

REQUEST FOR SEALED PROPOSAL

Request for Proposal # 27-07

For the Project: HVAC Air Filter Change-Out Service for the Glynn County School System,
Brunswick, Georgia

RFP Administrator:

Haley Mitchell, Procurement Officer
Glynn County School System
291 Community Action Drive
Brunswick, Georgia 31520

Telephone: 912-267-4100, extension 1216
E-Mail: haley.mitchell@glynn.k12.ga.us

Sealed proposals are to be submitted to: Haley Mitchell, Procurement Officer, Glynn County School System, 291 Community Action Drive, Brunswick, Georgia, 31520. Submit proposal in a sealed, opaque envelope addressed to the RFP Administrator noted above. Envelopes to be plainly marked with the RFP# and title.

Deadline to receive proposals: 1:00 p.m. legally prevailing time on October 21, 2026.
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Proposals are due at the time and date specified. Proposals will not be accepted after the date and time above. There will be no public opening of proposals. Proposals submitted via facsimile or otherwise not sealed will be rejected. Proposals received *after* the date and/or time noted above will not be opened.

The Glynn County Board of Education reserves the right to reject any or all proposals and to accept other than the low proposal when the interest of the school system can be better served. The Board reserves the right to waive any informalities in, or reject, any or all proposals or any part of a proposal. In the event of equal proposals, preference will be given to the local Proposer.

RFP Schedule of Events:

RFP Advertisement Dates	September 18, 2026 (Georgia Procurement Registry & GCSS) September 22, 23, & 24, 2026 (The Brunswick News)
Deadline to Submit Questions	September 25, 2026 (noon, ET)
Deadline to Respond to Questions	September 30, 2026 (4:30 p.m., ET)
Deadline to Submit Proposal:	October 21, 2026 (1:00 p.m., ET)
Estimated Board Approval	November 10, 2026

A. GENERAL INFORMATION REGARDING PROPOSAL

A.1 RFP Amendments

The Glynn County School System is not responsible for any errors or omissions that may occur when bid information is copied from the Georgia Procurement Registry or The Brunswick News by bid posting subscriber websites.

The Glynn County School System reserves the right to amend the Request for Proposal prior to the deadline of proposal submission. RFP amendments will be issued as written Addendum.

A.1.1 Addendum will be posted on the GCSS website. Statements made at the pre-bid meeting shall not be considered addenda to the RFP unless a written addendum is issued pursuant to the meeting.

A.1.2 The Acknowledgement of Addenda form is to be returned with proposal. See **Attachment “B”**

A.2 Withdrawing a Proposal

Prior to the proposal due date, a submitted proposal may be withdrawn by the Proposer by submitting a written request faxed to the Glynn County School System RFP Administrator named above. All such requests must be signed by a person authorized to sign for the Proposer.

A.2.1 Re-Submitting a Response

Should a Proposer withdraw its proposal prior to the RFP close date with the intention to re-submit, please note the following:

- The Proposer’s original response must first be withdrawn in accordance with the guidelines noted above
- Each Proposer is solely responsible for re-submitting its response prior to the RFP closing date and time
- Costs for returning unopened, withdrawn proposals shall be borne by the Proposer

A.3 Cost for Developing Proposal

The cost for developing the proposal is the sole responsibility of the Proposer. The Glynn County School System will not provide reimbursement for such costs.

A.4 Measurements and Existing Conditions

Contractors are responsible for the correctness of all measurements and to familiarize themselves with all conditions relating to the Scope of Work. The Bidder is assumed to have visited the premises and to have taken into consideration all conditions which might affect his work. No consideration will be given to any claim based on lack of knowledge of existing conditions.

A.5 Questions and Restricting Communications with Staff

A.5.1 All questions concerning this RFP must be submitted in writing via fax or email to the RFP Administrator noted above. No questions other than written will be accepted. No response other than written will be binding upon the Glynn County School System.

A.5.2 From the issue date of this RFP until the award is made, Proposer(s) are not allowed to communicate for *any* reason with any Glynn County School System staff except through the RFP Administrator named herein or during the Pre-Bid Conference. The Glynn County School System reserves the right to reject the proposal of any Proposer(s) violating this provision.

A.6 Cancellation of RFP

The Glynn County School System reserves the right to cancel this RFP at any time and will not be liable for any cost/losses incurred by the Proposers throughout this process.

A.7 Georgia Security & Immigration Compliance (GSIC) Act

O.C.G.A. § 13-10-91 (b)(1): A public employer shall not enter into a contract for the *physical performance of services* * unless the contractor registers and participates in a federal work authorization program to verify the work eligibility information of newly hired employees.

*By definition: “Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2499.99.”

Proposals that involve the defined “physical performance of services” must include a notarized copy of the GSIC Affidavit forms for the Contractor, O.C.G.A. § 13-10-91(b)(1). See Attachment “C.”

Affidavits will be required for all subcontractors that have been contracted for the physical performance of services in satisfaction of this RFP in accordance with O.C.G.A. § 13-10-91(b)(3) and § 13-10-91(b)(4). **See Attachments “D.”**

The Georgia Attorney General’s website posts a list of the states that verify immigration status prior to the issuance of a driver’s license or identification card and that only issue licenses or identification cards to persons lawfully present in the United States.

A.7.1 Exception

A contractor or subcontractor who has no employees and does not hire or intend to hire employees for purposes of completing the work described in this RFP shall instead provide a copy of a state issued driver’s license or state issued identification card provided that said state verifies lawful immigration status prior to issuing a driver’s license or identification card. O.C.G.A. § 13-10-91(b)(5).

The Georgia Attorney General’s website posts a list of the states that verify immigration status prior to the issuance of a driver’s license or identification card and that only issue licenses or identification cards to persons lawfully present in the United States.

A.7.2 Responsibility of the Contractor

It is the duty of the contractor to submit to the Glynn County School System within five business days of receipt, copies of all subcontractor affidavits, drivers’ licenses, and identification cards required under O.C.G.A. § 13-10-91(b)(6).

A.8 Business License or Certificate of Authority

In accordance with O.C.G.A. §48-13-7 and §14-3-1501, a valid Georgia Occupational Tax Certificate or Certificate of Authority is required before any work begins under this contract and shall be maintained throughout the term of this project. **Proposer shall submit with their proposal, a copy of their company business license for the State of Georgia or a Certificate of Authority to transact business in the State of Georgia.** Certificates of Authority are issued by the Georgia Secretary of State’s office, 404-656-2817. Failure to submit this information may result in the Proposer being declared non-responsive.

A.9 Compliance with Laws

All work being done under this RFP shall comply with all existing State, Federal and local laws and regulations of the various departments or agencies of the State of Georgia. The Proposer shall protect and indemnify the Glynn County School System, its officers, employees and agents against any claim or liability arising from or based upon violation of any such law, ordinance, regulation, order, or decree, whether by himself or his employees or any Subcontractor.

A.10 Storage of Materials

The Glynn County School System does not have storage capacity for materials, supplies and equipment that will be used for this project. Materials are not to be shipped to the Glynn County School System without the express written consent of the RFP Administrator. The Glynn County School System

reserves the right to refuse such shipments and is not responsible for any loss or damage to materials that are shipped without this approval.

B. PROPOSAL OBJECTIVE, SCOPE OF WORK, PRE-BID CONFERENCE

B.1 Objective

The objective of the RFP is to select a Proposer who will provide goods and/or services outlined in this RFP to the Glynn County School System. All qualified Proposers are invited to participate by submitting responses, as further defined below. After evaluating all Proposer responses received prior to the closing date and time of this RFP, the Glynn County School System will determine whether or not to conduct negotiations with responsive and responsible Proposers. After careful evaluation of responses, an award recommendation will be presented to the Board of Education and a Purchase Order will be issued to the successful bidder.

B.2 Scope of Work (Base Bid)

The Glynn County Board of Education requests proposals from qualified proponents to enter into a five-year contract with a single vendor to manufacture and supply steel frames for air filters and media materials for these steel frames, and to change media materials 5 times a year. The vendor will be responsible for all vehicles, materials, supplies, tools, labor, and equipment. This is a turnkey project. The Glynn County School System shall not be responsible for ordering, storing, or transporting filters to school facilities. **See Section C.2 SPECIFICATIONS**

C. CONTRACT TIME PERIOD and SPECIFICATIONS

C.1 Contract Time Period

a) Initial Term - The initial term of this contract, which results from the award of this RFP, shall commence on November 11, 2026, and terminate on November 30, 2027. It is extremely important that project schedules are met. Only those Proposers with the necessary resources and a commitment to complete all work on schedule should submit a proposal

b) Extension Option -The contract may be extended up to three (3) months at the same bid pricing, provided mutual agreement by both parties in written form. This extension will be utilized only to prevent a lapse of contract coverage and only for the time necessary to issue and award a new Request for Proposal, but not to exceed three months.

c) Renewal Option - This contract may be renewed for up to (4) four one-year terms at the same terms and conditions by mutual agreement of both parties in written form. The Board will ONLY consider individual product price changes as part of the extension contract.

C.2 Specifications

C.2.1 O.C.G.A. 20-2-500(b)(1)

Preference as far as may be reasonable and practicable will be given to such supplies, materials, equipment, and agricultural products as may be manufactured or produced in the State of Georgia. Such preference shall not sacrifice quality.

This contract shall be for schools and administrative buildings at various locations as per the Cost Proposal Form. The Excel spreadsheet is available on the GCSS website: <https://www.glynn.k12.ga.us/purchasing-and-bid-opportunities>. The Facilities Director of the Glynn County School System reserves the right to add, change, or delete the number of schools and offices handled under this contract.

The contractor shall use only approved filters, media and frame materials. Any media of unsatisfactory filtering quality shall be promptly replaced at no cost to the Glynn County School System.

A representative metal frame sample and samples of filter media (1" actual thickness) along with filter specifications pertaining to synthetic particle arrestance and airflow shall be included with bid. Bids submitted without samples and data will not be considered.

The contractor shall provide an inspection report to the Glynn County Schools Facilities Director for each service of each school building and administrative office covered under this bid showing evidence of work completion for all HVAC units and to point out potential HVAC problems including, but not limited to, unusual noises, vibrations, airflow or leaks, belt problems, missing guards or other hazards, heat, freezing or moisture. **A sample of the inspection report is to be included with bid.**

The contractor shall have access to school property normally from 8:00 a.m. to 4:00 p.m. Monday through Friday. Services should be made to not interfere with normal school activities. Arrangements outside of these hours shall be made with the Glynn County School System Facilities Director.

The contractor shall remove all used media, disposable filters, dust residue, smudges, or other evidence of filter maintenance continuously on each workday that work is performed. All damages to ceilings, structures or other property shall be repaired promptly at the Contractor's expense. All such repairs and housekeeping that are not completed quickly and satisfactorily shall be corrected by the Glynn County School System personnel and the actual cost of this work shall be deducted from contractor's invoice. All debris shall be disposed of in the school dumpster or in an otherwise environmentally correct and legal manner.

All contractor's personnel shall be subject to security checks and shall be subject to Glynn County School System approval.

The Glynn County School System may, at any time, observe the contractor's workmanship as required for training or quality control purposes and such observation shall not relieve the contractor of responsibility for performance.

FILTERS:

All filters used in this bid must be of polyester anti-microbial material which will not sustain the life of bacteria or virus. All media must consist of non-woven polyester three denier (coarse/medium/fine layers) rated at MERV 9. Tackifiers will be included in filter design on the down stream layer. Minimum efficiencies must be in the range of 20% to 30% dust spot efficiencies and 90% to 98% arrestance and a dust holding capacity of no less than 200g. Media must be tested at rate of 1200cfm (300fpm). The contractor shall provide an antibacterial assessment report for filter media. The report shall show that each layer of filter media has been tested.

Filter sizes for schools and administrative buildings are listed on Attachment "A." The Facilities Director of the Glynn County School System reserves the right to add, change, or delete the number of schools and offices handled under this contract.

Filters shall be protected from rain and other moisture exposure and shall not be installed when wet.

The contractor shall store all new filters, media and frames as well as other contractor-owned tools and equipment, off-site from School System property.

FRAMES:

All frame material shall be 24-gauge steel and shall be custom made to fit all units after spacers and any other blockages that might restrict airflow have been removed. Cardboard frame filters are not acceptable except in locations where filter must be bent to facilitate installation. *Use of cardboard frame filters is to have the prior approval of the Glynn County School System Facilities Director.* All media shall consist of multi-layer polyester coarse/medium/fine weave layers. Tackifiers shall be included in filter design.

C.3 Adherence to Specifications / Equivalent Brands:

Specifications in this Request for Proposal may have been identified, described and referenced by a brand name or trade name/mark that is intended to be descriptive, but not restrictive, and is used to indicate the quality and characteristics of products that may be offered. **Other products may be considered for award if such products are clearly identified and include such information as necessary to provide adequate basis for determining the quality and functional capabilities of the product being offered detailing the reason(s) why and how the proposed items will meet the specifications and not be considered an exception, and submit adequate information to document this claim.** The Glynn County School System reserves the right to be the sole judge of what is equal or equivalent. Proposals which do not comply with these requirements are subject to rejection. **If you fail to name an alternate brand it will be assumed that you are proposing, and will be required to furnish, goods identical to the proposal standard.** The Glynn County School System reserves the right to request product demonstrations and/or samples from any Proposers prior to proposal award. Failure to provide data or product demonstrations/samples may be considered valid justification for rejection of proposal.

C.3.1 Samples of items, when required, must be furnished free of expense, prior to the opening of proposals, and if not destroyed, will upon request be returned at the Proposer's expense. Request for the return of the samples must be made within ten (10) days following the opening of proposals. Each individual sample must be labeled with the Proposer's name and address.

D. ALTERNATE BIDS: N/A this project

E. KEY FUNCTIONALITY / SPECIFIC TASKS

See C.2 Specifications

F. COST PROPOSAL

F.1 See Cost Proposal Form. *All* relevant, applicable costs and fees are to be included in the Cost Proposal. **Proposer(s) shall submit their cost responses into the Cost Proposal Form provided herein.** Proposer(s) shall not deviate from the structure established in the Cost Proposal Form. Submission of incomplete Cost Proposal Forms or Cost Proposal Forms that deviate from the clearly established structure may result in the rejection of a proposal as non-responsive.

G. PROPOSAL SUBMISSION GUIDELINES

Upon opening of the proposals, all proposals received will be reviewed to ensure that all required forms and information have been submitted by the Proposer and in the order stated in section H below.

All proposal packages must include the following applicable items and attachments *in the order specified below:*

- a. Company Profile (*see G.2*)
- b. Acknowledgement of Addenda
- c. GSIC Affidavits for Contractor (*see A.7, Attachment "C"*)
- d. Georgia Business License/Occupational Tax Certificate or Certificate of Authority (*See A.8*)
- e. Contractor's License (if applicable) (*see A.9*)
- f. Business Litigation information (*see G.3*)
- g. Information on Key Employees for this project (*see G.4*)
- h. Implementation Plan and Timeline (*see G.5*)
- i. Product specifications and/or complete materials listing including warranty (*see G.6.2*)
- j. Cost Proposal Form (*form enclosed*)
- k. Proposal Certification (*form enclosed*)
- l. Statement of Proposer's Qualifications (*form enclosed*)
- m. Proposer's References (*form enclosed*)
- n. Contractor's Guarantee (*form enclosed*)

G.1 Number of Copies (2)

Submit 1 original and 1 copy of proposal in a sealed opaque envelope. Proposals must be submitted on 8 1/2" x 11" letter size white bond paper, single-sided, typed, stapled/fastened in upper left hand corner. Fancy bindings, report covers, colored displays and promotional material are not desired unless specifically requested.

G.1.1 Submit proposal in a sealed, opaque envelope addressed to the RFP Administrator noted above. Envelopes to be plainly marked with the RFP# and title.

G.2 Company Profile

The Proposer will include with proposal, the legal form of its business organization, that state in which incorporated (if a corporation), the types of business ventures in which the organization is involved and the office location that will be the point of contact for the project described in this RFP.

G.2.1 Dun and Bradstreet Report

Bidders are to include with proposal a recent Dun and Bradstreet Business Information Report including; Company Snapshot, Creditworthiness, Payment History & Trends, Public Filings, History & Operations, and Banking & Finance.

G.2.2 Bidders that do *not* provide the D&B Business Information Report may be required to provide a current financial statement.

G.3 Business Litigation (answer required)

The Proposer will disclose any involvement by the organization or any officer or principal in any business litigation within the last five (5) years which may have a material impact or effect on the products and services requested in this RFP. The disclosure is to be submitted with proposal and will include an explanation as well as the current status and/or disposition of such litigation.

I have disclosed all business litigation information: Yes ☐ No ☐ N/A ☐

G.4 Key Employees

Include with proposal, pertinent data for key employees that will be assigned to this project such as name, position, role/responsibility and Resume' of background/experience qualifying him/her for the position.

G.4.1 Employees of the Glynn County School System are not permitted to work under this project, nor can they have ownership in a company that bids for or works under this proposal, either as a prime contractor or as a sub-contractor. Any breach of this provision shall result in immediate termination of this contract and the involved employee(s) may face possible termination of employment with the Glynn County School System.

G.5 Implementation Plan and Timeline

Include with proposal an Implementation Plan (a detailed explanation of Proposer's proposed method(s) to satisfy the requirements of this project) and Timeline from the date this project will begin through to the anticipated completion date.

G.6 Best and Final Offer

Since the Glynn County School System has the discretion to award the project based on the initial RFP responses without exercising the discretionary right to negotiate, the Glynn County School System strongly encourages Proposers to provide its "Best and Final Offer" to this RFP.

G.6.1 Proposer(s) shall submit their cost responses into the Cost Proposal Form provided herein. Proposer(s) shall not deviate from the structure established in the Cost Proposal Form. Submission of incomplete Cost Proposal Forms or Cost Proposal Forms that deviate from the clearly established structure may result in the rejection of a proposals as non-responsive.

G.6.2 If required in this RFP, include with bid, complete product specifications showing the make and model of the supplies quoted.

G.7 Presentations/Demonstrations

The Glynn County School System reserves the right to require demonstration(s) of capabilities related to proposals received. Proposers must be prepared to discuss the salient points of their proposal within 2 business days of the request. No presentations, individually or collectively, will be made without such invitation by the Glynn County School System.

H. EVALUATION:

H.1 Suspension and Debarment

The Glynn County School System will check the SAM website at <http://www.sam.gov> to determine if a bidder/Proposer is listed.

H.2 In most instances where possible, all contracts and open market orders will be awarded to the lowest responsible Cost Proposal meeting all proposal requirements and specifications. The Glynn County School System reserves the right to evaluate all responsive proposals based on low cost proposal, then stated evaluation criteria. In scoring against the stated criteria, the Glynn County School System may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors.

H.2.1 Evaluation Committee

The Evaluation Committee will evaluate the quality and completeness of each technical submittal as it addresses each requirement of the RFP. Technical submittals will be evaluated and scored in categories as follows:

TECHNICAL MERIT: **40 Points**

- **Qualifications and past experience** including the demonstrated ability of Proposer's experience with facilities comparable in complexity, size, and function for other similarly-structured organizations
- **Stability of the firm** including but not limited to Statement of Bidder's Qualifications, litigation history, D&B Business Information Report
- **Understanding of the Requirement and Suitability of Proposer** to provide the necessary services for this project, including the apparent fit to the project type and/or needs, any special or unique qualifications for this project, current and projected workloads, methodology, and the proximity of office to project location.
- **Comparison of installation** method and desire to meet project schedule
- **Evaluation/assessment of equipment**

O.C.G.A. 20-2-500(b)(1) Preference as far as may be reasonable and practicable will be given to such supplies, materials, equipment, and agricultural products as may be manufactured or produced in the State of Georgia.

COST: **60 Points**

- **Overall anticipated proposed cost**, as well as any other (if applicable) proposed prices or rates, anticipated cost savings, stated payment terms, discounts, and additional charges. Any items proposed that might result in an impact to operation costs of the Glynn County School System are subject to this evaluation.

H.2.2 Ranking

Upon completion of the evaluation process and presentations (if requested) by the Evaluation Committee, the proposals will be ranked in descending Points Total order, High to Low. The proposal receiving the highest points total will be recommended to the Finance Committee for award. If approved, the Finance Committee will bring the award recommendation to the Board of Education.

I. AWARD

Awards on multi-year contracts and proposals of \$40,000 or more must be approved by the Board of Education on the first practical BOE meeting date after the RFP deadline. The Glynn County School System reserves the right to accept other than the lowest cost proposal, or the highest points total ranked proposal when the interest of the Glynn County School System can be better served. Where time is of the essence, the best delivery date offered will be taken under consideration in awarding proposals.

I.1 Low Dollar Bid Award

In most instances where possible, all contracts and open market orders will be awarded to the lowest responsible Cost Proposal meeting all proposal requirements and specifications. The Board reserves the right to waive any informalities in, or reject, any or all proposals or any part of a proposal.

I.2 Tie Bids

In the event of equal proposals, preference will be given to the local Proposer (a person who (1) has a place of business located in Glynn County, Georgia; (2) which is staffed by an employee or employees as their permanent employment year-round in the normal course of business).

I.3 Split/Multiple Awards

The Glynn County School System reserves the right to make multiple awards or to award a contract by individual line items/services or alternatives, by group of line items/services or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the Glynn County School System. If the Glynn County School System determines that an aggregate award to one Offeror is not in the Glynn County School System's best interest, "all or none" offers shall be rejected.

J. CONTRACTS:

J.1 Funding Approval and Availability

The fiscal year for Glynn County Schools begins July 1 and ends June 30. This solicitation and any resulting contract(s) may contain renewal and extension options that are subject to approval and funding of the Glynn County Board of Education which shall terminate absolutely without further obligation on the part of the Glynn County Board of Education at the end of the fiscal year following the date of solicitation and at each June 30 renewal anniversary date thereafter unless the successful vendor is notified otherwise and agrees in writing to the exercise of renewal and extension options. No purchase will be made if funding is not approved by the Glynn County Board of Education. O.C.G.A. 20-2-506 shall apply to all multi-year lease, purchase, or lease purchase contracts.

J.2 Copy of Contract Form (if applicable)

If applicable to the requirements of this RFP, proposals are to include a non-executable, reviewable copy of the contract being proposed including the vendor's proposed timeline for implementation, vendor's implementation responsibilities, Glynn County School System's implementation responsibilities and the vendor's support responsibilities after implementation.

The applicable terms and provisions of any contract shall bind the vendor. Nothing contained herein shall create any contractual relationship between any sub-vendor/sub-contractor and the Glynn County School System. The primary vendor will be responsible for the supervision and conduct of any sub-vendors and/or sub-contractors assigned to this project. There will be one purchase order issued to the successful vendor for this project. The contract shall bind the vendor to furnish and deliver goods and/or services at the prices, and in accordance with, the conditions of this RFP except as otherwise designated.

J.3 Non-Performance

Non-performance of contract terms will give sufficient cause for the Glynn County School System to cancel the contract. Non-performance shall be construed to include, but is not limited to, failure of the vendor to deliver in the time specified or in the manner required.

J.4 Default

In case of default of the supplier, the Glynn County School System reserves the right to procure the articles or service from other sources and hold the supplier responsible for any excess occasioned thereby.

J.5 Termination

If GCSS or the successful vendor(s) wish to cancel this contract, written notice ninety (90) days in advance will be required of either party. In addition, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within ninety (90) days after receiving notice specifying the breach. GCSS reserves the right to terminate without warning in the event of critical and/or material breach of contract.

K. GENERAL CONDITIONS:

K.1 The Glynn County School System promotes **equal opportunity** for all persons, without regard to race, color, religion, sex, handicap, or national origin with vendors and/or contractors doing business with the Board.

K.2 **Payment** shall be made by the Glynn County School System to Vendor for services that are actually performed, and, if applicable, products actually delivered in accordance with the specifications of the Request for Proposal and receipt of an invoice.

K.2.1 FOB Destination. Delivery by the supplier to the common carrier does not constitute delivery to the Glynn County School System. Title is accepted by the Glynn County School System upon receipt.

K.3 The Vendor shall be responsible for obtaining **all permits and licenses** and shall pay *all fees* including all **applicable taxes** required by various governmental agencies in connection with this work. This shall also apply to all subcontractors.

K.4 All tools, dies, jigs, patterns, equipment, plates, cuts, negatives, artwork, or other items purchased, furnished, charged to or paid for by the Glynn County School System and produced in conjunction with this proposal shall become and remain the property of the Glynn County School System. The contractor shall hold such property for the benefit of the Glynn County School System and, upon written request, deliver the property to the Glynn County School System.

K.5 The Contractor shall confine operations at the site to permitted areas and shall not unreasonably encumber site with materials or equipment. The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by the operations under the Contract.

K.6 Contractor's or subcontractor's staff associating with any student or teacher on campus shall be prohibited. Failure to comply with this requirement can subject personnel to being banned from campus.

K.7 Visitors, including Contractor's employees and subcontractors, are **prohibited from smoking** on Glynn County School System property.

K.8 Any damage done to any part of permanent or portable classrooms, buildings, equipment, furniture, fixtures or any items owned by the Glynn County School System or related individuals by the contractor personnel shall be repaired or replaced at no cost to the Glynn County School System.

K.9 For security purposes, Contractor and Facilities Director will work out daily work schedules to ensure that buildings and property fence gates will be open. The Contractor awarded the job is to submit a list of workers to the Facilities Director.

K.9.1 All of Contractor's employees and/or subcontractors are to **wear uniforms or some form of company identification** when performing work on school premises and must check in at the school main office when entering/exiting school property.

K.10 Daily and at completion of the Work, the contractor shall remove from and about the site all waste, rubbish, Contractor's tools, equipment, and materials.

K.10.1 All debris that may result from this Contract is to be placed in a container provided by Contractor. Unless stipulated otherwise, removal of debris from the Contract site and the proper and lawful disposal of same is the responsibility of Contractor. The placement on site of all sway cars and other large waste containers is at the discretion of the Glynn County School System Facilities Director.

L. INSURANCE REQUIREMENTS:

L.1 ***If selected and prior to any work being done,*** the Proposer/Contractor shall indemnify and hold harmless the Glynn County School System, its employees and agents against any and all claims, damages, losses, and expenses, including but not limited to attorney's fees arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and (2) is caused in whole or in part by any negligent act or omission of the Contractor, and Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation on indemnity which would otherwise exist as to any party or person described in this paragraph. In any and all claims against the Glynn County School System or any of its agents or employees by an employee of the Proposer/Contractor, any Subcontractor, anyone directly or indirectly employed by any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by a limitation of the amount or type or damages, compensation or benefits payable under worker's or workman's compensation acts, disability benefits acts, or other employee benefits acts.

L.2 (See Attachment "A") **Prior to the commencement of any work under this Contract,** the Contractor shall provide the Glynn County School System Director of Purchasing with a copy of a current Certificate of Insurance insuring the Proposer/Contractor, its agents, and employees against claims arising from the work being performed in conjunction with this contract. This aforementioned insurance policy shall insure the Proposer/Contractor, its agents, and employees to the minimum limits of amount as follows:

1. Workers Compensation:
 - a. State: Statutory
 - b. Employers Liability: \$500,000
2. Comprehensive General Liability:
 - a. Bodily Injury:
\$1,000,000 per Person
\$1,000,000 per Occurrence
 - b. Property Damage:
\$1,000,000 per Person
\$1,000,000 per Occurrence
3. Personal Injury with Employment Exclusion deleted: \$500,000 annual aggregate
4. Products and Completed Operations: Same limits as Comprehensive General Liability maintained for one year after substantial completion.
5. Contractual Liability: \$500,000
6. Comprehensive Automobile Liability:

Bodily Injury and Property Damage

\$1,000,000 per Person

\$1,000,000 per Occurrence

7. Umbrella Excess Liability: \$1,000,000

L.3 Further, all such insurance shall name the Glynn County School System as additional named insured. In the event the Proposer/Contractor has a blanket policy to cover more than the scope of this contract, Proposer/Contractor must then furnish Owner an endorsement to this blanket policy which specifies that the Glynn County School System shall be an Additional Named Insured for the work to be performed under this contract. A "Contractor Sample" of the required Certificate of Insurance is provided as Attachment "A."

M. ACCESS TO PRICING INFORMATION:

M.1 Open Records:

Proposers are cautioned that any documentation submitted with or in support of a proposal will become subject to public inspection under the Georgia Open Records Act. Labeling such information as "Confidential," "Proprietary," or in any other manner may not protect this material from public inspection upon request. By submitting a proposal in response to this Request For Proposal, the Proposer agrees that it will not request, and will not authorize anyone on its behalf to request any other Proposer's response to this Request For Proposal until such time as the Glynn County School System has selected the successful Proposer. Likewise, Proposer will not utilize any information contained in any other Proposer's response to this Request for Proposal regardless of how that information is obtained, in formulating any response to this Request for Proposal. Violation of these assurances is grounds for rejection of the Proposer's response.

M.1.1 After an award is made, the chosen vendor and amount will be posted on the Georgia Procurement Registry and the tabulation on the Glynn County School System website under Bid Opportunities. Other information relating to an RFP that is not listed on the school system website is available through an Open Records request. After receipt of the Open Records request and prior to any record retrieval, the requestor will be provided with a cost estimate of the costs to access the documents and for photocopies, and the day/time such records will be available for viewing. If records are to be copied and mailed, full payment must be received prior to delivery of the records. Payment options are limited to U.S. currency, company checks or money orders (no personal checks).

M.2 The proposal tabulation shall not be construed as "notice of award," it merely is a record of the proposal prices that were submitted. In most instances, all contracts and open market orders will be awarded to the lowest responsible proposal meeting all specifications, however, the Board reserves the right to reject any or all proposals and to accept other than the low proposal when the interest of the school system can be better served.

M.3 Notice of Award will be provided to all that submitted a cost proposal.

COST PROPOSAL FORM - RFP #27-07

Company Name: _____

By _____

Title _____

Address: _____

Phone _____ Fax _____

Email address _____

Having carefully examined the Request for Proposal documents provided and held to actual or implied knowledge of the premises and conditions affecting the work, the undersigned proposes to furnish all service, labor and materials called for by them. No proposal may be withdrawn for a period of 120 days after time set for opening of proposals has been called on the date of opening.

EXCEL SPREADSHEET

Available at <https://www.glynn.k12.ga.us/purchasing-and-bid-opportunities>

Base Bid:

2026-2027 Academic Year \$ _____

The undersigned agrees to commence actual physical work on the Site with an adequate force and equipment in accordance with the requirements herein, commencing on _____, 2026.

The Glynn County School System (Owner) reserves the right to reject any or all bids and to waive technicalities and informalities. Award(s) shall be based on bid(s) which appear to be in the best interest of the school system.

Signature of Proposer (use blue ink)

PROPOSAL CERTIFICATION

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request For Proposal for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the Request For Proposal.

We further agree to strictly abide by all the terms and conditions contained herein as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Glynn County School System, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Glynn County School System.

It is understood and agreed that we have read the specifications shown or referenced in this Request For Proposal and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of one hundred twenty (120) days from proposal opening date.

PROPOSER SIGNATURE AND CERTIFICATION

I certify that this proposal is made without prior understanding, contact, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I affirm that there is no relationship between Proposer and a member of the Glynn County Board of Education, employee or elected member. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Proposer. FURTHER, it is the Glynn County Board of Education's policy that our employees and agents shall not accept from customers, contractors, and suppliers of property, goods, or services; or from other persons, any gifts, benefits, or unusual hospitality that may in any way tend to influence or have the appearance of influencing them in the performance of their jobs.

Authorized signature

Date

STATEMENT OF PROPOSERS QUALIFICATIONS

Legal Name of Proposer_____

Business Address_____

Business Phone Number:_____

Business Fax number_____

Plan of Organization: (Proprietorship) (Corporation) (Partnership) (Other)

When Organized?_____ When Incorporated? _____

Number of years engaged in the contracting business under the present firm name:_____

D-U-N-S Number_____

Credit Available for this Contract:_____

Contracts now in hand; Gross Amount:_____

Have you ever refused to sign a contract at your original proposal?_____

Have you ever defaulted on a contract?_____

Remarks:_____

(The above statements must be subscribed and sworn to before a Notary Public)

Date_____

Firm Name_____

By_____

Title_____

Sworn to and subscribed before me this:

_____ day of _____, _____.

NOTARY PUBLIC

STAMP

PROPOSER'S REFERENCES

List 3 references for the most closely related projects (preferably for other public school systems) completed in the last 3 years

I. Company_____

Address_____

City/State/Zip_____

Contact Person_____

Telephone_____Fax_____

Description of type work that was done_____

II. Company_____

Address_____

City/State/Zip_____

Contact Person_____

Telephone_____Fax_____

Description of type work that was done_____

III. Company_____

Address_____

City/State/Zip_____

Contact Person_____

Telephone_____Fax_____

Description of type work that was done_____

CONTRACTOR'S GUARANTEE

We hereby guarantee that the work described in these proposal documents will be completed in accordance with the Scope of Work, specifications and any applicable drawings.

We agree to repair or replace any or all of our work, together with any other adjacent work which may be displaced in so doing, that may prove to be defective in its workmanship or material within a period of * _____ from the date of acceptance by the Owner without any expenses whatsoever to the Owner.

Within 10 days after being notified in writing by the Owner of any defects in the work, we agree to commence and prosecute with due diligence all work necessary to fulfill the terms of this guarantee, and to complete the work within a reasonable period of time, and in the event of our failure to so comply, Owner to proceed to have such work done at our expense and we will honor and pay the cost and charges thereof upon demand.

We agree that, in case of emergency, where, in the opinion of the Owner, delay would cause serious loss or damage to the Owner, repairs may be made without notice, and we, collectively and separately, agree to pay the cost thereof upon demand.

*** NOTE: *If the line above if left blank, period will automatically be one (1) year***

SIGNED: _____
Prime Contractor's Signature

Print Name

Title

ATTACHMENT "A"
Contractor Sample of Certificate of Insurance
Required from Proposer Awarded the Project

***** CONTRACTOR SAMPLE *****					
CERTIFICATE OF INSURANCE					ISSUE DATE
PRODUCER (Name of Agent or Broker)		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
		COMPANIES AFFORDING COVERAGE			
		COMPANY A Your General Liability Insurance Company			
		COMPANY B Your Automobile Liability Insurance Company			
		COMPANY C Your Workers Compensation Insurance Company			
INSURED Your Company Name (Bidder) Address City, State Zip Code		E X A M P L E			
COVERAGES					
THIS IS TO CERTIFY THAT THE POLICIES PERIOD INDICATED, NOTWITHSTANDING WHICH THIS CERTIFICATE MAY BE ISSUED, ALL THE TERMS EXCLUSIONS AND CON		OR THE POLICY WITH RESPECT TO IS SUBJECT TO			
CO. LTR.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	333XXX333	99/99/999	99/99/999	GENERAL AGGREGATE 2,000,000
	☒ COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG. 1,000,000
	☐ CLAIMS MADE ☒ OCCUR.				PERSONAL & ADV. INJURY 1,000,000
	☐ OWNERS & CONTRACTOR'S PROT.				EACH OCCURRENCE 1,000,000
					FIRE DAMAGE (Any one fire) 50,000
					MED. EXPENSE (Any one person) 5,000
B	AUTOMOBILE LIABILITY	444XXX444	99/99/999	99/99/999	COMBINED SINGLE LIMIT 1,000,000
	☐ ANY AUTO				BODILY INJURY (Per person)
	☒ ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT)
	☐ SCHEDULED AUTOS				PROPERTY DAMAGE
	☒ HIRED AUTOS				
	☒ NON-OWNED AUTOS				
C	EXCESS LIABILITY				EACH OCCURRENCE 1,000,000
	☒ UMBRELLA FORM				AGGREGATE 1,000,000
	☐ OTHER THAN UMBRELLA FORM				
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY	555XXX555	99/99/999	99/99/999	☒ STATUTORY LIMITS
					EACH ACCIDENT 500,000
					DISEASE-POLICY LIMIT 500,000
					DISEASE-EACH EMPLOYEE 500,000
D	OTHER PROPERTY / ALL RISK	666XXX666	99/99/999	99/99/999	LIMIT:
					CONTRACTOR TOOLS; PERSONAL PROPERTY; EQUIPMENT, WHETHER OWNED, RENTED, OR LEASED
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS (LIMITS MAY BE SUBJECT TO RETENTIONS)					
PROJECT DESCRIPTION AND LOCATION					
PROJECT: (Provide name of project or number) (specify location). Owner is named as Additional Insured as respects General Liability and Automobile Liability. All coverages shown above include a Waiver of Subrogation in favor of the Owner					
CANCELLATION					
Owner - GLYNN COUNTY SCHOOL SYSTEM Owners Address 1313 EGMONT STREET BRUNSWICK, GA 31520		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED HEREIN, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER AFFORDING COVERAGE, ITS AGENTS OR REPRESENTATIVES, OR THE ISSUER OF THIS CERTIFICATE.			
		AUTHORIZED REPRESENTATIVE			
ACORD 25-S (7/90) ACORD CORPORATION 1990					

ATTACHMENT “B”
Acknowledgement of Addenda

The Offeror has examined and carefully studied the Specifications and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____ dated _____ Acknowledgement _____
Initial

Addendum No. _____ dated _____ Acknowledgement _____
Initial

Addendum No. _____ dated _____ Acknowledgement _____
Initial

Addendum No. _____ dated _____ Acknowledgement _____
Initial

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the Offeror’s receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the RFP requirements.

ATTACHMENT "C"
Georgia Security & Immigration Compliance (GSIC) Affidavit
CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the **Glynn County School System** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number
(The ID# is 4-6 digits – no letters)

Date of Authorization

Name of Contractor

RFP 27-07

Name of Project

GLYNN COUNTY SCHOOL SYSTEM

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 202__ in _____ (city), ____ (state)

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 202__

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENT "D" – If applicable
Georgia Security & Immigration Compliance (GSIC) Affidavit
SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with (name of contractor: _____) on behalf of the **Glynn County School System** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number
(The ID# is 4-6 digits – no letters)

Date of Authorization

Name of Subcontractor

RFP 27-07
Name of Project

GLYNN COUNTY SCHOOL SYSTEM
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 202__ in _____ (city), ____ (state)

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 202__

NOTARY PUBLIC

My Commission Expires: _____