

Request for Quote 23-023-075

Cypress Mulch and Pine Straw for Fayette County Public Schools

The Fayette County Public Schools Purchasing Department (hereinafter FCPS) invites you to participate in a request for quote (RFQ). This RFQ will consist of providing and delivering bagged 100% non-CCA cypress mulch and/or baled long needle pine straw to facilities within the school district. The most responsive and responsible respondent will provide installation and demonstration upon delivery to each facility.

Responses to this request for quote 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 Facilities Services, 245 Booker Avenue, Fayetteville, Georgia 30215. Quotes received after the specified date and time will not be considered.

Vendors are instructed to carefully read all items, conditions, terms, specifications, and attachments herein and referenced before completing their quote. Failure to comply with any requirements of the RFQ may be a cause for rejection.

Instructions to Respondents

Schedule of Events

RFQ Released	Tuesday, March 14, 2023
Questions Due	Wednesday, March 15, 2023
Addenda Issued (if applicable)	Thursday, March 16, 2023
Response Due	Before 10:00Am (EST) Monday, March 20, 2023
Anticipated Review Date	Tuesday, March 21, 2023
Anticipated Purchase Order Date	March 2023
Anticipated Completion Date	April 2023

Respondent Registration

Respondents are encouraged to register with the issuing agent, Jamie Marrero, by sending an email to marrero.jamie@fcboe.org after reviewing this solicitation. 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 response.

Project Documents and Forms

Documents and forms required for submission as part of this RFQ can be found on the FCPS Purchasing Department website. Failure to include required submissions listed herein may result in a rejection of the response. A list of required forms is contained herein and additional submissions may be required per the specifications contained herein.

Response Delivery

1. Responses may be submitted electronically, by mail, or hand-delivered to Facilities Services, 245 Booker Avenue, Fayetteville, Georgia 30215, Attention: Purchasing Department.
2. Quote openings will occur at the date and time specified at the address above. No faxed or telephone responses will be accepted or considered.
3. Responses may be emailed to the issuing agent if meeting the following guidelines:
 - 3.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred)
 - 3.2. All response 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 response conforming to standards set forth.
2. All attachments must be marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.

Response Format Requirements

1. The response should be typed and legible using a Sans-based font in 12 point size or greater as well as formatted to comply with accessibility standards (see ADA and Section 508 compliance below).
2. The solicitation document has been carefully organized. All sections, specifications, requirements, and appendices are numbered; therefore responses should be organized in the same manner referencing the solicitation document when necessary.
3. All pages should be numbered and contain page headings or footers with the respondent's name and the solicitation title and number.
4. Multiple Response from the Same Respondent
 - 4.1. Respondents may submit more than one response when offering multiple alternatives.
 - 4.2. Responses must be separate and each should conform to all terms and conditions within the solicitation.
 - 4.3. Responses must be labeled separately to easily identify differing responses from the same respondent.

Scope of Work and Specifications

Scope of Work

Fayette County School District (FCSD) invites you to participate in a request for quote (RFQ). This RFQ will consist of providing and delivering bagged 100% non-CCA cypress mulch and/or baled long needle pine straw, by tractor trailer load, to Facilities Services and/or other locations within the Fayette County School District. Fayette County School Districts Facilities Services will be responsible for the installation of the mulch and pine straw, respondent will not need to include installation with product pricing. Pricing submitted must only include product and delivery.

Specifications

1. Cypress Mulch
 - 1.1. Cypress mulch must be chipped/small grind and/or playground cypress mulch.
 - 1.2. Respondent must provide 100% non-CCA cypress mulch.
 - 1.3. Respondent must provide a delivery option that includes unloading pallets upon delivery (providing a forklift) of bagged mulch.
 - 1.4. Bagged cypress mulch is in more demand for the school districts projects, so accurate delivery times must be provided.
 - 1.4.1. Respondent must have access to provide bagged mulch, when requested, and within the time frame indicated on their bid submission.
 - 1.5. Mulch delivered to Fayette County School District must always be free of any/all debris/trash. (Including but not limited to; plastic, glass, tire, painted/pressure treated wood, PVC, wire, metal, etc.)
 - 1.5.1. If such delivery is made, the contractor will be responsible for the removal of the mulch containing trash/debris and installation/delivery of new. If the mulch (containing trash/debris) has already been installed on a playground, appropriate equipment will need to be brought in to remove the top layers. None of which will be at the expense of the Fayette County School District.
2. Pine Straw
 - 2.1. Product: Long needle pine straw bale
 - 2.2. Bales can be round or square (respondent must indicate which they are submitting pricing for)
 - 2.3. Respondent must include pricing for dry storage container rental, for pine straw delivered with a dry storage container.
 - 2.4. Pine straw is in more demand for the school districts projects, including graduations at the end of the school year, so accurate delivery times must be provided.
 - 2.4.1. Respondent must have access to provide pine straw, when requested, and within the time frame indicated on their bid submission.
 - 2.5. Pine straw delivered to Fayette County School District must always be free of any/all debris/trash. (Including but not limited to; plastic, glass, tire, painted/pressure treated wood, PVC, wire, metal, etc.)
 - 2.5.1. If such delivery is made, the contractor will be responsible for the removal of the pine straw containing trash/debris and installation/delivery of new. If the pine straw (containing trash/debris) has already been installed, appropriate equipment will need to be brought in to remove the top layers. None of which will be at the expense of the Fayette County School District.

General Terms and Conditions

FCPS's General Terms and Conditions are posted on the Purchasing Department website under the heading of Vendor Terms, Conditions, and Forms at

<https://www.fcboe.org/Page/2707>. By submission of a response, 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

Quote Opening

1. Quotes will be opened at the date and time provided in the schedule of events. All results will be publicly posted on the FCSD website once an award recommendation is made.
2. Quote openings are open to the public.
3. Quotes must be marked with the RFQ number.
4. Electronically delivered quotes will utilize the timestamp generated on the email.
5. Quotes must conform to the guidelines listed herein.
6. Quotes received late will be marked “non-responsive” and may not be considered at the sole discretion of the FCPS Purchasing Department.

Questions

1. All questions concerning this solicitation must be submitted in writing by email to the issuing agent.
2. No questions other than written will be accepted and only answers provided via addenda shall be binding.

Award Oversight

The awarded respondent will report to Beria Orr, Maintenance Supervisor, or their designee.

Cooperative Purchasing

This solicitation allows for other Fayette County, Georgia government entities, including local municipalities, to purchase from the awarded contract at the same prices quoted during the effective term pending an agreement between the awarded respondent(s) and the third party.

Quote Evaluations

1. According to the Fayette County Board of Education policy, DJE “lowest price alone will not be the sole determining criteria in the selection process”.
2. Factors that may be used in evaluating responses may include but are not limited to, the following: price/cost, warranty, service guarantees or past performance, costs of ownership analysis, business capabilities analysis, delivery schedules and methods, and product-specific manufacturer/quality standards.
3. Respondents may inquire as to specific evaluation methods and may request in writing an explanation of evaluation methods used to determine an award. See General Terms and Conditions regarding award protests.

Delivery

1. Delivery is expected on or about the date requested ARO.
2. Freight is FOB destination, freight prepaid (allowed).
3. The respondent must contact the end-user listed on purchase orders at least 24 hours before delivery to confirm the delivery date and time.

4. FCPS standard hours of operation are 7:30 AM to 3:30 PM (EST), Monday through Friday, except for school holidays.
5. The delivery location does not have a loading dock; therefore, all deliveries must be made as a tailgate or inside delivery as defined in the solicitation, any resulting purchase order, or resulting contract.
 - 5.1. Tailgate delivery will be defined as follows: the driver will be required to move the pallets from the interior bed of the truck to the edge of the bed. Then use a forklift to move the pallets from the edge of the truck bed to the warehouse.
 - 5.2. Inside-delivery will be defined as follows: the driver will be required to move the material from the interior bed of the truck to the interior of the facility.
6. Any pallets must be covered or shrink-wrapped to protect cartons from dirt and moisture during shipment and pallet construction should allow for four-way entry of handling equipment and surface/platform board approximately one inch apart minimizing carton damage.
7. Failure to deliver per the response could result in the awarded respondent being declared in default.
8. The awarded respondent shall be responsible for the delivery of items in good condition at the point of destination.
9. Respondent shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices.
10. Back Orders: Back orders may be made only when specifically authorized to do so by the project administrator. The necessity to back-order may be deemed a breach of contract.

Cost Escalation/Price Change

The Purchasing Department recognizes that independent market factors may result or necessitate the need for price changes. Through the submission of a quote, the respondent agrees to the following:

1. All price increases must be based upon product cost ONLY, and documentation of the price increase is required.
2. Quote prices must be held firm for the term of the solicitation or December 31st of the issuing year, after which an escalator can be invoked.
3. The awarded respondent must provide the FCPS Purchasing Department written notification at a minimum of 30 days before a price escalation change.
4. Single changes of no more than 10% are allowed. There are exceptions only when market conditions dictate a revised escalator for a particular commodity.
5. FCPS reserves the right to accept or reject any price escalation. A rejection of a price escalation may result in the termination of any agreement, contract, purchase order, or other agreement without fault or obligation.

Quantities

Quantities are based on current projects and budget allotment. No specific quantities will be guaranteed with the solicitation award. Most projects that require the use of mulch and/or pine straw are between the months of March - September.

Term

1. The term of this RFQ and resulting agreement is from the date of resulting award issuance until December 31, 2023, with the option to renew for four (1) additional one-year terms beginning January 1st and ending December 31st of each year.
2. The RFQ and resulting agreement will automatically renew each year beginning January 1st with the awarded pricing structure unless a [cost escalation/price change process](#) is initiated per the clause contained herein.
3. Per the FCPS General Terms & Conditions, should the Fayette County Board of Education fail to appropriate funding for each fiscal year beginning July 1st, this solicitation and resulting contract or purchase orders will be canceled with no-fault or obligation beyond products or services already received and properly invoiced.
 - 3.1. FCPS may notify the awarded bidder in writing thirty (30) days prior to cancellation for non-appropriation.

Required Forms

The forms listed below are required for submission and included as attachments. They may also be located on FCPS's Purchasing Department website at <https://www.fcboe.org/Page/2707>.

1. Solicitation Response Form
2. Reference Form
3. Material Data Safety Sheet(s) must be provided for product(s) described, if applicable.
4. Pricing Sheet
5. Failure to include any form may result in a reduction in evaluation scoring or the submitted quote being declared non-responsive at the sole discretion of the FCPS Purchasing Department.

Contract Incorporation

This request for quote, any addenda, and the awarded quote will be incorporated into any resulting contract and/or purchase order.

Pricing Sheet

Bagged Mulch: Supply and Delivery of Non-CCA 100% Cypress Mulch	
Bagged Mulch: Cubic Feet per Bag	
Bagged Mulch: Number of Bags per Tractor Trailer Load	
Bagged Mulch: Cost per Cubic Foot	\$
Bagged Mulch: Number of Days for Delivery (After PO Issued)	
Additional Cost for Delivery with Forklift	\$
Bagged Mulch: Total Cost for Tractor Trailer Load Including Delivery	\$

Pine Straw: Supply and Delivery of Pine Straw Bales	
Estimated Delivery Time (ARO):	
Unit Price: Per Bale (final with discounts)	\$
Weight Per Bale: (lbs)	Round / Square <small>Circle One</small>
Number of Bales per Tractor Trailer Load:	
Total Cost for Tractor Trailer Load:	\$
Delivery Charge (per unit):	\$
Fee(s) for Dry Storage Container:	\$ Per: Day / Week / Month <small>Circle one</small>
Pine Straw Bales: Total Cost for Tractor Trailer Load (with dry storage container) Including Delivery:	\$

Signature

Date

Printed Name

Respondent Information Form

Place this form on top of your response.

Cypress Mulch and Pine Straw for Fayette County Public Schools (RFQ 23-023-075)

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: _____