



Request for Proposal

For

Wheelchair Inclined Platform Lift

For

Whitfield County Schools
1306 South Thornton Ave.
Dalton, GA 30721

RFP # WCS-LG-2016-003

January 29, 2016

SECTION 1.0
NOTICE TO INTERESTED COMPANIES

- 1.1 Product: **Wheelchair Inclined Platform Lift**
- 1.2 Owner: **Whitfield County Schools
1306 South Thornton Ave.
Dalton, Georgia 30721**
- 1.3 Representative of Owner: **Jim Fugate
Director of Logistics**

END OF SECTION

Section 2.0
General Instructions

- 2.1 All questions and comments should be sent in writing to: jim_fugate@whitfield.k12.ga.us
- 2.2 All proposals must be submitted to: Jim Fugate
Director of Logistics
1030 Hill Road
Dalton, Georgia 30721
OR
jim_fugate@whitfield.k12.ga.us
- 2.3 Proposals must arrive no later than 11:00 a.m. (EST) on Friday February 12, 2016. Proposed systems 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 system. All companies who submit a proposal will be notified of the final award.
- 2.4 This proposal is based on available funding; therefore, work cannot begin until Whitfield County Schools has issued a PO.
- 2.5 Full cost of preparation is to be borne by the quoting company.
- 2.6 Proposals must be signed in ink by a company official with authorization to commit company resources.
- 2.7 The Whitfield County Board of Education reserves the right to reject all proposals, or to select one that the Board considers the most advantageous for the Board.
- 2.8 The Board shall pay the firm for services when these services have been completed and signed off by the Director of Logistics.
- 2.9 The site and any building located thereon 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. Vendors shall be responsible for verifying all dimensions that may affect the Work.
- 2.10 Brand Names: Any reference to brand name and numbers in the proposal is descriptive. Unless the vendor specifies otherwise in his proposal, it is understood that the vendor is offering a referenced brand item as specified in the Request for Proposal. Whitfield County Schools reserves the right to determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name referenced; and Whitfield County Schools may require a vendor offering a substitute to supply additional descriptive material and a sample. When merchandise received from a successful vendor is not considered to be an equal by the requisitioner, it will be returned to the vendor, shipping charges collect.
- 2.11 All prices proposed are to be FOB delivered to Whitfield County Schools unless another FOB point is stated by Whitfield County Schools. The vendor must assume all responsibility for damage in transit.
- 2.12 Whitfield County Schools will reserve the right to have a 30 day grace period for quality testing from the date of delivery. Hardware or software that doesn't perform to expectation will be returned at the expense of the vendor.
- 2.13 Proposer will be responsible for contacting Fire Marshall to obtain any permits required.

END OF SECTION

SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Product: Wheelchair Inclined Platform 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 Inclined Platform Lift

Dated: January 29, 2016

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

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SECTION 4.0
SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four rubrics will be used to assist with the selection of the company. The rubrics will deal with 1. proposal, 2. cost, 3. technical, and 4. references.

PROPOSAL CRITERIA

- A. Proposal submitted on time.
- B. Requirements met as included in Section 5.0 Proposal Requirements.

COST

- A. Determination based on price proposal.

TECHNICAL

- A. Determination based on specifications included in Section 6.0 System Requirements.
- B. Appropriateness for the tasks required.
- C. Ease of use, flexibility, extensible nature and overall capabilities of the system.

REFERENCES

- A. Information received from contacting references.

The Owner reserves the right to make its selection of an approved company based on what it deems to be in the best interest of the Owner. The Request for Proposal does not in any way obligate the Owner 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

Proposal Requirements:

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

- A. Proposal form.
- B. A brief statement of the general background and capabilities of the firm submitting the proposal.
- C. At least two references: including phone numbers, addresses, and contact person. This reference should be someone who has received and used the same product/s.
- D. An expression of agreement to meet or exceed specifications outlined in this RFP.
- E. Price proposal should include initial year cost to include any hardware/software/services required to provide a functional system and the cost of subsequent years support and maintenance agreements.
- F. The total costs should be broken down to include an itemized list including unit costs of products requested in this RFP. The total cost should include shipping/delivery/installation inside building.
- G. Provide a copy of product guarantee and warranty information.

There will be a mandatory on-site inspection for all respondents to gain measurements necessary for quoting and installation purposes. The meeting will be on Thursday February 4, 2016 at 9:00am at:

**Southeast High School
1954 Riverbend Road
Dalton, GA 30721**

END OF SECTION

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SECTION 6.0
SYSTEM REQUIREMENTS

Wheelchair Inclined Platform Lift requirements:

- **Lift must meet all current Accessibility requirements.**
- **Must meet all current building, electrical and safety codes.**
- **System equivalent or superior to Garaventa Artira Inclined Platform Lift.**

Current System being replaced:



