



**Request for Solicitation (Non-Capital Projects)**

▶ **Date** 9/6/2023 ▶ **Name of Project** FLEET SERVICES GARAGE DOORS

▶ **Requesting Department** FLEET SERVICES DEPARTMENT ▶ **Department Head** CEDRIC A. BURSE

▶ **Budget Unit Manager** BOBBY MONCRIEF ▶ **Supervisor/Project Contact** DR. CHARDRA CARTER

▶ **Contact Telephone** 678-676-1387 ▶ **Chair of Evaluation Committee** KENNETH PARMER

▶ **Approved TouchPoint Requisition Number with Special "To Be Bid" Vendor Record Amount** \_\_\_\_\_ **Allocation Code/GL Code to be applied** 100.2600.543012.00011.7520.9990.8013.040.0000

▶ **Anticipated Project Cost: Annual \$** 680,000.00 **Total with Renewals (if exercised) \$** N/A

▶ **Anticipated Agenda Item Date:** NOVEMBER 13, 2023

▶ **Does Solicitation Replace a Current Contract?** Yes \_\_\_\_\_ No

If Yes, provide the Solicitation Number for the Current Contract N/A

If No, is this a new solicitation? Yes  No \_\_\_\_\_

▶ **Type of Requested Solicitation** REQUEST FOR PROPOSALS

(Invitation to Bid, Request for Proposals (RFP), Request for Qualification... Refer to the following Glossary.)

▶ **Provide Your Desired Project Commencement Date** JANUARY 1, 2024

▶ **State Number of Desired Contract Renewals (1 – 4 years).** N/A

▶ **Provide a Complete Objective/Purpose Statement. (Attach an Objective/Purpose Statement that includes 1) background information, 2) details of goods to be purchased or task to be accomplished, 3) definition of vendor responsibilities, and 4) overview of anticipated outcome.) Is it included?** Yes  No \_\_\_\_\_

▶ **Provide a Complete Scope of Work/Specifications. (Attach a Scope of Work/Specifications that includes all adequate, detailed, and necessary information for the solicitation; i.e., deliverables, timeframe, materials, licensing/certifications, reporting, staffing, training, etc.) Is it included?** Yes  No \_\_\_\_\_

▶ **Is negotiation requested?** Yes \_\_\_\_\_ No  **Is a Best and Final Offer requested?** Yes  No \_\_\_\_\_

▶ **Is Inside Delivery Required?** Yes  No \_\_\_\_\_ **If Yes, is Setup Required?** Yes  No \_\_\_\_\_

▶ **Define Cost/Pricing i.e., How do you want the vendor to propose? Unit Price, Firm Fixed Hourly Rate, Lump Sum Amount, etc...** UNIT PRICE

(Attach a sample cost sheet of how Costs/Pricing is/are desired.)

▶ **Is a Pre-Bid/Proposal Conference needed?** Yes \_\_\_\_\_ No

If Yes, is the conference mandatory? Yes \_\_\_\_\_ No

▶ **Is a Site Visit following a Pre-Bid/Proposal Conference needed?** Yes  No \_\_\_\_\_

If Yes, is the site visit mandatory? Yes \_\_\_\_\_ No

▶ **The provision of audited financial statements is a mandatory requirement for projects exceeding \$500,000 annually. If the annual project cost is less than \$500,000, audited financial information from bidders/offerors can be required. Are AUDITED FINANCIAL STATEMENTS desired for this project?** Yes \_\_\_\_\_ No

▶ **Provide Evaluation Criteria (RFP only). The quoted price is an important factor in the determination of the selected proposal; however, all criteria will be evaluated to determine the most responsive and responsible proposal for RFPs. The criteria established should have a percentage for each area for evaluation, and should not exceed 100%. The following criteria is an example:**

Scope of services (35%); Variety of additional services offered (5%); Quality and Experience (20%); Company Profile (5); References (5) and Cost of Services (30%)

▶ **A Procurement Department Member will serve on the Evaluation Committee.**

▶ **Provide a List of Suppliers (Attach Initiator's Vendor List) and include company name, address, point of contact, telephone and fax numbers, and email address. (Refer to the following Glossary.)**

▶ **Send completed form and all attachments, via email to Carla L. Smith, Executive Director of Vendor Services, at [carla\\_l\\_smith@dekalbschoolsga.org](mailto:carla_l_smith@dekalbschoolsga.org) and Phyllis Jones, Buyer at [phyllis\\_d\\_jonesp@dekalbschoolsga.org](mailto:phyllis_d_jonesp@dekalbschoolsga.org)**

**Requesting Department can make no contact with vendors during a solicitation.**

## Appendix A: Owner's Criteria and Narrative Scope of Work

### DCSD # ?????

The scope of work for this project consists of the following:

DCSD is seeking competitive bids from qualified, licensed contractors for the installation of insulated roll-up overhead coiling doors. The project includes the total removal and replacement of 24 existing roll-up overhead coiling doors at the Sam Moss Fleet Facility located at 1780 Montreal Road Tucker Ga 30084. It will be the responsibility of the contractor to obtain and pay for all permits.

1. The Bidder shall be responsible for taking all measurements (it is the vendor's responsibility to ensure all measurements are accurate).
2. The Bidder shall be responsible for the proper demolition, removal and disposal of existing material disturbed in the installation of the new equipment. The Bidder is to dispose of all debris and remove materials offsite, with the exception of any salvageable material. Any salvageable material shall be offered to the Owner for possible reuse. All construction waste is to be recycled to the extent practicable.
3. The Bidder shall be responsible for the removal of all associated hardware, door tracks, track supports, and incidental items.
4. The Bidder shall replace all (24) overhead garage doors with new heavy duty and insulated industrial duty galvanized doors, including steel tracks, hardware, operators, and incidental hardware and related components.
5. Doors must be installed high enough to the roof structure to prevent bus impact when it is raised up on a lift. Coordinate with the Owner's Representative for final placement height prior to ordering of any materials. Rollers must be designed for high cycle usage, (25 or more cycles per hour and more than 50 cycles per day).
6. Doors must have manual operation in the event of loss of power.
7. Glazing shall be provided for all doors and shall be small-scale to prevent access and must be safety glass.
8. All doors shall have safety sensors installed for safe operation at each door.
9. All (24) new doors shall come with a final coat of paint.
  - a. External color of doors shall be tan (closely matching exterior of building) approved by Owner's Representative.
  - b. Thirty-six inch (36") black numbers shall be installed to identify the bay.
10. Protective padding at the bottom of doors (inside, outside, and at bottom edge) to prevent damage/entry from rodents. Door must have padded bottom to reduce damage if contact is made with vehicle. See specification below for additional information.
11. The Bidder shall be responsible for paying all sales tax in accordance with GA Law section 48-8-63(c) on all material purchases.
12. If the property is being utilized by the DeKalb County School District (DCSD) during construction, the Bidder shall be responsible for coordinating with the DCSD Project Manager and all material and equipment suppliers to schedule delivery of equipment and material to the facility during normal business hours. Once the Bidder takes possession of material at the site, the care and storage of the material becomes the responsibility of the Bidder. Hours of Operation: 5:30 a.m. – 6:30 p.m. Monday – Friday
13. The Bidder shall obtain all necessary permits required for construction of all work in this scope. The Bidder shall complete all phases of his work in strict accordance with all applicable local, state, and federal codes and guidelines. The Bidder will verify that the necessary DeKalb Board of Education approvals have been obtained prior to beginning of construction.
14. The Bidder is responsible for surveying the existing conditions at the site to assess installation requirements. The Bidder is responsible for installing equipment in a workmanlike manner, in compliance with DCSD standards as well as all applicable codes and regulations.
15. Care shall be taken to minimize damage to surrounding structures and surfaces. The Bidder is responsible for the repair of any disturbed areas, patching and/or repainting walls and floors, and restoring any disturbed landscaped or paved areas. The Bidder shall submit color samples as indicated in the specification below to the Owner for all new materials, to ensure the best match possible for existing finishes. It is the responsibility of the Bidder to restore any areas damaged by their work to the original condition, or better.
16. The Bidder is responsible for coordinating work and ensuring that Project Manager, Stakeholders, and project parties are informed of where and when work is taking place.
17. The Bidder shall restore all construction areas to a condition acceptable to the Owner.
18. The Bidder shall include the warranties indicated in the specifications below for his labor and materials. Bidder must be able to provide warranty/repair services within three (3) business days of notification. Bidder must provide a statement of their Warranty Policy on any service or parts they may provide as well as paint. The

manufacturer's warranty for equipment shall be submitted in writing with the bid. The warranty shall provide for the replacement of all defective parts during the warranty period. Such replacement shall be performed at no cost to DCSD.

19. Electric Door Operator assembly of size and capacity recommended and provided by the door manufacturer for the door size and operation cycles specified herein, with electric motor and factory prewired motor controls, starter, gear-reduction unit, solenoid-operated brake, clutch control stations, control devices, integral gearing and accessories required for proper operation. Must connect to existing electrical supply for a complete and functional turn-key system. Motor shall be commercial grade.
20. If any door is not completed by the end of the workday, the contractor shall provide an option to secure the bay.
21. Contractor shall conduct an inspection at the end of each day and ensure the work area is clean.

### **Product Specification**

#### **Submittals**

- A. Product Data: Manufacturer's data sheets on each product to be used, including:
  1. Preparation instructions and recommendations.
  2. Storage and handling requirements and recommendations.
  3. Installation methods.
- B. Shop Drawings:
  1. Provide detailed drawings including plans, elevations, guide details, head and jamb conditions, anchorage, accessories, finish colors, patterns and textures, operator mounts and other related information.
  2. Regulatory Requirements and Approvals: Provide shop drawings in compliance with local Authority Having Jurisdiction (AHJ).
- C. Selection Samples: For each finish product specified, two complete sets of color chips representing manufacturer's full range of available colors and patterns.
- D. Verification Samples: For each finish product specified, two samples, minimum size 6 inches long, representing actual product, color, and patterns.
- E. Certifications
  1. Submit manufacturer's certificate that products meet or exceed specified requirements.
  2. Submit installer qualifications.
- F. Operation and Maintenance Data: Provide manufacturer's maintenance instructions that include recommendations for periodic checking, adjustment and lubrication of components.

#### **Quality Assurance**

- A. Single-Source Responsibility: Provide doors, tracks, motors, and accessories from one manufacturer for each type of door. Provide secondary components from source acceptable to manufacturer of primary components.
- B. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section with a minimum of five years of similar documented experience.
- C. Installer Qualifications: Company specializing in performing work of this section with a minimum of three years of similar documented experience and an approved authorized representative of the manufacturer.
- D. Products Requiring Electrical Connection: Listed and classified by Underwriters Laboratories, Inc. acceptable to the authority having jurisdiction as suitable for the purpose specified.

#### **Delivery, Storage, and Handling**

- A. Deliver all materials in their original sealed containers bearing the manufacturer's name and identification of product.
- B. Materials delivered to the site shall be examined for concealed damage or defects in shipping. Defects shall be noted and reported to the Owner's Representative in writing.
- C. Store products in manufacturer's unopened packaging until ready for installation.
- D. Protect materials from exposure to moisture. Do not deliver until after wet work is complete and dry.
- E. Store materials in a dry, warm, and ventilated weathertight location.

#### **Project Conditions**

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.
- B. Verify existing steel structure can accommodate new door and operating equipment.
- C. Verify existing electrical capacity is sufficient for required installation.

### **Pre-Installation conference**

- A. Convene a pre-installation conference prior to the commencement of field operations to establish procedures to maintain optimum working conditions and to coordinate work with related or adjacent work.

### **Warranty**

- A. Product Warranty: Manufacturer's limited door and operator system, except the counterbalance spring and finish, to be free from defects in materials and workmanship for 3 years or 20,000 cycles, whichever occurs first.
- B. Finish Warranty: Five-year finish warranty against fading, peeling, cracking, blistering, flaking or delaminating.

### **Product:**

- A. Acceptable Manufacturers: Provide a product from one of the manufacturers below, and that meets all of the specifications and requirement in this scope of work:
  - 1. Overhead Door Corporation
  - 2. Clopay Corporation
  - 3. Raynor
  - 4. Wayne Dalton
  - 5. Janus
- B. Door Size and Quantity:
  - 1. Door 1:
    - a. Quantity: 3
    - b. Rough opening size: 12'-0" wide x 14'-6" high.
  - 2. Door 2:
    - a. Quantity: 21
    - b. Rough opening size: 12'-0" wide x 12'-0" high
  - 3. It is the Installer's responsibility to verify the door quantity and rough opening size of all doors in the project.
  - 4. Doors are to be sized so that the coiled door assembly, hood enclosure, and motor are mounted a minimum of 3-feet above the height of the rough opening door header. Coordinate with the Owner's Representative for final placement height prior to ordering of any materials.
- C. Insulated Rolling Service Door:
  - 1. Curtain: Interlocking roll-formed slats as specified. Endlocks shall be attached to each end of alternate slats to prevent lateral movement.
    - a. Slat Design: Flat profile.
    - b. Material: Grade 40, ASTM A 653 galvanized steel with zinc coating.
    - c. Front slat fabricated of 16-gauge minimum galvanized steel.
    - d. Back slat fabricated of 22-gauge minimum galvanized steel.
    - e. Insulation Material: Slat cavity filled with CFC-free foamed-in-place, closed cell urethane, polyurethane, or polyisocyanurate insulation; STC between 21 and 28; R-value between 7.0 – 8.0.
- D. Slats and Hood Finish: Galvanized Steel: Slats and hood galvanized in accordance with ASTM A 653 and receive rust-inhibitive, roll coating process, including 0.2 mils thick baked-on prime paint, and premium polyester powder-coat topcoat, color as selected by Owner's Representative.
- E. Weatherseals: Vinyl bottom seal, exterior guide and internal hood seals.
- F. Vision Panels: 4 x 1-inch acrylic glass, 5/8 inch thick for insulated slats.
- G. Bottom Bar: Two galvanized steel angles, minimum thickness 1/8-inch, bolted back-to-back to reinforce curtain in the guides.
- H. Guide Assemblies: Three structural angles, minimum 3 x 2 x 3/16-inch and fitted with removable curtain stops.
- I. Brackets: 3/16-inch minimum, steel plate, attached to wall angle of guide assembly with 1/2-inch diameter Grade 5 bolts minimum. With permanently lubricated ball or roller bearings at rotating support points to support counterbalance shaft assembly and form end closures.
- J. Finish; Bottom Bar, Guides, Headplate and Brackets: Premium powder coat in black color.
- K. Counterbalance Shaft Assembly: Steel pipe capable of supporting curtain load with maximum deflection of 0.03 inches per foot of width. Oil-tempered, heat-treated steel helical torsion spring assembly designed for proper balance of door to ensure that maximum effort to operate will not exceed 25 lbs.
- L. Hood: Manufacturer's standard 24-gauge galvanized steel with reinforced top and bottom edges. Provide minimum 1/4-inch steel intermediate support brackets as required to prevent excessive sag. Finish to match curtain.
- M. Locks: Furnish door system with interlock switch with locking bar for motor operated doors.
- N. Electric Motor Operation:
  - 1. Provide UL listed electric operator, size as recommended by manufacturer to move door in either direction at not less than 2/3 foot nor more than 1 foot per second.

2. Motor operation with electrical sensing edge attached to bottom bar to stop and reverse door when it contacts an object during the closing cycle.
  3. Operator Controls: Push-button and key operated control stations with open, close, and stop buttons. Surface mounted controls for interior location.
  4. Motor Voltage: As required by existing power supply and as required for complete door operation.
  5. Provide emergency manual chain hoist.
- O. Wind Load Design: Standard wind load shall be 20 PSF, minimum.

### **Execution**

1. Examination
  - A. Verify opening sizes, tolerances and conditions are acceptable.
  - B. Examine conditions of substrates, supports, and other conditions under which this work is to be performed.
  - C. Notify Owner of unsatisfactory preparation before proceeding.
  - D. Commencement of installation constitutes acceptance of conditions.
2. Preparation
  - A. Clean surfaces thoroughly prior to installation.
  - B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
3. Installation
  - A. Install in accordance with manufacturer's instructions.
  - B. Install door complete with necessary hardware, jamb and head mold strips, anchors, inserts, hangers, and equipment supports in accordance with final shop drawings, manufacturer's instructions, and as specified herein.
  - B. Use anchorage devices to securely fasten assembly to wall construction and building framing without distortion or stress.
  - C. Fit and align assembly including hardware; level and plumb, to provide smooth operation.
  - D. Coordinate installation of electrical service with Owner's existing power supply.
  - E. Install sealants and backing materials at frame perimeter.
  - F. Install perimeter trim and closures.
  - G. Instruct Owner's personnel in proper operating procedures and maintenance schedule.
4. Adjusting
  - A. Test for proper operation and adjust as necessary to provide proper operation without binding or distortion.
  - B. Adjust hardware and operating assemblies for smooth and noiseless operation.
  - C. Lubricate bearings and sliding parts and adjust doors for proper operation, balance, clearance, and similar requirements.
5. Cleaning
  - A. Clean curtain and components using non-abrasive materials and methods recommended by manufacturer.
  - B. Remove labels and visible markings.
  - C. Touch-up, repair or replace damaged products.
  - D. Remove surplus materials and debris from the site.
6. Protection
  - A. Protect installed products until completion of project.

### **Substantial Completion**

The Contractor is to mobilize and commence work no later than April 2024. All work must be substantially completed by June 2024. Final Completion must take place no later than 30 days after Substantial Completion. The Contractor will be allowed to work evening and weekend hours if necessary and upon approval, as long as the facility is returned to normal building functions for regular work hours. While the facility is in operation, all work shall be performed without interruption to facility operations and activities.