

**WALKER COUNTY DEPARTMENT OF EDUCATION
GENERAL TERMS AND REQUIREMENTS
FACILITIES & OPERATIONS**

1. **MAILING ADDRESS:** Walker County Department of Education, Facilities & Operations Department, 298 Culberson Avenue, LaFayette, Georgia 30728. Telephone 706-639-0168.
2. **WAREHOUSE FACILITY:** The Warehouse Facility is also located at Facilities & Operations Department, 298 Culberson Avenue, LaFayette, Georgia 30728 but access is at the back of the property behind the old LaFayette High School facility. (Turn at the red light beside First Baptist Church off Hwy 27.)
3. **OPENING OF BIDS:** All bids will be opened in the Conference Room of the Walker County Schools, Facilities & Operations Department by the Superintendent of Schools or his designee on Thursday, April 14, 2016 at 2:30 p.m. EST. Bids will not be accepted after this time.
4. **COMPLETING BID FORM:** All bids must be submitted on the form provided and each item must be completed in its entirety, listing unit price, extended price, manufacturer, and size or liquid amount, etc. Also, if items are grouped, please complete the group bid total. You may bid on any number of items.
5. **AWARDING OF BID:** Bids will be awarded on the basis of quality of products, service, dependability, performance of product, warranty, training capability, and cost. We are not required to accept low bid without considering all aspects of the product and company. The award of bids may be made on groups of items, individual items or the entire bid. The Walker County Board of Education reserves the right to continually purchase items from previous bidders as long as items continue to comply with specifications and performance requirements.
6. **GUARANTEE OF PRICE:** Prices for Custodial/Instructional supplies requested to be guaranteed through 12/31/2016. Other items should be submitted with price guarantee in writing.
7. **SUBMITTAL AGREEMENT:** Each bidder must sign and submit with this bid the Submittal Agreement form which states that the items quoted meet the specifications in every respect.
8. **QUANTITIES:** The quantities shown on the Bid Form are estimates determined by the Walker County School System. Quantities may vary resulting from usage or budget concerns; however, it is anticipated that at least 75% of the quantity listed will be purchased. However, we could need to order more than what is listed in the bid packet. We anticipate minimal orders as listed. It is understood that the system reserves the right to purchase additional quantities at the price quoted, as long as your purchase price remains constant. We are also attaching a list of items this year that we are considering stocking. We may or may not order these items depending on cost. This list is separate from the regular bid list that we provide.
9. **DELIVERY:** Delivery prices must be included in the quoted bid. All orders must be delivered between the hours of 8:00 a.m. and 3:00 p.m. (Deliveries Monday through Thursday ONLY – NO FRIDAY DELIVERIES) Deliveries should be made to the warehouse, NOT to the maintenance offices.
10. **DEMONSTRATION:** Demonstration will be required of several products; therefore, in order to receive the bid, the vendors must demonstrate their product in the manner prescribed. There may be occasions when we will test your product using our own personnel; therefore, we would expect the vendor to provide a sample for usage.

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11. **PERSONNEL TRAINING:** The successful bidder must agree to provide training for our school personnel without cost to the System if it becomes necessary. This would include the application and use of material and equipment.
12. **TAX EXEMPTION:** The Walker County Board of Education is not subject to taxation; therefore, upon request, tax exemption certificates will be furnished, with the exception to Tennessee which if the items are picked up in Tennessee we are required to pay sales tax. All items included in this bid should be delivered and will therefore be tax exempt.
13. **FINANCIAL STATEMENT:** The Walker County Board of Education reserves the right to require any bidder to submit a financial solvency state of rating.
14. **PAYMENT:** Payment will be made from the original invoice after products are received and inspected.
15. **SAMPLES:** The Walker County Board of Education reserves the right to require samples from any bidder for the purpose of testing. It is difficult to determine the quality of a product if no sample is provided. Failure to provide a sample could result in a vendor not being awarded the bid even if they are the lowest bidder for an item. If any product fails to meet specifications, the Board will require the vendor to remove all particular products from the Warehouse and reserves the right to cancel the entire bid. Also, the Board may require the vendor to remove the product from areas or surfaces at the expense of the vendor. If this situation occurs, the Board reserves the right to prohibit the vendor from participating in future bids. Please mail samples separately from the sealed bid.
16. **IDENTIFICATION OF PRODUCT:** Each chemical container shall be clearly labeled with the name of the product, manufacturer, directions for use, ratios, and identification and/or batch numbers for floor finish and sealers. Note: This may not be in the form of an attached letter or card, but must be glued to the container. Also, five or six gallon containers must have a closable pouring spout located in the top of the container. Substitution of a product is not permissible. As required by law, Material Safety Data Sheets must be provided for all chemicals.
17. **GIFTS:** The Walker County Board of Education prohibits distribution of any token gift to any school system employee for personal use. Please adhere to this policy and avoid any embarrassing situations for any vendor or salesman.
18. **CONTACT PERSON:** If you have any questions concerning this document or any other item, please contact Kelia Kimbell at (706) 638-2270 or keliakimbell@walkerschools.org. We appreciate your interest and participation and look forward to a very good business relationship.