



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

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Request for Proposal

For

Wheelchair Stair Lift

For The

Whitfield County Schools

Purchasing Department

1030 Hill Road

Dalton, GA 30721

RFP # WCS-PR-2019-012

April 19, 2019

RFP # WCS-FA-2019-012

Page 1 of 17

Contents

SECTION 1.0	4
NOTICE TO INTERESTED COMPANIES	4
SECTION 2.0	5
GENERAL INSTRUCTIONS	5
2.1 QUESTIONS	5
2.2 MANDATORY PRE-PROPOSAL MEETING	5
2.3 SUBMISSION	5
2.4 SUBMISSION DEADLINE	5
2.5 EVALUATION	5
2.6 FUNDING	6
2.7 COSTS	6
2.8 SIGNATURE	6
2.9 SELECTION	6
2.10 PAYMENTS	6
2.11 SITE INSPECTION	6
2.12 INSURANCE	6
2.13 E-VERIFY AFFIDAVIT	7
2.14 NON-COLLUSION CLAUSE	7
2.15 GOVERNING LAW	7
2.16 INDEMNIFICATION	7
2.17 AWARD	8
2.18 CONTRACT	8
2.19 TRANSFER	8
2.20 TERMINATION	8
2.21 TOBACCO/ALCOHOL/DRUGS	8
2.22 PROPOSER'S EMPLOYEES	8
SECTION 3.0	10
PROPOSAL FORM	10
SECTION 4.0	11
SELECTION CRITERIA	12
4.1 COST	12
4.2 PROPOSAL CRITERIA	12

RFP # WCS-FA-2019-012

4.3	TECHNICAL	12
4.4	REFERENCES / EXPERIENCE	12
SECTION 5.0	13
PROPOSAL REQUIREMENTS	13
5.1	Proposal Requirements:.....	13
SECTION 6.0	14
PRODUCT / SERVICE REQUIREMENTS	14
6.1	GENERAL REQUIREMENTS	14
6.2	SERVICE LEVEL AGREEMENT	14
6.3	THE WORK/PRODUCT	14
6.4	THE FACILITIES WHERE WORK IS TO BE PERFORMED	14
SECTION 7.0	15
ADDITIONAL INFORMATION	15
SECTION 8.0	16
ADDITIVE / ALTERNATE	16
SECTION 9.0	17
EVALUATION MATRIX / COMMITTEE	17

SECTION 1.0
NOTICE TO INTERESTED COMPANIES

- 1.1 Product / Service: **Wheelchair Stair Lift**
- 1.2 Owner: **Whitfield County Board of Education**
1306 South Thornton Ave.
Dalton, Georgia 30720
- 1.3 Representative of Owner: **Jim Fugate**
Procurement Officer

1.4 Anticipated Time Frames:

Issue RFP to market	April 19, 2019
Pre-Proposal meeting	April 24, 2019
Questions on RFP due	April 26, 2019
Response to questions posted	April 29, 2019
RFP responses due in Procurement Office by 2:00pm	May 3, 2019
Proposal Evaluations	May 3, 2019
(Optional) Vendor Presentation/Interview	N/A
Recommendation to Whitfield County Board	May 6, 2019

END OF SECTION

SECTION 2.0
GENERAL INSTRUCTIONS

2.1 **QUESTIONS**

All questions are to be submitted on Vendor Registry at:

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

2.2 **MANDATORY PRE-PROPOSAL MEETING**

A mandatory Pre-Proposal meeting will be held on:

April 24, 2019 at 3:00pm

at

**Tunnel Hill Elementary School
203 East School Street
Tunnel Hill, GA 30755**

2.3 **SUBMISSION**

All proposal submissions must contain both **2 Hard Copies and a PDF version on a USB drive or CD/DVD**, be clearly marked **“PROPOSAL – RFP WCS-FA-2019-012”** and submitted to:

Jim Fugate
Procurement Officer
1030 Hill Road
Dalton, Georgia 30721

OR

You may submit electronic version on Vendor Registry to meet deadline. However, hard copies must be received within 2 business days for proposal to be considered.

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on May 3, 2019.**

2.5 **EVALUATION**

Proposed product / services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the product / services. All companies who submit a proposal will be notified of the final award. **See Section 9.0 for evaluation matrix.**

RFP # WCS-FA-2019-012

2.6 FUNDING

This proposal is based on available funding; therefore, work cannot begin until Whitfield County Schools has issued a Purchase Order.

2.7 COSTS

Full cost of preparation is to be borne by the quoting company.

2.8 SIGNATURE

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 SELECTION

The Whitfield County Board of Education reserves the right to 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that the Board considers the most advantageous for the Board.

2.10 PAYMENTS

Payment for product / services received will be made on a monthly basis after the invoice is approved by the **Facilities Director**. Payment shall be made within a reasonable timeframe. The Whitfield County School District is exempt from all state sales tax and federal excise tax. These taxes must be deducted from any proposal.

2.11 SITE INSPECTION

The sites should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this proposal. The proposal sum shall reflect all such affecting conditions. Proposers shall be responsible for verifying all dimensions that may affect the work.

2.12 INSURANCE

The proposer shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

- 1) Commercial/Comprehensive General Liability
 - a) \$1,000,000 Bodily Injury Per Person
 - b) \$1,000,000 Bodily Injury Aggregate Limit
 - c) \$ 500,000 Property Damage Per Occurrence
 - d) \$1,000,000 Property Damage Aggregate Limit
- 2) Comprehensive Automobile Liability
 - a) \$1,000,000 Property Damage Per Occurrence
- 3) Workmen's Compensation and Employer's' Liability
 - a) \$ 500,000 Bodily Injury Per Person

RFP # WCS-FA-2019-012

- 4) Umbrella or Excess of Loss Coverage
 - a) \$10,000,000 Per Occurrence
- 5) The proposer will provide an insurance certificate with 21 days after acceptance of contract.
- 6) Whitfield County School District must have 10 days notice of cancellation or change in insurance coverage and give its approval.

The District shall be named as an additional insured by Endorsement on the proposer's policy as to the subject contract.

2.13 E-VERIFY AFFIDAVIT

Proposer shall complete and include with RFP response an E-Verify affidavit that may be downloaded from our web site at:

www.wcsga.net/purchasing

2.14 NON-COLLUSION CLAUSE

By signing this document, the contractor certifies that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting an offer for the same items, and is in all respects fair and without collusion or fraud. The contractor certifies that collusive bidding is a violation of federal law and can result in fines, prison sentences and civil damage awards.

2.15 GOVERNING LAW

THESE TERMS AND CONDITIONS, ANY STATEMENTS OF WORK AND THE SERVICES HEREUNDER WILL BE GOVERNED BY THE LAWS OF THE STATE OF GEORGIA, WITHOUT REGARD TO CONFLICTS OF LAWS RULES. ANY ARBITRATION, ENFORCEMENT OF AN ARBITRATION OR LITIGATION WILL BE BROUGHT EXCLUSIVELY IN GEORGIA, AND CUSTOMER CONSENTS TO THE JURISDICTION OF THE FEDERAL AND STATE COURTS LOCATED THEREIN, SUBMITS TO THE JURISDICTION THEREOF AND WAIVES THE RIGHT TO CHANGE VENUE. CUSTOMER FURTHER CONSENTS TO THE EXERCISE OF PERSONAL JURISDICTION BY ANY SUCH COURT WITH RESPECT TO ANY SUCH PROCEEDING. Except in the case of nonpayment, neither party may institute any action in any form arising out of these Terms and Conditions more than one (1) year after the cause of action has arisen. The rights and remedies provided Seller under these Terms and Conditions are cumulative, are in addition to, and do not limit or prejudice any other right or remedy available at law or in equity.

2.16 INDEMNIFICATION

The vendor shall indemnify, hold harmless and defend the Board, its agents, servants and employees from and against any and all claims, liability, losses, charges, expenses (including attorney fees) and / or cause of action, which may

arise from any negligent act, or omission of the vendor, its agents, servants, or employees in the performance of services under this contract.

Nothing contained herein is intended to be a waiver in any respect whatsoever of the Board's right to assert under any circumstances whatsoever its claims of governmental and or official immunity from any liability or damages asserted against it by any natural person or entities created by law.

2.17 AWARD

The Whitfield County School District may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.18 CONTRACT

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a period beginning on the date the contract is signed by both parties and ending December 31 of the current year at a fixed price, with the ability of Whitfield County School District to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included. The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Whitfield County School District and the proposer. In case of extensions, the cost that was submitted in the proposer's proposal may be increased or decreased based on consumer price index or other relevant market forces beyond the control of the respondent. The District must approve any cost adjustments prior to implementation.

2.19 TRANSFER

No contract or its provisions may be assigned, sublet, or transferred without written consent of the District.

2.20 TERMINATION

Whitfield County School District reserves the right to cancel the contract upon thirty (30) days written notice to the proposer, with or without cause.

2.21 TOBACCO/ALCOHOL/DRUGS

All forms of tobacco products, alcohol, and drugs are prohibited on District property.

2.22 PROPOSER'S EMPLOYEES

2.22.1 All matters pertaining to recruiting, screening, hiring, compensating, retaining, and terminating shall be the exclusive responsibility of the proposer. These matters shall be done fully in compliance with all state and

federal statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour, insurance, and any other stipulations prudent to employee management.

- 2.22.2 Employees shall be of good integrity and character. **Whitfield County School District policy requires that all contractors, consultants, or vendors providing services on Whitfield County Schools premises be fingerprinted and submit to a criminal background check**, initiated by Whitfield County Schools, prior to providing services to the District. There is a fee associated with the background check that is payable online at time of registration for fingerprinting of each applicant. The payment of this fee is the sole responsibility of the contractor, consultant, vendor or the employing company.
- 2.22.3 Only those employees who have been properly trained shall be assigned duties under this proposal.
- 2.22.4 Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the School District upon request of the Maintenance Director.
- 2.22.5 All employees shall be dressed in a manner authorized by the proposer and in accordance with the Whitfield County Schools Employee dress code which may be found at: <http://files.wcsga.net/support-services/WCS-Staff-Dress-Code.pdf> . **Uniforms shall be worn which fully identify the employee as a member of the proposer's work force.**
- 2.22.6 All vendor vehicles must be clearly marked with company name and logo to identify ownership.

END OF SECTION

RFP # WCS-FA-2019-012

SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Product or Service: Wheelchair Stair Lift

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the Request for Proposal

Titled: Wheelchair Stair Lift

Dated: April 19, 2019

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Business Address

Federal I.D. Number

END OF SECTION

RFP # WCS-FA-2019-012

SECTION 3.0
PROPOSAL FORM (Continued)

Base Services Cost Proposal

_____ (Company) agrees to each specification listed in the RFP **Wheelchair Stair Lift** and submits the proposal of:

_____ (Dollars) for products and services rendered.

It is understood that Whitfield County Schools will be billed for the full amount of the contract when the project is completed and signed off on by **Facilities Director**.

Additional Cost Items

_____ (Company) agrees to the following hourly rates for additional work provided outside the terms of the contract.

_____ Hourly rate for labor (man hours).

Include this form with your complete proposal as detailed in:

SECTION 5.0 PROPOSAL REQUIREMENTS

END OF SECTION

SECTION 4.0

SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four metrics will be used to assist with the selection of the company. The evaluation will center around 1. Proposal, 2. Cost, 3. Technical, and 4. References.

PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.

4.1 COST

4.1.1 Determination based on price proposal.

4.2 PROPOSAL CRITERIA

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCBOE is not obligated to consider responses from offerors who are deemed non-responsive. Non-responsive offerors are those who submit proposals that do not unequivocally agree to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.5 WCBOE is not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

4.3 TECHNICAL

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

4.4 REFERENCES / EXPERIENCE

4.4.1 Information received from contacting references.

4.4.2 WCBOE past experience with the offeror.

Whitfield County Board of Education reserves the right to make its selection of an approved vendor based on what it deems to be in the best interest of Whitfield County Board of Education. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

RFP # WCS-FA-2019-012

SECTION 5.0

PROPOSAL REQUIREMENTS

5.1 Proposal Requirements:

The proposal must include the following items in a systematic organization in order specified to be considered a complete proposal:

TAB 1 Understanding and Ability to meet all RFP Requirements

1. Cover letter of introduction of company.
2. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
3. Acknowledge receipt of any amendments.
4. Completed copy of E-Verify form.
5. How long in business (submit date organized).
6. Submit number of employees currently on payroll.
7. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

TAB 2 Satisfactory Record of Performance

1. Submit experience in school facilities of similar size.
2. Provide minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

TAB 3 Training, Qualifications and Experience of key personnel who will be assigned to this project.

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

TAB 4 Cost

1. Submit total cost of proposal with adequate detail to identify cost of separate classifications of products / services.

TAB 5 Additional information not requested.

END OF SECTION

RFP # WCS-FA-2019-012

SECTION 6.0
PRODUCT / SERVICE REQUIREMENTS

6.1 GENERAL REQUIREMENTS

6.1.1 Provide and install Wheelchair Stair Lift

6.2 SERVICE LEVEL AGREEMENT

6.2.1 Meet all current building, electrical and safety codes.

6.3 THE WORK/PRODUCT

6.3.1 Install system equivalent or superior to Garaventa Artira Inclined Platform Lift.

6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED

Tunnel Hill Elementary School
203 East School Street
Tunnel Hill, GA 30755

END OF SECTION

SECTION 7.0
ADDITIONAL INFORMATION

Please include under this section any additional information that you feel we need to know to make the best decision. This would include any information you feel would differentiate you, your company, your services and / or your proposed solution from the competition.

END OF SECTION

RFP # WCS-FA-2019-012

Page 15 of 17

SECTION 8.0
ADDITIVE / ALTERNATE

END OF SECTION

RFP # WCS-FA-2019-012

Page 16 of 17

SECTION 9.0 EVALUATION MATRIX / COMMITTEE

Categories

RFP Respondent Selection Matrix THE Wheelchair Lift

Respondents	Ranking	Weighted	Ranking	Weighted	Ranking	Weighted
Price	30%	0		0		0
Met RFP Response Requirements	25%	0		0		0
Suitability for Purpose	20%	0		0		0
Experience with Company	20%	0		0		0
Management Expertise	5%	0		0		0
Total Points		0		0		0

Note: All RFP requirement must include Certificate of Insurance that meets RFP stated requirements.

Signed

Date

Jim Fugate - Procurement Officer

Eric Patterson

Marty Robertson
