



# Hamilton County School District

Business Services Department  
5683 US Highway 129 South, Suite 1  
Jasper, Florida 32052  
Phone: 386.792.1228 – Fax: 386.792.3681

**Rex L. Mitchell, Superintendent**

**Michael D. Vinson Jr., Director of Business Services**

**School Board Members**  
Cheryl McCall – District 1  
Gary Godwin – District 2  
Saul Speights – District 3  
Johnny Bullard – District 4  
Suzette Wiggins – District 5

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## REQUEST FOR PROPOSALS

**DATE:** April 20, 2018

**SOLICITATION #:** RFP 18-002.1

**SOLICITATION NAME:** Portable Buildings at Central Elementary

**BIDS DUE:** Thursday, May 3, 2018  
No Later Than: 2:00 PM

**SUBMISSION OF BIDS:** Hamilton County School District  
(NOTE 'SEALED BID'  
ON ENVELOPE) ATTN: FINANCE  
5683 US Highway 129 South, Suite 1  
Jasper, FL 32052

**BID SUMMARY:** District requests proposals from the public to purchase and remove six (6) District-owned portable classrooms.

**KEY STIPULATIONS:** Minimum Bid for each portable is \$8,000.00.

Payment is due by COB, Thursday, May 17, 2018.

Removal of portable classrooms is fully the responsibility of the winning bidder and must be accomplished no later than Thursday, June 14, 2018.

**"Changing Lives Through Quality Education"**

[www.hamiltonfl.com](http://www.hamiltonfl.com)

## BID DETAILS

1. Proposals are solicited from the public for the following six (6) District-owned portable classrooms located at Central Hamilton Elementary:

<b>Bid Item #</b>	<b>Unit #</b>	<b>Description</b>	<b>Bid Due Date</b>	<b>Minimum Bid and Payment Due Date</b>	<b>Removal Responsibility and Date</b>
2.01	13	24 x 36 Hybrid Classroom	05/03/18 by 2:00 PM	\$8,000.00 by 05/17/18	Bidder by 06/14/18
2.02	14	24 x 36 Hybrid Classroom	05/03/18 by 2:00 PM	\$8,000.00 by 05/17/18	Bidder by 06/14/18
2.03	15	Disposed			
2.04	17	24 x 36 Hybrid Classroom	05/03/18 by 2:00 PM	\$8,000.00 by 05/17/18	Bidder by 06/14/18
2.05	18	24 x 36 Hybrid Classroom	05/03/18 by 2:00 PM	\$8,000.00 by 05/17/18	Bidder by 06/14/18
2.06	19	24 x 36 Hybrid Classroom	05/03/18 by 2:00 PM	\$8,000.00 by 05/17/18	Bidder by 06/14/18
2.07	20	24 x 36 Hybrid Classroom	05/03/18 by 2:00 PM	\$8,000.00 by 05/17/18	Bidder by 06/14/18

2. All portable classrooms above are offered as is, where is. Winning bidders shall be responsible for all costs associated with inspection, removal, and transport.
3. The opening and minimum bid for each portable is \$8,000.00. Bids for less than this amount will not be considered.
4. In the event that two or more bidders submit the same qualifying bid amount for a particular portable, preference will be given to bidders based on the following priorities:
  - a. Priority 1: Local Governmental Agencies.
  - b. Priority 2: Local Not-for-Profit Agencies
  - c. Priority 3: Non-Local Governmental Agencies.
  - d. Priority 4: Non-Local Not-for-Profit Agencies.
  - e. Priority 5: Local For-Profit Business or Individual.
  - f. Priority 6: All other Bidders.
5. All sealed bids will be opened in the office of the Director of Business Services in the Business Services Department on Thursday, May 3, 2018, at 2:15 PM. Any interested party may attend the bid opening.
6. Bidders must include the words 'SEALED BID' on the exterior of the envelope to avoid unintentional opening and to maintain bid integrity.

7. Bidders that properly complete and submit all required documentation will be ranked by bid amount (and preference, if applicable) for each portable. Required documentation for this RFP is as follows:
    - a. Bid Submission Sheet (Template attached)
    - b. Non-Collusion Affidavit (Template attached)
    - c. Proof of Insurance (Must indemnify the Board against any and all claims resulting from portable removal and transport)
  8. Only the top three (3) qualifying bids for each portable will be included on the tabulation sheet. Winning bidders will be notified no later than Friday, May 4, 2018, via telephone and the final tabulation sheet will be posted to the District website and will accompany this document under awarded or expired bids.
  9. Qualifying sealed bids must be submitted on the attached Bid Submission Sheet. All information on the Bid Submission Sheet must be addressed and be in compliance with all other bid details and stipulations in order to constitute a qualifying sealed bid.
  10. Winning bidders must completely remove portables no later than Thursday, June 14, 2018. The District may offer time concessions to compensate for delays in ability to remove *as a result of* multiple winning bidders.
  11. In the event a winning bidder fails to meet subsequent requirements under this RFP, the next bidder will be notified and given the opportunity to purchase the portable at their original bid amount and under the terms and conditions already established in this RFP. The District may offer time concessions to alternate bidders to compensate for delays in ability to comply *as a result of* the initial winning bidder failing to meet the requirements of this RFP.
  12. To schedule an appointment to inspect the buildings or to otherwise inquire about a portable, bidders will need to contact Craig Newsome, Maintenance Supervisor, at (386) 792-7900. Appointments must be made at least five (5) days in advance and must be scheduled for Monday thru Thursday, between 9:00 AM and 2:00 PM. The last day to call and schedule an appointment is Monday, April 30, 2018.
  13. Please direct all other inquiries, including any errors or inconsistencies found in this RFP, to Michael Vinson, Director of Business Services, at (386) 792-7818.
  14. The District reserves the right to reject any bid and/or cancel the RFP according to its best interest.
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# **BID SUBMISSION SHEET**

**RFP 18-002 – Portable Buildings at Central Elementary**

**Due Date: Thursday, May 3, 2018, at 2:00 PM**

## **Bid Information**

Name:

FEID, if applicable:

Date:

Primary Contact:

Address:

City, State, ZIP:

Phone No.:

Email Address:

<b>Bid Item #</b>	<b>Unit #</b>	<b>Description</b>	<b>Bid Amount</b>
2.01	13	24 x 36 Hybrid Classroom	\$
2.02	14	24 x 36 Hybrid Classroom	\$
2.03	Disposed		
2.04	17	24 x 36 Hybrid Classroom	\$
2.05	18	24 x 36 Hybrid Classroom	\$
2.06	19	24 x 36 Hybrid Classroom	\$
2.07	20	24 x 36 Hybrid Classroom	\$

## **Assurances**

I, the undersigned, as the owner or legally authorized representative of the above named company or individual, do hereby agree that:

- I have read and understood all instructions and stipulations contained herein; AND
- That all information included in this Bid Submission Sheet, to the best of my knowledge, is accurate and meets the requirements set forth in this RFP; AND
- That I have performed due diligence, whether by inquiry, observation, and/or inspection, and have determined that the above named company or individual possesses the knowledge, resources, and abilities needed to purchase and remove the portable(s) subject to this bid within the time constraints set forth herein; AND
- That the above named company or individual will comply with all applicable laws and regulations pertaining to removal and transport.

Signature:

Date:

Print Name:

Title:

**NON-COLLUSION AFFIDAVIT**

State of Florida

County of Hamilton

\_\_\_\_\_ being first duly sworn, deposes and says that:

(1) He/she is the Owner, Partner, Officer, Representative, or Agent

of the Proposer that has submitted the attached Proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm or person to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents' representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed, and delivered in the presence of:

\_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## BID TABULATION SHEET

RFP 18-002 – Portable Buildings at Central Elementary  
Due Date: Thursday, May 3, 2018, at 2:00 PM

Bid Item #	Unit #	Bidder A (Awarded Bidder)			Bidder B		Bidder C	
		Vendor	Bid	Price or Preference	Vendor	Bid	Vendor	Bid
2.01	13		\$			\$		\$
2.02	14		\$			\$		\$
2.03	15	Disposed						
2.04	17		\$			\$		\$
2.05	18		\$			\$		\$
2.06	19		\$			\$		\$
2.07	20		\$			\$		\$

**Attestation for Bid Opening:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Attestation for Bid Tabulation:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Portable Classroom 13



Portable Classroom 14



**Portable Classroom 15**



Portable Classroom 17



Portable Classroom 18



Portable Classroom 19



Portable Classroom 20

