



*Savannah-Chatham County Public School System*

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

December 2, 2016

Ladies and Gentlemen:

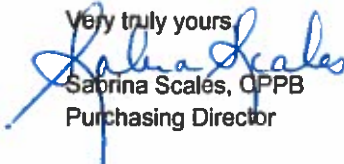
The Savannah-Chatham County Public School System (the "SCCPSS" or the "District") wishes to announce that we are requesting Requests for Proposals for District Wide Furniture, Fixtures, and Equipment (FF&E) for K-12 Media Centers (General/ESPLOST) (Annual Contract) under RFP No. C17-11 (ESPLOST), by a firm authorized to do business in the State of Georgia. **A public Pre-proposal conference will be held on December 16, 2016 at 9:00 A.M., at the Savannah Chatham County Board of Education located at 208 Bull St., Savannah, Georgia 31404 in Room 314.** Offerors are encouraged to attend.

Enclosed is a Request for Proposal (RFP) packet, which outlines the services being solicited and instructions which describe the submission of the Request for Proposals (sometimes referred to herein as "proposal(s)"). This cover letter is not a part of the Request for Proposal (RFP) and information herein is for reference only. All Request for Proposals should be delivered to the District Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. The advertising dates for this RFP C17-11 are **December 2, 2016 through December 15, 2016, and December 16, 2016 through January 5, 2017.** **Request for Proposals will be accepted prior to 11:00 A.M. on Thursday, January 5, 2017,** at which time they will be entered into a register which will be available for public review. If you wish to receive a copy of the register, please enclose a self-addressed stamped envelope with your Request for Proposals, and a copy of the register will be mailed to you. Request for Proposals received after the time and date for submittal stipulated in the RFP will not be opened or considered, and will be returned to the Offeror unopened. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their Request for Proposals are stamped by Purchasing Department personnel before the deadline indicated.

It is the policy of the Board of Education 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. The Board expects that prime contractors on district construction projects will make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers. 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.

If you desire a copy of all Project Documents via US Mail, FedEx, or UPS, please notify the Savannah-Chatham County Public School System's Purchasing Department at (912) 395-5572. As a courtesy, an unofficial copy of the solicitation document (only) may be available via the District's web page at [www.sccpss.com](http://www.sccpss.com). If you have any questions concerning this RFP, please submit them in writing to the address above or fax them to 912-201-7648. Verbal inquiries will not be considered. Your interest and participation in submitting a Request for Proposal in response to this RFP is greatly appreciated.

Very truly yours,

  
Sabrina Scales, CPPB  
Purchasing Director

## **CONE OF SILENCE REQUIREMENTS:**

A "Cone of Silence" is imposed upon this Request for Proposal (RFP) after advertising, and terminates at the time the Board of Education 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 Board of Education, the superintendent or his staff, any persons involved in evaluating the proposals, 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 packet 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 bidder(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 prospective offeror may result in the rejection of the prospective offeror's response and disqualify the prospective 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.

### **I. GENERAL / INTRODUCTION**

The Savannah-Chatham County Public School System (the "SCCPSS" or "the District") is soliciting competitive sealed proposals for District Wide Furniture, Fixtures, and Equipment (FF&E) for K-12 Media Centers. Each responding firm (hereinafter each referred to as "the Offeror" or "Proposer") must be authorized to do business in the State of Georgia and experienced in in the planning, designing, supplying, and installing educational furniture, fixtures, and equipment for K-12 Media Centers. Offerors shall meet the terms and conditions set forth in this document and all attachments.

**Proposals will be accepted prior to 11:00 A.M. on Thursday, January 5, 2017.** This deadline for proposals will be extended at least 72 hours, excluding Saturdays, Sundays, and legal holidays, if the District issues any addenda modifying the plans or specifications for the project within a period of 72 hours, excluding Saturdays, Sundays or legal holidays, prior to the advertised time for opening the proposals. Under such circumstances, it will not be necessary to re-advertise the RFP. Any addenda released within 72 hours of the advertised time for opening the proposals will be provided to all firms that attend the Pre-proposal conference.

**A public pre-proposal conference will be held on December 16, 2016 at 9:00 A.M., at the Savannah Chatham County Board of Education located at 208 Bull St. Rm. 314, Savannah, GA 31401.** Offerors are encouraged to attend.

### **II. STANDARD TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL**

This Section includes basic minimum standard requirements established by the District for the purchase of Furniture, Fixtures, and Equipment (FF&E) for K-12 Media Centers services sought by the District. Additionally, this Section includes the basic minimum requirements established by the District for responding properly to this RFP; any Offeror that does not respond in a manner that meets these requirements will be considered non-responsive, and the Offeror will not be considered for award of a Contract. NOTE: Important additional requirements are stipulated in Attachments to this RFP.

#### **A. Owner Administration of Project**

The District is the Owner of the Projects to be managed by the Successful Offeror.

**B. Receipt & Registration of Proposals**

Proposals, and any subsequent modifications, will be time-stamped upon receipt. Immediately after the date and time stipulated for receipt of all proposals that were delivered in a timely manner will be entered into a register, which will be available for public review. The Proposals will not then be publicly opened, and no information contained within the proposals shall be released or discussed. Proposals will be shown only to District personnel having a legitimate interest. Only after Contract(s) are awarded will proposals be open to public review.

Proposals received after the time and date for submittal stipulated herein this RFP will be returned to the Offeror unopened. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their proposal is stamped by Purchasing Department personnel before the deadline indicated. Proposals received after the time and date for submittal stipulated herein this RFP will not be opened, reviewed, or considered.

**C. Scope of Services**

The Scope of Services to be provided is detailed in Attachment A and the drawings released with this solicitation. ).

**D. RFP Clarifications / Addenda**

If any questions should arise prior to the date and time indicated below pertaining to the RFP documents, Offeror may deliver, mail, or fax (*no verbal communications or e-mails will be accepted*) a written request for clarification or interpretation to:

Savannah-Chatham County Public School System  
Attention: Director of Purchasing  
208 Bull Street, Room 213  
Savannah, GA 31401  
Fax No: 912-201-7648

Any clarification interpretation of documents shall be made by Addendum to the RFP. At least one addendum will be issued, which will include as a minimum a list of all potential offerors who signed attendance at the pre-proposal conference. A copy of each addendum issued will be mailed or faxed to each offeror receiving a set of RFP documents. **All inquiries to which offerors wish to see responses included in an addendum must be submitted on or before Monday, December 19, 2016 by 5:00 PM. Official responses to all questions will be posted as an addendum on the District's website, emailed or faxed to all known interested parties.** The District shall not be responsible for any other explanation of questions submitted after this date. The District shall mail, fax, or contact offeror for pickup of any addenda prior to 72 hours before the closing date and time of the solicitation, January 5, 2017 at 11:00 AM.

The Offeror must acknowledge receipt of all addenda on the CERTIFICATION FORM (Form 1). **Failure by the Offeror to acknowledge each and every Addendum on the CERTIFICATION FORM will render the Offeror's proposal non-responsive.**

**E. Pricing**

In the event the Offeror wishes to provide additional services above and beyond the stated requirements of this RFP at "no cost" to the District, these services should be identified and included in the RFP response. The District reserves the right to negotiate an appropriate fee for any project. Fees shall not exceed amounts approved by the State Board of Education for capital outlay projects.

**F. Signed Proposals Considered Offer**

The signed proposal shall be considered an offer on the part of the Offeror, and shall be deemed accepted upon a majority affirmative vote of the Board of Education, the governing body for the District. In case of a default on the part

of the Offeror after such acceptance, the District may take such action as it deems appropriate, including legal action for damages or lack of required performance.

**G. Non-Response by Prospective Offerors**

If a proposal is not to be submitted, but Offeror wishes to remain on the District's list of potential providers, Offeror should complete and return the CERTIFICATION FORM (Form 1) and the LOCAL AND/OR MINORITY / WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION document (Form 2) found in this packet marked "No Response".

**H. Compliance with Specification / Terms and Conditions**

The Request for Proposals, Legal Advertisement, General Terms and Conditions, RFP Submittal Instructions, Special Terms and Conditions, Specifications, Attachments, Offeror's Response, any addenda, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.

**I. Communications Regarding Proposal of Offerors**

All submissions shall be final. Once proposals are submitted, any communication between the Offerors and the District regarding the content of proposals shall take place only at the sole discretion and instigation of the District, and shall occur only in written form, except as expressly authorized herein.

Verbal clarifications to or discussions regarding any Offeror's submission will be considered by the District ONLY at specified and scheduled oral presentations, for the purpose of:

- Promoting understanding of the District's requirements and the Offerors' proposal.
- Facilitating the possible arrival at an agreement that is most advantageous to the District, taking into consideration established evaluation factors and price.

**J. Errors in Proposals**

Offerors are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Offeror's own risk. The Offeror may withdraw a proposal prior to the stipulated submittal deadline by requesting to do so in writing; however, this written request must be presented to the District in a manner that is sufficient to make clear that the Offeror seeking to withdraw a proposal is in fact the Offeror indicated on the CERTIFICATION FORM (Form 1) submitted previously as a part of the proposal of which withdrawal is sought.

**K. Public Information**

It is the policy of the District 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, but only if clearly listed and identified as such in the proposal. The District shall not be responsible or liable for its failure to protect trade secrets or proprietary information. In the event that no Contract is awarded as the result of this RFP, all Offerors will be notified. The District will keep all original proposals and will destroy all copies after 30 days, allowing Offerors opportunity to retrieve the copies should they wish. The original proposals will be kept on file in the District Purchasing Department.

**L. Offeror's Essential Credentials and Business Structure**

A responsible Offeror for the purpose of this RFP is stipulated to be one who meets, or who by the time and date for submittal of proposals stipulated herein this RFP, can meet all requirements for licensing, bonding, insurance, and service contained within this Request for Proposal. The District has the right to require any or all Offerors to submit documentation, in addition to that required by this RFP, of the ability to perform, provide, or carry out the services

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

The Offeror must be licensed to perform the services solicited by this RFP.

This RFP seeks to solicit Offerors from any legal form of business. 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 as a part of the Request for 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 RFP must submit complete but separate proposals, with each separate proposal 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.

**M. Standards of Acceptance of Proposals for Contract Award**

The District reserves the right to reject all proposals that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to re-advertise or terminate this RFP at any time before the Board of Education awards a contract for any reason.

The District has the right to disqualify any Offeror from consideration when such Offeror cannot demonstrate its ability to deliver requested services or when investigation shows it is not in a position to perform the solicited services in a manner that is in the best interest of the District.

**N. Compliance With Laws**

The Offeror shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, County, and City statutes, ordinances and rules during the performance of any contract between the District and the Offeror. Any such requirement specifically set forth in any contract document between the Offeror and the District shall be supplementary to this section and not in substitution thereof.

**O. Insurance Requirements**

Before performing any work on the awarded contract, the successful Offeror shall procure and maintain, during the life of said contract, insurance coverage as prescribed in the Form of Agreement. The policies of insurance shall be primary and written on forms acceptable to the District and placed with insurance carriers approved and licensed by the Insurance Commission of the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A(-). Further, the contractor will provide copies of all insurance policies required hereunder. No changes are to be made to these requirements without prior written specific approval by the District.

The Offeror shall review the Consultant Professional Agreement and once contracted, shall be required to shall provide the Specified Coverages and Limits of Insurance. Immediately, and before the start of the Project, the successful Offeror / Architectural and Engineering Professional must provide to the District a Certificate of Insurance as evidence of all insurance coverages and limits stipulated therein the Consultant Agreement. There is no waiver of

subrogation rights by either party with respect to insurance. Additionally, within 30 days of notice of award of a Contract, a certified copy of all policies in their entirety (including the Declarations pages) shall be provided to the District.

The Offeror must meet certain minimum insurance requirements at the time a Statement of Qualifications is submitted, which include current certificate(s) and a letter from insurer. Insurance certificates of current existing policies and coverage's will be required as a part of each Statement of Qualifications, as well as a letter from the Offeror's insurer stating that the Offeror can provide required limits of insurance specified by this RFP, pending award of a contract.

**P. Indemnity Provisions**

To the maximum extent permitted by Georgia law, the Offeror shall indemnify and hold harmless the District, the Board of Education and their respective board members, officers and employees (collectively the "Indemnitees") from any and all claims, liabilities, damages, losses and costs of any kind, including, but not limited to, claims for personal injury (including death), property damage, and the District's reasonable attorneys' fees and expenses incurred in the defense thereof, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Offeror or anyone employed or utilized by the Offeror in the performance of this Agreement. The foregoing notwithstanding, the parties agree that this indemnity provision will not require the Offeror to indemnify the Indemnitees for claims arising from the Indemnitees' sole negligence. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

**Q. Certification of Independent Submission**

By submission of a proposal, the Offeror certifies that in connection with this Request for Proposal:

1. The information in this Request for 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 this Request for 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; and
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.
4. In the event the Offeror is a partnership or joint venture, each party thereto certifies the above.

**R. Development of Local and Minority / Woman Business Enterprises.**

It is the policy of the Board of Education 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. The Board expects that prime contractors on district construction projects will make and document good-faith efforts to maximize the utilization of qualified LMWBE's as subcontractors and suppliers for District Projects. The Board encourages all members of the local construction community, regardless of ownership or size, to work together on District projects so that all can grow their businesses for the benefit of the Savannah-Chatham community. This solicitation is subject to Board policy FG and regulations thereunder.

Offeror shall take all reasonable steps in accordance with this solicitation to insure that local and disadvantaged enterprises have that maximum opportunity to participate in the resulting contract. No Offeror shall discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the Offeror shall make good faith efforts to select contractors, service providers, vendors, and suppliers from local and disadvantaged enterprises.

The Offeror must demonstrate a good faith effort to provide opportunity for LMWBEs, in part by providing as a part of its Statement of Qualifications the forms provided in this RFP, which shall be completed in a manner sufficient to provide documentation of such good faith efforts. Those forms pertaining to development of local and disadvantaged enterprises include:

- LOCAL AND/OR MINORITY /WOMAN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION (Form 2)
- LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS (Form 3)
- LOCAL AND MWBE DEVELOPMENT DOCUMENTATION (Form 4)

Good faith efforts should 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.
- 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.

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.

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 of 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 having origins in any of the Black racial groups of Africa;
2. Hispanic American: A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race.

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.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Savannah Entrepreneurial Center  
801 E. Gwinnett Street  
Savannah, GA 31401  
(912) 652-3582 (Phone)

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Proposals, or in the disposition of grievances or protests pertaining to this RFP.

**S. Protests**

Any actual or bona fide prospective Offeror who is aggrieved in connection with this RFP may protest to the Purchasing Director. By submitting a Statement of Qualifications in response to this RFP, the Offeror agrees that this RFP, as modified by Addendum, is fitting and proper, and that no claim or grievance against the District that is attributable to the content of the RFP exists. Any protest 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 the Work of this RFP, which will be transmitted by fax to all Offerors.

The District 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 the Superintendent, who shall respond to the protesting offeror within ten (10) business days of receipt of the letter of protest. This written decision shall be final and conclusive.

**T. Award of Contract**

The District reserves the right to reject all proposals that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to not award a contract to any Offeror, to cancel this RFP, and re-advertise the project using a similar or different competitive process at any time before the Board of Education votes to award the contract as a result of this RFP.

Proposals received after the time and date for submittal stipulated herein this RFP will not be opened, reviewed, or considered and will be rejected as non-responsive. Proposals that do not meet all of the specifications and guidelines set forth may also be rejected as non-responsive.

The Selection Committee will receive and evaluate all proposals submitted in response to this RFP using the Evaluation Criteria set forth in the solicitation documents in Attachment "A" under Section 8.0 Evaluation Criteria. After evaluating Offerors using this criteria, the Selection Committee may create a short list of at least three (3) Offerors found to be reasonably susceptible of being selected for award. The short-listed Offerors may also be assigned an interview time with the Selection Committee. All Offerors not selected for interviews will be so informed in writing.

After interviewing the short-listed Offerors and reviewing their responses to the District's Request for Proposal, the most qualified Offerors will be ranked in priority order of desirability and declared to be the Finalist Offerors. All firms interviewed will be informed of the selection in writing.

The District reserves the right to negotiate an appropriate fee for any project.

Once a final fee proposal has been reached, the Finalist Offeror will be presented to the School Board with a recommendation for appointment to the specific project. The Board of Education has discretion to accept the recommendation or reject it. If the Board of Education rejects the recommendation, the Superintendent or his designee may attempt to renegotiate with the highest-ranked firm and the next highest ranked firms as described above until a contract is accepted by the Board of Education or the District cancels this solicitation. The District reserves the right to reject all proposals and re-advertise for the same or similar services using a different procurement process.



**U. Offeror Performance**

The successful Offeror(s) 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.

**V. Cancellation / Default of Contract**

Cancellation or Default of a contract shall be as prescribed in Attachment A, "Scope of Service, Form of Proposal, Selection Process and Form of Agreement."

[Remainder of page left blank]

### III. SCCPSS RFP FORMS

The Savannah-Chatham County Public School System (SCCPSS) Forms listed below are a part of this RFP. In order for a Statement of Qualifications to be considered responsive, Forms 1 thru 10 must be fully completed, executed, and submitted as a part of the Statement. Failure to submit and execute the forms will render a Statement non-responsive. The actual Forms are found at the end of this RFP, subsequent to any Sections that follow this Section, IV. "SCCPSS RFP FORMS."

- FORM 1:**           **CERTIFICATION FORM:** Certifies that the offeror has carefully reviewed all provisions of the solicitation and hereby agree to be bound by said provisions of this package.
- FORM 2:**           **LOCAL AND/OR MINORITY / WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION:** Required to assist District with documenting status of participating offerors.
- FORM 3:**           **LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS:** Required for certifying and documenting evidence of good faith efforts to utilize local and Disadvantage Business Enterprises on this contract.
- FORM 4:**           **LOCAL AND MWBE DEVELOPMENT DOCUMENTATION:** Required to assist District in evaluating good faith efforts of Offerors.
- FORM 5:**           **DISCLOSURE OF RESPONSIBILITY STATEMENT:** Certifies and documents Offeror's ability or responsiveness to provide services in accordance with governmental business practices.
- FORM 6:**           **CONTRACTING AFFIDAVIT AND AGREEMENT:** Required by O.C.G.A. § 13-10-91 for all firms providing service(s) to public sector entities. This form requires compliance regarding hiring and verification of employees.
- FORM 7:**           **FORM OF BUSINESS DISCLOSURE STATEMENT:** Confirms identity and legal status of Offeror.
- FORM 8:**           **STATEMENT OF ACTIVE PARTICIPATION IN SCCPSS SCHOOLS:** Documents active participation in SCCPSS schools as encouraged by Board Policy FGC.
- FORM 9:**           **SUBCONTRACTOR AFFIDAVIT:** Required by O.C.G.A. § 13-10-91(b)(3) for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.
- FORM 10:**          **SUB-SUBCONTRACTOR AFFIDAVIT:** Required by O.C.G.A. § 13-10-91(b)(4) for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.

### V. ATTACHMENTS TO RFP:

The following listed attachments to this RFP, including any exhibits attached thereto, are a part of this RFP as if included herein the main body of this RFP verbatim.

**Attachment A:** SCOPE OF SERVICES (Elementary and Secondary Learning Commons Model)  
PROJECT DRAWINGS (LAYOUT)  
FORM OF AGREEMENT (Sample Contract)

**CERTIFICATION FORM**  
**RFP C17-11**

The undersigned Offeror certifies that he/she has carefully read the preceding list of instructions to Offerors and all other data applicable hereto and made a part of this Request for Qualifications. Offeror further certifies that the Statement of Qualifications submitted is in accordance with all documents contained in this RFP, and that any exception taken thereto may disqualify his/her Statement of Qualifications, and that any misrepresentation of facts hereby subject Offeror to debarment from future District procurement. Offeror understands and agrees all Proposals are FINAL.

***The Offeror in response to this RFP is hereby stipulated to be none other than\*:***

\_\_\_\_\_  
**Company** \_\_\_\_\_  
**Federal Taxpayer ID No.**

\_\_\_\_\_  
**Street Address** **City** **State** **Zip** **Phone No.** **Fax No.**

\_\_\_\_\_  
**Responsible Principal** \_\_\_\_\_  
**Phone Number of Responsible Principal**

*\*If the Offeror is a joint venture that is a business entity created for the purpose of functioning as the joint venture, enter above the correct legal information for the joint venture business entity which intends to enter into a contract with the District for the Services solicited by this RFP. If the joint venture is operated through the existing legal status of the venture partners, enter above the correct legal information for only the one venture partner with majority participation in the joint venture, or if all venture partners are equal in the joint venture, enter information for only the venture partner which intends to enter into a contract with the District for the Services solicited by this RFP.*

***IF different than the Responsible Principal listed above, the Contact Person for this RFP is hereby authorized to be\*:***

\_\_\_\_\_  
**Contact Person for this RFP** \_\_\_\_\_  
**Phone Number of Contact Person**

**Receipt of the following Addenda is hereby acknowledged: #\_\_\_\_\_ #\_\_\_\_\_ #\_\_\_\_\_ #\_\_\_\_\_**  
***(All Addenda issued MUST be acknowledged in order for Statement of Qualifications to be considered responsive.)***

This is to certify that I, the undersigned Offeror, have read the instructions to Offeror and agree to be bound by the provisions of the same, this \_\_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_\_, by:

\_\_\_\_\_  
**Responsible Principal** **Title** **Authorized Signature**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201 \_\_\_\_\_

\_\_\_\_\_  
Notary Public; My Commission Expires: \_\_\_\_\_

**DO NOT include any attachments to this form.**  
**SCCPSS RFP FORM 1**



**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 Proposals are required to report ownership status. See Section R, "Development of Local and Minority /Women Business Enterprises" for information to assist in completing this Form.

OFFEROR: \_\_\_\_\_ RFP#C17-11

District Wide Furniture, Fixtures, and Equipment (FF&E) for K-12 Media Centers

Please check ownership status as applicable:

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

_____	_____	_____
Name, Title	Authorized Signature	Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201 \_\_\_\_\_

\_\_\_\_\_  
Notary Public; My Commission Expires: \_\_\_\_\_

**HOW DID YOU HEAR ABOUT THIS RFP?**

(This information is for statistical use only.)

- |   |   |
|---|---|
| <input type="checkbox"/> City of Savannah, Department of Economic Development | <input type="checkbox"/> The Herald Legal Ad            |
| <input type="checkbox"/> Received Request for Qualifications by Mail          | <input type="checkbox"/> Savannah News Press Legal Ad   |
| <input type="checkbox"/> The Savannah Tribune Legal Ad                        | <input type="checkbox"/> Visiting the Purchasing Office |
| <input type="checkbox"/> Other _____  |   |

*DO NOT include any attachments to this form.*

**SCCPSS RFP FORM 2**

**LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS**

Offerors are required to submit with the Statement, evidence of good faith efforts utilized to ensure that Local and MWBE are provided with the maximum opportunity to compete on this contract. Such good faith efforts of an Offeror will include, but not limited to, the following:

Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities	YES or NO. Please explain:
Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities	YES or NO. Please explain:
Communicate with the City of Savannah's Office of Economic Development to identify available and qualified LMWBE firms	YES or NO. Please explain:
Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors	YES or NO. Please explain:
Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities	YES or NO. Please explain:
Other efforts	YES or NO. Please explain:

\_\_\_\_\_ Company    Name, Title    Authorized Signature    Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_ Notary Public; My Commission Expires: \_\_\_\_\_

*Include attachments to this form only as deemed necessary.  
Any attachments to this form must be marked clearly on each page with the words, "Attachment to Form 3."*

**SCCPSS RFP FORM 3**

**LOCAL AND MWBE DEVELOPMENT DOCUMENTATION**

**Project Name: District Wide Furniture, Fixtures, and Equipment (FF&E) for K-12 Media Centers (Annual Contract) RFP #: C17-11 (ESPLOST/General Funds)**

Enter below documentation of efforts made by the Offeror to enlist the participation of Local and/or MWBE.

Firm Name	Person & Date Contacted	Telephone # & Email Address	Type of Services	Method of Communication

**Note: Provide additional copies of this form if necessary, numbering each.**

\_\_\_\_\_  
 Company Name, Title Authorized Signature Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_  
 Notary Public; My Commission Expires: \_\_\_\_\_

*Include attachments to this form only as deemed necessary.*

*Any attachments to this form must be marked clearly on each page with the words, "Attachment to Form 4."*

**SCCPSS RFP FORM 4**

**DISCLOSURE OF RESPONSIBILITY STATEMENT**

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 or subcontract, or in the performance of such contract or subcontract.

Not Applicable { } or List:

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.

Not Applicable { } or List:

List any convictions or civil judgments under state or federal antitrust statutes.

Not Applicable { } or List:

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.

Not Applicable { } or List:

List any prior suspensions or debarments by any government agency.

Not Applicable { } or List:

List any contracts not completed on time.

Not Applicable { } or List:

List any penalties imposed for time delays and/or quality of material and workmanship.

Not Applicable { } or List:

List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.

Not Applicable { } or List:

List any pending civil actions against company for nonperformance of contract.

Not Applicable { } or List:

I, \_\_\_\_\_, of \_\_\_\_\_  
Name of Individual, Title & Authority Company Name

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

\_\_\_\_\_  
Authorized Signature State of \_\_\_\_\_  
County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_ by representing  
him/herself to be of the company named herein.

\_\_\_\_\_ Notary Public; My Commission Expires: \_\_\_\_\_

*DO NOT include any attachments to this form.*  
**SCCPSS RFP FORM 5**

**CONTRACTING AFFIDAVIT AND AGREEMENT**

**CONTRACTOR AFFIDAVIT UNDER O.C.G.A § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ and (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:

*DO NOT include any attachments to this form.*  
**SCCPSS RFP FORM 6**





**STATEMENT OF ACTIVE PARTICIPATION IN SCCPSS SCHOOLS**

The Board of Education encourages design and engineering professionals who do business with SCCPSS to actively participate in our schools and provide career direction to students interested in learning more about these fields, to include supporting student career days, construction mentorship programs, and other related activities. (excerpt from Board Policy FGC)

List below current and planned activities which support SCCPSS schools.

School	Business and/or Individual Name	Date(s)	Activity

**SCCPSS RFP FORM 8**

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

---

**THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE  
SUBCONSULTANT/SUPPLIERS**

**SCCPSS RFP FORM 9**

**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ and \_\_\_\_\_ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_ 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

---

**THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS**

**SCCPSS FORM RFP 10**

## **ATTACHMENT "A"**

### **RFP C17-11**

#### **1.0 GENERAL INTENT**

The intent of these specifications is to solicit formal sealed proposals from qualified firms to establish a contract, through competitive negotiation, to obtain a fully licensed company with experience in planning, designing, supplying and installation of educational Furniture, Fixtures, and Equipment (FF&E) for K-12 Media Centers throughout the Savannah-Chatham County Public School System (SCCPSS) as detailed in the specifications in this Attachment A and the drawings made available with this solicitation. 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 RFQ.

#### **2.0 "CONE OF SILENCE" REQUIREMENTS**

A "Cone of Silence" is imposed upon this invitation to this RFQ/RFP after advertising, and terminates at the time the Board of Education 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 Board of Education, the superintendent or his staff, any persons involved in evaluating the Proposal, 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 RFQ/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 RFQ/RFP 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 bidder(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 prospective Offeror may result in the rejection of the prospective Offeror's bid response and disqualify the prospective bidder 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.

#### **3.0 GRATUITY PROHIBITION**

The successful Offeror shall not 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 RFQ/RFP.

#### **4.0 BACKGROUND & PROJECT GOALS**

The intent of this RFP is to establish an annual contract with a qualified FF&E Supplier of specialized K- 12 media center furnishings and equipment. For selected projects, consideration shall be given to include existing furniture based upon a recommendation from the District's project manager. The District may require other manufactures or suppliers products to be included in the project(s).

A representative from the District's Facilities Management Department or a designated program manager will be the point of contact for the FF&E Supplier. The FF&E Supplier will work closely with the District's project manager to design and install furniture, fixtures and equipment which

ensure the media centers meet all of the District's requirements and will provide durable service.

The requirements of the project(s) to be designed, supplied and administered by the FF&E Supplier will consist of, but is not limited to:

- Defining FF&E requirements thru interviews and documentation.
- Developing FF&E solutions for new Media Centers and existing Media Centers.
- Preparing project costs for the following:
  - New Media Center
  - Renovated Media Center
  - Existing Media Centers
  - Replacements or Individual Item Purchases
- Thorough knowledge of FF&E installation practices.
- For new school construction, coordination of FF&E design with the project Design Professional to ensure selections conform to the school design scope and theme.
- Coordination of delivery and installation of FF&E with a clear understanding of and clarification of the responsibilities of the manufacturer, supplier, and the shipper.
- Phasing and Scheduling of the Projects so as to create the least possible disruption to the campuses and equipping of new and renovated facilities while still completing the installation and move-in on time.
- The FF&E Supplier will be familiar with all Federal, State and Local code compliance with projects of this description and accommodate the Department of Education, District criteria and current State Educational Standards.
- The sites are located within the unincorporated and incorporated areas of Chatham County, Georgia, and involve new, renovated, and additions to existing schools constructed under the ESPLOST Program and also includes locally funded projects.

Payment will not be released to the offeror to all equipment, services, supplies has been delivered to, accepted by, and to the satisfaction of the District.

## **5.0 SCOPE OF SERVICES**

Qualified FF&E Supplier shall have demonstrated experience in planning, design, and furnishings for K-12 media centers. The firm must have a National Council for Interior Design Qualification (NCIDO) Certified Interior Design Professional as a part of their team. FF&E Supplier must have provided FF&E Media Centers for a minimum of three (3) years, preferably with experience in K-12 schools.

- The FF&E Supplier shall provide all services to deliver to the District a safe, finished, FF&E project within the budget and on time.
- The work includes, but is not limited to: Need assessment and identification, preparation of design drawings, budgeting analysis, phasing plans (when necessary), and installation.
- All installations must comply will Georgia DOE requirements and approval must be obtained when required.
- All installations must comply with all Federal, State and Local codes.
- The selected FF&E Supplier shall furnish all expertise, labor and resources required for design, product selection and oversight of installation of FF&E items for the projects. The following generally highlights the services to be provided:
  - The FF&E Supplier shall assist the District in refining or making clarifications to the District's requirements for the project and shall prepare a Detailed Estimate of Cost.
  - The FF&E Supplier shall provide building space utilization, evaluation and planning services as related to the scope and advise the District of potential problems and resolutions with the installation of all FF&E related items.
  - The FF&E Supplier shall coordinate with the project's Design Professional, when applicable, to match finishes and design intent.
  - The FF&E Supplier shall provide the services required for media center FF&E design, developing concepts, specifying products, estimating costs, and managing installation of selected items.

- The FF&E Supplier shall perform on-site inspections of existing FF&E in current schools and evaluate the cost and benefits of purchasing new furnishings and/or reusing existing furniture and equipment in serviceable condition.
- FF&E Supplier shall manage the scheduling, coordination, delivery and installation of FF&E.

## **6.0 Qualification Requirements:**

### **Firms must meet the following requirements:**

6.1 Each Statement of Qualifications (Proposal) shall be signed by an authorized representative of the Offeror's Firm. The correct legal name of the entity that will perform the work shall be clearly stated. By submitting a Statement of Qualification (Proposal), the Offeror certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by this RFQ will ultimately result in rejection of the Statement of Qualification.

6.2 Statements of Qualifications (Proposals) should be prepared simply and economically, providing a straightforward, concise description of the Offeror's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

6.3 Qualified FF&E Supplier shall have demonstrated experience in planning, design, and furnishings for K-12 media centers. The firm must have a National Council for Interior Design Qualification (NCIDO) Certified Interior Design Professional as a part of their team. FF&E Supplier must have provided FF&E Media Centers for a minimum of three (3) years, preferably with experience in K-12 schools.

6.4 Firms must be authorized to do business in the State of Georgia and must possess professional service registrations in accordance with applicable statutes, regulations, and rules.

6.5 Firms must be able to demonstrate financial strength appropriate to the scale of the project.

6.6 The selected firm will be required to meet the insurance requirements of the school district, as outlined in the Exhibit of Insurance in the attached contract.

## **7.0 Statement of Qualifications- Required Information and Format:**

7.1 Statements of Qualifications (Proposals) must provide the required information in the following order and format:

7.1.1 Be mechanically bound and should be limited to 8.5 inch x 11 inch pages printed on one side. Responses should be prepared simply and economically, providing a straightforward, concise description of the Design Professional's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

7.1.2. One (1) manually signed original (Clearly marked as Original on cover), Five (5) copies, and one (1) CD-Rom will be submitted.

7.2 Statements of Qualifications which have not been received by the District on or before the scheduled receipt time set forth in the RFQ will not be considered.

7.3 Include a letter of introduction and statement of interest, not exceeding one page, signed by an officer of the responding firm. The letter shall include specific reason(s) why firm would be the best choice for this project.

- 7.4 Table of Contents
- 7.5 Compliance Information TAB (A)
  - This is a compliance section, and carries no evaluation points; however, Offerors must meet and document, herein, criteria as specified. Responses shall include the following:
    - 7.5.1 Provide Forms 1 through 10.
    - 7.5.2 The Offering Firm's Team (Offeror and Sub-consultants) licenses and registrations must be current in the State of Georgia at the time of submission.
    - 7.5.3 Provide copy(ies) of current National Council for Interior Design Qualification (NCIDO) Certification for at least one Interior Design Professional as a part of their team

**8.0 Selection Process and Evaluation Criteria.**

All Statements of Qualifications (Proposals) submitted will be subject to the same review and assessment process. Statements of Qualifications (Proposals) will be initially screened to determine whether they are responsive and that the Offerors are responsible. All responsive Statements of Qualifications (Proposals) submitted by responsible Offerors will be evaluated and ranked on the basis of points awarded by a Technical Evaluation Review Committee. The District will not consider proposals from any firm or offeror who lacks accreditation or authorization to provide the supplies and/or services requested or who fails to meet the minimum qualification requirements.

**8.1 Format of Responses:**

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.

- A. Executive Summary/Cover Letter
- B. Business Profile
- C. Firm Experience and Capabilities
- D. Project Understanding and Methodology
- E. Layouts of Elementary and Secondary Schools.
- F. Fee proposal (in a separate sealed #10 envelope)

Offerors must submit a complete response to include one (1) unbound original, five (5) copies, and a CD Rom or flash drive to:

Savannah-Chatham County Public School System  
 Attn: Sabrina L. Scales, CPPB, Purchasing Director  
 208 Bull Street, Room 213  
 Savannah, GA 31401

**8.2 Evaluation and Selection Process**

Technical Evaluation Review Committee members will use a standard form to evaluate all responsive Statement of Qualifications (Proposals) submitted by responsible Offerors and document their review and evaluation of each Offeror in accordance with the criteria listed below. The Technical Evaluation Review Committee will select at least three (3) Offerors deemed to be reasonably susceptible for award. In its discretion, the SCCPSS may decide that oral interviews and additional evaluation is unnecessary, and the SCCPSS may proceed to rank the Offerors deemed to be reasonably susceptible for award using the evaluation criteria set forth below. In that case, the Superintendent or his designee may proceed to negotiate a contract with the highest ranked Offeror to recommend to the Board of Education. If the highest ranked Offeror and the Superintendent (or his designee) cannot reach agreement as to the terms of a contract to recommend to the Board of Education, then the Superintendent may attempt to negotiate with the next highest Offeror determined to be reasonably susceptible for award (and so on) until a



proposed agreement to present to the Board of Education acceptable to Superintendent (or his designee) is reached. No contract will be awarded until the Board of Education votes to approve the award. The SCCPSS reserves the right to cancel this solicitation and re-advertise for the same good and services using a similar or different solicitation process at any time up until the Board of Education approves a contract with an Offeror.

In its discretion, the SCCPSS may determine that, after reviewing the initial Statements of Qualifications (Proposals) it would be beneficial to interview the Offerors determined to be reasonably susceptible for award and/or require them to submit additional materials. If oral interviews and/or additional materials are requested from the Offerors determined to be reasonably susceptible for award, they will be notified of the criteria by which oral interviews and/or additional materials will be evaluated. The SCCPSS may simply re-evaluate the Offerors using the criteria set forth below or it may use different evaluation criteria. After a final ranking is made by Technical Evaluation Review Committee, the Superintendent or his designee may proceed to negotiate a contract with the highest ranked Offeror to recommend to the Board of Education. If the highest ranked Offeror and the Superintendent (or his designee) cannot reach agreement as to the terms of a contract to recommend to the Board of Education, then the Superintendent may attempt to negotiate with the next highest Offeror determined to be reasonably susceptible for award (and so on) until a proposed agreement to present to the Board of Education acceptable to Superintendent (or his designee) is reached. No contract will be awarded until the Board of Education votes to approve the award. The SCCPSS reserves the right to cancel this solicitation and re-advertise for the same good and services using a similar or different solicitation process at any time up until the Board of Education approves a contract with an Offeror.

### **8.3 Technical Evaluation Criteria (Total Possible Points 70):**

#### **SECTION A: Executive Summary/Cover Letter – Not Scored**

The Executive Summary/Cover Letter of the Proposal shall be limited to two (2) single spaced typewritten pages. The purpose of the Executive Summary/Cover Letter is to introduce the company, including the corporate name, address, telephone number of the corporate headquarters and local office and to provide a brief description (summary) of the offeror's ability to meet the requirements of the RFP.

#### **SECTION B: Business Profile – Total Possible Points 10**

Describe in this Section who will serve as major project participants, and their respective roles:

- A. **Business Organization** Provide a brief description of the firm, its history, and a statement which describes the firm's experience in providing Furniture, Fixtures, and Equipment for Media Centers.
- B. **Business Information** State the full name, address, telephone number, fax number, and email address for the firm and/or subordinate firm that will perform or assist in performing the services described herein. State if the firm has operated under a different name within the past ten (10) years. If so, state the name that the firm previously operated under.
- C. **Account Representation** Provide the name(s), title(s), address, phone number, fax number, and email address of the primary company representative(s) to be contacted regarding proposal response.
- D. **Customer Service** Identify who will serve as the District's primary account representative and the name, address and phone number for whom all contract related correspondence will be forwarded. The Customer Service representative shall serve as the main point of contact in assisting the end user at each school site with product research, product issues, back order status, invoice discrepancies, problem resolution, contract discount price quotes, etc. Customer Service Representative Information may be identified on the District's Intranet Site upon award of a contract.
- E. **Service Center Location** State the name, location, address, phone number, fax number, and email address of the Service Center that will be handling all Furniture, Fixtures, and Equipment Requests.

- F. **Organizational Changes** State what changes have occurred in the firm over the past six (6) months in regard to staff, organizational structure, capital, etc., and any reason for the changes. Also state any additional changes that the firm will implement over the next six (6) months.
- G. **MWBE Commitment**. Describe your firm's commitment to MWBE and local businesses. Identify if your company is Certified by another agency as a MWBE and if so, what agency, and MWBE Certification Classification (i.e. Local; Woman Owned; African-American, Asian-American, etc.)
- H. **Agreement Terminations** Describe complete details of any contract that has not been renewed or has been terminated with your firm within the past five (5) years. State the reason(s) for the termination or non-renewal.

**SECTION C: Experience and Capability - Total Possible Points 20**

In this section, describe the firm's experience in providing Furniture, Fixtures, and Equipment for Media Centers and its capability to meet the District's goals. State the number of years' experience and discuss your firm's qualifications in providing Furniture, Fixtures, and Equipment for Media Centers to organizations or entities of similar size, scope and type. Include the following:

- A. **Experience** Describe your firm's experience in providing Furniture, Fixtures, and Equipment for Media Centers to educational, government or municipal agencies (preferably K-12 within the State of Georgia) or to private companies with scope of service requirements that are similar to or the same as that requested by the District.
- B. **Client Base** Identify the size of the firm, the number of years the firm has been in business together, the size of your current customer/client base and the size of your sales/customer service staff.
- C. **Vacations/Absences** Describe the process that will be utilized by your firm to assure that sufficient staffing levels are maintained so that scheduled vacations or unexpected illnesses do not interfere with the services to be provided under a resulting contract.
- D. **Financial Capability** Provide documentation that will allow the District to determine that your firm has sufficient resources and the financial stability to perform the services requested. Approved documentation includes copies of the firm's Annual (audited) Financial Reports and/or irrevocable letters of credit. This information shall remain confidential and will not be made part of the public record.
- E. **Client References** Provide a list of five (5) current or past K-12 Educational clients that your firm has provided Furniture, Fixtures, and Equipment for K-12 Media Centers within the past five (5) years. Include a brief description of the type of services provided to each, date(s) of services, how long reference has been a client of the firm, client name, and the name, address, phone number, fax number, email address (if known) of the agency representative, the annual dollar volume with each client, and the ordering and delivery methods used with each. The District reserves the right to contact any reference provided.
- F. **Litigation History** Provide details of any federal, state or local government regulatory investigations, findings, actions, or complaints that your firm and/or any organization affiliated with your firm has received within the past three (3) years. If the issue(s) has been resolved, state the corrective action taken.
- G. **Current Service Commitments/Responsibilities** State what existing contractual agreements that your firm currently has and identify the responsibilities and time (%) that each proposed team member (i.e. account representative, account managers, etc.) will need to dedicate to each of those agreements.

**SECTION D: Project Understanding and Methodology – Total Possible Points 20**

In this section, discuss the firm's proposed solution to provide 21<sup>st</sup> Century Media Centers. Discuss (in summary form) the firm's understanding of the Scope of Services requested; any special techniques, procedures, software, or equipment that will be used or applied; expectations regarding the District's responsibilities and contributions; limitation in delivering the required services; etc. Describe how your firm will comply with specifications and the Scope of Service requirements. Include the following:

- A. **Compliance with Specifications/Scope of Service Requirements** Describe how your firm will comply with the specifications and Scope of Service requirements emphasizing your firm's knowledge and experience in providing Furniture, Fixtures, and Equipment for Media Centers to K-12 educational, municipal and/or governmental agencies.
- B. **Cancellation Policy, Invoice Discrepancies, and Problem Resolution** Briefly describe your company's cancellation policy, your firm's standard operating procedure for handling invoice discrepancies and problem resolution (e.g., state the number of late deliveries your firm has had in the past 24 months and how your firm resolved these issues).
- C. **Product Quality and Warranty** Provide specifications and warranty information for each item proposed.
- D. **Exceptions** If there are any exceptions to the scope of service requirements on Attachment A. Please explain what they are and why they exist.
- E. **District Responsibilities** Describe in detail, what assistance will be required by District staff for your firm to comply with the Scope of Service requirements described herein to ensure an orderly contract transition.
- F. **Limitations to Services** Describe any limitations that your firm may have in providing the services requested herein.
- G. **Additional Services** Describe any additional services that will be provided to the Savannah-Chatham County Public School System, at no additional cost, upon the award of a contract.
- H. **"Best Practices"** Describe your firm's customer service standards, philosophy and guidelines and your interpretation of "Best Practices". State the key reason(s) why you believe your firm should be selected by the District to provide Furniture, Fixture, and Equipment for Media Centers. Emphasize qualities and traits that make the firm unique, or gives it special advantages over other proposing firms. Attach any supplemental documentation that you believe is relevant.

**SECTION E: Layouts of Elementary and Secondary Schools– Total Possible Points 20**

In this section, provide a sample of a completely furnished 21<sup>st</sup> Century Media Center for an elementary school and a secondary school. Elementary and Secondary layouts have been provided at the end of "Attachment A."

**SECTION F: STEP 2- FEE PROPOSAL- Total Possible Points 30**

The Fee Proposal should be submitted in a separate sealed #10 envelope clearly marked "FEE PROPOSAL".

**9.0 RIGHTS OF REJECTION**

The District reserves the right to reject all bids or proposals or any bid or proposal that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to re-advertise or terminate this invitation to bid at any time before the Board of Education awards a contract for any reason.

**10.0 RFP ACCEPTANCE PERIOD**

A one-hundred twenty (120) day period from RFP closing date is generally allowed to review and evaluate responses. There is an expectation that all processes will be completed during this time. If we envision the process will not be completed by the end of the one-hundred twenty (120) day period, the district will

request a time extension. In the event no extension is requested, the solicitation shall be deemed cancelled.

#### **11.0 PERFORMANCE PERIOD**

This bid will establish an annual contract to remain open for one year beginning with the award of the contract. SCCPSS reserves the right to extend the contract for two (2) additional twelve (12) month periods with bilateral agreement.

**The SCCPSS will neither honor nor consider any price increases, fuel surcharges or add-on cost during the established performance period.**

#### **12.0 TRANSITION PERIOD**

Due to the nature of our purchasing process, oft times a transition period is required during the evaluation period, final contract negotiations or contract award and execution. The successful offeror shall agree to maintain the same terms and conditions as the original contract/agreement for a period not to exceed ninety (90) days, if necessary, as a transition period. In addition, if the current provider is not the successful bidder, he or she shall agree to provide the same level of services for a period not to exceed ninety (90) days, allowing for an orderly transition.

#### **13.0 PRICING**

Price will include a standard 12 month manufacturer warranty, all applicable freight, delivery, installation, and inspection services, all equipment, parts, tools, supplies, labor, travel time, disposal and transportation costs, taxes, per diem, fuel surcharges, F.O.B. Destination, etc., required to perform the scope of work and specifications provided herein.

Offeror will also state any additional costs associated with any extended warranties offered on **specified** equipment, materials, and/or services after the standard 12 month warranty period expires. Offeror will complete all work during normal business hours unless approved in advance (in writing) by the District's contract representative.

**The SCCPSS will neither honor nor consider any price increases, fuel surcharges or add-on cost during the established performance period.**

#### **14.0 DELIVERY AND INSTALL**

All deliveries made to District sites shall require inside delivery. Unit pricing must include any and all delivery and/or installation charges. Delivery and/or installation requirements must be priced as stated on the Bid/RFP submittal form. Delivery must be during normal school/working hours. District staff will not participate in the removal of merchandise from any truck or transport vehicle.

The sites are located within the unincorporated and incorporated areas of Chatham County, Georgia, and involve new, renovated, and additions to existing schools constructed under the ESPLOST Program and also includes locally funded projects.

If the goods/services have not been delivered/completed by the specified delivery date and no written extension of such delivery date has been granted by the District, the District reserves the right to cancel the purchase of the bid items/services and/or any other pending purchase orders to the same vendor . If delivery of goods or services is not complete within the time specified. The District may, without liability and in addition to any other rights or remedies, terminate the agreement by notice, effective when received, as to goods not yet delivered or rendered. The District may purchase substitute goods or services and charge vendor for any additional expense incurred.

#### **15.0 TERMS OF PAYMENT & INVOICING**

Offerors shall invoice the Board after the noted materials/supplies have been accepted by the requesting site representative and/or site administrator. Failure to ship orders in its entirety will prevent payment of invoice; moreover, per the Board backorder policy, no backorders will be accepted. Payment terms are 2% 10 Net 40.

When submitting invoice for payment, the vendor shall list the following items on his/her invoice. In addition, the Offeror shall mail all invoices to the address below:

Purchase Order Number  
Project Name  
Site Description  
Description of Work  
Bid/RFP Number

All original invoices should be mailed to:  
Savannah-Chatham County Board of Education  
Attention: ACCOUNTS PAYABLE  
208 Bull Street Room 119  
Savannah, Georgia 31401

Payment will not be released to the offeror to all equipment, services, supplies has been delivered to, accepted by, and to the satisfaction of the District.

#### **16.0 QUANTITIES**

The estimated quantities given are intended only as a guide for the offeror. The Board does not obligate itself to purchase the full estimated quantities indicated, even so, the entire amount of any discount offered must be allowed whether or not the purchases are less than the full quantities indicated. The Board's requirements may exceed the estimated annual quantities shown and the successful offeror shall be obligated to fulfill all requirements as shown on the purchase orders, whose mailing dates fall within the performance period of this contract.

Offerors failing to honor or fulfill purchasing requirements during the established performance period, is subject to be removed from the bidder's list for two (2) bid cycles.

#### **17.0 WARRANTY**

A standard manufacturer warranty shall apply to all equipment, parts, and supplies provided under a resulting contract. The Offeror will guarantee that all labor, products provided are free of material defects and/or workmanship for a minimum period of twelve (12) months from the date of acceptance. Any extended warranties offered after the standard manufacturer's warranty shall be stated in bid submittal and any cost associated therewith shall be clearly stated in the bid documents.

If, during the warranty and/or extended warranty period, such faults develop, the successful Offeror agrees to immediately replace the unit or the part affected without any additional cost to the District. All equipment provided will be "new". Factory seconds, discontinued, re-manufactured, re-built, used and or surplus equipment will not be accepted. Offeror must provide a copy of the manufacturer warranty to the District upon delivery, installation, and acceptance of the commodity or service.

#### **18.0 DISCONTINUATION OF COMMODITY, EQUIPMENT, OR TECHNOLOGY UPGRADES**

In the event that configurations or models offered are discontinued or upgraded by the manufacturer, the Bidder(s)/Contractor(s) shall recommend an equivalent replacement item from the same manufacturer at equal or lower pricing. Bidder(s)/Contractor(s) shall advise SCCPSS' Purchasing Department and/or SCCPSS' Facilities Management Division of any anticipated discontinuation along with a recommended replacement. The Bidder(s)/Contractor(s) shall advise SCCPSS of any anticipated discontinuation or upgrades with thirty (30) days advance notice. New replacement of commodity, equipment, or technology upgrade shall be provided to the Facilities Management Division for testing and evaluation. SCCPSS reserves the right to accept or reject the replacement item.

#### **19.0 TAXES**

Offeror will timely pay all taxes lawfully imposed upon offeror with respect to this Contract. Offeror makes no representation whatsoever regarding any tax liability of offeror, nor regarding any exemption from tax liability related to this Contract.

**20.0 DELAYS AND EXTENSION OF TIME**

If the Offeror is delayed at any time in the progress of providing commodities/services by an act of or neglect by the District, or by changes ordered in the work, or by labor disputes, strikes, insurrections, fire, acts of God; unusual but well documented and excusable delays in performance, or other causes beyond the Offeror's control, or by delay authorized by the District, then the contract term of service may be extended by a contract amendment for such reasonable time as the District and the Offeror may agree.

**21.0 OBLIGATION OF OFFEROR**

By submitting a Statement of Qualifications (Proposal), the Offeror covenants and agrees that they are satisfied from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

**22.0 SCHEDULING OF WORK**

All work will be scheduled with the District's Contract Representative. All work will be performed during normal business hours unless bid option for evening, weekend and holiday work schedule is accepted and awarded by the District. Offeror will be required to sign at the work site during normal/school hours. After normal/school hours, the Offeror will notify Campus Police at (912) 395-5565 when they leave for the day.

**23.0 Additional Exhibits**

SCOPE OF SERVICES (Elementary and Secondary Learning Commons Model)  
PROJECT DRAWINGS (LAYOUT)  
FORM OF AGREEMENT (Sample Contract)

**END OF ATTACHMENT A**