



BIBB COUNTY SCHOOL DISTRICT

BIBB COUNTY PUBLIC SCHOOLS – Request for Quotes

RFQ # 25-007

RFQ TITLE: Playground MULCH RFQ

RFQ Schedule -

Date & Time

RFQ Issued	08/20/2024
Deadline for Questions	08/27/2024
RFQ Due Date and Time	09/03/2024 @ 9 am, EST.
Proposals must be received by the due date and time. No late proposals will be accepted.	

RFQ Buyer Contact Information

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

RFQ 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.
---	---

RFQ Term

Bibb County Public Schools reserves the right to enter a one-year contract. This is a onetime purchase with the option of purchasing more via the fiscal year if needed.
--



Good day,

The Bibb County School District takes this opportunity to announce that we are requesting bids for MULCH to be used on various Playgrounds via the district as needed.

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 Bibb County School District is seeking proposals from qualified vendors to provide the purchase of MULCH with the specification as provided This is a ONE time with the option of continued purchase for this fiscal year if needed.

The Bibb County School District has over 20,000 students along with 38 sites, as well as 25 departments. We have one centralized custodial department located at 4580 Cavalier Drive, Macon GA 31204. However, we have 38 Schools and various departments that house custodians.

1. 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 RFQ. Please review carefully all sections of the RFQ along with the Closing Date and Time. All questions pertaining to this RFQ should be emailed to the Procurement Director, Elaine M. Wilson, Elaine.wilson@bcsdk12.net.

The funding will be General Funds (State)

2. Specifications/Requirements:

Playground mulch Installation Scope of Work

1. Objective

To install new mulch to the depth of twelve inches to ensure a safe and aesthetically pleasing playground surface.

2. Project Scope

For specified playgrounds dimension and location: **See attachment A**

- **Mulch Type:** Playground engineered wood chips

3. Preparation

- **Site Assessment:** Conduct an initial assessment of the playground to determine the amount of mulch needed and identify any underlying issues (e.g., drainage problems).
- **Safety Precautions:** Implement safety measures to protect children and staff during the project, including signage and barriers if necessary.



BIBB COUNTY SCHOOL DISTRICT

4. Installation of New Mulch

- **Mulch Delivery:** Arrange for the delivery of the new mulch to the site.
- **Distribution:** Spread the new mulch evenly across the playground area, ensuring an adequate depth according to safety standards.
- **Compaction:** Lightly compact the mulch if required to reduce settling and ensure an even surface.

5. Post-Installation

- **Final Inspection:** Conduct a final inspection to ensure that the mulch is evenly distributed, the surface is level, and the playground is safe for use.
- **Clean-Up:** Remove any excess mulch and clean up the site, including any equipment used during the project.

6. Safety and Compliance

- **Standards Adherence:** Ensure that the mulch meets safety standards and guidelines for playground surfacing.
- **Compliance:** Adhere to local regulations and best practices for playground maintenance.

7. Documentation and Reporting

- **Report:** Provide a report detailing the work completed, including before and after photos, quantities of mulch used, and any issues encountered.
- **Recommendations:** Offer any recommendations for future maintenance or improvements to the playground surface.

8. Warranty and Follow-Up

- **Warranty:** Provide information on any warranties for the mulch or installation services.
- **Follow-Up:** Schedule follow-up visits if necessary to address any settling or issues with the new mulch.

9. Customer Communication

- **Consultation:** Keep the school administration informed throughout the project.
- **Education:** Provide guidance on maintaining the mulch and identifying any early signs of wear or issues.

This scope of work ensures a thorough and organized approach to replacing mulch on a school playground, addressing safety, quality, and compliance.



3. Proposal Submission:

Price Quote
Delivery Information
Ordering Information

4. Contract Award:

The contract will be awarded to the vendor whose proposal best meets the needs of the Bibb County School District, as determined by the custodial department.

5. Inquiries:

Any inquiries regarding this RFQ should be directed to the Bibb County School District Procurement Office at elaine.wilson@bcsdk12.net,

The Bibb County School District reserves the right to reject any or all proposals and to waive any informalities or irregularities in the proposal process. This RFQ does not commit the Bibb County School District to award a contract, nor does it obligate the district to pay any costs incurred in the preparation of proposals.

6. Proposal Information:

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.

7. INTERPRETATION/ADDENDA:

If any questions should arise pertaining to the RFQ Documents, the bidders may email the Director of Procurement, Elaine M. Wilson, Elaine.wilson@bcsdk12.net please include the RFQ 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**.

ADDITIONAL INFORMATION:

We have provided documentation to be reviewed for these appraisals we asked 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.

A. "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

B. 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.

C. Indemnity Provisions

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

D. 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.

E. Standards of Acceptance of Bid Proposal for Contract Award

The Board reserves 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.



F. Compliance with Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with 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.

G. PRICING

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

H. 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.

I. 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



BIBB COUNTY SCHOOL DISTRICT

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

J. 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.

K. 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."

L. 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.

M. 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.

N. 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.



O. 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.

P. BEST AND FINAL OFFER

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

Q. TYPE AND TERM OF CONTRACT

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

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

R. COMPLIANCE CERTIFICATION

Responses to this RFQ 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 district may bar the Respondent from contracting with the district, cancel existing contracts, withhold payments to setoff 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.

S. 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



BIBB COUNTY SCHOOL DISTRICT

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 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 Board 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. ***

Bid Table

Requested MULCH	Total Amount of Bid