



**Dalton Public Schools**



**DALTON PUBLIC SCHOOLS**

**REQUEST FOR PROPOSAL**

**FOR**

**Box Truck RFP**

**RFP NUMBER (Box Truck RFP)**

**ISSUED 06/01/20**

## Request for Proposal

To: All Proposers

The Dalton Public School System invites you to submit a proposal for a box truck for Dalton Public Schools in Dalton, Georgia. Prices for proposed items quoted shall remain effective through **June 30<sup>th</sup> 2022**.

Responses to this request shall be submitted in a sealed envelope marked “**Box Truck RFP**” Proposals may be mailed or delivered to the Dalton Public School System, Technology Department, 201 E Franklin St., Dalton, Georgia 30721 Attn: Irene Jones or hand delivered to the Technology Department prior to proposal opening time.

Proposals will be opened at the Dalton City Schools Technology Department @ 201 E Franklin St. on Friday **06/12/2020 at 2PM**. (No awards of any kind are made at the time of RFP opening)

Proposers are required to use the enclosed specifications’ forms. They are instructed to read carefully all items, conditions and specifications in this letter and the attached pages before completing their proposal.

The Dalton Public School System reserves the right to accept or reject any and all proposals, and to waive any irregularity in proposals received to award the entire RFP to one vendor or to make awards by groups or line items, whichever is in the best interest of the Dalton Public School System.

Any questions concerning this RFP may be forwarded to:

[Irene.Jones@dalton.k12.ga.us](mailto:Irene.Jones@dalton.k12.ga.us), [Rusty.Lount@dalton.k12.ga.us](mailto:Rusty.Lount@dalton.k12.ga.us), and [Stuart.Davis@dalton.k12.ga.us](mailto:Stuart.Davis@dalton.k12.ga.us)

Your interest and participation are solicited and appreciated.

Sincerely,

Stuart Davis  
Director of Technology

## General Terms and Conditions

1. RFPs should be mailed in ample time to assure delivery prior to the RFP opening date and time.

Mailing Address:

Dalton Public School System  
201 E. Franklin St.  
Dalton, Georgia 30721  
Attn: Irene Jones

RFPs may be hand delivered to the Technology Department, Dalton Public School System prior to bid opening time.

2. Responses must be submitted in **searchable PDF format on flash drive**, as well as a printed copy. The **flash drive** must contain an **excel file** (.xls, .xlsx format) with an itemized list of the items being bid along with a separate columns for: item name, per item cost, quantity (if applicable), and total cost, please see the technical specifications section for additional details.
3. RFPs must be on the specifications forms provided within the Request for Proposals, sealed within an envelope marked as shown in the cover letter.

**No awards of any kind are made at the time of RFP opening.** A copy of the RFP tabulation and/or the awards will be available upon request for any vendor who submitted a RFP. This information may be obtained after the bid has been awarded. Results will be placed on our website once evaluations are complete and board approval has been.

4. RFPs submitted must include any AND all freight and handling cost. The Dalton Public School System will pay no additional charges.
5. The proposer's and manufacturer's representative's responsibilities to the Dalton Public Schools include, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep.
6. When an article of particular make or trade name is specified, it is meant to establish a quality standard and is not intended to eliminate competing articles of equal quality. Proposers are at liberty to quote on substitutions provided complete specifications are included with the RFP. Vendor is also required to describe all exceptions to our specifications and include a color photo. We need the URL for the manufacturer website for the product listed. If no substitutions are indicated, it will be assumed the quotations are based on our specifications.
7. Sample may be required for comparison purposes. Each detailed section below will indicate if a sample is required. If samples are required for comparison purposes samples must be furnished free of expense to Dalton Public Schools, and must be tagged with the proposers' name and item number. Please provide a device with the exact specifications that you are bidding, devices that have incorrect specifications when compared to the bid details will be subject to disqualification. **PLEASE SEAL and LABEL** your sample devices as they will not be opened until the specified time of the bid opening. If the bidder would like the sample returned via a parcel service please include an appropriate return label and your device will be sent back within 30 days of the bid opening as long as samples are not consumed or destroyed in testing. A bidder must claim any samples within thirty (30) days from date of RFP awarding or they will become the property of Dalton Public Schools.
8. No partial payment will be made. The total amount of each purchase order will be paid only after the complete order has been received in good condition. The final inspection and approval must be made

by an authorized representative of the Dalton Public School System.

9. The proposer, by submitting their proposals, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.
10. Quantities may vary due to budget and student enrollment.
11. Dalton Public Schools has the right to award the entire RFP to one vendor or to separate the RFP and order by line item. We will do whatever is in the best interest of the school system.
12. All vendors must have an office within 100 miles of the school system. Preference will be given to vendors that are centrally located within Dalton/Whitfield County.
13. All questions may be submitted to Irene Jones at the above e-mail addresses.
14. Please include 3 outside references where you have done work similar to the specifications in this bid within the last 5 years. Please include a name and phone number that we might contact. See attached form.
15. Proposals must include proof of relevant qualifications such as certifications, etc. for personnel working on the project.
16. Winning bidder agrees to provide recent background check information to Dalton Public Schools for all contracted and subcontracted personnel required to work at any of Dalton Public School facilities.
17. All bidders must include a name and phone number that we might reach someone in your organization with any questions about your proposal.
18. Please include the name of the sales person or account executive that will be handling our account after the RFP is awarded and we submit purchase orders.
19. The Contractor shall keep himself fully informed of all existing and future State and Federal laws, all regulations of the various departments and agencies of the State of Georgia, local ordinances, codes and regulations in any manner affecting those engaged or employed in the work, or the materials used in work, or in any way affecting the conduct of the work and of all such orders and decrees of bodies or tribunals having jurisdiction or authority over the same.
20. The contractor shall notify the Owner in writing of the names and addresses (in the RFP packet) of all proposed subcontractors necessary to execute specifications of this RFP. Subcontractors will not be recognized as having a direct relationship with the Owner. The person engaged in the work, including employees of subcontractors and suppliers will be considered employees of the provider and their work shall be subject to the provisions of the agreement. References in the documents to actions required of the subcontractors, manufacturers, suppliers, or any person, other than the provider or the owner shall be interpreted as requiring the provider shall require such subcontractor, manufacturer, supplier, or any person to perform the specified action. A subcontractor for any part of the work must have experience on similar work and, if required, furnish the owner with a list of projects.
21. The company shall not assign any interest in this contractual agreement and shall not transfer any interest in the same without prior written consent of the Board.

22. No reports, information, or data given to or prepared by the company under this contractual agreement shall be available to any individual.
23. No costs can be involved which are not specifically addressed in the proposal.
24. Pricing of goods must be itemized and clearly indicate manufacturer, model, and warranty and include a clear specification summary.
25. Pricing of services must be itemized and clearly indicate the service proposed
26. Proposal will include no obligations for Dalton Public Schools to purchase a specific number of units or to purchase additional units from the awarded vendor of this contract.
27. If additional units are needed, pricing quoted shall remain effective for the entire length of the agreement.
28. Awarded items may be subject to availability, in the case of an item that is no longer available Dalton Public Schools reserves the right to select a reasonable replacement for the awarded device from a bidding vendor through the end of term for this RFP.
29. If a vendor is unable to provide awarded item, Dalton Public Schools reserves the right to use another bidder to procure the item needed. If no other bidder is found, Dalton Public Schools reserves the right to procure the specified item from any vendor found to have said item.
30. There is no estimated budget or minimum quantity order for this project.

**Information on person preparing RFP packet for telephone services:**

Name of Company\_\_\_\_\_

Address of Company\_\_\_\_\_

Phone number of Company\_\_\_\_\_

Name of person preparing RFP\_\_\_\_\_

Address of person preparing RFP\_\_\_\_\_

Phone of person preparing RFP\_\_\_\_\_

Name of person in charge of our account\_\_\_\_\_

Phone Number of the person in charge of our account\_\_\_\_\_

## Vendor Reference Sheet

Reference 1:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Reference 2:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Reference 3:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Completed By (Name):		Completed Date:	

**PROPOSERS DECLARATION**

The proposer understands, agrees and warrants:

That the proposer has carefully read and fully understands the full scope of the specifications.

That the proposer has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the installer must have million dollar general liability policy, proof of workers compensation on all workers, and proof of vehicle insurance that covers all vehicles on school property and proof of all insurances must be included in the RFP.

That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **the Bid Opening**, but may not be withdrawn after such date and time.

That the Dalton Public School System reserves the right to reject any or all RFPS and to accept that RFP which will, in its opinion, best serve the public interest. The Dalton Public School System reserves the right to waive any technicalities and formalities in the proposals.

That by submission of this RFP the proposer acknowledges that the Dalton Public School System has the right to make any inquiry or investigation they deem appropriate to substantiate or supplement information supplied by the proposer.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

**PROPOSER**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**AFFIX CORPORATE SEAL (If Applicable)**



**CERTIFICATE OF NON-DISCRIMINATION**

In connection with the performance of work under this contract, the proposer agrees as follows:

The proposer agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the proposers' non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the Dalton Public School System. The proposer may be declared, by the school system, ineligible for further contracts with the Dalton Public School System until satisfactory proof of intent to comply shall be made by the vendor.

The proposer agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

---

**PROPOSER**

---

**SIGNATURE**

---

**TITLE**

**NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the RFP:

**STATE OF**

**COUNTY OF**

---

**Owner, Partner or Officer of Firm**

---

**Company Name, Address, City and State**

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the proposer to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to propose at a fixed price or to refrain from proposing; or with any officer of the Dalton Public School System, or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between proposers and any official of the Dalton Public School System, or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed RFP for:

**FIRM NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

---

**NOTARY PUBLIC**

**STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT**

***THIS AFFIDAVIT IS TO ACCOMPANY THE RFP***

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 10 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

**Request for Taxpayer  
 Identification Number and Certification**

Give Form to the  
 requester. Do not  
 send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Other (see instructions) ▶ \_\_\_\_\_

Exemptions (see instructions):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_

Address (number, street, and apt. or suite no.)      Requestor's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

--	--	--	--	--	--	--	--	--	--

Employer identification number

--	--	--	--	--	--	--	--	--	--	--	--

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶ \_\_\_\_\_      Date ▶ \_\_\_\_\_

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on [irs.gov](http://irs.gov) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

CONTRACTOR AFFIDAVIT AND AGREEMENT

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 contracting with Dalton Public Schools has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Dalton Public Schools, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Dalton Public Schools at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 202\_

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

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV / Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

Technical Specifications:

- Vehicle - Must be MOT/DOT inspected
- Vehicle - Must have service records available
- Vehicle – No Accidents
- Vehicle - Automatic transmission
- Vehicle - Needs to be dock height - 48 inches
- Vehicle - 22-26 foot
- Vehicle - Mileage not to exceed 150,000
- Vehicle – Warranty options?
- Box - Must have some kind of illumination
- Box - Translucent ceiling – preferred
- Box - 8x8 Door – Roll up
- Box - Wall tie downs
- Box - No side door preferred
- Box - Solid floor that can hold 10,000 pounds or more
- Lift gate - Measurements of 6'8" x 5'
- Lift gate - Must be aluminum
- Lift gate – Springs – not near end of life
- Lift gate – Hydraulic preferred

Dalton Public Schools reserves the right to inspect any truck proposed and reject any or all trucks proposed. Vehicles that do not meet the specifications above will not be considered in any way.

