



BIBB COUNTY PUBLIC SCHOOLS

Request for Proposal

RFP # 23-053

RFP TITLE: CUSTODIAL BID ITEMS

RFP Schedule -

Date & Time

RFP Issued	05/04/2023
Pre-proposal Meeting	05/16/2023 9:00 AM, EST
Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 254 112 577 57 Passcode: erD29t Download Teams Join on the web Or call in (audio only) +1 478-239-0720,,367727331# United States, Macon Phone Conference ID: 367 727 331# Find a local number Reset PIN Learn More Meeting options	Teams
Deadline for Questions	05/29/2023
RFP Due Date and Time	06/05/2023 @ 11:00 AM, EST.
Proposals must be received by the due date and time. No late proposals will be accepted.	

Name	Elaine M Wilson - Beverly
E-Mail	Elaine.Wilson@bcsdk12.net ;
<i>Any inquiries or requests regarding clarification of this RFP document shall be submitted to the buyer in writing. Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents.</i>	

RFP Buyer Contact Information

RFP Submittal Location

All Submittals are completed Via BONFIRE:	https://bcsdk12.bonfirehub.com/portal/?tab=openOpportunities . Registration is FREE – A valid account is needed to review the bid opportunity.
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RFP Term

Bibb County Public Schools reserves the right to enter a three (3) year contract with the awarded Offeror(s). One year with three-year renewals if deemed necessary.



The Bibb County School District takes this opportunity to announce that we are requesting bids for **CUSTODIAL SUPPLIES**

All bids will be evaluated as described in the attached document time is of the essence and any bids received after the announced time and date for submittal whether by mail or otherwise, will be rejected.

Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late bids will not be considered.

If you have any questions concerning this bid, please submit them in writing to Elaine M. Wilson, Elaine.wilson@bcsdk12.net.

In addition, all communication relating to this bid solicitation, either before or after the bid opens, must be coordinated through the Purchasing Department to Elaine Wilson, via email ONLY; Elaine.Wilson@bcsdk12.net.

Elaine M. Wilson
Procurement Director



Introduction/Background:

The district is seeking a vendor to provide most of the items listed on the BID Tabulation either as individual pricing or warehouse bulk pricing. This will be the contractor for ALL custodial supplies that are provided here at the district. We also request this vendor to provide shipping and delivery to all 38 schools as the purchase request/order is received from the district. The district has 38 schools and several departments that are within the district address.

B. Invitation:

The procurement office, on behalf of the Bibb County School District would like to extend a formal offer to all-qualified contractors according to the specifications indicated within this RFP. Please review carefully all sections of the RFP along with the Closing Date and Time. All questions pertaining to this RFP should be emailed to the Procurement Director, Elaine M. Wilson, Elaine.wilson@bcsdk12.net. All questions and answers will be posted under the bonfire menu, located on the Bibb County Board of Education webpage. This is a one year with the option of (3) Three Year Renewals.

C. Specifications/Requirements:

The Scope/Purpose

Custodial Bid Items for FY 2023-2024

- This solicitation is a Request for Quotes (RFQ). In using this method for solicitation, we are asking the marketplace for its best effort in seeking a “best value” solution to our requirements. The Offeror proposal(s) will be evaluated by pricing and quality of goods.
 - To be entitled to consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the time constraints stated.
 - Proposals received after the date and time specified will not be considered.
 - The Bibb County School District reserves the right to accept or reject any or all proposals and to waive minor irregularities and technicalities. The judgment of the Bibb County School District on such matters shall be final.
 - From the issue date of the RFQ until the award has been announced, vendors shall not communicate with any Bibb County School District employee, with the except of the name stated within this bid document from the procurement officer, concerning this RFQ or any information herein. The Board reserves the right to reject the bid response of any Offeror violating this prevision.



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- Whenever the terms “shall”, “must”, “will”, or “is required” are used in this RFQ, the item being referred to be a mandatory requirement of this RFQ and failure to meet any mandatory requirement may be cause for rejection of the bid.
- All addendums will be posted on the Bibb County School District website; it is up to the bidder responsibilities to check this site on a regular basis. The board will not be responsible for any information viewed by the bidders.
- Prices quoted shall include all costs and charges to include, but not limited to, purchasing, packing, services described herein and transporting the equipment to specified location(s). Bibb County School District is exempt from state sales tax. All fees shall be included in the bid price. Bidders must bid based on the bid unit listed using Bid Response Form(s) included with this RFX. The Board reserves the right to reject the bid response of any Offeror violating this provision
- SAMPLES: Samples are requested for this bid. Samples shall be provided at no charge to Bibb County School District and will become property of the Bibb County School District, unless return is requested by the bidder in writing in their bid. Return of samples will be at bidder's expense and must be returned or picked up no longer than 30 days after bid closing date. Samples must be received by Bibb County School District no later than the date requested on the first page of this document.
- AWARD: The Bid may be made to one or several bidders.
- BRAND NAME: Bidders are required to indicate the brands and models of merchandise and/or services bid. Unless listed as “brand/model only”, brand names and models listed in specifications are used as a standard of quality and/or clarification of desired product and are meant to be descriptive and not restrictive.
- MARKING: Merchandise in full cases shall have an identification marking on the outside of the case. Packing slip/list shall include the Purchase Order Number or contact name supplied by the Buyer.
- SAFETY: Material Safety Data Sheets shall be provided for all applicable items and must accompany delivery.
- DELIVERY: Various Shipments Directions
- All Bulk Items will be delivered to the centralized warehouse 4580 Cavalier Drive, Macon GA 31204.
- All shipments are requested to be completed within seven (7) Business days of receiving the Purchase Order, unless an item is on back order. This will have to be completed in writing, indicating the PO number, and item stock number on back order.



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We also request that you indicate the expected delivery date, or alternative product is applicable.

1. GENERAL INFORMATION:

- a. The Bibb County School District (hereinafter, "Bibb County Schools" or "BCSD") is requesting vendors to submit bids for items listed within this RFQ.
- b. All communications regarding this solicitation must be with ELAINE WILSON, the assigned Procurement Officer for the BCSD, at www.bcsdk12.net.
- c. All questions or requests for clarification must be sent by email to Elaine.wilson@bcsdk12.net.
- d. By submitting a response to this request, the offeror accepts the responsibility for downloading, reading, and abiding by the terms and conditions set forth in the General Terms and Conditions found on the BCSD web site at: <http://www.bcsdk12.net>
- e. All addendums related to this solicitation will be posted on the BCSD website at <http://www.bcsdk12.net>; Procurement, Outstanding Solicitations. It is the offeror's responsibility to check the BCSD website for any addendums, responses to offeror questions or other communications related to this solicitation.

2. CURRENT SITUATION:

- a. We are establishing agency agreements for our annual custodial bid for FY 2023-2024, one year with the option of renewal as indicated within the scope of service for the Bibb County School District (BCSD).
- b. The Bibb County School District currently contracts with Copaco – for their current contract.

3. SCOPE OF WORK:

- a. The Custodial Department is seeking a vendor to provide Custodial Supplies based off the Supply Addendum to various locations throughout the district.
- b. We have a centralized location for various items as well (All items indicated with an **asterisk (*)** are kept in the warehouse and will be ordered in BULK shipments. However, all other items will be ordered directly from an individual school and sent to the school directly.
- c. All orders should be completed with an APPROVED Purchase Order before shipment is completed.
- d. All orders will have to have an accurate signature for receiving items to be completed.
- e. **FOB Delivery cost should be included in pricing.**
- f. **The Bibb County School District would like free shipping for all orders over \$50.00**

4. Specifications: See Addendum I for all products that we are looking at within this bid.

5. VENDOR REQUIREMENTS

- a. All contractors and vendors desiring to do business with the BCSD and/or to participate on BCSD contracts shall be required to comply with Board policy DJEA, Staff Conflict of Interest. All vendors and contractors doing business with the BCSD shall provide all



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persons with equal opportunity without regard to race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.

Vendors shall not contact BCSD Board members individually for the purpose of soliciting a purchase or contract between the times a request for proposal, Request for qualifications or invitation to bid is formally under development and a recommendation is made by the administration to the Board if applicable. If a vendor violates this prohibition during this time frame, consideration of the vendor for award shall be invalidated.

Evaluation Criteria:

1. Proposal Information:

Submitted as a PDF Document ensure to include the following information.

- Company Information
- References
- Delivery Information
- Warranty Information if applicable
- Employee Information

E. Evaluation:

The contract, if awarded, will be awarded to the responsible bidder. Product quality, service issues and other factors stipulated above must be met to the satisfaction of the Board for a bid to be considered responsive. The Bids will be evaluated with the following Criteria (Pricing, Delivery, Prior Experience.)

Pricing – 150 points

Delivery Schedule – 100 Points

References/Prior Experience – 50 points

F. INTERPRETATION/ADDENDA:

If any questions should arise pertaining to the RFP Documents, the bidders may email the Director of Procurement, Elaine M. Wilson, Elaine.wilson@bcsdk12.net please include the RFP number in the Subject line, in order to guarantee a response to the question submitted. The questions should be received prior to the deadline within the **TENTATIVE TIMELINE**.

G. ADDITIONAL INFORMATION:

We have provided documentation to be reviewed for these appraisals we asked that if you have any other questions, or concerns. Please mail the Procurement Office, utilizing the email



Elaine.Wilson@bcsdk12.net, please make sure you put your bid number in the subject line, and your questions will be addressed in a timely manner.

H. "Responsive" Bidder Criteria

- Capability of providing report as indicated
- Warranties /Guarantees
- Ability to meet specifications/bid documents as indicated.
- Service and Support Capability
- Documented licensed as required by the State of Georgia
- Applicable Bond Information as needed
- Responsible Award Amount for the Bibb County School District

I. Cancellation/Default of Contract

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

J. Indemnity Provisions

6. Indemnification.

- a. Bibb shall not be liable for any injuries incurred by the Contractor or any of its employees or agents during the performance of Contractor's duties as outlined in this Agreement. The Contractor agrees to indemnify, hold harmless and defend BIBB, its officers, agents and employees from any and against all claims, liabilities, damages, losses, judgments, charges, expenses (including attorney fees) and/or causes of action out of any alleged negligence or misconduct of the Contractor and for which Bibb County School District; The Bibb Board of Education, its agents, servants or employees are alleged to be liable.
- b. The Contractor further agrees to indemnify, hold harmless and defend the Board, BCSD, its agents, servants and employees from and against any claim, demand, liability, loss, charges, expenses (including attorney fees) and/or causes of action of whatever kind or nature arising out of any conduct or misconduct of the Contractor not included in the paragraph above and for which the Board, its agents, servants or employees are alleged to be liable.
- c. The Contractor further agrees that its agreement to indemnify and hold harmless the BCSD, its officers, agents and employees shall not be limited to the limits of any insurance that may be required under this Agreement. Nothing contained herein is intended to be a waiver in any respect whatsoever of the Board's right to assert under any circumstances whatsoever its claims of governmental and/or official immunity from any liability or damages asserted against it by any natural

person or entities created by law. This paragraph represents the entire agreement between the parties regarding indemnification and replaces any other references to indemnification in contract documents.

- d. **Organization, Licenses, and Regulations;** The Contractor must be organized under the laws of the State of Georgia, or otherwise registered to do business in the State of Georgia pursuant to O.C.G.A § 14-2-1501. BCSD may require the Contractor to furnish a copy of documents evidencing such registration prior to or subsequent to the execution of a contract. The Contractor's failure to provide such documents upon demand by BCSD will constitute grounds for a determination that the Contractor's proposal is "non-responsive" and Contract will be deemed null and void. The Contractor shall secure and keep in full force and effect during the term of this Agreement, without additional cost to the BCSD, all business licenses and permits required for the Contractor's performance of the Services contemplated herein. The Contractor shall keep all records, give all notices, and provide all certificates or other assurances and otherwise comply with all applicable Federal, State and local laws, rules, and regulations applicable to an organization engaged in the Contractor's business including but not limited to, those bearing upon labor standards or practices, non-discrimination, equal employment opportunity and the like. **Obligation to Perform.** The Contractor shall continue to perform notwithstanding all disputes or disagreements with the BCSD. No work shall be delayed or postponed pending resolution of any disputes or disagreements, except as the Contractor and BCSD may otherwise agree to in writing

K. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting bid proposals. Failure to do so will be at the bidder's own risk. The bidder may withdraw a bid prior to the bid opening date and time by requesting to do so in writing.

L. Standards of Acceptance of Bid Proposal for Contract Award

The Board reserve the right to reject all bids and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a bid of any bidder as being unresponsive when such bidder cannot document its ability to deliver requested services or when investigation shows it is not able to perform the contract.

M. Compliance with Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract



document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

I. PRICING

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date.

II. BCSD NONDISCRIMINATION

The contractor, by the submission of a proposal or the acceptance of a contract, does agree that he will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take appropriate action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and training. In the event of the contractor's noncompliance with the nondiscrimination policy of the BCSD, any contract or purchase order may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible to transact further.

III. UTILIZATION OF MINORITY AND SMALL BUSINESS ENTERPRISES AND LOCAL AND MINORITY LABORERS

Minority and Small Business Subcontractors. The Owner has adopted a policy indicating its desire to increase the opportunity for participation by minority business enterprises and small business concerns in all its construction projects. The Contractor acknowledges this policy and agrees that it will actively solicit and encourage bids from qualified subcontractors identified by the Minority Assistance Corporation or other agencies as minority business enterprises. The Contractor shall also actively encourage and solicit bids from subcontractors who qualify as small business concerns.

Utilization of Minority and Local Labor. It is the policy of the Owner that the contractor and all subcontractors shall, consistent with efficient contract performance, utilize to the maximum extent possible minority and local laborers and mechanics as on-site employees. The Contractor acknowledges this policy and agrees that the on-site labor force of contractors and all subcontractors shall include a meaningful representation of skilled and unskilled local and minority laborers and mechanics, consistent with the efficient performance of this contract. Meaningful representation for minorities means the employment of minority laborers and mechanics in at least the same proportion that minorities are represented in a discrete construction skill or craft in Bibb County and all adjacent counties, provided such individuals are available at the time of need. Meaningful representation of local laborers and mechanics means that at least 75% of the on-site work force of contractor and all subcontractors, taken as a whole, shall reside in



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the Bibb County and surrounding counties, provided such individuals are available at the time of need.

IV. DRUG-FREE WORKPLACE

By submission of a proposal, the Offeror certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. The Offeror also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. 50-24-3 may cause suspension, termination of contract, or debarment of such Offeror.

V. CERTIFICATION OF NONCOLLUSION

By submitting a proposal the Offeror certifies: "that this proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

VI. IMMIGRATION REFORM AND CONTROL ACT

Offerors must abide by all federally mandated laws enforced by United States Department of Homeland Security which are established to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

VII. AUTHORIZED OFFICIAL

It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the Offeror.

VIII. SOLICITATION TERMINATION

In any event in which this solicitation is terminated or cancelled, in whole or in part, or all proposals are rejected, there shall be no liability on the part of BCSD for any costs incurred by Offerors or potential Offerors in relation to the solicitation.

IX. RIGHTS AND REMEDIES

The rights and remedies of BCSD provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

X. BEST AND FINAL OFFER

The district will utilize the final bid as the Best and Final Offeror from each responder.

XI. TYPE AND TERM OF CONTRACT

The district intends to sign a contract with one respondent(s) to fulfill the requirements in this RFP. The term of the contract shall be for one year with the option of renewals (4) four.

Proposals should not include any tax from which the State is exempt.

XII. COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State and/or other District, and it agrees that it will immediately notify the district of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the district. The Respondent agrees that the district may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that the district may bar the Respondent from contracting with the district, cancel existing contracts, withhold payments to set off such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the district and has submitted proof of such payment to the district.

XIII. INSURANCE

When the selected contractor has been identified, he will be notified of the necessity to provide required insurance. Proof of insurance shall be provided within 15 days of the date of written notification to the contractor.

Worker's Compensation and Employer's Liability Insurance

The contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under the contract.

Worker's Compensation Limits: Statutory
Employer's Liability Limits:

Bodily Injury by Accident	\$ 100,000 each accident
Bodily Injury by Disease	\$ 100,000 each employee
Bodily Injury by Disease	\$ 100,000 policy limit

Contractor waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant



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to this agreement. The Waiver of Our Right to Recover from Others Endorsement, ISO Form SC 00 03 13 shall be attached to the policy showing the Owner listed in the Schedule. Commercial General and Umbrella Liability Insurance

The Contractor shall procure and shall maintain commercial general liability (CGL) and if necessary, commercial umbrella insurance with a limit of not less than \$250,000 each occurrence, as shall protect him and any Subcontractor performing Work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

- (1) Comprehensive Form
- (2) Contractual Insurance
- (3) Personal Injury
- (4) Broad Form Property Damage
- (5) Premises - Operations
- (6) Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under the contract. Policy coverage must be on an occurrence basis.

The district assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the bid proposal. Bidders are encouraged to carefully review all provisions and attachments of this document prior to submission. Each bid proposal constitutes an offer and may not be withdrawn except as provided herein.