



Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / (912) 395-5600

July 12, 2020

Ladies and Gentlemen:

The Savannah-Chatham County Public School System ("SCCPSS") would like to take this opportunity to announce that it is requesting proposals for **RFP C21-03 Energy Conservation Services (Annual Contract)**.

Enclosed is a Request for Proposals ("RFP") packet, which provides instructions for the submission of proposals and identifies the goods and/or services requested by the SCCPSS. Due to the COVID-19 epidemic, all Proposals should be submitted electronically through e-Builder, an online procurement platform that is made available at no cost to all potential offerors at the following web address: <https://bidders.e-builder.net/landing?bidpackageid=cf646b04-f2f5-4cf1-8dac-49ff4178d73a>

Proposals will be accepted no later than **Thursday, August 13, 2020 at 11:00 A.M.**, at which time they will be publicly registered. Due to the COVID-19 epidemic, this public registration will be accomplished through the posting on the SCCPSS's website of the bid tabulation form generated by the e-Builder program. **Time is of the essence, and any Proposal received after this deadline for submission will not be accepted.** Offerors are responsible for ensuring that their proposals are timely received. The time of receipt shall be determined by the time stamp assigned by the e-Builder program. Please include with your proposal all documents requested by this solicitation, including, but not limited to, a copy of your firm's current business license and certificate of insurance. **Failure to include all of the information and/or documents requested by this solicitation could result in the proposal not being considered by the SCCPSS.**

It shall not be sufficient to show that the proposal was sent by email before the scheduled deadline.

While all forms are required, Offerors will not be required to submit notarized forms with their initial proposal due to COVID-19. However, all forms must be signed. The successful Offeror will be required to submit notarized forms when normal operations resume. If the successful Offeror fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Offeror liable for damages.

If you have any questions concerning this solicitation, please submit them in writing through the e-Builder portal where they will be directed to **Teresa Jayne Phillips, Purchasing Agent**. Please note that all communications relating to this solicitation must be directed to the Purchasing Department pursuant to SCCPSS policy. For technical support questions with using e-Builder only, please contact support@e-builder.net or call 888-288-5717.

Thank you for your interest in responding to this RFP.

Sincerely,


Sabrina L. Scales, CPPB
Purchasing Director

Mission - To ignite a passion for learning and teaching at high levels.
Vision - From school to the world: All students prepared for productive futures
"AN EQUAL OPPORTUNITY EMPLOYER"

**REQUEST FOR PROPOSALS (RFP): #C21-03
Energy Conservation Services (Annual Contract)**

I. INTRODUCTION

The Board of Public Education for the City of Savannah and the County of Chatham, the body corporate responsible for public education in Chatham County, which is commonly known as the Savannah-Chatham County Public School System (hereinafter referred to as the “District” or the “SCCPSS”), which is governed by the elected school board, seeks sealed proposals for the **Energy Conservation Services (Annual Contract)** as specified in this Request for Proposals (“RFP”).

It is worth noting at the outset that the competitive sealed proposal (“RFP”) process differs from competitive sealed bidding in two important ways:

- 1) It permits discussions with competing Offerors and changes in their proposal, including price; and
- 2) It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

Vendors who wish to be awarded a contract by the Board to provide the goods and/or services requested by this RFP shall be referred to herein as the “Offeror(s)”. To be considered for an award of a contract under this RFP, Offerors should carefully read this solicitation document, which is called **Request for Proposals (RFP) C21-03**, and all of the forms, product specifications, service requirements, contract documents, or other materials that may attached hereto or referenced herein. This RFP and the associated documents identify the goods/and or services requested by the SCCPSS, contain the instructions for preparing and submitting proposals, and outline the process by which the Board will award a contract for those goods and/or services, if it decides to award a contract at all.

II. GENERAL TERMS AND CONDITIONS FOR THIS RFP

A. A “Cone of Silence” Applies to this RFP.

A “Cone of Silence” is imposed upon this RFP after advertising and terminates at the time the Board awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by, or on behalf of, a prospective Offeror for this solicitation, including any persons affiliated with or in any way related to a prospective Offeror, and any member of the elected school board, the superintendent or her staff, any persons involved in evaluating the bid, program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective Offerors from circumventing the process for selection set forth in this RFP.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing’s designees, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, or contract negotiations with offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the proposal itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the Offeror(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing’s designees. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.

In addition to any other penalties provided by law, violation of the Cone of Silence by any Offeror may result in the rejection of the Offeror’s response as “not responsible” and disqualify the Offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District’s Purchasing Department.

B. The Goods and/or Services requested by the SCCPSS.

The goods and/or services requested by the SCCPSS in this RFP are described in more detail in "Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements," which is incorporated into this RFP by this reference.

C. The Advertising Dates for this RFP.

This RFP is being advertised on the Purchasing Department page of the District website www.sccpss.com, from **July 12, 2020**, and on the Georgia Procurement Registry (GPR) from **July 13, 2020**, until the deadline for submitting proposals.

This RFP is also being advertised in the Savannah Morning News, the newspaper for legal notices in Chatham County, on the following dates:

**Thursday, July 12, 2020, and
Thursday, July 26, 2020**

D. Pre-Proposal Conferences Held by the Purchasing Department.

No Pre-Proposal Conference will be held.

E. The Deadline for Submitting Proposals in Response to this RFP.

The deadline for submitting proposals in response to this RFP, unless extended by the SCCPSS, shall be as follows:

Thursday, August 13, 2020 at 11:00 A.M.

Time is of the essence, and any proposal received after this deadline for submission, will not be accepted. Offerors are responsible for ensuring that their proposals are timely received by Purchasing Department personnel. The time of receipt shall be determined by the time assigned by e-Builder.

This deadline may be extended for all prospective Offerors within the discretion of the Director of the Purchasing Department or her designee for any reason. A non-exclusive list of reasons why the deadline may be extended include: the issuance of addenda to this RFP or the associated specifications, a total absence of proposals, SCCPSS closure due to inclement weather, etc. The Director of the Purchasing Department will either extend the deadline for all Offerors or not all.

Offeror may withdraw proposals at any time up to the scheduled time for receipt of proposals. Offerors may resubmit proposals provided it is prior to the scheduled time for receipt of proposals.

Proposals cannot be modified after the submission deadline, as may be extended by the Purchasing Department. Care should be taken to ensure that information provided is accurate, complete, and consistent. Omission of any of the required information may subject the Offeror to disqualification. The District reserves the right to request information or respond to inquiries for clarification purposes only.

F. Delivery and Submission of Proposals.

Offeror shall timely deliver proposals electronically to the Purchasing Department.

Electronic submission shall be accomplished through the District's online E-Builder web portal, which may be accessed at no charge by all prospective offerors at:

<https://bidders.e-builder.net/landing?bidpackageid=cf646b04-f2f5-4cf1-8dac-49ff4178d73a>

The E-Builder web portal will allow offerors to fill in the forms required by the ITB in an electronic format and allow offerors to upload any supporting documents in the PDF format that offeror's wish to submit.

Please include with your proposal all documents requested by this solicitation, including, but not limited to, a copy of your firm's current business license and certificate of insurance. **Failure to include all of the information and/or documents requested by this solicitation could result in the proposal not being considered by the SCCPSS.**

While all forms are required, Offeror's will not be required to submit notarized forms with their initial proposal submission due to COVID-19. However, all forms must be signed. The successful Offeror will be required to submit notarized forms when normal operations resume. If the successful Offeror fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Offeror liable for damages.

G. Receipt and Registration of Proposals.

Proposals shall be time-stamped by the Purchasing Department upon receipt automatically through the e-Builder program. The time of receipt shall be the time assigned by e-Builder. After the deadline for submissions of proposals has past, proposals will be registered with the assistance of the e-Builder program. A copy of the Proposal/Bid tabulation will be posted on the District's website within seventy-two (72) hours after the closing date, though this time period may be extended because of disruption to the District's operations because of the COVID-19 epidemic. Only after award of the contract shall proposals be open to public inspection.

H. Timely-filed, Signed Proposals Considered an Offer.

An Offeror's timely-filed, signed proposal shall be considered an offer on the part of the Offeror which may become a binding contract on the Offeror if accepted by the District following a vote by the elected school board at the conclusion of the proposal evaluation process. By submitting a proposal in response to this RFP, Offeror agrees that proposal will remain open for acceptance by the District for at least 120 days without any changes in terms or pricing.

In the event that the Offeror refuses to perform its promises made in its proposal after acceptance by the District, the District may take such action as it deems appropriate to redress the Offeror's failure to perform, including legal action for damages or equitable relief, including specific performance, for the Offeror's lack of required performance.

I. Non-Response by Prospective Offerors.

If an Offeror does not wish to submit a proposal in response to this RFP but would like to remain on the list of potential vendors for the SCCPSS, please complete and return only the "No Proposal Statement Form" included with this RFP packet and clearly mark the outside of the envelope with the words "No Response."

J. Form and Formatting of Proposals.

The form and formatting requirements for proposals requested by this RFP are described in "Attachment A- Description of Property, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements."

K. Bid Bonds.

A bid bond **IS** required with Offeror's proposal for this RFP.

If an Offeror's Proposal exceeds \$100,000, then Offeror's Proposal must be accompanied by a Bid Bond made payable to the District in an amount not less than five percent (5%) of the Bid. Bid Bonds should be furnished on forms accepted as standard by the insurance industry but shall be substantially in accordance with the Bid Security Form attached hereto.

L. Performance Bonds.

A performance bond **IS NOT** required in connection with this RFP.

If an Offeror's Proposal exceeds \$100,000 and the Offeror is the successful Offeror who is awarded a contract at the end of this solicitation, then the successful Offeror will be required to provide both a Performance Bond and a Payment Bond, each in an amount equal to 100 percent of the total Contract. At the time of bid submission, Offeror must provide documentation from Offeror's bond issuer stating the Offeror's current bonding capacity, which must be sufficient to cover 100 percent of the total contract value. Offeror must then obtain the payment and performance bonds within 14 days receipt of the District's Intent to Award and prior to execution of contract.

M. Offeror's Essential Credentials and Business Structure to be considered a "Responsible Offeror."

To be even considered for a possible award of a contract for the goods and/or services requested by this RFP, an Offeror must be deemed a "responsible" Offeror by the SCCPSS Purchasing Department.

To be considered a "responsible" Offeror for the purpose of this RFP, an Offeror must be licensed and have the capacity to provide the goods and/or perform the services requested by this RFP and must be able to meet the minimum licensing, bonding, insurance, and contractual requirements of this RFP. The Board reserves the right to request an Offeror to provide additional information or documentation to demonstrate that it is a "responsible" Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the Board to declare the Offeror to be not "responsible" for the purposes of this RFP.

To be considered a "responsible" Offeror, the Offeror's majority (51%) ownership, whether public or private, must be held by citizens or lawful permanent residents of the United States.

To be considered a "responsible" Offeror, the Offeror must attach to its proposal a copy of any and all business licenses needed for the Offeror to provide the requested goods and/or services, including any local business licenses needed to provide the good and/or services requested by this RFP in Chatham County.

If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which the Offeror is incorporated is required to demonstrate that the Offeror is a "responsible" offeror.

While any lawful form of business may be a "responsible" Offeror, if the Offeror is a partnership or joint venture (PJV), a copy of the contractual agreement between the participants in the PJV must be provided with the PJV's proposal. The PJV agreement must be adequate to its purpose of establishing a safe and well-structured good faith relationship between the participants, and must comply with all applicable laws, including Antitrust Laws. The agreement must include adequate provisions to address unforeseen events such as the demise of any one of the partners or joint venture companies, and the like.

If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which the Offeror is incorporated is required to demonstrate that the Offeror is a "responsible" offeror.

While any lawful form of business may be a "responsible" Offeror, if the Offeror is a partnership or joint venture (PJV), a copy of the contractual agreement between the participants in the PJV must be provided with the PJV's proposal. The PJV agreement must be adequate to its purpose of establishing a safe and well-structured good faith relationship between the participants, and must comply with all applicable laws, including Antitrust Laws. The agreement must include adequate provisions to address unforeseen events such as the demise of any one of the partners or joint venture companies, and the like.

If a joint venture, information and documentation must be provided to establish whether the joint venture is a business entity created for the purpose of functioning as the joint venture, or whether the joint venture is operated through the existing legal status of the venture partners. All information regarding the legal structure and reporting of income for tax purposes of the PJV must be provided. The District may disqualify from consideration the Offer of any PJV when it determines such disqualification to be in its best interest.

The District WILL NOT enter into an agreement with more than one legal business entity. Additionally, if two or more projects have not been previously undertaken and successfully completed by a PJV Offeror, each party to the PJV responding to this RFQ must submit complete but separate proposals making clear that it is a part of a PJV Offer. It is required that each participant in a PJV be routinely and on a daily basis in the business of providing services which are closely similar or identical to those Services solicited by this RFP.

N. Insurance, Warranty, Indemnity and Other Requirements for “Responsible” Offerors.

To be considered a “responsible” Offeror, all Offerors may be required to meet minimum insurance, warranty, indemnity and other requirements set forth in more detail in “Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements” which is incorporated by this reference.

O. O.C.G.A. § 13-10-91 and E-Verify Compliance Required for “Responsible” Offerors.

To be considered a “responsible” Offeror, all Offerors are required to comply with O.C.G.A. § 13-10-91, a Georgia statute that prohibits a public employer such as the SCCPSS from entering into any contract with a contractor who fails to participate in the federal work authorization program E-Verify or fails to demonstrate that it is not required to participate in the E-Verify program. In order to be deemed a “responsible” Offeror eligible for this RFP, the Offeror must provide the affidavit(s) or other documentation required O.C.G.A. § 13-10-91. While the District provides sample O.C.G.A. § 13-10-91 affidavit forms in this RFP, Offerors are solely responsible for familiarizing themselves with their obligations under O.C.G.A. § 13-10-91 and making sure that they provide the Board with the required documentation.

P. Local and/or Minority/Women Business Enterprise (LMWBE) Policies.

It is the policy of the Board to maximize the utilization of qualified local, minority, and women owned business enterprises (“LMWBEs”) who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District’s facilities construction, maintenance and repair programs. Prime contractors on district construction projects shall make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers and provide proof of such efforts and contracts with and payments made to LMWBEs upon request. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their business.

For the purposes of this policy, good faith efforts may include, but not be limited to, the following:

- Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities.
- Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.
- Communicate with the City of Savannah’s Office of Economic Development to identify available and qualified LMWBE firms.
- Review the District’s list of vendors indicating an interest in providing services to the District.
- Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.
- Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities.
- Assign substantive work to LMWBEs or LMWBE teaming partners.

For the purposes of this policy, a local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah, Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

For the purposes of this policy, a Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority or persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African American: A person with origins in any of the Black racial groups of Africa;
2. Hispanic American: A person with origins from Mexico, South America, Central America or the Caribbean Basin, regardless of race; and
3. Asian American: A person with origins from the Indian subcontinent, countries of the Asian Pacific region, and surrounding countries; and
4. American Indian: A person with origins from the indigenous people of North America.

For the purposes of this policy, a Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

SCCPSS shall, through their program management and construction management providers, engage in efforts to communicate opportunities afforded by the District's facilities construction, maintenance and repair programs to LMWBEs, including but not limited to:

- Communicate opportunities associated with SCCPSS facilities construction, maintenance and repair programs to the citizens of Chatham County.
- Work with other local governments and relevant community organizations to provide technical assistance and guidance to LMWBEs;
- Develop strategies to assist prime contractors in maximizing their utilization of LMWBEs;
- Develop and provide informational sessions to educate LMWBEs in the requirements of the District's procurement process;
- Provide notices as outlined above and maintain a list of vendors who have provided or are interested in providing services to the SCCPSS, as outlined above.

SCCPSS may, from time to time, audit vendor contracts with and payments to LWMBE contractors and subcontractors and may require that proof of such contracts and payments be provided to the SCCPSS.

All bidders must read, complete and return all of the LMWBE forms attached to this RFP.

Q. The Board's Reservation of Rights to Cancel this RFP, to Amend the RFP Process, to Disqualify Offerors, and to Waive Irregularities and Technicalities.

The Board, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the Board's governing body, the elected School Board, may cancel this RFP at any time before the Board awards a contract to any Offeror(s). The Board may decline to purchase the goods and/or services solicited in this RFP at all or it may decide to purchase some or all of the same goods and/or services through a similar or different procurement process.

The Board, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the Board's governing body, the elected School Board, reserves the right to amend this RFP and all attachments in any way and at any time (without cancelling it in its entirety) before the deadline for the submission of proposals. Any addenda amending this RFP will be made available to all Offerors on the SCCPSS website. As stated above, the submission deadline will be extended at least seventy-two (72) hours if any addenda are issued less than seventy-two (72) hours before the submission deadline.

The Board further reserves the right to amend this RFP in any way after the deadline for the submission of proposals (without cancelling the RFP in its entirety), except the Board will not amend the original proposal formatting or submission requirements, the criteria for determining whether the Offeror is a “responsive” or “responsible” Offeror, or any of the initial evaluation criteria used for determining whether the Offeror is “reasonably susceptible of being selected for award” or “short-listed,” phrases commonly used by the Purchasing Department to indicate that an Offeror performed well enough on the initial evaluation criteria to be eligible to participate in interviews or subsequent rounds of evaluations. A non-exclusive example of such an amendment to an RFP may be changes to second round evaluation criteria to help differentiate those short-listed Offerors determined to be “reasonably susceptible of being selected for award.”

The Board further reserves the right to redo any stage of this RFP (without cancelling it in its entirety) if the Board, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the Board’s governing body, the elected School Board, has concerns that a stage of the RFP should be redone to eliminate any question of whether it was conducted properly.

The Board reserves the right to reject any and all proposals submitted in response to this RFP, 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 proposal of any Offeror on the basis that the proposal is “nonresponsive”, or the Offeror is “not responsible.”

A proposal shall be deemed “nonresponsive” if it fails to include all of the information or documents required by this RFP.

An Offeror shall be deemed “not responsible” if the Board determines that the Offeror fails to meet the minimal requirements to be eligible for consideration, including but not limited to, a lack of capacity to do the work or provide the services requested, a lack of proper insurance, the lack of a valid business license, failure to satisfy e-Verify requirements, being disqualified from working for the SCCPSS because of poor performance on a prior project, or some other reason that gives the Board reason to question the responsibility or reliability of the Offeror. The District reserves the right to request an Offeror to provide additional information in response to any concern that an Offeror may not be a “responsible” Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the Board to declare the Offeror to be not “responsible” for the purposes of this RFP.

R. Evaluation and Award of Contract.

A contract with the Board, if one is awarded at all, for the goods and/or services requested in this RFP will be awarded by means of the evaluation process described in in “Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.”

Depending on the nature of the goods and/or services the Board may provide a sample of the contract it is willing to execute with a successful Offeror. If such a sample contract is attached, then the Offeror is deemed to have agreed that all of the terms contained therein will be acceptable by submitting a proposal. If the Offeror wants to propose materially different terms, then the Offeror should file a request for Material Substitution using the procedure outlined above before submitting its proposal.

For other goods and/or services, the Board may ask Offerors to provide a proposed contract. The terms of that proposed contract will be evaluated as part of the selection process and the District may ask short-listed Offerors determined to be reasonably susceptible for award to negotiate specific terms. The specifications for the goods and/or services requested by this RFP may also include specific contract terms outlined in “Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements” that should be included in any contract proposed by an Offeror.

By way of a non-exclusive example, the specifications may provide that the Board will not agree to any contract provision requiring the Board to indemnify any Offeror as such provisions are prohibited by Board policy and state law. Conversely, there may be times when the Board requires an Offeror to maintain certain levels of insurance, to honor certain warranties, or to provide indemnity to the Board.

S. Consideration of Offeror Past Performance.

Successful Offerors should be advised that they will be evaluated by the District over the duration of the contract period. Performance will be documented. Poor performance may result in the Offeror being disqualified on future RFPs. Good performance may result in the Offeror receiving additional points on future RFPs.

T. Public Information.

It is the policy of the Board that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Board from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

U. Offeror Questions, Requests for Interpretations, and Issuance of Addenda.

If an Offeror should have any questions relating to an RFP, including but not limited to the interpretation of RFP language, the specifications for the goods and/or services requested, the terms of sample contract provisions attached to this solicitation, the preparation or submission of Proposals, or the evaluation and contract award process outlined in this RFP, the offeror may deliver written requests for interpretation to the following to the Purchasing Department through the e-Builder program. For technical support questions with using e-Builder only, please contact support@e-builder.net or call 888-288-5717.

All answers to questions and any interpretations of documents shall be made by addenda to the RFP and shall be made available to all Offerors on the District's website. While the Board will also make a good faith effort to mail or fax any addenda to all Offerors who attended pre-proposal conferences, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda, the Board's failure to provide an Offeror with individualized notice of an addenda will not provide an Offeror with grounds to protest the implementation of this RFP. Offerors are ultimately responsible themselves for keeping track of addenda issued by the Board before the deadline for submitting proposals in response to this RFP.

All requests for interpretation must be submitted to the Purchasing Department on or before the close of business, 5:00 p.m. on Friday, July 31, 2020 through e-Builder. The District shall not be required to answer any questions about this ITB submitted after this date.

The Purchasing Department will extend the deadline for submitting bids for all Offerors by at least seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting requests for interpretation for all Offerors if the deadline for submitting proposals is also extended.

V. Requests for Material Substitution of Products, Services, or Contract Terms.

The goods and/or services requested by the SCCPSS in this RFP are described in more detail in "Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements." which is incorporated into this RFP by this reference.

In the event an Offeror would like to propose terms that conflict with the required terms stated in the Attachment A for this RFP, the offeror should request substitution of conflicting terms by the deadline for Requests for Material Substitution. All determinations of the acceptability of the proposed replacement terms shall rest with the Board staff and their decision shall be final.

Offeror may submit additional proposal terms that do not expressly conflict with the minimum required terms set forth in Attachment "A." Such terms will be evaluated by the District.

The foregoing notwithstanding, the District reserves the right to negotiate any and all terms up until the elected School Board votes to award a final contract as a result of this RFP.

All requests for the material substitution of good and services and the change of contract terms shall be submitted to the Purchasing Department through e-Builder.

All answers to requests for material substitution shall be made by addenda to the RFP and shall be made available to all Offerors on the District's website. While the Board will also make a good faith effort to mail or fax any addenda to all Offerors who attended pre-proposal conferences, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda, the Board's failure to provide an Offeror with individualized notice of an addenda will not provide an Offeror with grounds to protest the implementation of this RFP. Offerors are ultimately responsible themselves for keeping track of addenda issued by the Board before the deadline for submitting proposals in response to this RFP.

All requests for material substitution must be submitted to the Purchasing Department on or before the close of business, 5:00 p.m. on Friday, July 31, 2020 through e-Builder. The District shall not be required to answer any questions about this ITB submitted after this date.

The Purchasing Department will extend the deadline for submitting proposals for all Offerors by at least seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting requests for material substitution for all Offerors if the deadline for submitting proposals is also extended.

W. Protests

Any actual Offeror or bona fide prospective Offeror who is aggrieved in connection with this RFP may protest to the Purchasing Director by email to purchasing@sccpss.com. **Please include the "RFP NUMBER, NAME, AND PROTEST" clearly marked in UPPER CASE in the subject line of the email.** It is incumbent upon the Offeror to receive confirmation from the Purchasing Department that its protest has been received. Offerors who do not receive confirmation of the protest by email during normal business hours of 9:00am to 5:00 p.m. on the day the protest is sent should call the Purchasing Department to confirm receipt of the protest at (912) 395-5572.

By submitting a Proposal in response to this RFP, the Offeror waives any objection to the content of this RFP (including any attachment or addenda) as well as any objection to any procedure outlined therein. Protests filed after the deadline for submissions shall only concern the implementation of the RFP as applied to the Offeror.

Any protest to the content of this RFP (including any attachment or addenda) as well as any objection to any procedure or evaluation criteria outlined therein shall be filed no later than five (5) business days prior to the deadline for submissions of proposals, unless the objection concerns an addenda issued fewer than five (5) business days prior to the deadline for submissions of proposals, in which case, an objection may be filed to that addenda only at any time before the submission deadline.

Any protest filed after the submission deadline shall be submitted within five business (5) days after the action by the District on which the grievance is based, but in no case later than five business (5) days after the date of the District's notice of intent to award a contract for the provision of goods and/or services requested in his RFP, which will be transmitted by fax to all Offerors.

The Board shall not intentionally withhold information that is stated in this RFP to be forthcoming at certain intervals, but failure of the District to notify an Offeror who might be aggrieved by the content of such notification shall not give rise to any claim or rights resulting from said failure. Only formal protests will be considered, and in order for a protest to be considered as formal, it must be presented in written form, and must contain a minimum of the following:

- A specific identification of the statutory or regulatory provision(s) that the District's purchasing staff member or department is alleged to have violated,
- A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above,
- A precise statement of the relevant facts that include timelines and all involved parties, and
- An identification of the issue(s) that needs to be resolved that support the protest.

The letter of protest shall be taken under consideration by the Chief Financial Officer and/or the Superintendent, who shall respond to the protesting Offeror within ten (10) business days of receipt of the letter of protest. The initial written response may explain that the Chief Financial Officer and/or the Superintendent need additional time to review the Protest. In any event, a final decision will be issued on the Protest by the Chief Financial Officer and/or the Superintendent before the execution of a final contract with the Successful Offeror. This written decision shall be final and conclusive.

X. Offerors Not Entitled to Reimbursement for their Costs Associated with Submitting Proposals.

The Board recognizes that participating in this RFP process, or any government procurement process, can be time consuming and expensive for Offerors. In participating in part of this process, Offerors acknowledge that their costs in participating in this process are the costs of attempting to do business with the SCCPSS.

All Offerors or potential Offerors, including unsuccessful Offerors or Offerors or potential offerors who file protests, agree that the Board shall not be responsible for reimbursing the Offeror for any costs they may incur in connection with this RFP, including staff time, printing costs, attorneys' fees, or expenses of litigation.

Y. Gratuity Prohibition.

No Offeror shall offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District for the purpose of influencing consideration of this solicitation.

Z. Certification of Independent Submission of Proposals.

By submitting a proposal in response to this RFP, the Offeror must certify that:

1. The information contained in any proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition with any other Offeror or with any competitor;
2. The information in the proposal has not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to the District's final determination regarding this RFP, directly or indirectly to any other Offeror or to any competitor;

3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition; and,
4. In the event the Offeror is a partnership or joint venture, each party thereto certifies the above.

[RFP CONTINUES ON NEXT PAGE]

III. RFP ATTACHMENTS, SPECIFICATIONS, SAMPLE CONTRACTS, AND FORMS

The following attachments, specifications, sample contracts and forms are part of this RFP and are herein incorporated by this reference.

A. Attachment A: Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.

B. Attachment B: Forms to be submitted with this RFP.

1. **Solicitation Form 1:** **Proposal Submission Checklist**
(to be included on the front of any proposal)
2. **Solicitation Form 2:** **Proposal Certification Form**
(to be included behind the checklist and before the Offeror's proposal)

To be included following the Offeror's Proposal:

3. **Solicitation Form 3:** **Offerors References**
4. **Solicitation Form 4:** **Contractor Affidavit Under O.C.G.A. § 13-10-91**
5. **Solicitation Form 5:** **Subcontractor Affidavit Under O.C.G.A. § 13-10-91**
(only needed if subcontractors will be used)
6. **Solicitation Form 6:** **Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91**
(only needed if sub-subcontractors will be used)
7. **Solicitation Form 7:** **Disclosure of Responsibility Statement**
8. **Solicitation Form 8:** **Proposed Schedule of LMWBE Participation**
9. **Solicitation Form 9:** **Documentation of Good Faith Efforts to Involve LMWBE**
10. **Solicitation Form 10:** **Joint-Venture Disclosure Statement**
(only need if a joint venture used)
11. **Solicitation Form 11:** **Bid Security Form:** Sample Bid Bond form showing material terms for a bid bond, if one is required because the bid exceeds \$100,000.00.
12. **Solicitation Form 12:** **Form for Sealed Fee Proposal**
(submit in a separate sealed envelope labeled "Fee Proposal")
13. **Solicitation Form 13:** **Non-Influence Affidavit:** While not every construction contract for the District is subject to the requirements of O.C.G.A. § 36-91-21, O.C.G.A. § 36-91-21(d) prohibits prospective bidders from attempting to prevent competition for a public works construction project. As the bid amount may determine the applicability of O.C.G.A. § 36-91-21, the District requires O.C.G.A. § 36-91-21(d) compliant affidavits for all construction projects.
14. **Solicitation Form 14:** **Contractor Qualifications Statement**
15. **Solicitation Form 15:** **No Proposal Statement Form**

C. Attachment C: RFP # Sample Contract

Attachment A to RFP # C21-03

Energy Conservation Services (Annual Contract)

Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.

The project specifications listed in this section supersede any contradictory references made in the General Terms and Conditions section of this RFP.

1.0 General Intent.

The intent of these specifications is to solicit formal proposals from qualified firms qualified to provide Energy Conservation Services as detailed in the specifications in Attachment A. Any deviations from these specifications must be clearly noted by the offeror. Adequate information to allow the Board to evaluate those exceptions must be submitted with the proposal. If proposing solutions other than specified, the proposal must clearly identify those exceptions on the proposer submittal form.

2.0 Background Information.

The Savannah-Chatham County Public School System (SCCPSS) is accepting proposals for **Energy Conservation Services (ECS)** per the specifications of this document, all applicable federal, state, and local laws, and in accordance with industry “best practices”. The goal would be the implementation of potential energy savings projects at the Savannah-Chatham County Public School System as deemed cost feasible and cost effective by the Savannah-Chatham County Public School System. **All proposals must comply with O.C.G.A. §20-2-506.**

The objective of this solicitation is to identify the organization whose proposal is determined in writing to be the most advantageous to the owner to develop energy efficient solutions that provide the maximum benefit to the Savannah-Chatham County Public School System. Throughout this process, the Vendor must prove the ability to perform all engineering, design, bidding, project management, verification of energy savings, and audit.

Awarded Vendor shall provide Savannah-Chatham County Public School System a comprehensive investment grade audit to include completion of stamped engineering drawings for approval by the State of Georgia, development of Bid packages, award consultation, project management, and training on installed equipment/systems, quantifiable measurement, and verification of energy savings. Specific manufacturers, equipment suppliers or technology specific vendors like lighting contractors do not meeting the intent of the solicitation.

3.0 Scope of Services Requested by this RFP.

The selected Vendor will be responsible for performing a Comprehensive Energy Audit of the facilities and/or systems identified by the Savannah-Chatham County Public School System.

- 3.1.1 VENDOR shall gather and analyze all necessary utility information on each facility. The VENDOR shall conduct an on-site survey of the facilities and shall interview appropriate personnel to learn the operating characteristics of the facility and the existing equipment/systems therein.
- 3.1.2 The Energy Audit Report shall present an analysis of the VENDOR's proposed energy conservation measures for each building. The report shall detail the proposed methodology for the calculation of baseline energy use and at a minimum, a description of physical conditions, equipment counts, nameplate data, and control strategies for operating SCCPSS facilities.

- 3.1.3 An energy baseline will be agreed upon by SCCPSS and the VENDOR. The VENDOR must present how the baseline is derived and define under what conditions it will be adjusted.
- 3.1.4 For each measure recommended, the Audit shall provide a description to include:
 - 3.1.4.1.1 Total implementation cost for each measure.
 - 3.1.4.2 Equipment counts (total and itemized per location).
 - 3.1.4.3 Performance characteristics and energy level of the equipment comprising the proposed measure, installation and maintenance costs, life cycle costs, and projected annual energy savings.
 - 3.1.4.4 Projected energy savings calculations must specifically account for energy savings on and off peak, any demand savings and the interaction between recommended measures.
 - 3.1.4.5 Audit Report shall include an executive summary, which lists all proposed energy conservation measures with the implementation cost and estimated energy savings.
- 3.1.5 **Guaranteed Savings** –
 - 3.1.5.1 Final proposal must include a guaranteed savings clause, including the actual guarantee and remedy in the event the guarantee is not met.
 - 3.1.5.2 Additional savings shall belong solely to the Owner in the event the actual savings exceed guaranteed estimates.
 - 3.1.5.3 The Savannah-Chatham County Public School System reserves the right to negotiate the terms of the remedy if not satisfactory.
 - 3.1.5.4 The Savannah-Chatham County Public School System reserves the right to accept all, some, or none of the solutions offered. The Savannah-Chatham County Public School System will be the sole determinant of cost benefit to any proposed solution.
- 3.1.6 **Payment** – Savannah-Chatham County Public School System may, at its discretion, forgo financing and purchase some or all of the equipment/services outright through alternative funding sources.
- 3.1.7 **Audit Cost** – Vendor must provide firm price to conduct the audit as specified herein. Price shall include an itemized breakdown of rates and charges to ensure that actual work performed complies with the offer. Actual audit must include verification of work performed with the understanding that the SCCPSS may seek relief if actual work performed does not meet estimates.
- 3.1.8 **Commencement of Work** – Savannah-Chatham County Public School System will be the sole determinant to proceed with work beyond the “audit” phase and may consider any combination of criteria, including cost, methodology, terms and conditions, or any factor determined by the Owner.

4.0 Silence of Specifications.

The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

5.0 Evaluation Procedure and Procedure for Award.

By the proposal submission deadline, Offerors will submit their proposals in response to this RFP. Proposals shall be formatted as described in Section 6.0, Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals, and **should be submitted with all forms and documents requested**. Proposals will initially be reviewed by the Purchasing Department to determine whether the Proposals are “responsive” and the Offerors are “responsible” as described in the General Terms and Conditions of this RFP in light of the goods and/or services requested in this RFP as described more fully in this attachment “A.” If any proposal is determined not to be “responsive,” the Purchasing Department will inform the Offeror in writing that its proposal will not be considered on the basis that it is not “responsive.” If any Offeror is determined by the Purchasing Department to not be “responsible,” the Purchasing Department will inform the Offeror in writing that its proposal will not be considered on the grounds that the Offeror is not a “responsible” Offeror.

After the Purchasing Department determines whether the proposals are “responsive” and the Offerors are “responsible,” an Evaluation Committee will evaluate all the “responsive” proposals from all the “responsible” Offerors using the evaluation criteria set forth in Section 7.0 below and score the proposals. The Evaluation Committee may determine that all proposals are good enough to be “reasonably susceptible for award” or it may determine that only a certain number of Offerors are “reasonably susceptible of being selected for award” and create a short list of those Offerors that the SCCPSS is most interested in contracting with.

For this solicitation, the Evaluation Committee may decide after scoring the “responsive” proposals from “responsible” Offerors to conduct interviews of all “short-listed” Offerors determined to be “reasonably susceptible of being selected for award.”

If interviews are conducted, each of the firm(s) will be scheduled for an interview/presentation time. There will be no separate evaluation points awarded for interviews/presentations; however, technical evaluation points may be revised based on the information that is presented and/or clarified during the interview process. As a result, the short-listed Offerors may be re-scored. It will be the sole discretion of the Evaluation Committee to decide if interviews will be required.

After the Evaluation Committee has completed its final ranking of “short-listed” Offerors, either based on the original scoring or on scoring adjusted by interviews, the Superintendent or her designees may proceed to enter into negotiations with any of the “short-listed” offerors with respect to any contract terms, including but not limited to price. After negotiations have been conducted with any of the Offerors short-listed, the District shall select the Offeror(s), which, in its opinion, has made the proposal(s) that best meet the District’s needs and shall award a contract to those Offeror(s). Before any negotiated contract becomes binding on the District it must be approved by the District’s governing body, the elected school board, or its designee pursuant to board policy. The District is not obligated to select the Offeror with the best technical score, the best price, or the best score based on a combination of technical score and price.

The District reserves the right to negotiate and award contracts among multiple short-listed offerors for the same goods and/or services to meet its needs.

6.0 Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals.

6.1 Manner of Preparation.

All proposals shall be:

- Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

Due to the COVID-19 epidemic, all Proposals should be submitted electronically through e-Builder, an online procurement platform that is made available at no cost to all potential bidders at the following web address: <https://bidders.e-builder.net/landing?bidpackageid=cf646b04-f2f5-4cf1-8dac-49ff4178d73a>

- Submittals shall contain all forms and requested information as listed below in Section 6.2. including but not limited to a copy of your firm's current business license and certificate of insurance. Failure to include all of the information and/or documents requested by this solicitation could result in the Offeror's proposal not being considered by the SCCPSS.
- While all forms are, Offerors will not be required to submit notarized forms with the initial proposal due to COVID-19. However, all forms must be signed. The successful Offeror(s) will be required to submit notarized forms when normal operations resume. If the successful Offeror(s) fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any before or after award and/or hold the Offeror liable for damages.
- Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

6.2 Order of Required Forms and Documents.

For this solicitation, the proposal, forms, and requested documentation should be submitted to the Purchasing Department in the following order to facilitate Purchasing Department review. The total absence of any of these forms or documents will result in the proposal being declared to be "nonresponsive."

1. Solicitation Form 1: Proposal Submission Checklist
2. Solicitation Form 2: Proposal Certification Form
3. The Offeror's typewritten or printed proposal which shall be organized as provided in Section 6.3 below.
4. Solicitation Form 3: Offerors References
5. Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
6. Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(submit only if contractor may use subcontractors)
7. Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(submit only if subcontractors may use sub-subcontractors)
8. Solicitation Form 7: Disclosure of Responsibility Statement
9. Solicitation Form 8: Proposed Schedule of LMWBE Participation
10. Solicitation Form 9: Documentation of Good Faith Efforts to Involve LMWBE
11. Solicitation Form 10: Joint-Venture Disclosure Statement
(submit only if Offeror is a joint venture)
12. Solicitation Form 11: Bid Security Form
13. Solicitation Form 13: Non-Influence Affidavit
14. Solicitation Form 14: Contractor Qualification Statement
15. Offeror's Certificate of Insurance: Documents showing that Offeror has the minimum insurance requirements required by this solicitation.
16. A copy of the Offeror's Current Business License/Tax Certificate
17. Any State of Georgia licenses required to provide the goods and/or services requested by this RFP.
18. A copy of the Offeror's W-9, showing its Federal Tax Id. Number and Certification
19. Sealed Fee Proposal (Solicitation Form 12, which is to be submitted in its own sealed envelope labeled "Fee Proposal).

6.3 Organization of Proposals.

Offerors' typewritten or legibly printed proposals shall be organized and tabbed as follows to track the evaluation criteria that will be used by the SCCPSS to evaluate proposals:

To be considered, proposers must submit a complete response to the RFP. The format provided below is not negotiable. To assure a uniform review process and obtain a maximum degree of comparability, each proposal shall include the following content and be presented in tabbed sections in the following order.

Title Page- Show the RFP subject, the name of the proposer's firm, local address, telephone number, name of contact person and date.

Table of Contents – Clearly identify the material by section and page number.

A. Vendor Qualifications (45%)

Cover Letter – Contractor shall provide a cover letter summarizing both their organization and their offer.

Firm Data –

- Basic Company Information including company ownership
- Firm name, Address, Phone, Fax, Key email addresses
- Primary Contact Name and Information
- Number of Years in business/Number of Years in Energy Conservation Services Business
- State of Incorporation
- Applicable Licenses and Certificates
- **Firm History** – Describe the history of your firm, specifically as it relates to the work to be performed under this contract. Information shall include background and history of your firm's executive management. Do not overview any elements of your structure that are not directly involved in the energy services business.
- **Team Personnel** – Provide information about the firm's personnel resources, including classification and number of employees as follows:
 - Identify all individuals that will directly and materially be involved in any aspect of the audit, analysis, bidding/procurement, contract management, and construction management phases of this contract.
 - Provide resumes of the key project personnel including education, energy business education, work experience, experience with energy conservation business, and any other relevant information detailing their responsibility within the scope of this contract. In addition, please highlight the projects that each individual has worked on in the State of Georgia with the same or similar SOW as the work to be performed herein.
 - **Qualification Statement** – Each firm shall provide a detailed statement of qualification highlighting the ability to perform the work prescribed.
 - **Letters of Reference** – Respondent shall also include a minimum of three (3) letters of recommendation representative of school and institutional projects.
 - **Experience in Local Government and Institution Projects** – Firm shall demonstrate experience in the design and management of local government projects and/or institutional projects, preferably in Georgia. Provide the following information for five (5) local government projects.
 - Name of Local Government or Institution
 - Contract Name/Title of Contact Information
 - Guaranteed Maximum Price
 - Annual Energy Savings identified in the audit/design phase
 - Actual Energy Savings achieved and documented
 - Project Scope of Work
 - Description and Dollar Value of change orders (if applicable)

- **Legal** – Submit a summary list of all litigation, arbitration, and mediations over the past seven years. Indicate specific outcome(s), especially for any energy related and/or operational savings shortfalls.
- **Meter Consolidation and Rate Savings Experience** – VENDOR shall demonstrate the ability to consolidate utility meters as a cost reduction strategy. Please provide examples detailing the engineering, design and results of combining meters on school and institutional projects.
- **Financial Information** – Provide an audited financial statement, balance sheet, and income statement for the responding VENDOR (paper or CD/Flash drive).

B. Scope of Work (SOW/Methodologies) (40%)

Contractor must include with proposal response a written Scope of Work (SOW) detailing the contractors plan to implement, service, and manage this contract in accordance with the Savannah-Chatham County Public School System’s specifications, relevant laws, and industry “best practices”.

Design Methodology – Please describe, in detail, the design methodology to be employed from transferring the subjective analytical data into an objective and measurable system design. Please provide an example.

Bidding Methodology – Please describe, in detail, the bidding methodology to be employed to ensure the optimum value to the SCCPSS (with value defined as a relationship between cost and quality). Information shall include, but not limited to, bidding documents, advertisements, assurance of competition, assurance of conflict of interest, assurance of compliance with applicable Federal, State, and Local regulations governing procurement of related items, and assurance of “best practice” solicitation procedures.

Reporting Methodology – Please describe, in detail, the methodology in which the firm will report and present the audit, design, and bid findings to the SCCPSS. Respondent shall include a sample report representative of what the SCCPSS would receive at this stage of the contract.

Construction Management Methodology – Please describe your methodology for contracting and overseeing the “construction” requirements of this contract. This shall include planning, coordination, installation, warranty, and occupant involvement.

Methodology for Measurement and Verification – Please detail procedures, formulas, and methodologies your firm will employ to measure, calculate, document, and guarantee energy savings for this project.

Contract Management Methodology – Please detail your methodology for general oversight of the contract from award, through all phases until final completion. Information shall detail the people and processes to be employed to ensure effective and efficient management of all contract related items (audit, design, bidding, financing, construction, close-out, etc.) Please highlight how your staff will interface with SCCPSS personnel during all phases of the project.

Financial Methodology- Please detail your methodology for the follow elements of the contract related to the financial aspects of this project

- a. Transparency of Financial Records related to cost, savings, etc.
- b. Financial Reporting
- c. Invoicing Procedures-including sample invoice

C. Cost and Value Added– (15%)

Contractor shall submit a sealed fee proposal detailing the cost of the audit, providing the cost of each school listed on the fee proposal (as may be amended) and a breakdown of the hourly rates of all staff that would conduct the audit. For the purposes of evaluating sealed fee proposals, the District will evaluate fee proposals based on the listed schools but reserves the right to add or delete schools from the final contract. However, Contractor will honor the unit prices listed in the sealed fee proposal (as may be subsequently modified during any negotiations) during the original term of the agreement and any renewals.

The Contractor with the lowest fee proposal will be awarded the full 15% of points for the Cost and Value evaluation criteria.

The firm offering the overall lowest cost to the District will receive the total amount of points for cost. The remaining firms will be awarded points for cost according to the following formula:

$(\text{Total cost of lowest firm} / \text{Total cost of firm to be ranked}) \times 15 \text{ points} = \text{points awarded}$

NO FEES OR COSTS SHALL BE STATED IN THE TECHNICAL PROPOSAL PACKAGE. THE FIRM WITH THE LOWEST FEE IS NOT GUARANTEED AN AWARD OF ANY CONTRACT.

7.0 Evaluation Criteria.

For this solicitation, Proposals will be evaluated using the following Evaluation Matrix by an Evaluation Committee of District staff and/or outside consultants (unaffiliated with any Offeror) engaged by the SCCPSS for the purpose of evaluating proposals. For this solicitation, the following Evaluation Matrix will be used.

Evaluation Process

Offerors are to make written proposals, which present the Offeror’s qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the District may properly evaluate your capabilities to provide the required goods/services.

Selection of the Successful Offeror(s) will be based upon submission of proposals meeting or exceeding the selection criteria. The minimum selection criteria will include:

Criteria	Weight
Vendor Qualification (All elements of Section 6.3 – A)	45%
Scope of Work (SOW/Methodologies) (All elements of Section 6.3 – B)	40%
Cost and Value Added (Section 6.3 – C)	15%

8.0 Collusion/Financial Benefit.

The Offeror certifies that his/her proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation, making a proposal for this RFP without prior knowledge of the competitive process; and is in all respects fair, without outside control, collusion, fraud, or otherwise action. Upon signing the proposal, offeror certifies that no member of the governing body of the Savannah Chatham County Public School System, or members of his/her immediate of family, including spouse, parents or children, or any other officer or employee of the District, or any member or employee of a Commission, Board or Corporation controlled or appointed by the Executive Officer or Council has received or has been promised, directly or indirectly, any financial benefit related to this RFP and/or a contract resulting thereof.

9.0 Audit Requirements.

At any time during normal business hours and as often as the District may deem necessary, the Service Provider shall make available for examination by the District and/or representatives of the District's Internal Audit Department, all of its records related to matters covered under this contract. It shall also permit the District and/or representatives of the District's Department of Internal Audit to audit, inspect, examine, and make copies of excerpts or transcripts from such records pertaining to personnel, conditions of employment and other data relating to all matters covered by this contract. All documents to be audited shall be available in the main office of the District or at the offices of the Service Provider.

10.0 Contract Close-out Procedures.

Upon the expiration, conclusion or termination of a resulting contract, the Service Provider will return to the District (at no charge) all District owned property.

11.0 Insurance.

The successful Offeror shall procure and maintain throughout the term of this Agreement the following insurance limits and coverage and shall, upon executing this Agreement, provide the District a certificate(s) of insurance evidencing the same, showing that the District and all of its elected school board members, administrators, officers, employees, agents, attorneys, heirs, successors, and assigns, are listed as additional named insureds on all insurance policies except for Contractor's workers' compensation and professional liability policies: The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

- A. Commercial General Liability Insurance**, including Bodily Injury, Property Damage, Personal Injury, Blanket Contractual and Broad Form Property Damage Coverage including Products and Completed Operations, and XCU exposure with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate.
- B. Commercial Automobile Liability Insurance**, including owned, non-owned, leased and hired motor vehicle coverage with limits not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage, \$2,000,000 aggregate.
- C. Worker's Compensation Insurance** Statutory limits in accordance with O.C.G.A.34-9-120 et. Seq.
- D. Umbrella Liability Insurance** with a limit of not less than \$1,000,000 per claim, \$1,000,000 aggregate.

An Offeror may satisfy the commercial automobile liability insurance policy requirement by having a commercial general liability that includes automobile coverage with limits equal to those required of a separate commercial automobile liability insurance policy. If an Offeror cannot obtain automobile liability insurance because it does not own any vehicles of its own, it can satisfy the auto insurance coverage by having a non-owned and hired motor vehicle coverage endorsement for its commercial general liability insurance policy.

If the Offeror believes that additional insurance coverages other than those listed in Attachment A are required to ensure coverage for damages arising out of the performance of this contract, then Offeror should notify the District by the deadline for requests for interpretation and material substitution stated in Section U.

12.0 Terms of Contract.

For this solicitation, the Board has attached a Sample Contract as **Attachment C** for the provision of the goods and/or services requested by this RFP. By submitting a proposal, the Offeror agrees that all of the terms of the Sample Contract are acceptable to the Offeror. If any of the terms of the Sample Contract are not acceptable to the Offeror, then Board requests that the Offeror provide a Request for Material Substitution before submitting its Proposal asking to substitute different terms. The Board reserves the right to reject any proposals that does not contain the terms of the Sample Contract or contains other terms unacceptable to the Board. The Board reserves the right to negotiate all terms of any contract proposed by an Offeror up until any point before the School Board awards a contract to an Offeror.

**End of Attachment A
Forms to Follow**

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 1
Proposal Submission Checklist

Please include this Proposal Submission Checklist on the front of your proposal and check which documents are included.

- Solicitation Form 1: Proposal Submission Checklist
- Solicitation Form 2: Proposal Certification Form
- The Proposal: The Offeror's typewritten or printed proposal which shall be organized as provided in Section 6.3 of Attachment "A."

Forms to be included after the Proposal

- Solicitation Form 3: Offerors References
- Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
- Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(submit only if contractor may use subcontractors)
- Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(submit only if subcontractors may use sub-subcontractors)
- Solicitation Form 7: Disclosure of Responsibility Statement
- Solicitation Form 8: Proposed Schedule of LMWBE Participation
- Solicitation Form 9: Documentation of Good Faith Efforts to Involve LMWBE
- Solicitation Form 10: Joint-Venture Disclosure Statement
(submit only if Offeror is a joint venture)
- Solicitation Form 11: Bid Security Form: Sample Bid Bond form showing material terms for a bid bond, if one is required because the bid exceeds \$100,000.00.
- Solicitation Form 13: Non-Influence Affidavit
- Solicitation Form 14: Contractor Qualification Statement
- Offeror's Certificate of Insurance: Documents showing that Offeror has or can obtain the minimum insurance required by this solicitation.
- A copy of the Offeror's Current Business License/Tax Certificate
- Any State of Georgia licenses required to provide the goods and/or services requested by this RFP.
- A copy of the Offeror's W-9, showing its Federal Tax Id. Number and Certification
- Additional Documents Submitted by Offeror in Support of its Proposal
- Sealed Fee Proposal (Solicitation Form 12, which is to be submitted in its own, sealed envelope labeled "Fee Proposal").

If the Offeror does not wish to submit a proposal for this RFP but would wish to remain on the Board's list of interested Offerors, please submit only Form 15 in an enveloped mark "No Response."

Solicitation Form 1

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 2
Proposal Certification Form

Please complete this form and sign it in the presence of a notary:

A. Local and/or Minority/Woman Business Enterprise Development Information.

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status.

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Local | <input type="checkbox"/> Woman | <input type="checkbox"/> Asian-American |
| <input type="checkbox"/> African-American | <input type="checkbox"/> Hispanic | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Majority | <input type="checkbox"/> Non-Local | |

B. How Did You Hear About This RFP? (This information is for statistical use only.)

- | | |
|---|--|
| <input type="checkbox"/> Savannah News Press Legal Ad | <input type="checkbox"/> The Herald Legal Ad |
| <input type="checkbox"/> Received Request by Mail | <input type="checkbox"/> The Savannah Tribune Legal Ad |
| <input type="checkbox"/> Visiting the Purchasing Office | |

C. Offeror's Certification.

This is to certify that I, on behalf of the undersigned Offeror, have read this RFP in its entirety (including all attachments) and agree to be bound by the provisions of the contained herein.

This ____ day of _____ 20 ____ By: _____
Name (printed)

Title *Signature*

Company

Address (Street, City, State, Zip)

Phone No. *Fax No.*

Federal Taxpayer I.D. No. *e-Verify No.*

Contact Person for This Bid *Phone Number*

Acknowledge Receipt of Addendum(s) # _____ # _____ # _____ # _____ # _____

D. NOTARY:

Subscribed and sworn before me on

This the ____ day of _____, 202____

Notary public

My commission expires

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM

RFP # C21-03 - SOLICITATION FORM 3

REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1.
Company Name: _____
Contact Person: _____
Phone Number: _____ FAX Number: _____
E-Mail Address: _____

2.
Company Name: _____
Contact Person: _____
Phone Number: _____ FAX Number: _____
E-Mail Address: _____

3.
Company Name: _____
Contact Person: _____
Phone Number: _____ FAX Number: _____
E-Mail Address: _____

4.
Company Name: _____
Contact Person: _____
Phone Number: _____ FAX Number: _____
E-Mail Address: _____

5.
Company Name: _____
Contact Person: _____
Phone Number: _____ FAX Number: _____
E-Mail Address: _____

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 7**

Disclosure of Responsibility Statement

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract of subcontract, or in the performance of such contract or subcontract.
2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.
3. List any convictions or civil judgments under state or federal antitrust statutes.
4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
5. List any prior suspensions or debarments by any government agency.
6. List any contracts not completed on time.
7. List any penalties imposed for time delays and/or quality of material and workmanship.
8. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
9. List any pending civil actions against company for nonperformance of contract.

I, _____, of

Name of Individual Title & Authority

Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

Signature

_____ in _____, and _____
Date City State

Subscribed and sworn before me on

This the _____ day of _____, 202_____

Notary Public

My commission expires

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 8**

**Proposed Schedule of LMWBE Participation
For Informational Purposes Only**

NAME OF OFFEROR: _____

RFP #: **C21-03** PROJECT TITLE: Energy Conservation Services (Annual Contract)

TOTAL AMOUNT: \$ _____

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUB-CONTRACTED	SUBCONTRACT VALUE (stated as a percentage of the fee proposal)
			%
			%
			%
			%
			%
			%

AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE: _____%

WOMEN PARTICIPATION TOTAL VALUE: _____%

OTHER MINORITY PARTICIPATION TOTAL VALUE: _____%

The undersigned will seek to enter into a formal Agreement with the proposed LMWBE identified herein for work listed in this schedule if awarded a contract with the Savannah-Chatham County School Board and if final contract terms between the undersigned and the LMWBE sub-contractor can be reached. This form does not constitute a contract between the undersigned or any LMWBE sub-contractor listed.

Signature

Title

Subscribed and sworn before me on

This the _____ day of _____, 202_____

Notary Public

My commission expires

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 9**

Good Faith Efforts Requirements

Offerors are required to submit with their proposal evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.	<input type="checkbox"/> Yes or <input type="checkbox"/> No If no, please explain:
Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.	Please explain efforts:

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 10**

Joint-Venture Disclosure Statement
(only needed if Offeror is a joint venture)

NAME OF OFFEROR: _____ RFP #: **C21-03**

If the prime offeror is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

Joint venture firms	Level of work	Financial participation

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 11
BID SECURITY FORM**

NOTE TO CONTRACTOR: Use of Surety's standard Bid Bond form is acceptable as long as it substantially complies with the following form.

KNOW ALL BY THESE PRESENTS, That we, {Insert Contractor's Legal Name and Address} as Bidder, hereinafter called the Principal, and {Insert Legal Name and Address of Surety}, a corporation duly organized under the laws of the State of {Insert State of Corporate Organization}, as Surety, are held and firmly bound unto:

DISTRICT: _____

Attention: _____

Phone Number: _____

Facsimile Number: _____

as Oblige, hereinafter called the Oblige in the sum of _____ (Not less than five percent of the Bid) Dollars (\$ _____), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a Bid for: **RFP C21-03 – Energy Conservation Services (Annual Contract)**

NOW, THEREFORE, if the Oblige shall accept the Bid of the Principal and (1) the Principal shall enter into a Contract with the Oblige in accordance with the terms of such Bid, and the Principal shall execute the Contract and give such bond or bonds as may be specified in the Bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) in the event of the failure of the Principal to enter such Contract and give such bond or bonds, and the Principal shall pay to the Oblige the difference not to exceed the difference hereof between the amount specified in said Bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said Bid; then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ Day of _____, 202__

Name of Contractor _____

By: **[Insert Name of Contractor's Principal]** (Seal)

Title: _____

Name of Surety: _____

By: **[Insert Name of Surety's Agent]** (Seal)(*)

Title: _____

(*) Attach Power of Attorney

Sworn to and subscribed before me this _____ day of _____, 202__.

Notary Public

My Commission expires this _____ day of _____, 202__

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 12**

Sealed Fee Proposal Form

(to be submitted in a separate sealed envelope from Offeror's proposal).

School	Estimated Work Hours to Conduct Audit	Audit Cost Per School
Butler Elementary School		\$
Heard Elementary School		\$
Pooler Elementary School		\$
Shuman Elementary School		\$
Southwest Elementary School		\$
Windsor Forest Elementary School		\$
STEM at Bartlett		\$
Hubert Middle School		\$
Coastal Middle School		\$
East Broad K8		\$
Myers Middle School		\$
Islands High School		\$
Windsor Forest High School		\$
Garden City Elementary School		\$
Gould Elementary Scjhool		\$
Pt. Wentworth Elementary School		\$
JG Smith Elementary School		\$
Garrison Elementary School		\$
Georgetown K8		\$
Johnson High School		\$
Bloomingdale Elementary School		\$
Largo-Tibet Elementary School		\$
Ellis Montessori		\$
Mercer Middle School		\$
Savannah High School		\$
	Total Audit Cost	\$

Unit Prices for Staff

Position	Hourly Rate
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

In submitting this proposal, I agree to the following:

1. To hold my proposal and all fees valid for a period of one hundred twenty (120) days.
2. To enter into and execute a contract, if awarded on the basis of this proposal.
3. To accomplish the work in accordance with the contract documents and specifications.
4. To complete the work by the time as listed in the specification section of this document.
5. I will deliver and complete the services outlined in the solicitation documents.

BY: _____
SIGNATURE/TITLE DATE

PRINTED NAME: _____

FIRM NAME: _____

ADDRESS: _____

CITY/STATE/ZIP _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

EMAIL: _____

FEDERAL TAX ID NUMBER: _____

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 13
NON-INFLUENCE AFFIDAVIT**

Certification under Oath:

O.C.G.A. § 36-91-21 provides in pertinent part:

(d) Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefore by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

(e) Before commencing the work, any person who procures such public work by bidding or proposal shall make an oath in writing that he or she has not directly or indirectly violated subsection (d) of this Code section. The oath shall be filed by the officer whose duty it is to make the payment. If the contractor is a partnership, all of the partners and any officer, agent, or other person who may have represented or acted for them in bidding for or procuring the contract shall also make the oath. If the contractor is a corporation, all officers, agents, or other persons who may have acted for or represented the corporation in bidding for or procuring the contract shall make the oath. If such oath is false, the contract shall be void, and all sums paid by the governmental entity on the contract may be recovered by appropriate action.

STATE OF GEORGIA
COUNTY OF _____

I do solemnly swear on my oath that, as to the Contract dated _____, 201_____,
between

_____ and The Board of Public Education for the City of Savannah and the County of Chatham, Georgia, I have not directly or indirectly influenced or the attempted exertion of any influence on behalf of the firm on behalf of which this affidavit is made, in any way, manner, or form in the purchase of materials, equipment, or other items involved in construction, manufacture, or employment of labor under the aforesaid Contract by or on any employee, officer, or agent of the Board, or any person connected with SCCPSS in any way whatsoever and I have not directly or indirectly violated subsection (d) of OCGA 36-91-21.

BY: _____
Authorized Signature (BLUE INK PLEASE)

Printed Name Title

Sworn to and subscribed before me this ____ Day of _____, 202_____.

Notary Public

My commission expires: _____
(SEAL)

NOTE: THE NOTARY SEAL MUST BE APPLIED UNDER GEORGIA LAW, WHETHER OR NOT THE LAW OF THE STATE WHERE EXECUTED PERMITS OTHERWISE.

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 14**

**RFP C21-03 – Energy Conservation Services (Annual Contract)
Contractor Qualification Statement**

Questionnaire information will be utilized in the evaluation of this proposal. Vendors must include all information requested. Failure to do so will reflect negatively in evaluation and may result in your submission being deemed "non-responsive" and eliminated from consideration.

Legal Company Name: _____

Years in Energy Conservation Business: _____

Is your company currently licensed to contract construction related activities in the State of GA? _____

of Permanent Employees: _____

of Employees Assigned to DCSD for this Contract: _____

How many Comparable Contracts do you currently have in Georgia? _____

How many of these Contracts are: Government: _____
K-12 Education: _____

Where is the location of your nearest service facility: _____

Please provide location and # miles from Savannah, Georgia: _____

Have you ever refused to sign a contract at your original bid? _____ (Explain if yes): _____

Has your company ever failed to comply with any contract awarded? (Explain if yes): _____

Has your company ever lost a contract to any public education entity based on poor performance or breach of contract? (Explain if yes): _____

Is your company currently suspended or debarred from any government entity? (Explain if yes) _____

Are there any judgments, claims, legal proceedings or lawsuits pending or outstanding against your company or any of its officers? (Explain if yes) _____

Is your company currently in bankruptcy proceedings or has it filed for bankruptcy in the past five years? (If Yes, please explain): _____

Please provide the name, title, contact information, and qualifications of person primarily responsible for the day to day management of this contract (Project Manager): _____

Have you ever had an energy savings guarantee shortfall? (If yes, please detail on a separate page)

Please list any additional certifications, awards or recognitions that you feel would benefit the DCSD in the award and execution of this contract:

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C21-03 - SOLICITATION FORM 15**

No Proposal Statement Form

In an effort to make the procurement of goods and services for the School District as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated.

Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

- Specifications- Restrictive, too "tight", unclear, specialty item, geared toward one (1) brand or manufacturer only. **(Please explain in detail below).**
- Manufacturing- Unique item, production time for model has expired, etc.
- Bid Time- Insufficient time to properly respond to bid or proposal.
- Delivery Time- Specified delivery time cannot be met.
- Payment - Payment terms unacceptable. **(Please be specific)**
- Bonding - We are unable to meet bonding requirements.
- Insurance - We are unable to meet insurance requirements.
- Removal - Remove our firm from your bidders list for the particular commodity or service.
- Keep - Please keep our company on your bidders list for future reference.
- Project is:___/ Too Large ___/ Too Small ___/ Site or Location is Too Distant
- Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. **(Please be specific)**

VENDOR STATEMENT:

CONSTRUCTION PROJECTS ONLY: Our Company is interested in this project as a:

- Prime Contractor Sub-Contractor Supplier/Distributor

Signature/Title

Company Name

Telephone Number