

# Detention Pond Tree Removal for Starr's Mill High School

Request for Quotes No. 26-034-075

Georgia Procurement Registry Event No. #####



## NOTICE TO VENDORS

Brief Description of NEED: Fayette County Public Schools is looking for a contractor to remove the trees from a detention pond at Starr's Mill High School.

Service Location(s): Starr's Mill High School, 193 Panther Path, Fayetteville, Georgia 30215

Complete solicitation documents may be obtained at [www.fcboe.org](http://www.fcboe.org). FCPS is not responsible for respondents and/or subcontractors not obtaining the information provided through the full set of contract documents.

Responses must be submitted via email, mail/parcel delivery, or hand delivery to the Fayette County Public Schools office located at Facilities Services and directed to Jamie Marrero, Purchasing Associate. Envelopes should be sealed and marked conspicuously on the front with the solicitation name and number above.

SUBMISSION - BY HAND, MAIL OR COMMON COURIER  
Fayette County Public Schools  
ATTN: Jamie Marrero, Purchasing Department  
Facilities Services  
939 Goza Road, Fayetteville, Georgia 30215

SUBMISSION - BY EMAIL to: [marrero.jamie@fcboe.org](mailto:marrero.jamie@fcboe.org)

## Objective

The Fayette County Public Schools Purchasing Department (hereinafter FCPS) invites you to participate in a request for quote (RFQ). This RFQ will consist of providing equipment and labor to remove and haul off trees from a detention pond, within the school district. The most responsive and responsible respondent will provide demonstration upon award, if applicable.

## Responses Due

Responses to this request for quote are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at Facilities Services, 939 Goza Road, Fayetteville, Georgia 30215. Quotes received after the specified date and time will not be considered.

Vendors are instructed to carefully read all items, conditions, terms, specifications, and attachments herein and referenced before completing their quote. Failure to comply with any requirements of the RFQ may be a cause for rejection.

## Section A: Instructions to Respondents

1. Solicitation Schedule

1.1.

RFQ Issued	Thursday, May 28, 2026
<b><u>Mandatory Site Visit</u></b>	9:00AM (EST), Wednesday, June 3, 2026
Questions Due	Before 9:00 AM (ET), Friday, June 5, 2026
Responses Due	Before 9:00 AM (ET), Tuesday, June 9, 2026

2. Respondent Registration

2.1. Respondents are encouraged to register with the issuing agent, Jamie Marrero, by sending an email to [marrero.jamie@fcboe.org](mailto:marrero.jamie@fcboe.org) after reviewing this solicitation. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of award issuance, even if they choose not to submit a response.

3. Project Documents and Forms

3.1. Documents and forms required for submission as part of this RFQ can be found on the FCPS Purchasing Department website. Failure to include required submissions listed herein may result in a rejection of the response. A list of required forms is contained herein and additional submissions may be required per the specifications contained herein.

4. Response Delivery

4.1. Responses may be submitted electronically, by mail, or hand-delivered to Facilities Services, 939 Goza Road, Fayetteville, Georgia 30215, Attention: Purchasing Department.

- 4.2. Quote openings will occur at the date and time specified at the address above.
  - 4.2.1. No faxed or telephone responses will be accepted or considered.
- 4.3. Responses may be emailed to the issuing agent if meeting the following guidelines:
  - 4.3.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred)
  - 4.3.2. All response documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.
5. Attachments
  - 5.1. Any specification listed with "Must Include Attachment" should include a document within the response conforming to standards set forth.
  - 5.2. All attachments must be marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.
6. Response Format Requirements
  - 6.1. The solicitation document has been carefully organized. All sections, specifications, requirements, and appendices are numbered; therefore responses should be organized in the same manner referencing the solicitation document when necessary.
  - 6.2. All pages should be numbered and contain page headings or footers with the respondent's name and the solicitation title and number.
  - 6.3. Multiple Response from the Same Respondent
    - 6.3.1. Respondents may submit more than one response when offering multiple alternatives.
    - 6.3.2. Responses must be separate and each should conform to all terms and conditions within the solicitation.
    - 6.3.3. Responses must be labeled separately to easily identify differing responses from the same respondent.

## **Section B: Scope of Work and Specifications**

7. Scope of Work
  - 7.1. The purpose and intent of this Request for Quotation is to secure firm pricing to provide equipment and labor to remove trees located in a detention pond at Starr's Mill High School. Respondent will be responsible for cutting down trees, leaving the stumps, and removing them from the property. The entire scope of the project, including additional trees that may need to be removed from the immediate area, will be discussed during the mandatory site visit.

8. **MANDATORY Site Visit/Pre-bid Meeting**
  - 8.1. The mandatory site visit/pre-bid meeting will be held at Starr's Mill High School (193 Panther Path, Fayetteville, Georgia 30215) on Wednesday, June 9, 2026 at 9:00AM (EST). The meeting location, at the school, will be the front entrance parking lot. Any contractor planning to bid on this project is required to attend this meeting (and sign in) to qualify to submit a bid. The contact for this project and site visit is Beria Orr, Maintenance Coordinator.
9. **Technical Specifications**
  - 9.1. Technical specifications and additional project details will be addressed during the mandatory site visit/pre-bid meeting. Be prepared to take notes onsite.

### **Section C: General Terms and Conditions**

FCPS's General Terms and Conditions are posted on the Purchasing Department website under the heading of Vendor Terms, Conditions, and Forms at [www.fcboe.org](http://www.fcboe.org). By submission of a response, the respondent acknowledges they have read and understood these General Terms and Conditions as well as any terms and conditions contained herein.

### **Section D: Special Terms and Conditions**

10. **Quote Opening**
  - 10.1. Quotes will be opened at the date and time provided in the schedule of events. All results will be publicly posted on the FCSD website once an award recommendation is made.
  - 10.2. Quote openings are open to the public.
  - 10.3. Quotes must be marked with the RFQ number.
  - 10.4. Electronically delivered quotes will utilize the timestamp generated on the email.
  - 10.5. Quotes must conform to the guidelines listed herein.
  - 10.6. Quotes received late will be marked "non-responsive" and may not be considered at the sole discretion of the FCPS Purchasing Department.
11. **Questions**
  - 11.1. All questions concerning this solicitation must be submitted in writing by email to the issuing agent.
  - 11.2. No questions other than written will be accepted and only answers provided via addenda shall be binding.
12. **Award Oversight**
  - 12.1. The awarded respondent will report to Beria Orr, Maintenance Coordinator, or their designee.

13. Cooperative Purchasing

13.1. This solicitation allows for other Fayette County, Georgia government entities, including local municipalities, to purchase from the awarded contract at the same prices quoted during the effective term pending an agreement between the awarded respondent(s) and the third party.

14. Quote Evaluations

14.1. According to the Fayette County Board of Education policy, DJE "lowest price alone will not be the sole determining criteria in the selection process".

14.2. Factors that may be used in evaluating responses may include but are not limited to, the following: price/cost, warranty, service guarantees or past performance, costs of ownership analysis, business capabilities analysis, delivery schedules and methods, and product-specific manufacturer/quality standards.

14.3. Respondents may inquire as to specific evaluation methods and may request in writing an explanation of evaluation methods used to determine an award. See General Terms and Conditions regarding award protests.

15. Cost Escalation/Price Change

15.1. The Purchasing Department recognizes that independent market factors may result or necessitate the need for price changes. Through the submission of a quote, the respondent agrees to the following:

15.2. All price increases must be based upon product cost ONLY, and documentation of the price increase is required.

15.3. Quote prices must be held firm for the term of the solicitation or December 31st of the issuing year, after which an escalator can be invoked.

15.4. The awarded respondent must provide the FCPS Purchasing Department written notification at a minimum of 30 days before a price escalation change.

15.5. Single changes of no more than 10% are allowed. There are exceptions only when market conditions dictate a revised escalator for a particular commodity.

15.6. FCPS reserves the right to accept or reject any price escalation. A rejection of a price escalation may result in the termination of any agreement, contract, purchase order, or other agreement without fault or obligation.

16. Quantities

16.1. Project(s) listed within this solicitation are not guaranteed. Purchase orders will be issued for specific projects, as needed, for the duration of these solicitations terms. The Fayette County School District anticipates that this

project will be completed. But, the approval will be determined by the available budget allotment.

- 16.2. Additional projects can be extended once award is issued at the discretion of Fayette County Public School Facilities Services Director.

17. Term

- 17.1. The term of this RFQ and resulting agreement is from the date of resulting award issuance until December 31, 2026, with no option to renew.

- 17.2. Per the General Terms & Conditions, should the Fayette County Board of Education fail to appropriate funding for each fiscal year beginning July 1st, this solicitation and resulting contract or purchase orders will be canceled with no-fault or obligation beyond products or services already received and properly invoiced.

- 17.2.1. FCPS may notify the awarded bidder in writing thirty (30) days prior to cancellation for non-appropriation.

18. Required Forms

- 18.1. The forms listed below are required for submission and included as attachments. They may also be located on FCPS's Purchasing Department website at [www.fcboe.org](http://www.fcboe.org).

- 18.1.1. Solicitation Response Form

- 18.1.2. Reference Form

- 18.1.3. Cost Proposal

- 18.2. Failure to include any form may result in a reduction in evaluation scoring or the submitted quote being declared non-responsive at the sole discretion of the FCPS Purchasing Department.

- 18.3. This request for quote, any addenda, and the awarded quote will be incorporated into any resulting contract and/or purchase order.

## Cost Proposal

Starr's Mill High School

Detention Pond Tree Removal (Including equipment and labor to complete project) Cost:

\$ \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## Solicitation Response Form

### Detention Pond Tree Removal for Starr's Mill High School (RFQ 26-034-075)

Place this form on top of your response.

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

#### Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

#### Terms, Conditions, and Specifications

Through the submission of response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCPS General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

#### Addenda

Through the submission of response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FCPS Purchasing Department Reference Form: RFQ 26-034-075**

Respondent Name: \_\_\_\_\_

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	