Request for Proposals:
Stephens County Schools
2332 Mize Road
Toccoa, Georgia 30577

The Stephens County School District is currently accepting proposals for the re-roofing of the BOE Administrative offices at 2332 Mize Road, Toccoa, GA. A request for proposal form is available for download and also in hardcopy at the Board of Education Administrative Office. There is a pre-proposal meeting on Monday, April 30, 2012 at 5:00pm to discuss the scope of work, materials to be used, and appointments to inspect the current condition of the roof. Any questions must be submitted in writing and if necessary an amendment to the proposal specifications will be issued. Proposals will be opened on May 14, 2012 at 10:00 am at the address above.

All proposals are to be sealed and based upon the following specifications:

1. Proposals must contain:

   (a) Proposer History & Information

   Briefly describe your firm, its officers and executive management. Furnish an organizational chart for you firm specifically indicating those who will be involved in this program.

   (b) Related Experience

   Provide a list of all projects completed in the past (5) years within 50 miles of Stephens County and specifically identify the four (4) most recent completed Construction Management at Risk projects on the list.

   (c) Project Approach

   Provide a brief outline and description of your firm’s approach for a program of this nature.

   (d) Financial Information

   Provide information about the company in sufficient detail to allow its financial strength and credit worthiness to be evaluated.

   (e) Claims History

   List all litigations, arbitrations and mediations in which the firm has been involved in the past five (5) years. This involves claims for more than $50,000 made by an owner against the firm or by the firm against the owner
and indicate the disposition of each such claim, the name of the owner and the nature of the claim.

(f) Current Projects

List all major projects with which the firm is currently involved and identify the firm’s role on the project (e.g. contractor, construction manager).

(g) Signed, notarized affidavit as required by O.C.G.A. § 13-10-90, et seq.

2. Proposals should reflect the following minimum scope of work:
   • Contractor shall remove existing shingles and felt and dispose of all debris and waste material in accordance with all applicable laws at the expense of the contractor
   • Contractor shall repair any damaged sheathing, fascia board, and roof framing structure as necessary
   • Contractor shall install new 30 lb felt or equivalent synthetic roofing underlayment
   • Contractor shall install metal drip edge
   • Contractor shall install Architectural Shingles with lifetime manufacturers limited warranty, color to be determined by owner upon award of contract
   • Contractor shall keep the area clean and free from debris, and use a magnetic device daily to ensure that all nails and metal are removed from the parking areas and building perimeter.

3. The District reserves the right to cancel any agreement entered into with the winning proposer at any time, with or without cause.

4. Winning proposer shall provide close out documentation of the completion of the work performed, product specification sheets for products used, and a written warranty signed by the manufacturer agreeing to refund or replace, on a prorated basis that includes materials and application labor, shingles that fail in materials or manufacturing workmanship within the specified warranty period.

5. Proposer will indemnify and hold harmless the District, its Board of Education, agents, affiliates, employees, attorneys, and officers for any and all claims, costs, liabilities, expenses, and attorneys’ fees in any way associated with its services arising out this proposal.

All proposals must be submitted in a sealed envelope addressed to the Board of Education at the above address or hand-delivered to same address by Monday, May 14, 2012 at 10:00 am at which time the proposals shall be opened. The company submitting a proposal shall obtain and maintain all licenses, permits, liability insurance, workman’s
compensation insurance and comply with any and all other standards or regulations required by federal, state or county statute, ordinance and rules during the performance of any contract between the proposer and the Stephens County Board of Education.

The Board of Education reserves the right to reject any or all proposals and to accept proposals which appear to be in the best interest of the school district. The BOE reserves the right to waive any formality in, or reject, any or all proposals or any part of any proposal. Any proposal may be withdrawn prior to the scheduled time for the opening of proposals. Any proposal received after the time and date specified above may not be considered. The contract, if awarded, will be awarded to the proposer whose proposal will be most advantageous to the Board of Education, price and other factors considered. The Board of Education will make the determination.

The Stephens County School District is an equal opportunity employer. The Stephens County Board of Education seeks to ensure that all segments of the business community have access to supplying the goods and services needed by school system programs. The Board of Education provides equal opportunities for all businesses and does not discriminate against any vendors regardless of race, color, religion, age, sex, national origin or handicap.

**Proposal Evaluation**

The Board of Education reserves the right to:

1. Waive formality and technology;

2. Reject any or all proposals when in its judgment it will be in the best interest of the school district;

3. Accept the proposal that in its judgment will be most advantageous to the Stephens County Board of Education, price and other factors considered.

### Proposal Evaluation Factors

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<tr>
<th>Factor</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Price</td>
<td>45%</td>
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<tr>
<td>Understanding of needs/completeness of proposal/ Quality of solution</td>
<td>25%</td>
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<tr>
<td>Location</td>
<td>10%</td>
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<td>Prior experience with Stephens County Board of Education</td>
<td>10%</td>
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<tr>
<td>References</td>
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Any questions regarding this RFP should be submitted in writing to:

Jason Kaup  
Assistant Superintendent  
Stephens County Schools  
2332 Mize Road  
Toccoa, GA 30577  
Phone: 706-886-1897  
Fax: 706-886-3882