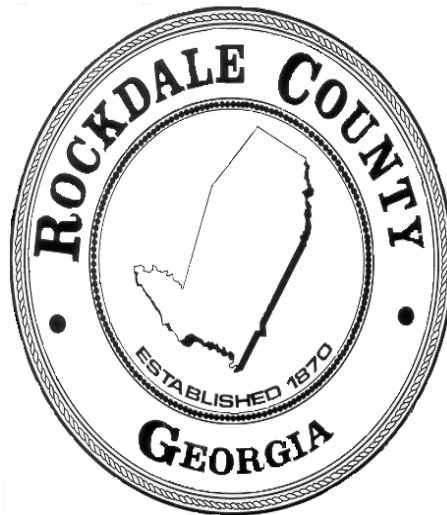


# **ROCKDALE COUNTY, GEORGIA**

**April 3, 2019**

## **FIRE EXTINGUISHERS, NEW and Service**

### **INVITATION TO BID # 19-08**



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT OFFICE  
958 MILSTEAD AVENUE  
CONYERS, GA 30012  
770-278-7552**

**INTRODUCTION:**

This is an Invitation to Bid for the purchase of **Fire Extinguishers, New and Service in Rockdale County.** Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

**PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this ITB and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or the following address:

Rockdale County Finance Department  
Purchasing Division  
Attn: Meagan Porch  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7557, Fax (770) 278-8910  
E-mail: [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov)

To maintain a "level playing field", and to assure that all bidders receive the same information, bidders are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the bidder.

Five (5) hard copies and one (1) original hard copy and one (1) Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*). Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

All bid materials must be completed and enclosed in a sealed envelope prior to submittal. The ITB number must be clearly written on the outside of the envelope. **Incomplete, incorrect, unsealed, unmarked, or improperly submitted bids may be rejected.**

**CONTRACT TERM:**

12 Months from Notice to proceed with option to renew two additional 12-month periods, renewable each year.

**DUE DATE:**

Sealed bids will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, April 25, 2019**. Bids received after this time will not be accepted. Bidders are not required to attend bid opening.

**QUESTIONS AND CLARIFICATIONS:**

All questions and/or requests for clarifications concerning this ITB must be submitted to the Purchasing Division via email to [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or at the above address no later than **2:00 p.m., local time, on Thursday, April 18, 2019**. It shall be the Bidders responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and

posted to the County's website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

**ADDENDA:**

Answers to questions submitted that materially change the conditions and specifications of this ITB will be issued in an addendum and posted to the County's website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov) under Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

**It is the bidder's responsibility to check the Rockdale County website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities for any addenda that may be issued, prior to submitting a bid for this ITB.**

**WARRANTY AND / OR GUARANTY:**

The bidder will state below or will furnish a separate letter attachment which fully explains the condition of Warranty and/or Guaranty. If no Warranty and/or Guaranty is applicable, it must be so stated. NOTE: Failure to respond to the requirement of this paragraph may result in the bid being unconsidered.

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**FOREIGN PRODUCTS:**

Rockdale County prefers to buy items produced and/or manufactured in the United States of America; however, foreign products may be considered provided it is so stated. Bidder certifies that item(s) offered on this bid is/are manufactured/produced in the United States.

Yes \_\_\_\_\_ No \_\_\_\_\_

If "No" state place: \_\_\_\_\_

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**Bidder must check applicable blank below:**

Bidder affirms that specifications are exactly met:

Yes \_\_\_\_\_

No \_\_\_\_\_

**ANY DEVIATION FROM SPECIFICATIONS MUST BE COMPLETELY EXPLAINED BY BIDDER.** Bidder will explain exact particulars where bid does not meet exactly the specification if A No is checked above.

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**INVENTORY / DELIVERY**

Successful bidder must maintain a reasonable stock for Rockdale County for quick service/refill, etc., within 48 hours. Bidder must indicate below normal inventory.

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Normal Delivery is required with 3-5 calendar day(s) after receipt of individual orders. However, alternate delivery time will be considered provided it is so stated.

\_\_\_\_\_  
(Bidder state number of days for delivery)

All prices are to be firm, **F.O.B. Destination, Freight Prepaid and Allowed.**

Delivery must be made between 8:30 A.M. and 3:30 P.M. Monday through Friday, unless otherwise requested.

**DELIVERY F.O.B.:** The successful bidder shall give a 24-hour prior notice of delivery to Division calling in the order; and **must ask for caller's Purchase Order Number (or Release Number) at that time**, when giving such prior Notice.

**NOTE: F.O.B. POINT:** Unless otherwise stated in the invitation and any resulting contract, or qualified by the bidder, all articles will be F.O.B. Destination, Freight Prepaid and Allowed. This shall include delivered, unloaded and placed in designated place. Successful bidder must comply with this paragraph. Also, Rockdale County reserves the right to increase or decrease the listing of facilities or the services at any time during the term of the contract.

**F.O.B. LOCATION:**      See Attachment "A"

**QUALIFICATIONS OF OFFERORS:**

Bidders must have a current business license from their home office jurisdiction and provide a copy of that license with the submittal of their bid response. Rockdale County vendors doing business in Rockdale County must have a current Rockdale County Business License.

Bids from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Pursuant to O.C.G.A. §§ 25-12-1 and GA Office of Insurance & Safety Fire Commissioner / Rules of Comptroller General: Chapter 120-3-23, any firm or individual desiring to install, inspect, repair, recharge, service or test portable fire extinguishers shall obtain a license issued by the Georgia Safety Fire Commissioner.

Bidders must comply with O.C.G.A. §§ 25-12-(1-22) and GA Office of Insurance & Safety Fire Commissioner / Rules of Comptroller General: Chapter 120-3-23-(1-23) as they apply to this ITB.

Bidders are to submit at least **(3) three references** from projects with similar experience using the materials and process in this Invitation to Bid.

**ESCALATION CLAUSE:**

During the life of the contract, if the successful bidder requests a price increase, the successful bidder shall furnish price lists to the County for his/her increases and those of his/her supplier (e.g. factory) increases, as and if prices are changed. Furnish also a list of his/her supplier's (e.g. factory) prices that had been in effect during bidder's earlier prices; so that County can see the difference. Price change will be in effect only after receipt and approval of one copy of these price lists, (or catalogs), by the Rockdale County Purchasing Department. Price lists and changes thereto are to be furnished under the contract and without charge to the County. Catalogue(s) or Price List(s) are to be submitted to Purchasing Department, P.O. Box 289, Conyers, GA 30012. All price increases will require Board of Commissioners approval as a change order to the contract.

**SILENCE OF SPECIFICATIONS**

The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.

**OPTION TO AUDIT**

Successful bidder will be required to maintain complete records during the life of the contract and for a period of one year after completion of the contract. Such records are to be made available to the County if officially requested, to be audited by a designated County auditing staff. In such audits reveal overcharges and/or undercharges, such will be adjusted and compensation made by either party to correct charges.

**TORT IMMUNITY:**

No officer, employee, or agent of the County acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered because of any act, event, or failure to act.

**PROPRIETARY INFORMATION:**

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

**AWARD OF CONTRACT:**

The Rockdale County Procurement Office and/or Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee. Rockdale County reserves the right to make no awards, multiple awards, one award for all items; or whatever the County deems to be in its best interest.

**QUANTITIES:**

The quantities listed in the Bidders Response Schedule are provided as an estimate for bid purposes. The County will not be obligated to quantities beyond actual needs.

**SELECTION PROCESS:**

The Rockdale County Procurement Office and/or Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Purchasing Department and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose bid represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all bids if such action is in the county's interest.

Rockdale County may evaluate bids and award a contract without discussions with offerors. Therefore, the offeror's initial bid should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

**INSURANCE:**

The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

Coverage	Limits of Liability
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Excess Umbrella Liability	\$1,000,000.00 each occurrence

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, 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 Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

**QUALIFICATIONS:**

Georgia law requires any business, person, partnership, organization, association, corporation, or individual, in the business of installing, altering, inspecting, repairing, recharging, servicing, maintaining, or testing fire suppression systems or in the business of inspecting, repairing, recharging, servicing, maintaining, or testing portable fire extinguisher or special hazard fire suppression systems to obtain a license from the Safety Fire Commissioner. A copy of license is required at the time of bid.

**PERMITS:**

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

**ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011**

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

**LOCAL VENDOR PREFERENCE POLICY**

The Rockdale County Board of Commissioners adopted a Local Vendor Preference Policy on March 26, 2013. The policy will apply to all qualified Invitations to Bid and Request for Proposals after May 1, 2013. The Local Vendor Preference Policy allows Rockdale County vendors to get an extra 5 points on the evaluation criteria scoring for Request for Proposal. The Policy will give the local bidder the opportunity to match the price of a non-local vendor's bid price if they are low and within 5% of the low bidder's price on Invitations to Bid. A copy of the Policy may be downloaded from the County website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), Bid Opportunities.

The Local Vendor Preference Policy: will apply to this ITB.



## BID FORM – ITB #19-08

Instructions: Complete all THREE parts of this bid form.

### PART I: Vendor Information:

Vendor Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

### PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

## BID FORM – ITB# 19-08 (Continued)

### PART III: Bid Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Bid Form.

#### PRICE SCHEDULE

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
1.	<p>ABC, Multi-purpose, Dry Chemical, 2-1/2 Pound with Vehicle Mounting Bracket (No Plastic Valves), and in accordance to minimum specifications and notes below.</p> <p>Bidding on:</p> <p>_____</p> <p>(Brand Name and/or Identification Number)</p>	18	Each	_____	_____
2.	<p>ABC, Multi-purpose, Dry Chemical, 2-1/2 Pound without Vehicle Mounting Bracket (No Plastic Valves), and in accordance to minimum specifications and notes below.</p> <p>Bidding on:</p> <p>_____</p> <p>(Brand Name and/or Identification Number)</p>	3	Each	_____	_____
3.	<p>Metal Bracket for extinguisher, 2-1/2 Pound, Kidde Model K896698, and in accordance to minimum specifications and notes below</p> <p>Bidding on:</p> <p>_____</p> <p>(Brand Name and/or Identification Number)</p>	3	Each	_____	_____
4.	<p>ABC, Multi-purpose, Dry Chemical, 5 Pound without Metal Vehicle Mounting Bracket (No Plastic Valves), and in accordance to minimum specifications and notes below.</p> <p>Bidding on:</p> <p>_____</p> <p>(Brand Name and/or Identification Number)</p>	5	Each	_____	_____

**PRICE SCHEDULE**

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
5.	ABC, Multi-purpose, Dry Chemical, 5 Pound with Metal Vehicle Mounting Bracket (No Plastic Valves), and in accordance to minimum specifications and notes below.  Bidding on:  _____ (Brand Name and/or Identification Number)	5	Each	_____	_____
6.	ABC, Multi-purpose, Dry Chemical, 10 Pound without Metal Vehicle Mounting Bracket (No Plastic Valves), and in accordance to minimum specifications and notes below.  Bidding on:  _____ (Brand Name and/or Identification Number)	20	Each	_____	_____
7.	ABC, Multi-purpose, Dry Chemical, 10 Pound with Metal Vehicle Mounting Bracket (No Plastic Valves), and in accordance to minimum specifications and notes below.  Bidding on:  _____ (Brand Name and/or Identification Number)	5	Each	_____	_____
8.	ABC, Multi-purpose, Dry Chemical, 20 Pound without Metal Vehicle Mounting Bracket (No Plastic Valves), and in accordance to minimum specifications and notes below.  Bidding on:  _____ (Brand Name and/or Identification Number)	4	Each	_____	_____

**PRICE SCHEDULE**

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
9.	ABC, Multi-purpose, Dry Chemical, 20 Pound with Metal Vehicle Mounting Bracket (No Plastic Valves), and in accordance to minimum specifications and notes below.  Bidding on:  _____ (Brand Name and/or Identification Number)	4	Each	_____	_____
10.	CO2, 10 pound Metal Head only with wall mounting bracket, and in accordance to minimum specifications and notes below.  Bidding on:  _____ (Brand Name and/or Identification Number)	5	Each	_____	_____
11.	CO2, 20 pound Metal Head only with Metal Vehicle Mounting Bracket, and in accordance to minimum specifications and notes below.  Bidding on:  _____ (Brand Name and/or Identification Number)	1	Each	_____	_____
12.	Halotron with wall mounting bracket, and in accordance to minimum specifications and notes below.  Bidding on:  _____ (Brand Name and/or Identification Number)	1	Each	_____	_____

### PRICE SCHEDULE

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
13.	"K" class portable fire extinguisher, with Wall Mounting Bracket and Signage, and in accordance to minimum specifications and notes below.  Bidding on:  _____ (Brand Name and/or Identification Number)	2	Each	_____	_____
14.	Recharge / Refill, ABC, Multi-purpose, Dry Chemical, 5 pound, and in accordance to minimum specifications and notes below.	5	Each	_____	_____
15.	Recharge / Refill, ABC, Multi-purpose, Dry Chemical, 10 pound, and in accordance to minimum specifications and notes below.	5	Each	_____	_____
16.	Recharge / Refill, ABC, Multi-purpose, Dry Chemical, 20 pound, and in accordance to minimum specifications and notes below.	20	Each	_____	_____
17.	Recharge / Refill, CO2, 10 pound, and in accordance to minimum specifications and notes below.	2	Each	_____	_____
18.	Recharge / Refill, CO2, 20 pound, and in accordance to minimum specifications and notes below.	5	Each	_____	_____
19.	Recharge / Refill, Halotron, and in accordance to minimum specifications and notes below.	1	Each	_____	_____
20.	Recharge / Refill, "K" Class portable fire extinguisher, and in accordance to minimum specifications and notes below.	2	Each	_____	_____
21.	Inspection, Annual Inspection, with Tag and New Tamper Seal (per unit), and in accordance to minimum specification and notes below.	400	Each	_____	_____

**PRICE SCHEDULE**

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS	UNIT	UNIT PRICE	AMOUNT
22.	Inspection, CO2, 5-year Inspection and Hydro-test, and in accordance to minimum specification and notes below.	4	Each	_____	_____
23.	Inspection, Wet Chemical, 5-year Inspection and Hydro-test, and in accordance to minimum specifications and notes below.	6	Each	_____	_____
24.	Inspection, Halogenated Agents and Dry Powder, 6-year Inspection, and in accordance to minimum specifications and notes below.	50	Each	_____	_____
25.	Inspection, Halogenated Agents and Dry Powder, 12- year Inspection / Hydro-test, and in accordance to minimum specifications and notes below.	350	Each	_____	_____

**NOTES TO SUPPLIER**

**NOTE 1:** All services shall be in accordance with the State of Georgia Rules and Regulations of the Safety Fire Commissioner.

**NOTE 2:** Rockdale County reserves the right to increase or decrease the listing of facilities or the services at any time during the term of the contract.

**NOTE 3:** It is the responsibility of the contractor to inspect job-sites prior to submitting bids. Addresses are included as part of this invitation package. All sites are to be maintained according to the contract specifications and standards.

**NOTE 4:** All fire extinguishers to be furnished shall be of the metal-nozzle type (no plastic).

**NOTE 5:** Prices above shall include “loaner” pricing.

**NOTE 6:** All Contractors’ jobsite liaison personnel must be able to speak, read, and comprehend the English language.  
Bidder State Compliance:

Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE 7:** All the small parts and labor cost are to be covered in the service fee for each extinguisher.

**NOTE 8:** Rockdale County reserves the right to make no awards, multiple awards, one award for all items; or whatever the County deems to be in its best interest.

End Price Schedule.

**GENERAL INFORMATION:****RECEIPT OF BID:**

No bids received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a bid not properly addressed and identified.

**WITHDRAWAL OF BID:**

A bidder may withdraw his bid before the bid due date, without prejudice to the bidder, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

**REJECTION OF BID:**

Rockdale County may reject any and all bids and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any bid in the proposing procedure. Rockdale County shall be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various bidders.

**STATEMENT OF EXPERIENCE AND QUALIFICATIONS:**

The bidder may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected. The successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

**NON-COLLUSION AFFIDAVIT:**

By submitting a bid, the bidder represents and warrants that such bid is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from proposing and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

**INTEREST OF:**

By submitting a bid, the bidder represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom.

**DOCUMENTS DEEMED PART OF THE CONTRACT:**

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid, and addenda, if any, will be deemed part of the contract.

**GOVERNING LAWS:**

This contract is made under and shall be governed and construed in accordance with the laws of the State of Georgia.

**ERRORS AND OMISSIONS:**

The vendor shall not take advantage of any errors or omissions in this Bid Request, and shall promptly notify Rockdale County of any omissions or errors found in this document.

**STANDARD INSTRUCTIONS:**

1. The instructions contained herein shall be construed as a part of any bid invitation and/or specifications issued by Rockdale County and must be followed by each bidder.
2. The written specifications contained in this bid shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this bid may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the bid price.
4. The following **ITB #19-08** must be written clearly on the outside of each bid envelope in order to avoid prior opening in error.
5. All bids must be received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place of bid due date. Bids received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid to Rockdale County the first page of your bid package should be the bid form listing the price, delivery date, etc., unless the bid form is requested to be in a separate envelope.
8. Rockdale County reserves the right to accept a bid that is not the lowest price if, in the County's judgment, such bid is in the best interest of the County and the public. The County reserves the right to reject any and all bids.
9. Telephone, Telegraphic or Facsimile bids will not be accepted.
10. 1No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.  

Federal I.D. #58-6000882  
Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any bid on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Bidders shall state delivery time after receiving order.
14. Bidders shall identify any subcontractors, and include an explanation of the service or product that they may provide.



**BID SPECIFICATIONS:**

The specifications are as follows and on the attached pages.

**General:**

Purchase Price shall include delivery, F.O.B. Rockdale County – “See Attachment A”. Rockdale County reserves the right to increase or decrease the listing of facilities or the services at any time during the term of the contract.

Include any brochures and specifications that pertain to the equipment that you are proposing.

List any options and the cost for the options separately.

Warranty information must be provided with the submittal of bid.

<b>MINIMUM TECHNICAL SPECIFICATIONS FOR FIRE EXTINGUISHERS</b>	<b>BIDDER STATE COMPLIANCE YES/ NO-explain</b>
<b>I. SERVICES</b>	
1. All services shall be in accordance with the State of Georgia Rules and Regulations of the Safety Fire Commissioner.	_____
a. <b>Inspection:</b> Contractor shall, once during the period, thoroughly inspect each fire extinguisher and tag in a professional manner to insure that the extinguisher will work properly, if required, including a check of the nozzle to insure that it is not clogged and appears to be in good working order. Any defects or problems shall be noted on the report and repaired as required. The list of County fire extinguishers shall be updated to reflect current information.	_____
b. <b>Refill:</b> Contractor shall, upon notification of a discharged extinguisher or discovery of a discharged or “low” extinguisher during inspection, immediately take steps to refill or if appropriate and with consent of County, replace the extinguisher. During the period the extinguisher is being refilled, if not filled on site, the Contractor shall furnish a “loaner” in its place. Refill shall include all necessary materials and chemicals, including a new cartridge, if applicable, and all other items such as washers, seals, gaskets, etc., normally required to return the extinguisher to full service. Repairs, if required, to nozzle mechanism, etc. shall be completed at this time as per stated in the proposal. Upon notification, the contractor will be on site within 48 hours of the request for service to either refill, provide a loner unit, or replace the discharged extinguisher.	_____
c. <b>Hydrostatic Testing:</b> As necessary, during inspections and/or refills, extinguishers in need of a hydrostatic test as determined by law shall be tested. A loaner shall be furnished during the period the extinguisher is out of service for testing. Cylinders which fail shall be destroyed and replaced with new cylinders or, if necessary, entirely new extinguishers with approval of facilities manager. Upon completion, the report shall be annotated to reflect the date of the test or replacement.	_____
d. <b>Furnish and Deliver New Extinguisher(s):</b> Upon request of any department or agency, Contractor shall furnish and deliver a new fire extinguisher of the size and type requested. Said extinguishers shall be new and of best quality manufacture and shall include appropriate mounting brackets for installation. All fire extinguishers to be furnished shall be of the metal-nozzle type (no plastic).	_____

End Minimum Specification

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF VENDOR**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He is \_\_\_\_\_ (owner, partner officer, representative, or agent) of \_\_\_\_\_, the Vendor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF VENDOR**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He/She is \_\_\_\_\_ (owner, partner officer, representative, or agent) of \_\_\_\_\_, the Vendor that has submitted the attached ITB;

(2) He/She is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached ITB or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached ITB are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)

### Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor 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 information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_

**Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies it compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_,201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:\_\_\_\_\_

### Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I \_\_\_\_\_ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name:

\* \_\_\_\_\_  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission Expires:

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

\_\_\_\_\_



**ATTACHMENT "A"**

<b>Fire &amp; Rescue</b>	<b>Contact:</b> Chief Kevin Waites	<b>Phone Number:</b> 770-278-8451		
Fire Station No. 1	1831 Conyers Station Road	Conyers	GA	30012
Fire Station No. 2	778 Bell Road	Conyers	GA	30094
Fire Station No. 3	2450 Old Salem Road	Conyers	GA	30013
Fire Station No. 4	3601 Union Church Road	Stockbridge	GA	30281
Fire Station No. 5	2100 Hightower Trail	Conyers	GA	30012
Fire Station No. 6	2681 Hurst Road	Conyers	GA	30094
Fire Station No. 7	1496 Rockbridge Road	Conyers	GA	30012
Fire Station No. 8	1164 Scott Street	Conyers	GA	30012
Fire Station No. 9	2009 Walker Road	Conyers	GA	30012
Training Annex	2150 Iris Drive	Conyers	GA	30012
911 / Communications	2120 Farmer Road	Conyers	GA	30012
Storage Facility	4088 Troup Smith Road	Conyers	GA	30094
<b>Maintenance (Building)</b>	<b>Contact:</b> Charles Welch	<b>Phone Number:</b> 770-480-4870		
Administrative Building	958 Milstead Avenue	Conyers	GA	30012
Animal Care & Control Center	1506 Rockbridge Road	Conyers	GA	30012
BOC Office / Public Affairs	962 Milstead Avenue	Conyers	GA	30012
C.E. Steele Community Center	1040 Oakland Avenue	Conyers	GA	30012
Court Annex (HR & BOA)	961 Milstead Avenue	Conyers	GA	30012
Court Annex (Magistrate)	945 Court / 948 Banks Street	Conyers	GA	30012
Courthouse	922 Court Street	Conyers	GA	30012
DFACS Building	975 Taylor Street	Conyers	GA	30012
JP Carr Service Center	987 Taylor Street	Conyers	GA	30012
Mental Health Offices	977 Taylor Street	Conyers	GA	30012
MIS / DUI Building	943 Court Street	Conyers	GA	30012
Olivia Haydel Senior Services Center	1240 Dogwood Drive	Conyers	GA	30012
Parker Road Offices	1407 Parker Road	Conyers	GA	30012
Public Works – Fleet	2570 Old Covington Highway	Conyers	GA	30012
Recreation Department	1400 Parker Road	Conyers	GA	30012
Recycling Center	1200 Sigman Road	Conyers	GA	30012
Rockdale Health Clinic	1329 Portman Road	Conyers	GA	30012
Tax Commissioners Office	969 Pine Street	Conyers	GA	30012
<b>Sherriff</b>	<b>Contact:</b> David Ghee	<b>Phone Number:</b> 678-858-2299		
Sheriff's Office	911 Chambers Drive	Conyers	GA	30012
<b>Parks</b>	<b>Contact:</b> Joel Strickland	<b>Phone Number:</b> 404-313-1143		
Black Shoals Park	3001 Black Shoals Rod NE	Conyers	GA	30012
Earl O'Neal Complex	2709 & 2730 Old Covington Road	Conyers	GA	30013
JP Carr Gym	986 Hardin Street	Conyers	GA	30012
Johnson Park	1791 Ebenezer Road	Conyers	GA	30012
Legion Field Complex	1260 South Main Street	Conyers	GA	30012
Tennis Center	1400 Parker Road	Conyers	GA	30012
Costley Mill Park	2455 Costley Mill Road NE	Conyers	GA	30013
<b>Water</b>	<b>Contact(s):</b> Bridgett Williams Carol Arnold Wanda Lester	<b>Phone Number(s):</b> 770-278-7510 770-278-7476 770-278-7447		
Almand Branch	380 Morris Drive (BW)	Conyers	GA	30094
Honey Creek	4100 Troupe Smith Road (BW)	Conyers	GA	30094
Scott Creek Plant	1285 Hwy 212 (BW)	Conyers	GA	30094
Snapping Shoals	3175 Old Salem Road (BW)	Conyers	GA	30013
Wastewater Treatment Plant (Quigg Branch)	2440 Tatum Road (BW)	Conyers	GA	30013
Water Engineering	1329 Portman Drive # H (WL)	Conyers	GA	30094
Water Central Maintenance	2420 Tatum Road (WL)	Conyers	GA	30013
Water Treatment Plant	3090 Gees Mill Road (CA)	Conyers	GA	30013