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## Fayette County Public Schools Purchasing Department

LaFayette Educational Center, 205 LaFayette Avenue, Building A, Fayetteville, GA 30214  
(770) 460-3535 ext. 1041

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Request for Proposals 23-014-074

### Electric Forklift

Fayette County Public Schools (hereinafter FCPS or the District) is soliciting proposals via this Request for Proposals (hereinafter RFP) from interested and qualified respondents to provide an electric forklift for District logistics operations, as specified within this solicitation.

As is more fully explained in this RFP, an award, if made, will be made to the responsible and responsive respondent who provides the best solution to the described need, taking into consideration multiple evaluation factors as determined by the FCPS and defined herein.

It is the respondent's responsibility to address all elements of this RFP. Any respondent failing to meet the terms and conditions herein may suffer a reduction in their evaluation score up to a complete rejection of their proposal.

Responses to this request for proposals are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, GA, 30214. Proposals received after the specified date and time will not be considered.

#### Instructions to Respondents

##### Designated Representative

1. The FCPS Purchasing Department has designated the following staff member as the representative of the Department and District during the solicitation process:  
Matthew Roberts, Purchasing Manager ([roberts.matthew@fcboe.org](mailto:roberts.matthew@fcboe.org))

##### Site Visits

1. Although not mandatory, respondents are encouraged to schedule a site visit to view the operating environment and needs at our LaFayette Educational Center by contacting Randy Keyser ([keyser.randy@fcboe.org](mailto:keyser.randy@fcboe.org)).

##### Schedule of Events

RFP Released	Tuesday, December 20, 2022
Questions Due	Before 9:00 AM (ET), Friday, January 13, 2023
Addenda(if applicable)	Week of January 16, 2022
Responses Due	Before 9:00 AM (ET), Tuesday, January 31, 2023

##### Georgia Open Records Act Compliance ([O.C.G.A. § 50-18-70](#))

1. This solicitation and any resulting responses, evaluations, contracts, agreements, or purchase orders are subject to the [Georgia Open Records Act](#) and may be released publicly.
2. Pursuant to the act, for any records or documents marked as "confidential" or "trade secrets" the respondent must submit and attach to the records an affidavit

affirmatively declaring that specific information in the records constitutes trade secrets according to [O.C.G.A. § 10-1-761](#).

- 2.1. Failure to attach such an affidavit will result in the record being considered public and subject to release under the Georgia Open Records Act.
- 2.2. If FCPS determines that the specifically identified information does not constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order.
- 2.3. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing.
- 2.4. If the agency determines that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

#### Respondent Registration

1. Respondents are encouraged to register with the designated representative listed above via email after reviewing this solicitation.
2. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of award issuance, even if they choose not to submit a proposal.

#### Solicitation Documents and Forms

1. Documents and forms required for submission as part of this RFP can be found on the FCPS [Purchasing Department website](#).
2. Failure to include the required submissions listed herein may result in a rejection of the proposal.
3. A list of required forms is contained herein and additional submissions may be required per the specifications contained herein.

#### Proposal Delivery

1. Proposals should be sent to the FCPS Purchasing Department and must be received before the proposal's due date and time specified in the solicitation.
2. Proposals may be submitted electronically, by mail, or hand-delivered to the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, Georgia 30214, Attention: Purchasing Department.
3. No faxed or telephone proposals will be accepted or considered.
4. Proposals may be emailed to the designated representative if meeting the following guidelines:
  - 4.1. Emailed proposals must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred unless specified otherwise)
  - 4.2. All proposal documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.

#### Attachments

1. Any specification listed with "Must Include Attachment" should include a document within the proposal conforming to the standards set forth.
2. All attachments must be clearly marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.

### Proposal Format Requirements

1. The proposal should be typed and legible as well as formatted to comply with accessibility standards (refer to ADA and Section 508 compliance).
2. The solicitation document has been carefully organized. All sections, specifications/requirements, and appendices are numbered; therefore proposals should be organized in the same manner referencing the solicitation document when necessary.
3. Proposals must be submitted with the following sections clearly identified and delineated:
  - 3.1. Letter of Interest
  - 3.2. Technical Proposal
  - 3.3. Qualifications and Experience
  - 3.4. References
  - 3.5. Price/Cost

### Multiple Proposals from the Same Respondent

1. Respondents may submit more than one proposal when offering multiple alternatives.
2. Proposals must be separate and each should conform to all terms and conditions within the solicitation.
3. Proposals must be labeled separately so as to easily identify different proposals from the same respondent.

## **Scope of Work and Specifications**

### Background and Project Overview

Fayette County Public Schools has recently scaled back its warehouse operations and opened a new, smaller location. This necessitates the need for a forklift that meets the criteria established herein.

### Design/Technical Requirements and Specifications

1. This solicitation is for Class I or II warehouse electric forklifts only. No other power/fuel options will be considered.
2. FCPS will consider three and four-wheel options. Respondents are encouraged to submit both.
3. Proposed solutions must have a rated capacity of 3,000 lbs. or greater..
4. Proposed solutions should be a minimum of 36-volt batteries.
5. Proposed solutions must have air pneumatic tires.
6. Proposed solutions must have the following integrated safety equipment:
  - 6.1. Overhead Guard
  - 6.2. Strobe/Warning Light (located near the rear of the operator compartment)
  - 6.3. Headlights
  - 6.4. Safety Horn
  - 6.5. Reverse Warning Signal

### Performance and Service Requirements

1. FCPS is also interested in service and repair programs with proposed solutions. Respondents should include detailed program and service descriptions including additional costs/fees for such (if applicable, must include attachment).

2. Successful respondents should provide a response time within 24 hours of notification of service need.
3. FCPS will consider leasing/rental options which include upgrade options at pre-determined intervals and associated service packages (if applicable, must include attachment).
4. Proposed solutions should include a manufacturer's warranty on all parts and labor detailed in years or operational hours (must include attachment).

## **Evaluation of Proposals**

### Evaluation Committee

1. A review committee comprised of project administrators and end-users will evaluate all proposals deemed responsive.
2. Criterion based on qualifications and experience, a submitted proposal, and price/cost will be used in the evaluation process.

### Evaluation Methodology

1. The committee will perform a complete evaluation and verification process on a rating system of required proposal components contained herein based on an "Excellent", "Good", "Fair", or "Poor" rating.
  - 1.1. Excellent ratings will be issued four (4) points.
  - 1.2. Good ratings will be issued three (3) points.
  - 1.3. Fair ratings will be issued two (2) points.
  - 1.4. Poor ratings will be issued zero (0) points.

### Interviews and Presentations

1. Post-proposal interviews and presentations may be required, in person at the committee's direction or desire.
2. Submission of a proposal does not guarantee an interview or presentation.
3. Selection for interviews and presentations is at the sole discretion of the evaluation committee.

### Contract Award and Negotiations

1. The evaluation committee will issue a recommendation to award following the outcome of its evaluation process.
2. The committee reserves the right to reject any or all bids.
3. A recommendation to award does not guarantee a contract. Final approval from the Superintendent and/or Board of Education may be required.
4. Following a recommendation to award, the Superintendent or their designee may engage in final negotiations with the selected respondent.

## **General Terms and Conditions**

The FCPS General Terms and Conditions are posted on the Purchasing Department website under the heading of [Vendor Terms, Conditions, and Forms](#) and attached to this solicitation. By submission of a proposal, the respondent acknowledges they have read and understood these General Terms and Conditions as well as any terms and conditions contained herein.

## **Special Terms and Conditions**

### Contract Incorporation

1. This solicitation will be incorporated into any resulting contract.

2. When this solicitation and any resulting contract are in conflict, Fayette County Public Schools will determine the controlling method.
3. Only the Superintendent or his direct designee may sign or enter into a contract on behalf of Fayette County Public Schools.

#### Term

1. The proposal term will begin from the time of award through June 30, 2023, with an option to renew for one (1) additional term.
  - 1.1. Terms are defined as the fiscal year from July 1st to June 30th of each calendar year.

#### Insurance Requirements

1. Respondents must maintain a current and valid Certificate of Insurance (COI) per the General Terms and Conditions and any specification contained herein.
2. Should the respondent choose to utilize subcontractors for installation or other matters, the respondent must provide a valid COI for the subcontractor per the requirements of the General Terms and Conditions.

#### Delivery

1. Delivery must be made to the LaFayette Educational Center located at 205 LaFayette Ave., Fayetteville, GA 30214 between the hours of 8:00 AM and 3:00 PM, Monday thru Friday.
2. The selected respondent must provide full assembly/set-up to allow for operation and provide on-site training/demonstration for operational use.
3. The selected respondent must provide a minimum of 48 hours' notification before delivery.

### **Required Forms and Submissions**

#### Required Respondent Submissions

1. Product Data: Fayette County Public Schools must receive all product data that pertains to solicitations work scope, this includes but is not limited to;
  - 1.1. Product Data Sheet: listing detailed specifications of each proposed solution (must include attachment).
  - 1.2. Submit manufacturer's catalog cuts, material safety data sheets (MSDS), brochures, and specifications;
  - 1.3. Preparation, operations, and maintenance, instructions/recommendations;
  - 1.4. Typical battery life on a full charge specified in operating hours (must include attachment);
2. Warranties: Submit warranty documents according to specifications.
  - 2.1. Include any and all manufacturer's warranties for each item.

#### Cost Proposal

1. All respondents must include a separate cost proposal.
2. The cost proposal should be separated from the proposal as outlined in point 3 of [Proposal Format Requirements](#) above.
3. Pricing not entered in the cost proposal form will not be considered.
4. If pricing variations exist for different options the respondent must include an attachment describing variations and associated costs.
5. Costs should be in line-item format detailing all costs applicable to the proposed solution and a grand total cost to execute the proposed solution fully.

**Respondent Information Form**

1. The respondent must complete a Respondent Information Form attached hereto and available online at the Purchasing Department website.
2. This form must be placed on top, or on the first page of your proposal.
3. Failure to attach could result in a reduction in score or rejection of your proposal.

**W-9 Form**

1. The respondent must submit a current [Internal Revenue Service W-9 Form](#) complete with a proper signature.
2. Failure to attach could result in a reduction in score or rejection of your proposal.

**Reference Form**

1. The respondent must complete a Reference Form attached hereto and available online at the Purchasing Department website.
2. Failure to attach could result in a reduction in score or rejection of your proposal.

## Respondent Information Form

Place this form on top of your response.

### Electric Forklift (RFP 23-014-074)

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

#### Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

#### Terms, Conditions, and Specifications

Through the submission of the response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCSD General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

#### Addenda

Through the submission of the response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

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

**Reference Form**

**Electric Forklift (RFP 23-014-074)**

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	