



# Fayette County Public Schools

## Purchasing Department

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

Request for Quote No. 24-015-075

Georgia Procurement Registry Event No. PE-65615-NONST-2024-000000007

### Conex Containers for Fayette County Public Schools Facilities Services

#### Objective

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 minimum of four (4) conex containers to Facilities Services, within the school district. The most responsive and responsible respondent will provide installation and demonstration upon delivery to each facility.

#### Responses Due

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.

#### Section A: Instructions to Respondents

1. Schedule of Events

RFQ Released	Wednesday, September 27, 2023
Questions Due	Friday, September 29, 2023
Addenda Issued (if applicable)	Monday, October 2, 2023
Response Due	Before 10:00AM (EST), Wednesday, October 4, 2023
Anticipated Review Date	Wednesday, October 4, 2023
Anticipated Purchase Order Date	Friday, October 6, 2023
Anticipated Completion Date	Friday, October 20, 2023

2. Respondent Registration

- 2.1. Respondents are encouraged to register with the issuing agent, Jamie Marrero, by sending an email to [marrero.jamie@fcboe.org](mailto: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.

3. Project Documents and Forms

- 3.1. 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.

4. Response Delivery

- 4.1. Responses may be submitted electronically, by mail, or hand-delivered to Facilities Services, 245 Booker Avenue, Fayetteville, Georgia 30215, Attention: Purchasing Department.
- 4.2. Quote openings will occur at the date and time specified at the address above.
- 4.2.1. No faxed or telephone responses will be accepted or considered.
- 4.3. Responses may be emailed to the issuing agent if meeting the following guidelines:
- 4.3.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred)
- 4.3.2. All response documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.

5. Attachments

- 5.1. Any specification listed with “Must Include Attachment” should include a document within the response conforming to standards set forth.
- 5.2. All attachments must be marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.

6. Response Format Requirements

- 6.1. 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.
- 6.2. All pages should be numbered and contain page headings or footers with the respondent's name and the solicitation title and number.
- 6.3. Multiple Response from the Same Respondent
  - 6.3.1. Respondents may submit more than one response when offering multiple alternatives.
  - 6.3.2. Responses must be separate and each should conform to all terms and conditions within the solicitation.
  - 6.3.3. Responses must be labeled separately to easily identify differing responses from the same respondent.

**Section B: Scope of Work and Specifications**

7. Scope of Work

- 7.1. Fayette County Public Schools is seeking firm pricing for the purchase of new or like new condition conex containers including the delivery to our facility. Delivery facility is located at; 939 Goza Road, Fayetteville, Georgia 30215. The delivery of these containers must be scheduled, at least, 24 hours in advance by contacting Beria Orr (Facilities Coordinator) at 770-714-4070. The exact location of the containers will be determined prior to delivery, and a designated staff member from Facilities Services will be onsite at the time of delivery.

8. Technical Specifications

- 8.1. 40 Foot Conex
- 8.2. New or Like New Condition (Vendor must indicate which condition they are proposing)
- 8.3. Dimensions: 40' x 8' x 8'6"
- 8.4. Minimum Double Door Opening on one (1) end

- 8.5. Minimum 14 gauge steel panels with 1 1/8" thick marine-grade-treated plywood flooring
- 8.6. Minimum easy open door handles with optional high-security lock box
- 8.7. Minimum Quantity Requested: 4

**Section C: 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](http://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.

**Section D: Special Terms and Conditions**

9. Quote Opening

- 9.1. 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.
- 9.2. Quote openings are open to the public.
- 9.3. Quotes must be marked with the RFQ number.
- 9.4. Electronically delivered quotes will utilize the timestamp generated on the email.
- 9.5. Quotes must conform to the guidelines listed herein.
- 9.6. Quotes received late will be marked "non-responsive" and may not be considered at the sole discretion of the FCPS Purchasing Department.

10. Questions

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

11. Award Oversight

- 11.1. The awarded respondent will report to Beria Orr, Facilities Supervisor, or their designee.

12. Cooperative Purchasing

12.1. 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.

13. Quote Evaluations

13.1. According to the Fayette County Board of Education policy, DJE “lowest price alone will not be the sole determining criteria in the selection process”.

13.2. 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.

13.3. 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.

14. Delivery

14.1. Delivery is expected on or about the date requested ARO.

14.2. Freight is FOB destination, freight prepaid (allowed).

14.3. The respondent must contact the end-user listed on purchase orders at least 24 hours before delivery to confirm the delivery date and time.

14.4. FCPS standard hours of operation are 7:30 AM to 3:30 PM (EST), Monday through Friday, except for school holidays.

14.5. 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.

14.5.1. 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. The FCSD will use a forklift to move the pallets from the edge of the truck bed to the warehouse.

- 14.5.2. 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.
- 14.6. 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.
- 14.7. Failure to deliver per the response could result in the awarded respondent being declared in default.
- 14.8. The awarded respondent shall be responsible for the delivery of items in good condition at the point of destination.
- 14.9. Respondent shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices.
- 14.10. 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.

15. Cost Escalation/Price Change

- 15.1. 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:
  - 15.2. All price increases must be based upon product cost ONLY, and documentation of the price increase is required.
  - 15.3. 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.
  - 15.4. The awarded respondent must provide the FCPS Purchasing Department written notification at a minimum of 30 days before a price escalation change.
  - 15.5. Single changes of no more than 10% are allowed. There are exceptions only when market conditions dictate a revised escalator for a particular commodity.
  - 15.6. 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.

16. Installation

- 16.1. Containers will be delivered and installed at the direction of Facilities Services Director, Mike Satterfield, or his designee.
- 16.2. Delivery and installation must be scheduled, at least, 24 hours in advance.
- 16.3. The placement of the containers will be determined prior to the scheduled delivery date.
- 16.4. Facilities Services will inspect the containers upon delivery, and prior to the installation, to ensure that the condition of the container(s) is to the satisfaction of Fayette County Public Schools standards.

17. Quantities

- 17.1. Quantities requested within this solicitation are not guaranteed. Purchase orders will be issued for a specified quantity, as needed, for the term of this solicitation. Fayette County Public Schools anticipates that the minimum requested quantity will be ordered. But, the approval will be determined by the available budget allotment.

18. Term

- 18.1. 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.
- 18.2. 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.
  - 18.2.1. FCPS may notify the awarded bidder in writing thirty (30) days prior to cancellation for non-appropriation.

19. Required Forms

- 19.1. 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](http://www.fcboe.org).
  - 19.1.1. Solicitation Response Form

Conex Containers for Fayette County Public Schools Facilities Services (RFQ 24-015-075)

- 19.1.2. Cost Proposal Sheet
  - 19.1.3. Reference Form
  - 19.1.4. W-9 Form
- 19.2. 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.
- 19.3. This request for quote, any addenda, and the awarded quote will be incorporated into any resulting contract and/or purchase order.



## Cost Proposal Sheet

40 Foot Conex Container Specifications and Pricing:

New or Like New Condition:      New      or      Like New Condition

Dimensions: 40' x 8' x 8'6":      Yes      or      No

Double Door Opening on one (1) end:      Yes      or      No

14 gauge steel panels with 1 1/8" thick marine-grade-treated plywood flooring:      Yes      or      No

Easy open door handles with optional high-security lock box:      Yes      or      No

Minimum Quantity Requested: **4**

Cost of Conex Container (per unit): \$ \_\_\_\_\_

Delivery Address: Facilities Services, 939 Goza Road, Fayetteville, Georgia 30215

Estimated Delivery Lead Time: \_\_\_\_\_

Total Cost for four (4) Conex Containers: \$ \_\_\_\_\_

(Including shipping, delivery, and installation)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

<b>Respondent Information Form</b>
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Place this form on top of your response.

**Conex Containers for Fayette County Public Schools Facilities Services (RFQ 24-015-075)**

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 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: \_\_\_\_\_

## Reference Form

### Conex Containers for Fayette County Public Schools Facilities Services (RFQ 24-015-075)

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	