

# INVITATION TO BID

**Project Name:** “MOBILE CRIME SCENE LAB”  
**DATE ISSUED:** December 5, 2012

Submit bids in *One (1) original and Two (2) sealed duplicate copies\**  
 \* With the original clearly marked “Original” and the Duplicates clearly marked “Duplicate.”

**Address Bids To:** **DEKALB COUNTY DEPARTMENT OF PURCHASING AND CONTRACTING**  
**THE MALOOF CENTER**  
**1300 COMMERCE DRIVE, 2<sup>ND</sup> FLOOR**  
**DECATUR GEORGIA 30030**

For Specification information *before* Sealed Bids are closed, contact the Purchasing Division at **(404)-371-2248** (see notes below).

**NOTES:**

1. All Requests Must Be In Writing.  
*No responses to requests, answers to specification questions, or additional information shall be supplied after **January 9, 2013***
2. See Attached Form 3, Paragraph 2: (E-mail: [ampatillo@dekalbcountyga.gov](mailto:ampatillo@dekalbcountyga.gov)) or Fax: (404) 371-7006.

For Abstract information *after* Sealed Bids are closed, see website <http://yourdekalb.com/purchasing/pc-cs-results.html>, or [pcadmin-ops@dekalbcountyga.gov](mailto:pcadmin-ops@dekalbcountyga.gov), or call (404)-371-7051.

Sealed Bids for furnishing the commodities or services described in the following schedule will be received **at the location listed above: until 3:00 P.M. on January 23, 2013** and at that time publicly opened.

The official Purchasing & Contracting Department Web Site is: <http://yourdekalb.com/purchasing/index.html> where bidding information will be available.

**DELIVERY F.O.B.:** 3043 Warren Road, Decatur, GA 30032

**DESCRIPTION**

Bids are invited by DeKalb County to establish a Purchase Agreement for bidders to furnish **“MOBILE CRIME SCENE LAB”**, as listed on page 4 as Item No. 1, and in accordance with attached requirements.

<p><b>FIRM'S NAME AND ADDRESS:</b>                  (Street, City, State and Zip Code. Type or print):</p>   <p>ARE YOU A DEKALB COUNTY FIRM? Yes ___ No ___</p>	<p>SIGNATURE OF PERSON AUTHORIZED                  TO SIGN BID (Bid must be signed);</p>   	<p>DATE OF BID:</p>   
<p>SIGNER'S NAME AND TITLE (Type of Print):</p>  <p>Federal Tax ID No.</p>	<p>Telephone and Fax Numbers with Area Code:</p> <p>Phone:</p> <p>Fax:</p> <p>E-mail:</p>	

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## NOTICES TO BIDDERS

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**All bids are subject to the following:**

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| <ol style="list-style-type: none"> <li>1. The attached Bidding Instructions, Terms and Conditions (Purchasing and Contracting Form No. 3).</li> <li>2. Notice To Bidders (Purchasing and Contracting Form No. 17).</li> <li>3. The Schedule included below and/or attached hereto.</li> <li>4. Such other provisions, representations, certifications, and specifications as are attached hereto or incorporated by reference in the Schedule.</li> <li>5. Brand Name or Trade Name/Mark Instructions (Purchasing and Contracting Form No. 14).</li> <li>6. Minimum Specifications on pages 5 through 31.</li> </ol> | <ol style="list-style-type: none"> <li>7. Local Small Business Enterprise Ordinance (LSBE) (Purchasing &amp; Contracting Form No. 7).</li> <li>8. Federal Work Authorization Form (Purchasing &amp; Contracting Form No. 33).</li> <li>9. Timely supply of all insurance and bonding as required by the bid. Insurance (P &amp; C Form No. 25).</li> <li>10. Business License submitted with bid application.</li> </ol> |
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***Bidder Note: Please be advised Form #33, Federal Work Authorization Form must be filled out, notarized and returned with the bid***

***Bidder Note: Please be advised Form #7 LSBE Ordinance documents must be filled out and returned with the bid***

***Bidder Note: Should any of the submittals not be identical to the original submittal, bidder may be deemed non-responsive and his bid may be rejected and not considered.***

***Bidder Note: All addendums must be signed and returned or your bid may be deemed non-responsive.***

It is the sole responsibility of bidder(s) to ensure that bids reach the Purchasing & Contracting Department on or before the closing date and time. The County shall in no way be responsible for delays caused by any occurrence. Offers by telephone, facsimile or telegram will not be accepted.

*The County will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Purchasing & Contracting Department shall serve as the official authority to determine lateness of any bid. The bid opening time shall be strictly observed. Under no circumstances shall bids delivered after the specified time be considered. Such bids will be returned unopened.*

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**THE DECATUR POSTMASTER WILL NOT DELIVER CERTIFIED OR SPECIAL DELIVERY MAIL TO SPECIFIC ADDRESSES WITHIN DEKALB COUNTY GOVERNMENT. WHEN SENDING BIDS OR TIME SENSITIVE DOCUMENTS, YOU MAY WANT TO CONSIDER A COURIER THAT WILL DELIVER TO SPECIFIC ADDRESSES. BIDDERS SHOULD REGULARLY CHECK OUR WEB SITE WHERE BID UPDATES AND ADDENDA WILL BE POSTED.**

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**CAUTION: READ ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, ETC. IN DETAIL. ALL BIDDERS ARE RESPONSIBLE FOR RESPONDING TO THIS BID PACKAGE SPECIFICALLY AS SET FORTH IN THE DOCUMENT HEREIN. FAILURE TO DO SO COULD MEAN BEING FOUND NON-RESPONSIVE AND YOUR BID MAY NOT BE CONSIDERED.**

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THE OFFICIAL PURCHASING & CONTRACTING DEPARTMENT WEB SITE IS:  
<http://yourdekalb.com/purchasing/index.html>

All bids must be either typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. ~~Errors, corrections or changes on any document must be initialed by the signatory of the bid.~~ Bidders will not be allowed to modify their bids after the designated opening date and time.

**FIRST PAGE IS TO BE SIGNED AND RETURNED WITH YOUR BID**

The enclosed (or attached) bid in response to Invitation No. 3002749 is a firm offer, as defined by Section O.C.G.A. 11-2-205 of the Code of Georgia (Georgia Laws 1962 pages 156-178), by signatory. This offer shall remain open for acceptance for a period of ninety calendar days from the date of the opening of the bids, as set out in the invitation for bids. The terms, conditions, and other limitations of the invitation for bids are accepted.

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**Bidder state payment terms, including time payment discount(s):**

\_\_\_\_\_ ; (See Form #3, Paragraph 5.)

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**PRICE SCHEDULE**

ITEM NO.	COMMODITIES OR SERVICES	NUMBER OF UNITS	UNIT	UNIT PRICE	TOTAL AMOUNT
1.	Truck, Cab and Chassis, Mobile Crime Scene Lab ordered per specification and notes below.	1	Each	\$ _____	\$ _____

**NOTES TO SUPPLIER:**

**NOTE 1:** Title Application and Manufacturer's Statement of Origin to be made out to:

DeKalb County, Georgia  
 1300 Commerce Drive  
 Decatur, GA 30030

**NOTE 2: DATA SHEET:** See Page 37, paragraph XXIV. for "Data Sheet" requirements.

Internal Use Only #498630

End Price Schedule

**MINIMUM TECHNICAL SPECIFICATIONS FOR TRUCK, CAB AND CHASSIS, MOBILE CRIME SCENE LAB MOUNTED AND READY FOR OPERATION**

Vehicle must comply with Federal and State laws and regulations as applicable on date of delivery concerning automotive equipment and conditions and will be complete with standard equipment and all extra equipment as specified. Bidder will fill in the following information as applicable to vehicle offered.

MINIMUM REQUIREMENT

BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

**I. CHASSIS:**

A. Chassis Detail:

1. Make - Hino
2. Model - 258LP

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B. Dimensions:

1. GVWR - 25,950
2. Wheelbase - Bidder State
3. CA - 149.6"

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C. Axle and Suspensions:

1. Front axle capacity - 8,000 pounds
2. Front spring capacity - 8,000 lb rating
3. Rear axle capacity - 17,500 pounds
4. Rear axle ratio - approximately 4.11 to 1
5. Rear springs - semi-elliptic main, capacity 19,000 lb rating
6. Stabilizer bars - front and rear H.D.
7. Shock Absorbers - front and rear H.D.

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D. Brakes:

1. Hydraulic dual circuit with Antilock Brake System
2. Front and rear - 15.375" front disc, rear drums

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E. Cab:

1. Color - White Ditzler Acrylic Enamel 8000 or equal
2. Color code plate to be installed under hood or on door post
3. Interior Trim - gray heavy duty vinyl air seats and seat belts
4. Mirrors - left and right trailer towing mirrors
5. Windows - Tinted, all around
6. Floor covering and mats - H.D. rubber
7. Air Conditioning - Factory installed
8. Cab steps

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MINIMUM REQUIREMENT

**Invitation No. 3002749**

BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

- 9. Radio: AM-FM radio with single CD
  
- F. Electrical:
  - 1. System – Two 12 volt, negative ground
  - 2. Alternator capacity – 130 amps
  - 3. Battery – heavy duty maintenance free, 1200CCA
  
- G. Engine:
  - 1. 7.68L, Turbo charged and intercooled with glow plugs, 6 cylinder inline water-cooled; 220 HP @ 2500 RPM, 520 ft. /lbs. torque @ 1500 RPM or equal.
  - 2. Fuel tank – Rear between frame, 50 gal. minimum capacity
  - 3. Cooling – Super duty radiator and fan
  
- H. Frame:
  - 1. Resistance bending moment – 1,031,900 in./lbs
  - 2. Yield strength – 80,000 PSI
  
- I. Transmission:
  - 1. Full automatic Allison 2200 RDS, 6 speed
  - 2. Transmission oil cooler, mounted in front of radiator
  - 3. PTO provision
  
- J. Wheels and Tires:
  - 1. Wheels – Seven 19.5 x 6.75 – 8 stud
  - 2. Tires – Seven 245/70R 19.5 16 ply
  - 3. Spare – Wheel to be shipped loose
  
- K. Factory installed power steering
  
- L. Miscellaneous:
  - 1. Power steering with Tilt & Telescopic steering column
  - 2. Cruise control
  - 3. Cup Holders
  - 4. Cigarette Lighter
  - 5. Trucklite LED marker lamps, stop/tail lights, back up lights, side-flasher lights.
  - 6. Windshield wipers – 2 speed electric, intermittent
  - 7. Heater and defroster
  - 8. Exhaust tailpipe – to extend beyond body
  - 9. Tow Hooks – (2) Front
  - 10. Dome/courtesy light

MINIMUM REQUIREMENT

M. Bidder fill in below the brand name, model or identification number and year model of cab and chassis offered in bid.

\_\_\_\_\_  
(Brand Name and Model or Identification Number)

\_\_\_\_\_  
(Year Model)

**II. BODY:**

**A. Dash Mounted Control Center:**

1. Furnish and install one dash mounted control box in vehicle chassis cab \_\_\_\_\_
2. Console should be devoid of sharp edges to insure occupant safety. \_\_\_\_\_
3. Console shall be custom sized to vehicle \_\_\_\_\_
4. Console shall be designed to allow clearance for crawl through option. \_\_\_\_\_

**B. Body Construction Characteristics:**

1. The aft custom body shall be 216" long and completely designed and manufactured in a single facility. \_\_\_\_\_
2. The body must be one constructed of all aluminum. All body panels, structures, and extrusions shall be fabricated of aluminum using alloys consistent with the load requirements of the vehicles and capable of carrying the maximum payload allowed by the chassis. \_\_\_\_\_
3. All framing and structural supports will be welded in accordance with the current standard set forth in the American Welding Society Code. \_\_\_\_\_
4. The body shall have a seamless finish with no exposed fasteners. \_\_\_\_\_
5. The body shall be attached to the chassis with hardened steel "U" bolts fastened to the chassis and between the modular body and the chassis frame. \_\_\_\_\_
6. The body should be designed and constructed to insure a life expectancy of more than ten years with normal use. \_\_\_\_\_
7. The body structure shall be built and warranted by the vehicle manufacturer. \_\_\_\_\_

**C. Roof:**

1. The roof shall be constructed of one-piece .075" Thermal Composite Roof panel that prevents the absorption of UV rays and also reflects radiated heat for maximum interior cooling. \_\_\_\_\_

MINIMUM REQUIREMENT

2. Roof shall be designed with a minimum crown of 1 inch to prevent pooling of water on roof. Flat roofs will be considered unacceptable.

3. Roof cross members shall be .125" thick custom formed roof supports and extrusions (1 1/2" x 1 1/2" aluminum tube can be substituted to the same specifications) 24" on center and be made of a highly corrosion resistant 6061T6 aluminum alloy with 1% magnesium and .6% silicone with a tensile strength range of 31,000 to 35,000 psi.

4. Corner caps shall be cast aluminum and welded in place.

D. Walls:

1. The walls shall be constructed of .063" pre-painted aluminum sheets with a highly corrosion resistant 5052H32 alloy with 2.5% magnesium and a tensile strength range of 28,000 to 33,000 psi.

2. The body shall have straight sides free of waves and welding warp. Each sidewall shall have .125" custom formed verticals and extrusions (1 1/2" x 1 1/2" aluminum tube can be substituted to the same specifications), wall verticals 16" on center and joined to the roof supports.

3. Body verticals shall be a highly corrosion resistant 6061T6 alloy with 1.0-% magnesium and .6% silicone and a tensil strength range of 31,000 to 35,000 psi.

4. All roof and side support extrusions are .125" aluminum.

5. Vertical corner extrusions shall be .125" thickness and have a 5" radius. The vertical extrusions shall be of a web construction design for internal structural support.

E. Flooring:

1. The body floor shall have a 3" I-beam frame structure with main members all being fully welded and gusseted.

2. This framework is mounted using rubber gaskets to prevent contact of dissimilar metals.

3. The steel I-beam framing shall be on average of 16" on center.

4. The entire length of the floor frame shall be covered with a moisture barrier mounted under the subfloor to act as a vapor barrier. The subfloor then sealed and fastened to the floor structure.

F. Rear Entry Door:

1. The entry regress door shall be constructed of .125" 5052H32 aluminum sheet box formed with 1-7/8" return bend supporting the .090" painted aluminum plate inner liner. Extruded doors and/or door frames are not acceptable.

2. For maximum rigidity, 1 1/2" "C" channel bracing shall be added internally for additional door structural integrity.



MINIMUM REQUIREMENT

BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

- 3. The door shall have a FMVSS approved Tri-Mark rotary latch with a Tri-Mark locking handle, and a tow-point rotary latch with adjustable Nader pines located on the side of the door.
- 4. The door should be equipped with a spring-assisted two-directional cam-over door check.
- 5. The door shall provide a clear opening of at least 32" wide and 78" high.

**III. EXTERIOR COMPARTMENTS & COMPONENTS:**

**A. Exterior Compartment Depth:**

- 1. All exterior compartments shall have a clear depth of approximately 24".

**B. Left Side Compartmentation:**

- 1. Forward of Rear Wheel Well – D1 (Streetside)
  - a. One lower compartment shall be provided in the forward area ahead of the rear wheels.
  - b. The (D1) generator compartment shall have the approximate dimensions as follows: 60" wide x 30" high.
  - c. The (D1) compartment shall have a solid flush mounted top hinged door constructed of aluminum.
  - d. The generator compartment shall have a louvered vented door and be sized for Onan diesel generator.

**C. Right Side Compartmentation:**

- 1. Forward of Rear Wheel Well – P1 (Curbside)
  - a. One lower compartment shall be provided in the forward area ahead of the rear wheel well.
  - b. The (P1) compartment shall have the approximate dimensions as follows: 72" wide x 18" high.
  - c. The (P1) compartment shall have a solid flush mounted top hinged door constructed of aluminum.

**D. Exterior Compartment Fabrication:**

- 1. All exterior compartments shall be constructed of .125" aluminum 5052H32 walls and ceilings with .125" smooth aluminum floors, formed and MIG welded.
- 2. On steel I-beam floors 12 gauge Galvaneal will be substituted for aluminum for compartment walls, ceiling, and floors.
- 3. Exterior compartments are welded to the floor structure components for strength and durability.
- 4. All compartment doors shall be equipped with gas charged hold open door check. Exterior compartments shall be top hinged.

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IF COMPLAINT

**E. Exterior Compartment Doors:**

1. Each exterior compartment door shall be constructed of .125" 5052H32 aluminum sheet double pan formed with a 1.5" return bend with recessed offset supporting the .063" 3003 alloy aluminum diamond plate interior liner. Extruded doors and/or door frames are not acceptable.
2. For maximum rigidity, 2.375" "C" channel bracing shall be added internally for additional door structural integrity.
3. The exterior face of the door and the door edges shall be formed from one (1) sheet of aluminum.
4. All doors shall be flush with the body side and shall be fully insulated with sheet Styrofoam.
5. The doors will activate their respective compartment lights, when opened.
6. All compartment doors shall be keyed alike.

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**F. Exterior Compartment Door Handles and Latching:**

1. Door hinges shall be full length steel with a 1/4" stainless pin and shall be fastened to the door and door frame with rivets.
2. The locking mechanism shall be a paddle style latch.
3. Latches shall be near flush with the door skin.
4. Each latch must be capable of being locked independently with an exterior key lock.

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**G. Compartment Door Seals:**

1. For optimum fit and closure, the compartment doors shall close on a .625" W x .400" thick automotive bulb gasket attached to interior surface of the double pan-formed compartment doors.
2. The gasket seal shall be attached to this surface to prevent exposure to the compartment to water or dirt when the door is closed.

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**H. Compartment Illumination:**

1. Each exterior compartment shall be lighted with a dome light which consists of clear lenses recessed into the compartment sides and/or ceiling.
2. Each door shall have an individual automatic switch which shall be mounted in the door frame for both maintenance-free operation and protection from the weather.

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**I. Insulation – Polystyrene:**

1. The module shall have 1 1/2" high density, polystyrene, insulation in the walls and ceiling giving an insulation factor or R-9.
2. The insulation shall be fire retardant, non-settling, non-hydroscopic, and mildew and vermin proof.

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**J. Exterior Grab Rail:**

1. An exterior style 16" minimum stainless steel grab rail shall be installed on the rear of the vehicle to the left of the entrance door.

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MINIMUM REQUIREMENT

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BIDDER STATE  
"YES" OR "NO"  
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2. The grab rail must be bolted to the aluminum side structure with fender washers and rubber gaskets. A grab rail mounted to the body skin is unacceptable.

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**K. Rear Bumper:**

1. The rear bumper shall be an I.C.C. and state D.O.T. approved design.
2. The rear bumper shall be constructed of Galvaneal steel angle and channel, and painted with a rust resistant black enamel finish.

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**L. Rear Step:**

1. Install folding rear bumper step centered on the bumper.
2. Step shall be fabricated from aluminum and steel.
3. The bumper step shall be designed with a folding step incorporated into the design and a two-tier step system so that no step riser exceeds 12" in height.
4. The step shall be designed for inclement weather and be of a design that prevents the accumulation of snow or ice for safety reasons.

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**M. Body Hardware:**

1. All body hardware and all compartment and entry doors are mounted on the module body.
2. All stainless screws are sprayed in electrolysis preventive solution before installing on the module body. No exceptions allowed.

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**N. Wheel Well Trim:**

1. Trim-Lok wheel well trim shall be provided on each rear wheel well opening.

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**O. License Plate Holder:**

1. The rear license plate holder shall be a polished recessed aluminum casting with two (2) 12-volt lights built into casting to light vehicle tag. It shall be mounted on the left rear side of the vehicle.

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**P. Rear Mudflaps:**

1. A set of rear mud flaps shall be installed on the rearward side of each rear wheel well.
2. The mud flaps shall be black in color.

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**Q. Undercoating:**

1. Undercoating shall be liberally applied to the entire undercarriage of the chassis and vehicle body, and it must be applied according to the OEM chassis manufacturer guidelines.

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MINIMUM REQUIREMENT

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BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

- 24. The frames are to be fabricated from .090 wall extrusions with square cut and coped ends.
- 25. Door hinges should be secured to the frame with self-locking nut and bolt hardware.
- 26. Frames should be pre-punched with all required assembly and mounting slotted holes.
- 27. All sheet components should be CNC punched from new sheet material.
- 28. Doors are to be formed to a 1" thickness from a single sheet of aluminum. The overhead and wall cabinets are to be .063" thick. The base and closet cabinets should be .080" thick. All doors should have .040" pre-finished aluminum sheet back continuously bonded to face sheet with VHB structural bonding tape.
- 29. Overhead doors shall have a mechanical folding hold open mechanism. All doors should have full length pivoting handles with a self-latching, independently sprung latch mechanism.
- 30. Drawers are to be .080" aluminum construction with welded corners. Drawers should be encased in a .080" aluminum insert case designed to mount into cabinet faces and integrate with no visible frame around drawers. Drawer should have full width extruded aluminum pivoting handle with a self actuating dual self actuating latches. The exterior drawer finished should be powder-coated/anodized to match the surrounding cabinetry.
- 31. The end and center panels should be .063" aluminum sheet at overhead and wall cabinets - .080" thickness at closet and base cabinets - all punching, drilling, and forming should be completed prior to finishing. All components must be CNC punched for consistency. All cabinetry shall be provided with a mounting feature perimeter. All panels should be finished on all exposed surfaces, inside and outside, after fabrication. Shelves shall be constructed of .090" mill aluminum and all sides are to be hemmed over. Shelves must include adjustable mounting bracket and securing screw. Shelf slots are to be punched in side panels. No exceptions.

B. Streetside Overhead Cabinet:

- 1. A cabinet approximately 24" high x 120" wide x 14" deep with five equal doors shall be installed above the conference work center and shall be provided with one
- 2. It shall have a "Dry Erase Finish" surfaces on all doors. The doors shall have a full length aluminum pull handle on each door.
- 3. Overhead cabinets shall have radius edges and corners for occupant protection.

C. Streetside Base Cabinet:

MINIMUM REQUIREMENT

1. A streetside base cabinet will be installed in the conference work center. It will be approximately 40" high x 120" wide x 24" deep with a full length .090" stainless steel counter top 25" deep x 120" long with a gasket lock radius backsplash.
2. There shall be one shelf behind each door.
3. The base cabinet shall have radius edges and corners for occupant protection.
4. The cabinet shall have an opening for a refrigerator.
5. The counter top and base cabinet shall be equipped with a stainless steel sink.

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D. Streetside Equipment Cabinet:

1. A street side base cabinet will be installed in the work center. It will be approximately 28" high x 38" wide x 30" deep and formed from 2" x 2" x .125 structural aluminum tube. It will have a .090 aluminum counter top 30" deep x 38" wide.
2. There will be a lower shelf framed out of aluminum tube to hold heavy supplies and equipment. The self should be 14" high x 38" wide x 24" deep and covered with .090 aluminum sheets.
3. This cabinet is for the CA fuming hood.

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E. Laboratory Refrigerator:

1. A Norcold 2.7 cubic foot refrigerator model # DE-0251 T shall be furnished and installed in the galley base cabinet
2. It shall have adjustable door bins for various container sizes.
3. Freezer shelf shall hold ice cube tray.
4. Refrigerator shall have durable and easy to clean white powder coated shelves.
5. Refrigerator shall provide for off-level operation up to 30 degrees.

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F. Potable Water System:

1. The laboratory shall be equipped with a rectangular double stainless steel sink; 4" center set faucet, sink strainer, 30 gallon fresh water tank, and a holding tank.
2. It shall include a Shur-flo model # 2088-422-44412V water pump with sound absorbing base plate, an exterior potable water fill with cap, water level gauge, and a drain petcock on the water tank.
3. It shall be completely plumbed for the DWV system.
4. The water pump shall be warranted for five (5) years.

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G. Hot Water Heater:

1. A 2.5 gallon electric hot water heater shall be furnished. It shall be properly installed per the manufacturer's recommendations.

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H. Restroom Area:

MINIMUM REQUIREMENT

**Invitation No. 3002749**

BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

1. A restroom shall be furnished streetside rear and have the approximate dimensions of 28" wide x 58" length.
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**I. Incinolet Toilet:**

1. Furnish and install one (1) Model WB, 230 volts, 1800 watts capable of serving 4 people full time. Toilet should have a mounting plate with vibration protection. It must be USCG certified for marine use.
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**J. Exhaust Vent:**

1. A powered roof vent shall be installed in the restroom area.
  2. The exhaust vent shall have a wall switch separate from the light switch.
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**K. Restroom Door:**

1. A 24" x 74" solid door with aluminum perimeter frame and polystyrene core mounted in aluminum jamb with a chrome plated paddle door lock shall be furnished.
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**L. Curbside Overhead Cabinets:**

1. Two (2) cabinet approximately 24" high x 108" wide x 14" deep with four equal doors shall be installed above the work center and shall be provided with one (1) full compartment adjustable shelf behind each door.
  2. It shall have a "Dry Erase Finish" surface on all doors.
  3. The doors shall have a full length aluminum pull handle on each door.
  4. Overhead cabinets shall have radius edges and corner for occupant protection.
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**M. Curb Base Cabinets:**

1. Two (2) curb side base cabinets will be installed in the work center. They will be approximately 40" high x 90" wide x 24" deep with six (6) drawers approximately 12 inches high and seven (7) doors with a full length stainless steel counter top 25" deep x 180" long with a gasket lock radius backsplash.
  2. The drawers and doors shall have full length aluminum pull handle on each drawer and door.
  3. The base cabinet shall have radius edges and corners for occupant protection.
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**N. Curb Side Workstation:**

1. A full length counter top 25" deep x 36" long x 29" high shall be installed. The counted top shall be finished in a high quality laminate with a gasket lock radius backsplash.
  2. There shall be two 18" wide x 3" high x 18" drawers below the counter top.
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**O. Shelf and Drawer Liners:**

MINIMUM REQUIREMENT

Invitation No. 3002749

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"YES" OR "NO"  
IF COMPLAINT

1. Furnish and install rubber shelf and drawer liners to protect CSI kits.

P. Interior Compartment Walls:

1. The interior compartment wall shall be constructed with custom "Z" extrusions .090" x 1.375" x 1.375" x covered with 1/2" plywood and FILON panel.

Q. Interior Compartment Lights:

1. Nine (9) Thinlite brand 18" recessed fluorescent lights shall also be provided and installed.  
2. On/off position switch shall be provided in convenient locations.

R. Ceiling Headliner:

1. The headliner shall be constructed of a durable high-gloss Filon backed with a substrate material of 1/2 plywood.

S. Flooring:

1. A 3/4" plywood subfloor shall be installed and coated below with undercoating to seal floor reduce noise.  
2. The 3/4" plywood sheet shall be securely fastened with sheet metal screws long enough to penetrate the 3" Steel I-Beams.  
3. Underlayment substrate shall be placed over the plywood to create a level smooth surface for the vinyl flooring.

T. Floor Covering:

1. An all vinyl one piece floor covering shall be provided. It shall have a coin pattern to create traction and ease of clean up.

**V. ELECTRICAL:**

A. Vehicle Wiring:

1. All insulated cable shall conform to SAE J1292 requirements and shall have type SXL high temperature thermoplastic insulation conforming to SAE J1127 and J1128.  
2. All wire shall be of a gauge size to carry 125% of the current required without overheating. Where practical, all wires shall be routed in high temperature looms with a rating of 300 degrees Fahrenheit.  
3. All conductors shall be annealed copper with machine crimps.  
4. Wiring harnesses shall be assembled and warranted by the vehicle manufacturer.  
5. All 110VAC wiring shall be fully tinned; type 3 stranded copper round safety duplex boat cable approved by Underwriters Laboratories (UL).



MINIMUM REQUIREMENT

- 6. The safety color coding of black and white conductors with a green ground conductor are found inside of a white jacket with non-wicking fiber fillers to maintain a round shape. This cable should be UL listed boat cable 600V with a 105° C temperature-rating and meets all approvals from ABYC and United States Coast Guard.

B. Electric Control Center:

- 1. A dedicated cabinet will house the electrical components. Solenoids, relays, circuit breakers shall be behind a door and are to be mounted securely to the inside of the electrical control center.
- 2. The door shall hinge out of the way for free movement and for ease of maintenance and repair and shall have a latch to secure the door and be large enough for complete and unobstructed inspection. Ample venting shall be supplied.

C. Installation and Protection:

- 1. Wires must be grouped or harnessed where practical.
- 2. Metal edges through which cables pass shall be protected with nonmetallic bushings or grommets.
- 3. All auxiliary circuits shall be wired separate and distinct from the vehicle chassis circuits.
- 4. All wiring shall be clipped or otherwise attached at suitable intervals to prevent rubbing or chafing due to wire movement, vibration, etc.

D. Internal 12 Volt DC Power:

- 1. When specified all internal 12 volt DC power circuits shall be 12 VDC 15 amp capacities with separately protected circuits. No exceptions.
- 2. Circuit protection shall be accomplished by the use of manual breakers mounted in the Master Control Center.

E. Circuit Board 12V Panel:

- 1. The 12VDC 100 AMP circuit board panel shall be a blade fuse block with cover with a negative buss. It shall be of reinforced polycarbonate and the cover shall be clear polycarbonate. Labels shall be included to identify circuits and be protected by cover.
- 2. It shall accept blade fuses and have 6 to 12 circuits available.
- 3. It shall meet ABYC/USCG requirements.

F. 115 Volt AC Power:

- 1. There shall be 115 volt AC wiring furnished.
- 2. A three-wire system is used for powering certain equipment, battery charger, etc. The system shall incorporate GFI devices with a 15 amp circuit breaker that can also be used as a disconnect switch for the interior 115 volt outlets.
- 3. The GFI devices shall be located in the galley, bath, communications and conference areas as necessary.

MINIMUM REQUIREMENT

BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

- 4. All exterior receptacles shall be GFI protected.
- 5. When an inverter is specified, an automatic transfer switch shall be furnished which will turn off the inverter 115 volt supply when the 115 volt utility shoreline power is applied.

G. Circuit Board 110V Panel:

- 1. The 120/240 VAC 100 Amp circuit board panel shall be a NEMA-1 rated, UL listed single phase with fixed main-lugs and ten spaces.
- 2. The circuit board panel shall be installed in the dedicated electrical compartment.

H. Generator:

- 1. There shall be an Onan 8KW 8,000 watts commercial Quiet Diesel fueled generator mounted in a manufacturer approved enclosure specifically designed for this generator. The compartment shall be color coded with the body and include a latching door with adequate ventilation and be side body mounted flush with the exterior.
- 2. The exhaust will be piped under the vehicle to a safe corner location using exhaust components that can be easily located and replaced by DeKalb County mechanics.
- 3. The fuel line shall be piped into the vehicles' fuel tank with a factory approved filler tube which shall be short of the bottom of the tank not to allow the vehicle to run out of fuel.
- 4. The generator shall be remotely started including an hour meter and able to run while the vehicle is responding.
- 5. The bidder must ensure the generator generate sufficient regulated power to operate all installed electrical equipment.

I. Generator Batteries:

- 1. Located in the generator compartment, there shall be two (2) "Maintenance Free" 12 volt batteries possessing no less than 1200 CCA with 160 minutes of reserve capacity each at 18° Centigrade.

J. Exterior Shore Power – 50 AMP:

- 1. There shall be a 220 volt twist-lock male plug rated at 50 amps 60 Hz or more with a friction-assisted cover assembly, UL listed for exterior use, located on the driver's side of the body close to the driver's door. This shall energize the vehicles 115 Volt AC circuit from an exterior power source. This connector must be labeled: "115 volt AC, 60 Hz, 50 amp power supply."
- 2. A 25 foot cord shall be furnished.

K. Auto Transfer Switch:

- 1. An automatic relay system shall be installed to switch the on line device between the generator and the shoreline inlet when it is connected for use.

MINIMUM REQUIREMENT

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BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

2. A timed delay shall be provided to prevent the generator from starting under load.
3. The transfer switch shall power interior lighting, refrigerator, A/C, and interior outlets.

L. Battery Charger / Monitor:

1. An 80 amp battery conditioner/charger shall be included and wired into the shoreline to keep all batteries and 12 volt equipment charged.

M. Interior 115 Volt AC Outlets:

1. There shall be twelve (12) three wire duplex 115-volt AC receptacles – six (6) in the curbside counter, one (1) in the bath area, and five (5) in the street side counter area.
2. All receptacles should be clearly labeled "115 VAC".

N. Electrical Equipment:

1. All electrical equipment shall be electromagnetic radiation suppressed, filtered, or shielded to prevent radio and telemetry equipment interference. The RFI shall not exceed SAE J551.

O. Siren / P.A. System:

1. A Whelen siren model 295SLSA1 shall be furnished and installed.
2. Two (2) Whelen speakers, model SA4311, shall be securely bolted through the chassis OEM front bumper – one (1) on the driver's side and one (1) on the passenger's side.

**VI. LIGHTING:**

A. Exterior Lighting:

1. Exterior lighting shall conform to FMVSS 108 and consist of halogen headlights, LED ICC clearance lights with guards, parking lights, hazard warning lights, license plate lights, tail, stop, and backup lights.
2. Tail and stoplights shall have red, clear, and amber lenses.
3. Electrical wires for the taillights shall be sealed to protect them from the elements of weather.

B. Scene Lights:

1. Scene lights shall be furnished and consist of six white quartz halogen scene light with 8-32 degree optics, model number 810CA0ZR (or current model). Two each shall be mounted on left side, right side, and on rear of body.
2. Two switches shall be provided to operate lights on either side of the body.

C. 120 Volt 500 Watt Quartz Lights:

MINIMUM REQUIREMENT

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BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

1. Two (2) 500 watt quartz lights shall be furnished. Each lamp head shall be 120 volt, Extenda-Lite 500 watts, draw 4.2 amps and have an output of 16,830 lumens.
2. The lamp heads should be able to rotate 360°, elevate up to 8 ft, have an on/off toggle switch, and be tilted without a locking device with the friction controlled knuckle assembly.
3. A screw type locking collar should be an aluminum extrusion, and it should be coated with a clear anodized finish for protection from inclement weather.
4. The wiring shall be a minimum of 16 gauge that is properly supported and protected from damage.
5. The light shall pass the 10<sup>th</sup> edition of UL 153, 83.1 Dielectric Withstand Test. A serial number shall be assigned to each light and the results of the quality test shall be recorded and documented to the serial number.
6. Extenda-Lite Tripod Mounting Brackets should be used to mount tripod lighting to exterior of emergency vehicle. Two (2) mounting brackets should be provided.

**VII. HEATING/AIR/VENTILATION:**

**A. HVAC Equipment:**

1. One (1) Coleman MACH 3 PLUS RV roof mounted air conditioner with heater or equal shall be furnished and installed.
2. The air conditioner shall deliver a minimum of 15,000 BTU of cooling and 340 cu. ft of air movement per minute when set to high.
3. The heater assembly should deliver 5600 BTU of heat when set to high.

**B. Front Wall Mounted Heater:**

1. Furnish and install one Qmark (1) 1500 watt, 120 VAC wall heater with integral thermostat (range 40-90 degrees Fahrenheit) and fan delay switch.
2. The front cover shall be white baked enamel with recessed mounting.
3. The fan must move 100 cfm of air, at minimum.
4. A wall mounted thermostat must be furnished.

**VIII. MISCELLANEOUS:**

**A. Body Awning:**

1. One (1) CAREFREE twelve foot (12') electric awning with windsmart detector shall be installed on curbside of vehicle body.

**B. Laboratory Stools:**

1. Furnish and install two (2) Bio-fit laboratory stools.

**C. CA Fuming Chamber:**

MINIMUM REQUIREMENT

Invitation No. 3002749

BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

1. Furnish and install one (1) SafeFume 30S Cyanoacrylate Fuming Chamber – 30" wide x 47" tall.

**IX. FORENSIC KITS:**

A. BSV NIK Master-Pac

1. 20 – Each of Test A and E
2. 10 – Each of Tests B, C, D, G, H, J, K, L, and M
3. 1 – Acid Neutralizer (Test F)
4. 1 – Polytesting Instruction Manual
5. 1 – Polytesting Report Pad
6. 1 – Identidrug™ Desk Chart
7. 1 – 10 Points Field Testing Tape
8. 1- Polystyrene Carry Case

B. Dust-N-Bust Kit

1. Evidence Collection Supplies
  - a. (100) 7" x 4" x 13 ½" Paper Evidence Bags
  - b. (100) 3 ½" x 6 ½" Kraft Envelopes
  - c. (100) 9" x 5" Check Bags
  - d. (100) 6" x 9" Write-on Bags
  - e. (100) 9" x 12" Twin Seal Bags
  - f. (100 Roll) Evidence ID Circles
  - g. (100) Chain of Custody Labels
2. Latent Print Powders
  - a. 2 oz Standard Black Powder
  - b. 2 oz Standard White Powder
  - c. 2 oz Standard Gray Powder
  - d. 2 oz Red Fluorescent Powder
  - e. 2 oz Green Fluorescent Powder
  - f. 2 oz Orange Fluorescent Powder
  - g. 1 oz Magnetic Black Powder
  - h. 1 oz Magnetic Gray Powder
  - i. 1 oz Magnetic Fluorescent Green Powder
  - j. 1 oz Magnetic Fluorescent Orange Powder
3. Brushes
  - a. 3 Fiber Brushes
  - b. 3 Feather Brushes
  - c. Commando Magnetic Applicator
4. Lifting Supplies
  - a. 2" Clear Lifting Tape
  - b. 2" Polyethylene Lifting Tape
  - c. 1 Roll Remco™ Rough-Lift™ Tape

MINIMUM REQUIREMENT

**Invitation No. 3002749**

BIDDER STATE

"YES" OR "NO"

IF COMPLAINT

- d. (2) 2" Tape Dispenser
  - e. (25) 2" x 2" Transparent C-Lift
  - f. (25) 2" x 4" Transparent C-Lift
  - g. (25) 4" x 4" Transparent C-Lift
  - h. (2) 5.2" x 14.4" Transparent Gel Lifter
- 
5. Backing Cards
- a. (100) 4" x 5" White
  - b. (100) 4" x 5" Black
- 
6. Scales
- a. 12" Metric/English Roll of Continuous Adhesive Photo Scale
  - b. (1) 6" Yellow Magnetic Scale
  - c. (1) 6" White Magnetic Scale
  - d. (1) 6" Black Magnetic Scale
  - e. (1) 6" Gray Magnetic Scale
  - f. (1) 2" Yellow Magnetic Scale
  - g. (1) 2" White Magnetic Scale
  - h. (1) 2" Black Magnetic Scale
  - i. (1) 2" Gray Magnetic Scale
  - j. #2M Magnetic Scale
  - k. 12" Continuous Roll of Large Numbers, Adhesive Scale
- 
7. Tools
- a. Pocket Print Elimination Kit
  - b. (12) Sharpie Marker
  - c. 12" Stainless Steel Tweezers
  - d. 6 Pair of Latex Gloves
  - e. (4) Dust/Mist Respirators
  - f. Magni-Pak Magnifier
  - g. UV Lamp
  - h. (100) Pipe Cleaners
- 
8. Chemical Processing
- a. 6 pk White SPR Vials
  - b. 6 pk Black SPR Vials
  - c. One Liter Ardrex Pre-Mixed
  - d. 250 ml Black Wetwop
  - e. Tape Glo Fluorescent Dye
  - f. (6) Iodine Fuming Applicators
  - g. 50 gram Cyanoacrylate Bottle
  - h. Cyano Plate
  - i. (100) Aluminum Fuming Dishes

MINIMUM REQUIREMENT

**Invitation No. 3002749**

BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

C. BSV 24" Horizontal Paper Roll Dispenser/Cutter with BSV 40# Kraft Butcher Paper Roll (900').

D. BSV Evidence Packaging Kit

1. 10 – Clear-Site ID Envelopes
2. 25 - #12 Paper Evidence Bags
3. 25 - #25 Paper Evidence Bags
4. 25 - #1/6 Paper Evidence Bags
5. 5 – Mammoth Bags
6. 25 – Coin Envelopes 3 ½" x 6 ½"
7. 25 - 4" x 9" Twin-Seal Bags
8. 25 – 9" x 12" Twin-Seal Bags
9. 6 – Syringe Tubes
10. 6 – Slide Evidence Boxes (Medium)
11. 2 - Small Weapon Tube
12. 2 – Large Weapon Tube
13. 10 - E-tags
14. 10 – Nylon Ties
15. 1 – SPEX Guard Tape
16. 2 - Sharpie Markers
17. 10 - Check Protectors
18. 10 – 3" x 5" Recloseable Bags
19. 10 – 6" x 8" Recloseable Bags
20. 10 – 9" x 12" Recloseable Bags
21. 3 – 2 oz Evidence Jars
22. 3 – 4 oz Evidence Jars
23. 3 – 1 oz Evidence Cans
24. 3 - 4 oz Evidence Cans

E. BSV Advanced Silicone Casting Kit

1. Copolymer Carrying Case, 19" l x 11" W x 10" H
2. 8 lbs Silicone Casting Rubber
3. 12.8 oz Silicone Catalyst
4. 3 ml Silicone Accelerant Solution
5. 64 oz Dust, Sand, and Dirt Hardener Solution
6. 8 oz Hardener Solution Spray Bottle
7. 8 oz Pump Head Cleaning Solution
8. 6.56 oz Snow Impression Wax Hardener Aerosol
9. 11.5 oz Acrylic Sand and Dirt Hardener Aerosol
10. 4 – Flexible Mixing Bowl (S, M, L, and XL)
11. 8 oz Casting Dams Molding Clay
12. 9 oz Casting Release Spray Aerosol
13. Cast Cleaning Brush
14. Mixing Spatula
15. 16' Tape Measure
16. Footprint Casting Frame

MINIMUM REQUIREMENT

**Invitation No. 3002749**

BIDDER STATE

"YES" OR "NO"

IF COMPLAINT

17. 25 – Evidence Tags with Ties
18. Evidence Marking Crayon, Black
19. Pipette
20. 3 – Plastic Trowels (S, M, and L)

F. BSV Barrier Tap with BSV Barrier Tape Dispenser

1. 1 – 3" x 1000" roll

G. BSV Bullet Hole Test Kit (Lead & Copper)

H. BSV Forensic Entomology Kit

1. 1 ea. Kit Case
2. 10 ea. Entomology Log Sheet for Samples
3. 10 ea. Forensic Entomology Data Form
4. 10 ea. Temperature Calibration Form
5. 1 ea. Instruction Booklet
6. 1 ea. Set of 7 Nesting Specimen Containers
7. 1 ea ABFO Photomacrographic Scale
8. 2 ea. Blunt Tip Disposable Forceps
9. 1 ea. Killing Jar – 16 oz.
10. 1 ea. Insect Net
11. 1 ea. KAA Chemical – 12 oz.
12. 1 ea. 80% ETOH – 12 oz.
13. 1 ea. Ethyl Acetate – 12 oz.
14. 4 ea. Vented Container – 16 oz.
15. 1 ea. Trowel
16. 10 ea. Plastic Spoon
17. 1 ea. Dial Thermometer
18. 1 ea. Vermiculite – 16 oz.
19. 1 ea. Sawtooth® Evidence Tape - Red
20. 3 ea. Wide Mouth Sample Containers – 90 ml
21. 16 ea. Vials with Cap – 20 ml
22. 15 ea. Aluminum Foil Squares
23. 50 ea. Non-Adhesive Paper Labels
24. 50 ea. Adhesive Paper Labels
25. 2 ea. Mechanical Pencils
26. 24 ea. Towelettes
27. 12 ea. Large Nitrile Barrier Gloves
28. 12 ea. X-Large Nitrile Barrier Gloves

I. BSV Gunpowder Particle Detection Kit

1. Eight complete sets of gunpowder detection reagents
2. Gunpowder detection paper
3. Gunpowder particle collection sheets
4. Spray bottles
5. Instructions



MINIMUM REQUIREMENT

**Invitation No. 3002749**

BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

J. BSV Firearms Residue Detection Kit (Lead and Copper)

1. Eight sets pre-measured reagents in spray bottles with instructions.

K. BSV Investigator Thief Detection Kit

1. A jar of Visible Thief Detection Powder
2. A visible powder applicator brush
3. A jar of Fluorescent Thief Detection Powder
4. A fluorescent powder applicator brush
5. A tube of Thief Detection Paste
6. A tube of Fluorescent Thief Detection Paste
7. Applicator Swabs
8. Packaged in a sturdy case with foam insert

L. BSV Laser Trajectory Kit

1. 4 – 3/8" Steel Protrusion Rod Sets with Connectors
2. 4 – Tapered Spacer Cones (two sizes)
3. 5 – O-rings
4. 1 – Angle Finder
5. 1 – Tripod Mount
6. 1- Laser Apparatus
7. 2 – Eye Connectors for Stringing (string included)
8. 1 – Fluorescent Colored Nylon Twine (160' spool)
9. 2 – AAA Alkaline Batteries
10. 1 – Carrying Case

M. BSV Professional Instrument Kit

1. 6.5" Large Blunt Scissor
2. 5.5" Medium Sharp Scissor
3. 4.5" Fine Sharp Scissor
4. 6" Large Smooth Tip Forceps
5. 4.5" Fine Serrated Tip Forceps
6. 6.5" Large Smooth Tip Locking Hemostat
7. 5" Fine Smooth Tip Locking Hemostat
8. Teasing Needle, Straight
9. Teasing Needle, Angled
10. #10 Scalpel
11. #11 Scalpel
12. Fleece Lined Zippered Leatherette Carrying Case

N. BSV Serial Number Restoration Master Kit

1. Should contain serial number restoration liquids or gels (2 oz) for mild steel, HHS/nickel steel, cast iron, aluminum, brass copper, and plastics.

MINIMUM REQUIREMENT

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BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

2. Kit should come complete with acid neutralizer, emery polishing paper, fine file, gloves, safety glasses, cotton-tipped applicators, dropping pipettes, protective oil and clay dam.
3. Kit should come packaged in case and foam.

**O. Master Photo Documentation Kit**

1. 100' Measuring Tape
2. 12' Measuring Tape
3. Large Number Adhesive Booklet
4. Small Number Adhesive Booklet
5. Arrow Adhesive Booklet
6. 1" x 30' Continuous Scale
7. 2 - 6" White Vinyl Photo Scales
8. 2 - 6" Gray Vinyl Photo Scales
9. 2 - 6" Black Vinyl Photo Scales
10. 2 - 6" Yellow Vinyl Photo Scales
11. 2 - 2" White Vinyl Photo Scales
12. 2 - 2" Gray Vinyl Photo Scales
13. 2 - 2" Black Vinyl Photo Scales
14. 2 - 2" Yellow Vinyl Photo Scales
15. 2 - #2A Photo Scale (metric and inch)
16. 1 - 6" Yellow Magnetic Scale
17. 1 - 6" White Magnetic Scale
18. 1 - 6" Black Magnetic Scale
19. 1 - 6" Gray Magnetic Scale
20. 1 - 2" Yellow Magnetic Scale
21. 1 - 2" White Magnetic Scale
22. 1 - 2" Black Magnetic Scale
23. 1 - 2" Gray Magnetic Scale
24. 1 - #2M Magnetic Scale
25. Folding Reference Scale
26. Photo-Mark Evidence Markers Number (1 - 50)
27. 1 - Roll of 20 mm Adhesive Photo Scales
28. 50 pk of 2" White Adhesive Scales
29. 50 pk of 2" Gray Adhesive Scales
30. 50 pk of 2" Black Adhesive Scales
31. Set of Five Photo-Mark Direction Arrows
32. Large Pad Photo Identifier Cards

**P. BSV Master Serology Evidence Kit**

1. Luminol Reagent, Spray Bottle and Mixing Bottle
2. Phenolphthalein Presumptive Blood Test Kit
3. Gloves, Filter and Sterile Collection Materials
4. Detailed Instructions
5. Sterile Water Vials
6. Sterile Cotton Swabs and Gauze Pads

MINIMUM REQUIREMENT

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BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

7. Collection/Preservation Envelopes

Q. BSV Master Latent Print Kit

1. Latent Print Powders

- a. 2 oz Standard Black Powder
- b. 2 oz Standard White Powder
- c. 2 oz Standard Dual-Print Powder
- d. 2 oz Standard Copper Powder
- e. 1 oz Magnetic Black Powder
- f. 1 oz Magnetic White Powder
- g. 1 oz Magnetic Dual-Print Powder
- h. 1 oz Print-Glo Powder

2. Brushes

- a. 4 Fiber Brushes
- b. Magnetic Applicator

3. Lifting Supplies

- a. 1 ½" Lifting Tape
- b. 4" Lifting Tape
- c. (25) 2" x 2" White C-Lifts
- d. (25) 2" x 2" Black C-Lifts
- e. (25) 2" x 2" Transparent C-Lifts
- f. Text-Lift

4. Backing Cards

- a. (100) 3" x 5" White
- b. (100) 3" x 5" Black

5. Scales

- a. 2 - 6" White Photo Scales
- b. 2 - 6" Black Photo Scales
- c. 2 - 6" Gray Photo Scales
- d. 2 - 6" Yellow Photo Scales
- e. 1 - 6" Yellow Magnetic Scale
- f. 1 - 6" White Magnetic Scale
- g. 1 - 6" Black Magnetic Scale
- h. 1 - 6" Gray Magnetic Scale
- i. 1 - 2" Yellow Magnetic Scale
- j. 1 - 2" White Magnetic Scale
- k. 1 - 2" Black Magnetic Scale
- l. 1 - 2" Gray Magnetic Scale
- m. #2M Magnetic Scale
- n. 2 - 6" Transparent Photo Scale
- o. Continuous Roll of Adhesive Photo Scale
- p. Roll of 20mm Adhesive Scales

MINIMUM REQUIREMENT

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BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

q. 25' Measuring Tape

6. Tools

- a. Pocket Print Elimination Kit
- b. Sharpie Marker
- c. Handy Tool Set
- d. U. V. Lamp
- e. 6 Pair of Latex Gloves
- f. Tweezers
- g. Scalpel
- h. Scribe
- i. Magni-Pak Magnifier

7. Case

- a. Aluminum with Shoulder Strap with Key

R. BSV Postmortem Tissue Builder Kit

1. Regular Formula Tissue Builder
2. Forming Formula Tissue Builder
3. Syringes
4. Finger Cleaning Solution
5. Syringe Cleaning Solution
6. All items should be packaged in a plastic case

S. BSV Postmortem Kit

1. Carrying Case
2. 2" Round Ink Pad
3. 50 Right Hand Card Strips
4. 50 Left Hand Card Strips
5. 12 Ink Removal Towelettes
6. One (1) Print Spoon

T. BSV Basic Fingerprint Kit with Folding Fingerprint Unit with Semi-Inkless Pad

1. 1 ea. Copolymer Carrying Case (12 1/8" x 7" x 5")
2. 1 ea. Semi-Inkless Pad, 3 1/2" x 4 1/2" with nonskid rubber feet
3. 1 ea Single Cardholder with nonskid rubber feet
4. 25 ea. Ink Remover Towelettes
5. 25 ea. Criminal Fingerprint Record Cards

U. BSV Bluestar Forensic Kit

1. 1 - 16oz bottle chemiluminescent reagent
2. 3 catalyst tablets
3. 1 - Fine Mist Atomizer
4. User Manual

MINIMUM REQUIREMENT

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BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

V. BSV Iodine Fuming Kit

1. Traditional Glass Tube Iodine Fuming Apparatus
2. Drying Crystal
3. Filter Wool
4. Iodine Crystals
5. Sturdy Plastic Carrying Case
6. One-way check valve

W. BSV SPR Master Processing Kit

1. 6 Black SPR Vials
2. 6 White SPR Vials
3. Spray Bottles
4. 1 - Mixing Bottle
5. Instructions

X. BSV DFO (1, 8-Diazafluoren-9-One)

Y. BSV Cartridge Case Development

1. 1 - 8 oz. "Gun-Blueing" Solution
2. 1 - 8 oz Acidified Peroxide Solution

Z. BSV DNA / Trace Evidence Collection Kit

1. 6 - 6" Sterile Wood Handle Cotton Swabs (2/pk)
2. 12 - 3 ml Sterile Water Vials
3. 12 - Swab Boxes
4. 10 - 3 1/2" x 6 1/2" White Coin Envelopes
5. 10 - 2 3/4" x 4 1/4" Glassine Envelopes
6. 10 - SPEX-Guard 3/4" x 3" Red Evidence Strips
7. 3 - #11 Disposable Scalpels
8. 6 - Sterile Disposable Tweezers (Smooth Tip)
9. 1 - Magni-Pak Magnifier (4x, 5x, & 9x Magnification)
10. 1 - Durable Nylon Bag with Foam Insert

**X. SAFETY:**

A. Fire Extinguishers

1. Two (2) 5 lb rated ABC fire extinguishers with mounting brackets shall be furnished with the vehicle.
2. The extinguishers shall be installed, one at front of body, and one at rear of body.

B. Carbon Monoxide Monitor

MINIMUM REQUIREMENT

BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

1. A carbon monoxide monitor shall be installed in the laboratory area. \_\_\_\_\_

C. Smoke Detector

1. A smoke detector shall be installed in the laboratory area. \_\_\_\_\_

D. Color: Paint to match cab using Ditzler Acrylic Enamel or equal. Paint inside, outside and undersides of compartments before door gaskets are installed. \_\_\_\_\_

XI. Bidder fill in below the brand name, model or identification number, year model and installer of body and hoist offered in bid

\_\_\_\_\_  
(Brand name and Model or Identification Number)

\_\_\_\_\_  
(Year Model – Installer)

XII. Manuals: The successful Bidder is to include the following manuals in binders with the order. Online manuals and CD's will be accepted. Bidder will be responsible for all subscriptions, updates, registrations, renewals and fees associated with online manuals for the active life of the units.

- A. Factory Shop Repair Manuals, including specific manuals for each major component, i.e., Cab, Chassis, Body, Engine, Transmission and Rear Axle. Furnish only 2 manuals for each item number bid (not per unit). \_\_\_\_\_
- B. Factory Shop Parts Manual - for the Cab, Chassis, Body, Engine, Transmission. Furnish only 2 manuals for each item number bid (not per unit). \_\_\_\_\_
- C. Operator's Manual and Warranty Booklet – one (1) per vehicle; plus three (3) additional for item number bid, (not per vehicle). \_\_\_\_\_

XIII. Software: The successful Bidder is to include all software required to diagnose, troubleshoot, repair and program the Engine, Transmission, Chassis, Body and ABS Brake system. Bidder will be responsible for all subscriptions, updates, registrations, renewals and any fees associated with the software for the active life of the units. \_\_\_\_\_

XIV. Inspection: The costs for a pre-delivery inspection, for two (2) members of the DeKalb County inspection team shall be included in the bid price. \_\_\_\_\_

- A. Cost shall include air transportation on an air carrier to the nearest airport (ground transportation shall not exceed two hours), individual rooms, and meals. Only one Airplane change shall be allowed with a layover not to exceed two hours. Inspections shall be scheduled and funded to be conducted during weekdays, including travel time. The duration shall be determined based upon the manufacturer's itinerary. \_\_\_\_\_

MINIMUM REQUIREMENT

**Invitation No. 3002749**

BIDDER STATE  
"YES" OR "NO"  
IF COMPLAINT

B. The final inspection shall be conducted in DeKalb County, GA upon manufacturer delivery to the DeKalb County Fleet Service location at 3043 Warren Rd., Decatur, GA 30034.

XV. Training: The successful Bidder is to provide the following training and training materials.

A. Minimum eight (8) hours of operational training for four (4) employee operators.

B. Minimum twenty-four (24) hours of maintenance and repair training on the unit to be completed at the DeKalb County Heavy Truck shop.

XVI. Vehicle equipment, components and accessories: Vehicles offered in this bid item must provide total standardization and interchangeability between units bid including components, accessories and equipment.

GENERAL TERMS AND CONDITIONS

I. Bidder must check and initial applicable blank below:

Bidder affirms that specifications are exactly met:

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

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

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III. DELIVERY: Delivery is required within 150 calendar days after receipt of order. However, alternate delivery time will be considered provided it is so stated.

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(Bidder state number of calendar days for delivery)

IV. TERMINATION OF CONTRACT: The County may **unilaterally** terminate this contract, in whole or in part, for the County's convenience, or because of failure of the contractor to fulfill the contract obligations **in any respect**.

V. AWARDS: DeKalb 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.

VI. The unit(s) to be purchased is/are for the exclusive use of DeKalb County, Georgia. Only the following must be shown on the "Manufacturer's Statement of Origin for First Assignment and Application for Title - Form MV-1 (MV-2)":

DeKalb County, Georgia  
1300 Commerce Dive  
Decatur, Georgia 30030



GENERAL TERMS AND CONDITIONS

VII. CONTRACTOR'S HOLD HARMLESS AGREEMENT:

A. ENTER BIDDER'S FULL LEGAL FIRM NAME ON THE FIVE BLANK LINES BELOW:

\_\_\_\_\_ shall be responsible from the time of signing the CONTRACT, or from the time of the beginning of the first work, whichever shall be the earlier, for all injury or damage of any kind resulting from this work to persons or property, including employees and property of the COUNTY.

\_\_\_\_\_ shall exonerate, indemnify, and save harmless the COUNTY from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death), to persons or property caused by or sustained in connection with the performance of this CONTRACT; and shall assume and pay for, without cost to the COUNTY, the defense of any and all claims, litigation, and actions suffered through any act or omission of \_\_\_\_\_, or any subcontractor or anyone directly or indirectly employed by or under the supervision of any of them.

The \_\_\_\_\_ expressly agrees to defend against any claims of actions filed against the COUNTY where such claims or actions involves, in whole or in part, the subject of indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed.

\_\_\_\_\_ shall furnish the following insurance requirements along with contract documents sent to the COUNTY for execution. If bidder is awarded service or installation under contract based upon this Invitation to Bid, the following two paragraphs shall apply.

B. INSURANCE REQUIREMENTS (TO BE FURNISHED BY SUCCESSFUL BIDDER ONLY):

See DeKalb County Purchasing and Contracting Form No. 25.

C. Successful vendor shall mail insurance documents referenced in "INSURANCE REQUIREMENTS" paragraph to:

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

VIII. FOREIGN PRODUCTS: DeKalb 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 other location \_\_\_\_\_

IX. 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. If such audits reveal overcharges and/or undercharges, such will be adjusted and compensation made by either party to correct charges.

GENERAL TERMS AND CONDITIONS

X. PAYMENT: Invoice charges, if any, are to be accumulated and paid a minimum of once each month. Invoices are to be signed by the Contractor or authorized delegate, and must contain the authorizing DeKalb County Purchase Order Number or Release Number to be processed for payment.  
Purchase Order Number or Release Number must also be on Delivery Ticket.  
 Invoice must be mailed or sent to:

(1) Accounting Services Division  
 DeKalb County Finance Department  
 Maloof Annex  
 1300 Commerce Drive  
 Decatur, GA 30030

(2) with a copy mailed to Department or Division utilizing the Contract, and

(3) a COPY of the invoice(s) must be submitted with completed Prime Contractor LSBE (Local Small Business Enterprise) Utilization Report and LSBE Sub-Contractor Report to:  
 Contract Compliance Division  
 1300 Commerce Drive  
 2<sup>nd</sup> Floor  
 Decatur, GA 30030

NOTE 1: DeKalb County requires that all Invoices shall be submitted to the County no later than 60 days after full completion of contracted services.

NOTE 2: In the event of a change in name and/or address by contractor's company, (whether due to relocation, sale to another company or other causes), payment cannot be made under this contract until DeKalb County is properly notified in writing of such change; with notification sent (1) to the Finance Department Accounting Services Division, (2) to the Purchasing & Contracting Department and (3) to the using Department Director, so that necessary changes can be made to computer records for future mailings.

XI. 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.

XII. 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.

XIII. OPEN RECORDS ACT: Without regard to any designation made by the person or entity making a submission, DeKalb County considers all information submitted in response to this Invitation to be public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. § 50-18-7- *et seq.*, without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

GENERAL TERMS AND CONDITIONS

XIV. WARRANTY AND EXTENDED WARRANTY – ITEM NO. 1:

A. WARRANTY AND/OR GUARANTY: The bidder will state below or will furnish a separate letter attachment which fully explains the conditions of Warranty and/or Guaranty. If no Warranty and/or Guaranty is applicable, it must be so stated. NOTE: FAILURE TO RESPOND TO THE REQUIREMENTS OF THIS PARAGRAPH MAY RESULT IN THE BID BEING UNCONSIDERED.

B. Bidder will indicate below items included in the STANDARD WARRANTY:

<u>ITEM</u>	<u>TIME</u>	<u>MILES</u>	<u>COST, IF APPLICABLE</u>
1. Engine	_____	_____	_____
2. Transmission	_____	_____	_____
3. Brake System	_____	_____	_____
4. Frame & Steering	_____	_____	_____
5. Cab & Chassis	_____	_____	_____
6. Axle & Suspension	_____	_____	_____
7. Cooling System	_____	_____	_____
8. Exhaust System	_____	_____	_____
9. Lighting & Electrical Systems	_____	_____	_____
10. Wheels & Tires	_____	_____	_____
11. Other (Bidder State):	_____	_____	_____

C. Bidder will indicate below items included in the EXTENDED WARRANTY:

<u>ITEM</u>	<u>TIME</u>	<u>MILES</u>	<u>COST, IF APPLICABLE</u>
1. Engine	_____	_____	_____
2. Transmission	_____	_____	_____
3. Brake System	_____	_____	_____
4. Frame & Steering	_____	_____	_____
5. Cab & Chassis	_____	_____	_____
6. Axle & Suspension	_____	_____	_____
7. Cooling System	_____	_____	_____
8. Exhaust System	_____	_____	_____
9. Lighting & Electrical Systems	_____	_____	_____
10. Wheels & Tires	_____	_____	_____
11. Other (Bidder State):	_____	_____	_____

D. Bidder will indicate below any Extended Warranty beyond that listed above:

E. NOTE: Any omission of items in the above listings does not, in any way, relieve the bidder of any requirements in these Standard or Extended Warranties.

GENERAL TERMS AND CONDITIONS

- XV. Bidder is required to insert in the spaces provided on the "Minimum Technical Specifications" sheet(s) appropriate and specific detail describing the technically related information identified with the unit(s) bidder proposes to furnish. State if equipment meets requirements; if not state exact difference (or if not available). Attach additional pages if required, with clear references to pages, sections, and requirement numbers.
  
- XVI. If the bidder proposes to modify a product so as to make it conform to the requirements of the Invitation to Bid, bidder shall include in the bid a clear description of such proposed modifications and clearly mark any descriptive material to show the proposed modifications.
  
- XVII. In the performance of the contract, Contractor must comply with all relevant Federal, State, City and County regulations and ordinances and must obtain all applicable Licenses and/or Permits.
  
- XVIII. Greg Brake, Associate Director, of Fleet Management Division, DeKalb County Public Works Department, or his delegated representative, is the designated and authorized agent for performing the supervision, acceptance of work detail, and other operational features for DeKalb County.
  
- XIX. POSSIBLE FUTURE PURCHASES: In the event DeKalb County determines to purchase additional vehicles, bidder shall indicate below if the County may purchase these units at the same price, terms, and conditions stated in this bid:  

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

If "Yes," state below date to which such an option could be exercised: \_\_\_\_\_
  
- XX. WORK AUTHORIZATION FORM(S): See P & C Agreement/Affidavits Form # 33, following this section.
  
- XXI. LITERATURE: Bidder is required to furnish, with this bid, literature describing the item(s) being offered. Failure to furnish this literature may result in the bid being unconsidered.
  
- XXII. BUSINESS LICENSE: Bidders shall submit with bid, a copy of their valid company business license. If the Bidder is a Georgia corporation, Bidder shall submit a valid county or city business license. If the Bidder is not a Georgia corporation, Bidder shall submit a certificate of authority to transact business in the state of Georgia and a copy of their valid business license issued by their home jurisdiction. If Bidder holds a professional certification which is licensed by the state of Georgia, then Bidder shall submit a copy of their valid professional license. Any license submitted in response to this requirement shall be maintained by the Bidder for the duration of the contract.

GENERAL TERMS AND CONDITIONS

- XXIII. "FIRST SOURCE" JOBS ORDINANCE: The DeKalb County First Source Ordinance requires contractors or entities employing 15 or more employees entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction, professional or consultant services, which is funded in whole or part with County funds or County-administered funds in which the contractor is to receive \$50,000.00 or more in County expenditures or committed expenditures to make a good faith effort to hire DeKalb County residents for at least 50% of entry level jobs using the First Source Registry. For more information on this Ordinance requirement, please contact DeKalb Workforce Development at 404-687-3400.
- XXIV. DATA SHEET: At delivery provide a single sheet of paper with all Component Model and Serial Numbers. List to include: Engine, Transmission, Axles, PTOs, Pumps, Motors, Tires, Battery, Alternator, Belts, Hoses, Filters and any other major items.
- XXV. Bidder is cautioned to make his bid complete and to furnish all information and detail required by these specifications. Failure to comply may result in the bid being unconsidered due to incompleteness.
- XXVI. This Invitation to Bid consists of 54 pages: FAILURE TO RETURN ALL PAGES IN CORRECT NUMERICAL ORDER MAY RESULT IN BID BEING DECLARED INVALID.

**PREFERRED EMPLOYEE TRACKING FORM**

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

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**Do you anticipate hiring from the Workforce Development Preferred Employee Candidate Registry: Yes or No (Circle which applies)**

Type of Employee(s) or Position(s) you anticipate hiring:	The # you anticipate hiring:

**CONTRACTOR & SUBCONTRACTOR EVIDENCE OF COMPLIANCE:**

- (1) County contracts for the physical performance of services within the state of Georgia shall include the following provisions:<sup>1</sup>
  - a. the contractor has registered with and is authorized to use the federal work authorization program to verify information on all newly hired employees or subcontractors;
  - b. by affidavit, the contractor must attest to the contractor's name, address, user identification number, date of authorization, and verification of the continual participation throughout the contract period, and
  - c. the affidavit shall become a part of the covered contract and must be attached.
- (2) No contractor or subcontractor who enters into a contract with the County shall enter into such a contract or subcontract in connection with the physical performance of services within Georgia unless the contractor or subcontractor registers and participates in the federal work authorization program to verify information of all newly hired employees. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements of O.C.G.A. § 13-10-91, as amended.
- (3) Upon contracting with a new subcontractor, a contractor or subcontractor shall, as a condition of any contract or subcontract entered into pursuant to O.C.G.A. § 13-10-91, as amended, agree to provide the County with notice of the identity of any and all subsequent subcontractors hired or contracted by the contractor or subcontractor. Such notice shall be provided within five (5) business days of entering into a contract or agreement for hire with any subcontractor. Such notice shall include an affidavit from each subsequent contractor attesting to the subcontractor's name, address, user identification number, and date of authorization to use the federal work authorization program.
- (4) An affidavit shall be considered an open public record; provided, however, that any information protected from public disclosure by federal law or by Article 4 of Chapter 28 of Title 50 shall be redacted. Affidavits shall be maintained by the County for five years from the date of receipt.
- (5) To verify compliance, the contractor agrees to participate in random audits conducted by the Commissioner of the Georgia Department of Labor. The results of the audits shall be published on the [www.open.georgia.gov](http://www.open.georgia.gov) website, and on the Department of Labor's website no later than December 31 of each year.
- (6) Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement in an affidavit submitted pursuant to O.C.G.A. § 13-10-91 shall be guilty of a violation of Code § 16-10-20 and, upon conviction, shall be punished as provided in such section. Contractors and subcontractors convicted for false statements based on a violation of such section shall be prohibited from bidding on or entering into any public contract for twelve (12) months following such conviction.

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<sup>1</sup> O.C.G.A. § 13-10-91, as amended

**BIDDER 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 to 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].

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

\_\_\_\_\_  
Federal Work Authorization  
Enrollment Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Bidder

\_\_\_\_\_  
Identification Number

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

\_\_\_\_\_  
Address (\* do not include a post office box)

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_



**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 individual, 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  
(Bidder's Name)

\_\_\_\_\_  
Federal Work Authorization  
Enrollment Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Bidder

\_\_\_\_\_  
Identification Number

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

\_\_\_\_\_  
Address (\* do not include a post office box)

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, 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 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.]

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

\_\_\_\_\_  
Federal Work Authorization  
Enrollment Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Bidder

\_\_\_\_\_  
Identification Number

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

\_\_\_\_\_  
Address (\* do not include a post office box)

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION  
and Minority Business Enterprise/Women Business Enterprise Opportunity Tracking Form**

The Chief Executive Officer and the Board of Commissioners of DeKalb County believe that it is important to encourage the participation of small and local businesses in the continuing business of County government; and that the participation of these types of businesses in procurement will strengthen the overall economic fabric of DeKalb County, contribute to the County's economy and tax base, and provide employment to local residents. Therefore, the Chief Executive Officer and the Board of Commissioners have made the success of local small businesses a permanent goal of DeKalb County by implementing the **Local Small Business Enterprise Ordinance**.

**PROVISIONS OF LOCAL SMALL BUSINESS ENTERPRISE (LSBE) ORDINANCE**

<b>Amount of LSBE Participation Required</b>
<b>20% of Total Award</b>

	<b>Request For Proposals (RFP)</b>	<b>Invitations To Bid (ITB)</b>
<b>LSBE Within DeKalb (LSBE-DeKalb)</b>	<b>Ten (10) Percentage Points</b>	<b>Ten (10) Percent Preference</b>
<b>LSBE Outside DeKalb (LSBE-MSA)</b>	<b>Five (5) Percentage Points</b>	<b>Five (5) Percent Preference</b>

Certified Local Small Business Enterprises (LSBEs) located within DeKalb County and prime contractors utilizing LSBEs that are locally-based inside DeKalb County shall receive **ten (10) percentage points in the initial evaluation of their response to any Request for Proposal and a ten (10) percent preference on all responses to any Invitation to Bid**. Certified LSBEs located outside of DeKalb County but within the ten (10) County Metropolitan Statistical Area (MSA) consisting of Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties shall receive **five (5) percentage points in the initial evaluation of their response to any Request for Proposal and a five (5) percent preference on all responses to any Invitation to Bid**.

For all **qualified sealed solicitations**, the Director of Purchasing and Contracting, DeKalb County Government, shall determine if the bidder/proposer has included written documentation showing that **at least twenty percent (20%) of the total contract award will be performed by a certified LSBE**. This written documentation shall be in the form of a notarized Schedule of LSBE Participation (Attached hereto as Exhibit "A".) For all contracts, a signed letter of intent from all certified LSBEs describing the work, material, equipment and/or services to be performed or provided by the LSBE(s) and the agreed upon dollar value shall be due with the bid or proposal documents and included with Exhibit "A". The certified vendor list compiled by the Contract Compliance Division, Purchasing and Contracting Department, DeKalb County Government establishes the group of Certified LSBE's from which the bidder/proposer must solicit subcontractors for LSBE participation.

Contractors failing to meet the LSBE benchmark must document and demonstrate **Good Faith Efforts** in accordance with the attached "Checklist for Good Faith Efforts" portion of "Exhibit A." Failure to achieve the LSBE benchmark or demonstrate good faith efforts may result in a bid or proposal being rejected. The notarized Schedule of LSBE Participation shall be due and submitted with each bid or proposal. **Failure to complete and submit the notarized Schedule of LSBE Participation may result in a bid or proposal being rejected.**

Upon award, Prime Contractors are required to submit a report detailing LSBE/Sub-Contractor usage with each request for payment and not less than on a monthly basis. Prime Contractors are also required to certify that all sub-contractors have been paid within seven (7) days of the Prime's receipt of payment from the County. Failure to provide requested reports/documentation may constitute a material breach of contract, entitling the County to terminate the Contract for default or pursue other remedies. LSBE sub-contractors must submit a detailed report of their sub-contracting activity for each County contract they participate in. **Sample Report Forms** are attached as Exhibit C.

For eligible bids over \$5,000,000.00, The Director of Purchasing and Contracting or designee will determine if the Mentor-Protégé provision of the Ordinance will apply.

It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts, including Local Small Business Enterprises (LSBE), Minority Business Enterprises (MBE) and Women Business Enterprises (WBE). To achieve this purpose, the County would like to track and record information about participating vendors. The attached "Exhibit A," also records who performs work and renders services to the County. Contractors are requested to indicate whether they are a LSBE, MBE or WBE and list the level of participation by subcontractors designated as such on each solicitation.

**COMPLETION OF THIS ENTIRE FORM IS MANDATORY**  
**Failure to complete and submit this entire form may result in your bid/proposal being rejected.**

**“EXHIBIT A”**

**SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION  
MINORITY /WOMEN BUSINESS ENTERPRISE OPPORTUNITY TRACKING FORM**

As specified, Bidders and Proposers are to present the details of LSBE, MBE AND WBE participation below:

PRIME BIDDER/PROPOSER \_\_\_\_\_ SOLICITATION NUMBER: \_\_\_\_\_

TITLE OF UNIT OF WORK \_\_\_\_\_

1. My firm, as the prime bidder/proposer on this unit of work, is a certified (check all that apply):  
 LSBE-DeKalb       LSBE-MSA       MBE       WBE.
2. If you are a Certified LSBE, MBE or WBE, please indicate below the portion of work (including the percentage of the amount bid/proposal) that your firm will carry out directly: \_\_\_\_\_
3. If the prime bidder/proposer is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LSBE, MBE or WBE joint venture firm. \_\_\_\_\_

LSBE, MBE, and/or WBE subcontractors and/or firms (including suppliers) to be utilized in performance of this contract, if awarded. No changes can be made in the subcontractors listed below without the prior written approval of the County. **Please attach a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed and/or provided and the agreed upon dollar value. A Letter of Intent form is attached hereto as Exhibit “B”.**

- Name of Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_  
Check all that apply:  LSBE-DeKalb,  LSBE-MSA,  MBE,  WBE; Attach proof of LSBE, MBE and/or WBE certification.  
Type of Work/Contract Item \_\_\_\_\_  
Percentage of Work or Estimated Contract Award Amount to be performed \_\_\_\_\_

- Name of Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_  
Check all that apply:  LSBE-DeKalb,  LSBE-MSA,  MBE,  WBE; Attach proof of LSBE, MBE and/or WBE certification.  
Type of Work/Contract Item \_\_\_\_\_  
Percentage of Work or Contract Award Amount to be performed \_\_\_\_\_

(Please use separate page to list additional LSBE, MBE or WBE subcontractors and/or firms [including suppliers] to be utilized in performance of this contract, if awarded.)

**COMPLETION OF THIS ENTIRE FORM IS MANDATORY**  
**Failure to complete and submit this entire form may result in your bid/proposal being rejected.**

**DEKALB COUNTY  
CHECKLIST FOR GOOD FAITH EFFORTS**

A bidder/proposer that does not meet the owner’s LSBE participation benchmark is required to demonstrate that it made “good faith efforts.” Please indicate whether or not any of these actions were taken.

- |     | <u>Yes</u> | <u>No</u> |  |
|-----|------------|-----------|--|
| 1.  | _____      | _____     | Advertisement for solicitation of Local Small Business Enterprises in general circulation media, trade association publications, and minority-focus media, to provide notice of sub-contracting opportunities.   |
| 2.  | _____      | _____     | Advertisement in general circulation media at least seven (7) calendar days prior to bid or proposal opening any and all sub-contractor opportunities. Proof of advertisement must be submitted with the bid or proposal.  |
| 3.  | _____      | _____     | Provided interested LSBEs with timely, adequate information about the plans, specification, and other such requirements of the contract to facilitate their quotation and conducted follow up to initial solicitations.  |
| 4.  | _____      | _____     | Provided written notice to LSBEs that their interest in sub-contracting opportunities or furnishing supplies is solicited. Provide a contact log showing the name, address, email and contact number (phone or fax) used to contact the proposed certified subcontractors, nature of work requested for quote, date of contact, the name and title of the person making the effort and the amount of the quoted price if one was obtained.   |
| 5.  | _____      | _____     | Efforts made to divide the work for LSBE sub-contracting in areas likely to be successful and identify portions of work available to LSBEs consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. <b>The ability or desire of a bidder/proposer to perform the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting.</b> |
| 6.  | _____      | _____     | Efforts made to assist potential LSBE sub-contractors meet bonding, insurance or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that the LSBE(s) could not readily and economically obtain them in the marketplace.   |
| 7.  | _____      | _____     | Utilization of services of available minority community organizations, minority contractor groups and other organizations that provide assistance in the recruitment and placement of LSBEs.   |
| 8.  | _____      | _____     | Communication with the Contract Compliance Division seeking assistance in identifying available LSBEs.   |
| 9.  | _____      | _____     | Joint venture opportunities.   |
| 10. | _____      | _____     | Other actions (specify): _____ )   |

Please explain any “No” answers (by number)

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This list is a guideline and by no means exhaustive. The County will review these efforts, along with other documents, towards assessing the bidder/proposer’s efforts to meet the owner’s LSBE Participation benchmark. If you require assistance in identifying certified, bona fide LSBEs, please contact the Purchasing and Contracting Department, Contract Compliance Division at (404) 371-4795. A copy of the list of LSBEs certified by the DeKalb County Government, Purchasing and Contracting Department, Contract Compliance Division is available on our website at [www.yourdekalb.com](http://www.yourdekalb.com).

**COMPLETION OF THIS ENTIRE FORM IS MANDATORY**

**Failure to complete and submit this entire form may result in your bid/proposal being rejected.**

**DEKALB COUNTY LOCAL SMALL BUSINESS ENTERPRISE SCHEDULE OF PARTICIPATION  
MINORITY/WOMEN BUSINESS ENTERPRISE OPPORTUNITY TRACKING FORM  
Bidder/Proposer Statement of Compliance**

Bidder(s)/Proposer(s) hereby state that they have read and understand the requirements and conditions as set forth in the objectives and that reasonable effort were made to support the County in providing the maximum practicable opportunity for the utilization of LSBEs consistent with the efficient and economical performance of this contract. The Bidder and any subcontractors shall file compliance reports at reasonable times and intervals with the County in the form and to the extent prescribed by the Director of DeKalb County Purchasing and Contracting Department. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of Contractors and their subcontractors.

**1. Non-Discrimination Policy**

- a. During the performance of this agreement, Contractor agrees to conform to the following Non-Discrimination Policy adopted by the County.
- b. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor will take action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following:
  - (1) Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth provisions of this non-discrimination clause.
  - (2) Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.
- c. Without limiting the foregoing, Contractor shall not discriminate on the basis of disability in the admission or access to, or treatment or employment in, the programs and activities, which form the subject of the contract. The Contractor will take action to ensure that applicants for participation in such programs and activities are considered without regard to disability. Such action shall include, but not be limited to, the following:
  - (1) Contractor agrees to post in conspicuous places available to participants in its programs and activities notices to be provided setting forth the provisions of this non-discrimination clause.
  - (2) Contractor shall, in all solicitations or advertisements for programs or activities, which are the subject of the contract, state that all qualified applicants will receive consideration for participation without regard to disability.

**2. Commitment**

The undersigned certifies that he/she has read, understands, and agrees to be bound by the bid specifications, including the accompanying Exhibits and other terms and conditions of the Invitation to Bid and/or Request for Proposal regarding LSBE utilization. The undersigned further certifies that he/she is legally authorized by the bidder or responder to make the statements and representations in Exhibit A and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned will enter into formal agreement(s) with the LSBE(s) listed in this Exhibit A, which are deemed by the owner to be legitimate and responsible LSBEs. Said agreement(s) shall be for the work and contract with the County. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder knowing them to be false, or if there is a failure of the successful Bidder (i.e., Contractor) to implement any of the stated agreements, intentions, objectives, goals and commitments set forth herein without prior approval of the County, then in any such events the contractor's act or failure to act, as the case may be, shall constitute a material breach of contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies the County may have for other defaults under the Contract. Additionally, the Contractor will be subject to the loss of any future contract awards by the County for a period of one year.

Firm Name \_\_\_\_\_ (Please Print):

Firm's Officer: \_\_\_\_\_

(Authorized Signature and Title Required) \_\_\_\_\_ Date

Sworn to and Subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**COMPLETION OF THIS ENTIRE FORM IS MANDATORY**  
**Failure to complete and submit this entire form may result in your bid/proposal being rejected.**



(P. & C Form 7, Rev. 01-28-09, - Page 5)

**“EXHIBIT B”  
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR  
OR  
PROVIDE MATERIALS OR SERVICES**

This form **must** be completed by **ALL** known sub-contractors and submitted with the bid/proposal. Photocopies of this form are acceptable. Complete a form for each sub-contractor.

To: \_\_\_\_\_  
(Name of Prime Contractor Firm)

From: \_\_\_\_\_  LSBE  MBE  WBE  
(Name of Subcontractor Firm) (Check all that apply)

ITB/RFP Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

Description of Materials or Services	Project Commence Date	% of Contract Award	Estimated Dollar Amount

**Prime Contractor**  
Signature: \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**Sub Contractor**  
Signature: \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Please Submit Form with Bid Documents  
**COMPLETION OF THIS ENTIRE FORM IS MANDATORY**  
**Failure to complete and submit this entire form may result in your bid/proposal being rejected.**



**PRIME CONTRACTOR LSBE UTILIZATION REPORT**

Please complete a separate form for each contract.

This report must be submitted with each request for payment, and not less than monthly, along with a copy of your monthly invoice (schedule of values/payment application) to the Contract Compliance Division. Failure to comply may result in the County commencing proceedings and/or pursuing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial of participation in any future contracts awarded by DeKalb County.

PRIME CONTRACTOR		Contract Award Amount	% Complete to Date
Name:			
Address:			
Telephone#:		Fax #	Email

REPORTING PERIOD: (From - To)	
PROJECT NAME:	
ITB/RFP NUMBER:	
CONTRACT NUMBER:	
PROJECT LOCATION:	

ANY CHANGE ORDER AMOUNT AFFECTING SUB-CONTRACTOR UTILIZATION: \$ \_\_\_\_\_  
 AMOUNT OF REQUISITION THIS PERIOD: \$ \_\_\_\_\_  
 TOTAL AMOUNT REQUISITIONED TO DATE: \$ \_\_\_\_\_

**SUB-CONTRACTOR UTILIZATION (add additional rows as necessary)**

Name of Sub-Contractor	Description of Work	Amount of Sub-Contract	Amount Paid This Period	Amount Paid To Date

Executed By: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Printed Name) Date: \_\_\_\_\_

Return Completed Form to:  
 Contract Compliance Division, DeKalb County Purchasing and Contracting  
 1300 Commerce Drive 1<sup>st</sup> Floor, Decatur, Georgia 30030  
 404-371-4795(phone) 404-371-2511 (fax)





**LSBE SUB-CONTRACTOR REPORT**

Please complete a separate form for each contract.

This report must be submitted by the 10<sup>th</sup> of each month, along with a copy of your monthly invoice and copies of any checks/payments to the Contract Compliance Division. Failure to comply may result in de-certification and the denial of participation in any future contracts awarded by DeKalb County.

SUB - CONTRACTOR		Sub-Contract Award Amount	% Complete to Date
Name:			
Address:			
Telephone #:		Fax#	Em

PRIME CONTRACTOR:	
CONTRACT NUMBER:	
ITB/RFP NUMBER:	
PROJECT LOCATION:	

ANY CHANGE ORDER AMOUNT AFFECTING SUB-CONTRACTOR UTILIZATION: \$ \_\_\_\_\_

Date of Work	Description of Work	Current Amount Invoiced	Amount Paid To Date	Outstanding Payments/Past Due Amount
<b>TOTALS</b>				

Executed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature) (Printed Name)  
 Notary: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

Return Completed Form to:  
 Contract Compliance Division, DeKalb County Purchasing and Contracting  
 1300 Commerce Drive 1<sup>st</sup> Floor, Decatur, Georgia 30030  
 404-371-4795(phone) 404-371-2511 (fax)

**BRAND NAME OR TRADE NAME/MARK INSTRUCTIONS**

1. If items in this Invitation to Bid have been identified, described, or referenced in the Invitation to Bid by a "brand name" or Trade Name/ Trade Mark description, such identification is intended to be descriptive, but not restrictive, and is to indicate quality and characteristics of products that may be offered. Products may be considered for award if such products are *clearly* identified in the bids and are determined by the County to meet its needs in all respects.
2. Unless the bidder clearly indicates in his bid that he is offering a product of another name or manufacturer, his bid may be considered as offering the item exactly as referenced in the Invitation to Bid.
3. (a) If the bidder proposes to furnish another product, the Brand/Trade name, if any, of the product to be furnished shall be inserted in the space provided in the Invitation to Bid, or such product shall be otherwise clearly identified in the bid. The evaluation of bids and the determination as to equality of the product offered shall be the responsibility of the County and will be based on information furnished by the bidder or identified in his Bid as well as other information reasonably available to the Purchasing and Contracting Department. The decision of the County is to be final. **CAUTION TO BIDDERS:** The Purchasing and Contracting Department is not responsible for locating or securing any information, which is not identified in the bid and reasonably available to the Purchasing and Contracting Department. Accordingly, to insure that sufficient information is available, the bidder must furnish as a part of his bid all descriptive material (such as cut-sheets, illustrations, drawings, or other information) necessary for the Purchasing and Contracting Department to: (i) determine whether the product offered meets the requirements of the Invitation to Bid and (ii) establish exactly what the bidder proposes to furnish and what the County would be binding itself to purchase by making an award. The information furnished may include specific references to information previously furnished or to information otherwise available to the Purchasing and Contracting Department.
  - (b) If the bidder proposes to modify a product so as to make it conform to the requirements of the Invitation to Bid, he shall (i) include in his bid a clear description of such proposed modifications and (ii) clearly mark any descriptive material to show the proposed modifications.
  - (c) Modifications proposed after bid opening to make a product conform to a brand name product referenced in the Invitation to Bid will not be considered.
4. The purchase of any item by the County, as a result of this Invitation, is not a judgment of one product against another except as it applies to the need and use of the County at this time for this purpose, price and other factors considered.

**DEKALB COUNTY PURCHASING AND CONTRACTING DEPARTMENT  
DECATUR, GEORGIA**

**BIDDING INSTRUCTIONS, TERMS, AND CONDITIONS  
(SUPPLY CONTRACT)**

**1. PREPARATION OF BIDS:**

- (a) Bidders are expected to examine the drawings, specifications, Schedule, and all *instructions*. Failure to do so will be at the bidder's risk.
- (b) Each bidder *shall* furnish the information required by the bid form. The bidder shall sign the bid and print or type his name on the Schedule and each Continuation Sheet thereof, on which he makes an entry. Erasures or other changes must be initialed by the person signing the bid. 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) Unit price for each unit bid on *shall* be shown and such price *shall* include packing unless otherwise specified. A total *shall* be entered in the Amount column of the *Schedule* for each item bid on. In case of discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
- (d) When not otherwise specified, bidder must definitely state time of proposed delivery.
- (e) **TIME OF DELIVERY:** Do not use-words such as: "Immediate," "As soon as Possible," etc.; state the *exact earliest* date or the minimum number of calendar days required after receipt of order. (If calendar days are used Saturday, Sunday and *holidays* in the number.)

**2. EXPLANATIONS TO BIDDERS:**

Any explanation desired by a bidder regarding the meaning or interpretation of the Invitation to Bid, drawings, specification, etc., must be requested in writing and with sufficient time *allowed* for a *reply* to reach bidders before the submission of their bids. 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 Purchasing and Contracting Department as *outlined* in the preceding sentences. Any information given to a prospective bidder concerning an *Invitation to Bid* will be furnished to all prospective bidders, as an addendum 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 uninformed bidders. Receipt of addenda by a bidder must be acknowledged on the bid or by letter received before the time set for opening bids. Oral explanations or instructions given before the award of the contract will not be binding.

**3. SUBMISSION OF BIDS:**

- (a) Bids and modifications thereof shall be enclosed in sealed envelopes, addressed to the office in the Invitation to Bid, with the name and address of the bidder, the date and hour of opening, and the invitation number on the face of the envelope. Telegraphic bids and facsimile bids will not be considered.
- (b) Samples of items, when required, must be submitted within the time specified, and unless otherwise specified by the County, at no expense to the County. If not destroyed by testing, samples will be returned at bidder's request and expense, unless otherwise specified by the Invitation.
- (c) 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.
- (d) Full identification of each item bid upon, including brand name, make, model, catalog number must be furnished if needed, to identify exactly what bidder is offering. Cuts or other literature may be furnished. (Use additional sheets if needed.)
- (e) The bidder represents that the article(s) to be furnished under this Invitation to Bid is (are) new and that the quality has not deteriorated so as to impair its usefulness.
- (f) Bids cannot be withdrawn or corrected after opening (except reductions and changes by successful bidder, which would be to the advantage of the County, which may or may not be considered by the County).
- (g) Be sure to sign bids. Unsigned bids will not be considered (except in cases where bid is enclosed with other papers which have been signed and this determination is to be made by the County).
- (h) **TAXES:** If Federal Excise tax applies: show amount and deduct. DeKalb County is exempt from Federal Excise tax and Georgia Sales tax.
- (i) **DELIVERY MAY BE TESTED.** Since tests may require several days for completion, the County reserves the right to use a portion of any supplies before the results of the tests are known: without prejudice to any final adjustments: rejecting the unused portion of the delivery and payment will be made on an adjusted basis for the used portion The costs of inspections and tests of any item which fails to meet the advertised specifications shall be borne by the contractor.

**3. SUBMISSION OF BIDS, (continued):**

- (j) **DEFAULT:** The award as a result of bids received under this invitation may be based in part on delivery factor. Accordingly should you fail to perform delivery within the time stated in your bid, you may then be declared in default of Contract. In such event the County may then, proceed to purchase in the open market the items from another source and charge your account and collect from you, as the defaulting supplier, the excess cost to the County which resulted from such open market purchase.
- (k) **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.
- (l) **PATENT INDEMNITY:** Except as otherwise provided, the successful bidder agrees to indemnify the County and its officers, agents and employees against liability, including costs and expenses for infringement upon any Letters Patent of the United States arising out of the performance of this Contract or out of the use or disposal by or for the account of the County of supplies furnished or construction work performed hereunder.
- (m) **Submit bids in original ONLY.**

**4. LATE BIDS AND MODIFICATIONS OR WITHDRAWALS.** - Verify your quotations. Bids and modifications or withdrawals thereof received at the office designated in the Invitation to Bid after the exact time set for opening of bids will not be considered.

**5. PAYMENT TERMS:**

The payment terms adopted by DeKalb County are Net 30 unless otherwise established by law or by contract. **Bidders may obtain more favorable payment terms by offering time payment discounts when they submit their sealed bids.**

**6. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION.** - By submission of this bid, the bidder certifies, and in the case of a 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 opening, directly or indirectly to any other bidder or to any competitor; and
- (c) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

**7. AWARD OF CONTRACT:**

- (a) The contract if *awarded* will be awarded to that responsible bidder whose bid will be most advantageous to the County, price and other factors considered. The County to make the determination.
- (b) The County reserves the right to reject or accept any or all bids and to waive informalities, minor irregularities and technicalities in bids received, whichever is deemed to be in the best interest of the County, and to re-advertise.
- (c) The County may accept any item or group of items of any bid, unless the bidder qualifies his bid by specific limitations. **UNLESS OTHERWISE PROVIDED IN THE SCHEDULE, BIDS MAY BE SUBMITTED FOR ANY QUANTITIES LESS THAN THOSE SPECIFIED; AND THE COUNTY RESERVES THE RIGHT TO MAKE AN AWARD ON ANY ITEM FOR A QUANTITY LESS THAN THE QUANTITY BID UPON AT THE UNIT PRICES OFFERED UNLESS THE BIDDER SPECIFIES OTHER-WISE IN HIS BID.**

**8. COUNTY-FURNISHED PROPERTY.** - No material, labor, or facilities will be furnished by the County unless otherwise provided for in the Invitation.

**9. FAILURE TO BID.** - In the event no bid is to be submitted, do not return the Invitation unless otherwise specified. Failure of the recipient to bid, or to notify the issuing office that future invitations are desired, may result in removal of the name of such recipient from the mailing list for the type of supplies covered by the Invitation.

**10. Failure to observe any of the instructions and conditions in this Invitation to Bid may constitute grounds for rejection.**

**11. Items offered in this bid must comply with all Federal, State, and local laws and regulations as applicable on date of delivery.**

## INSURANCE REQUIREMENTS

### IMPORTANT NOTICE

### IMPORTANT NOTICE

**IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN**

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- 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.

(Continued)

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 to:  
  
DeKalb County, Georgia  
DeKalb County Courthouse  
Decatur, Georgia 30030
  9. The successful contractor shall mail insurance documents listed in this form to:  
  
DeKalb County Department of Purchasing and Contracting  
The Maloof Center  
2<sup>nd</sup> Floor  
1300 Commerce Drive  
Decatur, Georgia 30030
  10. 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.
- IV. Ask your insurance agent to review the form after it is typed so that the form will not have to be returned because the typist omitted a policy number, some other obvious omission, or made a material typographical error.
  - V. Your insurance company or agent must mail or bring an original coverage certificate to the address listed in Section III.9. Do ***not*** mail the certificates to DeKalb County Courthouse, Decatur, GA 30030.
  - VI. Thank you for your cooperation, as it will enable you to proceed with the work in an expeditious manner.