



**Whitfield County Schools**

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

*tradition • purpose • excellence*

# **Request for Proposal**

**For**

## **VPM Cafeteria Furniture**

**For The**

**Whitfield County Schools**

**Purchasing Department**

**1030 Hill Road**

**Dalton, GA 30721**

**RFP # WCS-SN-2019-022**

**August 29, 2019**

RFP # WCS-SN-2019-022

Page 1 of 17

# Contents

<b>SECTION 1.0</b> .....	4
<b>NOTICE TO INTERESTED COMPANIES</b> .....	4
<b>SECTION 2.0</b> .....	5
<b>GENERAL INSTRUCTIONS</b> .....	5
2.1 QUESTIONS .....	5
2.2 MANDATORY PRE-PROPOSAL MEETING .....	5
2.3 SUBMISSION .....	5
2.4 SUBMISSION DEADLINE .....	5
2.5 EVALUATION .....	6
2.6 FUNDING .....	6
2.7 COSTS .....	6
2.8 SIGNATURE .....	6
2.9 SELECTION .....	6
2.10 SITE INSPECTION .....	6
2.11 E-VERIFY AFFIDAVIT .....	6
2.12 AWARD .....	7
2.13 CONTRACT .....	7
2.14 GENERAL TERMS AND CONDITIONS .....	7
2.15 SCHOOL NUTRITION SPECIFIC TERMS AND CONDITIONS .....	7
<b>SECTION 3.0</b> .....	8
<b>PROPOSAL FORM</b> .....	8
<b>SECTION 4.0</b> .....	10
<b>SELECTION CRITERIA</b> .....	10
4.1 COST .....	10
4.2 PROPOSAL CRITERIA .....	10
4.3 TECHNICAL .....	10
4.4 REFERENCES / EXPERIENCE .....	10
<b>SECTION 5.0</b> .....	11
<b>PROPOSAL REQUIREMENTS</b> .....	11
5.1 Proposal Requirements: .....	11
<b>SECTION 6.0</b> .....	13
<b>PRODUCT / SERVICE REQUIREMENTS</b> .....	13

RFP # WCS-SN-2019-022

6.1	GENERAL REQUIREMENTS .....	13
6.2	SERVICE LEVEL AGREEMENT .....	13
6.3	THE WORK/PRODUCT .....	13
6.4	THE FACILITIES WHERE WORK IS TO BE PERFORMED .....	13
6.5	CAFETERIA DRAWING WITH DIMENTIONS .....	14
	<b>SECTION 7.0</b> .....	<b>15</b>
	<b>ADDITIONAL INFORMATION</b> .....	<b>15</b>
	<b>SECTION 8.0</b> .....	<b>16</b>
	<b>ADDITIVE / ALTERNATE</b> .....	<b>16</b>
	<b>SECTION 9.0</b> .....	<b>17</b>
	<b>EVALUATION MATRIX / COMMITTEE</b> .....	<b>17</b>

**SECTION 1.0**  
**NOTICE TO INTERESTED COMPANIES**

- 1.1 Product / Service: **VPM Cafeteria Furniture**
- 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	August 29, 2019
Pre-Proposal meeting	N/A
Questions on RFP due	September 18, 2019
Response to questions posted	September 24, 2019
RFP responses due in Procurement Office by 2:00pm	October 1, 2019
Proposal Evaluations	October 2, 2019
(Optional) Vendor Presentation/Interview	October 4, 2019
Recommendation to Whitfield County Board	October 7, 2019

**Note: This is a standardized document, which contains basic contract requirements, however depending on the requested product or service; some language may not be applicable. If the vendor is in doubt or has questions regarding the language, its meaning or intent, it is the responsibility of the bidder to seek clarification prior to submission of their response.**

**END OF SECTION**

RFP # WCS-SN-2019-022

**SECTION 2.0**  
**GENERAL INSTRUCTIONS**

2.1 **QUESTIONS**

All questions are to be submitted on Vendor Registry at:

[www.wcsga.net/purchasing](http://www.wcsga.net/purchasing) -> OPEN SOLICITATIONS

2.2 **MANDATORY PRE-PROPOSAL MEETING**

A mandatory Pre-Proposal meeting will be held on:

N/A

2.3 **SUBMISSION**

All proposal submissions must contain both **2 Bound Hard Copies with tabs as described in Section 5.0 and a PDF version on a USB drive**, be clearly marked **“PROPOSAL – RFP WCS-SN-2019-022 VPM Cafeteria Furniture”** 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](http://www.wcsga.net/purchasing) -> OPEN SOLICITATIONS

**EMAILED OR FAXED RESPONSES ARE NOT BE ACCEPTABLE  
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on October 1, 2019**

**SECTION 2.0**  
**GENERAL INSTRUCTIONS (Continued)**

2.5 **EVALUATION**

Proposed products or services will be evaluated by a team of subject matter experts and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the products or services. All companies who submit a proposal will be notified of the final award. While cost is the primary factor, it is not the final deciding factor.

2.6 **FUNDING**

This proposal is based on available funding; therefore, no work or transactions can commence until Whitfield County Schools has issued a Purchase Order.

2.7 **COSTS**

Full cost of preparation of Proposal response 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 Whitfield County School District considers the most advantageous for the Board.

2.10 **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/specifications/environmental conditions that may affect the work.

2.11 **E-VERIFY AFFIDAVIT**

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

[www.wcsga.net/purchasing](http://www.wcsga.net/purchasing)

**SECTION 2.0**  
**GENERAL INSTRUCTIONS (Continued)**

2.12 **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.

2.13 **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 that 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, which was submitted in the proposer's proposal, may be increased or decreased based on documented market forces.

2.14 **GENERAL TERMS AND CONDITIONS**

Offeror agrees to abide by Whitfield County School District General Terms and Conditions at [www.wcsga.net/TermsAndConditions](http://www.wcsga.net/TermsAndConditions)

2.15 **SCHOOL NUTRITION SPECIFIC TERMS AND CONDITIONS**

Offeror agrees to abide by Whitfield County School District School Nutrition Terms and Conditions at [www.wcsga.net/SN-TermsAndConditions](http://www.wcsga.net/SN-TermsAndConditions)

**END OF SECTION**

RFP # WCS-SN-2019-022

Page 7 of 17

**SECTION 3.0**  
**PROPOSAL FORM**

**For The General Proposal for the Product or Service:**

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

Dear Jim Fugate,  
Having carefully examined the WCS Terms and Conditions as well as the School Nutrition Terms and Conditions and the Request for Proposal

**Titled: VPM Cafeteria Furniture**  
**Dated: August 29, 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-SN-2019-022



**SECTION 3.0**  
**PROPOSAL FORM (Continued)**

**Base Services Cost Proposal**

\_\_\_\_\_ (Company) agrees to each specification listed in the RFP 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 **School Nutrition Director**

**Include this form with your complete proposal as detailed in:**

**SECTION 5.0 PROPOSAL REQUIREMENTS**  
**TAB 5 Cost**

**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 due to not unequivocally agree to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.6 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 School District. 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-SN-2019-022

## **SECTION 5.0**

### **PROPOSAL REQUIREMENTS**

#### **5.1 Proposal Requirements:**

**The proposal must include the following items in a tabbed and bound document in the order specified here to be considered a complete proposal:**

#### **TAB 1 Company and contact information**

1. Cover letter of introduction of company.
2. Vendor Company Name
3. Street Address
4. City, State, Zip
5. Contact person
6. Telephone number
7. Email address

#### **TAB 2 Understanding and Ability to meet all RFP Requirements**

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

#### **TAB 3 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 4 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 5 Cost**

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

**TAB 6** Additional information not requested.

**END OF SECTION**

## **SECTION 6.0**

### **PRODUCT / SERVICE REQUIREMENTS**

#### **6.1 GENERAL REQUIREMENTS**

6.1.1 Design layout and propose products for Cafeteria Furniture for seating capacity of 220 middle school students for new Valley Point Middle School.

#### **6.2 SERVICE LEVEL AGREEMENT**

6.2.1 Deliver accepted products to warehouse location in Dalton GA.

6.2.2 Minimum 10 year warranty on all products. Lifetime warranty preferred. Provide warranty information in your response.

6.2.3 Provide 800 number or onsite technical assistance during install if required.

#### **6.3 THE WORK/PRODUCT**

6.3.1 Tables are to be folding "mobile" type.

6.3.2 Lift assist system to ease raising to locked position.

6.3.3 Partial Open/Close 2<sup>nd</sup> lock position to prevent accidental closing on fingers.

6.3.4 Table edges sprayed on / permanent type. No glued on or T - Mold plastic strip edges will be accepted.

6.3.5 Frame is to be welded and constructed of 14ga. or better, minimum 1" diameter steel tubing.

6.3.6 Frame can be Chrome or Powder Coat

6.3.7 Casters are to be hard rubber with ball bearings and swivels.

6.3.8 Stools are to be attached via flat, square metal plate with minimum of 4 screws. No single pole into plastic configuration will be accepted.

6.3.9 All standard table surfaces GREY GLACE with Black stools.

6.3.10 Optional table colorations from Wilson Laminate.

6.3.11 All stools are to be 17" height.

6.3.12 Tables can be rectangle, elongated oval or round.

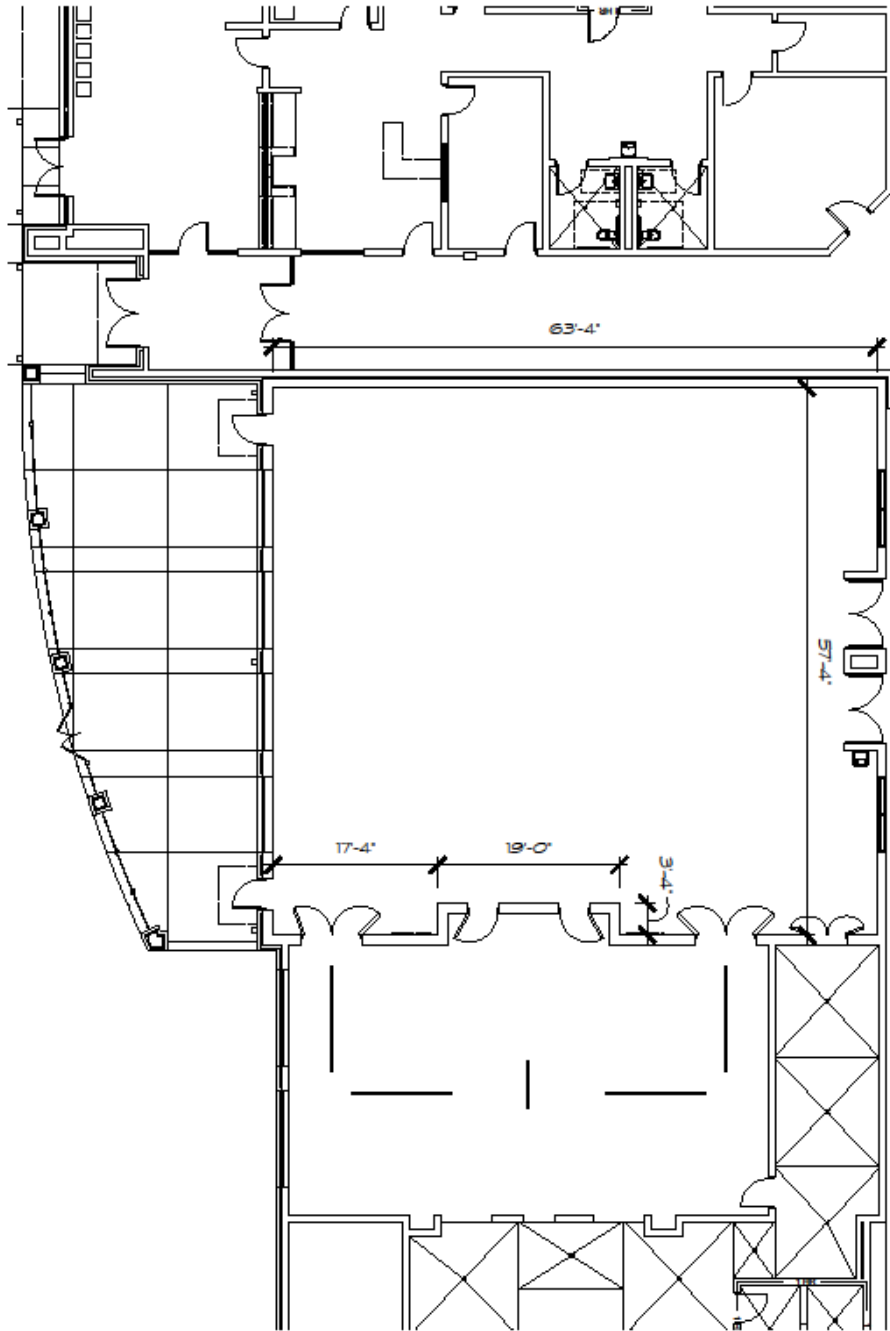
6.3.13 ADA Compliant version of each table to be included in proposal.

#### **6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED**

New Valley Point Middle School  
3796 South Dixie Highway  
Dalton, GA 30721

**6.5 CAFETERIA DRAWING WITH DIMENTIONS**

PDF file available by contacting jim.fugate@wcsga.net



**END OF SECTION**

RFP # WCS-SN-2019-022

**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-SN-2019-022

Page 15 of 17

**SECTION 8.0**  
**ADDITIVE / ALTERNATE**

**END OF SECTION**

RFP # WCS-SN-2019-022

Page 16 of 17



## SECTION 9.0 EVALUATION MATRIX / COMMITTEE

### RFP Respondent Selection Matrix

RFP WCS-SN-2019-022

Categories

Respondents	Ranking	Weighted	Total Points
Price	30%	0	0
Met RFP Response Requirements	25%	0	0
Quality of products and design	20%	0	0
Experience with Company	15%	0	0
Management Expertise	10%	0	0
<b>Total Points</b>		<b>0</b>	<b>0</b>

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

Signed

Date

Jim Ragsdale - Procurement Officer

\_\_\_\_\_

Angie Brown - School Nutrition Director

\_\_\_\_\_

Marty Roberts

\_\_\_\_\_