



**INVITATION TO BID
MARIETTA HIGH SCHOOL GYM FLOOR REFINISHING
MARIETTA CITY SCHOOLS**

Marietta City Schools (MCS) will accept bids for Gym Floor Refinishing on Friday, August 28, 2015 at 10:00 AM. Marietta City Schools reserves the right to accept or reject any part of this bid. Bids shall be submitted to Mr. Erick Hofstetter, Chief Operations Officer through MCS email at ehofstetter@marietta-city.org. Vendors are instructed to carefully read all terms, conditions and specifications as set forth in the Invitation to Bid. Each vendor is required to furnish all information requested in the Invitation to Bid. Appointments may be scheduled to examine the gym floor by calling the Business Services office at 678-695-7257.

Any bid received after the designated time will be deemed late and will not be considered by Marietta City Schools.

RIGHT TO REJECT

MCS reserves the right to accept or reject all proposals or sections thereof and when the rejection is in the best interest of MCS and reserves the right to award without further discussion. MCS reserves the right to waive minor irregularities of any proposal and to negotiate the terms of any proposal.

CERTIFICATION OF NONCOLLUSION

By submitting a bid the bidder certifies: "that this bid is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and with collusion or fraud. That collusive bidding is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

PURCHASING POLICY/INVOICING

- a. The MCS Purchasing Policy, Purchasing Procedures and Regulations are incorporated to this Invitation to Bid (and therefore any contract awarded as the result of the bid) by reference. By acceptance of this bid a bidder, potential bidder, or contractor agrees to be bound by the MCS Purchasing Policy and Purchasing Regulations in any issue to action related to this Invitation to Bid or subsequent contract resulting from this bid. A copy of the procedure manual is available upon request.
- b. All invoices and/or financial correspondence should be directed to Accounts Payable, Marietta City Schools, P. O. Box 1265, Marietta, GA.
- c. Invoices must be original. Copies or facsimiles are not acceptable. Invoices will be paid within 30 days of receipt and within 30 days notification receipt of goods or services by receipt.
- d. Purchases of the Board of Education of the City of Marietta are not subject to sales taxes. Tax exempt certificates will be furnished upon request.
- e. A W-9 must be submitted before payment can be made.
- f. Awarded bidder must be in full compliance with all applicable federal and state security and immigration laws including without limitation the Georgia Security and Immigration Compliance Act as amended, O.C.G.A. §13-10-90, O.C.G.A. §13-10-91, and Georgia Department of Labor Rule 300-10-1, et. Seq. Supplier is required to affirm supplier's compliance by completing and returning the enclosed Georgia Security and Immigration Compliance documents.

BID SUBMITTAL FORMS

1. Contract Agreement Form
2. Scope of Work
3. Vendor Registration Form – Packet
4. Vendor Reference Form

THE CONTRACT AGREEMENT MUST BE COMPLETED BY THE OFFEROR AND RETURNED WITH THE PROPOSAL PACKAGE. *Representative's signature below confirms that terms listed below have been read and understood.*

CONTRACT AGREEMENT

1. The supplier has carefully examined and fully understands the General and Special Terms and Conditions and related documents in providing **Gym Floor Refinishing** to Marietta City Schools. Vendor further understands that unless the vendor's exception to any bid terms and condition, including any exhibits thereto, is specifically agreed to by MCS in writing, then the vendor agrees to abide by the bid by so signing this document.
2. The supplier has complied with O.C.G.A. §13-10-90, O.C.G.A. §13-10-91 and Georgia DOL Rule 300-10-1.02 which are conditions for contract award.
3. The supplier affirms that we, nor any principal of the supplier, are as of the date of the representative's signature listed on the Excluded Parties List System (EPLS). Any debarments or suspensions must be disclosed in writing to the Superintendent within ten calendar days of the notification of the debarment or suspension, to produce immediately upon request written documentation of any debarment or suspension and to cooperate fully in any Marietta City Schools' investigation.
4. The supplier has completed in its entirety the Marietta City Schools' Vendor Registration Packet included in this Invitation to Bid with IRS form W-9, Request for Taxpayer Identification Number and Certification.

Signing the Contract Agreement affirms that this original document has not been altered in any way.

Company Name
(Must be signed in ink)

Representative's Signature

Address

Representative's Name
(Please type or print)

City, State, and Zip Code

E-mail Address

Date

Telephone & Fax Number

Upon notice of Award, this page will become the prevailing Contract Agreement between your organization and Marietta City Schools.

SCOPE OF WORK

Sanding/Screening and refinishing current gymnasium floor

All work to be completed during Winter Break; December 21, 2015 through January 4, 2016

- Entire gym floor sanded/screened to completely remove current finish, game lines, and other painted graphics (approximately 17,000 sq. ft.) SEE ATTACHMENT A
- Explain preparation for sealing gym floor and the application of game lines. (Include number of applications and chemicals used)
- Paint new basketball game lines on main court (See Attachment B)
- Paint two sets of basketball game lines running across the court
- Paint new volleyball game lines on main court
- Paint two sets of volleyball game lines running across the court
- Paint a three foot border around the basketball court
- Paint one school logo in the center of the basketball court (graphics to be supplied)
- Paint two additional graphics supplied by owner on basketball court location to be determined
- Paint MARIETTA and BLUE DEVILS in appropriate font on end lines of basketball court
- Remove and replace six existing flush mounted volleyball pipes
- Following the painting, explain finish process to the entire gym floor. (Include number of applications and chemicals used)

INCLUDE ALL OF THE ABOVE POINTS IN TOTAL PRICE

Itemize the following add-on options and adjust work completion timeline if necessary

- stain and dye court in shades and location to be determined by owner (optional)
- paint off main court area:
 - agility ladder (price per)
 - 5 dot drill (price per)
 - badminton court (price per)
 - other graphics to be determined

1. Total Cost-SAND/SEAL/PAINT/REFINISH \$_____

2. Work Completion Timeline _____

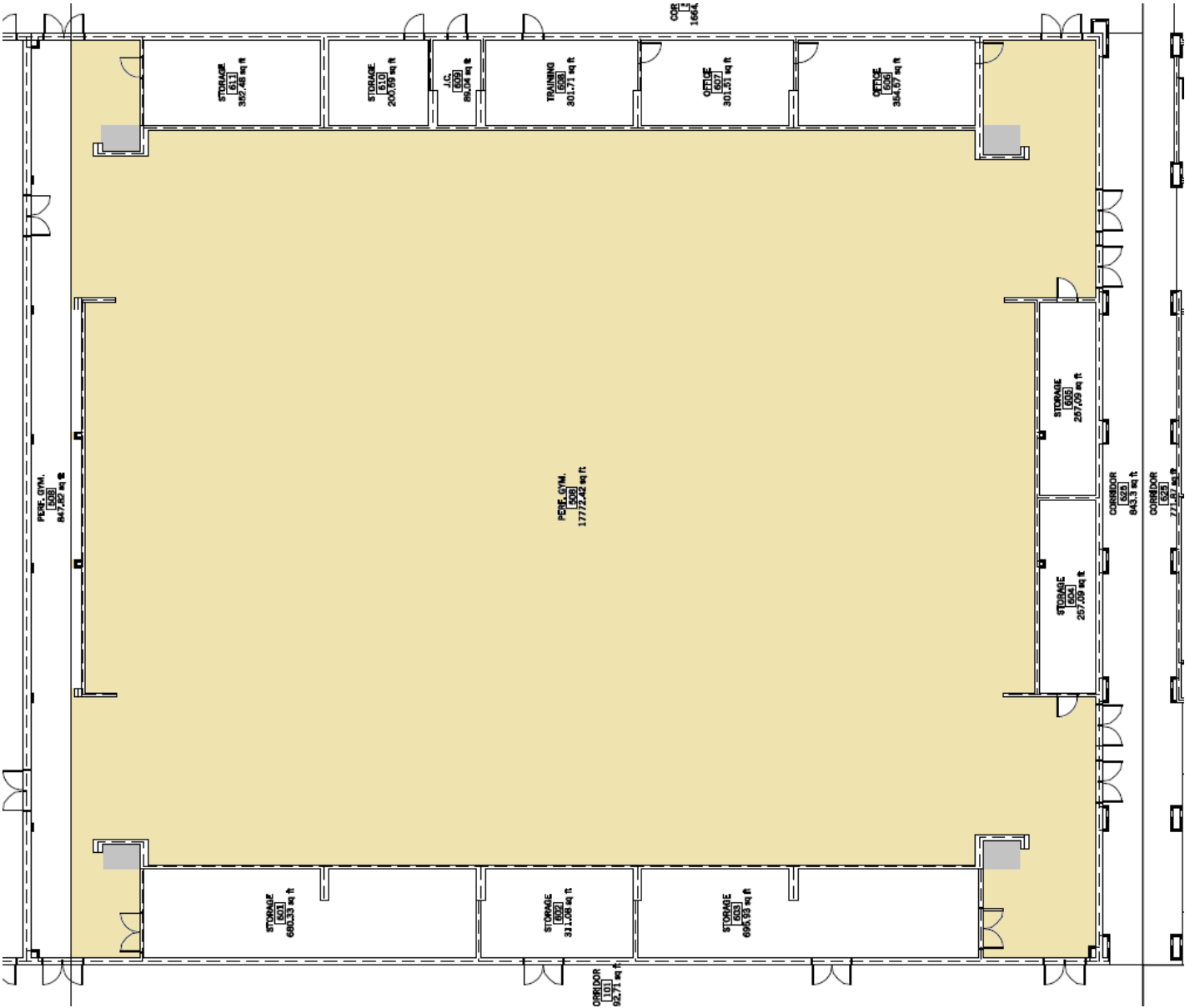
3. Additional Options (Itemized):

- Stain and dye court in shades and location to be determined by owner \$_____ time add ____
- Paint off main court area:
 - Agility Ladder (price per) \$_____ time add ____
 - 5 Dot drill (price per) \$_____ time add ____
 - Badminton court (price per) \$_____ time add ____

3. EXCEPTIONS TO WORK SPECIFICATIONS:

4. BRAND AND PRODUCT NUMBER OF PROPOSED CHEMICALS TO USE (MSDS to be provided to owner upon completion):

ATTACHMENT A



MARIETTA CITY SCHOOLS

VENDOR REGISTRATION FORM

(Please type or print/complete all items - fax to the attention of Purchasing 770-425-4095)

Business Address (Please note Purchase Orders will be sent via fax or email to the information listed below.)

Business Name:		
Contact Name:		
Address		
City, State, & Zip Code		
Phone:	Fax:	Email:

Other Vendor Information

Georgia Security & Immigration Compliance Act as amended, Act OCGA 13-10-90 et.seq., attached must be submitted with registration.

Federal ID Type: Federal Business ID _____ OR Social Security Number _____

(W-9 "Request for Taxpayer Identification Number & Certification" must be attached .)

Payment/Remittance Address (if different from above)

Business Name	
Address	
City, State, & Zip Code	
Phone:	Fax:

Payment Information

Do you accept ACH payment?	_____	_____
	(Yes)	(No)
If yes, please complete:	Name of Bank: _____	
	Bank Routing Number: _____	
	Bank Account Number: _____	

Vendor must notify Marietta City Schools Accounts Payable Department of all address changes by letter or email, ap@marietta-city.k12.ga.us Notification of changes on vendor's invoice will not suffice. Please mail invoices to: Marietta City Schools, Accounts Payable, P.O. Box 1265, Marietta, GA 30061 Payments are made at mid-month and at the end of the month.

(Representative Signature)

(Date)

Please type or print representative name

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	

Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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 (IRS) 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, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

TO ALL PROSPECTIVE CONTRACTORS/VENDORS:

Contractor's full compliance with all applicable federal and state security and immigration laws, including without limitation the Georgia Security and Immigration Compliance Act as amended, O.C.G.A. §13-10-90, O.C.G.A. §13-10-91, and Georgia Department of Labor Rule 300-10-1, et. seq. is a condition to the Contractor's bid/proposal/quote and contract.

In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, OCGA 13-10-90 *et. seq.*, (collectively the "Act") the Vendor ("**Contractor**") **MUST INITIAL** the statement applicable to Contractor below; and Contractor must immediately notify Marietta City Schools in writing if the affirmations below change:

- (a) ____ (**Initial here**): Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et. seq.*
- 3) ____ Contractor will not employ or contract with any subcontractor in connection with a covered contract with Marietta City Schools unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et. seq.*
- 4) ____ Contractor agrees that, if Contractor employs or contracts with any sub-contractor in connection a covered contract with the Marietta City Schools under the Act and DOL Rule 300-10-1-.02, that Contractor will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et. seq.*
- 5) ____ Contractor agrees to provide Marietta City Schools with all affidavits of compliance as required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08 within five (5) business days of receipt.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

(1) the individual, firm, or corporation ("Contractor") which is contracting with the Marietta City Schools has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(2) Contractor's correct user identification number and date of authorization is set forth herein below.

(3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Marietta City Schools, unless at the time of the contract said subcontractor (a) is registered with and participates in the federal work authorization program; (b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and (c) agrees to provide Contractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification. Contractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other applicable verification to the Marietta City Schools at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

(4) Contractor further agrees to and shall provide Marietta City Schools with copies of all other affidavits or other applicable verification received by Contractor (ie: sub-subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Contractor Name

BY: Signature of Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20 ____

Notary Public

My Commission Expires: _____

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



VENDOR REFERENCE SHEET

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ Email: _____

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ Email: _____

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ Email: _____