
Fayette County Public Schools Purchasing Department

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

Request for Proposals 23-021-085

Musical Instrument Cleaning & Sanitizing

Objective

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 cleaning and sanitizing services for musical instruments, as specified within this solicitation, for fine arts programs at Fayette County Public Schools.

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 Due

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.

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|-------------------------|
| PROPOSALS DUE BY |
|-------------------------|

Before 10:00 AM (ET)
Wednesday
April 19, 2023

| |
|-------------------------|
| PROPOSALS DUE TO |
|-------------------------|

Matthew Roberts
Purchasing Manager
roberts.matthew@fcboe.org
LaFayette Educational Center
205 LaFayette Ave., Fayetteville, GA 30214

Section 1: 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
roberts.matthew@fcboe.org
 (770) 460-3535 ext. 1041

Schedule of Events

| | |
|--------------------------------|--------------------------------------------|
| RFP Released | Friday, March 31, 2023 |
| Questions Due | Before 10:00 AM, Wednesday, April 12, 2023 |
| Addenda Issued (if applicable) | April 13, 2023 |
| Responses Due | Before 10:00 AM, Wednesday, April 19, 2023 |
| Anticipated Board Review | April 24, 2023 |
| Anticipated Project Start | May 22, 2023 |

Delivery dates are listed under service specifications below.

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 received before the proposal 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, legible, and 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 similarly 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.

Section 2: Scope of Work and Specifications

Background and Project Overview

Fayette County Public Schools has a robust fine arts program serving a total student population of approximately 20,000. The program contains multiple opportunities for students to engage in the learning, practice, and performance of various musical instruments. During the summer break each school year the District has undertaken the task of cleaning and sanitizing musical instruments in order to contribute to instrument longevity and student health. The awarded respondent will provide cleaning and sanitizing services for those instruments designated by fine arts administrators between May 22nd and July 10th of each calendar year.

Technical Requirements and Specifications

1. Provide cleaning and sanitizing of brass band musical instruments for all Fayette County Public Schools fine arts programs as identified in Appendix A.
2. Respondents should describe their method for cleaning and sanitizing procedures that comply with, or exceed, industry best practices to prevent damage, increase instrument longevity, and provide the maximum protections for student health.
3. Respondents should describe their method of inventorying and tracking individual instruments during the pick-up, service, and return processes.
4. The awarded respondent will be responsible for providing a list of instruments cleaned and sanitized at the time of return to the school.

Performance and Service Requirements

1. The awarded respondent will be required to pick up instruments from each school location (as identified in Appendix A). Pick-up of marching instruments from schools should occur on or near May 22, 2023 and pick-up of concert instruments from schools on or about May 30, 2023.

2. The awarded respondent will be required to schedule a date and time for such pick-up and return with the point of contact listed in Appendix A for each location.
3. All instruments must be returned by July 10, 2023 for use in summer band camp programs.
4. The awarded respondent will be required to handle all instruments with care and will be responsible for any/all damages occurring during their custody.

Section 3: Evaluation of Proposals

Evaluation Committee

1. All proposals deemed responsive will be evaluated by a review committee comprised of project administrators and end-users.
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.

Section 4: 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.

Section 5: 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, 2024, with an option to renew for four (4) additional terms.
 - 1.1. Terms are defined as the fiscal year from July 1st to June 30th of each calendar year.

Insurance Requirements

1. Respondents are required to submit 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.

Sequencing and Scheduling

1. Respondents must provide a schedule for the pick-up and return of musical instruments within the June 1st to August 1st dates as defined in the service requirements above.

Section 6: Required Forms and Submissions

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 finishes/materials/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.

Letters of Recommendation

1. The respondent must include a minimum of three (3) letters of recommendation dated within the previous two (2) calendar years.
2. Letters should be from clients/customers who have engaged the respondent in previous services and must include details such as a description/scope of work, timeline and budget parameters, and assessment of the respondent's ability to complete work/service as specified.
3. Each letter must contain contact information including organization/firm, contact name, telephone, and email.
4. Letters from organizations and projects similar to the scope and size of Fayette County Public Schools are preferred, but not required..

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 the first page of your proposal.
3. Failure to attach could result in a reduction in score or rejection of your proposal.

Certificate of Insurance

1. The respondent must submit a current certificate of insurance sample detailing coverage limits as defined in this RFP and the FCPS General Terms and Conditions.
2. The selected respondent will be required to submit a COI naming Fayette County Public Schools as an additional insured party.

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.

APPENDIX A

Fayette County Public Schools Chemical Cleaning of Brass Instruments

Instrument Tally

Marching Instruments:

| | Trumpets | Mellophones | Trombones | Marching Baritones | Sousaphones |
|-----------------------------------|----------|-------------|-----------|--------------------|-------------|
| Fayette County High School | 0 | 8 | 4 | 9 | 10 |
| McIntosh High School | 0 | 8 | 6 | 8 | 8 |
| Sandy Creek High School | 0 | 5 | 0 | 0 | 4 |
| Starr's Mill High School | 0 | 10 | 13 | 18 | 6 |
| Whitewater High School | 7 | 10 | 4 | 14 | 9 |
| TOTAL MARCHING INSTRUMENTS | 7 | 41 | 27 | 49 | 37 |

Concert Instruments:

| | Trumpets | French Horns | Trombones | Euphoniums | Tubas |
|------------------------------|----------|--------------|-----------|------------|-------|
| Fayette County High School | 1 | 8 | 1 | 10 | 11 |
| McIntosh High School | 2 | 12 | 2 | 8 | 6 |
| Sandy Creek High School | 0 | 0 | 0 | 4 | 5 |
| Starr's Mill High School | 0 | 11 | 0 | 9 | 3 |
| Whitewater High School | 9 | 13 | 3 | 9 | 13 |
| Bennett's Mill Middle School | 4 | 8 | 14 | 12 | 8 |

APPENDIX A

| | | | | | |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|
| J.C. Booth Middle School | 6 | 10 | 8 | 7 | 8 |
| Flat Rock Middle School | 0 | 12 | 2 | 14 | 12 |
| Rising Starr Middle School | 0 | 0 | 0 | 0 | 0 |
| Whitewater Middle School | 4 | 8 | 4 | 10 | 10 |
| TOTAL CONCERT INSTRUMENTS | 26 | 82 | 34 | 83 | 76 |

Points of Contact and Address for Pick-Up

Fayette County High School

1 Tiger Trail, Fayetteville, GA 30214

Mr. Brandon Waugh

404-915-9060

waugh.brandon@fcboe.org

McIntosh High School

201 Walt Banks Rd., Peachtree City, GA 30269

Ms. Barbara Baker

678-205-7273

baker.barbara@fcboe.org

Sandy Creek High School

360 Jenkins Rd, Tyrone, GA 30290

Mr. John Kelley

678-372-1293

kelley.john@fcboe.org

Starr's Mill High School

193 Panther Path, Fayetteville, GA 30215

Mr. Bert Groover

706-718-5397

groover.bert@fcboe.org

Whitewater High School

100 Wildcat Way, Fayetteville, GA 30215

Mr. Alex Swindle

901-573-2851

swindle.alex@fcboe.org

Bennett's Mill Middle School

210 Lester Rd., Fayetteville, GA 30214

Mr. Brandon Waugh

404-915-9060

waugh.brandon@fcboe.org

J. C. Booth Middle School

250 Stagecoach Rd., Peachtree City, GA 30269

Dr. McKinley Stinson

404-345-2476

stinson.mckinley@fcboe.org

Flat Rock Middle School

325 Jenkins Rd, Tyrone, GA 30290

Dr. Jeffrey Hughley

334-421-9065

highley.jeffrey@fcboe.org

Rising Starr Middle School

(No Instruments to Be Cleaned)

Whitewater Middle School

1533 Highway 85 South, Fayetteville, GA 30215

Mr. Steven Charity

804-647-8930

charity.steven@fcboe.org