



# Fayette County Public Schools

## Purchasing Department

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

Request for Quote No. 24-020-075

Georgia Procurement Registry Event No. PE-65615-NONST-2024-000000015

### Asphalt Parking Lot 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 preparing and installing heavy duty asphalt for a new parking lot at Fayette County Public Schools Facilities Services (new location) building, within the school district. The awarded respondent is responsible for the start and completion of this project.

#### 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, 939 Goza Road, 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	Monday, January 22, 2024
Questions Due	Monday, January 29, 2024
Addenda Issued (if applicable)	Thursday, February 1, 2024
Response Due	Before 10:00AM (EST), Wednesday, February 7, 2024
Anticipated Review Date	Friday, February 9, 2024
Anticipated Purchase Order Date	Friday, February 16, 2024
Anticipated Completion Date	March 2024

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, 939 Goza Road, 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 pricing for a contractor to asphalt a parking lot at the new Facilities Services building. (Located at; 939 Goza Road, Fayetteville, Georgia 30215) The space, located behind the building, will need gravel proof rolled and compacted prior to the installation of the heavy duty asphalt. Contractor will be responsible for providing all materials, equipment, and labor to complete this project. Contractor will also be responsible for the stripping of the newly installed parking lot. Stripping layout must be approved by Mike Satterfield, Director of Facilities Services, prior to.

8. Technical Specifications

- 8.1. Site visit is required to obtain measurements and/or additional information for the project of the proposed area.

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- 8.1.1. Estimated Project Area: 61'W x 500'L (Approximate Square Yards: 3,389)
- 8.1.2. Contact Beria Orr, Facilities Coordinator, to schedule a site visit [orr.robert@fcboe.org](mailto:orr.robert@fcboe.org) or 770-714-4070
- 8.1.3. Site visit location: 939 Goza Road, Fayetteville, Georgia 30215
- 8.2. Asphalt proposed must be heavy duty, as there will be heavy traffic and equipment that will be traveling on the surface.
  - 8.2.1. Minimum Project Requirements
    - 8.2.1.1. 2" Thick Binder
    - 8.2.1.2. 1.5" Topping
- 8.3. Vendor must submit a full description of the proposed project including, but not limited to; thickness of gravel, bottom layer, binder course, and wearing course.
  - 8.3.1. Bid submission must also include the proposed description of preparatory, grading, forming, and stripping specifications.

### **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.

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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 Mike Satterfield, Director of Facilities Services, 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).

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- 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:

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- 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. As listed in the technical specifications; contractor/vendor is responsible for providing installation specifications with their bid submission.
17. Quantities
- 17.1. Projects listed within this RFQ (Request For Quote) are not guaranteed. Purchase orders will be issued for projects approved by the Fayette County Board of Education and within the project budget allotment.
18. Term
- 18.1. The term of this RFQ and resulting agreement is from the date of resulting award issuance until June 30, 2024, with no option to renew.
  - 18.2. 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.
  - 18.3. 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.

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- 18.3.1. 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
  - 19.1.2. Reference Form
  - 19.1.3. Cost Proposal Sheet
- 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

Parking Lot Measurements: \_\_\_\_\_

Cost for Completed Asphalt Parking Lot: \$ \_\_\_\_\_

(Including all materials, labor, preparatory, paving, finishing, stripping, etc)

\_\_\_\_\_

Company Name

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

## Reference Form

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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	

## Respondent Information Form

Place this form on top of your response.

### Asphalt Parking Lot for Fayette County Public Schools Facilities Services (RFQ 24-020-075)

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: \_\_\_\_\_