



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

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Request for Proposal

For

School Nutrition - Hood Cleaning

For The

Whitfield County Schools

Purchasing Department

1030 Hill Road

Dalton, GA 30721

RFP # WCS-SN-2020-018

October 22, 2020

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SECTION 1.0
NOTICE TO INTERESTED COMPANIES

- 1.1 Product / Service: **School Nutrition – Hood Cleaning**
- 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	October 22, 2020
Pre-Proposal meeting	N/A
Questions on RFP due	November 9, 2020
Response to questions posted	November 10, 2020
RFP responses due in Procurement Office by 2:00pm	November 13, 2020
Proposal Evaluations	November 16, 2020
(Optional) Vendor Presentation/Interview	TBD
Recommendation to Whitfield County Board	December 7, 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 -> OPEN SOLICITATIONS

2.2 **MANDATORY PRE-PROPOSAL MEETING**

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-2020-018 School Nutrition – Hood Cleaning”** and submitted to:

Jim Fugate
Procurement Officer
1030 Hill Road
Dalton, Georgia 30721

OR

You may submit electronic version on Vendor Registry.

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 be submitted no later than **2:00 pm (EST) on November 13, 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; 4) award purchases on an individual item or combined item basis, whichever is in its best interest.

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

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 in whole or in part. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered. Whitfield County School District reserves the right to award the contract in whole, or in part to one or more vendors.

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

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: School Nutrition – Hood Cleaning
Dated: October 22, 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:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Business Address

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 **School Nutrition – Hood Cleaning** and submits the proposal of:

_____ (Dollars) for each Vent Hood cleaned (23 kitchen sites).

_____ (Dollars) for each dishwasher hood cleaned (23 kitchen sites).

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**.

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

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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.

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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 Clean exhaust hoods in K-12 schools

6.2 SERVICE LEVEL AGREEMENT

6.2.1 Hood cleaning must be in accordance with all federal, state and local laws and ordinances.

6.3 THE WORK/PRODUCT

6.3.1 Cleaning schedules must be set in consultation with the School Nutrition Department.

6.3.2 Protect all under hood equipment and other kitchen equipment with drop cloths, etc. before cleaning.

6.3.3 Supplies and equipment needed are to be included in the bid.

6.3.4 Clean and service the hood, hood ducts, exhaust fans and fresh air intake.

6.3.5 Remove and clean filters and reinstall to allow for proper airflow balance.

6.3.6 Remove any flaking paint on the hood and repaint to match if needed.

6.3.7 Clean up any residue so that the floor, equipment and tables are left at least as clean as they were found.

6.3.8 Clean dishwasher hoods and fan.

6.3.9 Clean any exposed oven fan motors.

6.3.10 Provide a decal, attach to the hood, and update the decal with each cleaning date. The insurance company and the fire inspection vendor require posting of the last date of hood cleaning.

6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED

Antioch Elementary 1819 Riverbend Road Dalton, GA 30721	Beaverdale Elementary 9196 Highway 2 Dalton, GA 30721
Cedar Ridge Elementary 285 Cedar Ridge Road Dalton, GA 30721	Cohutta Elementary 254 Wolfe Street Cohutta, GA 30710
Dawnville Elementary 1380 Dawnville Road Dalton, GA 30721	Dug Gap Elementary 2032 Dug Gap Road Dalton, GA 30720
Eastside Elementary 102 Hill Road Dalton, GA 30721	New Hope Elementary 1175 New Hope Road Dalton, GA 30721
Pleasant Grove Elementary 2725 Cleveland Road Dalton, GA 30721	Tunnel Hill Elementary 203 East School Street Tunnel Hill, GA 30755
Valley Point Elementary 3798 S. Dixie Road, SE Dalton, GA 30721	Varnell Elementary 4421 Hwy 2 Dalton, GA 30721
Westside Elementary 1815 Utility Road Rocky Face, GA 30740	Eastbrook Middle 1382 Eastbrook Dr Dalton, GA 30721
New Hope Middle 1111 New Hope Road Dalton, GA 30721	North Whitfield Middle 3264 Cleveland Road Dalton, GA 30721
Valley Point Middle 3796 South Dixie Highway Dalton, GA 30720	Westside Middle 580 LaFayette Road, SW Rocky Face, GA 30740
Northwest High 1651 Tunnel Hill-Varnell Rd. Tunnel Hill, GA 30755	Southeast High 1954 Riverbend Road Dalton, GA 30721
NW Georgia College and Career Academy 2300 Maddox Chapel Rd Dalton, GA 30721	Coahulla Creek High 3361 Crow Rd Dalton GA 30721

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

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SECTION 9.0 EVALUATION MATRIX / COMMITTEE

Categories

RFP Respondent Selection Matrix School Nutrition - Hood Cleaning 2021

Respondents	Ranking	Weighted	Ranking	Weighted	Ranking	Weighted
Price	35%	0		0		0
Met RFP Response Requirements	30%	0		0		0
Experience with Company	25%	0		0		0
Management Expertise	10%	0		0		0
Total Points		<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

Angie Brown

Ronnie Shepherd