



GILMER COUNTY SCHOOLS

Dr. Brian Ridley/Superintendent

Request for Proposal

Shop and Cannery Removal

134 Industrial Boulevard
Ellijay, GA 30540-4436
706-276-5000 (phone)
706-276-5005 (fax)
www.gilmerschools.com

INVITATION TO BID #: 2024-01-02

MATERIAL OR SERVICE: Shop and Cannery Removal

DUE DATE: February 9, 2024 1:00pm (Time/Date Stamp)

OPENING LOCATION: Gilmer County Board of Education
Administration & Technology Office
134 Industrial Boulevard
Ellijay, GA 30540

PRE-BID CONFERENCE DATE: Not Scheduled. Contact Thomas Griffith to set up a visit to the job site. 770-324-2368 or thomas.griffith@gilmerschools.com

This solicitation may be obtained from our website at www.gilmerschools.com. Any interested bidders without internet access may obtain a copy of this solicitation during regular business hours at Gilmer County Schools Administration & Technology Office, 134 Industrial Blvd., Ellijay, GA 30540. If you experience any problems receiving this solicitation, please call (706) 276-5000 or email Thomas Griffith Director of Facilities at thomas.griffith@gilmerschools.com.

Bid Responses Due: February 9, 2024 1:00pm (Time/Date Stamp)

Bids will be received at: Gilmer County Schools
Administration & Technology Office
134 Industrial Boulevard
Ellijay, GA 30540

Bids Received will be opened at: Gilmer County Schools
Administration & Technology Office, Conference Room
134 Industrial Boulevard
Ellijay, GA 30540



Bids for the material or services specified will be received by ***Gilmer County Schools***, at the above specified location, until the time and date cited. Bids received by the correct time and date will be opened and the bidders' pricing will be publicly read.

All other information contained in the Bid shall remain confidential until award is made. **If you need directions to the Administration & Technology Office**, please call **(706) 276-5000**.

Bids shall be in the actual possession of the Gilmer County School System, at the location indicated, on or prior to the exact time and date indicated above. Late Bids will not be considered.

Bids must be submitted in a sealed envelope with the Bidder's name and address clearly indicated on the envelope and the following statement in the lower left hand corner of the envelope: **RFP # 2024-01-02 Shop and Cannery Removal**. All Bids must be written legibly in ink or typewritten. Additional instructions for preparing a Bid are provided herein.

Two copies of bid are requested, plus one marked original. Questions, please call Thomas Griffith at (770) 324-2368 or email questions to thomas.griffith@gilmerschools.com

The Gilmer County School System reserves the right to waive technicalities, to accept or reject any and all bids and to waive any irregularity in bids received, to award the entire bid to one bidders or to multiple bidders or to make awards by group or location, whichever is in the best interest of the Gilmer County School System; hereafter referred to as "GCSS", except where noted for clarity.

BIDDERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL, INSTRUCTIONS, AND THE TERMS AND CONDITIONS ON THE ATTACHED SHEETS. FAILURE TO ADHERE TO THESE INSTRUCTIONS AND TERMS AND CONDITIONS MAY RESULT IN REJECTION OF BID.

Thomas Griffith
Director of Maintenance/Facilities
Gilmer County Schools
(706) 276-5061



GILMER COUNTY SCHOOLS

INVITATION TO BID

Shop and Cannery Removal
RFP # 2024-01-02

CLOSING DATE: February 9, 2024 1:00pm (Time/Date Stamp)

CLOSING TIME: 1:00 P.M.

_____ OPEN MARKET

_____ REGULAR

_____ AGENCY CONTRACT

X SEALED

BID TO BE RETURNED TO:

Gilmer County Schools
Thomas Griffith, Director of Maintenance/Facilities
Administration & Technology Office
134 Industrial Boulevard
Ellijay, GA 30540
706-276-5061 (Main)
706-276-5005 (Fax)

Bidders are cautioned to carefully read the instructions and the terms and conditions on the attached sheets. Failure to adhere to these instructions and terms and conditions may result in rejection of bid.



INTRODUCTION

The Gilmer County School System has issued this Request for Proposal; hereafter referred to as "RFP", except where noted for clarity, for the purpose and intent of obtaining bid responses from licensed, qualified firms to:

1. Old Cannery Building:

- **The cannery building is approximately 50'x75'.**
- **Red iron framing, metal roof and masonry walls.**
- **Interior walls are a mix of masonry and wood framing.**
- **Building will be completely demolished.**
- **Contractor can leave all masonry debris on-site.**
- **All Metal, plastic, glass and other non-masonry debris will need to be removed by contractor**
- **Concrete slab will remain in place.**

2. Old Maintenance shop

- **The shop is approximately 30'x75'**
- **Red iron construction with metal siding and roof.**
- **Interior walls are wood framing.**
- **Building will be completely dismantled in a manner so that the shell of the building can be re-assembled at another site.**
- **Contractor will demolish and dispose of all interior walls and other items that are not a part of the shell of the building.**
- **Concrete slab will remain in place..**
- **Contractor will provide pricing for:**
 - **Dismantling the existing metal building**
 - **Demolition and disposal of all other sections of the building.**
 - **Labor to re-build the shell of the building at another location within the Gilmer County School District.**

The Gilmer County School System reserves the right to waive technicalities, to accept or reject any and all bids and to waive any irregularity in bids received, to award the entire bid to one bidders or to multiple bidders or to make awards by group or location, whichever is in the best interest of the Gilmer County School System; hereafter referred to as "GCSS", except where noted for clarity.

The Gilmer County School System is an equal opportunity employer.

All questions concerning this RFP should be directed to Thomas Griffith, Director of Maintenance/Facilities, Gilmer County School System. All inquiries must be in writing and emailed to thomas.griffith@gilmerschools.com



MINIMUM QUALIFICATIONS

- A verifiable history and references for projects of similar scope and nature.
- Bidders must illustrate that their firm has the stability, suitability, and experience to perform the work described in this RFP.
- Each bidder should provide evidence of a current, valid Georgia Business License with each bid submittal. A photocopy of your business license is acceptable.
- Bidders shall also submit the completed "Georgia Security and Immigration and Compliance Act OCGA 13-10-90" document.
- Proposer shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates, in the minimum amounts specified and under the conditions noted, shall be provided to the Gilmer County School District before the commencement of any work:
 1. Commercial/Comprehensive General Liability
 - a. \$1,000,000 bodily injury per person
 - b. \$2,000,000 bodily injury aggregate limit
 - c. \$500,000 property damage per occurrence
 - d. \$1,000,000 property damage aggregate limit
 2. Comprehensive Automobile Liability
 - a. \$1,000,000 property damage per occurrence
 3. Workmen's Compensation and Employers' Liability
 - a. \$500,000 bodily injury per person
 4. Umbrella or Excess of Loss Coverage
 - a. \$10,000,000 per occurrence
- Gilmer County School District shall be named as an additional insured by endorsement on the Proposer's policy as to the subject contract. A waiver of subrogation in favor of Gilmer County School District shall be incorporated in such policy.

CALENDAR OF EVENTS

ACTION	DEADLINE
Issuance of RFP	January 31, 2024
Pre-Bid Meeting: Griffith to set up a visit to the job site. 770-324-2368 or thomas.griffith@gilmerschools.com	Not Scheduled. Contact Thomas
Bid submission deadline (Time/Date Stamp) Stamp)	February 9, 2024 1:00pm
Bid Opening/Evaluation Period	February 9, 2024 1:00pm
Notice to Proceed (Recommendation to BOE)	February 16, 2024
Work Commencement Date	After February 16, 2024
Work Completion Date:	May 1, 2024

INSTRUCTIONS

1. Bids shall be enclosed in a sealed envelope, addressed to the Director of Operations with the name and address of the bidder, the date and hour of the bid closing, and the invitation number on the face of the envelope. Only one sealed bid may be submitted in each envelope. If you are submitting more than one bid, a separate envelope must be used for each bid.
2. All bids must be either typewritten or filled in with pen, and must be signed in ink by an officer or employee having authority to bind the company or firm. The signatory of the bid must initial corrections or changes on any document. Bidders will not be allowed to modify their Bids after designated closing date and time.
3. Bidders should provide all of the information required on all forms and shall sign the Standard Terms and Conditions.
4. The bid conveyed by this bid shall remain open pending award for a period of 90 days from the date of opening.



5. Bid responses containing a minimum order/ship quantity or dollar value, unless otherwise called for in the RFP, may be treated as non-responsive and may not be considered for award.
6. In the event there is a discrepancy between the unit price and extended price, the unit price shall govern.
7. Any reference to quantities or dollar amounts is provided as an estimate only, and shall not serve to obligate GCSS to purchase any minimum amount; nor shall any such reference serve to establish any maximum amount the bidders are required to furnish.
8. Bids containing provisions for late or interest charges will not be considered.
9. Prepayment and/or progress payment requirements contained in responses will be treated as non-responsive and will not be considered.
10. Bidders must specify the manufacturer and/or brand name on each of the items bid. If an item has a specified manufacturer and/or brand name and the words "or equal" do not follow, substitutions will not be accepted.
11. GCSS reserves the right to amend this RFP prior to the due date.



Special Instructions:

- a. Manufacturers listed in the bid document shall establish the general quality required. Items of other manufacturers of equal or better quality will be considered. GCSS will be the sole determiner as to whether the substituted item is of equal or better quality than those specified. GCSS may request samples as needed from bidders to determine manufacturer equivalence.
12. Any contract awarded pursuant to this RFP will be awarded to the most responsive and responsible bidder who provides the bid that is within the budget parameters for the project and whose bid response meets the requirements and criteria set forth in this RFP.
13. Purchases of the Gilmer County Board of Education are not subject to sales taxes. Tax exempt certificates will be furnished upon request.

Bidder understands and accepts all Instructions as it pertains to this Invitation to

Bid:

Bidder Signature

Date



STANDARD TERMS AND CONDITIONS

Acceptance/Rejection of Proposal

- The contract may be awarded to the qualified proposer whose proposal is determined by the Gilmer County School District to be most advantageous to Gilmer County School District. The committee's evaluation of submitted criteria and other factors will be taken into consideration.
- Gilmer County School District reserves the right to reject any or all proposals and to waive informalities and irregularities in proposals received.
- This Request for Proposal does not commit Gilmer County School District to contract for any requirements for this solicitation.
- A written award or contract furnished to the successful proposer, within the time for acceptance specified in the proposal, shall be deemed to result in a binding contract without further action by either party.
- In competitive sealed proposals, prices will not be divulged at opening. Proposals will be reviewed by the selection committee privately and recommendations made to the Gilmer County Board of Education.
- Proposer agrees to waive any claims it has or may have against the Gilmer County School District, its Board employees, agents, members, representatives and legal counsel, arising out of or in connection with the (1) administration, evaluation, recommendation or selection of any proposal or qualifications; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal or qualifications; and (4) award of a contract.

Evaluation of Proposals

- **Committee.** Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the Gilmer County School District.

Contract

- **This demolition, dismantling, and disposal of the buildings is to be completed by May 1, 2024. After the bid is awarded, contractor and school system will set a date for re-assembly of the 30'x75' maintenance shop.**
- **Award.** It is the full intent, assuming that satisfactory proposals are received, to award a contract.
- **Assignment.** No contract or its provisions may be assigned, sublet, or transferred without written consent of Gilmer County School District.
- **Termination/Cancellation.** Gilmer County School District reserves the right to cancel the contract upon thirty (30) days written notice to the Proposer, with or without cause.
- **Payments.** Payment for services received will be made upon satisfactory delivery and approval. After approval the invoice will be forwarded for payment. Payment shall be made no later than thirty (30) days after approval of the submitted invoice. The Gilmer County School District is exempt from all state sales tax and federal excise tax and these taxes must



be deducted from any proposal.

- If any changes occur during the contract period, the supplier must notify;
Thomas Griffith, Director of Facilities
Gilmer County Board of Education
thomas.griffith@gilmerschools.com
770-324-2368



Shop and Cannery Removal

SPECIFICATIONS

1. The Board of Education reserves the right to reject any and all bids in whole or in part and/or to accept the bids that in its judgment will be in the best interest of the system. It is expressly stipulated that the school system may award bids on individual items or on a lump sum basis.

2. **Scope:**

Old Cannery Building:

- The cannery building is approximately 50'x75'.
- Red iron framing, metal roof and masonry walls.
- Interior walls are a mix of masonry and wood framing.
- Building will be completely demolished.
- Contractor can leave all masonry debris on-site.
- All Metal, plastic, glass and other non-masonry debris will need to be removed by contractor
- Concrete slab will remain in place.

Old Maintenance shop

- The shop is approximately 30'x75'
- Red iron construction with metal siding and roof.
- Interior walls are wood framing.
- Building will be completely dismantled in a manner so that the shell of the building can be re-assembled at another site.
- Contractor will demolish and dispose of all interior walls and other items that are not a part of the shell of the building.
- Concrete slab will remain in place..
- Contractor will provide pricing for:
 - Dismantling the existing metal building
 - Demolition and disposal of all other sections of the building.
 - Labor to re-build the shell of the building at another location within the Gilmer County School District.

3. The bid provides for a guaranteed delivery date prior to May 1st, 2024 for the demolition, dismantling and disposal section of the project. Reassembly of the maintenance shop will be scheduled at a later date.

4. The bid shall include itemized price for each of the 3 components of this project



- a. Cannery: Demolition and disposal
- b. Shop: Dismantling, demolition, and disposal
- c. Shop: Reassembly labor.

- 5. In the event that the successful bidder or bidders are unable to perform as required, and the system has to secure services from an alternate vendor the bidder shall be responsible for payment of any additional cost for services.
- 6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 90 days from the date of the opening.

SELECTION CRITERIA

Gilmer County Board of Education reserves the right to make its vendor selection based on what it deems to be in the best interest of the school system. The Bid neither obligates the Gilmer County Board of Education to award a contract nor commits the Board to pay any cost which might be incurred by any company, entity, or individual in responding to this request.

➤ Criteria for Evaluation of Submittal

- *20% Factor:* Stability of the firm, including the firm's corporate history, resources, form of ownership, litigation history, financials, etc.
- *20% Factor:* Firm's relevant project Experience and Qualifications, including the demonstrated ability of the firm in effectively delivering similar equipment and quantities within the specified time period.
- *20% Factor:* Firm's Suitability to provide services for project, including the firm's apparent fit to the project type, delivery method, any unique qualifications for the project, current and projected workloads.
- *20% Factor:* Proposed Project Team's Relevant Experience and Qualifications: Experience supplying HVAC equipment on a timely basis to other schools and institutions.
- *20% Factor:* Evaluation of the submitted Fee Proposal, as submitted on Exhibit B with attachments A & B, attached herein.

BIDDER RESPONSE SHEET:

Cannery and Shop Removal		
<u>RFP # 2024-01-02</u>		
Description	Price	Notes
Demolition and Disposal of old cannery per description above		
Dismantling, demolition, and disposal of old shop building per description above.		
Reassembly labor for old shop building.		
Total Bid:		

Signature

Company Name

Date

Company Address

Company Phone

Accepted and Signed :

Dr. Brian Ridley

Superintendent

Gilmer County Schools

BIDDER RESPONSE FORM

RFP 2024-01-02



Cannery and Shop Removal

Scope of Work

We propose to furnish and deliver any and all of the deliverables and/or services named in the attached RFP for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

We further agree to strictly abide by all specifications, terms and conditions contained in the RFP, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this bid constitutes an offer, which when accepted in writing by the Gilmer County School System, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Gilmer County School System.

It is understood and agreed that we have read the Gilmer County School System's specifications shown or referenced in the RFP and that this bid is made in accordance with the provisions of such specifications. By our written signature on this bid, we guarantee and certify that all items included in this bid meet or exceed any and all such Gilmer County School System specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specification.

It is understood and agreed that this bid shall be valid and held open for a period of 90 days from bid opening date.

Bidder Name: _____

Authorized Signature _____

Print Name _____ Date _____

BID SIGNATURE AND CERTIFICATION

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, Contractor, or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the bid and certify that I am authorized to sign this bid for the proposer. I further certify that the Official Code of Georgia Annotated,



Sections 45-10-20 et.seq. have not been violated and will not be violated in any respect.

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name _____



RFP CHECKLIST

RFP 2024-01-02

Cannery and Shop Removal

The following items must be completed and submitted with your Bid in order for your response to be considered:

- ☐ Original and one copy of the Bidder Response Sheet - Signed
- ☐ Original and one copy of the Bidder Response Form – Signed
- ☐ Georgia Security and Immigration Compliance Act Form
- ☐ RFP Instructions – Signed
- ☐ Standard Terms and Conditions - Signed

Company Name: _____

Rep Signature: _____

Date: _____

