



*Savannah-Chatham County Public School System*

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

August 22, 2021

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 22-09 Document Destruction 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. **Due to the COVID-19 epidemic, all proposals should be submitted electronically in the PDF format by email to the following SCCPSS Purchasing Department email address: [purchasing@sccpss.com](mailto:purchasing@sccpss.com).**

Proposals will be accepted and registered prior to **Tuesday, September 21, 2021, 2:00 P.M.** at which time no additional proposals shall be accepted. **Time is of the essence, and any proposal received after this deadline for submission will not be accepted.** Offerors are responsible for ensuring that their proposals are timely received and registered by Purchasing Department personnel. If an Offeror does not receive an email confirmation that its proposal has been received and registered between the hours of 9:00 A.M. and 5:00 P.M. on the day the proposal is sent or prior to **1:59:99 P.M. on Tuesday, September 21, 2021** then Offerors should email or call the purchasing department at (912) 395-5572 to confirm receipt. While the SCCPSS will accept all proposals received by the [purchasing@sccpss.com](mailto:purchasing@sccpss.com) email account by 1:59:99 P.M., Offerors should not wait until the last minute to submit proposals. **Any proposals not received by 1:59:99 P.M. will be rejected.**

It shall not be sufficient to show that the proposal was sent by email before the scheduled deadline.

All proposals must be submitted RFP name, number, and closing date and time clearly marked on the subject line of the submitting email. A copy of the proposal register will be posted on the District’s website after the closing date.

**While all forms are required, Offerors will not be required to submit notarized forms with their initial proposal due to COVID-19. However, all forms must be signed. The successful Offeror will be required to submit notarized forms when normal operations resume. If the successful Offeror fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Offeror liable for damages.**

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.”

If you have any questions concerning this solicitation, please submit them in writing to **Sabrina L. Scales, Purchasing Director** at [purchasing@sccpss.com](mailto:purchasing@sccpss.com). Please note that all communications relating to this solicitation must be directed to the Purchasing Department in writing to [purchasing@sccpss.com](mailto:purchasing@sccpss.com) pursuant to SCCPSS policy.

Thank you for your interest in responding to this RFP.

Sincerely,

Sabrina L. Scales, NIGP-CPP, 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): #22-09**  
**Document Destruction Services (Annual Contract)**

**I. INTRODUCTION**

The Board of Public Education for the City of Savannah and the County of Chatham, the body corporate responsible for public education in Chatham County, which is commonly known as the Savannah-Chatham County Public School System (hereinafter referred to as the “District” or the “SCCPSS”), which is governed by the elected school board, seeks sealed proposals for the **Document Destruction Services (Annual Contract)** on an **“as needed basis”** 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) 22-09**, 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 elected school board, 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 as “not responsible” and disqualify the Offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District’s Purchasing Department.

**B. The Goods and/or Services requested by the SCCPSS.**

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

**C. The Advertising Dates for this RFP.**

This RFP is being advertised on the Purchasing Department page of the District website [www.sccpss.com](http://www.sccpss.com), from **August 22, 2021**, and on the Georgia Procurement Registry (GPR) from **August 23, 2021**, until the deadline for submitting proposals.

This RFP is also being advertised in the Savannah Morning News, the newspaper for legal notices in Chatham County, on the following dates:

**Sunday, August 22, 2021, and  
Sunday, September 5, 2021**

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

**No Pre-Proposal Conference will be held.**

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:

**Tuesday, September 21, 2021 prior to 2:00 P.M.**

**Time is of the essence, and any proposal received after this deadline for submission will not be accepted.** Offerors are responsible for ensuring that their proposals are timely received and registered by Purchasing Department personnel. If an Offeror does not receive an email confirmation that its proposal has been received and registered between the hours of 9:00 A.M. and 5:00 P.M. on the day the proposal is sent or prior to 1:59:99 P.M. on **Tuesday, September 21, 2021** then Offerors should email or call the purchasing department at (912) 395-5572 to confirm receipt. While the SCCPSS will accept all proposals received by the [purchasing@sccpss.com](mailto:purchasing@sccpss.com) email account by 1:59:99 P.M., Offerors should not wait until the last minute to submit proposals. Any proposals not received by 1:59:99 P.M. will be rejected.

It shall not be sufficient to show that the proposal was sent by email 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 by email to [purchasing@sccpss.com](mailto:purchasing@sccpss.com). The proposal and all required forms shall be submitted as PDF document attached to the email.

All proposals must be submitted RFP name, number, and closing date and time clearly marked on the subject line of the submitting email.

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.**

**While all forms are required, Offerors will not be required to submit notarized forms with their initial proposal due to COVID-19. However, all forms must be signed. The successful Offeror will be required to submit notarized forms when normal operations resume. If the successful Offeror fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Offeror liable for damages.**

## **G. Receipt and Registration of Proposals.**

Proposals and any addendum shall be registered by the Purchasing Department upon receipt and the PDF saved to a limited access computer file prior to the submission deadline. If an Offeror does not receive an email confirmation that its proposal has been received and registered between the hours of 9:00 A.M. and 5:00 P.M. on the day the proposal is sent or prior to **1:59:99 P.M. on Tuesday, September 21, 2021** then Offerors should email or call the purchasing department at (912) 395-5572 to confirm receipt. While the SCCPSS will accept all proposals received by the [purchasing@sccpss.com](mailto:purchasing@sccpss.com) email account by 1:59:99 P.M., Offerors should not wait until the last minute to submit proposals. **Any proposals not received by 1:59:99 P.M. will be rejected.**

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. If this RFP is cancelled before the award of a contract, the District will retain, but not make open to public inspection, copies of the proposals it received to help preserve the competitiveness of a future solicitation process for the same goods and services.

## **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 District following a vote by the elected school 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 District for at least 120 days without any changes in terms or pricing.

In the event that the Offeror refuses to perform its promises made in its proposal after acceptance by the District, the District 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- Description of Property, 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 requirement is set forth in more detail in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated by this reference.

**L. Performance Bonds.**

A performance bond **IS 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 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 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 - Description of Property, 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.

**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 Chief Financial Officer, 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 Chief Financial Officer, 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 are 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 by email to the Purchasing Department’s designated email [purchasing@sccpss.com](mailto:purchasing@sccpss.com). Email must contain the “**RFP NUMBER, NAME, AND QUESTION SUBMITTAL**” clearly marked in **UPPER CASE** in the subject line of the **submitting email**. Question emails without the “RFP Number, Name and Questions Submittal” clearly identified in the subject line of the email may not be considered.

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 Friday, September 10, 2021.** 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.

The Purchasing Director, or her designee, are the only individuals authorized by the District to make any representations to any Respondent. All special request and replies, if any, will be circulated to all Respondents who would therefore be entitled to amend their Proposals.

## **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.

In the event an Offeror would like to propose terms that conflict with the required terms stated in the Attachment A for this RFP, the offeror should request substitution of conflicting terms by the deadline for Requests for Material Substitution. All determinations of the acceptability of the proposed replacement terms shall rest with the Board staff and their decision shall be final.

Offeror may submit additional proposal terms that do not expressly conflict with the minimum required terms set forth in Attachment "A." Such terms will be evaluated by the District.

**The foregoing notwithstanding, the District reserves the right to negotiate any and all terms up until the elected School Board votes to award a final contract as a result of this RFP.**

All requests for the material substitution of good and services and the change of contract terms shall be submitted to the Purchasing Department by email to the Purchasing Department's designated email [purchasing@sccpss.com](mailto:purchasing@sccpss.com). Email must contain the **"RFP NUMBER, NAME, AND REQUEST FOR MATERIAL SUBSTITUTION"** clearly marked in **UPPER CASE** in the subject line of the submitting email. Material substitution emails without the "RFP Number, Name and Request for Material Substitution" clearly identified in the subject line of the email may not be considered.

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 5:00 P.M. on Friday, September 10, 2021.** 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 email to [purchasing@sccpss.com](mailto:purchasing@sccpss.com). **Please include the “RFP NUMBER, NAME, AND PROTEST” clearly marked in UPPER CASE in the subject line of the email.** It is incumbent upon the Offeror to receive confirmation from the Purchasing Department that its protest has been received. Offerors who do not receive confirmation of the protest by email during normal business hours of 9:00 a.m. to 5:00 p.m. on the day the protest is sent should call the Purchasing Department to confirm receipt of the protest at (912) 395-5572.

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 email 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 contained in any proposal 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 the proposal 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 RFP, 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 proposal 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]**

## **II. 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:** Description of Property, 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:**     **Good Faith Efforts Requirements**
9. **Solicitation Form 9:**     **Joint-Venture Disclosure Statement**  
(only need if a joint venture used)
10. **Solicitation Form 10:**   **Form for Sealed Fee Proposal**  
(Offeror should submit Form 10 in the form of a "PDF" separate from technical response labeled "RFP 22-09 Fee Proposal".)
11. **Solicitation Form 11:**   **No Proposal Statement Form**

**C. Attachment C:**             **Sample Contract**

**DOCUMENT DESTRUCTION 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 purpose of this solicitation is to establish specifications for an annual contract for "On Site" document shredding services for the Savannah-Chatham County Public School System, herein after referred to as "BOARD." Successful Offeror, herein after referred to as "CONTRACTOR" will be responsible for performing Mobile "On Site" Shredding Services required on an "As Needed" basis as detailed in the specifications of Attachment A. Any deviations from these specifications must be clearly noted by the Contractor. Adequate information to allow the Board to evaluate those exceptions must be submitted with the proposal. If proposing other than specified, the proposal must clearly identify those exceptions on the cost submittal form.

Mobile "On Site" Shredding Services required on an "As Needed" basis as detailed in the specifications of Attachment A. Any deviations from these specifications must be clearly noted by the Contractor. Adequate information to allow the Board to evaluate those exceptions must be submitted with the proposal. If proposing other than specified, the proposal must clearly identify those exceptions on the cost submittal form.

The Board requires secured shredding services to protect confidential taxpayer, client, student and internal information. The shredding services will comply with the latest version IRS publication 1075 ([www.irs.gov/pub/irs-pdf/p1075.pdf](http://www.irs.gov/pub/irs-pdf/p1075.pdf)) and current Health Insurance Portability and Accountability Act (HIPAA) regulations.

Any deviations from these specifications must be clearly noted by the Offeror. Adequate information to allow the Board to evaluate those exceptions must be submitted with the proposal. If proposing solutions other than specified, the proposal must clearly identify those exceptions on the proposer submittal form.

**2.0 Background Information.**

The Savannah-Chatham County Public School System (SCCPSS) enrolls approximately 35,780 students in grades pre-kindergarten through twelve. The medium sized school district is currently comprised of twenty-four (24) elementary schools, seven (7) K-8 schools, eight (8) middle schools, eleven (11) high schools, and nine (9) other alternative educational facilities. Full-time nurses are employed by the Board to provide general medical care, on a day-to-day basis at each school location.

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

**"ON DEMAND" MOBILE ON SITE SHREDDING SERVICES**

Successful Contractor will provide Mobile "On Site" document destruction services based "On Demand" or "As Needed" to purge records for the duration of the contract. For the purposes of this contract, "On Demand" Mobile on site document destruction services refers to bulk shredding or occasional shredding services **that do not require Contractor provided security bins or a recurring pick-up schedule.** The method of shredding is to be cross-cut, confetti-cut, particle-cut, pierce-and-tear or other method of shredding which results in confetti-sized pieces, so documents or electronic media cannot be reproduced.

Detailed Scope of Service requirements include, but are not limited to:

3.1 *Scheduling Services* - The Board will contact the Contractor for pre-scheduling of one-time mobile shredding services at least 48 hours in advance. Pick-up will take place between the hours of 9:00 A.M. and 4:00 P.M., Monday through Friday, local time, excluding Federal, State, and School holidays. No services will be scheduled on school testing days.

3.2 *Access to Facility Sites* - Documents to be shredded on-demand shall be collected from within Board facility by Contractor and removed from the building for shredding on site premises.

3.3 *Equipment* - The contractor shall have all equipment required to perform all aspects of the document retrieval and destruction process. The Board will not provide any hand trucks, equipment and/or labor to assist the Contractor.

## 4.0 SPECIFICATIONS

### 4.1 CONFIDENTIALLY

Confidentiality of all information is required. Therefore, the Contractor will not inspect, view, peruse, copy, or examine any confidential material or documents whether designated for shredding or disposal or not. In addition, the Contractor will not otherwise disclose, release or communicate any confidential information to any third person, individual, organization or entity not employed by and approved by the Board. Should any violation or breach of this provision occur, such shall constitute cause for immediate termination of the contract upon receipt of written notice by the Contractor. The Contractor shall maintain confidentiality in accordance with the best industry practices in compliance with federal and state laws, and in compliance with the organization which provided Contractor certification. The Contractor's personnel designated to work with confidential records are required to sign a statement of confidentiality guaranteeing nondisclosure of information prior to performing any work described in this contract. The confidentiality statement will be made available for viewing by the Board.

### 4.2 CERTIFICATION

Nationally recognized Certification within the field of document destruction is required. ***Contractor is required to enclose a copy of current certification with proposal.*** A lapse of Certification during the term of the resulting contract shall constitute cause for immediate termination of the contract upon receipt of written notice by the Contractor.

### 4.3 BOARD RESPONSIBILITIES AND REQUIREMENTS

4.3.1 *Access to Facilities and Scheduling* – The Board will allow access to each facility to retrieve document storage boxes. Some facilities may have security requirements that may cause a slight delay prior to gaining access. Pick-up hours are 9:00 A.M. until 4:00 P.M., Monday through Friday, local time, however, the Contractor will make arrangements with Facility Representatives to ensure that shredding is completed at a mutually acceptable date and time within this time frame. Contractor personnel shall comply with individual site security procedures. No services will be scheduled on school testing days.

4.3.2 *Document Preparation* – The Board is responsible for making the documents available for shredding in industry standard size document storage boxes that will allow for convenience of movement. Board employees will be responsible for the preparation of documents such as removing documents from file cabinets, removing binder clips, and placing documents in boxes or containers prior to Contractor arrival. The Board will not be required to remove staples and/or contents from file folders. In addition, the Board will not be responsible for sorting of paper and/or materials prior to destruction.

4.3.3 *Electronic Media Preparation* – The Board is responsible for making the electronic media available for shredding in industry standard size document storage boxes that will allow for convenience of movement.

Board employees will be responsible for the preparation of electronic media such as removing CDs and DVDs from outer cases and placing in boxes or containers prior to Contractor arrival.

#### **4.4 MOBILE VEHICLE SECURITY**

The Successful Contractor's vehicle must be specifically designed for shredding services. The vehicle(s) shall have lockable cabs and will have fully enclosed and lockable refuse boxes. The vehicle will be clearly marked with the corporate logo and/or company name and will remain locked when unattended.

#### **4.5 EQUIPMENT SECURITY**

The Successful Contractor's shredding equipment must have the capacity to handle the volume of material generated or produced through the course of government business and must safely and completely destroy all materials whether stapled, clipped, bound, etc. The shredding equipment must convert the material into small confetti size unreadable pieces which are mixed, compressed and secured until destroyed. The shredded material will be taken to the Contractor's facility, or to an off-site facility where it will be permanently destroyed by burning, mulching, pulping, or disintegrating. All shredded material that is capable of being recycled shall be the responsibility of the Contractor.

#### **4.6 WITNESSED SHREDDING SERVICES**

All materials submitted for shredding are considered confidential. A Board employee shall be required to witness the shredding process.

#### **4.7 EXPERIENCE, CERTIFICATION AND REFERENCES**

Bidder must clearly demonstrate and certify that they have a minimum of three (3) years experience in mobile on-site confidential document destruction services in compliance with HIPAA regulations and a nationally certified document destruction organization. Bidder shall identify in bid submittal the following: the number of years experience in providing document destruction services; the number of years experience in providing mobile document destruction services, any industry related certifications, licenses, bonding and insurance, and a minimum of three (3) references from customers with requirements similar to or the same as those requested by the Board.

#### **4.8 PERSONNEL**

The Successful Contractor will provide supervised and uniformed personnel that are fully trained, licensed, and bonded to perform Mobile on-site document destruction services. The Contractor's vehicle shall be clearly marked to indicate that it is the Contractor's vehicle. All employees of the Contractor shall be uniformed in company attire and shall carry visible photo employee identification at all times. Board documents must be attended by a Company employee and/or physically secured at all times.

#### **4.9 CERTIFICATE OF DESTRUCTION**

The Contractor must provide to the Board a Certificate of Document Destruction each and every time that shredding is performed. A sample certificate must be attached to bid response. The Certificate of Document Destruction, at a minimum, will identify:

- 4.9.1 Location of Board Facility
- 4.9.2 Address of Board Facility
- 4.9.3 Date of Service
- 4.9.4 Number and size of boxes shredded
- 4.9.5 Signature and Title of Contractor Employee Performing services
- 4.9.6 Signature of Facility Representative
- 4.9.7 Witnesses (as applicable)

The District will only consider firms that have been engaged in the business of performing the services as described in the specifications. The Offeror must be able to produce evidence that they have an established satisfactory record of performance for a minimum period of five (5) years to ensure that they can satisfactorily execute the services if awarded a contract..

## **5.0 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.

## **6.0 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 7.0, Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals, and **should be submitted with all 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 the “responsive” proposals from all the “responsible” Offerors using the evaluation criteria set forth in Section 7.0 below and score the proposals. The Evaluation Committee may determine that all proposals are good enough to be “reasonably susceptible for award” or it may determine that only a certain number of Offerors are “reasonably susceptible of being selected for award” and create a short list of those Offerors that the SCCPSS is most interested in contracting with.

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

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

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 Superintendent or her designees may proceed to enter into negotiations with any of the “short-listed” offerors with respect to any contract terms, including but not limited to price. After negotiations have been conducted with any of the Offerors short-listed, the District shall select the Offeror(s), which, in its opinion, has made the proposal(s) that best meet the District’s needs and shall award a contract to those Offeror(s). Before any negotiated contract becomes binding on the District it must be approved by the District’s governing body, the elected school board, or its designee pursuant to board policy. The District is not obligated to select the Offeror with the best technical score, the best price, or the best score based on a combination of technical score and price.

The District reserves the right to negotiate and award contracts among multiple short-listed offerors for the same goods and/or services to meet its needs.

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

### 7.1 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.
- Due to the COVID-19 epidemic, all proposals shall be submitted electronically in PDF Format by email to the following email address: [purchasing@sccpss.com](mailto:purchasing@sccpss.com). The email shall contain in the subject line “**RFP 22-09 PROPOSAL SUBMITTAL – DO NOT OPEN UNTIL September 21, 2021 AT 2:00 P.M.**”
- Submittals shall contain all forms and requested information as listed below in Section 7.2. 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.
- While all forms are, Offerors will not be required to submit notarized forms with the initial proposal due to COVID-19. However, all forms must be signed. The successful Offeror(s) will be required to submit notarized forms when normal operations resume. If the successful Offeror(s) fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any before or after award and/or hold the Offeror liable for damages.
- 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.

### 7.2 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 7.3 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: Documentation of Good Faith Efforts to Involve LMWBE
10. Solicitation Form 9: Joint-Venture Disclosure Statement  
(submit only if Offeror is a joint venture)
11. Offeror’s Certificate of Insurance: Documents showing that Offeror has the minimum insurance requirements required by this solicitation.
12. A copy of the Offeror’s Current Business License/Tax Certificate
13. Any State of Georgia licenses required to provide the goods and/or services requested by this RFP.
14. A copy of the Offeror’s W-9, showing its Federal Tax Id. Number and Certification
15. Sealed Fee Proposal (Solicitation Form 10, which is to be submitted in the format of a “PDF” separate from Technical Response and labeled “RFP 22-09 Fee Proposal”).

### **7.3 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.

**Title Page-** Show the RFP subject, the name of the proposer's firm, local address, telephone number, name of contact person and date.

**Table of Contents** – Clearly identify the material by section and page number.

#### **SECTION A: Executive Summary/Cover Letter – Not Scored**

The Management Summary/Cover Letter of the proposal shall be limited to two (2) single spaced typewritten pages. The purpose of the Management Summary is to provide a high-level description of the offeror's ability to perform the requirements of the RFP. The letter must be signed by a person who is authorized to commit the Offeror's organization to perform the work included in the proposal and shall clearly identify all materials and enclosures being forward in response to the. RFP.

#### **SECTION B: Company Experience and Certifications(Total Possible Points =15)**

This section includes the mandatory criteria listed below:

1. Company headquarters location and a list of any local offices. Provide the number of years your firm has been in business providing the services as requested by the solicitation.
2. List of technical personnel to include their certifications and office locations.
3. Bidders are required to list any intention to outsource any part of this service in their response along with a detailed summary of the services that will be outsourced and the firms to be included in performing any of the requirements of this solicitation.
4. Provide a detailed summary of your firms experience with document destruction services.

#### **SECTION C: References – (Total Possible Points = 5)**

Describe the Offeror's prior related experience of providing document destruction services for school divisions or local, county, state or federal organizations of similar size and scope. Responses must include the names, addresses, telephone numbers, fax numbers, and email addresses of contact persons, number of locations serviced, size and scope (magnitude and complexity) of that served, dollar value of contract, date of award and period of performance.

Companies with an existing or former relationship with SCCPSS will have an SCCPSS performance evaluation as one of the three references. The District will be contacting the individuals listed to complete a questionnaire. Please ensure that the information provided for the references is current and that the individuals listed will be available to respond quickly to the request for a reference.

#### **SECTION D: Description of Service – (Total Possible Points = 20)**

Responses need to include a detailed description of the process used to come onsite to destroy paper documents and electronic media such as CDROM, DVD, VHS, microfilm and USB drives. This detail must include your guaranteed response time and destruction methodology. This plan will be part of the evaluation of the RFP.

**SECTION E: CERIFICATION/AUDITS – (Total Possible Points =20)**

All responses must include a list of your certifications and copies of the findings from your last four audits by the certification company.

**SECTION E: FEE PROPOSAL – (Total Possible Points = 40)**

All fee proposals will be written in the form of an hourly rate for Speech-Language Pathology and School Psychology Services on the fee proposal form provided herein, **SUBMITTED AS ITS OWN PDF AND LABLED “RFP 22-09 FEE PROPOSAL”**. NO FEES OR SERVICE COSTS SHALL BE IDENTIFIED OR DISCUSSED WITHIN THE TECHNICAL PROPOSAL DOCUMENT, OR DURING ANY FIRM INTERVIEWS, IF CONDUCTED.

Fee proposals that are not submitted on the form provided will be deemed as non-responsive. Fee will be all-inclusive and will include all labor, travel time, overtime, taxes, insurance, transportation costs, etc. Fee proposals will not be considered from any firm that does not meet the minimum technical requirements.

Note: The maximum number of Fee Proposal points will be given to the firm offering the lowest cost to provide services. Points assigned for other Fee Proposals will be determined by multiplying the maximum number of available points by the percentage difference from the lowest responsive and responsible offeror.

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

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

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

**8.0 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:

<b>Criteria</b>	<b>Weight</b>
<b>Company Experience and Certification</b>	<b>15</b>
<b>References</b>	<b>5</b>
<b>Description of Service</b>	<b>20</b>
<b>Certification and Audits</b>	<b>20</b>
<b>Fee Proposal</b>	<b>40</b>

## 9.0 Escalation/De-Escalation Clause.

All prices offered shall be firm against any increase for (1) year from the effective date of the contract. Thirty (30) days prior to renewal, SCCPSS may entertain a request for escalation in an award extension in accordance with the most recently published Producer Price Index at the time at the time the Bidder responds to a request for extension.

For purposes of this section, **PPI Index** as published by the United States of Department of Labor, Bureau of Labor Statistics will be the benchmark. SCCPSS reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for the one (1) year extension period. This clause also enables SCCPSS to seek de-escalation on the basis of the same cited index and terms.

## 10.0 Audit Requirements.

At any time during normal business hours and as often as the District may deem necessary, the Service Provider shall make available for examination by the District and/or representatives of the District's Internal Audit Department, all of its records related to matters covered under this contract. It shall also permit the District and/or representatives of the District's Department of Internal Audit to audit, inspect, examine, and make copies of excerpts or transcripts from such records pertaining to personnel, conditions of employment and other data relating to all matters covered by this contract. All documents to be audited shall be available in the main office of the District or at the offices of the Service Provider.

## 11.0 Contract Close-out Procedures.

Upon the expiration, conclusion or termination of a resulting contract, the Service Provider will return to the District (at no charge) all District owned property.

## 12.0 Insurance.

The successful Offeror 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 District 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, and XCU exposure 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 Liability Insurance** with a limit of not less than \$1,000,000 per claim, \$1,000,000 aggregate.

An Offeror 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 an Offeror 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.

If the Offeror believes that additional insurance coverages other than those listed in Attachment A are required to ensure coverage for damages arising out of the performance of this contract, then Offeror should notify the District by the deadline for requests for interpretation and material substitution stated In Section U.

### **13.0 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**

<b>SCCPSS – Department Names by Location</b>	
<b>Central Office</b>	<b>208 Bull Street</b>
Academic Affairs	
Academic Affairs - Elementary Education (School Governance)	
Academic Affairs - Secondary Education (School Governance)	
Academic Affairs – Curriculum and Instruction	
Academic Affairs - Specialized Education	
Academic Affairs – Gifted Education (Specialized Education)	
Data and Accountability	
Accountability, Assessment, and Reporting (Office of Accountability)	
Finance	
Finance - Accounts Payable	
Finance – Accounting and Auditing	
Athletics	
Benefits	
Board Office	
Finance - Budget Office	
Campus Police Dispatch Office	
Communications	
Support Services – Facilities	
Support Services - Operations	
Human Resources	
Internal Audit	
Payroll	
School Nutrition	
Purchasing	
Risk Management	
Office of the Superintendent	
<b>Maintenance and Operations</b>	<b>2219 Gamble Road</b>
<b>Student and Family Support Center</b>	<b>400 East Broad Street</b>
<b>Transportation</b>	<b>10 Interchange Court</b>
<b>Whitney Administrative Complex</b>	<b>2 Laura Avenue</b>
Mail Distribution	
Print Center	
Student Hearing Office	
Professional Learning Office	
Records Management	
<b>Woodville-Tompkins Annex</b>	<b>101 Wheathill Road (formerly listed as Priscilla B. Thomas Way)</b>
Campus Police – Main Office	
Office of Accountability (Accountability, Assessment, and Reporting)	
<b>Building Bridges Program - Middle School</b>	<b>3609 Hopkins Street</b>
<b>Lower Woodville-Tompkins</b>	<b>402 Market Streets</b>
Title I Office (Compensatory Programs)	
CTAE Office	
Building Bridges Program – High School	

<b>Elementary School</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
Bloomington	101 E Main St,	<b>Bloomington</b>	31302
Brock	1804 Stratford St	Savannah	01
Butler	1909 Cynthia St	Savannah	15
Formey Learning Center	400 East Broad Street	Savannah	01
Gadsden	919 May Street	Savannah	15
Garden City	4037 Kessler Ave.	<b>Garden City</b>	08
Gould	4910 Pineland Dr.	Savannah	05
Haven	5111 Dillon Avenue	Savannah	05
Heard	414 Lee Blvd	Savannah	05
Hodge	975 Clinch Street	Savannah	05
Howard	115 Wilmington Is. Rd	Savannah	10
Largo-Tibet	430 Tibet Ave	Savannah	06
Low	15 Blue Ridge Ave	Savannah	04
Marshpoint	135 Whitemarsh Is. Rd	Savannah	10
Pooler	308 Holly Av., <b>Pooler</b>	Savannah	31322
Port Wentworth	507 S. Coastal Highway	<b>Port Wentworth</b>	31407
Pulaski	1001 Tibet Ave	Savannah	19
J.G. Smith	210 Lamara Dr	Savannah	05
Shuman	415 Goebel Ave	Savannah	04
Southwest Elem.	6020 Ogeechee Rd	Savannah	19
West Chatham Elem.	820 Pine Barren Rd	<b>Pooler</b>	31322
White Bluff	9902 White Bluff	Savannah	06
AB William Elem	1150 Wheaton Street	Savannah	31404
Windsor Forest	414 Briarcliff Cir	Savannah	19
<b>School K-8</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
Ellis	220 East 49th St	Savannah	05
Garrison Visual & Perf. Arts	649 W. Jones St	Savannah	01
Georgetown	1516 King George Blvd	Savannah	19
Godley Station	2135 Benton Blvd.	<b>Pooler</b>	31322
Hesse	9116 Whitfield Av	Savannah	06
<b>School K-8</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
Isle of Hope	100 Parkersburg Rd	Savannah	06
New Hampstead K-8	2135 Benton Blvd.	<b>Pooler</b>	31322
Rice Creek	100 Mulberry Avenue	<b>Port Wentworth</b>	31407

<b>MIDDLE SCHOOL</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
The STEM Academy at Bartlett	207 Montgomery Xrds	Savannah	06
Coastal	4595 US 80 E	Savannah	10
DeRenne	1009 Clinch St	Savannah	05
Hubert	768 Grant St	Savannah	01
Mercer	5330 Montgomery Street	Savannah	05
Myers	2025 E 52nd St	Savannah	04
Southwest Middle	6030 Ogeechee Rd	Savannah	19
West Chatham Middle	800 Pine Barren Rd.,	<b>Pooler</b>	31322
<b>HIGH SCHOOL (9-12)</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
Beach	3001 Hopkins	Savannah	05
Early College	400 Pennsylvania Ave	Savannah	31404
Groves	201 Rommel Avenue	Savannah	08
Islands	170 Whitmarsh Is. Rd	Savannah	10
Jenkins	1800 DeRenne Ave	Savannah	06
Johnson	3012 Sunset Blvd	Savannah	04
New Hampstead	2451 Little Neck Rd,	<b>Bloomingdale</b>	31302
Savannah Arts	500 Washington Ave	Savannah	05
SHS, School of Liberal Studies	400 Pennsylvania Ave	Savannah	04
Windsor Forest	12419 Largo Dr	Savannah	19
Woodville-Tompkins	151 Coach Joe Turner St	Savannah	08
<b>CHARTER SCHOOLS</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
Coastal Empire Montessori	301 Burkhalter Rd.	Savannah	05
Oglethorpe Charter	7202 Central Avenue	Savannah	06
Savannah Classical Academy	705 E. Anderson Street	Savannah	01
Susie King Taylor Community	1709 Bull Street	Savannah	01
Tybee Island Maritime Academy	714 Lovell Ave.	<b>Tybee Island</b>	31328
<b>OTHER EDUCATIONAL CENTERS</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
Coastal GA Comp. Acad.	2001 Cynthia St	Savannah	31415
Massie Heritage	207 E Gordon St	Savannah	01
Oatland Island	711 Sandtown Rd	Savannah	10
SCCPSS E-Learning Academy	3609 Hopkins Street	Savannah	05
WINGS Alternative Learning	400 East Broad Street	Savannah	01
Woodville-Lower Campus	402 Market Street	Savannah	08

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP #22-09 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: Documentation of Good Faith Efforts to Involve LMWBE
- Solicitation Form 9: 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 10, which is to be submitted in the format of a "PDF" separate from Technical Response labeled "RFP 22-09 Monetary 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 11 in an enveloped mark "No Response."

**Solicitation Form 1**



**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP #22-09 - 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: \_\_\_\_\_

**Solicitation Form 3**







**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP 22-09 - 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 \_\_\_\_\_, 2021

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

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

**Solicitation Form 7**

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP 22-09 - SOLICITATION FORM 8**

**Good Faith Efforts Requirements**

Offerors are required to submit with their proposal evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of competing on this contract. Such good faith efforts of a bidder will include, but not limited to, the following. **Please note, Offeror is not required to use any of the enterprises contacted.**

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 22-09 - SOLICITATION FORM 9**

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

NAME OF OFFEROR: \_\_\_\_\_ RFP #: **22-09**

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.

Joint venture firms	Level of work	Financial participation

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP 22-09 - SOLICITATION FORM 10**

***“Submission in the format of a “PDF” separate from Technical Response labeled “RFP 22-09 Fee Proposal”***

This section must include the cost of your solution that will meet all of SCCPSS’ needs. SCCPSS will not be responsible for costs associated with travel, equipment rental, and/or shipping, therefore all pricing must include consideration for these.

Item #	Description	Price Per Box *
1	15” x 12” x 9 5/8” Standard Banker Box	
2	11” x 10” x 18” Copy Paper Box	
3	15” x 10” x 24” File Box	
4	15” x 12” x 9 5/8” Standard Banker Box for Electronic Media items such as: DVDs, CDs, 3.5” and 5.25” floppy disks, VHS cassette tapes, thumb/flash drives, microfilm, and other electronic media.	

*\*Price is "all inclusive" for turnkey services and includes document retrieval, document destruction, material disposal, overhead, licensing, insurance, gasoline, freight (as applicable), equipment, travel time and labor.*

*\*\* All items referenced above must be destroyed on board property under the oversight of a board employee.*

**NOTIFICATION REQUIRED: \_\_\_\_\_/DAYS**

**MINIMUM NUMBER OF BOXES PER JOB: \_\_\_\_\_**

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP 22-09 - SOLICITATION FORM 10 - Continued**

The undersigned, having read and examined all documents associated with solicitation entitled “RFP 22-09 Document Destruction Services (Annual Contract)” for the Savannah/Chatham County Public School System, understands the requirements of this proposal and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. and further understands that the Savannah/Chatham County Public School System will not be responsible for any cost not specifically set forth in this proposal.

Name of Individual Submitting Proposal:	
Title of Individual Submitting Proposal:	
Signature:	
Firm Name:	
Address:	
City/State/Zip:	
Telephone Number:	
Fax Number:	
Email Address:	

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFP 22-09 - SOLICITATION FORM 11**

**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