



# Lowndes County Schools

## *Home of the Vikings*

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

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Assistant Superintendent:  
Rodney Green

Assistant Superintendent:  
Ken Overman

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

#### **PROPOSAL NUMBER 101016- Parking Lot Addition**

Issued By: Lowndes County Schools

Closing Date: November 11, 2016

POC: Randy Hughes, Maintenance Department (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 repaving and restriping of parking lots at the specified locations.

**Location:** Moulton Branch Elementary  
5725 Perimeter Road  
Valdosta, GA 31601

**Timeline:**

November 14, 2016- Vendor may begin contractual work

January 3, 2017- Parking lot addition to be completed

**Scope of Work:**

- Strip grass and topsoil to be stockpiled and reused around parking lot.
- Perform required grading to facilitate placement of base- 2' or less cut.
- Grade out 15' past the edge of new asphalt to create a gradual slope around parking lot.
- Furnish, haul, and spread 6" of granite GAB- 1,769 SY.
- Saw cut edges of existing asphalt to provide for a smooth transition.
- Pave entire parking lot using 1.5" of asphalt- 1,769 SY.
- Redistribute top soil around parking lot after paving is complete. All remaining soil is the sole property of the owner (LCS) and will remain on site.
- Stripe parking spaces

**Inquiries:** All inquiries related to this RFP should be directed in writing no later than ten days prior to time and date set for closing. Inquiries should be sent directly to the **Maintenance Department** at 2116 E. Hill Avenue, Valdosta, GA 31601

**Submission of Proposals:**

- a. Proposal submissions will be accepted from at the Lowndes County Board of Education office at 1592 Norman Drive, Valdosta, GA 31601
- b. 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 including a 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.

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

**Site Visits:** Site visits are to be arranged by vendors at their convenience. Please contact the principal at MBE at 245-2294 to arrange a site visit. All visitors must sign in at the front office.

**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.

**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.

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

**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.

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**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 3 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 1.

**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.

#### **Attachment 1: Standard Insurance Limits for Services**

The following minimum insurance limits apply to vendors doing business with Lowndes County Schools. Coverage type 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 Insurance**

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Completed Operations Aggregate Limit	\$2,000,000

##### **Automobile Liability**

Combined Single Limit	\$1,000,000
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**Attachment 2:**

**Provide Three (3) References**

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

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

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

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

Most Recent Date of Service: \_\_\_\_\_

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

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

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

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

Most Recent Date of Service: \_\_\_\_\_

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

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

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

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

Most Recent Date of Service: \_\_\_\_\_

**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 \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

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

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