



Fayette County Public Schools

Purchasing Department

205 LaFayette Ave., Building A, Fayetteville, GA 30214
(770) 460-3535 ext 1043

Request for Quote No. 24-008-080
Georgia Procurement Registry No. PE-65615-NONST-2024-000000002

Honda Civic for Driver’s Education Program

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 a new Honda Civic to our Community Schools, Driver’s Education Program within the school district.

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 the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, GA, 30214. 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	Monday, September 11, 2023
Questions Due	Before 9:00 AM (ET), Friday, September 15, 2023
Addenda (if applicable)	Friday, September 15, 2023
Responses Due	Before 9:00 AM (ET), Friday, September 22, 2023

Respondent Registration

Respondents are encouraged to register with the issuing agent, Matthew Roberts, by sending an email to roberts.matthew@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 the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, Georgia 30214, Attention: Purchasing Department.
2. Quote openings will occur at the date and time specified at the address above.
 - 2.1. 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 Need

Fayette County Public Schools Community School offers driver’s education programs for students at our five high schools and the LaFayette Educational Center. The program is in need

of a new Honda Civic vehicle to replace a vehicle that has reached the end of its serviceable life in the program.

Minimum Technical Specifications

Honda Civic LX model

1. Performance
 - 1.1. 158-hp, 2.0L Engine
 - 1.2. Continuously Variable Transmission
2. Exterior
 - 2.1. 16-Inch Wheels
 - 2.2. Full LED Headlights
3. Interior
 - 3.1. Cloth Seats
 - 3.2. Automatic Climate Control
 - 3.3. Fold-Down Rear Seatback
4. Technology
 - 4.1. 7-Inch Color Touch-Screen
 - 4.2. Push Button Start
5. Safety & Alerts
 - 5.1. Collision Mitigation Braking System
 - 5.2. Road Departure Mitigation System
 - 5.3. Multi-Angle Rearview Camera
 - 5.4. Adaptive Cruise Control w/Low-Speed Follow
 - 5.5. Lane Keeping Assist System

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 www.fcboe.org. 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 system's 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 before the date and time specified in the [Schedule of Events](#).
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 Assistant Superintendent of Operations 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. Failure to deliver per the response could result in the awarded respondent being declared in default.
6. The awarded respondent shall be responsible for the delivery of items in good condition at the point of destination.
7. Respondent shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices.
8. 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. Quoted 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

FCPS intends to purchase one vehicle immediately and possibly an additional vehicle during the fiscal year pending budgetary obligations and constraints.

Term

1. The term of this RFQ and resulting agreement is from the date of resulting award issuance until December 31, 2024, with no option to renew.
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 General Terms & Conditions.
3. Per the 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 www.fcboe.org.

1. Respondent Information Form
2. Quote Response Form
3. 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.
4. This request for quote, any addenda, and the awarded quote will be incorporated into any resulting contract and/or purchase order.

Respondent Information Form

Place this form on top of your response.

Honda Civic for Driver's Education Program (RFQ 24-008-080)

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 FCPS 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: _____

Quote Response Form

Honda Civic LX Year Model: _____

Honda Civic LX VIN: _____

Window sticker or vehicle specific specification sheet must be attached

Cost of Honda Civic LX Proposed: \$ _____

Delivery Cost (If applicable): \$ _____

Total Cost of Honda Civic LX Including Delivery: \$ _____

Dealership Name

Date

Sales Person Printed Name

Sales Person Signature