CARROLL COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSAL
RFP 2021-03

Roofing Replacement for Villa Rica Elem

CARROLLTON, GEORGIA
March 31, 2021

DATE OF OPENING:
April 20, 2021
REQUEST FOR PROPOSALS RFP 2019-20

Roofing Replacement for Villa Rica Elementary
CARROLL COUNTY SCHOOL DISTRICT

Date: 3/31/2021

PURPOSE: The purpose of this request is to provide interested Vendors with sufficient information to enable them to submit a uniform proposal for the Carroll County School District’s review for Roof Replacement at Villa Rica Elem School (hereafter called “project”) and to set forth a systematic method to generate responses to be equally evaluated by the Carroll County School District.

General Terms and Conditions

Any and all invoices must be submitted to the Carroll County School System by June 15, 2021. No exceptions will be allowed.

1.1 PREPARATION OF THE PROPOSAL

1.2 Proposal must be submitted in a sealed envelope, addressed to the Carroll County School District (CCSD) (see address below under 3.0 Submission of Proposals). Each sealed envelope containing a proposal must be plainly marked on the outside with “R”. If a proposal is forwarded by mail, the Roof Replacement at Villa Rica Elem School sealed envelope containing the proposal must be enclosed in another envelope to the attention of the Carroll County School District at the address shown below and also plainly marked with “RFP Roof Replacement at Villa Rica Elem School”. The CCSD will not be responsible for late mail deliveries and no proposal will be accepted if received after the time stipulated by this RFP. No proposal may be withdrawn or modified in any way after the deadline for RFP opening. FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY THE PROPOSAL.

1.3 Vendor is instructed to carefully read all terms, conditions, and specifications as set forth in the RFP. Proposal forms must be completed in their entirety. Responses must be either typed or written in ink. Any correction made on any proposal form (white out or strike through) must be initialed by an authorized representative of the company submitting the RFP or the proposal will be rejected by CCSD. Each vendor is required to furnish all information requested in the RFP.

1.4 Each vendor is responsible for having knowledge and understanding of all applicable State of Georgia Code and Carroll County BOE policies or procedures pertaining to Carroll County Schools procurement.

2.1 Conditional RFPs – Proposals that in any way qualify or vary the terms and conditions specifications of this RFP may be considered non-responsive and disqualified from consideration of award.

COMMUNICATION WITH CARROLL COUNTY SCHOOL DISTRICT STAFF
2.2 Proposing Vendors, or their representatives or agents, shall not contact any Board of Education members or employees, of the Carroll County School District regarding this RFP, proposal evaluation, or selection process from the time the RFP is issued until the time a notification of intent to award is announced.

Questions relating to this RFP must be submitted in writing to:
Mike Beers, Director of Maintenance
(Email: mike.beers@carrollcountyschools.com).
Deadline for the questions is 4/15/2021 at 12:00 pm.

All questions submitted by this date will be answered and posted as an addendum on the website (www.Carrollcountyschools.com)

2.3 It is the vendor’s responsibility to check the Carroll County Schools Website (www.Carrollcountyschools.com) or the State of Georgia’s procurement website for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation period.

3.1 SUBMISSION OF PROPOSALS
3.2 Sealed proposals will be accepted in the Carroll County School District Board Office, no later than 12:00 pm on April 20, 2021. Proposals will be evaluated and the project will be awarded, if it is awarded, within 60 days of the proposal opening.

PROPOSALS SHALL BE SUBMITTED TO:
Carroll County BOE
Mike Beers, Director of Maintenance
164 Independence Drive.
Carrollton GA. 30116
770-834-3348

3.3 An original (1) and two (3) copies of the RFP response must be submitted.
3.4 Telephone, Fax, or Email quotations of the RFP Form will not be accepted. The CCSD cannot and will not be responsible for tardiness of receipt due to delivery delays.
3.5 Verify your quotation before submission as it cannot be withdrawn, corrected, or altered after submission. A responsible officer or employee must sign the RFP and all obligations by such signature must be fulfilled.

4.1 SPECIFICATIONS
4.2 See below for bid
4.3 Villa Rica Elem South Classroom Wing 8,400 square feet:
4.4 Scope of Work
4.5 1. Remove existing spray foam roofing, ½" wood fiber board and EPDM membrane down to the existing EPS insulation. The balance of the existing roof makeup is:
4.6 Metal deck with 1" polyisocyanurate with 2.5" expanded polystyrene. Total existing R-value is 14.7.
4.7 2. Remove existing flashings, gutters, downspouts and all roof related trims.
4.8 3. All existing roof curbs and vent pipes shall be raised to accommodate an eight inch flashing height for the new roof system. All electrical and mechanical work shall be included.
4.9 4. Replace any deteriorated perimeter wood blocking. Use #2 pressure treated lumber. All wood will be fastened no more than 6" on center staggered with a #9 coated wood screw. Fasteners
must penetrate into the lower assembly by 1 ¼". Please list a board foot price for this work. Include a $2,000.00 allowance in the base bid.

4.10 5. Mechanically attach one layer of 2" polyisocyanurate insulation (R-11.4) over the existing left in place insulations to the metal roof deck. Attachment will meet FM1-90 for the designated wind zones.

4.11 6. Install 2” of new perimeter wood blocking to match the new insulation thickness. Use #2 pressure treated lumber. All wood will be fastened no more than 6” on center staggered with a #9 coated wood screw. Fasteners must penetrate into the lower assembly by 1 ¼”.

4.12 7. Install a 60 mil, fully adhered, TPO roof system complete with all associated flashings. White, tan or grey will be the membrane color.

4.13 8. All sheet metal for this project will be 24 gauge, KYNAR pre-finished, steel. All work shall be per SMACNA details and profiles. Only stainless steel rivets and nails will be accepted.

4.14 9. Install new continuously cleated extender flashing around the perimeter to cover 2” onto existing brick face. Fasten to the existing wood nailer with 1 ½” 10 gauge stainless steel ring shank nails spaced 12” on center. Laps will be a minimum 3” with an appropriate sealant installed between.

4.15 10. Install new 6” box profile gutters fastened with 18 gauge hidden hangers no more than 36” on center. All gutter will slope at a minimum of 1/16” per foot towards the downspout. Runs greater than 40 feet in length shall have expansion joints. Gutter shall be fabricated in 20’ or greater lengths. Laps will be a minimum 3” with the direction of water flow and an appropriate sealant installed between.

4.16 11. Install new 4”x5” downspouts with integral outlets. Downspouts shall be located at the low point of the gutters. The number of downspouts may change from the original orientation due to expansion joint placement. Install 2” wide downspout straps located no more than 36” from the top and bottom and no more than 10’ between straps.

4.17 12. Install new drip edge at the perimeter fastened with 1 ½” 10 gauge stainless steel ring shank nails spaced 4” on center staggered. Laps will be a minimum 3” with an appropriate sealant installed between.

4.18 13. Install new skirt metal at all roof curbs fastened 12” on center with a washer-grommeted coated screw.

4.19 14. Provide new manufactured, adjustable, roller gas line supports spaced per the manufacturer sizing chart.

4.20 15. Provide a manufacturer’s 20 year “No Dollar Limit” watertight roof system warranty and a contractor’s 5 year system warranty upon completion.
4.22

4.23 Any deviation from the specifications must be clearly identified in a letter accompanying the RFP. The furnishing of catalogs or printed descriptions will not relieve the vendor of this requirement. The CCSD shall determine in its sole discretion whether substitutions or modification of the requested specifications are comparable to those contained within the RFP. If the CCSD determines that the modifications or deviations from the specifications are not in compliance, the offer may be rejected.

4.24 A vendor’s failure to deliver any items/services according to the specifications set forth in their RFP may result in cancellation of the purchase and permanent removal from the authorized vendor list. If any items do not meet these specifications, the items will be picked up at the vendor’s expense and removed from CCSD’s property at the sole cost of the vendor.

4.25 For Goods: Unless specified otherwise, manufacturers listed in the RFP are to establish the general quality required. Items of other manufacturers of equal or better specifications may be considered. CCSD will be the sole determiner as to whether the substituted item is approved as an alternative.

4.26 If an awarded brand/model is discontinued during the award period, the awarded vendor may offer a replacement item. The replacement brand/model must meet or exceed the minimum specifications as listed in the RFP document as well as current industry standards. Replacement units must be made available to the CCSD for review and approval prior to the end of life of the awarded model. The CCSD reserves the right to accept or reject the replacement item.

4.27 All products and materials furnished must comply with all applicable federal, state, and local laws, codes, and regulations.

5.1 **PRICES QUOTED**
5.2 Prices must remain firm for the entire contract period unless specified otherwise in the Special Terms and Conditions.
5.3 Quantities/amounts shown on the RFP are estimates. Vendors are advised that the actual number purchased/required may vary from those on the proposal, depending upon the needs of the Carroll County School District and the availability of funds.
5.4 Proposals that contain minimum order amounts will not be accepted unless called for in Special Terms and Conditions.
5.5 Pricing must be submitted with the Proposal as requested without condition unless called for in the Special Terms and Conditions.

6.1 SAMPLES
6.2 When required, samples must be furnished at the vendor’s expense.
6.3 Samples not used or destroyed in testing will be returned to the vendor at the vendor’s request and at the vendor’s expense. If the vendor does not arrange for pick-up of the samples as defined in the Special Terms and Conditions, samples will become property of the Carroll County School District.

7.1 AWARDS
7.2 The Carroll County School District reserves the right to accept or reject any part of a submitted proposal (in whole or in part), to accept the entire proposal from one Vendor, to accept portions of the proposal from multiple Vendors, or to reject any and/or all proposals submitted or waive any minor irregularity.
7.3 Award will be made to the Vendor most qualified and whose proposal is determined in writing to be the most advantageous to the owner and provide maximum benefit to the CCSD as outlined in the evaluation criteria included in this solicitation. Award of proposal will be in the best interest of the CCSD.
7.4 A determination of competitive range may be made after the initial submission of proposal and after any additional revisions. Vendors not in the competitive range of being selected for award shall be eliminated from further discussion.
7.5 During the evaluation phase, discussions may be conducted with Vendors who submit proposals determined to be reasonably likely to be selected for award. These discussions are for the purpose of negotiations, clarification, and to assure full understanding of and responsiveness to the solicitation requirements. Vendors will be accorded fair and equal treatment with respect to an opportunity for discussion and revision of proposals. CCSD’s Purchasing Office may permit revisions, after submission and prior to award, for the purpose of obtaining best and final offers. In all events, CCSD reserves the right to re-solicit the item(s) involved.
7.6 Purchases by CCSD are not subject to Federal Excise Tax or State and Local Tax. No taxes should be included in this RFP.

8.1 CONTRACT
8.2 THE CONTRACT AGREEMENT MUST BE COMPLETED BY THE VENDOR AND RETURNED WITH THIS PROPOSAL IN ITS ENTIRETY (This RFP and Proposal received will be considered part of the contract documents).
8.3 Failure to observe any of the general or special terms of this contract may constitute for rejection of award and removal from the bidders list.
8.4 Unless otherwise stated in the Special Terms and Conditions, Carroll County School District requires that all prices quoted will be firm for 2 months from award date of the contract.
8.5 By the signing of contract, Vendor confirms responsibility as an authorized agent to sell, distribute all products or services as proposed. In addition, vendor confirms ability and responsibility to
provide all manufacturer warranties for the items proposed. This includes additional warranty items that may be included in the Special Terms and Conditions.

**8.6 Authority** – Each party warrants that such party has full power and authority to enter into and perform this contract. The person signing on behalf of each party represents that person as duly authorized to enter into this contract on behalf of such party. Choice of Law and Venue – The Laws of the State of Georgia shall govern this contract in all respects. Any lawsuit or other action based on claims arising from this contract shall be brought in a court or other forum of competent jurisdiction in Carroll County, Georgia.

**8.7 Entirety of Contract** – All documents submitted in response to the RFP, including any attachments and appendices are incorporated into the contract between Carroll County School District and the Vendor and contain the entire agreement between the parties and supersedes all prior oral and written agreements and understandings between the parties with respect to the subject matter hereof. If any language of the RFP response by the vendor conflicts with the language of the RFP, the language of the RFP shall govern and control for all purpose, unless consented and agreed to by the CCSD in writing.

**8.8** CCSD reserves the right to review and accept or deny requests from price changes due to extenuating circumstances in the economy, market place, or acts of God. This option will only be exercised if it is deemed in the best interest of the CCSD.

**9.1 SHIPPING**

**9.2** All prices are to include delivery to the location(s) specified in the Proposal of the Purchase Order. All delivery for goods must be Free on Board (FOB destination), unless specified otherwise in the Special Terms and Conditions, with delivery to the location specified by the CCSD.

**9.3** In the event of damage, shortage, or other loss resulting from shipment to any CARROLL County School District’s facility by common carrier, any claim for such damage, shortage, or other loss shall be a matter between the vendor and the carrier.

**9.4** Carroll County School District reserves the right to cancel the purchase of the bid items/services and/or any other pending purchase orders to the same vendor and/or permanently removed from the approved vendor list if the items/services have not been delivered/completed by the specified delivery date and no written extension of such delivery date has been granted by CCSD.

**10.1 INVOICING**

**10.2** Payment will be made by Carroll County School District after final delivery and acceptance of all items/services. However, final acceptance will not be made until after inspection and approval by the CCSD authorized representative.

**10.3** All accounts are paid on a current basis. Best effort will be made by the CCSD to take any discounts offered; however, cash discounts will not factor into price consideration for award of contract. Time will be computed from delivery (date of Carroll County School District’s signature) at the destination or from the date a correct invoice is received, if later than the date of delivery.

**10.4** Invoicing Procedure – Invoices must be original. Copies or facsimiles are not acceptable. Invoices must not be altered in any way from the original by handwriting or machine. Computer-produced invoices are preferred. Invoices must contain the company name, remit to address, and CCSD’s purchase order number. Invoices are paid net 30 days from the date of invoice.

**11.1 ASSIGNMENT, DELEGATION, OR SUBCONTRACT**

**11.2** Except as may be specifically permitted by the RFP, the Vendor shall not delegate, subcontract, assign, or otherwise permit anyone other than the Vendor personnel to perform any of the work required under this Contract, or assign any of its rights or obligations hereunder, without
written consent of the Carroll County School District.

12.1 **INDEMNIFICATION**
12.2 The successful Vendor shall be liable for any injury, damage or loss occasioned by negligence or omission of the successful Vendor, its agents, or any other person the successful Vendor has designated to visit Carroll County School District’s property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this contract.

13.1 **TERMINATION**
13.2 Termination – If the Carroll County School District or the successful Vendor(s) wish to cancel this contract, written notice of thirty (30) days in advance will be required of either party. In addition, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty (30) Days after receiving a notice specifying the breach. CCSD reserves the right to terminate without warning in the event of critical and/or material breach of contract.

14.1 **ADDENDUM**
14.2 Addendum/Addenda issued in writing during the time of solicitation will be incorporated in the subsequent contract. The Vendor is responsible for frequently checking the CARROLL County School District’s website during the solicitation period for any potential addendums.

15.1 **SPECIAL TERMS AND CONDITIONS**
15.2 Should the General Terms and Conditions be in conflict with any attached Special Terms and Conditions, the Special Terms and Conditions will be adhered.
SPECIAL TERMS AND CONDITIONS

1.1 PURPOSE AND OBJECTIVE
1.2 Purpose - The Carroll County School District is accepting proposals for Roof Replacement at Villa Rica Elem School per the specifications of this document, all applicable federal, state, and local laws, and in accordance with industry “best practices”. The goal would be the implementation of projects at the CCSD as deemed cost feasible and cost effective by the CCSD.

1.3 Objective - The objective of this solicitation is to identify the organization whose proposal is determined in writing to be the most advantageous to the owner to develop a solution that provide the maximum benefit to the Carroll County School District. Throughout this process, the Vendor must prove the ability to perform all engineering, design, construction, project management, and financial capabilities for the project. Awarded Vendor shall provide CCSD a turnkey project solution.

2.1 BASIC RFP AND CONTRACT GUIDELINES AND REQUIREMENTS
2.2 Evaluation - Award will be made based upon the evaluation criteria published in this RFP.
2.3 Award Period - Awarded contract will be valid until project completion and final sign-off by CCSD
2.4 Clarification - CCSD may seek written clarification at any point during the evaluation process. Vendor is responsible to provide information to the best of their ability within the format and time parameters provided by evaluation committee.
2.5 Presentation/Meetings/Demonstrations - CCSD, at its sole discretion, may invite finalists for a verbal presentation, meeting, and/or video conference call. CCSD reserves the right to use any information obtained from vendor presentations in any part of the evaluation process.
2.6 Best and Final Offer (BAFO) – CCSD may request a best and final offer from finalist if applicable.

2.7 Terms and Conditions - Carroll County School District expects the terms and conditions of this RFP, and all CCSD related documents, to be the prevailing contract terms. If you request separate contract documentation to be incorporated into this contract, please provide with your initial submission. However, please know that any document that materially alters the terms and conditions of this agreement or places undue burden on the Carroll County School District may be deemed non-responsive and removed from consideration. Agreement to the Carroll County School District terms and conditions may be a primary factor in award selection; thus, any contract language that you request MUST be provided with initial response, as it will not be possible to supplement contract language later.

2.8 O.C.G.A 13-10-91 - Contractor must comply with all relevant codes pertaining to O.C.G.A 13-10-91 including the submission of Contractor Affidavit as included in this solicitation

2.9 Bonding and Insurance - The VENDOR shall be responsible and provide a certificate of insurance. Specific levels of insurance and applicable bonding must be in compliance with State law regarding this type of work. Any applicable bonding must be secured before work begins.

Insurance Requirements
  A. Owners’ Protective Liability:
     Bodily Injury
        a. Each Occurrence $1,000,000
        b. Aggregate $2,000,000
  B. Contractor Protective and Public Liability
     Occurrence Basis:
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>a. General Aggregate</td>
<td>$2,000,000</td>
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<tr>
<td>b. Product and Completed Ops Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>c. Persons and Adv. Injury</td>
<td>$1,000,000</td>
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<tr>
<td>d. Each Occurrence</td>
<td>$1,000,000</td>
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<tr>
<td>e. Fire Damage (one fire)</td>
<td>$50,000</td>
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<tr>
<td>f. Medical Expenses (one person)</td>
<td>$5,000</td>
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<tr>
<td>C. Contractual Liability Insurance (Hold Harmless)</td>
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<tr>
<td>Bodily Injury</td>
<td></td>
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<tr>
<td>a. Each Occurrence</td>
<td>$1,000,000</td>
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<td>Property Damage</td>
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<tr>
<td>a. Each Occurrence</td>
<td>$1,000,000</td>
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<tr>
<td>b. Aggregate</td>
<td>$1,000,000</td>
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<td>D. Comprehensive Auto</td>
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<tr>
<td>a. Combined Single Limit</td>
<td>$1,000,000</td>
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<td>E. Excess Liability</td>
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<tr>
<td>a. Each Occurrence</td>
<td>$1,000,000</td>
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<tr>
<td>b. Aggregate</td>
<td>$1,000,000</td>
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F. Workers Compensation and Employers Liability
Limits: Statutory Limits, but not less than
Each Accident $1,000,000

G. Products and completed operations shall be maintained for a minimum period of one year after final payment.

H. Property Damage Liability insurance shall include coverage for the following hazards:
   a. Explosion
   b. Collapse
   c. Underground

Performance and Payment Bonds – The successful bidder shall be required to furnish a bond for the faithful performance of the contract and a bond to secure payment of all claims for materials furnished and/or labor performed in performance of the project, both in an amount equal to 100% of the Contract price. Both bonds shall be issued by a Corporate Surety authorized to do business with the State of Georgia.

2.10 Owner’s Rights – Carroll County School District reserves the right to reject any and all proposals at its sole discretion.

2.11 Disclaimer of Documents – All respondents are hereby informed that any document(s) submitted in response to this solicitation shall become the sole property of the CCSD. Applicable Open Records laws shall apply, but the details of the submittals will remain confidential until the project is awarded or closed. Respondents agree to waive any claims they have or may have against the Owner, its employees, agents, members, representatives and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal or qualifications; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal or qualifications; and (4) award of a contract.

3.1 PROPOSAL EVALUATION

3.2 Organization and Completeness of Proposal
Proposal must provide straightforward, concise proof of respondent’s capabilities to satisfy the RFP requirements. For ease of review, responses must be organized in the exact same order as the RFP or as stipulated in the RFP. Each section should be labeled and any additional documents provided by Vendor must reference the appropriate section of the RFP. All requested information must be included and all forms completed in entirety. Any proposals that do not include all required information may be considered non-responsive and disqualified.

3.3 Evaluation Procedures – Review of Proposals
A committee will evaluate the proposal responses based on qualifications, relevant experience, responsiveness of Vendors, as well as the estimated cost. Cost will not be the sole determining factor in the award.
### 3.4 Evaluation Criteria

The selection of Lighting Vendor will be based on the review of several key elements in the proposals submitted.

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<th>Description</th>
<th>Points</th>
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<tr>
<td>1</td>
<td>VENDOR Qualifications (All elements of Section 4.2)</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>Schedule and Scope of Work (SOW)/Methodologies (All elements of Section 4.3)</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>Cost (Section 4.4)</td>
<td>40</td>
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<tr>
<td>4</td>
<td>Value Added (Section 4.5)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Total Points Available</td>
<td>100</td>
</tr>
</tbody>
</table>
4.1 This section stipulates the elements of the RFP under evaluation. Please remember that your proposal will be evaluated for content, thoroughness, and clarity of response to all criteria requested in this proposal. Respond precisely and concisely to each and all specific questions and/or topics by providing requested information on separate pages, clearly labeled response (IE 4.1). The Carroll County School District is not responsible for locating data included in your response that is not properly identified as instructed.

4.2 Contractor Qualifications

4.2.1 Cover Letter – Contractor shall provide a cover letter summarizing both their organization and their offer.

4.2.2 Firm Data
  a) Basic Company Information including company ownership
  b) Firm name, Address, Phone, Fax, Key email addresses
  c) Primary Contact Name and Information
  d) Number of Years in business/Number of Years in Energy Conservation Services business
  e) State of Incorporation
  f) Applicable Licenses and Certificates

4.2.3 Firm History – Describe the history of your firm, specifically as it relates to the work to be performed under this contract. Information shall include background and history of your firm’s executive management. Do not overview any elements of your structure that are not directly involved in the energy services business.

4.2.4 Team Personnel – Provide information about the firm’s personnel resources, including classification and number of employees as follows:
  • Identify all individuals that will directly and materially be involved in any aspect of the audit, contract management, and construction phases of this contract. CCSD strongly prefers installation by direct company employees.
  • Provide resumes of the key project personnel including education, work experience, and any other relevant information detailing their responsibility within the scope of this contract.

4.2.5 Qualification Statement – Each firm shall provide a detailed statement of qualification highlighting the ability to perform the work prescribed.

4.2.6 Letters of Reference – In addition to the information cited in 4.1.7, respondent shall also include a minimum of three (3) letters of recommendation representative of school and institutional projects.

4.2.7 Experience in Local Government, School and Institution Projects – Firm shall demonstrate experience in the design and management of local government/public k12 projects and/or institutional projects, preferably in Georgia. Provide the following information for five (5) local government projects.
  a) Name of Local Government or Institution
  b) Contract Name/Title of Contact Information
  c) Guaranteed Maximum Price
  d) Project Scope of Work
  e) Description and Dollar Value of change orders (if applicable)

4.2.8 Legal – Submit a summary list of all litigation, arbitration, and mediations over the past seven years. Indicate specific outcome(s), especially for any construction projects.
4.2.9 **Financial Information** – Provide a financial information on the ability of the Vendor’s bonding capabilities

4.3 **SPECIFICATIONS AND SCOPE OF WORK and SCHEDULE** – Contractor must include with proposal response a written Scope of Work (SOW) detailing the contractors plan to implement, service, and manage this contract in accordance with the CCSD’s specifications, relevant laws, and industry “best practices”.

4.3.1 **Audit Methodology** – Please describe, in detail, the audit methodology to be employed for the project specified. Information shall include, but not limited to, timing of audit, manpower devoted to this project, time involved for surveys, documentation procedures, technology employed, and reporting and analysis.

4.3.2 **Design Methodology** – Please describe, in detail, the design methodology to be employed to validate the lighting design to achieve the desired foot-candle requirements. Please provide an example.

4.3.3 **Rebate Experience** – Please describe, in detail, the experience your firm has in submitting for rebates on behalf of the customer, amount of rebates generated and accuracy of your estimates.

4.3.4 **Construction Management Methodology** – Please describe your methodology for contracting and overseeing the “construction” requirements of this contract. This shall include planning, coordination, installation, warranty, and occupant involvement.

4.3.5 **Warranty Management** – Please detail your process for managing the first-year construction warranty and long term manufacturing warranties.

4.3.6 **Schedule** – Please provide mobilization time frame and estimated days to complete work

4.4 **COST** – Contractor must include with proposal response all “cost” related information in accordance with the Carroll County School District’s specifications, relevant laws, and industry “best practices”

4.4.1 **Price** – Vendor must include all fees and expenses prior to contract. CCSD should be able to discern beforehand and audit afterwards, all fees and expenses based upon costs proposed within this RFP.

4.4.2 **Change Orders** – Please define the process for change orders during the life of the contract. This must include the constitution of a change order, as well as, cost implications and pricing structure.

4.5 **Value Added** – Please provide on a separate page and labeled, any unique elements of your offer not already specified or proposed that you believe will bring value to this contract. The CCSD is the sole determinant of the validity of the value to The CARROLL County School District
THE CONTRACT AGREEMENT MUST BE COMPLETED BY THE VENDOR AND RETURNED WITH THE PROPOSAL PACKAGE.

**CONTRACT AGREEMENT**

We have carefully examined and fully understand the General and Special Terms and Conditions and related documents in providing Lighting Renovation Services to the Carroll County School District and do agree to all terms and conditions by signing this document.

Withdrawals, cancellations, etc. will not be accepted unless a Carroll County School District purchasing representative gives authorization. In the event vendors fail to comply, they may be removed from the approved vendors list.

___________________________________________________________________
Company Name
___________________________________________________________________
Representative’s Signature (Must be signed in ink)

___________________________________________________________________
Representative’s Name
(Please type or print)

___________________________________________________________________
Date

Proposed bid and terms (If payment terms are not indicated, number will be determined to be net 30 days).

Estimated start date _____________

Estimated days to complete project _______

By submitting this Proposal, Vendor agrees to waive any claims they have or may have against the Carroll County School District, its employees, agents, members, representatives and legal counsel arising out of: the administration, evaluation, recommendation or selection of any proposal or qualifications; any representations under the proposal or demands; acceptance or rejection of any proposal, qualification or award of a contract.

Signing the Contract Agreement affirms that the original RFP document has not been altered in any way.
By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Carroll 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 (4-6 Digits, no letters)

Date of Authorization (of E-Verify authorization)

Name of Contractor

Name of Project

Name Public Employer
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: _____________________
Contractor Qualification Statement

Questionnaire information will be utilized in the evaluation of this proposal. Vendors must include all information requested. Failure to do so will reflect negatively in evaluation and may result in your submission being deemed “non-responsive” and eliminated from consideration.

Legal Company Name: __________________________

Years in Business: _________________________

Is your company currently licensed to contract construction related activities in the State of GA? __________

# of Permanent Employees: _____________

# of Employees Assigned to CCSD for this Contract: __________

How many Comparable Contracts do you currently have in Georgia?

How many of these Contracts are:

  Government ______
  K-12 Education _____

Where is the location of your nearest service facility?________________________________________________________

Please provide location and # miles from Carrollton, GA: ___________

Have you ever refused to sign a contract at your original bid?_______________(Explain if yes): _______________

____________________________________________________________________________________________________

Has your company ever failed to comply with any contract awarded? (Explain if yes)

____________________________________________________________________________________________________

____________________________________________________________________________________________________

Has your company ever lost a contract to any public education entity based on poor performance or breach of contract? (Explain if yes)

____________________________________________________________________________________________________

Is your company currently suspended or debarred from any government entity? (Explain if yes) _______________

____________________________________________________________________________________________________

Are there any judgments, claims, legal proceedings, or lawsuits pending or outstanding against your company or any of its officers? (Explain if yes)________________________

____________________________________________________________________________________________________

Is your company currently in bankruptcy proceedings or has it filed for bankruptcy in the past five years? __________

If Yes, please explain) __________________________________________

____________________________________________________________________________________________________

Please provide the name, title, contact information, and qualifications of person primarily responsible for the day-to-day management of this contract (Project Manager) __________________________________________________________

Have you ever had an energy rebate shortfall? (If yes, please detail on a separate page) __________________________

Please list any additional certifications, awards or recognitions that you feel would benefit the CCSD in the award and execution of this contract: __________________________________________________________________________