



# Fayette County Public Schools

## Purchasing Department

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

Request for Quote No. 24-023-007

Georgia Procurement Registry Event No. PE-65615-NONST-2024-000000016

## Auditorium Curtains for Starr's Mill High School

### 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, delivering, and installing auditorium curtains at Starr's Mill High School, within the school district. The most responsive and responsible respondent will provide installation and demonstration upon delivery to the 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, 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	Tuesday, January 30, 2024
Questions Due	Wednesday, February 14, 2024
Addenda Issued (if applicable)	Friday, February 16, 2024
Response Due	Before 10:00AM (EST), Monday, February 26, 2024
Anticipated Review Date	Early March 2024
Anticipated Purchase Order Date	Early March 2024
Anticipated Completion Date	May 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 replace the auditorium curtains at Starr's Mill High School. (Located at 193 Panther Path, Fayetteville, Georgia 30215) The existing curtains in the auditorium are in need of immediate replacement. Contractor will be responsible for providing all materials, equipment, delivery/shipping, installation, and labor required to complete this project. This project is turnkey and must be completed to the satisfaction of Starr's Mill High Schools administration.
- 7.2. Site Visits:
  - 7.2.1. Site visits can be scheduled with Brenda Adams, Bookkeeper at Starr's Mill High School, via email [adams.brenda@fcboe.org](mailto:adams.brenda@fcboe.org) or by calling 770-486-2710. Site visits are needed to confirm provided measurements

and determine the final quantity of materials needed to complete this project.

- 7.2.2. Site visits are required as part of the bid process. If you are unable to attend a visit for this project, your bid submission will be rejected.

8. Technical Specifications

- 8.1. The following items will be required, at minimum, for this project;

- 8.1.1. Valdosta 14/15: Color black sewn at 50% fullness

- 8.1.1.1. Qty 1

- 8.1.2. Drapes: Border (3'H x 66'W with webbing, grommets, and ties)

- 8.1.2.1. 12" OC at top, 2" side hems, 6" bottom hem with weight tape

- 8.1.2.2. Qty 4

- 8.1.3. Drapes: Leg (13'9"H x 7'W with webbing, grommets, and ties)

- 8.1.3.1. 12" OC at top, 2" side hems, 6" bottom hem with weight tape

- 8.1.3.2. Qty 8

- 8.1.4. Drapes: Traveler Mid and Rear (Pair Measurement: 13'9"H x 36'W times 2 with webbing, grommets, and ties)

- 8.1.4.1. 12" OC at top, 12" On-Stg hem, 2" side hems, 6" bottom hem with weight tape

- 8.1.4.2. Qty 2 Pair (Total of 4 panels)

- 8.1.5. Hardware: Border Battens

- 8.1.5.1. 1.5" Schedule 40 Pipe - Black

- 8.1.5.1.1. Four 20' sections per batten, 68' each batten (finished), 12 points each batten

- 8.1.6. Hardware: Standard Hanging Assembly

- 8.1.6.1. Requisite hardware, parts and/or equipment necessary to install rigging points and hang pipe battens.

8.1.7. Hardware: 1.5" Schedule 40 pipe splices (3 per batten)

8.1.7.1. Required for pipe batten installation and attachment

### **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, if applicable.
- 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 Allen Leonard, Principal of Starr's Mill High School, or their designee.

12. Quote Evaluations

- 12.1. According to the Fayette County Board of Education policy, DJE "lowest price alone will not be the sole determining criteria in the selection process".
- 12.2. 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.
- 12.3. 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.

13. Delivery

- 13.1. Delivery is expected on or about the date requested ARO.
- 13.2. Freight is FOB destination, freight prepaid (allowed).
- 13.3. The respondent must contact the end-user listed on purchase orders at least 24 hours before delivery to confirm the delivery date and time.
- 13.4. FCPS standard hours of operation are 7:30 AM to 3:30 PM (EST), Monday through Friday, except for school holidays.
- 13.5. The delivery location does have a loading dock; therefore, all deliveries must be as defined in the solicitation, any resulting purchase order, or resulting contract.
  - 13.5.1. 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.
  - 13.5.2. 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.
- 13.6. 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.
- 13.7. Failure to deliver per the response could result in the awarded respondent being declared in default.

- 13.8. The awarded respondent shall be responsible for the delivery of items in good condition at the point of destination.
- 13.9. Respondent shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices.
- 13.10. 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.
- 14. Cost Escalation/Price Change
  - 14.1. 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:
  - 14.2. All price increases must be based upon product cost ONLY, and documentation of the price increase is required.
  - 14.3. 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.
  - 14.4. The awarded respondent must provide the FCPS Purchasing Department written notification at a minimum of 30 days before a price escalation change.
  - 14.5. Single changes of no more than 10% are allowed. There are exceptions only when market conditions dictate a revised escalator for a particular commodity.
  - 14.6. 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.
- 15. Installation
  - 15.1. Installation must include, but not be limited to:
    - 15.1.1. Contractor must provide their own lift (or rental) to complete the installation
    - 15.1.2. Drop existing curtains
    - 15.1.3. Install rigging points
    - 15.1.4. Install/hang pipe battens

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- 15.1.5. Hang all new curtains
- 15.1.6. Test run travelers
- 15.1.7. Existing curtain disposal
- 15.1.8. Materials, travel, and labor

### 16. Quantities

- 1.1. 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.

### 17. Term

- 17.1. 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.
- 17.2. 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.
  - 17.2.1. FCPS may notify the awarded bidder in writing thirty (30) days prior to cancellation for non-appropriation.

### 18. Required Forms

- 18.1. 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).
  - 18.1.1. Solicitation Response Form
  - 18.1.2. Reference Form
  - 18.1.3. Cost Proposal Sheet
  - 18.1.4. Itemized Quote
  - 18.1.5. Additional forms will be required at the time of the award (EVerify Documentation, Certificate of Insurance, W-9, etc.) and must meet the standards set forth by the Fayette County Public Schools.



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- 18.2. 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.
- 18.3. This request for quote, any addenda, and the awarded quote will be incorporated into any resulting contract and/or purchase order.

## Cost Proposal

*Contractor must provide an itemized quote with their bid cost proposal sheet. The quote must include a complete project breakdown (parts, materials, quantities, shipping/freight, delivery, labor, installation, installation equipment, etc.)*

Total Cost of Project (Including parts, materials, shipping/freight, delivery, labor, installation, equipment, etc.):

\$ \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

## Respondent Information Form

Place this form on top of your response.

### Auditorium Curtains for Starr's Mill High School (RFQ 24-023-007)

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

### Auditorium Curtains for Starr's Mill High School (RFQ 24-023-007)

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	