

**DOUGHERTY COUNTY SCHOOL SYSTEM  
ALBANY, GEORGIA**

**REQUEST FOR QUOTES (RFQ)**

**FOR**

**ALTERNATIVE EDUCATION PROGRAM FOR DROPOUT &  
AT RISK STUDENTS AT MIDDLE & HIGH SCHOOLS**

**DOUGHERTY COUNTY SCHOOLS**

**RFQ NO. PUR- 272-1112**

**Document Date: FEBRUARY 10, 2012**

**Purchasing Department  
Dougherty County School System  
601 Flint Ave.  
Albany, GA 31701**

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## DOUGHERTY COUNTY SCHOOL SYSTEM

SUPPLY SERVICES  
601 FLINT AVE.  
ALBANY, GA 31702/31701

RFQ ID# PUR-272-1112

### PART 1 SECTION 1: INVITATION TO RFQ

Sealed, written submittals will be received by the Dougherty County School System at the time and place specified on the invitation at which time they will be publicly opened. Neither dating of RFQ form nor placing in mail by this date will meet requirements. RFQ must be received on or before date and time stated.

The Dougherty County School System, at its discretion and at no fee to the Dougherty County School System, may invite any vendor to appear for questioning during evaluation of RFQ's for the purpose of clarifying statements in the RFQ. The Dougherty County School System reserves the right to reject any or all RFQ's; any part or parts of an RFQ, 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.

**ITEMS:** ALTERNATIVE EDUCATION PROGRAM FOR DROPOUT & AT RISK STUDENTS AT MIDDLE & HIGH SCHOOLS.

**PERIOD:** MARCH 7, 2012 through MARCH 7, 2013

**OPENING:** MARCH 7, 2012, @ 3:00 pm

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

*Mr. Robert Lloyd, Executive Director of Finance & Operational Services  
Dougherty County School System  
601 Flint Ave.  
Albany, GA 31702*

**ENVELOPES SHOULD BE PLAINLY MARKED  
"RFQ PUR 272-1112 "ALTERNATIVE EDUCATION PROGRAM" WITH DATE AND TIME OF  
OPENING**

**CONTACTS:** If you have any questions concerning this RFQ, please contact, Mr. Robert Lloyd, phone (229) 431-1234 or FAX (229) 431-1239.

## SECTION 2: GENERAL TERMS AND CONDITIONS

1. **VENDOR'S ACCESS TO BID INFORMATION:** Due to the large number of vendors listed in certain categories of the DCSS vendor's list, not all vendors will necessarily be sent an Invitation each time one is issued. Invitations issued by the DCSS are posted on the DCSS web site at [www.docoschools.org](http://www.docoschools.org). **Vendors are advised to view the DCSS web site on a weekly basis for a listing of Invitations.**
2. **CORRECTION OF MISTAKES:** All quotations 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 RFQ.
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 RFQ REQUIRED:** RFQ 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 RFQ will be returned, unopened to the appropriate bidder. Post marks or dating of documents will be given no consideration in the case of late submittals. 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 RFQ was delivered to the proper place prior to the time and date set for RFQ opening and, through fault of school district personnel, the RFQ did not get to the proper authority, the RFQ will be considered.
6. **RETURN INSTRUCTIONS:** Vendors must use the RFQ form without alterations. The vendor is to return the copy and keep a copy for file. Submittals should be sealed in an envelope with the following on the outside: The school system's name and address, the company name, the RFQ number, the RFQ opening date and time as they appear on the cover sheet. This is to assure that the RFQ can be accurately registered upon receipt.
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 1470, Albany, GA 31702. Invoice date to be determined by the date of delivery unless otherwise agreed.
9. **ACCESS TO PRICING INFORMATION:** Price files may be examined by offerers during normal working hours. Non-offerers may have access to the files only after the award has been made. *No files will be removed from the school district offices. An offerer, who wishes to obtain a copy of an RFQ, should continue to check the DCSS web site for posting. The web address is <http://www.docoschools.org>.*
10. **CORRECTNESS OF RFQ:** RFQ prices shall be verified before submission, as RFQ prices cannot be withdrawn after public opening. No RFQ can be corrected after being opened.
11. **DUTY TO EXAMINE:** It is the responsibility of each offerer 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 not later than five working days prior to the time and date set for the RFQ opening. The school district will respond to the request 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](http://www.docoschools.org), at least five days prior to opening date. However, in some rare cases it may be necessary to issue an addendum as late as the 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 RFQ, and to acknowledge in their submission of the receipt of the addenda. DCSS shall bear neither responsibility nor obligation for failure to take into account a posted addendum. An RFQ 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 assessing such charge, after the continuing failure of the vendor to make complete, to terminate the purchase order.
- 14. AWARDS:** The DCSS reserves the right to award by line item, to more than one vendor, and/or to award by group or any combination thereof, whichever is in the best interest of the DCSS. A condition of the award is the vendor's agreement to extend all pricing, terms and conditions quoted to any Dougherty County governmental entity.
- 15. 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 supplier is otherwise qualified.

### **SECTION 3: BIDDER QUALIFICATIONS/OBLIGATIONS**

1. Before any submittal can be accepted, a bidder must be deemed qualified in the judgment of Dougherty County School System officials to perform as required herein. An RFQ may be rejected if a vendor fails to meet any one of the following qualifications:
  - A. **RELIABILITY:** A successful vendor 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 vendor 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 offerer has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity, the offerer shall disclose that information in its offer. Failure to do so shall result in rejection of its offer.

## **2. STANDARD CONTRACT CONDITIONS**

- A. This contract shall be governed in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Georgia.
- B. Contractors providing services under this Request for Qualifications herewith assure the school system that they are conforming to the provisions of the Civil Rights Acts of 1964, as amended.
- C. State Sales and Use Tax Certificate of exemption form will be issued upon request.
- D. 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.
- E. 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.
- F. By his signature on the face of this document, a vendor certifies that his proposal is made without prior understanding agreement, or connection with any corporation, firm, or person submitting for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. The vendor 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 RFQ and certifies that he/she is authorized to sign this RFQ for the bidder.
- G. 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.

**3. RFQ LISTING - Due to the large number of vendors listed in certain categories of the DCSS vendor's list, not all vendors will necessarily be sent an Invitation each time one is issued. Invitations issued by the DCSS are advertised in Albany local newspapers and DCSS Internet site: <http://www.docoschools.org>. Vendors are advised to review the local newspaper weekly for a listing of Invitations.**

## **4. BACKGROUND CHECKS**

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.

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.

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.

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.

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.

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 5: SPECIAL INSTRUCTIONS**

1. **RFQ COPIES:** Vendor shall supply one (1) original and four (4) copies when submitting.

\*\*\*\*\*

**THE FOLLOWING PAGES OF THIS DOCUMENT MUST BE SIGNED AND RETURNED WITH YOUR RFQ:**

<b>Page 10</b>	<b>“DJE AND STATEMENT OF ASSURANCE”</b>
<b>Page 11</b>	<b>“DEBARMENT FORM”</b>
<b>Page 13</b>	<b>“VENDOR INFORMATION FORM”</b>
<b>Page 14</b>	<b>“VENDOR REFERENCE SHEET”</b>
<b>Page 15</b>	<b>“ACKNOWLEDGEMENT”</b>
<b>Page 16</b>	<b>“BID SUBMISSION CHECKLIST”</b>
<b>Page 17</b>	<b>“PROPOSAL AND QUOTES”</b>

**FAILURE TO SUBMIT THESE SIGNED DOCUMENTS MAY RESULT IN DISQUALIFICATION OF YOUR RFQ.**

**ATTACHMENT A**

**DJEA POLICY AND STATEMENT OF ASSURANCE**

**DOUGHERTY COUNTY SCHOOL SYSTEM  
PURCHASING DEPARTMENT  
601 FLINT AVE.  
P. O. BOX 1470  
ALBANY, GA 31702-1470**

**(229) 431-1234**

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**TO:** Bidders  
**FROM:** Robert Lloyd, Executive Director of Finance & Operational 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 policy.

Attached is a "Statement of Assurance" form, which MUST be signed, notarized, 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 229-431-1234.

## **DJEA POLICY**

### **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. Each vendor and/or contractor shall furnish assurance that its business will be operated in accordance with the policy attached hereto and identified as "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/contractor's 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 business 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.

5. To ensure this equal opportunity, the Assistant Superintendent, Business and Support Services, shall serve as the Minority Business Enterprise (MBE) liaison officer. His/her duties shall include the following:

- A. Manage, administer, and implement this Policy to insure that the Board identifies qualified minority/women businesses and professionals in the purchase of work, goods, and services.
- B. Disseminate information on available construction projects so as to provide minority businesses an equal opportunity to bid on School Board projects.
- C. Attend, or designate a representative to attend, all pre-bid and pre-construction conferences to explain this MBE policy.
- D. Compile a directory of all minority/women-owned businesses and consultants which offer goods and services which are competitively bid and purchased by the Board to insure that such businesses and consultants are notified of School Board requirements for goods and services within the scope of their business or profession and are given an equal opportunity to submit bids or proposals.

**ADOPTED: MAY 11, 2009**  
**DOUGHERTY COUNTY BOARD OF EDUCATION**

**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 the Statement of Assurance, understanding that failure to submit said Statement of Assurance may constitute a basis for rejecting the undersigned's bid.

**BID Number: RFQ PUR 272-1112**

**BID Name: ALTERNATIVE EDUCATIONAL PROGRAM FOR DROPOUT & AT RISK STUDENTS AT MIDDLE & HIGH SCHOOL**

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**VENDOR/CONTRACTOR**

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

**NOTARY PUBLIC:** \_\_\_\_\_

\_\_\_\_\_ County, Georgia

This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

**My Commission Expires:** \_\_\_\_\_

**Return with Proposal**

**ATTACHMENT B**

**DEBARMENT FORM**

**U. S. DEPARTMENT OF AGRICULTURE**

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Certification regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion – Lower Tier Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017-510. Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, PLEASE READ INSTRUCTION ON NEXT PAGE)**

1. 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.
2. 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.

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(Organization Name)

PR/Award # or Project Name

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Name(s) and Title(s) or Authorized Representatives

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Signature(s)

Date

## **Return with Proposal**

### **ATTACHMENT B cont'd.**

#### **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.

**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 # \_\_\_\_\_

**Vendor Indicator (Please check as many as apply)**

Dealer	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Factory Rep	<input type="checkbox"/>
Jobber	<input type="checkbox"/>	Retailer	<input type="checkbox"/>	Commodity	<input type="checkbox"/>
Individual	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Incorporated	<input type="checkbox"/>
Small Business	<input type="checkbox"/>				

**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: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Company: \_\_\_\_\_

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 RFQ 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) (STATE) (ZIP)

PHONE: ( ) \_\_\_\_\_, FAX: \_\_\_\_\_

IF YOU ARE A CERTIFIED MINORITY BUSINESS ENTERPRISE, STATE CERTIFYING AGENCY:  
\_\_\_\_\_ (PLEASE ATTACH COPY OF CERTIFICATION)

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**

## **BID SUBMISSION CHECKLIST**

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

- \_\_\_ 1. One original of complete proposal.
- \_\_\_ 2. Four copies of complete proposal.
- \_\_\_ 3. DJEA Policy Form completed (page 10)
- \_\_\_ 4. Debarment Form completed (page 11)
- \_\_\_ 5. Vendor Information Form completed (page 13)
- \_\_\_ 6. Reference Sheet Completed (page 14)
- \_\_\_ 7. Acknowledgement form Completed (page 15)
- \_\_\_ 8. Bid Submission Checklist (page 16)
- \_\_\_ 9. Proposal and Quotes (page 17)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Return with Proposal**

## **ALTERNATIVE EDUCATION PROGRAM FOR DROPOUT AND AT RISK STUDENTS AT MIDDLE AND HIGH SCHOOLS**

You are invited to submit your proposals to manage a program that provides education for at risk middle and high school students that may be in danger of dropping out or may have already “dropped out” from the Dougherty County School System.

The proposal needs to address in detail how the program will operate and how it will make students college and career ready. The issues that need to be addressed are as follow:

- How is the program going to recruit drop outs?
  
- What procedures does the organization have for intake, evaluation, dismissal and separation of students and disciplining students while they are enrolled in the program?
  
- What facilities does the organization intend to use?
  
- What calendar will the organization use in the operation of the program?
  
- What will be the organizations hours of service and days of operation?
  
- Where will the organization get its administration and teaching resources from and what certifications will be required for their staff?
  
- What allowances will be made for students with exceptional needs or in need of ESOL services?
  
- What programs, textbooks and syllabus is the organization going to use?
  
- Will end of course testing be used, and if so which tests?
  
- What is the class sizes expected to be?
  
- What are the target graduation rates?
  
- Does the organization have plans for students over the age of 21 who wish to re-enroll?
  
- What will the cost to the System be for educating students aged 16 to 21 years?
  
- What will the cost to the System be for educating students over the age of 21 years?

In addition, please provide performance indicators to show the success of your program in other school districts and specifically for any school districts you service in South Georgia.

The above list is not exclusive. Please include any other relevant information that you think may assist the System in assessing your organization and its relevance to Dougherty County School System.

The System will assess your submission based on the services provided, the curriculum operated and the costs to the taxpayer.