

Request for Information 23-017-075

## **Playground Equipment for Fayette County Public Schools**

### **Introduction**

This request is for information (hereinafter RFI) only to assist Fayette County Public Schools (hereinafter the District or FCPS) in determining how best to fulfill need(s) for playground equipment replacement described herein.

Please be advised that this may be a two-step process. Should the District determine to proceed with a solicitation based on the responses to this Request for Information (RFI), phase two will then be either a formal Request for Proposal (RFP) or Invitation for Bid (IFB) to be handled in accordance with District purchasing policies and procedures.

### **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 RFI process: Jamie Marrero

#### Schedule of Events

RFI Released	Tuesday, January 24, 2023
Questions Due	Friday, February 10, 2023
Addenda Issued (if applicable)	Tuesday, February 14, 2023
Responses Due	Before 10:00AM (EST), Monday, February 27, 2023

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

1. This RFI and any resulting solicitations, responses, evaluations, contracts, agreement, 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 Fayette County, Georgia 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 Fayette County, Georgia 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 RFI.
2. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of future solicitation issuance, even if they choose not to submit a response.

#### Response Delivery

1. Responses should be sent to the FCPS Purchasing Department and must be received before the due date and time specified.
2. Responses may be submitted electronically, by mail, or hand-delivered to Facilities Services, 245 Booker Avenue, Fayetteville, Georgia 30215, Attention: Purchasing Department.
3. No faxed or telephone responses will be accepted or considered.
4. Responses may be emailed to the designated representative if meeting the following guidelines:
  - 4.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred unless specified otherwise)
  - 4.2. All response documents should be bound in one document. In an effort to reduce waste and allow for broader dissemination, the District recommends electronic documents be submitted including brochures, catalogs, etc.

### **Scope, Questions, and Expectations**

#### Background and Project Overview

Fayette County Public Schools is comprised of 24 schools (14 elementary schools, 5 middle schools, and 5 high schools) located just south of Atlanta, Georgia. The current student population is between 19,000-20,000 students in grades pre-kindergarten through twelfth serviced by approximately 3,000 staff members. Currently there are several elementary schools in need of replacement playground equipment. There are different needs per each school's request, that will also include a not to exceed (NTE) budget. The pricing proposed for each playground must include the installation, materials, shipping/freight, and delivery. Respondent(s) can provide one (1) or multiple options per each request within the budget range, as long as they meet the minimum specifications listed within this Request for Information (RFI).

#### Site Visits

1. Site visits are required to collect information from each project site.
2. Respondents that do not perform a site visit may receive significant point reduction during the evaluation process and/or up to rejection of bids submitted.
3. Site visits must be scheduled with Harold Sullivan, Facilities Supervisor, via phone (770)460-3522 or by email [sullivan.harold@fcboe.org](mailto:sullivan.harold@fcboe.org) . Site visits will only be scheduled between the hours of 7:00AM - 2:00PM EST, and will not be scheduled after Friday, February 17, 2023.

#### Locations/Expectations

1. North Fayette Elementary School
  - 1.1. 2-5 Years Playground Equipment (NTE \$20,000.00)
  - 1.2. 5-12 Years Playground Equipment (NTE \$80,000.00)

2. Spring Hill Elementary School
  - 2.1. 5-12 Years Playground Equipment (NTE \$80,000.00)
3. Oak Grove Elementary School
  - 3.1. 5-12 Years Playground Equipment (NTE \$80,000.00)

Design/Technical, Performance and Service Questions/Expectations

1. Respondents providing pricing from any state contract, federal contract, or Co-op will need to specify which contract or Co-op they are providing pricing from.
  - 1.1. Respondent must provide the contract number, if applicable.
2. Materials, installation, shipping/freight, and delivery must be included in the price proposal submitted.
  - 2.1. This includes but is not limited to; heavy equipment rental, permits, drawings, etc.
3. Any manufacturer and/or vendor proposed warranties must be included. (Parts and Labor)
4. The number of activities, capacity, and size of the equipment will be required for each proposed playground. This allows the school(s) to determine if the playground equipment proposed will be a good fit for their needs.

**Evaluation of Responses**

Interviews and Presentations

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

**Required Forms and Submissions**

Required Respondent Submissions

1. Product Data: Please provide the District with all product data that pertains to RFI scope, this includes but is not limited to;
  - 1.1. Product Data Sheet
  - 1.2. Product Certification: Submit manufacturer's certification that products and materials comply with the requirements of the specifications.
  - 1.3. Submit manufacturer's catalog cuts, material safety data sheets (MSDS), brochures, specifications;
  - 1.4. Preparation, maintenance, and installation instructions and recommendations;
  - 1.5. Storage, handling requirements, and recommendations.
  - 1.6. Warranties: Submit warranty documents according to specifications (if applicable).
    - 1.6.1. Include any and all manufacturer's warranties for each item.

Cost/Price Information

1. The District seeks information on cost/pricing as it relates to the product or service requested in this RFI.
2. Pricing should be in line item format with itemized pricing or final project price for each individual (school/playground) request.
3. Unless specifically requested otherwise no quantity or amount is anticipated/guaranteed and all potential discounts should be clearly explained.

**Respondent Information Form**

1. 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 as the first page of your response.

**Comments**

1. Please provide your evaluative comments on the project description and requirements outlined in this document.
2. Include any suggestions or advice regarding the design, implementation, management, technology, etc. of this contemplated project.
3. Detail what additional information or clarifications would be needed in order to prepare a comprehensive proposal in the future.

## Respondent Information Form

Place this form on top of your response.

### Playground Equipment for Fayette County Public Schools (RFI 23-017-075)

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

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