Ladies and Gentlemen:

The Savannah-Chatham County Public School System ("SCCPSS") would like to take this opportunity to announce that it is requesting proposals for Band Uniforms (Annual Contract).

Enclosed is a Request for Proposals ("RFP") packet, which provides instructions for the submission of proposals and identifies the goods and/or services requested by the SCCPSS. All proposals should be delivered to the SCCPSS Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401.

Proposals will be accepted prior to Tuesday, April 23, 2019 at 11:00 A.M. at which time they will be publicly opened, and a list of offerors registered. Time is of the essence, and any proposal received after this deadline for submission, whether by mail or otherwise, will not be accepted. Offerors are responsible for ensuring that their proposals are timely received and stamped by Purchasing Department personnel. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled deadline.

All proposals must be submitted in a sealed envelope with the proposal name, number, and closing date and time clearly marked on the outside envelope. No additional information should be written on the outside of the envelope. If proposal materials require additional envelopes, then all packages must be combined together and marked as described above. A copy of the proposal register will be posted on the District’s website within seventy-two (72) hours after the closing date.

Please include with your proposal all documents requested by this solicitation, including, but not limited to, a copy of your firm’s current business license and certificate of insurance. Failure to include all of the information and/or documents requested by this solicitation could result in the offeror’s proposal not being considered by the SCCPSS.

If you have any questions concerning this solicitation, please submit them in writing to Kathleen Watson-Scott, Purchasing Agent at the address above or fax them to (912) 201-7648. Please note that all communications relating to this solicitation must be directed to the Purchasing Department pursuant to SCCPSS policy.

If an offeror is unable to submit a proposal at this time but would like to remain on the list of potential vendors for the SCCPSS, please complete and return only the "No Proposal Statement Form" included with this RFP packet and clearly mark the outside of the envelope with the words "No Response."

Thank you for your interest in providing goods and services to the SCCPSS.

Sincerely,

Sabrina L. Scales, CPPB
Purchasing Director

Mission - To ignite a passion for learning and teaching at high levels.
Vision - From school to the world: All students prepared for productive futures
"AN EQUAL OPPORTUNITY EMPLOYER"
REQUEST FOR PROPOSALS (RFP): #19-39
BAND UNIFORMS
(Annual Contract)

I. INTRODUCTION

The Board of Public Education for the City of Savannah and the County of Chatham (the “Board”), the body corporate responsible for public education in Chatham County, which is commonly known as the Savannah-Chatham County Public School System ("SCCPSS"), seeks sealed proposals for Band Uniforms as specified in this Request for Proposals ("RFP").

It is worth noting at the outset that the competitive sealed proposal (RFP) process differs from competitive sealed bidding in two important ways:

1) It permits discussions with competing Offerors and changes in their proposal including price; and

2) It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

Vendors who wish to be awarded a contract by the Board to provide the goods and/or services requested by this RFP shall be referred to herein as the “Offeror(s).” To be considered for an award of a contract under this RFP, Offerors should carefully read this solicitation document, which is called Request for Proposals (RFP) #19-39 Band Uniforms (Annual Contract), and all of the forms, product specifications, service requirements, contract documents, or other materials that may attached hereto or referenced herein. This RFP and the associated documents identify the goods/and or services requested by the SCCPSS, contain the instructions for preparing and submitting proposals, and outline the process by which the Board will award a contract for those goods and/or services, if it decides to award a contract at all.

II. GENERAL TERMS AND CONDITIONS FOR THIS RFP

A. A “Cone of Silence” Applies to this RFP.

A “Cone of Silence” is imposed upon this RFP after advertising and terminates at the time the Board 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 her staff, any persons involved in evaluating the bid, 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 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 Offeror(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 Offeror may result in the rejection of the Offeror’s response and disqualify the 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.
B. The Goods and/or Services Requested by the SCCPSS.

The goods and/or services requested by the SCCPSS in this RFP are described in more detail in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated into this RFP by this reference.

C. The Advertising Dates for this RFP.

This RFP is being advertised on the Purchasing Department page of the SCCPSS website, www.sccpss.com, in the Savannah Morning News, the newspaper for legal notices in Chatham County, Georgia, and on the Georgia Procurement Registry.

The advertising date(s) for this Request for Proposals (RFP) in the Savannah Morning News are as follows:

Thursday, March 21, 2019 and Thursday, April 4, 2019

The solicitation posting dates to the District’s website at www.sccpss.com and the Georgia Procurement Registry at https://ssl.doas.state.ga.us/PRSapp/ are March 21, 2019 through April 23, 2019.

D. Pre-Proposal Conferences Held by the Purchasing Department.

A pre-bid conference will be conducted on Monday, April 8, 2019, at 10:00 A.M. at Savannah-Chatham County Board of Education, located at 208 Bull Street, Room 213, Savannah, GA 31401. Bidders are encouraged to attend the pre-bid conference to familiarize themselves with the solicitation and terms and conditions.

Offerors should be advised that while attendance at the pre-proposal conference for this RFP is not required, attendance may be required at an interview scheduled after the submission of proposals for this RFP.

Offerors should also be advised that other SCCPSS RFPs may require attendance at a pre-proposal conference as a condition to being deemed a “responsive” and “responsible” Offeror eligible for a contract award.

E. The Deadline for Submitting Proposals in Response to this RFP.

The deadline for submitting proposals in response to this RFP, unless extended by the SCCPSS, shall be as follows:

11:00 A.M. on Thursday, April 23, 2019

Time is of the essence, and any proposal received after this deadline for submission, whether by mail or otherwise, will not be accepted. Offerors are responsible for ensuring that their proposals are timely received and stamped by Purchasing Department personnel. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled deadline.

This deadline may be extended for all prospective Offerors within the discretion of the Director of the Purchasing Department or her designee for any reason. A non-exclusive list of reasons why the deadline may be extended include: the issuance of addenda to this RFP or the associated specifications, a total absence of proposals, SCCPSS closure due to inclement weather, etc. The Director of the Purchasing Department will either extend the deadline for all Offerors or not all.

F. Delivery and Submission of Proposals.

Offerors shall timely deliver proposals in person, by mail, or by a commercial delivery service, such as Federal Express or UPS, to the following address:
G. Receipt and Registration of Proposals.

Proposals and modifications shall be time-stamped by the Purchasing Department upon receipt. After the deadline for submissions of proposals has past, proposals shall be registered publicly, and then subsequently opened in the presence of two or more Purchasing Department officials. Proposals and modifications shall be shown only to Board personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection.

H. Timely-filed, Signed Proposals Considered an Offer.

An Offeror’s timely-filed, signed proposal shall be considered an offer on the part of the Offeror which may become a binding contract on the Offeror if accepted by the Board at the conclusion of the proposal evaluation process. By submitting a proposal in response to this RFP, Offeror agrees that proposal will remain open for acceptance by the Board for at least 120 days without any changes in terms or pricing.

In event that the Offeror refuses to perform its promises made in its offer after acceptance by the Board, the Board may take such action as it deems appropriate to redress the Offeror’s failure to perform, including legal action for damages or equitable relief, including specific performance, for the Offeror’s lack of required performance.

I. Non-Response by Prospective Offerors

If an Offeror does not wish to submit a proposal in response to this RFP but would like to remain on the list of potential vendors for the SCCPSS, please complete and return only the “No Proposal Statement Form” included with this RFP packet and clearly mark the outside of the envelope with the words “No Response.”

J. Form and Formatting of Proposals.

The form and formatting requirements for proposals requested by this RFP are described in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.”

K. Bid Bonds.

A bid bond IS OR IS NOT required with Offeror’s proposal for this RFP.

If a bid bond is required by this RFP, the requirement is set forth in more detail in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated by this reference.

L. Performance Bonds.

A performance bond IS OR IS NOT required in connection with this RFP.

If a performance bond is required by this RFP, the requirements of any such Performance Bond will be set forth in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated by this reference.
M. Offeror's Essential Credentials and Business Structure to be considered a "Responsible Offeror."

To be even be considered for a possible award of a contract for the goods and/or services requested by this RFP, an Offeror must be deemed a "responsible" Offeror by the SCCPSS Purchasing Department.

To be considered a "responsible" Offeror for the purpose of this RFP, an Offeror must be licensed and have the capacity to provide the goods and/or perform the services requested by this RFP and must be able to meet the minimum licensing, bonding, insurance, and contractual requirements of this RFP. The Board reserves the right to request an Offeror to provide additional information or documentation to demonstrate that it is a "responsible" Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the Board to declare the Offeror to be not "responsible" for the purposes of this RFP.

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

To be considered a "responsible" Offeror, the Offeror must attach to its proposal a copy of any and all business licenses needed for the Offeror to provide the requested goods and/or services, including any local business licenses needed to provide the good and/or services requested by this RFP in Chatham County.

If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which the Offeror is incorporated is required to demonstrate that the Offeror is a "responsible" offeror.

While any lawful form of business may be a "responsible" Offeror, 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 with the PJV's 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 RFQ must submit complete but separate proposals 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.

N. Insurance, Warranty, Indemnity and Other Requirements for "Responsible" Offerors.

To be considered a "responsible" Offeror, all Offerors may be required to meet minimum insurance, warranty, indemnity and other requirements set forth in more detail in "Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements," which is incorporated by this reference.

O. O.C.G.A. § 13-10-91 and E-Verify Compliance Required for "Responsible" Offerors.

To be considered a "responsible" Offeror, all Offerors are required to comply with O.C.G.A. § 13-10-91, a Georgia statute that prohibits a public employer such as the SCCPSS from entering into any contract with a contractor who fails to participate in the federal work authorization program E-Verify or fails to demonstrate that it is not required to participate in the E-Verify program. In order to be deemed a "responsible" Offeror eligible for this RFP, the Offeror must provide the affidavit(s) or other documentation required O.C.G.A. § 13-10-91. While
the District provides sample O.C.G.A. § 13-10-91 affidavit forms in this RFP, Offerors are solely responsible for familiarizing themselves with their obligations under O.C.G.A. § 13-10-91 and making sure that they provide the Board with the required documentation.

P. Local and/or Minority/Women Business Enterprise (LMWBE) Policies.

It is the policy of the Board 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. Prime contractors on district construction projects shall make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers and provide proof of such efforts and contracts with and payments made to LMWBEs upon request. 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.

For the purposes of this policy, good faith efforts may 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.
- Review the District’s list of vendors indicating an interest in providing services to the District.
- 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.
- Assign substantive work to LMWBEs or LMWBE teaming partners.

For the purposes of this policy, 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.

For the purposes of this policy, 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 or 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 with origins in any of the Black racial groups of Africa;
2. Hispanic American: A person with origins from Mexico, South America, Central America or the Caribbean Basin, regardless of race; and
3. Asian American: A person with origins from the Indian subcontinent, countries of the Asian Pacific region, and surrounding countries; and

For the purposes of this policy, 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.
SCCPSS shall, through their program management and construction management providers, engage in efforts to communicate opportunities afforded by the District’s facilities construction, maintenance and repair programs to LMWBEs, including but not limited to:

- Communicate opportunities associated with SCCPSS facilities construction, maintenance and repair programs to the citizens of Chatham County.
- Work with other local governments and relevant community organizations to provide technical assistance and guidance to LMWBEs;
- Develop strategies to assist prime contractors in maximizing their utilization of LMWBEs;
- Develop and provide informational sessions to educate LMWBEs in the requirements of the District’s procurement process;
- Provide notices as outlined above and maintain a list of vendors who have provided or are interested in providing services to the SCCPSS, as outlined above.

SCCPSS may, from time to time, audit vendor contracts with and payments to LMWBE contractors and subcontractors and may require that proof of such contracts and payments be provided to the SCCPSS.

All bidders must read, complete and return all of the LMWBE forms attached to this RFP, with the exception of the LMWBE monthly report which is produced to illustrate the monthly report that will be required to be filed by any Offeror(s) that may ultimately be awarded a contract by the Board.

Q. The Board’s Reservation of Rights to Cancel this RFP, to Amend the RFP Process, to Disqualify Offerors, and to Waive Irregularities and Technicalities.

The Board, in the discretion of the Purchasing Director, the Director of Budgeting Services, the Superintendent, or the Board’s governing body, the elected School Board, may cancel this RFP at any time before the Board awards a contract to any Offeror(s). The Board may decline to purchase the goods and/or services solicited in this RFP at all or it may decide to purchase some or all of the same goods and/or services through a similar or different procurement process.

The Board, in the discretion of the Purchasing Director, the Director of Budgeting Services, the Superintendent, or the Board’s governing body, the elected School Board, reserves the right to amend this RFP and all attachments in any way and at any time (without cancelling it in its entirety) before the deadline for the submission of proposals. Any addenda amending this RFP will be made available to all Offerors on the SCCPSS website. As stated above, the submission deadline will be extended at least seventy-two (72) hours if any addendum is issued less than seventy-two (72) hours before the submission deadline.

The Board further reserves the right to amend this RFP in any way after the deadline for the submission of proposals (without cancelling the RFP in its entirety), except the Board will not amend the original proposal formatting or submission requirements, the criteria for determining whether the Offeror is a “responsive” or “responsible” Offeror, or any of the initial evaluation criteria used for determining whether the Offeror is “reasonably susceptible of being selected for award” or “short-listed,” phrases commonly used by the Purchasing Department to indicate that an Offeror performed well enough on the initial evaluation criteria to be eligible to participate in interviews or subsequent rounds of evaluations. A non-exclusive example of such an amendment to an RFP may be changes to second round evaluation criteria to help differentiate those short-listed Offerors determined to be “reasonably susceptible of being selected for award.”

The Board further reserves the right to redo any stage of this RFP (without cancelling it in its entirety) if the Board, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the Board’s governing body, the elected School Board, has concerns that a stage of the RFP should be redone to eliminate any question of whether it was conducted properly.

The Board reserves the right to reject any and all proposals submitted in response to this RFP, and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board.
The Board has the right to disqualify a proposal of any Offeror on the basis that the proposal is “nonresponsive” or the Offeror is “not responsible.”

A proposal shall be deemed “nonresponsive” if it fails to include all of the information or documents required by this RFP.

An Offeror shall be deemed “not responsible” if the Board determines that the Offeror fails to meet the minimal requirements to be eligible for consideration, including but not limited to, a lack of capacity to do the work or provide the services requested, a lack of proper insurance, the lack of a valid business license, failure to satisfy e-Verify requirements, being disqualified from working for the SCCPSS because of poor performance on a prior project, or some other reason that gives the Board reason to question the responsibility or reliability of the Offeror. The District reserves the right to request an Offeror to provide additional information in response to any concern that an Offeror may not be a “responsible” Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the Board to declare the Offeror to be not “responsible” for the purposes of this RFP.

R. Evaluation and Award of Contract.

A contract with the Board, if one is awarded at all, for the goods and/or services requested in this RFP will be awarded by means of the evaluation process described in in “Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.”

Depending on the nature of the goods and/or services the Board may provide a sample of the contract it is willing to execute with a successful Offeror. If such a sample contract is attached, then the Offeror is deemed to have agreed that all of the terms contained therein will be acceptable by submitting a proposal. If the Offeror wants to propose materially different terms, then the Offeror should file a request for Material Substitution using the procedure outlined above before submitting its proposal.

For other goods and/or services, the Board may ask Offerors to provide a proposed contract. The terms of that proposed contract will be evaluated as part of the selection process and the District may ask short-listed Offerors determined to be reasonably susceptible for award to negotiate specific terms. The specifications for the goods and/or services requested by this RFP may also include specific contract terms outlined in “Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements” that should be included in any contract proposed by an Offeror.

By way of a non-exclusive example, the specifications may provide that the Board will not agree to any contract provision requiring the Board to indemnify any Offeror as such provisions are prohibited by Board policy and state law. Conversely, there may be times when the Board requires an Offeror to maintain certain levels of insurance, to honor certain warranties, or to provide indemnity to the Board.

S. Consideration of Offeror Past Performance.

Successful Offerors should be advised that they 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. Good performance may result in the Offeror receiving additional points on future RFPs.

T. Public Information.

It is the policy of the Board 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, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Board from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.
U. Offeror Questions, Requests for Interpretations, and Issuance of Addenda.

If an Offeror should have any questions relating to an RFP, including but not limited to the interpretation of RFP language, the specifications for the goods and/or services requested, the terms of sample contract provisions attached to this solicitation, the preparation or submission of proposals, or the evaluation and contract award process outlined in this RFP, the offeror may deliver written requests for interpretation to the following address by U.S. Mail, by a commercial delivery service, such as Federal Express or UPS, by fax, or email to the Purchasing Department’s designated email addressed below:

Savannah-Chatham County Public School System
Attn.: Kathleen Watson-Scott, Purchasing Agent
208 Bull Street, Room 213
Savannah, GA 31401
Fax No.: (912) 201-7648
Email: purchasing@sccpss.com

All answers to questions and any interpretations of documents shall be made by addenda to the RFP and shall be made available to all Offerors on the District’s website. While the Board will also make a good faith effort to mail or fax any addenda to all Offerors who attended pre-proposal conferences, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda, the Board’s failure to provide an Offeror with individualized notice of an addenda will not provide an Offeror with grounds to protest the implementation of this RFP. Offerors are ultimately responsible themselves for keeping track of addenda issued by the Board before the deadline for submitting proposals in response to this RFP.

All requests for interpretation must be submitted to the Purchasing Department on or before the close of business, 5:00 P.M. on Wednesday, April 10, 2019. The Board shall not be required to answer any questions about this RFP submitted after this date.

The Purchasing Department will extend the deadline for submitting proposals for all Offerors by at least seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting requests for interpretation for all Offerors if the deadline for submitting proposals is also extended.

V. Requests for Material Substitution of Products, Services, or Contract Terms.

The goods and/or services requested by the SCCPSS in this RFP are described in more detail in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.” which is incorporated into this RFP by this reference.

When reference is made in the specifications as to a particular manufacturer, type of process, brand name, or model number, such references are usually, but not always, made to designate minimum acceptable levels of quality and do not indicate a preference. In some instances, a particular manufacturer, type of process, or brand name is required.

In the event an Offeror would like to propose another manufacturer, process, brand name, model number, etc. other than those stated in the specifications for this RFP, the offeror must provide complete technical information, specifications, manufacturer's name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting that the proposed substitute is equal to the goods or services identified in the specifications rests with the Offeror. All determinations of the acceptability of the proposed substitute goods or services shall rest with the Board staff and their decision shall be final.

Proposals on equipment must be on standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.
All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc.

Any obvious error or omission in specifications shall not inure to the benefit of the Offeror but shall put the Offeror on notice to inquire of or identify the same from the Board.

All requests for the material substitution of good and services shall be submitted to the Purchasing Department to the following address by U.S. Mail, by a commercial delivery service, such as Federal Express or UPS, fax, or by email to the Purchasing Department’s designated email address below:

Savannah-Chatham County Public School System
Attn.: Kathleen Watson-Scott, Purchasing Agent
208 Bull Street, Room 213
Savannah, GA 31401
Fax No.: (912) 201-7648
Email: purchasing@sccpss.com

All answers to requests for material substitution shall be made by addenda to the RFP and shall be made available to all Offerors on the District’s website. While the Board will also make a good faith effort to mail or fax any addenda to all Offerors who attended pre-proposal conferences, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda, the Board’s failure to provide an Offeror with individualized notice of an addenda will not provide an Offeror with grounds to protest the implementation of this RFP. Offerors are ultimately responsible themselves for keeping track of addenda issued by the Board before the deadline for submitting proposals in response to this RFP.

All requests for material substitution must be submitted to the Purchasing Department on or before the close of business, 5:00 p.m. on Wednesday, April 10, 2019. The Board shall not be required to answer any questions about this RFP submitted after this date.

The Purchasing Department will extend the deadline for submitting proposals for all Offerors by at least seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting requests for material substitution for all Offerors if the deadline for submitting proposals is also extended.

W. Protests

Any actual Offeror or bona fide prospective Offeror who is aggrieved in connection with this RFP may protest to the Purchasing Director. By submitting a Proposal in response to this RFP, the Offeror waives any objection to the content of this RFP (including any attachment or addenda) as well as any objection to any procedure outlined therein. Protests filed after the deadline for submissions shall only concern the implementation of the RFP as applied to the Offeror.

Any protest to the content of this RFP (including any attachment or addenda) as well as any objection to any procedure or evaluation criteria outlined therein shall be filed no later than five (5) business days prior to the deadline for submissions of proposals, unless the objection concerns an addenda issued fewer than five (5) business days prior to the deadline for submissions of proposals, in which case, an objection may be filed to that addenda only at any time before the submission deadline.

Any protest filed after the submission deadline 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 a contract for the provision of goods and/or services requested in his RFP, which will be transmitted by fax to all Offerors.
The Board 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/or the Superintendent, who shall respond to the protesting Offeror within ten (10) business days of receipt of the letter of protest. The initial written response may explain that the Chief Financial Officer and/or the Superintendent need additional time to review the Protest. In any event, a final decision will be issued on the Protest by the Chief Financial Officer and/or the Superintendent before the execution of a final contract with the successful Offeror. This written decision shall be final and conclusive.

X. Offerors Not Entitled to Reimbursement for their Costs Associated with Submitting Proposals.

The Board recognizes that participating in this RFP process, or any government procurement process, can be time consuming and expensive for Offerors. In participating in part of this process, Offerors acknowledge that their costs in participating in this process are the costs of attempting to do business with the SCCPSS.

All Offerors or potential Offerors, including unsuccessful Offerors or Offerors or potential offerors who file protests, agree that the Board shall not be responsible for reimbursing the Offeror for any costs they may incur in connection with this RFP, including staff time, printing costs, attorneys’ fees, or expenses of litigation.

Y. Gratuity Prohibition.

No Offeror shall 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 solicitation.

Z. Certification of Independent Submission of Proposals.

By submitting a proposal in response to this RFP, the Offeror must certify that:

1. The information in this Statement of Qualifications 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 Statement of Qualifications 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 RFQ, directly or indirectly to any other Offeror or to any competitor;

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 Statement of Qualifications for the purpose of restricting competition; and,

4. In the event the Offeror is a partnership or joint venture, each party thereto certifies the above.
III. RFP ATTACHMENTS, SPECIFICATIONS, SAMPLE CONTRACTS, AND FORMS

The following attachments, specifications, sample contracts and forms are part of this RFP and are herein incorporated by this reference.

A. **Attachment A:** Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.

B. **Attachment B:** Forms to be submitted with this RFP.

1. **Solicitation Form 1:** Proposal Submission Checklist
   (to be included on the front of any proposal)
2. **Solicitation Form 2:** Proposal Certification Form
   (to be included behind the checklist and before the Offeror’s proposal)

To be included following the Offeror’s Proposal:

3. **Solicitation Form 3:** Offerors References
4. **Solicitation Form 4:** Contractor Affidavit Under O.C.G.A. § 13-10-91
5. **Solicitation Form 5:** Subcontractor Affidavit Under O.C.G.A. § 13-10-91
   (only needed if subcontractors will be used)
6. **Solicitation Form 6:** Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
   (only needed if sub-subcontractors will be used)
7. **Solicitation Form 7:** Disclosure of Responsibility Statement
8. **Solicitation Form 8:** Proposed Schedule of LMWBE Participation
9. **Solicitation Form 9:** Documentation of Good Faith Efforts to Involve LMWBE
10. **Solicitation Form 10:** Joint-Venture Disclosure Statement
    (only need if a joint venture used)
11. **Solicitation Form 11:** LMWBE Monthly Report
    (included for Offeror’s reference, not needed to submit proposal)
12. **Solicitation Form 12:** Form for Sealed Fee Proposal
    (submit in a separate sealed envelope labeled “Fee Proposal”)
13. **Solicitation Form 13:** No Proposal Statement Form

C. **Attachment C:** RFP # Sample Contract
PROPOSAL SUBMITTAL FORM
RFP# 19-39
Attachment A to RFP # 19-39
BAND UNIFORMS (ANNUAL CONTRACT)

Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.

The project specifications listed in this section supersede any contradictory references made in the General Terms and Conditions section of this RFP.

1.0 General Intent.

The Savannah-Chatham County Public School System hereinafter referred to as the “District” is seeking proposals from qualified firms herein after referred to as “Service Provider”, interested in providing Band Uniforms for various high schools. It is the District’s intent to award and annual contract to one (1) qualified Service Provider.

2.0 Background Information.

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified uniform companies and/or manufacturers interested in providing Band Uniforms to various District high schools that have been budgeted, scheduled and prioritized for the replacement of their band Uniforms over the next four (4) year period. Student Activity Funds, including fundraiser money, may also be utilized by any associated school organization or sponsor, for the purchase and replacement of any uniform(s), for the purchase of additional uniform(s), and/or for the purchase of additional or new uniform item(s). The successful Service Provider is expected to extend the services under a resulting contract to any of these associations and will honor the contract uniform cost (per uniform) and/or uniform item cost (per item) for the term of the contract.

The District has budgeted and scheduled each of the high schools identified below for Marching Band Uniform Replacement. Additional high schools may be added, solely at the District’s discretion, at any time during the term of the contract. The Service Provider is not permitted to contact any school and/or band director unless, a resulting contract is executed, and he is in receipt of a valid school specific purchase order issued by the District’s Purchasing Department. “Vendors providing services and/or vendors purchasing equipment and supplies prior to the execution of a contract and the issuance of a purchase order do so at their own risk and the School District shall not be held liable”.

The name, address, prioritization of the high schools that are currently scheduled for Marching Band Uniform replacement are as follows:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Date</th>
<th>High School Name/Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SY2020</td>
<td>Beach High School, 3001 Hopkins Street, Savannah, GA 31405</td>
</tr>
<tr>
<td>2.</td>
<td>SY2021</td>
<td>Islands High School, 170 Whitemarsh Island Road, Savannah, GA 31410</td>
</tr>
<tr>
<td>3.</td>
<td>SY2022</td>
<td>New Hampstead High School, 2451 Little Neck Rd, Savannah, GA 31302</td>
</tr>
<tr>
<td>4.</td>
<td>SY2023</td>
<td>Johnson High School, 3012 Sunset Blvd, Savannah, GA 31404</td>
</tr>
</tbody>
</table>

3.0 Delivery of Each Uniform Order:

The contract will remain in effect until all open purchase orders from uniforms have been delivered and accepted by representatives at each high school. A Pilot Uniform will be delivered within the time frame stated in the contract document, as “days from the receipt of a purchase order”. Delivery of all uniforms will also be within the time frame state in the contract document, as “days from the acceptance of final pilot uniform”.
4.0 Unit Price Schedule:

The unit price of each uniform item, the extended total for each item, and the total cost for the entire school order stated by Service Provider in their fee proposal will be “firm /fixed” prices. Service Provider is also required to provide a “firm/ fixed” total unit cost for a complete Drum Major Uniform. Service Provider will submit to each High School Band Director Drum Major Uniform design options. The high school Band Director must pre-approve and accept all “final” Marching Band and Drum Major designs. All uniforms will be made to fit the nearest stock size from the information supplied by the Representative and will provide for a better year to year fitting program and will allow for more fitting flexibility. Exceptions will be made on unusual sizes wherein the garment is cut and produced to the measurements taken by the company representative. All unit prices will be “all inclusive” and all applicable freight charges F.O.B. Destination with “Inside Delivery” to each school site. Please: Each high school is generally located within a 10 miles radius of those identified within. The District’ payment terms are 2% 10 Net 40 from the date of the receipt of a correct invoice and all support documentation.

5.0 Quantities:

The quantities listed herein are the District’s best estimate and does not obligate the District to order or accept more than the District’s actual requirements during the period of the agreement and will solely be determined by actual needs and availability of appropriated funds. However, the District’s requirements may exceed the quantities stated and Service Provider will be obligated to fulfill all requirements shown on purchase orders whose mailing dates fall within the performance period of the resulting contract.

6.0 Delivery and Shipping:

All uniforms will be delivered to the High School at the address identified on each purchase order. Service Provider is required to comply with the delivery timeline stated in his proposal submittal and contract document. Each uniform will be thoroughly inspected before shipment. Imperfections will be corrected before the uniforms are shipped. Uniforms will be shipped complete with hangers (plastic) in containers. Each wardrobe container shall be marked on exterior to indicate the wearer number of each uniform enclosed. The uniforms will be ready to wear without cleaning or pressing. The area representative should be available to assist with the receiving and inspecting of the uniforms at no additional charge to the District. No bulk packaging will be allowed.

7.0 Sample Requirements:

The sample uniform and material swatches submitted by Service Provider with their proposal is not required to meet the color and style specifications for each high school, but it must conform to the details of workmanship and component parts. Samples submitted will be used by the District in their evaluation and for comparison purposes. Service Provider will also submit with their proposal, liberal sized swatches of the actual fabrics used with the weight, shade, dye lot and the mill that is supplying the materials that will be used for a District uniform order identified on each swatch. If Service Provider wishes for their samples to be returned, Service Provider recognizes that they are responsible for all associated return cost, must submit a haul tag, and will be responsible for making all courier pickup arrangements once an order is complete and accepted by the District. Failure to request the return of any uniform sample or swatches will result in the disposal of the times in a manner

8.0 Pilot Uniform Requirement:

Upon the execution of a contract, Service Provider, upon the receipt of a site specific purchase order, will prepare a pilot uniform in the actual design and construction designated by each respective High School Band Director. Service Provider will acknowledge that minor changes in each design may result once the pilot uniform is inspected by the respective High School Band Director. The pilot uniform must be furnished to High School Band Director within the delivery period stated in proposal submittal and in the resulting contract. Pilot
Uniform will be subject to the approval of each High School Band Director in all aspects of the design, construction, tailoring, workmanship, etc.

The Service Provider will not commence or undertake the construction of any order until a contract is executed, and it is in receipt of a valid purchase order and written approval is received from the High School Band Director. The pilot uniform will be returned to the Service Provider by the High School Band Director and the contracted production delivery time will begin upon receipt of sample, sample approval, purchase order and measurements of student at the High School identified on the purchase order.

9.0 Construction/Sizing/Patterns:

All uniforms will be constructed with the realization of the hard usage to which they will be subjected, the year-to-year fitting problems inherent with students and will feature construction which will assure a long lasting garment. Measurements will be individually taken and will be converted to adjust stock sizes; extra short, short, regular, long and extra-long, with proper adjustments for portly and thin, as required, in order to minimize the alteration charges each year. Patterns for the garments must be both male and female in children, adolescent and adult patterns as required, and will not be “cut-down” adult patterns.

10.0 Identification/Care & Maintenance Instructions:

Large black woven permanent numbers on white background will be sewn to each major component of the uniform.

These numbers will reflect the progressive sizes of the uniforms. In addition, there will be a “name and number” list furnished by the manufacturer at the time of the shipment in order to facilitate the issuing of uniforms when first received by the High School Band Director. The Service Provider will supply a booklet containing a printout showing each uniform in sequence from smallest size to largest. The printout will indicate wearer identification number, original wearer and key measurements of uniform, i.e. height, weight, hat, chest, waist and out seam. The service Provider will supply recommended dry cleaning instructions for the uniforms and all accessory items; specifying precise details on care and cleaning that are to be utilized in future upkeep and maintenance of the items provided under the RFP and resulting contract award.

11.0 Account Representative:

The Service Provider will provide a factory-trained account representative to handle all details of each High School order. Said Representative will be responsible for designing, measuring and servicing the order throughout the initial purchase and on a continuing basis. The account representative must visit the school identified on each purchase order to meet with the Band Director a minimum of twice per year for the first two (2) years after purchase of the uniforms. The account representative will be available within seven (7) business days after any notification in the event of an emergency. The Service Provider will immediately notify the District if there is a change in account representative. The Account Representative initially assigned to the contract must be identified in proposal submittal.

12.0 Uniform Management Software:

The Service Provider will provide software that is designed to calculate the proper stock uniform size required by a student based on established sizing criteria used in the uniform industry. The software must consider the following attributes when determining sizes:

**Type of Uniform:** The software shall be capable of storing and assigning uniforms of different types (i.e. regular band, front line, drum major, etc.) and to make the correct assignment to the respective student based upon that classification.

**Sex:** Uniforms are produced using separate male and female patterns. As a result, the software must take gender into consideration, which will ensure the user of a superior fit while outfitting students of dynamically different proportions.
**Height/Weight:** Height and weight are used to determine frame and body proportions. The software must consider height and weight when determining size.

**Deltoid/Chest:** In order to ensure that the coat fits the student properly consideration must be given not only the chest size by also the deltoid measurement. Consideration by the software of both the deltoid and the chest measurement is needed to ensure coat is full enough for the student to have full mobility.

**Waist/Inseam:** Consideration must be given to waist and inseam. Failure to consider the required length can result in trousers proportioned for a different size student being issued.

**Body Proportions:** The software must be capable of matching the student with the proper coat, trousers, and headgear using sizes entered by the user. The software shall be designed in such a way to ensure prosperity is given to maintaining numeric continuity within the individual student’s assignment in the assigning process, however, the software shall be able to “mix” the numeric assignment when necessitated by the student’s sizes and available inventory. The software shall be able to generate lists of the uniform inventory, student sizes, assigned uniforms, needed sizes and remaining inventory. The software shall also be capable of recalling uniform assignments by searching for individual parts. Inventory only programs are not acceptable. An example of this program shall be included with bid package submittal.

**System Compatibility:** The software provided shall be compatible with Windows 7 Operating systems. The software shall also be made available on a flash drive and have the capability of loading onto the user’s hard drive system.

13.0 Bar Codes:

Bar codes shall be an IPC 8-digit, interwove 2 of 5 symbology. They shall be a heat transfer silk screen product printed in reverse image. Once applied they shall transfer to right reading. IPC bar codes will be applied by use of a Texas Automation ES or DES-32 & 42 model machine.

14.0 Warranty:

The Service Provider will guarantee all products to be free of defects of material and/or workmanship for a minimum period of at least 10 years from the date of acceptance. If during the warranty period, such faults develop, Service Provider will replace the unit or part effected without any additional cost to the District. Warranty period must be clearly stated in proposal submittal.

15.0 Uniform Specifications:

**Each Complete Band Uniform will consist of:**

One (1) Coat.
One (1) Bibbers.
One (1) Pair Gauntlets.
One (1) Shako.
One (1) Plume.
One (1) Shako box.
One (1) Garment Bag.
One (1) Care and Maintenance Booklet/Manual.
One (1) Uniform Management Assignment Center Software.

**Service Provider will also supply:**

Two (2) Complete Drum Major Uniforms: Drum Major uniform cost will not exceed the total unit cost of one complete regular band uniform. Drum Major Uniform design will be determined by the Band Director. Service Provider is required to provide design options for consideration and acceptance.
16.0 General Material Specifications:

The Material Specifications provided herein are based on a previous bid solicitation and school order from Frauhauf Uniform Manufacturing Company and are not intended by the District to be restrictive to any Band Uniform Manufacturer. Offerors shall state in their proposal submittal any known deviations in materials, construction and/or District Scope of Service Requirements. The District reserves the right to award a contract as deemed to be in its best interest. All uniforms provided will be custom designed at the “fixed” unit price stated in the seal proposal.

Offeror will also submit a catalog with their proposal which identifies various design options and the alternated uniform style available (i.e. more than one (1) style coat, various style hats or shakos, multiple color options, ext.) that will be provided to the District at the “fixed” unit prices identified in the seal fee proposal. The District will evaluate each proposal based on the criteria identified in Section 34.0.

All methods and materials used by the manufacturer are expected to yield only the highest quality garments. Each garment will have a minimum functional lifetime retention period of at least 10 years with normal care and maintenance. Offeror shall state their functional lifetime retention period and warranty period for the uniform items proposed.

Materials: Fabric identifications Number 4030 Range, Raeford Uniform Fabrics Company – Any division of Burlington Indest and Fabric Identification Number 1933 Range, M.J. Cahn Co., Inc. or material deemed acceptable by the District equal, 1005 polyester material must be thoroughly tested, proven to meet the highest industry standards, be abrasion and pilling resistant and have creased retention and wrinkle recovery.

17.0 General Uniform Construction Requirements:

**Thread:** All seams, blinds-stitching, top-stitching, padding and buttonholes, sewn with FILCO 350 polyester core, cotton wrap, soft left twist thread. Thread tensile strength of 4.7 to 4.9 pounds and a melting point for heat resistance of 480 degrees. Vat non-subliming dyed. Boil fast and be dry-cleanable.

**Braid:** A.H. rice quality or acceptable alternate deem acceptable by the District, color fast under proper dry-cleaning procedures. Most braid designs with very tight turns or curves using ¼” or wider will be applied with a double needle machine, using two threads for a more secure attachment and to prevent curling of the edges.

**Zippers:** Solid brass YKK or alternate deemed acceptable by the District, center-butted zippers when required, sandwiched in, rather than sewn on the outside of the inside facing and added strength.

**Buttons:** metal buttons will be of Waterbury quality or alternate deemed acceptable by the District. Buttons will be secured using two methods. The use of a two-hole stay button, machine lock-stitched through the metal shank, coat material and two hole stay button, and/or the use of a washer and ring.

**Direct Embroidery:** Swiss embroidery shall be applied with the use of a “Barudan” computerized embroidery machine or alternate machine deemed acceptable by the District, to ensure consistent quality on every uniform from year to year. Bonaz type embroidery made with a Cornelli I embroidery machine or alternate machine deemed acceptable by the District.

18.0 Jacket Specification Construction:

**Patterns:** The patterns for coats shall be made separately for males and females utilizing a computerized system of Gerber, Micro dynamics, Lectra, Mar-A-Matic or a system deemed acceptable by the District. The patterns will be designed specifically for Children, Adolescent and Adult age group reflecting up to date body proportions with ample side body outlets allowing for simple alterations year to year. All hard collar coats shall have a four (4) piece front construction allowing for proper chest, bust and waist suppression in all size ranges, thus, eliminating unsightly bust darts. In sleeve and side body seams must be 1” double to allow for proper alterations.
**Shoulder Pads:** Pre-formed, having an additional support of coat canvas material sandwiched between the padding and then "needle punch" constructed to retain its shape and form. Pad will not break-down or deteriorate with normal wear abrasion and repeated dry-cleaning process.

**Collar Construction:** Standard military hard collar, constructed using a washable "Mylar" bound with a fabric-backed vinyl binding to prevent the Mylar from wearing through the shell fabric or fabric deemed acceptable by the District. Fabric will prevent wear of the outer fabric. The hook and eye closure shall be threaded with non-bias tape and then stitched through the Mylar frame or alternate deemed acceptable by the District. All ornamentation on the outer collar shell must be stitched through and through the Mylar frame to ensure strength and shape retention. This construction will allow for a self-conforming collar so it will fit several neck sizes without binding or causing discomfort to the wearer.

**Collar Liners:** The removable liners will be numbered, made of absorbent webbing and will be bound or piped all around with a washable cotton binding. It will have four (4) heavy duty metal non-rusting or tarnishing snaps. Snaps will be positioned to avoid any of the numerous pressure points in the wearer's neck. The liner will meet or slightly overlap in the front to other complete protection to the outer material and the wearer's Adams Apple from the hook and eye attached. Liner is to be washable. Fabric other than absorbent is not acceptable.

**Jacket and Sleeve Lining:** Shall be made of 100% polyester twill with a satin sheen finish in the sleeves and back, with 65% polyester/35% cotton, “trigger” fabric lining the entire front. The lining quality will have yarn count of 120 x 76. The jacket lining will have a generous 1” pleat running vertically down the center back from the freedom of movement and eliminate tightness or sagging. The lining shall be properly cut and fitted to correspond with the style jacket selected. The lining at the “armhole” must be securely fastened to the jacket by machine “zig-zag” stitching for strength.

**Perspiration Shields:** Shall be made of a colorfast athletic felt comprised of 70% wool, 30% rayon and 7.5 ounce per square yard, the highest wool content available in felt and will have the highest absorbency. Shields will be bound with 15/16 rayon binding, machine stitched all around securely.

**Wing Construction:** Wings of all sizes are constructed using a "Mylar" bound with a fabric-backed vinyl binding to prevent the Mylar from wearing through the shell fabric. The bound Mylar is sandwiched between two layers of shell fabric with the outer edge bound with ½” fabric of choice sewn through and through all layers. The finished wing can be stitched into the fitting seams of the coat front and back or into the armhole itself.

**Shoulder Straps:** shoulder straps will be reinforced with a Pellon interfacing for added shape and body retention.

**Sleeve Cuffs:** A generous 2 ½” sleeve cuff is to be proved having the fabric and the lining continue to the bottom, turned back up and blind stitched to the lining to permit sleeve length alteration without disengaging the lining from the sleeve fabric. Positioned on the seam allowance of the inner and outer sleeve seams and running 4” from bottom when requested, a single row of female snap taps with a single male dressmaker snap at the bottom. This method used will allow for quick and easy sleeve length alteration.

**Button Holes:** All button holes are to be "cut-first" whether they have a horizontal bar-tack or a fly-tack at the ends. Buttonhole stitches will completely cover the raw edge of the material and canvas interfacing. There will be no edges and exposes the interfacing. Thread to be used is Filco #50 for strength and color match.

**Pockets:** Shall be made with fine quality, color fast sized polyester/ rayon material and the facing will be reinforced with the shell fabric.

**Pocket Flaps:** Flaps are to be cut and styled in accordance with the basic style of the coat and will have Pellon interfacing to insure proper shape retention and prevent curling at the edges. This interfacing will not sag and pucker. Flaps will be lined with the same fabric as the shell of the coat.
Under Pressing and Final Pressing: After each major sewing operation, the garment will be under pressed and shaped to insure permanency of contour and style. A final pressing will be provided to enhance the “uniforms” overall appearance and style.

19.0 Jacket Design and Construction:

Style: Euro-length front and back or other options available and accepted by the District. Front bottom off-set extreme point to the left of the center front, back off-set bottom point to the left of center back, center back zipper closure, “O’Lay” style back, stitched in should wings, narrow side bodies, abstract shape split center front panels, contoured diagonal split back, split sleeves, 2” tapered waist fit, bar code.

Right Side Front and Back; Right Sleeve Lining: INDEST.

Left Side Front and Back; Left Sleeve: 4030R

Collar: 1 3/4” LAPPED” style in front of 4030R with rounded front and center back closure. Collar is self-lined with no collar liner. Right front overlaps the left with 30L. Gilt flat button with ring and washer set on the 2” overlapping end.

Shoulder Straps: None

Front Trim: Abstract pieced together “Break” shape split with 1933 to the right and 4030R to the left. Set to the right of split on back side to be four abstract shapes using three shapes of special luster maize and on 4030R. Each with matching satin stitch outlines. Set on the left chest approximately 2 1/2” special direction Swiss emblem logo on black/white or color specified with gilt met. Outline. School logo.

Closure: Center back ply zipper with three (3) snaps; to zip up

Sleeves Trim: Adjust-a-length hems. Right sleeves is 1933 with 4030 on the left.

Upper Sleeves: Set on the right side approximately 2 3/4” special fully filled Director Swiss emblem school logo of gilt met, white, black & 3rd color. No trim on left.

Wings: One (1) piece under wrapped style with right side 1933 double faced and left side 4030R double faced interlined with plastic Mylar 2” wide at top and 6 1/2” long in front and back, stitched into fitting seams.

Back Trim: Contoured diagonal, split from upper right to lower left out of the bottom point with 4030R to the left and 1933 to the right

Pocket Lining: Shall be made of 100% polyester twill with a satin sheen finish in the pocket, with 65% polyester/35% cotton, “trigger” fabric.

20.0 Bibbers Construction:

Patterns: Shall be made separately for male and female and designed specifically for children, adolescent and adult age groups reflecting up to date body proportions and designed to eliminate peg legs and baggy seats. These patterns must take into consideration the wearer’s chest size in addition to the normal trouser requirements. They shall be straight leg and plain front with no cuffs and designed to permit a high knee lift having the extension in the back-seat seam area to eliminate any pulling or binding with a full 1 1/2” double in the center back seam to allow for alterations. Facing shall be long enough to cover the bottom of the side spandex gussets. Seams shall be pressed open.

Crotch: There shall be a set of four (4) double crotch pieces, serged and stitched. The crotch linings must be placed on both sides of the reinforced seams. The seat seam shall be constructed using a two (2) needle tandem machine, utilizing four (4) Filco#50 threads.
**Front Zipper:** shall be of solid brass YKK or alternate deemed acceptable by the District and must be guaranteed for the life of the trouser. The fly facing must be serged on all four (4) sides and cut on the bias to prevent twisting of the fly. The zipper will be bar-tacked at the bottom (horizontally) to properly anchor the zipper. This bar-tack shall consist of no less than 39 stitches per tack. Set above zipper will be two (2) enamel snaps of complementary color.

**Spandex Side Inserts:** All bibbers will have 7" long spandex elongated pie shaped wedges folded in half, stitched in the upper side to allow for flexibility in movement. These wedges shall be of the closet color match possible to the garment fabric and stitched with no serging showing on the inside.

**Darts:** All full bibbers will include a 10" dart each side of the back with center at waistline to create proper waist suppression and insure a tailored fit.

**Bar tacking:** All areas of stress on the bibbers shall contain a heavy duty 39 stitch bar tack. The bibbers will be bar tacked in a minimum of four (4) stress points.

**Stripes:** All trouser stripes shall be sewn over the center of the cut seam and will be applied with a lock-stitch matching. The stripe shall run the full length of the trouser including the turn-up which shall be a minimum of 3". This type of application will afford a neat straight stripe appearance. Stripes must not appear to be off-centered and will not come loose through wear and abrasion.

**Hems:** When hemmed, bibber must have a generous 3" turn-up, bound with ½" rayon binding so as to allow for easy alterations and alleviate bulkiness in the cuff.

**Permanent Suspenders:** A built-in suspender will be included in all bibbers. It shall be made of a durable white or black 1 ½" nylon webbing material, the same fabric as auto seat belts. It will be sandwiched between the outer shell fabric and the facing and topstitched to ensure that it will withstand above normal tension. The adjusters will be made of cast nickel metal that will not rust.

21.0 Bibbers Design and Construction.

**Style:** Euro-fit, web suspenders, doubled spandex gusset under arm, center front non-separating zipper with separate fly facing and two (2) enamel snaps at top, 3" double outlet in back, right inside chest welted pocket on front facing, bar tacked each end, back waist darts, barcode.

**Material:** 1933

**Hem:** 3" Adjust-A-Length.

**Trim:** Set on left chest, approximately 2 ½" special director Swiss emblem, School logo of color with gilt met. Outline.

22.0 Gauntlet Specifications.

Gauntlets will be double faced and bound for uniformity and comfort. All seams to be turned and clean finished so that no raw edges are exposed. Trim will be applied before gauntlets are lined. Standard closure will consist of Velcro for easy size adjustment.

23.0 Gaufret Design and Construction.

**Style:** Squared corners, Velcro closure, inner lined with pellon, top and sides bagged, bottom bound with 1933 barcode.

**Material:** 1933.

**Lining:** Indest.
**Trim:** ½" Stripe of special lustre maize, set ½” down from top edge, running out each end. 30L gilt flat button set at top front outboard end below stripe with wing and washer.

### 24.0 Shako Specifications.

**Shako Frames:** The frame shall be molded in one solid piece of high impact ABS material not less than 16 ounces before molding process. This will ensure the frame will not split, crack, melt or disintegrate for the lifetime of the shako under normal usage.

**Plume Socket:** The one (1) piece nylon plume socket will be attached with a stove bolt and nut attachment, coated with "Loctite" so it will not vibrate or come loose, not riveted, which could split and damage the frame.

**Shako Headrest:** The Shako Headrest shall be constructed with expanded knit-back marshmallow vinyl using the "cushion-aired" method of application, stitched completely on the inboard side of the frame. This will prevent the thread to come in contact with the wearer's head, eliminating perspiration or hair oil to be absorbed into the thread thus adding years of life and wear. The identification label, stitched to the headrest itself, must list order number, shako number, correct size, city, state and school must be covered by clear plastic.

**Visor:** The visor will be constructed using a three-layer design consisting of a plastic top duroboard and a green under ply to shade the eyes of the wearer. A ¾” back tacking is required using monofilament thread sewn through the frame to prevent the visor from tearing loose.

**Chin Straps:** Chin Straps will be ¾” pliable plastic material to conform to the shape of the chin and will be reinforced with metal eyelets at each end. Chin strap will have an adjustable metal buckle of either nickel or gilt and supported by a center back hook on the shako when not in use.

**Buttons:** Buttons will be 40 ligne with prongs no less than 1 ½” in length. Buttons will pass through a brass eyelet to firmly attach chin strap, font chain and go through the outer shell fabric, plastic frame and the headrest. In order for the buttons to lie perfectly flat, the front chain will have a special clip and eyelet attachment at each end.

**Emblems:** Emblems will be heavy gauge plastic with extra-long prongs for attachment through the outer fabric shako frame and will be secured with "lock-washers". Emblems will be embroidered.

**Top and Bottom Straps:** Straps will always be turned and top-stitched. All thread used in shako manufacturing must be monofilament.

### 25.0 Shako Design and Construction (General).

Style: HR-1 Flat top, barcode.
Trim: HRT-11
Top Fabric: 4030R
Side Fabric: 4030R
Top Band Fabric: 4030R
Bottom Band Fabric: 4030R
Hat Trim Description: Three (3) 24L gilt flat buttons with rings and washers set vertically to the left of the center front.
Front Strap: Gilt aluminum chain.
Chin Strap: Black with gilt buckle.
Visor: Black with gilt edge.
Plume Holder: Top, center front.
Front Emblem: None.
Buttons: 45L gilt shiny dome with prong.
26.0 Plume Specifications.

14" French upright with gilt Mylar fleck.

27.0 “Tur-Tote” Shako Box Specifications.

“Tur-tote” shako will be constructed of black high density 100% polyethylene with a tensile strength of no less than 4800 P.S.I. and will carry a minimum two (2) year warranty with normal use and care or alternate shako box that is deemed acceptable by the District.

28.0 Garment Bag Specifications.

Garment bag will be 200 denier nylon with accessory pock, I.D. window and on color screen printed logo.

29.0 Silence of Specifications.

The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

30.0 Minimum Qualifications.

All companies submitting proposals must meet, at a minimum, the following qualifications requirements. Failure to meet these qualifications will result in proposal being deemed as “non-responsive”.

A. The service provider must be an organization existing for the primary purpose of manufacturing and supplying band uniforms and related services.

B. The Service Provider must have a minimum of five (5) continuous years prior experience in manufacturing and supplying band uniforms to educational, governmental or municipal agencies (preferably located within the Southeast Region of the State of Georgia) or to private entities with scope of service requirements that are similar to or the same as the requested by the District.

C. Proposer must be authorized and licensed by the State in which it is located to manufacture and supply band uniforms.

D. Proposer must have an office that is staffed with a minimum of one (1) full-time representative during the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.

E. The Service Provider must demonstrate its ability to commence services within thirty (30) days of contract award and that it has sufficient technical support and plant staff to comply with the District’s requirements upon the award of a resulting contract.

F. The Service Provider must demonstrate its financial stability to perform the services requested.

G. The Service Provider must provide with their technical proposal submittal the required schedules, attachments, catalogs, design options, fabric swatches and samples identified herein.

31.0 Evaluation Procedure and Procedure for Award.

By the proposal submission deadline, Offerors will submit their proposals in response to this RFP. Proposals shall be formatted as described in Section 6.0, Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals, and should be submitted with all of the forms and documents requested. Proposals will initially be reviewed by the Purchasing Department to determine whether the Proposals are “responsive” and the Offerors are “responsible” as described in the General Terms and Conditions of this RFP in light of the goods and/or services requested in this RFP as
described more fully in this attachment “A.” If any proposal is determined not to be “responsive," the Purchasing Department will inform the Offeror in writing that its proposal will not be considered on the basis that it is not “responsive.” If any Offeror is determined by the Purchasing Department to not be “responsible,” the Purchasing Department will inform the Offeror in writing that its proposal will not be considered on the grounds that the Offeror is not a “responsible” Offeror.

After the Purchasing Department determines whether the proposals are “responsive” and the Offerors are “responsible,” an Evaluation Committee will evaluate all of the “responsive” proposals from all of the “responsible” Offerors using the evaluation criteria set forth in Section 7.0 below and score the proposals. The Evaluation Committee may determine that all proposals are good enough to be “reasonably susceptible for award” or it may determine that only a certain number of Offerors are “reasonably susceptible of being selected for award” and create a short list of those Offerors that the SCCPSS is most interested in contracting with.

For this solicitation, the Evaluation Committee may decide after scoring the “responsive” proposals from “responsible” Offerors to conduct interviews of all “short-listed” Offerors determined to be “reasonably susceptible of being selected for award.”

If interviews are conducted, each of the firm(s) will be scheduled for an interview/presentation time. There will be no separate evaluation points awarded for interviews/presentations; however, technical evaluation points may be revised based on the information that is presented and/or clarified during the interview process. As a result, the short-listed Offerors may be re-scored. It will be the sole discretion of the Evaluation Committee to decide if interviews will be required.

Selection of a short list will be made of one or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations may then be conducted with each of the Offerors short listed. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each Offeror short listed, the District shall select the Offeror(s), which, in its opinion, has made the best proposal(s), and shall award a contract to those Offeror(s).

Should the District determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The resulting contract will incorporate the requirements, terms and conditions of the solicitation as negotiated.

32.0 Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals.

32.1 Manner of Preparation.

All proposals shall be:

- Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

- Submitted in a sealed envelope, which is plainly marked with the RFP number and title, and date and time of proposal closing. No additional information should be written on the outside of the envelope. If proposal materials require additional envelopes, then all mailing articles must be combined together and marked as described above.

- Submitted with the proposal forms included in this RFP in the order provided in Section 6.2 below.

- Offerors should submit one original and five (5) copies and a CD-ROM or thumb drive with a PDF copy of the complete proposal packet.
• Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

32.2 Order of Required Forms and Documents.

For this solicitation, the proposal, forms, and requested documentation should be submitted to the Purchasing Department in the following order to facilitate Purchasing Department review. The total absence of any of these forms or documents will result in the proposal being declared to be “nonresponsive.”

1. Solicitation Form 1: Proposal Submission Checklist
2. Solicitation Form 2: Proposal Certification Form
3. The Offeror’s typewritten or printed proposal which shall be organized as provided in Section 6.3 below.
4. Solicitation Form 3: Offerors References
5. Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
   (submit only if contractor may use subcontractors)
7. Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
   (submit only if subcontractors may use sub-subcontractors)
8. Solicitation Form 7: Disclosure of Responsibility Statement
9. Solicitation Form 8: Proposed Schedule of LMWBE Participation
10. Solicitation Form 9: Documentation of Good Faith Efforts to Involve LMWBE
11. Solicitation Form 10: Joint-Venture Disclosure Statement
    (submit only if Offeror is a joint venture)
12. Offeror’s Certificate of Insurance: Documents showing that Offeror has the minimum insurance requirements required by this solicitation.
13. A copy of the Offeror’s Current Business License/Tax Certificate
14. Any State of Georgia licenses required to provide the goods and/or services requested by this RFP.
15. A copy of the Offeror’s W-9, showing its Federal Tax Id. Number and Certification
16. Sealed Fee Proposal (Solicitation Form 12, which is to be submitted in its own sealed envelope labeled “Fee Proposal”).

32.3 Organization of Proposals.

Offerors’ typewritten or legibly printed proposals shall be organized and tabbed as follows to track the evaluation criteria that will be used by the SCCPSS to evaluate proposals:

To be considered, the service provider 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. Experience and Capability
D. Project Understanding & Methodology
E. Other relevant Facts/Information
F. Schedules and Attachments

**Each technical proposal must be submitted in one (1) original and five (5) copies and one (1) CD-ROM or flash drive**

Step 1 – Technical Proposals (Total Possible Points 65):

Executive Summary (Section A) Not Scored
The Executive Summary of the proposal shall be limited to three (3) single spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the offeror's ability to meet the requirements of the RFP.

Business Profile (Section B):

Describe in this section the business organization, who will serve as major project participants and their respective roles:

A. **Business Organization:** Provide a brief description of the company, its history and a statement which describes the company's experience in manufacturing (if applicable) and providing band uniforms. State the full name, address, telephone number, fax number, and email address for the company. State if the company has operated under a different name within the past ten (1) year. If so, state the name that the company previously operated under.

B. **Structure:** Discuss the ownership and organizational structure of your company, its staff qualifications and its customer service agents.

C. **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.

D. **Service Center Location:** State the name, location, address, phone number, fax number, and email address of the Service Center that will be handling all band uniform orders.

E. **Manufacturing Plant Location:** Identify the name, location, address, phone number, fax number, and email address of the plant location where all band uniform items will be manufactured.

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. **LMWBE Commitment:** Describe your firm's commitment to LMWBE and local businesses.

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.

Experience and Capability (Section C):

In this section, describe the company's experience in manufacturing and providing band uniforms and its capability to meet the District’s goals. State the number of years that the company has provided band uniforms to organizations or entities of similar size, scope and type.

Include:

A. **Experience:** Describe your company's specialized experience in designing, manufacturing and providing band uniforms to educational, governmental or municipal agencies (preferably within the Southeast region of the state of Georgia) or to private organizations with Scope of Service requirements that are similar to or the same as that requested by the District.

B. **Financial Capability:** Provide documentation that will allow the District to determine that your company 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.

C. **Client References:** Provide a list of five (5) current or past clients that your firm has provided band uniforms to within the past five (5) years. Include a brief description of the type of services provided to each, the
number and types of uniforms provided, dates of services, how long reference has been a client, the clients name and the name, address, phone number, fax number, and email address (if known) of the agency representative. The District reserves the right to contact any reference provided.

D. **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.

**Project Understand and Methodology (Section D):**

In this section, 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 product and services, etc. Describe how your firm will comply with specifications and the Scope of Service requirements. Include:

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 experience in manufacturing and providing band uniforms to educational, municipal or governmental agencies.

B. **Dedicated Account Representative/District’s Contract Liaison:** Identify the name, address, phone number, fax number and email address for the person who will be assigned to the resulting contract that will be responsible for handling all details of a school order. State the number of years that the representative has been employed by the company and their experience in coordinating various services requirements to multiple marching band uniform clients. Identify their territory (if applicable), their current workload, the number of clients that are currently assigned with “active” orders, and the number of years that the representative has been factory trained.

C. **Scheduled Vacations and Absences:** Describe the process that will be utilized by your company to assure that its staffing levels will be maintained so that scheduled vacations or unexpected illnesses do not interfere with the services provided under a resulting contract. Identify the name, address, phone number, fax number and email address for the representative that will be responsible for providing services in the absence of the District’s assigned account representative.

D. **Manufacturing Plant Closure:** Identify the known dates (if any) that the band uniform manufacturing plant is closed for routine and/or preventative maintenance services, holidays and/or vacations. Identify the number of days involved in each closure period and the impact that the plant closure(s) may have on any marching band uniform order during the term of a resulting contract.

E. **Deliverable Schedule:** For the purpose of evaluating all proposal submittals, provide a detailed delivery schedule based on a “standard” uniform order for a high school with one-hundred (100) marching band students. Two (2) drum majors and an inventory management system. Include the time required for each phase (i.e. design phase, manufacture of pilot uniform, delivery of pilot uniform, revisions (if required) to pilot uniform, final design, measurement of students, manufacturing of all uniform items, delivery, acceptance of all uniforms, and implementation of and staff training on inventory management program.

F. **Exceptions:** If there are any exceptions to the specifications, please explain what they are and why they exist. Please note: It is the Districts’ intent to offer equal opportunity to all band uniform manufacturer. Uniform styles referred to by deviations will be documented by the offeror and identified in their proposal submittal.

H. **Limitations to services:** Describe any limitations that your company may have in providing the uniform items or services requested herein.

I. **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.
J. “Best Practices”: Describe your firm’s service standards and guidelines and your interpretation of “Best Practices”.

K. “Quality Assurance Program”: Briefly describe how your firm will assure that all band uniforms provide will meet or exceed the District’s expected quality standard requirements.

L. Limitation to Services: Describe any limitations that your company may have in providing the uniform items or services requested herein.

Other Relevant Facts/Information (Section E):

In this section provide the key reasons why you believe that your firm should be selected by the District to provide Band Uniforms (Annual Contract) for various high schools. Emphasize the qualities and traits that make your company unique or gives it special advantages over other proposing band uniform companies. Attach any supplemental documentation that you believe is relevant.

Schedules and Attachments (Section F):

In addition to the instructions set forth in section 32.3 of the RFP document, a provision for the following forms, certifications and licenses is required. Failure to address any area adequately may cause the proposal to be deemed unresponsive and therefore be excluded from consideration.

A. Forms 1-7.
B. five (5) References – preferably of educational, municipal or similar facilities located with the southeast region of Georgia.
C. Certificate of Insurance (naming the District as the certificate holder).
D. Copy of 2019 Business License/Tax Certificate.
E. Copy of proposed standard deliverable schedule for a single (1) high school with and initial Notice to Proceed date of March 4, 2019.
F. One (1) complete uniform sample – sample will be used for evaluation purposes and will demonstrate the minimum quality of materials and design that will be provided by the Offeror if awarded a contract under this RFP.
G. Uniform Catalog with design and uniform item options available at unit cost identified in a sealed Fee Proposal.
H. Material Data Sheets/Specifications.
I. Fabric sample swatches.
J. Sample CD-ROM, Flash Drive and/or “on line” Demonstration of the Uniform Management System offered.
K. W-9 Form.
L. Copy of Manufacturer’s Warranty.

Step 2 – Interviews/Firm Presentations (If Conducted):

The technical review panel may decide to conduct interviews with the finalist band uniform companies. If interviews are conducted, each of the finalist will be scheduled and interview/presentation. The interviews/presentation will last approximately one (1) hour. There will be no separate evaluation points awarded for the interviews/presentations. However, technical evaluation points may be revised based on the information that is presented and/or clarified during the interviews/presentation. It will be the sole discretion of the technical review panel to decide if interviews/presentation are required.

Step 3 – Fee Proposal (Total Possible Points 35):

The fee proposals will be open and evaluated. Finalist will be requested to submit their “Best and Final” fee proposal. The service providers will state the basis for their fees on the fee proposal form, clearly marked with RFP number and title, subtitled “Fee Proposal” and submitted with the Technical Proposal (Step 1). Please note: all fees must be submitted in the format of and on the fee proposal form included herein. The District
reserves the right to accept or reject the fee proposal for any item and/or any fee proposal if it is deemed in its best interest to do so.

Only one (1) copy of the fee proposal is required. Fee Proposals will only be considered from companies that comply with this process. All fees to perform the Scope of Service requirements herein will be “all inclusive” and will include all design, manufacturing, on site consultation with each school, on site measuring of students, service requirements, delivery costs, freight, etc., required to handle the order, all reports, and all other services required.

The firm offering the overall lowest cost to the District will receive the total amount of points for cost. The remaining firms will be awarded points for cost according to the following formula:

(Total cost of lowest firm / Total cost of firm to be ranked) x 40 points = points awarded

33.0 Submission of Fee Proposals.

After proposals have been received and registered publicly, the Purchasing Department determines whether the proposals are “responsive” and the Offerors are “responsible”. The Evaluation Committee completes its technical ranking of Offerors. As explained in more detail below the Evaluation Committee’s "technical ranking" refers to the Evaluation Committee’s evaluation of technical criteria other than cost. Upon the conclusion of the technical ranking, the evaluation team members will access the Offeror’s online system and develop sample orders for the purpose of evaluating materials availability and cost.

The Fee Proposal from all finalist firms will be opened and evaluated. Finalist Firms may be requested to submit their “Best and Final” fee proposal. Please Note: All discounted pricing must be submitted in the format on the fee proposal form included herein, Solicitation Form 12. The District reserves the right to accept or reject any fee/catalog discount option and award multiple contracts.

NO FEES OR COSTS SHALL BE STATED IN THE TECHNICAL PROPOSAL PACKAGE.

34.0 Evaluation Criteria

For this solicitation, Proposals will be evaluated using the following Evaluation Matrix by an Evaluation Committee of District staff and/or outside consultants (unaffiliated with any Offeror) engaged by the SCCPSS for the purpose of evaluating proposals. For this solicitation, the following Evaluation Matrix will be used.

Evaluation Process

Offerors are to make written proposals, which present the Offeror’s qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the District may properly evaluate your capabilities to provide the required goods/services.

Selection of the Successful Offeror(s) will be based upon submission of proposals meeting or exceeding the selection criteria. The minimum selection criteria will include:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Total Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company experience and capability</td>
<td>5</td>
</tr>
<tr>
<td>Appropriateness of uniform design, design options and Uniform item options offered</td>
<td>10</td>
</tr>
<tr>
<td>Demonstrated ability to meet the District’s goal, objectives, and Scope of Service requirements</td>
<td>15</td>
</tr>
<tr>
<td>Garment construction, quality of materials used and manufacturer warranty period</td>
<td>15</td>
</tr>
<tr>
<td>Manufacturer and delivery schedule</td>
<td>10</td>
</tr>
<tr>
<td>Compatibility of the Uniform Management System and Report Capabilities</td>
<td>5</td>
</tr>
<tr>
<td>Reputation of firm based on references</td>
<td>5</td>
</tr>
<tr>
<td>Uniform Cost (Fee Proposal) for the our (4) year term of the contract</td>
<td>35</td>
</tr>
</tbody>
</table>
Selection of a short list will be made of one or more Offerors deemed to be fully qualified and best suited (reasonably susceptible of award) among those submitting proposals. Negotiations may then be conducted with each of the Offerors short listed. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each Offeror short listed, the District shall select the Offeror(s), which, in its opinion, has made the best proposal(s), and shall award a contract to those Offeror(s).

Should the District determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The resulting contract will incorporate the requirements, terms and conditions of the solicitation as negotiated.

35.0 Performance Period.

The RFP will establish and annual contract will be in effect for a period of one (1) year with the option to renew for three (3) additional one (1) year terms. Each renewal will be contingent upon the Service Provider’s performance during the contract period. The District will review the Service Provider’s performance every six (6) months. All prices, terms and conditions of the original contract will remain firm for the contract duration and no price increases will be honored. Service Provider shall state the date that they will be available to commence services (upon the receipt of a purchase order or a Notice to Proceed) in fee proposal. It is the District’s intention that the successful Service Provider will commence services on May 1, 2019.

36.0 Terms of Contract.

For this solicitation, the Board has attached a Sample Contract as Attachment C for the provision of the goods and/or services requested by this RFP. By submitting a proposal, the Offeror agrees that all of the terms of the Sample Contract are acceptable to the Offeror. If any of the terms of the Sample Contract are not acceptable to the Offeror, then Board requests that the Offeror provide a Request for Material Substitution before submitting its Proposal asking to substitute different terms. The Board reserves the right to reject any proposals that does not contain the terms of the Sample Contract or contains other terms unacceptable to the Board. The Board reserves the right to negotiate all terms of any contract with any Offeror up until any point before the School Board awards a contract to an Offeror.
Proposal Submission Checklist

Please include this Proposal Submission Checklist on the front of your proposal and check which documents are included.

Є Solicitation Form 1: Proposal Submission Checklist

Є Solicitation Form 2: Proposal Certification Form

Є The Proposal: The Offeror’s typewritten or printed proposal which shall be organized as provided in Section 7.3 of Attachment “A.”

Forms to be included after the Proposal

Є Solicitation Form 3: Offerors References

Є Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91

Є Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
   (submit only if contractor may use subcontractors)

Є Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
   (submit only if subcontractors may use sub-subcontractors)

Є Solicitation Form 7: Disclosure of Responsibility Statement

Є Solicitation Form 8: Proposed Schedule of LMWBE Participation

Є Solicitation Form 9: Documentation of Good Faith Efforts to Involve LMWBE

Є Solicitation Form 10: Joint-Venture Disclosure Statement
   (submit only if Offeror is a joint venture)

Є Offeror’s Certificate of Insurance: Documents showing that Offeror has or can obtain the minimum insurance required by this solicitation.

Є A copy of the Offeror’s Current Business License/Tax Certificate

Є Any State of Georgia licenses required to provide the goods and/or services requested by this RFP.

Є A copy of the Offeror’s W-9, showing its Federal Tax Id. Number and Certification

Є Additional Documents Submitted by Offeror in Support of its Proposal

Є Sealed Fee Proposal (Solicitation Form 12, which is to be submitted in its own, sealed envelope labeled “Fee Proposal”).

If the Offeror does not wish to submit a proposal for this RFP but would wish to remain on the Board’s list of interested Offerors, please submit only Form 13 in an enveloped mark “No Response.”

Solicitation Form 1
BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP #19-39 SOLICITATION FORM 2

Proposal Certification Form

Please complete this form and sign it in the presence of a notary:

A. 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 Statements of Qualifications are required to report ownership status.

☐ Local ☐ Woman ☐ Asian-American
☐ African-American ☐ Hispanic ☐ American Indian
☐ Majority ☐ Non-Local

B. How Did You Hear About This RFP? (This information is for statistical use only.)

☐ Savannah News Press Legal Ad ☐ The Herald Legal Ad
☐ Received Request by Mail ☐ The Savannah Tribune Legal Ad
☐ Visiting the Purchasing Office

C. Offeror's Certification.

This is to certify that I, on behalf of the undersigned Offeror, have read this RFP in its entirety (including all attachments) and agree to be bound by the provisions of the contained herein.

This _____ day of ______________________ 20 ___ By: ________________________________

___________________________________________ Name (printed)

___________________________________________ Title

___________________________________________ Signature

___________________________________________ Company

___________________________________________ Address (Street. City, State, Zip)

___________________________________________ Phone No. _____________________________ Fax No.

___________________________________________ Federal Taxpayer I.D. No. _____________________________ e-Verify No.

___________________________________________ Contact Person for This Bid _____________________________ Phone Number

Acknowledge Receipt of Addendum(s) # _____ # _____ # _____ # _____ # _____

D. NOTARY: Subscribed and sworn before me on

This the _____ day of ______________________ 201_____

___________________________________________ Notary public

___________________________________________ My commission expires

Solicitation Form 2
REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1. Company Name: 
   Contact Person: 
   Phone Number: FAX Number: 
   E-Mail Address: 

2. Company Name: 
   Contact Person: 
   Phone Number: FAX Number: 
   E-Mail Address: 

3. Company Name: 
   Contact Person: 
   Phone Number: FAX Number: 
   E-Mail Address: 

4. Company Name: 
   Contact Person: 
   Phone Number: FAX Number: 
   E-Mail Address: 

5. Company Name: 
   Contact Person: 
   Phone Number: FAX Number: 
   E-Mail Address: 

Solicitation Form 3
RFP #19-39 Band Uniforms (Annual Contract) | Page 32
Contractor Affidavit Required by O.C.G.A. § 13-10-9(b)

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 Savannah-Chatham County Public School System 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, if awarded a contract, 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

RFP # 19-39 Band Uniforms (Annual Contract)
Name of Project

The Board of Public Education for the City of Savannah and the County of Chatham
Name of Public Employer

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

__________________________, 201______ in __________________________, and __________________________

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

Solicitation Form 4
Subcontractor Affidavit Required by O.C.G.A. § 13-10-91(b)

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, if awarded a contract, 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:

<table>
<thead>
<tr>
<th>Federal Work Authorization User Identification Number</th>
<th>Date of Authorization</th>
</tr>
</thead>
</table>

Name of Subcontractor

RFP # 19-39 Band Uniforms (Annual Contract)
Name of Project

The Board of Public Education for the City of Savannah and the County of Chatham
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on ____________, in ______________________, and ______________________.

Date 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
Sub-Subcontractor Affidavit Required by O.C.G.A. § 13-10-91(b)

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 ___________________________ (prime contractor) and __________________________ (subcontractor) 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, if awarded a contract, 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 subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned sub-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 sub-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. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

<table>
<thead>
<tr>
<th>Federal Work Authorization User Identification Number</th>
<th>Date of Authorization</th>
</tr>
</thead>
</table>

Name of Sub-Subcontractor

RFP # 19-39 Band Uniforms (Annual Contract)

Name of Project

The Board of Public Education for the City of Savannah and the County of Chatham

Name of Public Employer

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

_____________ in ____________________________, and

Date       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

Solicitation Form 6
Disclosure of Responsibility Statement

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

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

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

4. 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.

5. List any prior suspensions or debarments by any government agency.

6. List any contracts not completed on time.

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

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

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

I, _________________________________, of ________________________________

Name of Individual Title & Authority Company Name

declare under oath that the above statements, including any supplemental responses attached here, are true.

______________________________
Signature

______________________________ in ________________________________, and ________________________________
Date City State

Subscribed and sworn before me on This the __________ day of ______________________, 201____

______________________________
Notary Public

My commission expires
Proposed Schedule of LMWBE Participation

NAME OF OFFEROR: ________________________________

RFP #:19-39 PROJECT TITLE: Band Uniforms (Annual Contract)

TOTAL AMOUNT: $ ______________

<table>
<thead>
<tr>
<th>NAME OF LMWBE PARTICIPANT</th>
<th>ADDRESS</th>
<th>TYPE OF WORK SUB-CONTRACTED</th>
<th>SUBCONTRACT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE: __________% $______________

WOMEN PARTICIPATION TOTAL VALUE: __________% $______________

OTHER MINORITY PARTICIPATION TOTAL VALUE: __________% $______________

The undersigned will enter into a formal Agreement with the LMWBE Sub-contractors/The service providers identified herein for work listed in this schedule conditioned upon execution of a contract with the Savannah-Chatham County School Board.

______________________________
Signature

______________________________
Title

Subscribed and sworn before me on This the __________ day of ________________________, 201________

______________________________
Notary Public

My commission expires

Solicitation Form 8
Good Faith Efforts Requirements

Offerors are required to submit with their proposal evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

<table>
<thead>
<tr>
<th>Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.</th>
<th>Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If no, please explain:</td>
<td></td>
</tr>
</tbody>
</table>

| Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities. | Yes or No |

| Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors. | Yes or No |

| Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited. | Yes or No |

| Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered. | Please explain efforts: |

Solicitation Form 9
Joint-Venture Disclosure Statement
(only needed if Offeror is a joint venture)

NAME OF OFFEROR: __________________________________________ RFP #: 19-39

If the prime offeror is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

<table>
<thead>
<tr>
<th>Joint venture firms</th>
<th>Level of work</th>
<th>Financial participation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LMWBE Monthly Report
(sample of form that successful Offeror will be required to submit to the SCCPSS on a monthly basis)

NAME OF OFFEROR: ________________________________

RFP #: 19-39

PROJECT TITLE: Band Uniforms (Annual Contract) ________________________

DATE: ____________________ PROJECT LOCATION: _______________________

CONTRACT AMOUNT: $ ______________________

<table>
<thead>
<tr>
<th>NAME OF LMWBE PARTICIPANT</th>
<th>ADDRESS</th>
<th>TYPE OF WORK SUB-CONTRACTED</th>
<th>MONTHLY PAYMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

CUMULATIVE LMWBE MONTHLY REPORT: $ ______________________

PERCENTAGE OF TOTAL CONTRACT: _______%

PERCENTAGE OF OVERALL CONTRACT COMPLETION: _______%

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: _______________ Signature: __________________________ Title: __________________________

NOTES:

1. Contractor/proposer shall attach to this report a typewritten explanation of any differences in LMWBE participation between this report and LMWBE Exhibit 1, including an accounting for any changes in LMWBE firms employed.

This report must be completed in duplicate and one copy submitted with CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS and the second copy directly to the district's Purchasing Department.
Sealed Fee Proposal Form
(to be submitted in a separate sealed envelope from Offeror’s proposal).

BAND UNIFORMS (ALL INCLUSIVE* COST PER ITEM):

The undersigned having read and examined the documents and attachment “A” specifications entitled RFP 19-39 “Band Uniforms (Annual Contract) for the SCCPSS, understands the requirements of this proposal and agrees to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc., and further understands that the SCCPSS will not be responsible for any cost not specially set forth in this proposal.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coat</td>
<td>100 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bibber</td>
<td>100 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gauntlets</td>
<td>100 pair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shako</td>
<td>100 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plume</td>
<td>100 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuf-Tote</td>
<td>100 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garment Bag</td>
<td>100 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Care Packet</td>
<td>100 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drum Major Uniform (Complete)</td>
<td>2 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Management Software</td>
<td>1 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Total is "all inclusive" and includes all materials, labor, overhead, insurance, taxes, warranty requirements, per diem, travel time, mileage, fuel surcharges, freight, F.O.B. destination with inside delivery, measurements, design services, proofs and approval thereof, etc. The District will absolutely not honor any price increases, added costs or added fees for the duration of the contract.

In submitting this proposal, I agree to the following:

1. To hold my proposal and all fees valid for a period of one hundred twenty (120) days.
2. To enter into and execute a contract, if awarded on the basis of this proposal.
3. To accomplish the work in accordance with the contract documents and specifications.
4. To complete the work by the time as listed in the specification section of this document.
5. I will deliver and complete the services outlined in the solicitation documents.

BY: ___________________________________________ SIGNATURE/TITLE

DATE

PRINTED NAME: ___________________________________________

FIRM NAME: ___________________________________________

ADDRESS: ___________________________________________

CITY/STATE/ZIP: ___________________________________________

TELEPHONE NUMBER: ___________________________ FAX NUMBER: ___________________________

EMAIL: ___________________________________________

FEDERAL TAX ID NUMBER: ___________________________

Solicitation Form 12
Board of Public Education for the City of Savannah and the County of Chatham
RFP #19-39 Solicitation Form 13

No Proposal Statement Form

In an effort to make the procurement of goods and services for the School District as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated.

Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

☐ Specifications- Restrictive, too “tight”, unclear, specialty item, geared toward one (1) brand or manufacturer only. (Please explain in detail below).
☐ Manufacturing- Unique item, production time for model has expired, etc.
☐ Bid Time- Insufficient time to properly respond to bid or proposal.
☐ Delivery Time- Specified delivery time cannot be met.
☐ Payment - Payment terms unacceptable. (Please be specific)
☐ Bonding - We are unable to meet bonding requirements.
☐ Insurance - We are unable to meet insurance requirements.
☐ Removal - Remove our firm from your bidders list for the particular commodity or service.
☐ Keep - Please keep our company on your bidders list for future reference.
☐ Project is: ___/ Too Large ______/ Too Small ______/ Site or Location is Too Distant
☐ Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. (Please be specific)

Vendor Statement:

________________________________________
________________________________________
________________________________________

Construction Projects Only: Our Company is interested in this project as a:
☐ Prime Contractor ☐ Sub-Contractor ☐ Supplier/Distributor

________________________________________
Signature/Title

________________________________________
Company Name

________________________________________
Telephone Number