of Purchasing and Contracting

ATTACHMENT A

SCOPE OF WORK

The DeKalb County Community Development Department is requesting the submission of Statements of Qualifications/proposals (“SOQ(s)”) from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“Firm(s)”) to perform Home Inspection and Estimation Services related to the identification of needed plumbing repair under the DeKalb CARES project.

The DeKalb CARES project is designed and committed to supporting qualified low to moderate-income households throughout DeKalb County with no-cost plumbing repairs; the project will assist in the repair, installation, and carrying out and enforcement of DeKalb County Watershed Plumbing Codes. DeKalb CARES project consists of four components:

- Private Sewer Lateral Remediation - Potential sewer lateral issues
 - ✓ Structural defects in the sewer lateral allow infiltration of stormwater into the sewer
 - ✓ Connections of roof drains, area drains, etc., allowing inflow of stormwater runoff into the sewer
 - ✓ Slope issues in laterals create the risk of building backups
 - ✓ Lack of cleanout on the property line to allow investigation of the location of sewer lateral issues
- Septic to Sewer Conversion
 - ✓ Assist those in need with sewer available on their street to connect to the sewer system.
- Water Leaks (High Water Usage)
 - ✓ Assist those in need with water leaks to repair the leak, and if not already done, convert to AMI transmitters for electronic usage reporting/Advanced Metering Infrastructure (AMI).
- Water Leaks (Inclement Weather Issues)
 - ✓ Assist those in need with water leaks to repair the leak.

DeKalb CARES benefits all Department of Watershed Management (DWM) customers by helping reduce the system's outstanding debt burden and promoting the most efficient use of the County's water resources. These no-cost plumbing repairs help customers with potential sewer lateral issues connect to sewers where available and repair leaks causing high DWM water accounts.

To determine what plumbing repairs are required and the estimated cost, the Department will procure the services of certified home inspection firms to assess the needed scope of plumbing repairs and the estimated repair cost for the three eligible DeKalb CARES activities listed above.

The selected Firm(s) must be prepared to perform the Services described in the form of an Agreement for Home Inspection and Estimation Contractor Services (“Agreement”). The Department will determine the exact scope of each project based on its needs.

The Department intends to maintain a pool of qualified home inspectors for the services sought in this RFQ. Request for recertification may be sent every three (3) years. Firms that reply to the request for recertification may be retained from the pool of prequalified firms at the Department’s sole discretion. Other firms may be added to the pool at the Department's sole discretion.

The Department accepts proposals from qualified contractors for home inspection and estimation services related to plumbing repairs under the DeKalb CARES project described herein.

HOME INSPECTIONS

1. The successful bidder shall provide home inspection and estimation services related to plumbing repairs on an “on-call” basis using the vendor's parts and materials/supplies. Said services are to be performed on an “as needed” basis when and only when requested by Department authorized personnel. In an emergency, the contractor must be willing and able to respond within two (2) hours of contact by the Department.
2. The successful bidder is expected to furnish the necessary tools to perform the required work at all residential properties.
3. If working in areas with asbestos-containing material becomes necessary, precautions must be taken to ensure worker and building occupant protection and safety. To this extent, the vendor ensures compliance with all applicable federal and state guidelines. The successful bidder must sign off, in the Community Development office, an acknowledgment of the possible presence of asbestos-containing material and agree to in no way disturb any asbestos-containing materials found during the repair work. If asbestos-containing material (ACM) is present on plumbing systems that require repairs, the vendor will notify the Department so an asbestos abatement contractor can be scheduled.
4. The successful bidder for this contract must provide proof of the following and their submittal.
 - a. Copies of the home inspector’s certificate(s) and the certification for all personnel performing the work as a certified home inspector.
 - b. Certificate of Liability insurance, per the requirements in Section 12 below, and
 - c. Proof of Worker’s Compensation Coverage.
5. Each home inspection and estimation service will be based on a per-unit cost, as the attached sheet indicates. Prices will remain in effect for one year and may be renewed annually for up to three (3) years by the agreement of both parties. Either party may terminate the contract upon thirty (30) days written notification.
6. The successful bidder shall be responsible for developing a specific scope of work

for plumbing repair (inspection reports) and a cost estimate required to perform services. The department will reimburse the bidder for the cost of the inspection reports upon receipt of appropriate documentation.

7. Labor Harmony. The undersigned hereby certifies that the Bidder can furnish labor that is in harmony with all other elements of labor employed or used on the Work.
8. Registration. Bidder shall ensure that its Subcontractors comply with the Georgia business registration and compliance monitoring provisions.
9. Qualified Statement of Work (QSW.) Bidder expressly acknowledges and understands that if it is awarded a place in the pool of plumbing companies, it shall perform the Work of any/all projects it agrees to by the Department's Qualified Statement of Work ("QSW") and that the Bidder is certified to complete be the Department's QSW, as required by DeKalb County Permit Department.
10. General Acknowledgement. The Bidder represents competence, knowledge, and skills concerning the work's nature, extent, and inherent conditions. The bidder further acknowledges that certain peculiar and inherent conditions exist in the construction of the Work that may create, during the Work, unusual or abnormal unsafe conditions hazardous to persons and property. The bidder expressly acknowledges that it is aware of such peculiar risks and has the skill and experience to foresee and adopt protective measures to perform the work adequately and safely concerning such hazards.

SPECIAL SERVICES NEEDED TO DETECT UNDERGROUND WATER LEAKS, PRIVATE SEWER LATERAL REMEDIATION, AND SEPTIC TO SEWER CONVERSIONS

Potential issues

- Structural defects in the sewer lateral allow infiltration of stormwater into the sewer
- Connections of roof drains, area drains, etc., allowing inflow of stormwater runoff into the sewer
- Slope issues in laterals create the risk of building backups
- Lack of cleanout on the property line to allow investigation of the location of sewer lateral issues
- Active underground water leak
- Determination of close-by sewer lines for septic conversion requests.

A Closed-Circuit Television Video (CCTV) push camera will be needed to inspect sewer lines. CCTV cameras allow plumbers to see the root causes of sewer issues without conducting more invasive methods like digging or removing walls or flooring to gain access to plumbing. These types of sewer inspections are a more cost-effective way to pinpoint the location of sewer and pipe blockages.

End of Specifications

ATTACHMENT B

QUOTE FORM

ITEM NO.	ITEM DESCRIPTION	Estimated Quantity	UNIT	UNIT PRICE	TOTAL
1	Inspection & Estimation Fee for Water Leak Repairs		Per Hour	\$	\$
2	Inspection & Estimation Fee for Septic to Sewer Services		Per Hour	\$	\$
3	Inspection & Estimation Fee for Private Sewer Lateral Remediation		Per Hour	\$	\$
4	CCTV Camera Rental Under Private Sewer Lateral Inspection		Per Hour	\$	\$

ATTACHMENT C

BIDDER CONTACT INFORMATION

1. Are you a DeKalb County Firm? Yes No
2. Has your firm been in Chapter 7 during the last ten (10) years? Yes No

Signed, sealed, and dated this _____ day of _____ .20__

Name of Business

By: _____
(Signature of Business Representative)

Name (Typed or Printed)

Title

Responder's Mailing Address

Phone Number

Fax Number

ATTACHMENT D

Reference Form and Reference Check Release Statement

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of services listed in the solicitation.

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

REFERENCE CHECK RELEASE STATEMENT

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

Signed _____

Title _____

(Authorized Signature of Bidder)

Company Name _____ Date _____

ATTACHMENT E

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

BY: Authorized Officer or Agent
Authorization
(Bidder's Name)

Federal Work
Enrollment Date

Title of Authorized Officer or Agent of Bidder

Identification Number

Printed Name of Authorized Officer or Agent

Company Name & Address (do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

ATTACHMENT F

INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

-
- I. If the County sends to you notice of Award on this bid, take this form to your insurance agent as this form contains requirements that may be non-standard in the insurance industry.
 - II. Instruct your insurance agent that the County's requirements are listed in Section III, and that you *must* comply with these requirements before you may proceed with the work.
 - III. Before the starting of any work, the successful contractor must furnish to DeKalb County certificates of insurance from companies doing business in Georgia and acceptable to the County as follows:
 1. Certificates must cover:
 - **Statutory Workers Compensation**
 - **Business Auto Liability Insurance** with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
 - **Commercial General Liability Insurance**
 - (1) Each Occurrence - \$1,000,000
 - (2) Fire Damage - \$250,000
 - (3) Medical Expense - \$10,000
 - (4) Personal & Advertising Injury - \$1,000,000
 - (5) General Aggregate - \$2,000,000
 - (6) Products & Completed Operations - \$1,500,000
 - (7) Contractual Liability where applicable
 2. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia.

3. The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.
4. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
5. Certificates to contain the location and operations to which the insurance applies.
6. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
7. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.
8. Certificates are to be issued, and the successful contractor shall mail insurance documents listed in this form, to:

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

9. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.