



# Lowndes County Schools

## *Home of the Vikings*

1592 Norman Drive • Valdosta, Georgia 31601 • (229) 245-2250 • FAX (229) 245-2255

Superintendent:  
Wes Taylor

Assistant Superintendent:  
Rodney Green

Assistant Superintendent:  
Ken Overman

Board Members:  
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### **Request for Proposal (RFP) 031120**

PROPOSAL NUMBER 031120 – Multi- School Painting Project

Issued By: Lowndes County Schools

Closing Date: Friday, May 15, 2020

POC: Randy Hughes, Maintenance Coordinator (229) 300-3718

Lowndes County Schools seeks to achieve the best value for the expenditures of public funds by offering experienced and qualified vendors the opportunity to submit bid proposals for various painting projects within various Lowndes County Schools.

Locations: Dewar Elementary, 3539 Mt. Zion Church Rd., Valdosta

Hahira Elementary, 350 Claudia Dr., Hahira

Hahira Middle, 101 S. Nelson, Hahira

Lowndes High, 1606 Norman Dr., Valdosta

Lowndes Middle, 2379 Copeland Rd., Valdosta

Moulton Branch Elementary, 5725 Perimeter Rd., Valdosta

All potential bidders are required to attend a walk-through of each campus on Monday, May 18, 2020 at 8:30 a.m. beginning at Moulton Branch Elementary. School maps will be provided during this time. Bids will not be accepted from any vendor who is not in attendance. Schedule-specific dates for each location will be provided to awarded contractor.

Proposals shall include a separate cost breakdown of each campus to include owner-provided paint and vendor-provided paint. Obtaining measurements are the responsibility of the vendor.

### **Operating Procedures/Protocol During the Coronavirus Pandemic**

As the situation with the Coronavirus pandemic continues to evolve, our primary concern remains the health and safety of our employees and visitors to our facilities.

Any contractor/vendor personnel who have been exposed to or have shown symptoms of the Coronavirus should be quarantined for a minimum of 14 calendar days

All contractor/vendor personnel dispatched to a Lowndes Schools site will wear protective gloves (vinyl, latex or nitrile) for the entirety of their time onsite.

All contractor personnel shall be required to wear a cloth face covering (Mask) anytime they are in proximity of other persons while on site.

Prior to entering a Lowndes Schools Facility, personnel shall be screened including having their temperature taken using a digital thermometer; contractor/vendor shall screen their own employees.

Each person's temperature will be recorded with time, date and temperature. A record of the screening shall be maintained and available to Lowndes Schools or to Public Health Officials upon request.

No one with a temperature higher than 100 degrees F will be allowed onto a Lowndes Schools site.

If anyone in a crew has a temperature higher than 100 degrees F, that crew will not work on any Lowndes Schools site until cleared by a Medical Provider and a minimum of 14 days after discovery of fever has lapsed.

Social Distancing and Crowding Guidance issued by Centers for Disease Control (CDC) shall be adhered to.

Please provide a copy of your Company's Official Policy and Procedure relative to Covid-19 Operating Procedures and Protocol.

**Scope of Work:** Clean and prep walls. Prep and tape all baseboards (excludes removal and painting). Walls will be painted from the floor up to 6' or to the closest mortar joint.

**Inquiries:** All inquiries related to this RFP should be directed to **Randy Hughes at 300-3718** no later than ten days prior to time and date set for closing.

**Submission of Proposals:**

- a. Proposal submissions will be accepted from 9:00 a.m. to 12:00 p.m. on Monday, May 25, 2020, at the Lowndes County Board of Education office at 1592 Norman Drive, Valdosta, GA 31601. Proposal packets must be addressed to Ken Overman.
- b. Bid opening will be on Monday, May 25, 2020 at 3:00 p.m. There will not be a public review of the RFP. Results from the presentations will be shared with all vendors following tabulation of best value.
- c. RFP submissions that are sent via fax or email will not be considered.
- d. RFP submissions received late, incomplete, unsigned or in locations other than the address indicated will not be considered.
- e. LCS will not be bound to accept the lowest price or any proposal and reserves the right to accept or reject in whole or part, any or all proposals.
- f. All costs incurred in preparation, presentation or submission of the RFP response shall be borne solely by the vendor.
- g. Any proposal submitted in response to this RFP will become irrevocable upon closing time.
- h. Vendors shall submit an original signed proposal form, reference form and contractor affidavit.
- i. Submission of proposal shall be construed to mean that the Vendor(s) agrees to carry out all of the conditions set forth. Any variation from the specifications, terms and conditions shall be clearly identified. If no changes are indicated, LCS shall expect to receive services exactly as specified.
- j. Vendors shall provide three business references in Attachment 1 and must be included in bid submission.

**Confidentiality:** Responses submitted are subject to the Freedom of Information and Protection of Privacy Act.

**Equipment:** Vendor(s) shall, at their own expense, provide sufficient equipment necessary to fulfill contract requirements.

**Access to Premises:** Vendors shall have reasonable access to the premises in order to ensure quality service work. Vendor/workers shall not be on school property outside of the agreed upon hours of work without permission and must check in at the front office to gain access to the building.

**Housekeeping:** Vendor(s) shall, as a direct cost of operation, maintain standards of housekeeping and sanitation in the immediate areas under its responsibility to the complete satisfaction of LCS.

**Vendor Purchases:** Vendor(s) will make all purchases in its own name and shall not in any way bind LCS in its Contractual Agreements. Vendor shall purchase metal structure.

**Utilities:** LCS shall provide power and water.

**Paint:** Vendors will supply all other materials to complete the projects. Color selection will be at owner's discretion. Oil-based paint will be used on all door jams and window sills; pre-catalyzed waterborne epoxy will be used on all walls.

**Personnel:**

a. the selected vendor(s) agrees that, at all times, their employees furnishing or performing any of the services specified under this agreement shall do so in an identifiable uniform and in a professional and dignified manner.

b. Prior to working on LCS premises, the vendor(s) shall subject all of its employees to a Criminal Records Check. Vendor will not permit any of its employees with a Criminal Record to enter LCS premises. In addition, LCS reserves the right to carry out its own Criminal Record Check for the selected vendor and any of the vendor's employees as is deemed necessary.

c. Selected vendor must be enrolled in and use E-Verify. Contractor affidavit in Attachment 4 must be included in bid submission.

**Insurance and License:** All bidders are required to furnish proof of license and insurance at the time of bid submission. Minimum insurance guidelines are listed in Attachment 3.

**Theft and Disappearance:** LCS shall have no responsibility for the loss, theft or mysterious disappearance of, or damage to, equipment, materials, supplies and other personal property of the vendor(s) or its employees, which may be located at the Service area.

**Termination:** LCS, at its sole discretion, reserves the right and exclusive option to immediately and without further notice, terminate any contract, or part thereof, without further liability and penalty of any kind.

**Terms of Contract:** Any contract shall be for a period of one year, renewable annually at the discretion of the Lowndes County Schools for a maximum of three years.

**Attachment 1**

References: Please provide three

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**Attachment 2**

Standard Insurance Limits for Services

The following minimum insurance limits apply to vendors doing business with Lowndes County Schools. Coverage types and limits are minimums and may be increased as appropriate based on contract value and potential risks.

**Workers Compensation**

Bodily Injury by Accident-each employee	\$100,000
Bodily Injury by Disease-each employee	\$100,000
Bodily Injury by Disease-policy limit	\$500,000

**Commercial General Liability**

Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Ops. Aggregate Limit	\$2,000,000

**Attachment 3**

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 physical performance of services on behalf of Lowndes County Schools 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 identification number and date of authorization are as follows:

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

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

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

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_ 2020

Notary Public, State of Georgia

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

\_\_\_\_\_  
Notary Public (Print Name)

\_\_\_\_\_  
Notary Public (Signature)