

## **REQUEST FOR PROPOSALS**

THE DALTON PUBLIC SCHOOLS, BOARD OF EDUCATION (the "Board"), pursuant to the provisions of O.C.G.A. § 36-91-1, *et. seq.*, herein seeks competitive Proposals from contractors for the "Installation bipolar ionization devices for the Roan School" located at 1116 Roan Street Dalton, GA 30721 (the "Project")

The requirements for construction of the Project, and the duties and responsibilities of the contractor whose Proposal is accepted, are set forth in the Contract Documents which include the Instructions to Proposers; Contract for Construction and Incorporated General Conditions (the "Contract"); supplementary and other conditions; the drawings; the specifications; and any addenda issued by the Architect. In general, the successful contractor will be required to supply and install Bipolar Ionization Devices on all HVAC units located at Roan School. The contractor shall supply all materials and labor required for a complete operational system. At the description of the Board, the Contractor may be awarded additional work based on the unit prices contained herein. Contractors interested in submitting Proposals must obtain copies of the Contract Documents by contacting the Project Architect, KRH Architects, 855 Abutment Road, Suite 4, Dalton, Ga. 30721, Ph 706-529-5895. A non-refundable deposit in the amount of **\$25.00** is required for each set of the Contract Documents. Documents will be issued in PDF format. Payment must be made by company check, or cashier's check, issued by a responsible bank or trust company, payable to the Architect. **Any contractor submitting a Proposal must procure a complete set of the Contract Documents from the Project Architect.** The Architect will also make available the Proposal Form as well as the Contractor's Qualification Statement, all of which must be fully completed and submitted with any Proposal. All documents are available for inspection by the public at the office of the Architect identified above. The Contract Documents require, among other things, the furnishing of all materials, labor, and equipment for construction of the Project. The Board reserves the right to make available other relevant documents or information concerning the Project.

**Any Contractor who intends to submit a Proposal is required to attend a Pre-Proposal Meeting, which will be held on the 29th day of September 2020, at 3:30 p.m. at the Project Site. Any contractor arriving more than 5 minutes late will not be permitted to attend.**

Any Proposal submitted in response to this Request should comply strictly with all requirements set forth in the Instructions to Proposers. Any such Proposal must contain the completed Proposal Form setting forth the contractor's proposed lump sum contract price for full and complete construction of the Project in conformity with all requirements of the Contract Documents. Any Proposal must include a fully executed Bid Bond in the amount of five percent (5%) of the proposed lump sum contract price (exclusive of any alternates and unit prices) in the form required by the Instructions to Proposers. As noted above, any contractor submitting a Proposal must also complete and submit the required Contractor's Qualification Statement. For any work requiring a specialty or professional license, only licensed subcontractors may be submitted for consideration.

**Any Contractor who intends to submit a Proposal is required to visit the Project site and familiarize itself with the local conditions under which the required Work is to be performed and include in its lump sum cost all necessary expenses required to complete the project.**

In evaluating Proposals, the Board may seek additional information from any contractor concerning such contractor's Proposal or its qualifications to construct the Project.

The Board intends to award the construction contract to the responsible and responsive contractor whose Proposal is determined in writing to be the most advantageous to the Board, taking into consideration the following evaluation factors which are listed in their order of relative importance:

- A. The contractor's prior experience and references in constructing and completing similar projects on schedule and within budget including at least two projects comparable in size and scope to this project. For purposes of this factor, the Project should not be more than 30 percent greater in scope or cost than the similar projects identified by contractor. (40 Points)
- B. The contractor's proposed lump sum contract price for full and complete construction of the Project in conformity with all requirements of the Contract Documents. (40 Points)
- C. The contractor's history of successfully constructing and completing projects without unnecessary contractual disputes, claims, arbitration, or litigation. (10 Points)
- D. The completeness and accuracy of proposals. (10 Points)

**RFP responses will be received by the Board, in the Office of the Dalton Public Schools Maintenance and Operations Dept., located at 412 S. Hamilton Street, Dalton, GA 30720, until 2:00 p.m. local time on the 27th day of October 2020.** A total of 2 proposals in bound notebooks are required. The Board will receive such Proposals at such time and place. Proposals received after said time will not be accepted. At the discretion of the Board, and in conformity with the applicable provisions of Georgia Law, the Board may afford contractors an opportunity for subsequent discussion, negotiation, and revision of Proposals. The Board reserves the right to reject any or all Proposals and to waive any technicalities or formalities.

Please note: All allowances included in Section 01020 and listed on the Proposal form shall be used only as directed by the Owner and Architect for additional work that is not already included in the contract documents. The Owner will assume full control of these funds throughout the project. At the conclusion of the project, the contract value will be reduced by the amount of any unused allowances.

Contractors are responsible for ensuring Proposals comply with Georgia law, including but not limited to all state and local laws, rules, regulations, ordinances, and policies. Any Proposal must include an affidavit meeting all requirements of O.C.G.A. § 13-10-91 verifying compliance with applicable Federal work authorization program. The form for such affidavit is attached as an exhibit to the Instructions to Proposers.

Any Proposal submitted in response to this Request shall remain open for acceptance by the Board, and same shall be honored by the contractor, for a period of sixty (60) days from the date set forth hereinabove for the receipt of Proposals.

Any questions or comments concerning this Request for Proposals should be addressed in writing to the Architect at the address as set forth hereinabove.

Contractor must have minimum Worker's Comp and General Liability Insurance in full force and effect. No proposal will be considered unless it is accompanied by satisfactory evidence that the Bidder holds any and all necessary or required Federal, State or local licenses and/or permits. Pursuant to O.C.G.A. § 13-10-91, all contractors and sub-contractors performing work within the State of Georgia on a contract with a public employer must register and participate in a federal work authorization. The Board will require certification for contractor that this requirement has been met. Each Respondent shall submit with its proposal a copy of current Business License &/or Occupational Tax Certificate issued in the state it

resides. If bidder cannot provide this License, it will be required to obtain one from the City of Dalton if it is the Awarded Respondent.

DALTON PUBLIC SCHOOLS,  
BOARD OF EDUCATION