



REQUEST FOR PROPOSAL

FOR

EMPLOYEE UNIFORMS

DOUGHERTY COUNTY SCHOOLS

SOLICITATION ID: 021-PUR-2025

Document Date: May 28, 2025

Logistical Services
Dougherty County School System
601 Flint Ave.
Albany, GA 31701

TABLE OF CONTENTS

CONTRACTUAL INFORMATION

SECTION 1: RFP INTRODUCTION	3
SECTION 2: GENERAL TERMS AND CONDITIONS	4-6
SECTION 3: BIDDER QUALIFICATIONS	6
SECTION 4: STANDARD CONTRACT CONDITIONS	6-7
SECTION 5: BACKGROUND CHECKS	7-8
SECTION 6: SPECIAL INSTRUCTIONS	8

ATTACHMENTS

ATTACHMENT A –DJEА POLICY AND STATEMENT OF ASSURANCE	9-11
ATTACHMENT B – DEBARMENT FORMS	12-13
ATTACHMENT C – VENDOR INFORMATION FORM	14
ATTACHMENT D – VENDOR REFERENCE SHEET	15
ATTACHMENT E – ACKNOWLEDGEMENT	16
ATTACHMENT F – CERTIFICATION OF NON-COLLUSION	17
ATTACHMENT G – GA. SECURITY & IMMIGRATION COMPLIANCE	18
ATTACHMENT H - GA. SECURITY & IMMIGRATION COMPLIANCE	19
BID SUBMISSION CHECKLIST	20
PROPOSAL SPECIFICATIONS AND GUIDELINES	21-27

LOGISTICAL SERVICES
601 FLINT AVE.
ALBANY, GA 31702

021-PUR-2025

SECTION 1: RFP INTRODUCTION

The Dougherty County School System (DCSS) is soliciting proposals from qualified vendors to provide a uniform rental program for approximately 250 employees in our Facilities Services, Logistical Services, Transportation, and School Nutrition Departments, per the attached provisions, detail, and bid list. These numbers are approximate and subject to change. The bid will result in a contract with a 3-year term beginning July 1, 2025 – June 30, 2028, with the option for up to three renewals. All bids shall be valid for 60 days. Proposals will be received until 11:00 a.m. on June 24, 2025.

The Dougherty County School System will receive sealed proposals at the time and place specified on the invitation at which time they will be publicly opened and read. Neither dating of proposal form nor placing in mail by this date will meet requirements. Proposals will be received up to date and time stated. The Dougherty County School System reserves the right to reject any and all proposals, any part of proposals, and to waive any and all informalities.

The Dougherty County School System, at its discretion and with no fee to the Dougherty County School System, may invite any vendor to appear for questioning during the evaluation of bids to clarify statements in the bid. The Dougherty County School System reserves the right to reject any or all bids; any part or parts of a bid, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the Dougherty County School System.

ITEM(S): EMPLOYEE UNIFORMS

CONTRACT TYPE: REQUEST FOR PROPOSAL

PERIOD: JULY 1, 2025 through JUNE 30, 2028

Q&A DEADLINE: JUNE 10, 2025 @ 3:30PM

BID OPENING: JUNE 24, 2025 – 11:00 AM – Logistical Services

MAIL BIDS TO: Hand deliver all sections to the above address, or mail to:

*Sharonda Thompson, Director of Logistical Services
Dougherty County School System
601 Flint Ave.
Albany, GA 31701*

MAILING ENVELOPES SHALL BE PLAINLY MARKED “021-PUR-2025 EMPLOYEE UNIFORMS” WITH DATE AND TIME OF BID OPENING. All questions concerning this Request for Quotations must be submitted via email @ purchasing@docoschools.org and include the subject line: “021-PUR-2025 Q&A”. Please note the Q&A deadline for this RFQ is Tuesday, June 10, 2025 at 3:30pm.

SECTION 2: GENERAL TERMS AND CONDITIONS

1. VENDOR'S ACCESS TO RFP INFORMATION: Vendors are advised to view the DCSS website on a weekly basis for a listing of solicitations. RFPs issued by the DCSS are posted on the DCSS web site at www.docoschools.org and the Georgia Procurement Registry at <https://ssl.doas.state.ga.us/PRSapp/>.
2. CORRECTION OF MISTAKES: All proposals must be ink or typewritten. No erasures permitted. Mistakes may be crossed out and correction inserted adjacent. Corrections must be initialed in ink by person signing bid.
3. FACSIMILE OR TELEGRAPHIC OFFERS: An offer shall be submitted on the forms provided. *A facsimile, telegraphic, or mailgram offer shall be rejected.*
4. SIGNATURE ON PROPOSAL REQUIRED: All proposals must be signed with the firm or corporate name and by a responsible officer.
5. DELIVERY OF PRICE REQUEST: Offers received after the time and date stated on the RFP will be returned, unopened to the appropriate bidder, at bidder's expense. Post marks or dating of documents will be given no consideration in the case of late submissions. If, however, a deliverer (UPS, Federal Express, US Air, etc.) can provide documented proof as evidenced by the signature of a school district employee that substantiates the claim the proposal was delivered to the proper place prior to the time and date set for Bid Opening and, through fault of school district personnel, the proposal did not get to the proper authority, the proposal will be considered. It is the bidder's responsibility to ensure their proposal is delivered on time and to keep up with tracking information. Do not make any school district personnel the contact for receiving tracking alerts on your mailing.
6. RETURN INSTRUCTIONS: Vendors must use the RFP form(s) without alterations. Vendors should make copies for their records. When applicable, the "Unit Price," "How Packed," and "Brand & Code Quoting" lines must be completed for each item. Proposals should be sealed in an envelope with the following on the outside: The school system's name and address, the submitter's company name, the RFP number, and the RFP opening date and time as they appear on the cover sheet of this bid document. This is to assure that the proposal can be accurately registered upon receipt. You may clip and attached the label below.

ATTN:	Sharonda Thompson, Director of Logistical Services Dougherty County School System 601 Flint Avenue Albany, GA 31707	
Bid:	Employee Uniforms	No. 021-PUR-2025
Due:	06/24/2025	11:00 AM

7. UNIT PRICE PREVAILS: Unit price will prevail in case of conflict between unit and total price. All prices to be firm for the period specified in the "Invitation," unless covered by an escalation clause.

8. **INVOICES:** All items listed are to be charged to the Dougherty County School System, P. O. Box 3170, Albany, GA 31702. Invoice date to be determined by the date of delivery unless otherwise agreed.
9. **PUBLIC OPENING AND CONFIDENTIALITY:** Bid openings are open to any bidder or interested member of the public. The information announced will vary with the nature of the procurement, but all accepted bids, at a minimum, will be identified at the time they are due. This is done to reduce the potential for collusion and favoritism and to foster public confidence in our procurement process. Information conveyed during the bid opening is public record at the time of the bid opening. Afterwards, bids and other documents and information pertaining to the RFP, will be publicly available following the award of the contract. No files will be removed from the school district offices. An offeror who wishes to obtain a copy of the RFP tally sheet, should continue to check the DCSS web site for posting. The web address is <http://www.docoschools.org>.

The bid opening will be held at the Dougherty County School System Logistical Services Department, located at 601 Flint Avenue, Albany, GA 31701 at 11:00am on June 24, 2025. We will also stream the opening live on the Zoom platform.

Please follow the URL below to join the meeting or copy and paste it into your browser:

<https://zoom.us/j/8995235446>

Meeting ID: 8995235446

Meeting Password: 652309

10. **CORRECTNESS OF QUOTATIONS:** Quotations shall be verified before submission, as quotations cannot be withdrawn after public opening. No proposal can be corrected after being opened. The Dougherty County School System will not be responsible for errors or omissions on any Bid or to waive any informality in Bids and to accept or reject any items thereon.
11. **DUTY TO EXAMINE:** It is the responsibility of each offeror to examine the entire solicitation, seek clarification in writing, and check its offer for accuracy before submitting the offer. Lack of care in preparing an offer shall not be grounds for withdrawing the offer after the offer due date and time nor shall it give rise to any contract claim.
12. **ADDENDA:** If clarification of the specifications/instructions is required the request shall be made in writing by the Q&A deadline set forth on page 3 of the RFP. The school district will respond to material questions in the form of an addendum. All efforts will be made to provide any required addenda on the DCSS on-line web site located at www.docoschools.org, at least five days prior to RFP opening. However, in some rare cases it may be necessary to issue an addendum as late as the RFP opening date. It is a vendor's responsibility to monitor the Dougherty County School Purchasing Department web site for addenda to solicitations, to incorporate the necessary actions into their proposal, and to acknowledge in their proposal submission of the receipt of the addenda. DCSS shall bear neither responsibility nor obligation for bidders' failure to take into account a posted addendum. A proposal submitted without taking into account addenda that have been issued may be rejected as non-responsive.
13. **RIGHTS AND REMEDIES:** In lieu of canceling the purchase order, the DCSS may levy a charge for each day beyond the required completion date that the successful vendor fails to complete the services. Such charge is not a penalty, rather it is the agreed upon liquidated damages representing the estimated damages that will be incurred by the DCSS as a result of the vendor's failure to complete the services as required. Partial completion on a purchase order will not exempt a vendor from this charge. DCSS further has the right, after or in lieu of assessing such charge, to terminate the purchase agreement.

14. MATERIAL SAFETY DATA SHEETS AND TECHNICAL DOCUMENTATION: The successful bidder shall submit copies of MSDS's on any chemicals that may be utilized to perform the work associated with this RFP. The Dougherty County School System must approve the MSDS's for each product, prior to its use within the DCSS.
15. DELIVERY PREPAID: It is understood that the bidder agrees to deliver prepaid, to an inside point or points of receipt, all items on which proposals are accepted, as indicated on the proposal form. All costs for delivery, drayage or freight are to be borne by the bidder.
16. AWARDS: A condition of the RFP is the vendor's agreement to extend all pricing, terms and conditions quoted to any Dougherty County governmental entity.
17. LOCAL PREFERENCE: Definition - *Dougherty County* supplier shall mean a supplier who, at the date of the purchase or bid for supplies acquired under this policy, and for a period of 90 days or more prior thereto, maintains and has maintained an office and place of business physically located within Dougherty County, Georgia, who has at least two full time employees working at or out of said office and business location, and who holds a current City of Albany or Dougherty County business license. Where purchases are made by obtaining competitive quotations, or by a bidding process, whenever a Dougherty County supplier submits a quotation or a bid that is responsive and is within two percent or \$2,500.00, whichever is less, of the lowest responsive bid or quote, the Dougherty County supplier shall be afforded the opportunity to match the bid or quote. Should the Dougherty County supplier agree to match the lowest responsible bid or quote, then the purchase shall be made from the Dougherty County supplier, provided such then the purchase shall be made from the Dougherty County supplier, provided such supplier is otherwise qualified.

SECTION 3: BIDDER QUALIFICATIONS/OBLIGATIONS

1. Before any proposal can be accepted, a bidder must be deemed qualified in the judgment of Dougherty County School System officials to perform as required herein. A proposal may be rejected if a bidder fails to meet any one of the following qualifications:
 - a. RELIABILITY: A successful bidder must have a proven (or believable) record of service, particularly with respect to delivering all items on a regularly scheduled basis at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated and/or poor communications exist between the seller and the Dougherty County School System.
 - b. ACCOUNTING PRACTICES: A successful bidder must clearly demonstrate to Dougherty County School System officials his capability to provide accurate, reliable, and timely reports, in terms of invoices, statements, and credits.
 - c. DEBARMENT DISCLOSURE: If an offeror has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity, the offeror shall disclose that information in its offer. Failure to do so shall result in rejection of its offer.

SECTION 4: STANDARD CONTRACT CONDITIONS

1. This contract shall be governed in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Georgia.

2. Contractors providing services under this Request for Proposal herewith assure the school system that they are conforming to the provisions of the Civil Rights Acts of 1964, as amended.
3. State Sales and Use Tax Certificate of exemption form will be issued upon request.
4. Deliveries against this contract must be free of excise or transportation taxes except when such a tax is part of a price and Dougherty County School System is not exempt from such levies. Excise tax exemption registration number may be used when required.
5. The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. The Dougherty County School System, its authorized agents, and/or State/Federal auditors shall have full access to and the right to examine any of said materials during said period.
6. By his signature on the face of this document, a bidder certifies that his proposal is made without prior understanding agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. The bidder certifies that he understands collusive bidding is a violation of Federal law and can result in fines, prison sentences, and civil damage awards. He further agrees to abide by all conditions of this proposal and certifies that he/she is authorized to sign this proposal for the bidder.
7. Prohibition against conflicts of interest, gratuities, and kickbacks. Any employee or any official of the Dougherty County School System, elective or appointed, who shall take, receive any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation offering, bidding for, or in open market seeking to make sales to the Dougherty County School System shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with State and/or Federal laws.

SECTION 5: BACKGROUND CHECKS

1. The Board of Education shall require contractor and/or subcontractor who undertakes construction work or otherwise provides services on any Dougherty County School System campus to conduct a criminal background check on all employees who will be performing work on any Dougherty County School System campus. The background checks shall be reviewed by the Dougherty County Chief of Police, who shall have authority of refusal to allow any employee of any contractor to be on any campus of the Dougherty County School System until such time as the Superintendent or the Board acts.
2. No employee whose background check reveals conviction or pending charges for any of the following offenses at any time shall be allowed on any campus of the Dougherty County School System for any reason unless a waiver is obtained from the Board of Education Safety and Security Committee who will review such waivers on a case-by-case basis. The waivers must be filed within ten (10) days of any refusal to be allowed on campus.
3. Murder, Felony Murder, Voluntary or involuntary Manslaughter, Kidnapping, Cruelty to Children in the 1st Degree, Rape, aggravated Sodomy, Child Molestation or Aggravated Sexual Battery, Armed Robbery, Robbery by Force, Theft by Snatching or Theft by Intimidation, Bestiality, Necrophilia, Prostitution, Keeping a Place of Prostitution, Pimping, or Pandering, Statutory Rape, Arson, Aggravated Assault, Aggravated Battery.
4. In all other cases, the Chief of Police of the Dougherty County School System upon consultation with Superintendent shall have discretionary authority to prohibit an employee from being on any Dougherty County School System campus based on conviction(s) for offenses not listed above. Each matter shall be reviewed on a case-by-case basis.

5. Should any employee of a contractor or subcontractor who is currently engaged in construction work or providing any other service on a Dougherty County School campus be arrested for any of the above referenced charges he/she shall be suspended from working on any campus of the Dougherty County School System. He or she shall only be permitted to return to work on a Dougherty County School System campus if such charges are dismissed or result in an acquittal.
6. A copy of this policy should be provided to each contractor and subcontractor upon award of contract. Failure to comply may result in contract termination, ineligibility to bid on future contracts, and any other legal action the Board deems appropriate.

SECTION 6: PIGGYBACK CLAUSE

1. This solicitation allows for other State and Local Governments to buy off the awarded contract at the same prices quoted during the effective term, pending agreement between Offeror and the third-party entity.

SECTION 7: SPECIAL INSTRUCTIONS

1. PROPOSAL COPIES: Bidder must supply one (1) original in print, (3) printed copies, and one digital copy when submitting.

THE FOLLOWING ITEMS MUST BE SIGNED AND RETURNED ALONG WITH YOUR PROPOSAL:

Page 11 "STATEMENT OF ASSURANCE"
 Page 12 "DEBARMENT FORM"
 Page 14 "VENDOR INFORMATION FORM"
 Page 15 "VENDOR REFERENCE SHEET"
 Page 16 "ACKNOWLEDGEMENT"
 Page 17 "CERTIFICATION OF NON-COLLUSION"
 Page 18 "GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT FOR CONTRACTORS"
 Page 19 "GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT FOR SUB-CONTRACTORS"
 Page 20 "BID SUBMISSION CHECKLIST"
 Page 21 "PROPOSAL"

FAILURE TO COMPLETE, SIGN, AND/OR SUBMIT THESE DOCUMENTS MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL.

DJEA POLICY AND STATEMENT OF ASSURANCE

DOUGHERTY COUNTY SCHOOL SYSTEM
LOGISTICAL SERVICES
601 FLINT AVE.
P. O. BOX 3170
ALBANY, GA 31702-3470

(229) 431-1270

TO: Bidders

FROM: Sharonda Thompson, Director of Logistical Services

SUBJECT: Attached "DJEA POLICY" and "STATEMENT OF ASSURANCE"

The Dougherty County Board of Education has adopted a policy of Equal Opportunity for Competitively Bid Purchases, including Construction.

Attached is a copy of this DJEA Policy.

Prior to award of any bid, vendors/contractors MUST provide assurance that their business will be conducted in accordance with this nondiscrimination policy.

Attached is a "Statement of Assurance" form, which MUST be signed and returned with your Bid.

Please note: FAILURE TO RETURN THE COMPLETED "STATEMENT OF ASSURANCE" MAY CONSTITUTE REJECTION OF YOUR BID.

If you have questions regarding this requirement, please contact me at 229-431-1270.

EQUAL OPPORTUNITY FOR COMPETITIVELY BID PURCHASES, INCLUDING CONSTRUCTION

1. It shall be the policy of the Dougherty County Board of Education to promote and insure equal opportunity for all persons, without regard to race, color, religion, sex, handicap, or national origin, employed by or seeking employment with vendors and/or contractors doing business with the Board. As a condition of doing business with the Board, each vendor and/or contractor shall furnish assurance that its business will be operated in accordance with the policy attached hereto and identified as a Competitively Bid Contracts, Policy DJEA.

2. The following equal opportunity clause shall be deemed incorporated into every contract and agreement between the Board and any of its vendors and/or contractors:

The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The vendor/ contractor shall take appropriate action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, handicap, or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training.

In the event of the vendor/contractors noncompliance with the nondiscrimination policy of the Board, any contract or purchase order may be canceled, terminated, or suspended, in whole or in part, and the vendor/contractor may be declared ineligible to transact further business with the Board.

3. All vendors and persons desiring to transact business with the Board are to provide assurance that their business will be conducted in accordance with this nondiscrimination policy and that such vendors and/or contractors agree to and shall abide by the equal opportunity clause set forth in this policy.

4. It is the further policy of the Board to insure equal opportunity for minority/women owned businesses and minority/women professionals with regard to all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board which are competitively bid by the Board.

AMENDED:
DOUGHERTY COUNTY BOARD OF EDUCATION

ATTACHMENT A

DOUGHERTY COUNTY SCHOOL SYSTEM

COMPETITIVELY BID CONTRACTS

POLICY DJEA

STATEMENT OF ASSURANCE

The undersigned Vendor/Contractor provides this Statement of Assurance to the Dougherty County School System wherein the undersigned acknowledges receipt and awareness of the above-captioned policy and agrees to observe and be bound by all applicable provisions contained therein. The undersigned submits this Statement of Assurance understanding that a failure to submit said Statement of Assurance may constitute a basis for rejecting the undersigned bid.

This ____ day of _____, 2025.

VENDOR/CONTRACTOR

(Print Name)

(Signature)

(Company Name)

Return with Proposal

ATTACHMENT B

This form is available electronically.
0505-0027

OMB Control No.



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048 Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Return with Proposal

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediately written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Document, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Form AD-10-18(1/92)

ATTACHMENT C

DOUGHERTY COUNTY SCHOOL SYSTEM
VENDOR INFORMATION FORM

Mailing Address (Please type or print. Complete all items)

Business Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Remittance Address (if different)

Business Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Other Vendor Information

Federal Business ID: _____ or Social Security # _____

Certification

Under penalty of perjury, I certify that:

1. The information stated in this application is factual and true, and
2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
3. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions: You must cross out Item 3 above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return. For real estate transactions, Item 3 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement account (IRA), and generally payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

(Representative's Signature)

Date

Please type or print representative's name

Return with Proposal

ATTACHMENT D

DOUGHERTY COUNTY SCHOOL SYSTEM
REFERENCE SHEET

(Please list businesses that you provide services.)

Company AND Contact Person: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Company AND Contact Person: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Company AND Contact Person: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Company AND Contact Person: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Return with Proposal

ATTACHMENT E

ACKNOWLEDGEMENT

I (WE) PROPOSE TO FURNISH AND DELIVER THE ITEMS AS LISTED IN THE PROPOSAL FORM ACCORDING TO YOUR SPECIFICATIONS AND QUANTITIES AT THE INDICATED PRICES.

THIS PROPOSAL FORM CONSISTS OF INVITATION, GENERAL AND SPECIAL INSTRUCTIONS, AND SPECIFICATIONS. WE UNDERSTAND THAT A COMPANY OFFICER'S SIGNATURE IS REQUIRED AND, UNLESS THIS HAS BEEN DONE, OUR "REQUEST FOR PROPOSAL" MAY BE CONSIDERED INCOMPLETE AND REJECTED THEREFORE.

I (WE), THE UNDERSIGNED, DO HEREBY UNDERSTAND AND ACCEPT THE INSTRUCTIONS AND CONDITIONS UNDER WHICH THIS QUOTATION IS BEING SUBMITTED.

NAME OF COMPANY: _____

(COMPANY FEDERAL ID NUMBER)

(E-MAIL ADDRESS)

(STREET ADDRESS)

(CITY AND STATE)

(ZIP)

PHONE: () _____, FAX: _____

This acknowledgment must be properly signed and firmly attached to your bid. The acknowledgment becomes a part of your Bid and without it your Bid is not complete and will be subject to rejection.

Bidder acknowledges addendum(s): No 1____, No 2____, No 3____ (If Applicable) Bid No. _____

IF NOT BIDDING, PLEASE COMPLETE ABOVE, CHECK APPLICABLE BOX BELOW AND RETURN THIS PAGE ONLY: (Please indicate No Bid with Bid Number on outside of envelope.)

VENDORS WHO DO NOT RESPOND IN ANY WAY (BY EITHER SUBMITTING A BID OR BY RETURNING THE FORM BELOW) OVER A PERIOD OF ONE YEAR WILL BE REMOVED FROM THE CURRENT LIST.

(A) ____ NO BID – Unable to bid at this time. Would like to receive future bids.

(B) ____ NO BID – Remove from this product/service category.

(C) ____ NO BID – Remove from Bidder's List.

BY: _____
(Officer's Printed Name)

(Title)

(Signature)

(Date)

Return with Proposal

ATTACHMENT F

CERTIFICATION OF NON-COLLUSION

I certify that this Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud per the requirements of OCGA 50-5-67 (e).

I certify that this Bid/Proposal is made without prior understanding, agreement, or connection with any member of the government agency letting this public works contract and is in all respects fair and without collusion or fraud per the requirements of OCGA 36-91-21 (f).

I further certify that the provisions of the Official Code of Georgia Annotated 45-10-20 et. seq. have not and will not be violated in any respect.

I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this Bid/Proposal, and certify that I am authorized to sign this Bid/Proposal for the Bidder/Offeror.

The Bidder being sworn disposes and says, its agents, officers, or employees have not directly or indirectly entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Notary Public: _____

_____ (County), _____ (State)

(Apply Seal Here)

My Commission Expires: _____

Subscribed and Sworn Before Me On This _____ Day of _____, 20____.

Return with Proposal

ATTACHMENT G

CONTRACTOR AFFIDAVIT AND AGREEMENT
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned Contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1 et al, stating affirmatively that the individual, firm, or corporation which is contracting with the Dougherty County Board of Education; Albany, Georgia, has registered with and is participating in a federal work authorization program [i.e., any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02].

The undersigned Contractor further agrees that, should it employ or contract with any Sub-Contractor(s) in connection with the physical performance of services pursuant to the contract with the Dougherty County Board of Education; Albany, Georgia, of which this affidavit is a part, the undersigned Contractor will secure from such Sub-Contractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 through the Sub-Contractor's execution of the Sub-Contractor Affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar Sub-Contractor Affidavit.

The undersigned Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Dougherty County Board of Education; Albany, Georgia at the time the Sub-Contractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number: _____

Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Notary Public: _____, _____ (County), _____ (State).

This _____ Day of _____, 20____. My Commission Expires: _____

* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Return with Proposal

ATTACHMENT H

SUB-CONTRACTOR AFFIDAVIT

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned Sub-Contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned Sub-Contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1 et al, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a Contract with _____, Contractor, on behalf of the Dougherty County Board of Education; Albany, Georgia, has registered with and is participating in a federal work authorization program [i.e., any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02].

EEV / Basic Pilot Program* User Identification Number: _____

Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Notary Public: _____, _____ (County), _____ (State).

This _____ Day of _____, 20____. My Commission Expires: _____

* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Return with Proposal

BID SUBMISSION CHECKLIST

Please place your initials by each number before submitting your bid. Failure to submit a complete bid will result in disqualification.

- ____ 1. One original, two printed copies, and one digital copy of the complete proposal.
- ____ 2. DJEA Policy Form completed (page 11)
- ____ 3. Debarment Form completed (page 12)
- ____ 4. Vendor Information Form completed (page 14)
- ____ 5. Reference Sheet completed (page 15)
- ____ 6. Acknowledgment Form completed (page 16)
- ____ 7. Certification of Non-Collusion (page 17)
- ____ 8. Georgia Security & Immigration Compliance Act (pages 18-19)
- ____ 9. Bid Submission Checklist (page 20)
- ____ 10. Price form (Download attachment titled *021-pur-2025_Exhibit 1.xls.*)

Signature

Date

Return with Proposal

Scope of Work

1.1 General

The Dougherty County School System (DCSS) is seeking proposals for uniform rental services. This contract is intended for routine and continuous usage. The quantities are estimates based on current usage. These estimates are for acquainting offerors with probable quantities to be expected during the contract period. Proposed quantities are estimates and may be subject to additions or deletions prior to award. No damage fees or replacement costs will be charged by the offeror except for loss by employee, or willful abuse of garment beyond normal wear and tear. All damaged garments must be made available for examination by the Dougherty County School System representative designated for each department, to make final determination as to the damage or replacement cost.

1.2 Clothing

Vendor shall provide DCSS employees with eleven (11) sets of new and unused uniforms. Each employee shall be authorized five (5) uniform changes a week. Clothing, when first issued, whether at start of contract or to new employees, shall be of quality and processing must be comparable to generally accepted standard of the industry. Uniforms must be from new stock and have a clean, crisp appearance, and be of quality material to ensure a professional look for DCSS employees. Each offeror shall submit a policy for upgrade of uniforms due to excessive wear, soiled or torn clothing, and poor fitting. Offerors shall also submit number of days to supply initial clothing and start of service after contract award, as well as time needed to supply new employees' uniforms during contract period.

1.3 Emblems

Regular uniforms shall have two (2) embroidered or patch emblems on each shirt. The employees' name tag over the right shirt pocket. The employee's name shall be 12" lettering and at equal height with DCSS logo. The other emblem shall be the DCSS logo (3/8" lettering) and Department name (5/16" lettering), which will be provided to the successful vendor, and shall be placed over the left shirt pocket. Logo shall be centered over the pocket, with bottom of logo 3/4" over the top of the pocket. Vendors shall provide samples of emblems.

1.4 Measurement

The vendor will measure all current and subsequent employees. Employees will select uniform shirt sleeve length at the time of initial order. All alterations, mending, and size exchanges on all uniforms shall be provided by the Vendor at no additional cost to the district.

1.5 Alterations

Alterations may be needed to ensure proper fit. Hem alterations shall be done within 21 days of request.

1.6 Samples

Vendors may be requested to provide samples.

1.7 Colors

All uniforms shall be available in the colors specified in the bid list.

1.8 Catalog

Vendor shall submit a reasonable catalog for selection of self-purchase items where employees can have an option of upgrading their uniform inventory.

A. Ordering

The Vendor should allow orders to be placed via a secure web portal or emailed purchase order and the shipping costs for each item should be included in the cost of each garment. Special consideration will be given to vendors that can support ordering via secure web portal and/or vendor punch-out catalog* that can interface with Euna Solutions Equal Level Marketplace. In addition to being user-friendly, the Vendor's online portal should allow for the display of items available to DCSCS employees, and should allow for the tracking of orders. Vendors that can bundle orders by individual employee name are strongly desired. Vendors who offer web-based ordering may be asked to perform a virtual demo during finalist presentations.

The DCSS does not require that the Vendor have a storefront, though special consideration may be given to vendors that have local storefronts within 25 miles of Albany, GA. The Supplier shall require proof of DCSS employee identification card or picture ID when purchases are made at the vendor's facility. At no time will the vendor allow the purchase of a DCSS logoed item by someone other than a DCSS employee.

*Note: A Punch-Out Catalog, more accurately called a Punch-Out Website, is a method for a DCSS purchasing agent to buy from a supplier's website from within the buyer's own procurement application or hosted eProcurement system. A Punch-Out website is a standard ecommerce website with the ability to communicate directly with a procurement system through cXML and return a pending purchase order back to the buyer so they don't need to enter product information in the procurement system.

1.9 Delivery

All uniforms deliveries shall be once per week Tuesday thru Thursday. Deliveries shall be made on the same day each week between 7:30 am and 3:30 pm. Holiday adjustments shall be made in advance by a minimum of two weeks. All garments shall be delivered on hangers. The Vendor shall provide each employee an accounting of uniforms turned in for service and returned from service each week. Failure to meet delivery requirements may result in termination of this contract.

Drop Off and Pick Up Locations

Department	Location	Address
Facilities	Facilities Dept.	1711 Schilling Avenue, Albany, GA 31705
Logistical Services	Logistical Services Dept.	601 Flint Avenue Albany, GA 31701
School Nutrition	Dougherty High School	1800 Pearce Avenue, Albny, GA 31705
School Nutrition	Monroe High School	900 Lippitt Dr., Albny, GA 31701
School Nutrition	Westover High School	2600 Partridge Lane, Albny, GA 31707
School Nutrition	Albany Middle School	1700 Cordell Road, Albny, GA 31705
School Nutrition	Merry Acres Middle School	1601 Florence Ave., Albny, GA 31707
School Nutrition	Radium Springs Middle School	2600 Radium Springs Rd., Albny, GA 31705
School Nutrition	Robert Cross Middle School	324 Lockett Station Rd., Albany 31721
School Nutrition	Alice Coachman Elem. School	1425 W. Oakridge Dr., Albny, GA 31707
School Nutrition	Inter. Studies Magnet School	2237 Cutts Drive, Albny, GA 31705
School Nutrition	Robert H. Harvey School	1305 E. Second Ave., Albny, GA 31705
School Nutrition	Lake Park Elem. School	605 Meadowlark Dr., Albny, GA 31707
School Nutrition	Lamar Reese Elem. School	1215 Lily Pond Rd., Albny, GA 31707
School Nutrition	Lincoln Heights Elem. School	518 Society Ave., Albny, GA 31701
School Nutrition	Live Oak Elem. School	4529 Gillionville Rd. Albny, GA 31721
School Nutrition	Martin Luther King Elem. School	3125 M.L.King Jr. Dr., Albny, GA 31701
School Nutrition	Magnolia Pre- K School	1700 Samford Ave. Albany 31707
School Nutrition	Morningside Elem. School	120 Sunset Lane, Albny, GA 31705
School Nutrition	Northside Elem. School	901 Fourteenth Ave., Albny, GA 31701
School Nutrition	Radium Springs. Elem. School	2400 Roxanna Road, Albny, GA 31705
School Nutrition	Sherwood Elem. School	2200 Barnesdale Way, Albny, GA 31707
School Nutrition	Turner Elem. School	2001 Leonard Ave., Albny, GA 31705
School Nutrition	West Town Elem. School	1113 University Ave., Albny, GA 31707
Transportation	Transportation Dept.	1730 Rodgers St., Albany, GA 31705

1.10 Unsatisfactory Service

If the Dougherty County School System receives deliveries of unsatisfactory service that are not quickly and routinely corrected, the Vendor shall have fifteen (10) calendar days from the receipt of written notice to resolve said problems. If said problem is not resolved by the Vendor, the Dougherty County School System may then terminate this agreement for non-performance with fifteen (15) day written notice.

2. Additional Contract Terms and Conditions:

2.1 General

The selected firm shall be required to enter into a formal agreement acceptable to the district. This contract will be for a period of three (3) years with two (3) one (1) year renewal options. All rates/fees shall be fixed for the contract term.

2.2 Indemnification

It is understood that any resulting contract executed will contain the following language:

It is further agreed that the firm (separately and collectively the “indemnitee”) shall indemnify, hold harmless, and defend the district, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, including all expenses of litigation, court cost, and attorney’s fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done by the firm under this contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits or liability arise in whole or in part from the negligence of the district, any other party indemnified hereunder, the Firm, or any third party.

2.3 Release

It is understood that any resulting contract executed will contain the following language:

The firm assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges the district, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the firm’s work to be performed hereunder. This release shall apply regardless of whether such injury, death, loss, or damage was caused in whole or in part by the negligence of the district, any other party released hereunder, the firm, or any third party.

2.4 Termination of Contract

The Dougherty County School System reserves the right to terminate the contract, with thirty (30) day written notice, in the event the awarded proposer performs any of the following prohibited practices, and violates these specifications:

- a. By failing to pay insurance, liens, claims, or other charges.
- b. By failing to pay any payments due the City, State or Federal Government from the successful bidder or its principals, including, but not limited to payments identified in this agreement or any taxes, fees, assessments, or liens.
- c. By the institution of voluntary or involuntary bankruptcy proceedings against the successful bidder or upon dissolution of the firm or business.
- d. By violation of any provision of the agreement.
- e. By repeated instances of failing to respond in a timely manner to district complaints, issues, questions regarding this project – timely shall be construed to be within eight (8) business hours of any email or phone call related to the issue.

Such termination is in addition to and not in lieu of any other remedies that the district may have in law or equity. Proposer, in submitting this proposal, agrees that the district shall not be liable to prosecution for damages if the district declares the proposer in default.

2.5 Management

Should there be a change in ownership or management, the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provision and pricing.

3. Instructions to Bidders:

3.1 General

This section outlines specific instructions for proposal submissions. Proposers not adhering to these instructions shall be disqualified without further consideration.

At the public opening, there will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information that the firm identifies as proprietary, all proposals will be open for public inspection after the contract award. All proposals become the property of the Dougherty County School System.

The Dougherty County School System requires comprehensive responses to every section within this RFP. Conciseness and clarity of content are emphasized and encouraged. Vague and general proposals will be considered non-responsive and will result in disqualifications. To facilitate the review of the responses, Firms shall follow the described proposal format. The intent of the proposal format requirements is to expedite review and evaluation. It is not the intent to constrain Vendors regarding content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation. **Failure to arrange the proposal as requested may result in the disqualification of the proposal.**

3.2 Bid Attachments

Divider A: Include all district-required attachments, signed, completed and notarized where applicable.

3.3 Qualifications and Experience

Divider B: Include description of your company's general understanding of the project, scope of services and tasks necessary to complete the service of providing uniform rentals for the Dougherty County School System. Include:

- (i) Company Profile – brief discussion of the company, its history and services offered;
- (ii) Experience – brief descriptions of services regarding the providing, processing, and delivering uniforms to the City.
- (iii) Proposer should submit any supporting documentation available and identify and list all special services offered.

3.4 Company's Fee

Divider C: The district prefers a simplified discount pricing structure. All rates and fees must be listed. Describe how and when the fees apply. The district will not be responsible for paying any fees not specifically listed. The fees and charges presented shall remain firm for the original term of agreement with the following exceptions that shall be adjusted to reflect:

- Additional discounts available for increased volume

Provide fee schedule for services related and unrelated to this RFP. Describe the basis on which the fees are calculated. Details of any alternate method of compensation your firm would consider.

- Replacement cost (damaged) fees
- Prep charges/ embroidery fees

- Restocking fees
- Up Charge fees for sizes 2X and above (shirts and 44 and above (pants)
- Unreturned inventory
- Service charges per locations

Identify and list all special services and identify charges pertaining to such service.

- Uniform Insurance

3.5 References

Divider D: Proposer is to provide reference for similarly successful services from at least three (3) governmental agencies, including the name of the agency, contact name, telephone, and email address.

3.6 Conflicts of Interest

Diver E: Conflicts of interest must be disclosed by the proposer. The Dougherty County School System's adopted conflicts of interest guidelines may be found in the district's purchasing policy DJE.

3.7 Project Timeline

The vendor/contractor selection process will follow the timeline shown below. Estimated key milestone dates for the completion of the project are also included:

Request for Proposals Issued: Thursday, May 28, 2025

Deadline for Submitting Questions: Tuesday, June 10, 2025, at 3:30pm

Proposal Submission Deadline: Thursday, June 24, 2025, at 11:00am

Planned Award of Contract: July 14, 2025 or sooner

4. Proposal Evaluation Process

All proposals will be screened by an internal Proposal Analysis Group (PAG). The responsible and responsive bidder offering the best overall value to the district will be determined and recommended to the Dougherty County Board of Education.

The district's process is as follows:

4.1 Purchasing staff shall review all proposals for accuracy and completeness.

4.2 Once proposals are reviewed by the PAG, purchasing staff will recommend the responsible and responsive bidder based on the criteria below:

- Conformity to the specifications contained in the invitation to bid.
- The ability, capacity, and skill of the bidder to perform the contract or provide the services required.
- Whether the bidder can perform the contract to provide the services promptly or within required time periods without delay or interference.

- D. The quality of performance of previous contracts or services.
- E. The financial resources and the ability of the bidder to perform the contract or provide the service.
- F. The quality, availability, and adaptability of the supplies or services.
- G. Life cycle costs.

- 4.3. Should negotiations be unsuccessful, the district shall enter into negotiations with the next, highest-ranked Vendor. The process shall continue until an agreement is reached with a qualified Vendor.
- 4.4. This RFP does not commit the district to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling to and attending interviews.
- 4.5. The district reserves the right to negotiate the final fee before recommending any Vendor for a contract.

The district reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the district's judgment as to the appropriateness of an award to the best evaluated proposer. This information may be appended to the proposal evaluation process results.