



*Savannah-Chatham County Public School System*

208 Bull Street / Savannah, Georgia 31401 / (912) 395-5600

July 28, 2019

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 **RFP 20-17 – E-Waste Disposal and Recycling Services (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, August 27, 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.

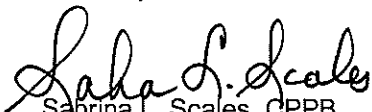
Please include with your proposal all documents requested by this solicitation, including, but not limited to, a copy of your firm's current business license and certificate of insurance. **Failure to include all of the information and/or documents requested by this solicitation could result in the offeror's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

If you have any questions concerning this solicitation, please submit them in writing to **Katrina Hagan, 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): #20-17  
E-Waste Disposal and Recycling Services  
(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 **E-Waste Disposal and Recycling Services** 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) #20-04 E-Waste Disposal and Recycling Services (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 ITB is being advertised on the Purchasing Department page of the District website [www.sccpss.com](http://www.sccpss.com), and on the Georgia Procurement Registry (GPR) from **July 28, 2019** until the deadline for submitting bids.

This Invitation to Bid (ITB) is also being advertised in the Savannah Morning News, the newspaper for legal notices in Chatham County, on the following dates:

**Sunday, July 28, 2019, and  
Sunday, August 11, 2019.**

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

**No pre-proposal conference is scheduled for this RFP.**

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 Tuesday, August 27, 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:

The Savannah Chatham County Public School System  
Purchasing Department  
208 Bull Street, Room 213  
Savannah, Georgia, 31401.

**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 NOT** required with Offeror's proposal for this RFP.

If a bid bond is required by this RFP, the requirements are 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 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
4. American Indian: A person with origins from the indigenous people of North America.

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 LWMBE 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 addenda 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.: Sabrina L. Scales, Purchasing Director  
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 Tuesday, August 13, 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.: Sabrina L. Scales, Purchasing Director  
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 Tuesday, August 13, 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.

[RFP CONTINUES ON NEXT PAGE]

### 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

**Attachment A to RFP # 20-17  
E-Waste Disposal and Recycling Services (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 intent of these specifications is to solicit formal sealed proposals from qualified firms to establish a contract, through competitive negotiation, to obtain services for E-Waste Disposal and Recycling Services. Services/Goods will be provided based on an annual contract award. The resulting contract will be primarily used by and administered by the Maintenance and Operations Department of the Savannah Chatham County Public School System, as assigned by the Savannah Chatham County Public School System (SCCPSS) or its representative as detailed in the specifications in Attachment A.

**2.0 Background Information.**

The Savannah-Chatham Board of Education in Chatham County hereby referred to as the "Board" is home to 50 schools and 24 other sites and presently expects to discard upwards of 2000 used computers and related components annually. The Board is promoting the region's development and the safety of and welfare of its citizens and students.

While electronic waste (e-waste) constitutes a relatively small percentage of the residential waste stream, the potential damage to our residential region from improper disposal is significant. Many local governments and agencies have recognized the need for safe disposal of E-Waste in their area and require the services of qualified certified contractors to assist them in their E-Waste efforts. The purpose of this request for proposal is to identify and select a contractor best suited to assist the Board with the collection, transportation, disposal and recycling of Electronic Waste (E-Waste). The Board is seeking proposals for comprehensive E-Waste recycling Services which utilizes state of the art processes for end-of-life solutions for unwanted electronics, batteries, mercury devices, etc.

The selected Contractor will work directly with the Board and their end-users as authorized by purchase orders. It is anticipated that the Board expects to discard upwards of 2000 used computers and related components annually.

The Board is seeking to enter into a one (1) year contract with the option to extend for three (3) additional years.

Due to the fact that certain components of electronic devices may be considered hazardous due to heavy metal or other constituents, the end-of-life handling of some electronics discards is regulated by either Federal (i.e. United States Environmental Protection Agency) or State hazardous waste laws or both. New regulations regarding the proper management of Cathode Ray Tubes (CRT) found in computer monitors and televisions were approved. Therefore, the Contractor will need to comply with such regulation.

**3.0 Scope of Services Requested by this RFP.**

The Contractor will, in a good and workmanlike manner and at its own cost and expense, furnish all labor and equipment and do all work necessary and incidental to performing E-Waste recycling and disposal as specified herein. The contractor shall pickup and recycle and/or destroy electronic waste at such time as the Board amasses a quantity of components at each location. Electronic components are distributed throughout the Board. The proposed contractor will be required to collect, transport and safely dispose of electronic waste (E-Waste) from the following Board schools on an as and when required basis.

All e-Waste shall be picked up by the Contractor and delivered to an approved licensed recycling facility. At the facility, the computers shall be disassembled, reclaimed, and prepared for marketing as a raw material in a manner that constitutes recycling as defined by and in strict adherence and compliance to all application statutes and mandates of the Federal and State Environment Protection Agencies, Department of Environmental Quality, US and Georgia Departments of Transportation, OSHA, Department of Defense, any and all application federal, state, and local governmental entities. Also, all recycling services shall meet and comply with all standards of EPA's Resource Conservation and Recovery Act (RCRA).

Each waste container shall have an appropriate label identifying it as hazardous waste, radioactive waste, or mixed waste. When waste is first placed in a container, the waste generator shall record the accumulation start date on the label. Failure to provide such shall be grounds for immediate termination of the Agreement.

The successful contractor is solely responsible for insuring that any all data and/or software that may be contained on digital devices (i.e., hard drives, flash memory, etc.) be sanitized in accordance with established industry standard guidelines (i.e., DoD 5220.22-M)

The contractor shall provide all transportation, services, storage containers, materials, equipment, technical and management support, personnel required to perform the services detailed herein.

All E-Waste shall be picked up by the Contractor and delivered to an approved and licensed recycling facility. At the facility, the computers shall be disassembled, reclaimed and prepared for marketing as a raw material in a manner that constitutes recycling as defined by and in strict adherence and compliance to all applicable statutes and mandates of the Federal and State Environmental Protection Agencies, Department of Environmental Quality, U.S. and Georgia Departments of Transportation, OSHA and any and all applicable federal, state and local governmental entities. Also, all recycling services shall meet and comply with all standards of EPA's Resource Conservation and Recovery Act (RCRA).

Shipping papers describing the e-waste picked up shall accompany all shipments. A copy of the shipping papers shall be forwarded to the Savannah-Chatham County Public School System's Office Technology and Data Communication, Attn: Director on the day of shipment. This documentation will ensure proper disposal/recycling closure when the certificate of disposal is received from the recycling facility.

The successful Contractor shall provide the appropriate certificates of disposal/destruction that indicate the date, location, and method of treatment and disposal used within (6) months of arrival of the waste at the permitted facility to the Administrative authority of this contract as follows:

Savannah-Chatham County Public School System  
Maintenance and Operations  
2219 Gamble Road  
Savannah, GA 31405  
Attn: Frank Hendrix, Director of Maintenance Operations  
Tel: (912) 395-1923

The successful Contractor shall submit documentation packs to the Administrative Authority on all events and permanent facility pickups within sixty (60) days of event of pickup which includes the following information:

- a) Date and location of collection/pick-up
- b) Pounds of material collected
- c) Total costs
- e) Handling method by pounds and percentage of waste collected (i.e. recycling, fuels, blending, incineration etc.)

Failure to complete above will be considered a direct violation of the resulting Contract. This violation could result in a non-renewal of the Contract.

**NO COMPUTER EQUIPMENT OR RECYCLED MATERIAL IS TO BE DISPOSED OF IN A LANDFILL. The safe disposal of e-Waste does not include exporting materials to developing nations.**

All equipment used by the Contractor to collect, store, containerize, transport and otherwise handle computer related hazardous waste shall meet all federal, state and local requirements. Appropriate vehicles must be used to collect and transport the computers and the vehicles must display appropriate placards and decals.

The Contractor shall provide a sufficient number of DOT approved collection containers for the safe collection, storage and shipment of the computers. The containers shall display all appropriate warning labels, and/or decals.

The Board reserves the right to conduct an "on site" visitation of any Offeror's facilities. The purpose of the visit will be to ensure the Offeror's capabilities of successfully administering this contract. If, in the Board's opinion, any Offerors does not have the required capabilities as listed herein, this shall be considered grounds for non-award/cancellation.

The successful contractor is solely responsible to sanitize all data and software that may be contained in hard drives, flash memory, etc. This will be done in accordance with privacy and confidentiality industry practice standards (i.e. DOD 5250.22)

All disposal sites and treatment methods used by the Offeror shall be approved by the Board. Any changes in disposal site or treatment method without obtaining prior approval will constitute a material breach of contract and justify the immediate termination of the contract.

In order to protect the Board and their end-users from liabilities associated with on-site activities, transportation and inherent CERCLA (Comprehensive Environmental Response, Compensation and Liability Act) liabilities involving disposal, the Offeror shall supply its own labor, transportation and safely dispose of the waste only at EPA permitted disposal facility.

The Contractor must agree to assume "generator status" and be responsible for preparing and signing all manifests related to the Board's electronic waste collection days and/or permanent facility.

#### **4.0 Scheduling**

The Administrative Authority or designee will coordinate scheduling of all pickups with the successful contractor's coordinator. Pickup times will be scheduled so as to minimize disruptions to classes and students. Pick up times are going to be between the hours of 7:30 AM to 4:30 PM. This will also be based on the site schedule.

The pickup of the E-Waste can be established as inside pickup or curbside pickup, where deemed appropriate by the District due to inside pickup constraints. Thereafter, the Contractor shall pickup and recycle computer at such time as the Board amasses a quantity of computers at each building to be mutually agreed upon as a result of this request for proposal.

#### **5.0 Terms of Revenue Payments**

Vendor will submit revenue payment to the District for initial services at the time of pickup based on the inventory list provided by the District. Revenue payments for all "as needed" services will be submitted once all items identified in the work order request have been picked up, services have been accepted by the District, and items have been properly disposed of. Documentation requirements must be submitted with Revenue Payment in accordance with the guidelines identified herein.

#### **6.0 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.

## **7.0 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 8.0, 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 9.0 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.

The Evaluation Committee may proceed to rank all of the Offerors that “reasonably susceptible for award” (“short-listed”) or it may decide, but is not required, to conduct interviews. 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.

After the Evaluation Committee has completed its final ranking of “short-listed” Offerors, either based on the original scoring or on scoring adjusted by interviews, the District may proceed to enter into negotiations with the any of the “short-listed” offerors with respect to any contract terms, including, but not limited to, price.. 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.

## **8.0 Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals.**

### **8.1 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.

## 8.2 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
6. Solicitation Form 5: Subcontractor 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”).

## 8.3 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, proposers 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.

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

## **A. Executive Summary (Tab 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.

## **B. Capabilities, Related Experience And Qualifications Of Key Personnel (Tab Section B) (10%):**

List your project experience by providing a description of your organization's related experience and capabilities. Each Offeror must also provide 3 references. Each reference should be for county work, city work, state agencies, and must include name, email address, phone and fax numbers.

Offerors must also provide a listing of key personnel who would be assigned to the project, including their training and certifications and years of experience. Offerors should also indicate which personnel will be primary contacts, which will be dedicated staff, and what role each staff member will play in the execution of the contracted services.

## **C. Transportation And Disposal Facility Lists (Tab Section C) (10%):**

Offerors shall submit a listing of treatment, storage, disposal or recycling facilities which may be utilized throughout the course of the resulting contract. List should include facility name, location, listing of current permit/registration held, and EPA ID numbers.

Describe the method to determine facility compliance with applicable laws and requirements. Offerors are not required to own a final disposal facility in order to be eligible for award. Offerors must explain the normal routings (including usage of storage facilities) when the waste leaves the collection site to the site of disposition.

## **D. Physical Disposal And Destruction (Tab Section D) (25%) :**

Offerors will address the following issues and explain:

- The Board has a Zero-Waste to Landfill policy. How will you address that?
- Data destruction policy - How do you prevent theft of information?
- Recycling volume records and certifications-of-destruction: How will you address this?

## **E. Safety Records (Tab Section E) (10%)**

Offerors shall submit a listing of all warning notifications, violations, and/or citations received from pertinent federal, and / or state agencies in the past three (3) years by the Offeror, Transporter, Storage Facility and Disposal Facility.

The Offeror shall submit a listing of all third-party certifications such as ISO 9000 Series, ISO 14000 Series, etc...

## **F. Offeror Warranties (Tab Section F) (20%):**

The Offeror will warrant the following statements:

- A. The Offeror warrants that it has sufficient and requisite experience, personnel, education, licenses and permits, equipment and knowledge to safely and lawfully collect, transport and dispose of all electronic waste that may be brought for disposal by the Board.
- B. The Offeror must warrant that it understands the currently known hazards which are present to persons, property and the environment in the transportation, storage and treatment/disposal of all waste received.
- C. That Offeror must warrant that the Contractor owned or approved storage, treatment/disposal facilities are licensed and permitted. The Contractor shall present to the Board evidence of being a registered Hazardous Waste Transporter and that the all facilities used for the resulting contract are Georgia licensed and EPA-licensed and registered approved facilities. All necessary permits must remain in full force and effect for the entire term of the Agreement. Failure to maintain proper permits shall be grounds for immediate termination.

In the event that the storage/treatment facility loses its permitted status hereafter, during the term of the resulting contract, the Contractor will promptly notify the Board of such loss.

D. The Offeror shall warrant that at no time, he will utilize a subcontractor for any task, including, but not limited to transport, treatment, storage and disposal that are not EPA licensed or registered to perform such task (if required by law).

E. The Offeror shall warrant to provide information demonstrating that during the past five (5) years, that there has been no litigation regarding electronic waste collection, categorization, packaging, transportation and disposal.

F. The Offeror will ensure that all vehicles transporting hazardous wastes (subcontractors included) are properly registered and that hazardous waste drivers have all the required State and Federal licenses. All packaging and transportation of hazardous and non-hazardous material shall be in accordance with the Department of Transportation (DOT) regulations.

G. The Offeror warrants that he must obtain all required Federal, State and local permits. The Offeror must obtain all necessary permits and qualify to transport waste according to DOT exemptions. The Offeror must also qualify to transport waste streams packaged in non-DOT specification packaging under DOT exemptions.

The proposed Contractor shall provide all copies of such if required by the Board prior to entering into any Agreement.

#### **G. Proposal Fees (25%)**

Cost must be provided in a separate sealed envelope clearly marked "Cost Proposal". 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:

$(\text{Total cost of lowest firm} / \text{Total cost of firm to be ranked}) \times 30 \text{ points} = \text{points awarded}$

#### **8.4 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. At the conclusion of the technical ranking, 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.**

#### **9.0 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:

Criteria	Weight
Capabilities, Related Experience & Qualifications of Key Personnel	10
Transportation & Disposal Facility Lists	10
Physical Disposal & Destruction	25
Safety Records	10
Warranties Offered	20
Proposal Fee	25

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.

**10. Insurance:** The Contractor shall procure and maintain throughout the term of this Agreement the following insurance limits and coverage and shall, upon executing this Agreement, provide the District a certificate(s) of insurance evidencing the same, showing that the "Board of Public Education for the City of Savannah and the County of Chatham, the body corporate responsible for public education in the City of Savannah and the County of Chatham commonly known as the Savannah Chatham County Public School System ("SCCPSS") and all of its elected school board members, administrators, officers, employees, agents, attorneys, heirs, successors, and assigns," are listed as additional named insureds on all insurance policies except for Contractor's workers' compensation and professional liability policies. The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

**A. Commercial General Liability Insurance,** including Bodily Injury, Property Damage, Personal Injury, Blanket Contractual and Broad Form Property Damage Coverage including Products and Completed Operations, XCU exposure, and including claims for property damage, including environmental contamination, and personal injury(including death) arising out of the handling of Hazardous Materials with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate.

**B. Commercial Automobile Liability Insurance,** including owned, non-owned, leased and hired motor vehicle coverage with limits not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage, \$2,000,000 aggregate.

**C. Worker's Compensation Insurance** Statutory limits in accordance with O.C.G.A.34-9-120 et. seq

**D. Umbrella Insurance** with a limit of not less than \$1,000,000 per claim, \$1,000,000 aggregate.

**[Other Policies listed in the Solicitation, as amended by any addenda, or Required by law given the nature of the work may be added]**

Contractor may satisfy the commercial automobile liability insurance policy requirement by having a commercial general liability that includes automobile coverage with limits equal to those required of a separate commercial automobile liability insurance policy. If Contractor cannot obtain automobile liability insurance because it does not own any vehicles of its own, it can satisfy the auto insurance coverage by having a non-owned and hired motor vehicle coverage endorsement for its commercial general liability insurance policy

The Contractor may be able to satisfy the requirement that the general commercial liability insurance policy cover claims for property damage and personal injury, including death, resulting from the handling of hazardous materials either through a rider on its commercial general liability insurance policy or a separate, special policy for such claims.

#### **11.0 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 proposed by an Offeror up until any point before the School Board awards a contract to an Offeror.

**End of Attachment A  
Forms to Follow**

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP #20-17 SOLICITATION FORM 1**

**Proposal Submission Checklist**

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

- Solicitation Form 1: Proposal Submission Checklist
- Solicitation Form 2: Proposal Certification Form
- 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**

- Solicitation Form 3: Offerors References
- Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
- Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91  
(submit only if contractor may use subcontractors)
- Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91  
(submit only if subcontractors may use sub-subcontractors)
- Solicitation Form 7: Disclosure of Responsibility Statement
- Solicitation Form 8: Proposed Schedule of LMWBE Participation
- Solicitation Form 9: Documentation of Good Faith Efforts to Involve LMWBE
- Solicitation Form 10: Joint-Venture Disclosure Statement  
(submit only if Offeror is a joint venture)
- Offeror's Certificate of Insurance: Documents showing that Offeror has or can obtain the minimum insurance required by this solicitation.
- A copy of the Offeror's Current Business License/Tax Certificate
- Any State of Georgia licenses required to provide the goods and/or services requested by this RFP.
- A copy of the Offeror's W-9, showing its Federal Tax Id. Number and Certification
- Additional Documents Submitted by Offeror in Support of its Proposal
- 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 #20-17 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.

- |                                           |                                    |                                          |
|-------------------------------------------|------------------------------------|------------------------------------------|
| <input type="checkbox"/> Local            | <input type="checkbox"/> Woman     | <input type="checkbox"/> Asian-American  |
| <input type="checkbox"/> African-American | <input type="checkbox"/> Hispanic  | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Majority         | <input type="checkbox"/> Non-Local |                                          |

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

- |                                                         |                                                        |
|---------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Savannah News Press Legal Ad   | <input type="checkbox"/> The Herald Legal Ad           |
| <input type="checkbox"/> Received Request by Mail       | <input type="checkbox"/> The Savannah Tribune Legal Ad |
| <input type="checkbox"/> 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

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

**RFP #20-17 - SOLICITATION FORM 3**

**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: \_\_\_\_\_



**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP #20-17 - SOLICITATION FORM 4**

**Contractor Affidavit Required by O.C.G.A. § 13-10-91(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 # 20-17 E-Waste Disposal and Recycling Services(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*

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP # 20-17- SOLICITATION FORM 5**

(Required only if the Offeror may use subcontractors)

**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:

\_\_\_\_\_ *Federal Work Authorization User Identification Number* \_\_\_\_\_ *Date of Authorization*

\_\_\_\_\_ *Name of Subcontractor*

**RFP #20-17 E-Waste Disposal and Recycling Services (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*

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP 20-17 - SOLICITATION FORM 6**

(Required only if the Offeror may use subcontractors)

**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:

\_\_\_\_\_ *Federal Work Authorization User Identification Number* \_\_\_\_\_ *Date of Authorization*

\_\_\_\_\_ *Name of Sub-Subcontractor*

**RFP # 20-17 E-Waste Disposal and Recycling Services (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*

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP # 20-17- SOLICITATION FORM 7**

**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 hereto, are true.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_ in \_\_\_\_\_, and \_\_\_\_\_  
*Date City State*

Subscribed and sworn before me on  
This the \_\_\_\_\_ day of \_\_\_\_\_,  
201\_\_\_\_\_

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

\_\_\_\_\_  
*My commission expires*

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP #20-17 - SOLICITATION FORM 8**

**Proposed Schedule of LMWBE Participation**

NAME OF OFFEROR: \_\_\_\_\_

RFP #:20-17\_\_ PROJECT TITLE: E-Waste Disposal and Recycling Services (Annual Contract)

TOTAL AMOUNT: \$ \_\_\_\_\_

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUB-CONTRACTED	SUBCONTRACT VALUE
			\$
			\$
			\$
			\$
			\$
			\$

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/Proposers 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*

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP # 20-17- SOLICITATION FORM 9**

**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:

Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.	<input type="checkbox"/> Yes or <input type="checkbox"/> No If no, please explain:
Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.	<input type="checkbox"/> Yes or <input type="checkbox"/> 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.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.	Please explain efforts:

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP #20-17 - SOLICITATION FORM 10**

**Joint-Venture Disclosure Statement**  
(only needed if Offeror is a joint venture)

NAME OF OFFEROR: \_\_\_\_\_ RFP #: **19-29**

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.

<b>Joint venture firms</b>	<b>Level of work</b>	<b>Financial participation</b>





**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP #20-17 - SOLICITATION FORM 12**

**Sealed Fee Proposal Form**

(to be submitted in a separate sealed envelope from Offeror's proposal).

<b>Item#</b>	<b>Item/Description</b>	<b>Per Lb. Revenue Rates</b>
1	Camera Equipment (video and non-video)	
2	Cellular Telephones	
3	CPU's	
4	Keyboards	
5	Mice	
6	Computer CRT Monitors	
7	Computer Flat Screen Monitors	
8	Laptop Computers	
9	UPS Backup Units (Battery Included)	
10	Network Servers	
11	Miscellaneous Cables, Wires and Cards	
12	Fax Machines	
13	Laminators	
14	Microfiche Reader Equipment	
15	Microphones	
16	Microwaves	
17	Tablets	
18	Computer Printers	
19	Projectors	
20	Scanners	
21	Telephones and Phone Systems	
22	Televisions	
23	VCR's	
24	DVD Players	
25	Stereos	
26	Radios	
27	Toner and Printer Cartridges	

**\*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: \_\_\_\_\_

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP # 20-17- 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:**

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**CONSTRUCTION PROJECTS ONLY:** Our Company is interested in this project as a:

- Prime Contractor     Sub-Contractor     Supplier/Distributor

\_\_\_\_\_  
Signature/Title

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

\_\_\_\_\_  
Telephone Number