

B-2338KM

On-Demand Fleet Professional Services

Introduction

The Gwinnett County Board of Education (Board) represented by Gwinnett County Public Schools (GCPS) requests competitive sealed bids for On-Demand Fleet Professional Services. GCPS is the largest school district in the State of Georgia. Additional information regarding GCPS may be obtained by logging on to www.gwinnett.k12.ga.us.

Scope of Work

Service providers are advised that the selection process will include an evaluation of many variables in addition to the hourly rate for the requested service(s) in order to make the appropriate service provider(s) selections. Gwinnett County Public Schools (GCPS) may contract with more than one service provider, or as deemed to be in the best interest of the district, for the term specified in the solicitation. Each service provider is cautioned that any contract resulting from a response to this solicitation shall be of a non-exclusive nature. GCPS makes no guarantees with respect to the amount or volume of business billed under any resulting contract.

GCPS reserves the right to act in its own best interest during the selection process and to waive any and all technicalities either expressed or implied or as stated in other sections of this solicitation. GCPS desires to select service providers that have not only submitted competitive rates but also have agreed to adhere to all requirements specified herein.

GCPS requires a broad range of support personnel with excellent skills, abilities, and personality attributes that will facilitate its public sector mission and meet the following immediate and long-term objectives:

- Leverage total volumes to secure lower pricing.
- Reduce total costs.
- Exceed current levels of services.
- Diligently manage and track Contractor expenditures.
- Reduce transactional complexity.
- Implement best practices associated with Contractor service support.
- Implement technologies to improve process effectiveness

Service providers will be expected to support this mission and objectives by providing the highest level of staffing support in a manner equal to these expectations. Each service provider shall develop and maintain a superior response system in order to meet a wide variety of customer support objectives and meet the highest level of continuous improvement.

During the term of the Contract, GCPS may request additional positions to be added as needs arise. Likewise, certain positions may be deleted as needs change.

Intent

GCPS reserves the right to award to one or more service provider. After the award is made, work will be assigned based on approach, experience, and cost. Specific projects not covered by the hourly rates

submitted by the awarded service provider(s) will be quoted individually and will be awarded based on approach, experience, and cost.

Hourly Rates

GCPS is asking for hourly rates to be submitted in a range. This range will indicate the lowest rate and highest rate the service provider will charge for each job title listed. Actual rates charged to GCPS will be determined in a statement of work (SOW) based on the candidate's education, certifications, year of experience etc. Generally, most positions can be classified into the levels listed below.

- **Level 1(Intern):** 0-1 years of experience in the field or in a related area. Must be currently pursuing a degree, certificate and/or diploma in automotive/diesel technology. or Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment.
- **Level 2:** 1-5 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment.
- **Level 3:** 6 or more years of experience, relies on experience and judgment to plan and accomplish goals, independently performs a variety of complicated tasks, may lead and direct the work of others, a wide degree of creativity and latitude is expected.

It is GCPS's intent, when possible, to interview 3 candidates to determine the best fit and overall success of the project.

GENERAL REQUIREMENTS

Communication – Gwinnett County Public Schools Personnel: Individuals, firms, and businesses seeking an award of a Gwinnett County Public Schools contract may not initiate or continue any verbal or written communications regarding a solicitation. Bid submissions will be received digitally until **9:00 AM, Wednesday, November 30, 2022**, through the Bonfire Interactive online portal located at <https://gwinnett.bonfirehub.com> or by visiting the GCPS Purchasing website at <https://www.gcpsk12.org/Page/24587>. A list of submitting firms will be available the following business day on our website. All communications concerning the Bid must be submitted in writing to the Gwinnett County Public School's Purchasing Department **via Bonfire under the "Message Center" section of the bid**. No response other than written communication by the Purchasing Department will be binding upon Gwinnett County Public Schools. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm, or business may be disqualified from consideration for award. The Purchasing Department, in its discretion, may call upon user departments for clarification in their area of expertise. **All questions or commentary must be received in Bonfire under the "Message Center" section no later than 12:00 PM, Monday, November 21, 2022, to allow for appropriate and timely responses.**

Contract Duration

This contract is effective January 1, 2023 through December 31, 2023, or upon award. Gwinnett County Public Schools (GCPS) reserves the right to extend this contract for a maximum of four (4) additional one-year periods for a total potential term length of 5 years with the approval of the Gwinnett County Board of Education. Bid extensions will be approved in one-year increments. Pursuant to O.C.G.A. Section 50-5-64, this contract shall not be deemed to create a debt of The Board for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.

Successful service provider(s) will be expected to sign a Statement of Work (SOW) for professional services developed by Gwinnett County Public Schools. If execution of this contract with the selected service provider is unsuccessful, GCPS will negotiate with the second ranked service provider and so on until satisfactory agreement has been reached.

Successful service provider(s) are required within 24 hours of having a Contractor onsite at any GCPS location to provide the following:

- Certificate of Insurance as specified in solicitation document
- Properly executed Statement of Work; and
- Completed E-Verify forms

Failure to provide the above documents within the specified time allotted, may be just cause for the annulment of award.

General Provisions

1. GCPS will require the service provider(s) to conduct criminal background checks and a drug urinalysis on applicants for all positions prior to being on-site in any school or district office. GCPS requires that all Contractors be verified as legally eligible to work in the United States through the Department of Homeland Security. This documentation is required in addition to completion of the I-9 form. GCPS reserves the right to release any Contractor with an unfavorable background. GCPS will provide the service provider a list of all positions, to include working title, summary, physical demands and minimum requirements.
2. GCPS does not currently provide sponsorship for employment visas.
3. Service provider (s) should provide GCPS, in their response, a total of three references. The references must be completed under the required section in Bonfire on the form that is provided. References shall be of businesses the service provider has provided services for of a similar size and scope. References should include the following: company name, address, contact information, company representative, number of employees supplied, and type of jobs filled. All information provided should be current and verifiable.

4. Service provider (s) shall also indicate how long it has been in business, how long in the Atlanta market and how long it has dealt with this type of professional services positions.
5. Service provider (s) shall specify, within their response, the level of service offered by their agency. Inclusive in this shall be the level at which the account representative is within the service provider's organizational structure, the level of attention the service provider is able to provide on this account, and the manner in which the service provider is prepared to deal with problems that may arise. The service provider shall also provide the address of each service provider's locations that will be involved in providing the services requested, and the number of service provider's employees who will be involved.
6. As an equal opportunity employer and in compliance with the Americans with Disabilities Act (ADA), GCPS may provide reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees without disabilities. Disabled individuals must satisfy job requirements for educational background, employment experience, skills and any other qualification standards that are job related and must be able to perform those tasks that are essential to the job with or without reasonable accommodation.

Requirements

- A request for contractor with detailed information on the scope of work and the schedule for the desired contractor shall be emailed by GCPS to the selected supplier.
- Service provider shall provide acceptable, qualified, and skilled contractor(s) to GCPS.
 - GCPS may interview the contractor(s) before acceptance.
 - The service provider shall receive appropriate job summaries. The service provider will discuss the duties and skills indicated in the job summary with each prospective employee.
 - Training will be conducted on-site and on-the-job.
- Regular, punctual attendance is required. The service provider or the employee will notify the manager of each location of any absence/late arrival at least 30 minutes prior to the start of the shift. Reduction in work hours by the school location due to low volume is not considered an absence.
- GCSPS will provide the service provider with information regarding attendance, dress, appearance, Holiday closures, and other rules relating to the work environment.
- The service provider shall provide worker's compensation and unemployment insurance benefits, at its expense, for all temporary employees it supplies GCPS.
- The service provider shall include an itemized list of benefits that will be provided to their temporary employees. This list shall include such items as bonuses, job completion

incentives, vacation pay, holiday pay, etc. that the service provider will provide. The service provider shall agree to notify GCPS 30 days in advance of any changes to their benefit coverage and require the service provider to notify employees in writing of such changes. Terms around the firm's vacation and sick leave policies must also be provided.

- GCPS reserves the right to secure services from multiple agencies based on need and availability.
- Multiple contractors can be provided by the same service provider.
- Provider must have the ability to comply with GCPS procedures for approving and scheduling, including use of GCPS forms and other databases that can be used to streamline communication.
- GCPS requires that complaints be acknowledged within 24 hours and resolved within 72 hours.
- Supplier shall provide its replacement policy for unacceptable contractors within their proposal response. Contractors should be replaced within two (2) business days after notification from GCPS or when the Supplier has determined a replacement is necessary.
- GCPS reserves the right to terminate the services of any contractor at any time and for any reason. In such instances, negotiation of payment will be handled on a case-by-case basis.
- Supplier shall warrant and represent that its work under this Contract and that of its Contractors shall be of professional quality and performed with generally accepted industry standards for the respective position.
- Supplier shall provide a local contractor reporting to once of the GCPS Fleet shop locations listed below:
 - Lawrenceville Shop 1 - 600 Old Snellville Hwy, Lawrenceville, GA 30046
 - Centerville Shop 2 - 3095 Centerville Hwy, Centerville, GA 30039
 - Norcross Shop 3 - 4180 Blue Ridge Ind'l Pkwy, Norcross, GA 30039
 - Buford Shop 4 - 3615 Ridge Road, Buford, GA 30519
 - Harbins Shop 5 - 3550 New Hope Road, Dacula, GA 30019
 - Lilburn Shop 8 - 45 Arcado Road, Lilburn, GA 30047
- The projected weekly working hours for full time may be 40 hours per week but will vary according to the specific need. Typical hours are 5:00 am – 2:00 pm or 8:30 am – 5:30 pm, Monday through Friday.
- Service provider must present an orientation (online or face-to-face) to all contractors on policies and procedures (e.g., onboarding, cancellations, no-shows, code of conduct in educational settings, etc.) and submit a copy with the bid response.

- GCPS will only pay the agreed upon hourly rate as stated in the SOW, and will not pay any additional fees for these services
- GCPS will not pay a fee of any kind for an employee that the service provider provides to the District that the County hires on a full-time, part-time, permanent or limited term basis; nor, shall an employee be extended on the service provider's payroll once the employee is placed GCPS 's payroll.
- When GCPS allows for an increase in their pay structure, positions listed in this contract may be eligible for a pay increase. Any increases are contingent upon availability of budget and the required approvals. Any other increases are not allowed.
- GCPS shall not pay for contractor's who work one (1) day or less, unless an assignment for one (1) day or less is specified when the order for contractor is placed.