

Time Timer® Visual Timers for Classrooms

Fayette County Public Schools
Purchasing Department



Solicitation #:	27-001-050
GPR#:	PE-65615-NONST-2027-000000112
Issuing Agent:	Matthew Roberts, Purchasing Manager

Solicitation Schedule

RFQ Issued:	Thursday, July 23, 2026
Questions Due:	Before 9:00 a.m. (ET), Monday, July 27, 2026
Responses Due:	Before 9:00 a.m. (ET), Friday, July 31, 2026

Objective

The Fayette County Public Schools (FCPS) Purchasing Department invites you to participate in a request for quote (RFQ). This RFQ covers the sale and delivery of Time Timer® Visual Timers for FCPS classrooms to our central office.

Submit your quote by the deadline listed in the timeline. You can deliver it in person or electronically to the FCPS Purchasing Department at the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, GA 30214. We will not accept late quotes. Read all terms, conditions, and specifications carefully before submitting. If you do not meet all RFQ requirements, we may reject your quote.

Section A: Instructions to Respondents

1. **Respondent Registration**
 - 1.1. We encourage you to register after reviewing this solicitation. To register, email **Matthew Roberts** at roberts.matthew@fcboe.org. Once registered, you will automatically receive email updates, including addenda and award notices, even if you do not submit a quote.
2. **Project Documents and Forms**
 - 2.1. You can download all required forms from the FCPS Purchasing Department website. You must submit all forms listed in this document. If you miss any required forms or specifications, we may reject your quote.
3. **Response Delivery**
 - 3.1. Submit your quote electronically, by mail, or in person. Deliver physical copies to:

FCPS Purchasing Department
LaFayette Educational Center, Building A
205 LaFayette Avenue
Fayetteville, GA 30214
ATTN: Response Enclosed [SOLICITATION NUMBER]
 - 3.2. We will open the quotes at the date and time specified in the timeline at the address above.
 - 3.3. We do not accept faxed or telephone quotes.
 - 3.4. If you email your quote, you must follow these rules:
 - 3.4.1. Submit everything in one single document.

- 3.4.2. Use a clear, readable format (Adobe PDF preferred).
- 3.4.3. Do not send multiple separate files, or we may lower your evaluation score.

4. Attachments

- 4.1. If a specification states "Must Include Attachment," you must include the required document in your quote.
- 4.2. Mark and label every attachment using this exact format:
Attachment [Number], [Solicitation Reference], [Your Company Name], [Solicitation Title and Number]

5. Response Format Requirements

- 5.1. We organized this solicitation document using numbered sections, specifications, and appendices. Organize your quote the same way and reference our document numbers when necessary.
- 5.2. Every page of your quote must include: page numbers, headers or footers with your company name, the solicitation title, and the solicitation number.

6. Multiple Response from the Same Respondent

- 6.1. You may submit more than one quote if you are offering multiple alternatives.
- 6.2. You must submit each alternative as a separate quote that meets all terms and conditions of this solicitation.
- 6.3. Label each quote clearly so we can easily identify your different options using the naming convention "Option A", "Option B", etc..

Section B: Scope of Work and Specifications

7. Scope of Work

- 7.1. We want to buy **1,000 units** of the **Time Timer® Original 12-inch, large 60-minute visual timer**. You must deliver them to our central office at the LaFayette Educational Center, Building D, 205 LaFayette Avenue, Fayetteville, GA 30214. We will distribute the timers to our schools at a later date.

8. Technical Specifications

- 8.1. New, Time Timer® Original 12-inch Large 60-Minute Visual Timers as specified at:
<https://www.timetimer.com/products/time-timer-12-inch>

- 8.2. Can be viewed from a distance in any classroom or spacious environment.
- 8.3. Black with red disk.
- 8.4. Includes access to the Time Timer® App and a Dry Erase Activity Card.

Section C: General Terms and Conditions

You can find our General Terms and Conditions on the Purchasing Department website at www.fcboe.org. Look under the heading **Vendor Terms, Conditions, and Forms**. By submitting a quote, you confirm that you have read and understood these conditions and all terms in this document.

Section D: Special Terms and Conditions

9. Quote Opening

- 9.1. We will open the quotes at the date and time listed in the schedule of events.
- 9.2. Once we make an award recommendation, we will post all results publicly on our website.
- 9.3. When you submit your quote, follow these guidelines:
 - 9.3.1. Write the **RFQ number** clearly on your quote.
 - 9.3.2. Submit on time. For emailed quotes, we use the automatic email timestamp to verify arrival.
 - 9.3.3. Do not submit late. If we receive your quote late, we will mark it "non-responsive" and **will not consider it**.

10. Questions

- 10.1. You must submit all questions about this solicitation in writing by email to the issuing agent.
- 10.2. We will not accept questions over the phone or in person.
- 10.3. Only answers we provide in an official addendum are binding.

11. Award Oversight

- 11.1. If we award you the contract, you will report to the Assistant Superintendent of Student Achievement or their designee.

12. Quote Evaluations

- 12.1. According to Fayette County Board of Education policy DJE, we do not choose a vendor based on the lowest price alone.
- 12.2. We evaluate your quote using several factors, including:
- **Cost** and price
 - **Warranty** and service guarantees
 - **Past performance** and business capabilities
 - **Total cost** of ownership
 - **Delivery schedules** and shipping methods
 - **Manufacturer** and product quality standards
- 12.3. You may write to us to ask about our specific evaluation methods or request an explanation of the final award decision. To protest an award, follow the rules in our General Terms and Conditions.

13. Delivery

- 13.1. We expect you to deliver on or about the requested date after receipt of order (ARO). Freight terms are Free on Board (FOB) destination, freight prepaid.
- 13.2. You must follow these strict delivery rules:
- Contact the end-user on the purchase order at least **24 hours before delivery** to confirm the time.
 - Deliver during our standard hours: **7:30 AM to 3:30 PM (EST), Monday through Friday**, except school holidays.
 - Deliver items in **good condition**. You must file all damage claims with the carrier and deduct those losses from your invoices.
- 13.3. Delivery Type Definitions
- 13.3.1. Our locations **do not have loading docks**. You must use one of these two delivery methods:
- **Tailgate Delivery:** You must move pallets from inside the truck bed to the very edge of the truck bed. We will then use a forklift to move them to our warehouse.
 - **Inside Delivery:** You must move the materials from inside the truck bed directly into the building.

14. Packing Requirements

- 14.1. **Protect Cartons:** Wrap or shrink-wrap all pallets to protect boxes from dirt and moisture.
- 14.2. **Pallet Construction:** Build pallets to allow four-way entry for forklifts. Space the platform boards about one inch apart to prevent carton damage.
- 15. Penalties and Back Orders
 - 15.1. **Default:** If you do not deliver according to your quote, we may declare you in default.
 - 15.2. **Back Orders:** You can only place back orders if the project administrator authorizes them in writing. Unauthorized back orders are a breach of contract.
- 16. Cost Escalation/Price Change
 - 16.1. We recognize that market changes may require price updates. By submitting a quote, you agree to these rules:
 - 16.1.1. **Price Lock:** You must hold your prices firm for the entire term of the solicitation or until December 31st of the issuing year.
 - 16.1.2. **30-Day Notice:** You must give us written notice at least 30 days before raising any prices.
 - 16.1.3. **10% Cap:** You may only increase prices by a maximum of 10% per single change. We only allow exceptions if extreme market conditions affect a specific commodity.
 - 16.1.4. **Cost Proof:** Price increases must reflect product cost increases only. You must provide written proof of your cost changes.
 - 16.1.5. **Right to Reject:** We reserve the right to accept or reject any price increase. If we reject your increase, we may terminate the contract immediately without penalty.
- 17. Quantities
 - 17.1. FCPS intends to order 1,000 units initially with additional orders over the term of the resulting agreement.

18. Term

- 18.1. This agreement starts on the award date and ends on December 31, 2026. We can renew the contract for up to **four additional** one-year terms.
- 18.2. **Contract Renewals:** The contract will automatically renew each year on January 1st using your awarded pricing. This automatic renewal happens unless you start the official price change process.
- 18.3. **Funding Cancellation (Non-Appropriation):** Our fiscal year begins July 1st. If the Fayette County Board of Education does not fund this contract for any fiscal year:
 - 18.3.1. We will cancel the contract and any open purchase orders.
 - 18.3.2. We may notify you in writing **30 days** before canceling for lack of funding.
 - 18.3.3. We will have **no further obligation** to you except to pay for products or services we already received and properly invoiced.

19. Required Forms

- 19.1. You must submit the forms listed below.
 - 19.1.1. Solicitation Response Form (ATTACHED)
 - 19.1.2. Your Quote which must include a **reference number**, details of **all charges** including delivery and handling charges, a **primary contact** person, and the **anticipated delivery time in days** after the receipt of an order. (We can reject quotes deemed incomplete.)
- 19.2. If you fail to include any form, we may lower your evaluation score or reject your quote as non-responsive.

20. Solicitation Incorporation

- 20.1. We will incorporate this Request for Quote (RFQ), any addenda, and your submitted quote into the final contract or purchase order.

Solicitation Response Form

Time Timer® Visual Timers for Classrooms (RFQ 27-001-050)

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

By signing below, you state that you have the authority to sign for your company. You also agree to provide the products or services according to all terms and conditions in this document.

Terms, Conditions, and Specifications

By signing below, you verify that your solution complies with all general terms, special terms, conditions, and specifications. If your solution has an exception, you must note it. For instructions on how to submit exceptions, read the FCPS General Terms and Conditions.

Addenda (If Applicable)

By signing below, you verify that you have read and understood all addenda issued for this solicitation.

Signature: _____ Date: _____