



# Fayette County Public Schools

## Purchasing Department

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

Request for Quote No. 24-040-075

Georgia Procurement Registry Event No. PE-65615-NONST-2024-000000029

### **Student Desks, Teacher Desks, and Chairs for Fayette County Public Schools (RFQ 24-040-075)**

#### **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 student desks, teacher desks, and seating to multiple locations 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, 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. Respondent Registration**

- 1.1. 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.

2. Schedule of Events

- 2.1. RFP Released: Friday, April 19, 2024
- 2.2. Respondent Questions Due: Wednesday, April 24, 2024
- 2.3. Addenda Issued (if applicable): Thursday, April 25, 2024
- 2.4. Respondent Proposals Due: Before 10:00AM (EST), Tuesday, April 30, 2024
- 2.5. Anticipated Project Start: Summer 2024

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 firm pricing for providing, delivering, and installing student desks, teacher desks, and seating (as outlined in this solicitation). These proposed items are being purchased to furnish new additions at Inman Elementary and Kedron Elementary. Additional purchases of these proposed items could be made through the duration of this solicitation's term. The respondent will be responsible for the materials, shipping, delivery, labor, and installation for this project. This project must be completed by the start of the new school year (Monday, August 5, 2024). Respondent must provide a detailed timeline (including the estimated delivery date to project completion), as well as all other documents and required forms.

8. Technical Specifications

- 8.1. Student Desk Option 1 (Estimated Quantity: 336)
  - 8.1.1. Shape: Trapezoid

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- 8.1.2. Dimensions: Approximately 20" x 32" x 5/8"
- 8.1.3. Desktop Material/Color: Solid Plastic/Grey
- 8.1.4. Frame: Approximately 1" 12 Gauge Steel Frame
- 8.1.5. Frame Color: Titanium/Platinum (Painted)
- 8.1.6. Adjustable Legs from 12" to 30" inches (16 Gauge Steel)
- 8.1.7. Leg Color: Chrome or Titanium/Platinum (Painted)
- 8.1.8. Glide: Rubber Cushioned with adjustable height for ease of leveling
- 8.1.9. Book Box Installed
- 8.2. Student Desk Option 2 (Estimated Quantity: 336)
  - 8.2.1. Shape: Rectangular
  - 8.2.2. Dimensions: 19" x 26" x 5/8"
  - 8.2.3. Desktop Material/Color: Solid Plastic/Grey
  - 8.2.4. Frame: Approximately 1" 12 Gauge Steel Frame
  - 8.2.5. Frame Color: Titanium/Platinum (Painted)
  - 8.2.6. Adjustable Legs from 12" to 30" inches (16 Gauge Steel)
  - 8.2.7. Leg Color: Chrome or Titanium/Platinum (Painted)
  - 8.2.8. Glide: Rubber Cushioned with adjustable height for ease of leveling
  - 8.2.9. Book Box Installed
- 8.3. Student Chair (Estimated Quantity: 336)
  - 8.3.1. Type: One Piece Shell with Heavy Duty Reinforced Structural Ribs (Stackable)
  - 8.3.2. Material: High Density Polypropylene
  - 8.3.3. Chair Height: 18"
  - 8.3.4. Frame: Minimum 18-Gauge 1" Steel
  - 8.3.5. Frame Color: Titanium/Platinum (Painted)
  - 8.3.6. Each leg set (front to back) is made of one tube running side to side
  - 8.3.7. Seat Mount: Legs must be mounted to the seat with a 14-gauge steel bracket, at minimum
  - 8.3.8. Glide: Swivel Self Leveling
- 8.4. Teacher Desks (Estimated Quantity: 12)
  - 8.4.1. Desk Dimensions: Approximately 60"Wx30"Dx29-1/2"H
  - 8.4.2. Description: Double Pedestal with 3/2 Rectangular Top
  - 8.4.3. Material: Laminate
  - 8.4.4. Must include wood desk drawer (installed)
- 8.5. Teacher Chairs (Estimated Quantity: 12)
  - 8.5.1. Description: High Back Executive 360 Swivel Caster Chair
  - 8.5.2. Material: Upholstery

### 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 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).
- 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.

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- 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. Installation must be scheduled with Mike Satterfield, Director of Facilities Services, and with the school administrator.
  - 16.2. Installation Locations;
    - 16.2.1. Inman Elementary School: 677 Inman Road, Fayetteville, Georgia 30215
    - 16.2.2. Kedron Elementary School: 200 Kedron Drive, Peachtree City, Georgia 30269
  - 16.3. Installation must be completed prior to the start of the new school year, Monday, August 5, 2024.

17. Quantities

17.1. Projects listed within this solicitation are not guaranteed. Quantities listed are an estimate, the total quantity ordered could be more or less. Purchase orders and/or contracts will be issued for specific projects, as needed, for the term of this solicitation. The Fayette County School District anticipates that this project 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 June 30, 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](http://www.fcboe.org).

19.1.1. Respondent Information Form

19.1.2. Reference Form

19.1.3. Business Capability Form

19.1.4. Cost Proposal

19.1.5. Manufacturer Product Data Sheets

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

**Inman Elementary School**

Item	Unit Cost	Estimated Quantity	Extended Quantity
Student Desk (Opt 1)	\$	168	\$
Student Chair	\$	168	\$
Teacher Desk	\$	6	\$
Teacher Chair	\$	6	\$

Total Estimated Project Cost (including delivery and installation): \$ \_\_\_\_\_

**Kedron Elementary School**

Item	Unit Cost	Estimated Quantity	Extended Quantity
Student Desk (Opt 1)	\$	168	\$
Student Chair	\$	168	\$
Teacher Desk	\$	6	\$
Teacher Chair	\$	6	\$

Total Estimated Project Cost (including delivery and installation): \$ \_\_\_\_\_

**Total Estimated Cost of Project Combined (with option 1): \$ \_\_\_\_\_**

### Cost Proposal (Continued)

**Inman Elementary School**

Item	Unit Cost	Estimated Quantity	Extended Quantity
Student Desk (Opt 2)	\$	168	\$
Student Chair	\$	168	\$
Teacher Desk	\$	6	\$
Teacher Chair	\$	6	\$

Total Estimated Project Cost (including delivery and installation): \$ \_\_\_\_\_

**Kedron Elementary School**

Item	Unit Cost	Estimated Quantity	Extended Quantity
Student Desk (Opt 2)	\$	168	\$
Student Chair	\$	168	\$
Teacher Desk	\$	6	\$
Teacher Chair	\$	6	\$

Total Estimated Project Cost (including delivery and installation): \$ \_\_\_\_\_

**Total Estimated Cost of Project Combined (with option 2): \$ \_\_\_\_\_**

**Cost Proposal (Continued)**  
Proposed Items: Additional Information

Student Desk Option 1 Manufacturer: \_\_\_\_\_

Student Desk Option 1 Model: \_\_\_\_\_

Manufacturer Product Data Sheet Included: Yes or No

Student Desk Option 2 Manufacturer: \_\_\_\_\_

Student Desk Option 2 Model: \_\_\_\_\_

Manufacturer Product Data Sheet Included: Yes or No

Student Chair Manufacturer: \_\_\_\_\_

Student Chair Model: \_\_\_\_\_

Manufacturer Product Data Sheet Included: Yes or No

Teacher Desk Manufacturer: \_\_\_\_\_

Teacher Desk Model: \_\_\_\_\_

Manufacturer Product Data Sheet Included: Yes or No

Teacher Chair Manufacturer: \_\_\_\_\_

Teacher Chair Model: \_\_\_\_\_

Manufacturer Product Data Sheet Included: Yes or No

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
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: \_\_\_\_\_

## **Business Capability and Respondent Qualification Questionnaire**

Please answer all questions fully. Additional pages for responses must be clearly marked to identify the respondent's name and solicitation number.

- 1) How long has your company been in business?
- 2) What was your annual gross revenue in 2023?
- 3) Please indicate current contracts in hand similar to the scope of this project and attach a separate document indicating the name, telephone, and email of each owner/controlling firm; and the status and completion date of each. (Must Include Attachment).
- 4) Does your company have experience in public school services? List all public school projects completed in Georgia since 2015.
- 5) Has your company ever completed a project more than one month behind schedule? If so, please identify the project and explain the circumstances. (If applicable, must include an attachment.)
- 6) Has your company ever failed to complete any work awarded to it? If so, please explain. (If applicable, must include an attachment.)
- 7) Has your company ever defaulted on a contract? If so, please explain. (If applicable, must include an attachment.)
- 8) Please indicate your company's bonding capacity.
- 9) Please indicate your company's insurance carrier.
- 10) Please indicate whether any insurance claim has been made against or by your company in the past seven (7) years, the circumstances surrounding such claims, and the outcome. (If applicable, must include an attachment.)
- 11) Please indicate whether any legal claim, administrative hearings and/or proceedings has been made against your company in the past seven (7) years (including state and federal Department of Labor as well as OSHA), the circumstances surrounding such claims, and the adjudicated outcome. (If applicable, must include an attachment.)
- 12) Please list bank reference:
- 13) Has your company ever had a bankruptcy petition, arbitration demand, or lien filed against it in the previous seven (7) years? If so, please explain. (If applicable, must include an attachment.)
- 14) Has your company, any principal officers, or project managers had any criminal investigations or proceedings brought against them in the previous ten (10) years? If so, please explain. (If applicable, must include an attachment.)
- 15) Please attach a separate list of all employees who will be assigned to work on the project described herein and include any professional licenses or certifications they hold. (Must Include Attachment)

The respondent attests that the information included as attachments and responses are true and accurate as of the date of submission. Respondent also agrees by submission to allow Fayette County Public Schools to review or investigate any response contained herein. Respondent may be required to submit recent financial statements/reports and should indicate any objection herein. Failure to indicate or answer questions may deem the proposal non-responsive.

Notarized

## Reference Form

### Student Desks, Teacher Desks, and Chairs for Fayette County Public Schools (RFQ 24-040-075)

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	