



Fayette County Public Schools

Purchasing Department

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

Request for Quote No. 24-030-075

Georgia Procurement Registry Event No. PE-65615-NONST-2024-000000023

Black 3M Floor Pads for Fayette County Public Schools

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 black 3M floor pads to multiple locations within the school district. The most responsive and responsible respondent may 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, 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.
2. Schedule of Events
 - 2.1. RFP Released: Monday, March 11, 2024
 - 2.2. Respondent Questions Due: Friday, March 15, 2024
 - 2.3. Addenda Issued (if applicable): Tuesday, March 19, 2024
 - 2.4. Respondent Proposals Due: Before 10:00AM (EST), Friday, March 22, 2024

2.5. Anticipated Project Start: May 2024

3. Respondent Registration

3.1. Respondents are encouraged to register with the issuing agent, Jamie Marrero, by sending an email to 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.

4. Project Documents and Forms

4.1. 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.

5. Response Delivery

5.1. Responses may be submitted electronically, by mail, or hand-delivered to Facilities Services, 939 Goza Road, Fayetteville, Georgia 30215, Attention: Purchasing Department.

5.2. Quote openings will occur at the date and time specified at the address above.

5.2.1. No faxed or telephone responses will be accepted or considered.

5.3. Responses may be emailed to the issuing agent if meeting the following guidelines:

5.3.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred)

5.3.2. All response documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.

6. Attachments

6.1. Any specification listed with “Must Include Attachment” should include a document within the response conforming to standards set forth.

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- 6.2. All attachments must be marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.

7. Response Format Requirements

- 7.1. 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.
- 7.2. All pages should be numbered and contain page headings or footers with the respondent's name and the solicitation title and number.
- 7.3. Multiple Response from the Same Respondent
 - 7.3.1. Respondents may submit more than one response when offering multiple alternatives.
 - 7.3.2. Responses must be separate and each should conform to all terms and conditions within the solicitation.
 - 7.3.3. Responses must be labeled separately to easily identify differing responses from the same respondent.

Section B: Scope of Work and Specifications

8. Scope of Work

- 8.1. Fayette County School District (FCSD) invites you to participate in a request for quote (RFQ). The purpose and intent of this request for quote is to secure firm pricing to provide and deliver black 3M floor pads, as outlined in this solicitation, to multiple locations within the Fayette County School District. This solicitation is brand specific and no alternatives will be considered.

9. Technical Specifications

- 9.1. 3M Black High Productivity Floor Pad 7300 (See attached manufacturer specification sheet)
 - 9.1.1. Shape: Round
 - 9.1.2. Diameter: 20 inches

- 9.1.3. Thickness: ½ inch nominal
- 9.1.4. Fiber Type: Nylon
- 9.1.5. Aggressiveness: 3.2
- 9.1.6. Grade: Extra Course
- 9.1.7. Case Size: 5 Pads per Case

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. 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

10. Quote Opening

- 10.1. 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.
- 10.2. Quote openings are open to the public.
- 10.3. Quotes must be marked with the RFQ number.
- 10.4. Electronically delivered quotes will utilize the timestamp generated on the email.
- 10.5. Quotes must conform to the guidelines listed herein.
- 10.6. Quotes received late will be marked “non-responsive” and may not be considered at the sole discretion of the FCPS Purchasing Department.

11. Questions

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

12. Award Oversight

12.1. The awarded respondent will report to Harold Sullivan, Facilities Supervisor, or their designee.

13. Cooperative Purchasing

13.1. 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.

14. Quote Evaluations

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

14.2. 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.

14.3. 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.

15. Delivery

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

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

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

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

15.5. 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.

15.5.1. 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.

- 15.5.2. 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.
- 15.6. 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.
- 15.7. Failure to deliver per the response could result in the awarded respondent being declared in default.
- 15.8. The awarded respondent shall be responsible for the delivery of items in good condition at the point of destination.
- 15.9. Respondent shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices.
- 15.10. 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.
16. Cost Escalation/Price Change
 - 16.1. 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:
 - 16.2. All price increases must be based upon product cost ONLY, and documentation of the price increase is required.
 - 16.3. 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.
 - 16.4. The awarded respondent must provide the FCPS Purchasing Department written notification at a minimum of 30 days before a price escalation change.
 - 16.5. Single changes of no more than 10% are allowed. There are exceptions only when market conditions dictate a revised escalator for a particular commodity.

16.6. 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.

17. Quantities

18. Quantities listed within this solicitation are the projected needs for the current project. Purchase orders will be issued based on the budget allotment. No specific quantities will be guaranteed with the solicitation award.

19. Term

19.1. 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.

19.2. 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.

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

20. Required Forms

20.1. 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.

20.1.1. Solicitation Response Form

20.1.2. Reference Form

20.1.3. Cost Proposal

20.1.4. Completed W-9 Form

20.2. 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.

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

Cost Proposal

Unit is equivalent to one case (5 pads per case)

Location	Qty	Unit Cost	Extended Cost
Bennetts Mill Elementary	15	\$	\$
Braelinn Elementary	10	\$	\$
Cleveland Elementary	10	\$	\$
COI - Peachtree Parkway	15	\$	\$
Crabapple Lane Elementary	10	\$	\$
Fayette County High	20	\$	\$
Fayette Life Academy	15	\$	\$
Fayetteville Elementary	10	\$	\$
Flat Rock Elementary	15	\$	\$
Huddleston Elementary	10	\$	\$
Inman Elementary	10	\$	\$
J.C. Booth Middle	15	\$	\$
Kedron Elementary	10	\$	\$
Lafayette Educational Center	10	\$	\$
McIntosh High	20	\$	\$
North Fayette Elementary	10	\$	\$
Oak Grove Elementary	10	\$	\$
Peachtree City Elementary	10	\$	\$
Peeples Elementary	10	\$	\$
Rising Star Middle	15	\$	\$
Robert J. Burch Elementary	10	\$	\$
Sandy Creek High	20	\$	\$
Sara Harp Elementary	10	\$	\$
Spring Hill Elementary	10	\$	\$
Starr's Mill High	20	\$	\$
Whitewater High	20	\$	\$
Whitewater Middle	15	\$	\$

Cost Proposal (Cont.)

Option 1: Shipping/Delivery Cost: \$ _____/per location

These shipping costs will include the delivery of the above listed quantities to each location. See Appendix 1 for address for each location. If there is no standard delivery charge, you must provide an attachment indicating the delivery fee for each location per the quantities listed.

Option 2: Shipping/Delivery Cost: \$ _____

This shipping cost will include the delivery of all quantities listed above to one location (939 Goza Road, Fayetteville, Georgia 30215)

Total Project Cost with Option 2 Shipping Method (Including all materials and delivery):

\$ _____

Company Name

Date

Printed Name

Signature

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Appendix A: Delivery Locations

Please initial each location confirming you understand the needs of each location and that you are able to fulfill these requirements.

- ___ 1. Braelinn Elementary School
 - 1.1. 975 Robinson Road, Peachtree City, Georgia 30269
- ___ 2. Bennett's Mill Middle School
 - 2.1. 210 Lester Road, Fayetteville, Georgia 30215
- ___ 3. Cleveland Elementary School
 - 3.1. 190 Lester Road, Fayetteville, Georgia 30214
- ___ 4. Crabapple Lane Elementary School
 - 4.1. 450 Crabapple Lane, Peachtree City, Georgia 30269
- ___ 5. Center of Innovations
 - 5.1. 250 Peachtree Parkway, Peachtree City, Georgia 30269
- ___ 6. Fayette County High School
 - 6.1. 1 Tiger Trail, Fayetteville, Georgia 30214
- ___ 7. Fayette Elementary School
 - 7.1. 490 Hood Avenue, Fayetteville, Georgia 30214
- ___ 8. Fayette Life Academy
 - 8.1. 450 Grady Avenue, Fayetteville, Georgia 30214
- ___ 9. Flat Rock Middle School
 - 9.1. 325 Jenkins Road, Tyrone, Georgia 30290
- ___ 10. Huddleston Elementary School
 - 10.1. 200 McIntosh Trail, Peachtree City, Georgia 30269
- ___ 11. Inman Elementary School
 - 11.1. 667 Inman Road, Fayetteville, Georgia 30214
- ___ 12. JC Booth Middle School
 - 12.1. 250 Stagecoach Road, Peachtree City, Georgia 30269
- ___ 13. Kedron Elementary School
 - 13.1. 200 Kedron Drive, Peachtree City, Georgia 30269
- ___ 14. LaFayette Educational Center
 - 14.1. 205 LaFayette Avenue, Fayetteville, Georgia 30214
- ___ 15. McIntosh High School
 - 15.1. 201 Walt Banks Road, Peachtree City, Georgia 30269
- ___ 16. North Fayette Elementary School
 - 16.1. 609 Kenwood Road, Fayetteville, Georgia 30214
- ___ 17. Oak Grove Elementary School
 - 17.1. 101 Crosstown Road, Peachtree City, Georgia 30269
- ___ 18. Peachtree City Elementary School
 - 18.1. 201 Wisdom Road, Peachtree City, Georgia 30269
- ___ 19. Peeples Elementary School
 - 19.1. 153 Panther Path, Fayetteville, Georgia 30215

- ___20. Robert J Burch Elementary School
 - 20.1. 330 Jenkins Road, Tyrone, Georgia 30290
- ___21. Sandy Creek High School
 - 21.1. 360 Jenkins Road, Tyrone, Georgia 30290
- ___22. Sara Harp Minter Elementary School
 - 22.1. 1650 Highway 85 South, Fayetteville, Georgia 30215
- ___23. Spring Hill Elementary School
 - 23.1. 100 Bradford Square, Fayetteville, Georgia 30214
- ___24. Starr's Mill High School
 - 24.1. 193 Panther Path, Fayetteville, Georgia 30215
- ___25. Whitewater Middle School
 - 25.1. 1533 Highway 85 South, Fayetteville, Georgia 30215
- ___26. Whitewater High School
 - 26.1. 100 Wildcat Way, Fayetteville, Georgia 30215

By signature below respondent verifies that their proposal has met all specifications listed above as a minimum standard. Respondent also verifies that their response includes the requested information above such as manufacturer names, diagrams, capacities, weights, restrictions, or limits.

If proposing an alternative to any specification, the respondent must include a detailed description including the manufacturer's information and specification sheets. Failure to do so may result in an evaluation score reduction or rejection of the response.

Signature

Printed Name

Respondent Information Form

Place this form on top of your response.

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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

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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	