



**REQUEST FOR PROPOSAL**

**Fixed Assets Inventory – RFP #2023-0928**

**Invitation to Submit Proposal**

Troup County School System (hereinafter, “TCSS”) invites qualified firms to submit proposals to conduct a Fixed Asset Inventory prior to April 30, 2023. The goal of this project is to establish a baseline of all TCSS fixed assets with an original purchase value of \$5,000 or more. Annual renewals for five (5) consecutive fiscal years beginning with fiscal year ended June 30, 2024 through fiscal year ended June 30, 2028 will be considered after the original project is complete.

Any inquiries regarding the school district or this invitation should be directed to:

Christy Tidwell  
 Budget & Procurement Analyst  
 100 North Davis Road, Building C  
 LaGrange, GA 30241  
 Phone: (706) 812-7900  
 Fax: (706) 883-1534  
 tidwellcm@troup.org

**Submission Schedule**

Request for Proposal Issued	Wednesday, September 28, 2022
RFP Question Deadline	Friday, October 21, 2022
Proposals Due	Friday, October 28, 2022
Proposal Evaluations (Technical and Financial)	Monday, October 31, 2022
Vendor Interviews (if needed)	TBD
Recommendation to the Board of Education for Contract Award	Monday, November 14, 2022
Respondent Notification of Contract Award	Friday, November 18, 2022

## Table of Contents

Instructions for Submission of Request for Proposal	3
Background Information	3
Evaluation Process	4
Vendor Interviews	5
Scope of Project	6
Access to Facilities	7
Additional Provisions	8
Proposal Content and Format	9
Fee Structure	9
General Terms & Conditions	10
Offeror Affirmation Form	12
Offeror Information Form	13
Financial Response Form	14
Non-Submittal Response Form	15
Solicitation Checklist	16

## **Instructions for Submission of Request for Proposal (RFP)**

All proposals must be received at the above address no later than:

**Friday, October 28, 2022 at 2:00 PM EDT**

Please submit your sealed response, labeled "TCSS RFP #2023-0928" to the Finance Department Office at the address listed above. Late and/or incomplete responses will be disqualified. Section I (Company Qualifications/Experience and Methodology/Operations) and Section II (Pricing) must be labeled and submitted in separate sealed envelopes labeled "Section I" and "Section II".

Section I. Company Qualifications/Experience and Methodology/Operations: Submit five (5) copies of all related documents.

Section II. Pricing: Submit five (5) copies of the Bid Form, and supporting documentation of the Firm's fee structure.

TCSS reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be awarded to the vendor, who based upon evaluation of all proposals, is determined to have submitted the best proposal, considering both technical and cost factors. TCSS will not pay any vendor any cost incurred in making their proposal or presentations or for any information learned in the course of the selection process.

### **Background Information**

The Troup County School System is a political subdivision of the State of Georgia and is officially governed by the Board of Education, comprised of seven members elected by the people. They serve four-year terms and are elected by districts on a staggered basis. TCSS employs approximately 1,700 employees who work in 23 building locations in Troup County, Georgia. TCSS educates approximately 12,000 students.

## Evaluation Process

Administration will evaluate based on Technical and Financial attributes:

1. Responsiveness of the proposal in clearly stating the understanding of the work to be performed and in demonstrating the intention and ability to perform the work.
2. The vendor’s experience in conducting fixed assets inventories of similar nature, size, and complexity, and the vendor’s commitment to maintaining technical expertise in government and K-12 environments.
3. Technical experience and professional qualifications of the vendor.
4. Cost will be considered as a factor in the award.
5. The Technical Score and Financial Score for each Response will be added together for a Final evaluation score, as described below. All calculations will be rounded to two (2) decimal places to prevent a tie.
6. TCSS reserves the right to award the contract based on what it determines to be in the best interests of TCSS.

### A. Technical Evaluation:

Category	Max Points	Percent
1. <b>Responsiveness of the Proposal</b>	120	20%
2. <b>Experience in Government &amp; K-12 Environments</b>	240	40%
3. <b>Technical Experience &amp; Professional Qualifications of the Firm</b>	240	40%
<b>Total</b>	<b>600</b>	<b>100%</b>

Up to 600 points can be awarded per evaluator for the technical portion of the proposal. Evaluators will assign a score of 1 (lowest) to 10 (highest) in each category, and the scores will be weighted according to the percentages shown above to arrive at the points awarded. The technical score is derived by using the formula below:

The proposal with the highest number of points is given a Technical Score of 600. Technical scores are given to the other vendors using the following formula:

**$P/H \times (\text{Maximum points available for Technical Proposal}) = V$ ; where:**

P = Technical score of the proposal being adjusted

H = Original Technical score of the highest ranking proposal

V = Assigned points for the proposal being adjusted

**B. Financial Evaluation:**

Category	Max Points	Percent
Lowest Fees	400	100%

The Financial proposal with the lowest fees is awarded the full 400 points. All other Financial proposals receive a prorated score calculated using the following formula:

**$L/P \times (\text{Maximum points available for Financial Proposal}) = V$ ; where:**

L = Total cost of the proposal with the lowest fees

P = Total cost of the proposal being adjusted

V = Assigned score for the proposal being adjusted

### **Vendor Interviews**

Depending on the outcome of the Technical and Financial Evaluation, Vendors may be asked to meet with TCSS personnel to provide a presentation which consists of the solution that was proposed in the RFP response, benefits of the proposal submitted, and a working demonstration of the solution. If selected for an interview, Vendor(s) will be notified via email within three (3) business days following the Proposal Evaluation Date.

## Scope of Project

The scope of work described below contains the minimum requirements of the contract to be awarded for the solicitation. Any deviations from these specifications shall be listed on a separate page titled “Deviations from Specifications.”

1. This project will set a standard for inventory control of equipment acquired in future years, and lay the groundwork for developing stronger inventory policies and procedures.
2. Vendor will work with TCSS Technology department to establish an initial technology inventory, to be reconciled yearly moving forward.
3. TCSS will provide a copy of all assets currently on file to the winning proposal for inventory and reconciliation.
4. TCSS is requesting inventory for the following sites:

School/Facility	Location
Administrative Services Center	100 N. Davis Rd Building C, LaGrange, GA
Ault Academy	1022 E. Depot St, LaGrange, GA
Berta Weathersbee Elementary School	1200 Forrest Ave, LaGrange, GA
Burwell	307 Fort Dr, LaGrange, GA
Callaway Elementary School	2200 Hammett Rd, LaGrange, GA
Callaway High School	221 Whitfield Rd, LaGrange, GA
Callaway Middle School	2244 Hammett Rd, LaGrange, GA
Clearview Elementary School	1905 S. Davis Rd, LaGrange, GA
Ethel Kight Elementary School	75 Gordon Rd, LaGrange, GA
Exceptional Education Office	1712 Whitesville Rd, LaGrange, GA
Franklin Forest Elementary School	1 Scholar Ln, LaGrange, GA
Gardner Newman Middle School	101 S. Shannon Dr, LaGrange, GA
Hillcrest Elementary School	3116 Robert Hayes Rd, LaGrange, GA
Hogansville Elementary School	611 E. Main St, Hogansville, GA
Hollis Hand Elementary School	641 Country Club Rd, LaGrange, GA
Hope Academy	200 Mooty Bridge Rd, LaGrange, GA
LaGrange High School	516 N. Greenwood St, LaGrange, GA
Long Cane Elementary School	238 Long Cane Rd, LaGrange, GA
Long Cane Middle School	326 Long Cane Rd, LaGrange, GA
Maintenance & Transportation Offices	100 N. Davis Rd Building B, LaGrange, GA
Nutrition, Technology & Custodial Offices	100 N. Davis Rd Building A, LaGrange, GA
Rosemont Elementary School	4679 Hamilton Rd, LaGrange, GA
Thinc Academy	1 College Circle, LaGrange, GA
Troup County Career Center	220 Fort Dr, Building F, LaGrange, GA
Troup High School	1920 Hamilton Rd, LaGrange, GA
West Point Elementary School	1701 E. 12th St, West Point, GA

5. Vendor will perform all labor to conduct a comprehensive inventory at TCSS site locations. All of the following information will be captured for each item during the inventory process.
  - Asset Tag Number (barcode)
  - Asset Category
  - Manufacturer
  - Model
  - Serial Number
  - Description
  - Quantity (if applicable)
  - Inventory Date
  - Site
  - Building
  - Room
  - Employee the Asset is Issued to (when applicable)
6. Asset Tagging: Vendor will provide asset tags (subject to TCSS approval).
  - Vendor and TCSS will standardize tag placement locations on items
  - Vendor will remove current tags and affix a new tag on each item on the Asset List provided by TCSS
  - Any items identified to not be on the asset list will be tagged and notated accordingly
  - Any items on the asset list that are unable to be located will be notated accordingly
7. Vendor will remedy any discrepancy reported by TCSS. For the purpose of this project, a discrepancy is defined as an item incorrectly entered into the asset management system by vendor staff or items that TCSS reasonably feels the vendor missed at site locations.

### **Access to Facilities**

TCSS will provide the following:

1. Contact information: site representative, address and phone number for each location.
2. Sitemaps for each location.
3. TCSS will schedule and coordinate vendor team visits for each school site and TCSS facility location. Inventory services will take place after school hours as scheduled for school sites; and during normal business hours for offices and departments where students are not typically present.
4. Vendor personnel will identify themselves upon arrival and follow all security protocols in place at each facility.

## **Additional Provisions**

- A. The vendor shall be an independent contractor and their officers, agents, and employees shall not be deemed officers, agents, or employees of TCSS.
- B. The vendor shall not assign or transfer or subcontract this agreement, any interest therein, or claim thereunder without the prior written approval of TCSS.
- C. TCSS may terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the vendor. Any contract cancellation notice shall not relieve the vendor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the cancellation. In the event of termination by mutual agreement, the vendor shall be compensated for all hours worked at the specified contractual rate.
- D. The vendor shall be required at all times during the term of this agreement to subscribe to and comply with the Workers' Compensation laws of the State of Georgia and to save harmless TCSS from any and all liability from or under said act.
- E. Vendors contracting with the State of Georgia (or entities thereof as defined in the Act) further certify that they will comply with the Drug-Free Workplace Act, Official Code of Georgia Annotated, Section 50-24-1 et. seq. in carrying out any contract resulting from this proposal.
- F. TCSS operates all of its schools and offices as smoke free work places. Vendor agrees to abide by smoking restrictions in place for the offices and locations where the vendor will work under the terms of this contract.
- G. Except as otherwise provided by law or rule, vendor agrees not to publish or distribute any information concerning work done for TCSS.



## Proposal Content & Format

- A. **Title Page:** Include the RFP subject, the name of your firm, address, contact numbers, name of contact person and date.
- B. **Table of Contents:** Include a table of contents identifying the material by section and page number.
- C. **Letter of Transmittal**
  - 1. Briefly state your understanding of the requested services and describe the processes used to reach the objective.
  - 2. List the person(s) who are authorized to make representations for your firm. Include their titles, addresses, email addresses and phone numbers.
- D. **Profile of the Firm**
  - 1. Provide a brief overview of your firm to include size, type (national, regional, local, etc.), and location of the office from which the work is to be done.
  - 2. List current or former clients with engagements similar to the engagement described in this RFP. Indicate the scope of work, date, total hours, and the name and telephone number of the client contact.
- E. **Services to be Provided**
  - 1. Express agreement to meet the requirements of the engagement as stated in the “Scope of Project” section of this RFP.
  - 2. Provide a description of the work plan, to include a description of inventory processes used by firm.
  - 3. Provide a tentative timeline expected to conduct the inventory.

## Fee Structure

Provide an all-inclusive maximum cost, which is based on total fees, supplies/equipment required, and any other related expenses. Please include this information separately for each Fiscal Year FY2023 through FY2028 on the Financial Response Form, and attach any supporting documentation.

## General Terms & Conditions

- A. **Applicable Law & Courts:** This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia. The vendor shall comply with applicable federal, state, and local laws and regulations.
- B. **Ethics in Public Contracting:** By submitting their proposals, all vendors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other vendor, supplier, manufacturer or subcontractor in connection with their proposals, and that they have not conferred on any TCSS employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Vendors specifically certify by submitting their proposal that they are not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions. Vendors contracting with the State of Georgia (or entities thereof as defined in the Act) further certify that Official Code of Georgia Annotated, Title 45, Chapter 10, Article 2, which prohibits certain public officials and employees of the State of Georgia from transacting business with certain state agencies, has not been and will not be violated in any respect by execution of this proposal and any contract resulting there from.
- C. **Debarment Status:** By submitting their proposals, all vendors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.
- D. **Insurance:** The successful bidder shall supply to TCSS with proof of insurance for automobile, workers compensation, and general liability. The awarded contractor shall furnish to TCSS a current Certificate of Insurance. Insurance certificates will be reviewed by Oakbridge Agency. Provisions mandating TCSS to purchase insurance, increase policy limits, or name the vendor or other third party as an additional insured party shall not be included in contracts with TCSS. Troup County School System must be shown as Additional Insured with respect to liability. Attach a copy of the policy "Additional Insured" endorsement or state on the certificate that the policy has been specifically endorsed to provide coverage, including Defense Cost Coverage for TCSS as an Additional Insured. Professional Liability is excluded.
1. COMPREHENSIVE GENERAL LIABILITY
- Standard 1986 ISO (Insurance Services Office) Occurrence Form  
Bodily Injury - \$1,000,000 Each Occurrence  
- \$2,000,000 Aggregate  
Property Damage - \$1,000,000 Each Occurrence  
- \$2,000,000 Aggregate
- Or**
- Bodily Injury/Property Damage - \$2,000,000 CSL (Combined Single Limit) Each  
Occurrence/Aggregate

2. COMPREHENSIVE AUTOMOBILE LIABILITY  
Including Owned, Non-Owned, and Hired Vehicles –  
Bodily Injury/Property Damage - \$2,000,000 CSL per Accident
3. WORKERS' COMPENSATION  
Georgia Statutory Coverage  
Employer's Liability
  - \$500,000 Each Accident
  - \$500,000 Disease Policy Limit
  - \$500,000 Disease Each Employee
4. UMBRELLA/EXCESS (if appropriate)  
\$5,000,000 limit of liability each occurrence and aggregate
5. PROFESSIONAL LIABILITY (if appropriate)  
\$1,000,000 per person

E. **Mandatory Use of Terms and Conditions:** Return of the complete RFP document is required. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, TCSS reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.



## OFFEROR AFFIRMATION FORM

(This form must be completed and returned with Section I of your response)

Full Company Legal Name: \_\_\_\_\_

RFP Name: Fixed Assets Inventory

RFP Number: 2023-0928

After careful examination of the solicitation document in its entirety, and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

For consideration of this proposal, the undersigned hereby affirms that:

1. He/she is a duly authorized official of the offeror,
2. No changes were made to the original RFP document,
3. The proposal is being submitted on behalf of the offeror in accordance with any terms and conditions set forth in this document,
4. The offeror will accept any awards made to it as a result of the proposal submitted herein for a minimum of one hundred and twenty (120) calendar days following the date of submission,
5. The offeror accepts that all of the terms and conditions of this RFP will be included in a written contract to be entered between the parties memorializing all of the terms of their agreement.

If notified in writing by mail or delivery of the acceptance of the award, the undersigned agrees to furnish and deliver the assigned Procurement officer within five (5) days of the request, a certificate of insurance indicating the coverages specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We, the supplier of the services covered by this bid or contract, have not discriminated in the employment, in any way, against any person or persons, or refused to continue the employment of any person or persons on account of their race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.

Respectfully submitted,

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

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Authorized Official Name: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



### OFFEROR INFORMATION FORM

(This form must be completed and returned with Section I of your response)

RFP Name: Fixed Assets Inventory

RFP Number: 2023-0928

Full Company Legal Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Name for Solicitation: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name for Purchase Orders: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purchase orders may be delivered via email or fax. Please indicate your preferred delivery method and provide an email address or fax number.

Email:  \_\_\_\_\_ Fax:  \_\_\_\_\_

Company Website: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_

E-Verify Number: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_

Does the company utilize an Affirmative Action Plan for Equal Employment Opportunity? Yes  No

Has the company implemented a compliance program in accordance with the Americans with Disabilities Act? Yes  No

Have any conditions or restrictions been placed on this proposal by the company that would cause it to be declared non-responsive? Yes  No

Is the company currently debarred from doing business with any federal, state or local agency? If yes, please provide details and submit on a separate sheet. Yes  No

Has the company ever defaulted on a contract or been denied a contract due to non-ability to perform? If yes, please provide details on a separate sheet. Yes  No

Please attach a copy of your W-9 to this form.



### FINANCIAL RESPONSE FORM

(This form must be completed and returned with Section II of your response)

RFP Name: Fixed Assets Inventory

RFP Number: 2023-0928

Full Company Legal Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Name for Financial Response: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fixed Asset Inventory Services for Fiscal Year Ending	Total Fees	Equipment	Supplies	Other Expenses (if applicable)	All-Inclusive Maximum Cost
June 30, 2023					
June 30, 2024 renewal					
June 30, 2025 renewal					
June 30, 2026 renewal					
June 30, 2027 renewal					
June 30, 2028 renewal					

Please attach all documentation related to your Fee Structure and include five (5) copies in a sealed envelope labeled "Section II".

Signature of Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_



**NON-SUBMITTAL RESPONSE FORM**

RFP Name: Fixed Assets Inventory

RFP Number: 2023-0928

**NOTE TO VENDOR:**

If your company’s response is “non-submittal”, Troup County School System is very interested in the reason for such response. TCSS desires to ensure that the procurement process is fair, non-restrictive and attracts maximum participation from interested companies. We therefore appreciate your responses to this non-submittal form.

Please complete and fax this form to: (706) 883-1534

Please indicate your reason(s) for responding with a “non-submittal”:

- Unable to meet the requirements for this solicitation.
- Unable to provide the services specified in this solicitation.
- Unable to meet time frame established for start and/or completion of the project.
- Received too late to submit a bid. Received on: \_\_\_\_\_

Other (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your response will be reviewed and placed in the solicitation file. Your input will assist TCSS in determining changes necessary to increase participation in the solicitation process.

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

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **SOLICITATION CHECKLIST**

**(This form must be completed and returned with Section I of your response)**

RFP Name: Fixed Assets Inventory

RFP Number: 2023-0928

The following items must be completed and submitted with your response. Please only include pages on which your company has included a response.

- 1. RFP reviewed in its entirety
- 2. The original and five (5) hard copies of Section I in sealed envelope
- 3. Section I of the proposal on thumb drive in PDF format
- 4. Section II of the proposal in separate sealed envelope
- 5. Offeror affirmation form completed and signed
- 6. Offeror information form completed and signed
- 7. Offeror financial response form completed and signed
- 8. Completed and signed W-9 (if not a TCSS registered vendor)