



**Whitfield County Schools**

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

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## **Request for Proposal**

**For**

### **Painting at Westside Middle, Dawnville Elem and Cedar Ridge Elem**

**For The**

**Whitfield County Schools  
Purchasing Department**

**1030 Hill Road  
Dalton, GA 30721**

**RFP # WCS-FA-2020-006**

**March 2, 2020**

RFP # WCS-FA-2020-006

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

1.1 Product / Service: **Painting at Westside Middle, Dawnville Elem  
and Cedar Ridge Elem**

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	March 2, 2020
Pre-Proposal meeting	March 9, 2020
Questions on RFP due	March 11, 2020
Response to questions posted	March 12, 2020
RFP responses due in Procurement Office by 2:00pm	March 20, 2020
Proposal Evaluations	March 23, 2020
(Optional) Vendor Presentation/Interview	March 25, 2020
Recommendation to Whitfield County Board	April 6, 2020

**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**

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**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:

**March 9, 2020 at 9:00am**

**Vendors arriving more than 5 minutes late will not be allowed to participate.**

at

**Operations Department  
1030 Hill Road, Building A  
Dalton, GA 30721**

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-FA-2020-006 Painting at Westside Middle, Dawnville Elem and Cedar Ridge Elem”** 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 ACCEPTABLE  
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on March 20, 2020**

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

2.5 **EVALUATION**

Proposed products or 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 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. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered.

One time procurements will be executed by Purchase Order.

For procurement agreements that would potentially involve multiple years there will be a separate controlling contract written. This contract 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. Price changes must be approved by Whitfield County School District in writing before the beginning of the renewal.

2.14 **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)

**END OF SECTION**

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

**For The General Proposal for the Product or Service: <RFP Name>**

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

Dear Jim Fugate,  
Having carefully examined the WCS Terms and Conditions and the Request for Proposal

**Titled: Painting at Westside Middle, Dawnville Elem and Cedar Ridge Elem**  
**Dated: March 2, 2020**

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:**

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**Contractor/Vendor (Company Name)**

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**Representative (Name and title)**

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**Signature**

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**Business Address**

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**Federal I.D. Number**

**END OF SECTION**

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

**Base Services Cost Proposal**

\_\_\_\_\_ (Company) agrees to each specification listed in the RFP **Painting at Westside Middle, Dawnville Elem and Cedar Ridge Elem** and submits the proposal of:

\_\_\_\_\_ (Dollars) for products and services rendered for **Westside Middle School.**

\_\_\_\_\_ (Dollars) for products and services rendered for **Dawnville Elementary School.**

\_\_\_\_\_ (Dollars) for products and services rendered for **Cedar Ridge Elementary School.**

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).

**For pricing guidelines, Whitfield County Schools is a member of the following Purchasing Cooperatives. Your response should reflect pricing that is at or below the best price listed on any of these contracts.**

- BuyBoard**
- E&I Cooperative Services**
- OMNIA Partners**
- NCPA – National Cooperative Purchasing Alliance**
- Sourcewell**
- TIPS – The Interlocal Purchasing System**

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

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

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## **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 agreeing 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**

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## **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 Paint interior walls and interior / exterior doors, frames and handrails at Westside Middle, Dawnville Elementary and Cedar Ridge Elementary.
- 6.1.2 More details will be covered at Pre-Proposal meeting.
- 6.1.3 Requires removal and reinstallation of bulletin boards and white boards by painting contractor.
- 6.1.4 Contractor will coordinate with AFS (custodial staff) schedule regarding furniture removal, painting and floor waxing. AFS will be responsible for moving furniture.
- 6.1.5 Contractor will provide all labor and materials. Paint specifications listed below.
- 6.1.6 Paint to be used is Sherwin Williams (see specs). Local Dalton Sherwin Williams keeps records on all Whitfield County Schools paints and colors used. Our preference is for contractor to use the Dalton store if possible.
- 6.1.7 No subs allowed. All work to be performed by contractor employees.
- 6.1.8 Background checks will be required for all persons coming onto Whitfield County Schools property before work begins.

**6.2 TIMELINE**

- 6.2.1 Westside and Dawnville – Start date is May 23, 2020. Work must be completed and invoiced before June 30, 2020
- 6.2.2 Cedar Ridge – Start date July 1, 2020. Work must be completed and invoices before July 31, 2020

### **6.3 FACILITIES WHERE WORK IS TO BE PERFORMED AND PRODUCT SPECS**

1. Westside Middle School  
580 Lafayette Highway  
Rocky Face, GA 30740

**THE FOLLOWING IS BASE PAINT ONLY.  
FINAL COLORS / TINTING WILL BE PROVIDED BEFORE JOB BEGINS**



*Westside Middle  
February 28, 2020*

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#### **Interior Finishes**

##### **Block (Cinder and Concrete)**

**First Coat:** B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White

**Finish:** B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White

##### **Drywall**

**First Coat:** B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White

**Finish:** B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White

##### **Steel Doors and Frames**

**First Coat:** B54W00101 - Industrial Enamel Pure White

**Finish:** B54W00101 - Industrial Enamel Pure White

2. Dawnville Elementary  
1380 Dawnville Road NE  
Dalton, GA 30721

**THE FOLLOWING IS BASE PAINT ONLY.  
FINAL COLORS / TINTING WILL BE PROVIDED BEFORE JOB BEGINS**



*Dawnville Elementary  
February 28, 2020*

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## **Interior Finishes**

### **Block (Cinder and Concrete)**

**First Coat:** B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White

**Finish:** B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White

### **Drywall**

**First Coat:** B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White

**Finish:** B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White

### **Steel Doors and Frames**

**First Coat:** B54W00101 - Industrial Enamel Pure White

**Finish:** B54W00101 - Industrial Enamel Pure White

3. Cedar Ridge Elementary  
285 Cedar Ridge Road  
Dalton, GA 30721

**THE FOLLOWING IS BASE PAINT ONLY.  
FINAL COLORS / TINTING WILL BE PROVIDED BEFORE JOB BEGINS**



*Cedar Ridge  
February 28, 2020*

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## **Interior Finishes**

### **Block (Cinder and Concrete)**

**First Coat:** K45W01151 - PI PRECAT EG EX WH

**Finish:** K45W01151 - PI PRECAT EG EX WH

### **Drywall**

**First Coat:** K45W01151 - PI PRECAT EG EX WH

**Finish:** K45W01151 - PI PRECAT EG EX WH

### **Steel Doors and Frames**

**First Coat:** B54W00101 - Industrial Enamel Pure White

**Finish:** B54W00101 - Industrial Enamel Pure White

**END OF SECTION**

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**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**

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

**END OF SECTION**

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## SECTION 9.0 EVALUATION MATRIX / COMMITTEE

### RFP Respondent Selection Matrix

Categories

Respondents	Ranking	Weighted	Ranking	Weighted	Ranking	Weighted
Price	35%	0		0		0
Met RFP Response Requirements	30%	0		0		0
Experience with Company / References	25%	0		0		0
Management Expertise	10%	0		0		0
<b>Total Points</b>	<b>100%</b>	<u>0</u>		<u>0</u>		<u>0</u>

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

Signed

Date

Jim Fugate - Procurement Officer

Eric Patterson

Marty Robertson

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\_\_\_\_\_