

Football Scoreboard for JC Booth Middle School

Request for Quotes No. 26-006-075

Georgia Procurement Registry Event No. PE-65615-NONST-2025-000000079



NOTICE TO VENDORS

Brief Description of NEED: Fayette County Public Schools is seeking a new football scoreboard for JC Booth Middle School.

Service Location(s): JC Booth Middle School (250 Stagecoach Road, Peachtree City, Georgia 30269).

Complete solicitation documents may be obtained at www.fcboe.org. FCPS is not responsible for respondents and/or subcontractors not obtaining the information provided through the full set of contract documents.

Responses must be submitted via email, mail/parcel delivery, or hand delivery to the Fayette County Public Schools offices located at Facilities Services and directed to Jamie Marrero, Purchasing Associate. Envelopes should be sealed and marked conspicuously on the front with the solicitation name and number above.

SUBMISSION – BY HAND, MAIL OR COMMON COURIER
Fayette County Public Schools
ATTN: Jamie Marrero, Purchasing Associate
Facilities Services
939 Goza Road, Fayetteville, Georgia 30215

SUBMISSION – BY EMAIL to: marrero.jamie@fcboe.org

Objective

The Fayette County Public Schools Purchasing Department (hereinafter FCPS) invites you to participate in a request for quote (RFQ). This RFQ will consist of providing, delivering, and installing a new scoreboard at JC Booth Middle School, within the school district. The most responsive and responsible respondent will provide installation and demonstration upon delivery to each facility.

Responses Due

Responses to this request for quote are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at Facilities Services, 939 Goza Road, Fayetteville, Georgia 30215. Quotes received after the specified date and time will not be considered.

Vendors are instructed to carefully read all items, conditions, terms, specifications, and attachments herein and referenced before completing their quote. Failure to comply with any requirements of the RFQ may be a cause for rejection.

Section A: Instructions to Respondents

1. Solicitation Schedule

1.1.

RFQ Issued	Tuesday, June 17, 2025
Questions Due	Before 9:00 AM (ET), Monday, June 23, 2025
Responses Due	Before 9:00 AM (ET), Friday, June 27, 2025

2. Respondent Registration

- 2.1. Respondents are encouraged to register with the issuing agent, Jamie Marrero, by sending an email to marrero.jamie@fcboe.org after reviewing this solicitation. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of award issuance, even if they choose not to submit a response.

3. Project Documents and Forms

- 3.1. Documents and forms required for submission as part of this RFQ can be found on the FCPS Purchasing Department website. Failure to include required submissions listed herein may result in a rejection of the response. A list of required forms is contained herein and additional submissions may be required per the specifications contained herein.

4. Response Delivery

- 4.1. Responses may be submitted electronically, by mail, or hand-delivered to Facilities Services, 939 Goza Road, Fayetteville, Georgia 30215, Attention: Purchasing Department.

- 4.2. Quote openings will occur at the date and time specified at the address above.
 - 4.2.1. No faxed or telephone responses will be accepted or considered.
- 4.3. Responses may be emailed to the issuing agent if meeting the following guidelines:
 - 4.3.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred)
 - 4.3.2. All response documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.
- 5. Attachments
 - 5.1. Any specification listed with "Must Include Attachment" should include a document within the response conforming to standards set forth.
 - 5.2. All attachments must be marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.
- 6. Response Format Requirements
 - 6.1. The solicitation document has been carefully organized. All sections, specifications, requirements, and appendices are numbered; therefore responses should be organized in the same manner referencing the solicitation document when necessary.
 - 6.2. All pages should be numbered and contain page headings or footers with the respondent's name and the solicitation title and number.
 - 6.3. Multiple Response from the Same Respondent
 - 6.3.1. Respondents may submit more than one response when offering multiple alternatives.
 - 6.3.2. Responses must be separate and each should conform to all terms and conditions within the solicitation.
 - 6.3.3. Responses must be labeled separately to easily identify differing responses from the same respondent.

Section B: Scope of Work and Specifications

- 7. Scope of Work
 - 7.1. Fayette County Public Schools is seeking firm pricing for the delivery and installation of a new football scoreboard, as outlined within this solicitation, at one of our middle school locations. Respondent must provide all materials, equipment, freight/shipping, delivery, labor, and installation required to complete this project from start to finish. Respondent will also be responsible for the removal and disposal of all job related debris. Vendors are encouraged

to visit each site to evaluate current conditions and to guarantee existing conditions meet the expectations of this project.

8. Technical Specifications

8.1. Football Scoreboard Specifications (Minimum Requirements)

- 8.1.1. Dimensions: 16' x 8'
- 8.1.2. LED Displays: Time, Points, Down, To Go, Quarter
- 8.1.3. Digit Height: 18"
- 8.1.4. Digital Colors: Amber or Red
- 8.1.5. Caption Height: 10", 9"
- 8.1.6. Cabinet Material: Aluminum (Heavy Duty Extruded Aluminum Framing)
- 8.1.7. Choice of Paint Colors for Cabinet
 - 8.1.7.1. Color choice will be up to the discretion of the School Administrator and must be approved by the Director of Facilities Services, Mike Satterfield, prior to the vendor placing the order.
- 8.1.8. Option to Customize Team Name (in Place of Home)
- 8.1.9. Electrical: 2.2 Amps, 120 VAC
- 8.1.10. Wireless System (Included)
- 8.1.11. Coating: Conformal Coated for Outdoor Use
- 8.1.12. Internally Mounted Trumpet Horn
- 8.1.13. Full-sized 37-Key Control Console with LCD Display
 - 8.1.13.1. Control Console with Fully Programmable Practice Time Mode
- 8.1.14. Console Carrying Case (Included)
- 8.1.15. Programmable Brightness Levels
- 8.1.16. Junction Box and Patch Cable for Hardwired Installations
- 8.1.17. Installation will be Done on Existing Poles
- 8.1.18. Minimum 5 Year Warranty

Section C: General Terms and Conditions

FCPS's General Terms and Conditions are posted on the Purchasing Department website under the heading of Vendor Terms, Conditions, and Forms at www.fcboe.org. By

submission of a response, the respondent acknowledges they have read and understood these General Terms and Conditions as well as any terms and conditions contained herein.

Section D: Special Terms and Conditions

9. Quote Opening

- 9.1. Quotes will be opened at the date and time provided in the schedule of events. All results will be publicly posted on the FCSD website once an award recommendation is made.
- 9.2. Quote openings are open to the public.
- 9.3. Quotes must be marked with the RFQ number.
- 9.4. Electronically delivered quotes will utilize the timestamp generated on the email.
- 9.5. Quotes must conform to the guidelines listed herein.
- 9.6. Quotes received late will be marked "non-responsive" and may not be considered at the sole discretion of the FCPS Purchasing Department.

10. Questions

- 10.1. All questions concerning this solicitation must be submitted in writing by email to the issuing agent.
- 10.2. No questions other than written will be accepted and only answers provided via addenda shall be binding.

11. Award Oversight

- 11.1. The awarded respondent will report to Mike Satterfield, Director of Facilities Services, or their designee.

12. Cooperative Purchasing

- 12.1. This solicitation allows for other Fayette County, Georgia government entities, including local municipalities, to purchase from the awarded contract at the same prices quoted during the effective term pending an agreement between the awarded respondent(s) and the third party.

13. Quote Evaluations

- 13.1. According to the Fayette County Board of Education policy, DJE "lowest price alone will not be the sole determining criteria in the selection process".
- 13.2. Factors that may be used in evaluating responses may include but are not limited to, the following: price/cost, warranty, service guarantees or past performance, costs of ownership analysis, business capabilities analysis, delivery schedules and methods, and product-specific manufacturer/quality standards.

- 13.3. Respondents may inquire as to specific evaluation methods and may request in writing an explanation of evaluation methods used to determine an award. See General Terms and Conditions regarding award protests.

14. Delivery

- 14.1. Delivery is expected on or about the date requested ARO.
- 14.2. Freight is FOB destination, freight prepaid (allowed).
- 14.3. The respondent must contact the end-user listed on purchase orders at least 24 hours before delivery to confirm the delivery date and time.
- 14.4. FCPS standard hours of operation are 7:30 AM to 3:30 PM (EST), Monday through Friday, except for school holidays.
- 14.5. The delivery location does not have a loading dock; therefore, all deliveries must be made as a tailgate or inside delivery as defined in the solicitation, any resulting purchase order, or resulting contract.
- 14.5.1. Tailgate delivery will be defined as follows: the driver will be required to move the pallets from the interior bed of the truck to the edge of the bed. The FCSD will use a forklift to move the pallets from the edge of the truck bed to the warehouse.
- 14.5.2. Inside-delivery will be defined as follows: the driver will be required to move the material from the interior bed of the truck to the interior of the facility.
- 14.6. Any pallets must be covered or shrink-wrapped to protect cartons from dirt and moisture during shipment and pallet construction should allow for four-way entry of handling equipment and surface/platform board approximately one inch apart minimizing carton damage.
- 14.7. Failure to deliver per the response could result in the awarded respondent being declared in default.
- 14.8. The awarded respondent shall be responsible for the delivery of items in good condition at the point of destination.
- 14.9. Respondent shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices.
- 14.10. Back Orders: Back orders may be made only when specifically authorized to do so by the project administrator. The necessity to back-order may be deemed a breach of contract.

15. Cost Escalation/Price Change

- 15.1. The Purchasing Department recognizes that independent market factors may result or necessitate the need for price changes. Through the submission of a quote, the respondent agrees to the following:
- 15.2. All price increases must be based upon product cost ONLY, and documentation of the price increase is required.
- 15.3. Quote prices must be held firm for the term of the solicitation or December 31st of the issuing year, after which an escalator can be invoked.
- 15.4. The awarded respondent must provide the FCPS Purchasing Department written notification at a minimum of 30 days before a price escalation change.
- 15.5. Single changes of no more than 10% are allowed. There are exceptions only when market conditions dictate a revised escalator for a particular commodity.
- 15.6. FCPS reserves the right to accept or reject any price escalation. A rejection of a price escalation may result in the termination of any agreement, contract, purchase order, or other agreement without fault or obligation.

16. Installation

- 16.1. Installation must be scheduled in advance with Mr. Mike Satterfield, Director of Facilities Services, or his designee.
 - 16.1.1. Installation date must be approved by the school's administrator prior to schedule confirmation.

17. Quantities

- 17.1. Quantities are not guaranteed. Purchase orders will be issued with specific quantities, as needed, for the duration of this solicitation award. The Fayette County School District anticipates ordering the requested quantities, with the possibility of ordering additional as needed, but the total amount purchased will be determined by the available budget allotment.

18. Term

- 18.1. The term of this RFQ and resulting agreement is from the date of resulting award issuance until June 30, 2026, with no option to renew.
- 18.2. Per the General Terms & Conditions, should the Fayette County Board of Education fail to appropriate funding for each fiscal year beginning July 1st, this solicitation and resulting contract or purchase orders will be canceled with no-fault or obligation beyond products or services already received and properly invoiced.

- 18.2.1. FCPS may notify the awarded bidder in writing thirty (30) days prior to cancellation for non-appropriation.

19. Required Forms

- 19.1. The forms listed below are required for submission and included as attachments. They may also be located on FCPS's Purchasing Department website at www.fcboe.org.
 - 19.1.1. Solicitation Response Form
 - 19.1.2. Reference Form
 - 19.1.3. Cost Proposal
 - 19.1.4. Proposed Scoreboard Manufacturer Specifications (Spec Sheet)
- 19.2. Failure to include any form may result in a reduction in evaluation scoring or the submitted quote being declared non-responsive at the sole discretion of the FCPS Purchasing Department.
- 19.3. This request for quote, any addenda, and the awarded quote will be incorporated into any resulting contract and/or purchase order.

Cost Proposal

Scoreboard Manufacturer: _____

Manufacturer Part Number: _____

Model: _____

Does the proposed scoreboard meet the minimum specifications outlined in this solicitation:

Yes or No

Does the proposed scoreboard include installation: Yes or No

Does the proposed scoreboard have a warranty: Yes or No

5 Years >5 Years Parts Labor Parts & Labor

Additional Comments about Warranty: _____

Scoreboard Cost: \$_____

Shipping, Delivery, Labor, Equipment, Materials: \$_____

Total Cost Scoreboard Project: \$_____

Company Name

Date

Signature

Printed Name

FCPS Purchasing Department Reference Form: RFQ 26-006-075

Respondent Name: _____

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Solicitation Response Form

RFP 26-006-075 Football Scoreboard for JC Booth Middle School

Place this form on top of your response.

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCPS General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____ Date: _____