



May 22, 2018

**REQUEST FOR PROPOSAL**

To: All Vendors

The Gordon County School System requests your proposal to provide all equipment, labor, materials, and incidentals necessary to provide a renovation of the sewer pump station located at Ashworth Middle School located at 333 New Town Road NE, Calhoun, Georgia 30701.

A mandatory pre-proposal conference shall be held on **May 25, 2018 at 10:00 am**. All interested parties shall meet at the front office of Ashworth Middle School. All attendees are expected to be on time. Please contact Mr. Ron Norrell, Maintenance Director, Gordon County School System by e-mail ([rnorrell@gcbe.org](mailto:rnorrell@gcbe.org)) with any questions or concerns regarding the RFP.

Responses to this Request for Proposal shall be submitted in a sealed envelope marked “**RFP, 2018-07, Renovation of Sewer Pump Station, AMS.**” Proposals may be mailed or delivered to the Gordon County School System, Purchasing Department, 205 Warrior Path, P.O. Box 12001, Calhoun, Georgia 30703-7000 or hand delivered to the Purchasing Department prior to the time of closing.

Proposals will be received up to **2:00 pm** at the Central Office located at 205 Warrior Path, Calhoun, Georgia on **June 1, 2018**.

Interested parties are required to use the enclosed proposal form and instructed to read carefully all terms and conditions in this letter and the attached pages before completing their offer.

The Gordon County School System reserves the right to accept or reject any and all offers, to waive any irregularity in proposals received, to award the entire proposal to one vendor or to make awards by group or by line item whichever is in the best interest of Gordon County School System. Additionally, the Gordon County School System may unilaterally terminate this contract in whole or in part, for the school system’s convenience, availability of unobligated funds, or because of failure of the contractor to fulfill the contract obligations in any respect.

Your interest and participation are solicited and appreciated.

Sincerely,

*Dian Richardson*

Purchasing Agent

- Enclosures: General Terms and Conditions  
Vendor Declaration  
Certificate of Non-Discrimination  
Non-Collusion Affidavit  
Prompt Pay Affidavit  
Proposal Form  
Vendor Application

**GORDON COUNTY SCHOOL SYSTEM**  
**P.O. Box 12001**  
**Calhoun, Georgia 30703**

**General Terms and Conditions**

1. Offers should be mailed in ample time to assure delivery prior to the closing date and time of the proposal. For mailing purposes please address to:  
Gordon County School System  
205 Warrior Path  
P.O. Box 12001  
Calhoun, Georgia 30703-7000  
Proposals may be hand delivered to the Purchasing Department, Gordon County School System, prior to the specified closing date and time.
2. Proposals must be on the form provided within this Request for Proposal, sealed within an envelope marked as shown in the cover letter.
3. Any questions or concerns must be done by contacting Mr. Ron Norrell, Maintenance Director for Gordon County Schools to [norrell@gcbe.org](mailto:norrell@gcbe.org) no later than one week prior to the closing date of the RFP on **June 1, 2018 at 2:00 pm.**
4. The offeror shall include a detailed outline for cost, service and products to accomplish the completion of the project. Successful offeror shall provide equipment, labor, materials, and incidentals along with removal of all dunnage associated with the expansion of the theatre. This is a turnkey project.
5. Work done shall meet all required state, local and municipal applicable codes.
6. The offeror shall provide any and all specific or special warranties or guarantees of materials, equipment and incidentals, as required to complete project.
7. The offeror shall understand that it is the offeror's responsibility to obtain all federal, state and local permits required for the project.
8. All offerors shall provide a copy of their business license along with any other professional license pertinent to the scope of project.
9. The successful offeror shall at all times keep the premises free from accumulation of waste materials due to the operation of the project. The contractor shall be responsible for providing containers for the dunnage associated with the renovation. It is necessary that frequent pick-up of all rubbish, refuse, scrap materials and debris shall be done in order that the work site presents a neat and orderly appearance at all times. Upon completion of the project the contractor shall leave the area in a ready to use condition.

10. The contractor shall take every precaution and be responsible for protecting the immediate and surrounding work areas from damage within the building or on the grounds for which the required work is to be performed.
11. The contractor warrants to the Gordon County School System that all materials and equipment furnished under this contract shall be of good quality free from faults and defects to insure quality results and performance for the completion of the project.
12. The contractor shall be responsible to safeguard all of the tools equipment, signs, barricades, etc, while operating on the school site. The school system assumes no responsibility for act of theft or vandalism which may occur while contractor's equipment is located on project site.
13. A proposed schedule for the completion of the project must be included with the RFP.
14. A list of sub-contractors with names and phone numbers must be included upon submittal of offer.
15. Contract will be awarded to the responsible offeror whose proposal is determined to be the most advantageous and of the best value to Gordon County School System.
16. By the submission of this proposal, the offeror agrees not to assign the contract or purchase order to others unless specifically authorized in writing by the Gordon County School System and its designee.
17. No awards of any kind are made at the time of closing. A copy of the tabulations and/or the awards will be available upon request for any vendor who submitted an offer. This information may be obtained after the offer has been awarded.
18. **By submission of a proposal, the offeror certifies that he/she will provide a drug-free workplace for all contractors' employees during the performance of the contract. The offeror shall provide written certification of a drug free workplace and the requirements. False certification or violation by failing to carry out requirements of O.C.G.A. 50-24-3 shall cause termination of contract.**
19. Payment shall be made only when all service requested is completed to the satisfaction of the Gordon County School System and its designee. The Gordon County School System operates with a purchase order system. Each request by the school system must have a purchase order assigned.

## ***VENDOR DECLARATION***

The offeror understands, agrees and warrants:

That the offeror has carefully read and fully understands the full scope of the project.

That the offeror has the capability to successfully undertake and complete the responsibilities and obligations in said proposal.

**That the offeror has liability insurance and a declaration of insurance form is included in the proposal.**

**That the successful offeror**, prior to the award, shall provide an Immigration Requirement Form (**Georgia Security and Immigration Compliance Act OCGA 13-10-90**). **Information for obtaining an E-Verify form is available at U.S. Citizenship and Immigration Services (usis.gov).**

That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **June 1, 2018 at 2:00 pm**, but may not be withdrawn after such date and time.

That the Gordon County School System reserves the right to reject any or all offers and to accept that offer which will, in its opinion, best serve the public interest. The Gordon County School System reserves the right to waive any technicalities and formalities in the proposal.

That by submission of this proposal the vendor acknowledges that the Gordon County School System has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the vendor.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this offer.

**OFFEROR:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**AFFIX CORPORATE SEAL (If Applicable)**

***CERTIFICATE OF NON-DISCRIMINATION***

In connection with the performance of work under this contract, the vendor agrees as follows:

The vendor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The successful vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the vendor's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the Gordon County School System. The vendor may be declared, by the Gordon County School System, ineligible for further contracts with the Gordon County School System until satisfactory proof of intent to comply shall be made by the vendor.

The vendor agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

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**COMPANY**

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**SIGNATURE**

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**TITLE**

***NON-COLLUSION AFFIDAVIT***

The following affidavit is to accompany the proposal:

**STATE OF**

**COUNTY OF**

\_\_\_\_\_  
**Owner, Partner or Officer of Firm**

\_\_\_\_\_  
**Company Name, Address, City and State**

being of lawful age, being first duly sworn, on oath says, that he/she is the agent authorized by the offeror to submit the attached proposal. Affidavit further states as offeror, that they have not been a party to any collusion among offerors in restraint of competition by agreement to propose at a fixed price or to refrain from submitting; or with any office of the Gordon County School System or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between offerors and any official of the Gordon County School System or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for:

**FIRM NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

**STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT**

**THIS AFFIDAVIT IS TO ACCOMPANY THE PROPOSAL**

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 10 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Notary Public

**PROPOSAL FORM**

**“RFP, 2018-07, Renovation of Sewer Pump Station, AMS.”**

*June 1, 2018*

*2:00 pm*

TOTAL COST: \$ \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

Authorized Signature

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

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

PROJECTED STARTING DATE FOR PROJECT ARO: \_\_\_\_\_

PROJECTED DATE FOR TOTAL COMPLETION: \_\_\_\_\_

***A DETAILED OUTLINE OF THE ABOVE REFERENCED PROJECT SHALL INCLUDE COST, SERVICE AND PRODUCTS USED. THIS INFORMATION SHALL BE INCLUDED AND ATTACHED TO THE PROPOSAL FORM (AS STATED IN THE GENERAL TERMS AND CONDITIONS, ITEM NUMBER 4).***



**GORDON COUNTY SCHOOL SYSTEM  
PURCHASING DEPARTMENT  
P.O. BOX 12001  
Calhoun, GA 30703-7000**

**GENERAL INSTRUCTIONS AND INFORMATION TO PROSPECTIVE BIDDERS:**

- Type or print, legibly, in ink. All signatures must be in ink and original. Signature stamps are not acceptable.
- FAX copies of application are not acceptable.
- Complete all items on this application.
- Failure to respond to three consecutive invitations to bid will result in your company being removed from active status to inactive status and no further invitations to bid will be mailed to you. A return of “no bid” response is acceptable and will indicate your desire to remain an active vendor.
- Future changes in your company name, address, telephone number, authorized representative, or ownership must be submitted to this department, in writing, on company stationery and signed by an authorized company representative.
- Your application will be reviewed upon receipt, and based on the information contained therein; your company will be placed on the appropriate category list(s).
- Failure to comply with the above stated instructions will result in your application being rejected.

***VENDOR APPLICATION***

(Pre-qualification information)

**Complete Vendor Name:** \_\_\_\_\_

**Federal Tax ID No:** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_  
(If Company) (If individual)

**Business License Number:** \_\_\_\_\_ **E-Verify Number:** \_\_\_\_\_

Regular Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remit to Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email Address \_\_\_\_\_

Previous Vendor Name(s) and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever done business with Gordon County under any of the above names?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which ones.

\_\_\_\_\_

Primary Business \_\_\_\_\_

Your company is organized as:

Individual  Partnership  Corporation  Other  
(Specify) \_\_\_\_\_

Names and signatures of persons authorized to sign bids and contracts:

Name	Title	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been bonded?

If yes, name and address of Bonding Company.

Have you ever had a bond revoked? \_\_\_\_\_ If yes, briefly state the reason why:

Is any litigation pending against you or your company? \_\_\_\_\_

If yes, briefly state the reason why: \_\_\_\_\_

Is your inventory stocked in the State of Georgia? \_\_\_\_\_

If not, where is it stocked? \_\_\_\_\_

Give three current or recent customers/clients for whom similar goods or services have been provided.

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

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

I, the undersigned, hereby certify that the above information is a complete and true statement of the facts.

\_\_\_\_\_  
Signature of person authorized to sign this application

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date