

Golf Cart for Whitewater High School

Request for Quotes No. 25-026-009

Georgia Procurement Registry Event No. PE-65615-NONST-2025-000000075



NOTICE TO VENDORS

Brief Description of NEED: Whitewater High School is seeking firm pricing for a new golf cart for on campus use.

Service Location(s): Whitewater High School (100 Wildcat Way, Fayetteville, Georgia 30215)

Complete solicitation documents may be obtained at www.fcboe.org. FCPS is not responsible for respondents and/or subcontractors not obtaining the information provided through the full set of contract documents.

Responses must be submitted via email, mail/parcel delivery, or hand delivery to the Fayette County Public Schools offices located at Facilities Services and directed to Jamie Marrero, Purchasing Associate. Envelopes should be sealed and marked conspicuously on the front with the solicitation name and number above.

SUBMISSION - BY HAND, MAIL OR COMMON COURIER

Fayette County Public Schools
ATTN: Jamie Marrero, Purchasing Department
Facilities Services
939 Goza Road, Fayetteville, GA 30215

SUBMISSION - BY EMAIL to: marrero.jamie@fcboe.org

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 new golf cart to Whitewater High School, within the school district. The most responsive and responsible respondent will provide installation and demonstration upon delivery, when applicable.

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, GA, 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

- 1.1. RFP Released: Friday, May 16, 2025
- 1.2. Respondent Questions Due: Monday, May 26, 2025
- 1.3. Addenda Issued (if applicable): Wednesday, May 28, 2025
- 1.4. Respondent Proposals Due: Before 10:00AM (EST), Friday, May 30, 2025
- 1.5. Anticipated Project Start: June 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 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. The purpose of this Request for Quotation is to secure firm pricing to provide and deliver a new golf cart to Whitewater High School, as specified within this solicitation. The golf cart will be used on campus, by parking lot security, and does not require towing capabilities.

8. Technical Specifications

- 8.1. Golf Cart Condition: New (2023-2025)
- 8.2. Preferred Color: White
- 8.3. Windshield: Acrylic
- 8.4. Total Number of Seats: 4 (2 Front Facing and 2 Rear Facing)
- 8.5. Batteries: Lithium (Minimum 6 Hours Runtime) Minimum 1 Year Warranty
- 8.6. Required Number of Keys: 2
- 8.7. Warranty: Minimum of 1 Year (Bumper to Bumper)
- 8.8. Deductive Alternative: New Golf Cart Rain Cover

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

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 Jason Barnes, Whitewater High School Athletic Director, 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/Delivery

- 16.1. Golf Cart must be delivered to Whitewater High School at the direction of the Athletic Director, Jason Barnes.
- 16.2. Delivery inspection must be completed on site prior to Whitewater High School taking possession to ensure equipment condition is satisfactory.

17. Quantities

- 17.1. Projects listed within this solicitation are not guaranteed to be purchased. Purchase orders will be issued, as needed, for the term of this solicitation. Whitewater High School (a subsidiary of Fayette County School District) anticipates that this project/purchase will be completed. 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, 2025, 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.
 - 19.1.1. Solicitation Response Form
 - 19.1.2. Cost Proposal
 - 19.1.3. Reference Form

- 19.1.4. New Vendor Form
- 19.1.5. Completed 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

Proposed Golf Cart Specifications

Year:	
Make:	
Model:	
Color:	
Windshield Included:	Yes or No
Lithium Batteries Included:	Yes or No
Battery Warranty: (Years)	1 2 3 4 5
Golf Cart Warranty: (Years)	1 2 3 4 5
Golf Cart Warranty Coverage:	Bumper to Bumper Frame Only

Total Cost for Golf Cart (Including Delivery & Inspection): \$_____

(Deductive Alternative) New Golf Cart Rain Cover Cost: \$_____

Company Name

Date

Signature

Printed Name

Solicitation Response Form

RFQ 25-026-009: Golf Cart for Whitewater High School

Place this form on top of your response.

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: _____

FCPS Purchasing Department Reference Form
[Golf Cart of Whitewater High School \(RFQ 25-026-009\)](#)

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	



Fayette County Public Schools New Vendor Information Form

All new vendors must complete the following information form in order to be considered for Fayette County Public Schools. This form should be returned to Windee Padilla (padilla.windee@fcboe.org) along with the requested supporting documentation listed below.

- Vendors must submit a complete and valid W-9 Form (IRS Website)
- If performing a physical service on school property vendor must provide the following:
 - Completed E-Verify Documentation (found on www.fcboe.org)
 - Valid Certificate of Insurance Coverage naming Fayette County Public Schools as an additional insured party.
- If working directly with students, unsupervised by school staff, the vendor must complete a background check process with Human Resources and provide verification of such before being added as a vendor.

Company Name:	
Main Address:	
Remit to Address:	
Email for PO Delivery:	
Type of Service/Goods:	

Representative Contact Information

Contact Name:	
Title:	
Office Phone:	
Text/Mobile:	
Direct Email:	
Fax Number:	

Please list any applicable NIGP Commodity Codes for your business below:

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****If using this form to process a one-time pay vendor you may omit those areas above that are not relevant.****