

**Request for Quotes:**  
**484 Mulberry Street, Macon GA 31201**  
**[www.bcsdk12.net](http://www.bcsdk12.net)**

**Bid No: 18-10**

**Date: 05/22/2017**

**Bid Responses Must Be Received in the Purchase Office:**

**Procurement Office**

**4580 Cavalier Drive**

**Macon, GA 31204**

**Attention: Elaine M. Wilson**

**Bid Number: 18-10 (Please make sure this is CLEAR on the FRONT Package)**

**Bids Received after Deadline Time will be considered non responsive and rejected**

**\*\*Contact Person for Submission Questions is Elaine M. Wilson, Procurement Director of BCSD, via email at [Elaine.wilson@bcsdk12.net](mailto:Elaine.wilson@bcsdk12.net)\*\***

**TENTATIVE TIMELINE**

**05/22/2017 Release IFB to the marketplace**  
**05/31/2017 Pre Bid Meeting, 10:30 A.M. 4580 Cavalier Drive, Macon GA 31211**  
**06/02/2017 Questions Due in the Procurement Office**  
**06/05/2017 Responses Due via Email/Online**  
**06/07/2017 BIDS DUE IN THE PROCUREMENT OFFICE, SUITE 280, 2 PM**

**THE PERSON SIGNING THIS BID MUST BE LEGALLY AUTHORIZED TO BIND THE COMPANY**

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (AREA CODE & EXTENSION): \_\_\_\_\_

VENDOR FAX NUMBER: \_\_\_\_\_

VENDOR EMAIL ADDRESS: \_\_\_\_\_

PRINT REPRESENTATIVE NAME: \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_

TITLE OF REPRESENTATIVE: \_\_\_\_\_

FED ID NUMBER: \_\_\_\_\_ - \_\_\_\_\_

DATE: \_\_\_\_\_

VENDOR WEB PAGE ADDRESS: \_\_\_\_\_



BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

Ladies and Gentlemen:

The Bibb County School District takes this opportunity to announce that we are requesting bids for Charter Bus Services for the district to utilize under our annual contract for various trips, throughout the school year.

Bids will be accepted prior to 2:00 PM, EST on 6/21/2017 at which time they will be accepted for review, by the Procurement Office.

All bids will be evaluated as described in the attached document. Time is of the essence and any bids received after the announced time and date for submittal whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department.

Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late bids will not be considered.

We have included a Bid File, as well as vendor packet to be returned with ALL BIDS.

If you have any questions concerning this bid, please submit them in writing to Elaine M. Wilson, [elaine.wilson@bcsdk12.net](mailto:elaine.wilson@bcsdk12.net). In addition, all communication relating to this bid solicitation, either before or after the bid opens, must be coordinated through the Purchasing Department. Your interest and participation in submitting a bid will be appreciated.

Elaine M. Wilson  
Procurement Director

  
BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

Bibb BCSD School District extends this offer to submit a bid for the services being requested within this IFB. Please ensure you are able to meet the specifications for EVERY area as requested.

**Vendors must attach an original and duplicate copy/copies of the bid response. Label each bid as “Original” and “Duplicate” at the top of the first page.**

Bidder must indicate below whether or not his bid is in complete compliance with the stated specifications. If there are any deviations from the specification, bidder must indicate in writing what the deviations are and must submit with his bid complete description literature on the items bid.

\_\_\_ Bid is in complete compliance with the bid specifications

\_\_\_ Bid deviates from stated specifications as follows:

---

---

**Merchantability & Quality:**

Seller warrants that the goods will be merchantable quality, free from defects in materials and workmanship, and will conform to the descriptions and specifications contained in this document and in sellers catalogues, products, brochures, and other representations, depictions, or models for the goods.

Specify your warranty/guarantee beyond that stated above. Provide a clear description of warranty/guaranty service offered and duration of service (i.e. on site, call tag service, parts and labor included, parts only).

State specifically how you would handle warranty service (i.e. vendor on site pick up, Bibb BCSD School System to mail to manufacture, etc.)

---

---

**Exclusion of Trade Usage:**

This document contains all the terms, conditions, obligations, to which the parties have agreed and shall not be modified, controlled, explained, supplemented, or affected in any way by any usage of trade not expressly included in this agreement.

Conformity with U.C.C.

Unless the context requires otherwise, all terms used in this document and which are defined in the Uniform Commercial Code as adopted by the State of GA shall have the same definition set forth in the Code on the date



BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

**Background Information on Bibb County School District:**

The Bibb County School District has approximately 28,000 students; we have a total of 38 schools; and approximately 38 departments.

**SCOPE:**

- Vendor shall provide chart bus service on an as needed basis for BCSD students, staff and volunteers, to include transportation services to and from activity event locations.
- Trips may consist of one (1) day, two (2) or more days' travel and overnight stay.
- Vendor shall arrive and depart from designated pick-up location specified by BCSD.
- Vendor must provide accommodations for physically challenged students.
- Each vehicle shall be equipped to meet all applicable federal and state highway specifications, Interstate Commerce Commission specifications and local specifications, safety standards, emission requirements, and handicap provisions.
- Each vehicle shall be maintained in good working condition.
- Vendor shall provide clean, reliable and late model vehicles for transporting students, staff, and volunteers.
- Vendor shall provide buses equipped with climate control atmosphere, public address system, video system, reclining seats, kneeling systems for easy boarding, reading lights and restrooms.
- All vehicles shall be equipped with two-way radios, cellular telephones, or like equipment that will enable communication between BCSD and the vehicle driver and/or dispatch.
- Vendor shall have the ability to provide various types of vehicles including but not limited to twenty and fifty five passenger buses.
- The vendor shall provide transportation services for intrastate and interstate travel and must be on the on the Georgia Department of Public Safety list of licensed bus carriers during the term of the contract. If vendor is removed from the list of licensed bus carriers at any time during the contract term, vendor shall notify BCSD in writing and will be prohibited from providing charter bus services to BCSD.
- Effective July 1, 2010 all Georgia school districts are subject to the following: (b) No educational institution receiving state funds shall enter into an agreement with a motor carrier or contract carrier for the Purpose of transporting students without first verifying that such carrier is certified by the Public Service Commission as required by Article 1 of Chapter 7 of Title 46, the Federal Motor Carrier Safety Administration, or any other similarly required certifying agency." Full legislation can be found at:  
[http://www.legis.ga.gov/legis/2009\\_10/search/sb392.html](http://www.legis.ga.gov/legis/2009_10/search/sb392.html)
- All drivers must carry a current DOT physical exam card.
- Drivers must adhere to all current applicable DOT regulations regarding operation a commercial vehicle.
- Vendor shall provide a written quote to the requesting BCSD School or department.
- Vendor shall be responsible for paying all toll charges, licenses, fees, taxes, parking fees, violation fines, fuel, and other operating costs incurred by the vendor as a part of this program. There shall be no add on charges of any kind.
- Vendor servicing BCSD must comply with all applicable federal, state and local regulations.
- Vendor placed on the BCSD Authorized Commercial Carriers List must agree to allow, upon prior notice, a representative of BCSD to inspect their vehicle maintenance areas, observe vehicle service, inspection procedures, examine vehicle maintenance, and inspection records.



BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

- Vendor must agree to furnish, upon reasonable request, copies of any vehicle inspection or service records to a representative of BCSD.
- Vendor that utilizes subcontractors must be licensed by the Department of Public Safety.
- All Subcontractors will adhere to the same requirements of the contractor for this solicitation.
- 

**CONTRACT TERM**

The contract will begin July 1<sup>st</sup>, 2017 – June 30<sup>th</sup>, 2018. The district reserves the right to extend; however a new bid will be completed annually due to pricing changes that may take place.

We are seeking to perhaps have more than “ONE” Contractor for these items if necessary.

**IFB Information**

**A. INTRODUCTION:**

- i To be entitled to consideration, responses shall be presented in accordance with the instructions of this solicitation and within the time constraints stated.
- ii Responses consisting of three (3) copies, (1) one marked as Original; mailed or delivered to the following:

Ms. Elaine Wilson, Procurement Director  
Bibb County School District  
4580 Cavalier Drive  
Macon, GA 31201

**B. REQUEST FOR PROPOSAL PROCESS:**

This solicitation is an IFB (Request for Proposal). The final decision will not be disclosed until approved by the board and/or approved by the appropriate Bibb County Representative.

**C. FORM OF CONTRACT:**

This is for the services identified within this IFB is for annual contract with renewal options.

**D. OWNER'S REPRESENTATIVE:**

The Owner for whom work will be executed is: Bibb County School District, Georgia hereinafter referred to as BCSD. The Owner's representative is Elaine M. Wilson, Procurement Director, and Bibb County School District.

**E. SUBMISSION OF RESPONSES:**

**One original responses shall be provided in a loose-leaf, three-ring binder. Along with three (3) Copies; one electronic file on a (USB Drive) to be considered final property of Bibb County School District.**

**F. PREPARING THE RESPONSE:**

Begin each section and subsection on a separate page. Number the pages in each section consecutively. Provide tabs for each attachment requested. If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary." It is not acceptable to label the entire response as confidential and proprietary. An executive summary of not more than one page, stating the Responder's overview of their qualifications and how they can best meet the needs of BCSD, shall be included near the front of the response.

**G. BASIS OF SELECTION**

- Pricing Per Unit

**H. INTERPRETATION/ADDENDA:**

If any questions should arise pertaining to the IFB Documents, the bidders may email the Director of Procurement, Elaine M. Wilson, [elaine.wilson@bcsdk12.net](mailto:elaine.wilson@bcsdk12.net), please include the IFB number in the Subject line, in order to guarantee a response to the question submitted. The questions should be received prior to the deadline within the TIMELINE.

**I. ADDITIONAL INFORMATION:**

Please mail the Procurement Office, utilizing the email: [Elaine.Wilson@bcsdk12.net](mailto:Elaine.Wilson@bcsdk12.net); please make sure you put your bid number in the subject line, and your questions will be addressed in a timely manner.

**J. "Responsive" Bidder Criteria**

- Capability of providing services and meeting schedule as indicated
- Warranties /Guarantees
- Ability to meet specifications/bid documents as indicated.
- Service and Support Capability
- Documented licensed as required by the State of Georgia
- Applicable Bond Information
- Responsible Award Amount for the Bibb County School District

**K. Cancellation/Default of Contract**

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

**L. Indemnity Provisions**

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement.

Board Policy provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

**M. Errors in Bids**

Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting bid proposals. Failure to do so will be at the bidder's own risk. The bidder may withdraw a bid prior to the bid opening date and time by requesting to do so in writing.

**N. Standards of Acceptance of Bid Proposal for Contract Award**

The Board reserve the right to reject any and all bids and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a bid of any bidder as being unresponsive when such bidder cannot document its ability to deliver requested services or when investigation shows it is not in a position to perform the contract.

**O. Compliance with Laws**

The bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

- ✓ **Governing Laws:** All bid documents submitted in response to this solicitation are governed under the laws of the State of Georgia.
- ✓ **Indemnification:** The vendor(s) shall agree to hold the District harmless and to indemnify the District from every expense, liability, or any payment arising out of or through injury (including death) to any person(s) or damage to any property of any location in which work is located arising out of or suffered through any at or omission of the vendor(s).
  - i) Bibb shall not be liable for any injuries incurred by the Contractor or any of its employees or agents during the performance of Contractor's duties as outlined in this Agreement. The Contractor agrees to indemnify, hold harmless and defend BIBB, its officers, agents and employees from any and against all claims, liabilities, damages, losses, judgments, charges, expenses (including attorney fees) and/or causes of action out of any alleged negligence or misconduct of the Contractor and for which Bibb County School District; The Bibb Board of Education, its agents, servants or employees are alleged to be liable.
  - ii) The Contractor further agrees to indemnify, hold harmless and defend the Board, BCSD, its agents, servants and employees from and against any claim, demand, liability, loss, charges, expenses (including attorney fees) and/or causes of action of whatever kind or nature arising out of any conduct or misconduct of the Contractor not included in the paragraph above and for which the Board, its agents, servants or employees are alleged to be liable.
  - iii) The Contractor further agrees that its agreement to indemnify and hold harmless the BCSD, its officers, agents and employees shall not be limited to the limits of any insurance that may be required under this Agreement. 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. This paragraph represents the entire agreement between the parties regarding indemnification and replaces any other references to indemnification in contract documents
  - iv) Organization, Licenses, and Regulations; The Contractor must be organized under the laws of the State of Georgia, or otherwise registered to do business in the State of Georgia





BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

pursuant to O.C.G.A § 14-2-1501. BCSD may require the Contractor to furnish a copy of documents evidencing such registration prior to or subsequent to the execution of a contract. The Contractor's failure to provide such documents upon demand by BCSD will constitute grounds for a determination that the Contractor's proposal is "non-responsive" and Contract will be deemed null and void. The Contractor shall secure and keep in full force and effect during the term of this Agreement, without additional cost to the BCSD, all business licenses and permits required for the Contractor's performance of the Services contemplated herein. The Contractor shall keep all records, give all notices, and provide all certificates or other assurances and otherwise comply with all applicable Federal, State and local laws, rules, and regulations applicable to an organization engaged in the Contractor's business including but not limited to, those bearing upon labor standards or practices, non-discrimination, equal employment opportunity and the like.

- v) **Obligation to Perform.** The Contractor shall continue to perform notwithstanding all disputes or disagreements with the BCSD. No work shall be delayed or postponed pending resolution of any disputes or disagreements, except as the Contractor and BCSD may otherwise agree to in writing.
- ✓ **Interpretations:** If any questions arise from this solicitation, respondents must contact the District's Purchasing Department. Any response to the respondent's request for interpretation of documents will be made by addendum if the Purchasing Department believes the interpretation is not clear in the bid document. The District will not be responsible for any other explanation or interpretations.
- ✓ **Non-Appropriations:** Any contract entered into by the District or its departments, employees or agents resulting from this Request for Bid shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year. **Right to Protest:** Any prospective Offeror who is aggrieved in connection with the solicitation of a contract shall protest to the Purchasing Agent in writing within three days of the final closing of the solicitation.
- ✓ **Background Checks** As a minimum, the Contractor shall obtain a complete Georgia statewide criminal background investigation for all individuals and employees performing work or services for Contractor or any other entities such as subcontractors, sub-subcontractors, and consultants who will perform work or a service on this project. In the event that the individual being investigated is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of Georgia as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. In addition, the Contractor shall check employees against the National Database of Registered Sex Offenders. Any individual that is registered as a sex offender will not be permitted on school property. All costs associated with these criminal background checks are the responsibility of the contractor. The Contractor shall be responsible and liable for the conduct and actions of their employees and all individuals working under them. Any individual with the following criminal convictions or pending charges will not be permitted on any school project or property.
  - **Rape or Criminal Sexual Conduct**
  - **Child Molestation or Abuse**
  - **Any Sexually Oriented Crime**
  - **Drugs: Felony use, possession or distribution.**
  - **Violent crimes**
  - **Robbery**
  - **Felony**

**Any individual with a prior conviction or pending charges contained in the aforementioned list, shall be not be permitted on the Project Site or the Owner's property. \*\*The Owner may, at any time, request verification of criminal background investigation for any employee or subcontractor on school property**

**Termination:** Subject to the Provisions below, the contract may be terminated for any reason by the District providing a thirty (30) day advance notice in writing is given to the Offeror.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the District without the required thirty (30) days advance written notice, then the District may negotiate reasonable termination costs, if applicable.

Termination for Cause: Termination by the District for cause, default or negligence on the part of the Offeror shall be excluded from the foregoing provisions, termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this bid shall apply.

The District may, by written notice of default to the Offeror, terminate this contract in whole or in part if the Offeror fails to deliver supplies or to perform the services within the time specified in this contract or any extension.

Thank you for your interest in serving the District's needs. We look forward to receiving your bid.

**INSURANCE REQUIREMENT**  
**General Insurance Requirements.**

The following general insurance requirements apply to any and all work under this contract by all Contractors and Subcontractors of any tier:

- a. Contractor shall provide insurance as required by the Contract Documents. Any and all insurance required by this contract shall be maintained during the entire length of this contract, including any extensions thereto, and until all work has been completed to the satisfaction of BCSD. Any and all insurance must be on an occurrence basis. No Contractor or Subcontractor shall commence any work of any kind under a contract until all insurance requirements contained within the solicitation have been complied with, and until evidence of all insurance requirements in each and every contract, with each and every Subcontractor of any tier, and shall require the same to comply with all such requirements.
- b. BCSD shall be covered as an Additional Insured under any and all insurance required by this contract. Confirmation of this shall appear on all Certificates of Insurance and on any and all applicable policies.
- c. BCSD shall be given no less than thirty (30) days' notice of cancellation. BCSD shall be given not less than thirty (30) days prior written notice of material changes of any insurance required under this contract. BCSD shall be given written notice of renewal of coverage not less than thirty (30) days prior to the expiration of any particular policy.
- d. Each and every agent shall warrant when signing the Certificate of Insurance that he is acting as an authorized representative on behalf of the companies affording insurance coverage under the contract and that he is licensed by the State of Georgia and is currently in good standing with Commissioner of Insurance for the State of Georgia.
- e. Any and all companies providing insurance required by this contract must meet the minimum financial security requirements as set forth below. The rating for each company must be indicated on the Certificate of Insurance. For all contracts, regardless of risk, companies providing insurance under this contract must have a current:

➤ **Best's Rating not less than A, and**



BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

➤ **Financial Category must be satisfactory.**

- f. In the event the Contractor neglects, refuses, or fails to provide the insurance required by the Contract Documents, or if such insurance is canceled for any reason, BCSD shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Contractor or BCSD shall have the right to cancel the contract.

**AWARD**

Please be advised that it is the policy of the Bibb County School District that all contracts be awarded without regard to the race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability of the offeror. This contract shall be for one (1) base term of one year. The contract will be conditional upon the offeror's ability to comply with requirements set forth in the solicitation documents. Offeror shall not provide goods or services until a purchase order has been issued by BCSD Procurement Services Department.

The original and one (1) copy of itemized invoices must be submitted to:  
BIBB COUNTY SCHOOL DISTRICT  
Accounts Payable Department  
484 MULBERRY STREET  
MACON, GA 31207

**Invoices**

- Invoices must include the BCSD purchase order number and the "ship to" location where the goods and/or services were delivered that do not include this information will be returned to the vendor.
- Separate invoices are required for each purchase order.
- The accounts payable department may be contacted at 478-779-8577
- Vendor Payment: The Bibb County School District, operates off Net 30, in form of a Check.
- At the end of each contract term, the awarded vendor may request a price re-determination. Price redetermination requests must be submitted to the Procurement Services Contract Administrator ninety (90) days prior to the contract term expiration date accompanied by justification of price re-determination. BCSD may, at its discretion:
  - a) **Accept the proposed price re-determination.**
  - b) **Reject the proposed price re-determination.**
  - c) **Suggest an alternative price re-determination.**

If BCSD rejects a proposed price re-determination the awarded vendor may:

- a) **Continue with the existing pricing.**
- b) **Suggest an alternative price re-determination.**

BCSD reserves the right to reject all proposals when such action is in the best interest of the district. Awards will be posted on the BCSD website at: [www.bcsdk12.net](http://www.bcsdk12.net); under bids and proposals.

**CONTRACT**

- By submitting a response to this solicitation, the offeror affirms that it has read and will accept all provisions of the contract as written and attached to this solicitation. Offeror also understands that these provisions are non-negotiable and that the contract is not legally binding upon the parties until executed by BCSD and offeror.
- The offeror must sign and submit the contract signature page with the response to the solicitation. By doing so, the offeror acknowledges that it accepts the provisions of the BCSD contract as written.



BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

**All bids shall be:**

- Typewritten and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.
- Submitted in the provided manila envelope, which is plainly marked with the bid number and title, and date and time of bid opening. If proposal materials require additional envelopes, then the proposal package must be combined together with the special envelope on top.
- Submitted on bid proposal forms as included in this IFB and in accordance with instructions stated above.
- Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Bid Opening date and time. Whether sent by mail or by means of personal delivery, the bidder assumes the risk for having the bid deposited on
- Time and at the place specified on the first page of this IFB.
- Late bids will be marked late, and implemented in the bid file, with the time of receipt.
- Bids submitted by facsimile transmission will not be accepted considered an irrevocable offer for a period of sixty (60) days from the date of public bid opening.
- Please note that we have additional “Terms and Conditions” as Addendum I General Bid Information.

  
BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

**Exhibit I**

**Offeror Affirmation Form:**

Company Name: \_\_\_\_\_

RFQ Name: \_\_\_\_\_

RFQ Number: \_\_\_\_\_

After careful examination of the solicitation document in its entirety, \_\_\_\_\_ and any addendum (addenda) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

For Consideration of this proposal, the undersigned hereby affirms that:

1. He/She is a duly authorized official of the offeror.
2. NO changes were made to the original IFB document,
3. The proposal is being submitted on behalf of the offeror in accordance with any terms and conditions set forth in this document.
4. The offeror will accept any awards made to it as a result of the proposal submitted here in for a minimum of one hundred and twenty (120) days following the date of submission.
5. The offeror will accept the terms and conditions set forth in the contract template attached here to.

If notified in writing by mail or delivery of the acceptance of the award, the undersigned agrees to furnish and deliver to the assigned procurement professional within five (5) days of the request, a certification of insurance indicating the coverage specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, constructed, and give effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We, the supplier of goods, materials, equipment and services covered by this bid or contract, have not discriminated in the employment, in any way, against any person or person, or refused to continue the employment of any person or persons on account of their race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.

Respectfully Submitted,

\_\_\_\_\_  
Company Name

\_\_\_\_\_

Authorized Official Name

\_\_\_\_\_

Signature

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The legal name of the bidder is: \_\_\_\_\_

PLEASE PRINT OR TYPE RESPONSE

  
BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

**Exhibit II**

**Non Collusion Affidavit**

(Form must be completed and returned with bid.)

Bibb County Board of Education, Macon, GA 31201

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
Title Name of Company

And that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid and I state that this bid is made in good faith.

I state that:

1. The price(s) and amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder; neither the approximate price(s) have been disclosed nor will they be disclosed before bid opening to any other contractor, bidder or potential bidder.
2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid.

\_\_\_\_\_, its affiliates,  
subsidiaries, officers, Name of Company

Directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Bibb County Board of Education of the true facts relating to submission of bids for this contract.

\_\_\_\_\_  
Name/Date

\_\_\_\_\_  
Title or Position

\_\_\_\_\_  
Signature



BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

**Exhibit III**

**Debarment Certificate**

(Form must be completed and returned with bid.)

The Bibb County School District is a recipient of Federal monies. As such we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the Federal government or any agency thereof.

The prospective participant certifies, by submission of the bid, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

---

Organization Name

---

Name(s) and Title(s) of Authorized Representative(s)

---

Signature(s)

---

Date

  
BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

**Exhibit IV**

**E-verify Affidavit Information**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 1310-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Bibb County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_   
Federal Work Authorization User Identification Number

\_\_\_\_\_   
Date of Authorization

\_\_\_\_\_   
Name of Contractor

\_\_\_\_\_   
Name of Project

Bibb County School \_\_\_\_\_   
Name of Public Entity

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_

, 20\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_   
Signature of Authorized Officer or Agent

\_\_\_\_\_   
Printed Name and Title of authorized Officer or Agent

Subscribed and Sworn Before Me

On This the \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_   
Notary Public

My Commission Expires: \_\_\_\_\_



**Affidavit of Exception (Services ONLY)**

I attest that I am exempt from providing an Affidavit of Compliance to Bibb County School District pursuant to O.C.G.A. § 13-10-91, as amended, for one of the following reasons:

\_\_\_\_\_ I am a sole proprietor with no employees, subcontractors or sub-subcontractors and I will not use employees, subcontractors or sub-contractors for any work performed for Bibb County School District.

**In order to be exempt from compliance under the above exception, in addition to this affidavit you must provide a copy of your State of Georgia driver's license.**

(Please see

[http://www.georgia.gov/vgn/images/portal/cit\\_1210/50/35/173461453Lists\\_of\\_states\\_that\\_verify\\_immigrati\\_on\\_status\\_7\\_26\\_11.pdf](http://www.georgia.gov/vgn/images/portal/cit_1210/50/35/173461453Lists_of_states_that_verify_immigrati_on_status_7_26_11.pdf) for a list of driver's licenses from alternative states that can be submitted in lieu of a Georgia driver's license.)

\_\_\_\_\_ My company/firm will render services to Bibb County School District; however, the services will not be rendered in the State of Georgia.

\_\_\_\_\_ My company/firm will only provide goods to Bibb County School District and will not render any physical services to Bibb County School District.

\_\_\_\_\_ My company/firm will render services to Bibb County School District, however my company/firm has ten (10) or fewer full-time employees.

Vendor Name: \_\_\_\_\_

Name of Project: \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_ in

\_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of authorized Officer or Agent

Subscribed and Sworn Before Me

On This the \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**Please attached a copy of your W-9 Form as well with this Form.....**

  
BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
RFP 18-10

**Exhibit V**  
**Offeror Checklist**

**OFFEROR'S CHECKLIST**

PROPOSAL NO.: \_\_\_\_\_

- All copies as indicated in this IFB
- Bid Tabulation Form
- The proposal has been signed by an authorized principal or authorized official of the firm.
- No conditions, restrictions or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.
- We are prepared to provide the insurance and bonds required in this solicitation.
- All forms

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

\_\_\_\_\_  
SIGNATURE OF PERSON COMPLETING CHECKLIST

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY FEDERAL ID NUMBER

\_\_\_\_\_  
COMPANY E-MAIL ADDRESS

**READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE PROPOSAL**

**RETURN WITH PROPOSAL**

**COST WORKSHEET: Please indicate your entire bid price for the Scope and Specifications within this document.**

**PRICE PROPOSAL FORM**

**Price proposal form should include the following items.**

- 1) Vehicle Description (including make, model and year)
- 2) Passenger Capacity
- 3) Hourly Rate
- 4) Minimum number of hours
- 5) Number of vehicles in fleet?
- 6) Can you provide intrastate trips (insurance requirements for intrastate and interstate trips must be adhered to at all times, yes or no)?
- 7) Can you provide interstate trips (insurance requirements for intrastate and interstate trips must be adhered to at all times, yes or no)?

**See below for price proposal template to be submit questions 1-7.**

Vehicle Description (Including Make, Model, and Year)	Passenger Capacity	Hourly Rate	Min. Number of Hours	Number of Vehicles in fleet	Can you provide intrastate trips (Insurance Requirements and Intrastate & Interstate trips must be adhered to at all times)?	Can you provide interstate Trips

**PRICE PROPOSAL FORM (PG. 2)**

Example I:

A group of 100 students will be traveling from Macon, GA to a specific destination with 50 miles of Bibb County. **THIS IS CONSIDERED A 'DAY' TRIP, PLEASE INDICATE QUOTE BELOW**

Total Cost per BUS (Transportation Only) \$ \_\_\_\_\_  
 ADDITONAL COST TO CONSIDER IF ANY \$ \_\_\_\_\_

\*\*\*\*\*

Example II

A group of student plan on leaving Macon, GA traveling to Washington, DC for a three day field trip. The trip will start and end near Macon, GA; students will have to be picked up at 6 AM, and return on the third day by 6 p.m.

Total Cost per BUS (Transportation Only) \$ \_\_\_\_\_  
 ADDITONAL COST TO CONSIDER IF ANY \$ \_\_\_\_\_

\*\*\*\*\*

Example III

A group of students may be planning a trip from Macon, GA to Warner Robins. The students will have to be picked up by 9 am, please EST, and return to Macon GA, by 2pm, EST. on the same day.; indicate in pricing as a side note if the amount will change based on student being equipped with a

Total Cost per BUS (Transportation Only) \$ \_\_\_\_\_  
 ADDITONAL COST TO CONSIDER IF ANY \$ \_\_\_\_\_

.....

Example IV

A group of 100 students may be planning a trip from Macon, GA to Columbus, GA, beginning at 8 am, EST, and returning by 5 pm. EST.

Total Cost per BUS (Transportation Only) \$ \_\_\_\_\_  
 ADDITONAL COST TO CONSIDER IF ANY \$ \_\_\_\_\_

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Authorized Company Representative Name (please print) Title**

\_\_\_\_\_  
 Authorized Company Representative Signature

\_\_\_\_\_  
 Date

## CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

That the submitted response constitutes an offer, which when accepted in writing by the State Entity, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the State Entity; and

That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and

That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and

That, if awarded a contract, the supplier will deliver goods and/or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and

That the response submitted by the supplier shall be valid and held open for a period of **one hundred and twenty (120) days (or such other time period as identified in the solicitation)** from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and

That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and

That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

<b>Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)</b>	
<b>Authorized Signature:</b>	
<b>Printed Name and Title of Person Signing:</b>	
<b>Date:</b>	
<b>Company Address:</b>	
<b>FAX Number:</b>	
<b>Email Address:</b>	
<b>*This table must be completed in its entirety by the supplier.</b>	