

**REQUEST FOR PROPOSAL (RFP)  
FOR  
Whitfield County Public Works  
Work Boot Allowance**



**WHITFIELD COUNTY, GEORGIA**

**RFP Number 1113-17-WBA**

**Due Date for Proposals: [11/29/2016](#)**

**REQUEST FOR PROPOSAL FOR**

**Whitfield County Public Works  
Work Boot Allowance**

For  
Whitfield County Public Works  
WHITFIELD COUNTY, GEORGIA

Issued by:

Whitfield County Board of Commissioners  
Dalton, Georgia  
Proposal Statements Due: [11/29/2016, at 2:00 p.m.](#)

Submit Statement to:  
Whitfield County Board of Commissioners  
Attn: [Brian McBrayer](#)  
301 West Crawford Street  
Dalton, GA 30720,  
(706) 275-7504

## 1.0 PURPOSE AND OBJECTIVES

- The Whitfield County Board of Commissioners requests proposals from qualified vendors to supply WCPW with leather work boots.

### 1.1 Schedule

The following is the schedule of events listed in the order of occurrence, showing the major milestones from issuance of the RFP to the contract award.

MILESTONE EVENT	DATE
1. RFP release	<a href="#">11/18/2016</a>
2. Questions Due	<a href="#">11/22/2016</a>
3. Answers Released	<a href="#">11/23/2016</a>
4. Proposal Due Date	<a href="#">11/29/2016</a>
5. Proposal Evaluation completed	<a href="#">11/30/2016</a>
6. Vendor Selection (Interviews are not anticipated)	<a href="#">12/2/2016</a>
5. Award	<a href="#">Pending BOC approval</a>

**Intent to respond:** Interested vendors will send an email to the contact listed in section 1.2 with the intent to respond to RFP.

The Whitfield County Board of Commissioners reserves the right to change the schedule of events as it deems necessary. In the event of a major date change, Whitfield County Board of Commissioners will post schedule changes on the county public internet site at <http://www.whitfieldcountyga.com> or email vendors that have submitted intent to respond email. The Whitfield County Board of Commissioners also reserves the right to issue addenda to this RFP up to [seven](#) days before the bid date as needed to clarify the Whitfield County Board of Commissioners desires or to make corrections. The Vendor will acknowledge receipt of all addenda in their proposals. It is the sole responsibility of the vender to assure that they have received the entire Request for Proposal.

## 1.2 Questions

See schedule for timelines. No phone calls please. All questions must be submitted in writing and sent to the following address:

[mturner@whitfieldcountyga.com](mailto:mturner@whitfieldcountyga.com)

Response to questions will be sent to all vendors that have notified WCPW of their intent to submit a proposal.

Note: No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on Whitfield County. No employee of Whitfield County is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

## 1.3 Bid Submittal Instructions

Vendors are to submit a proposal on forms provided and be in a seal envelope, on or before 2:00 p.m. on 29 November, 2016.

### **Bid Submittal Instructions:**

Vendors are to submit 1 original and 2 copies of their bid.

Whitfield County Board of Commissioners  
Attn: Brian McBrayer  
301 West Crawford St  
Dalton, GA 30720

All bids should be clearly marked

"[WCPW Work Boot Allowance – 1113-17-WBA](#)".

It will be the sole responsibility of the vendor to have their bids delivered to the Whitfield County Board of Commissioners before the closing hour and date. Late bids will not be considered and will be returned unopened to the sender.

All bids must be valid for a period of 365 days following the bid opening.

All materials and documents submitted by the vendor in response to this RFP become the property of the Whitfield County Board of Commissioner and will not be returned to the vendor. Information in each proposal is public information under Georgia law and may be released after the selection process has been completed and the contract has been awarded and executed.

Consequently, any information considered to be the vendor's trade secrets, privileged or confidential should not be revealed in the proposal.

The Whitfield County Board of Commissioner will notify the winning vendor of the bid award and will arrange a meeting with the vendor to commence contract negotiations.

#### **1.4 Selection Process**

Written proposals will be reviewed by The Whitfield County Public Works Department. The outcome of the review process may, at the County's sole discretion, result in: (a) notice to vendor(s) of selection for tentative contract negotiation and possible award, or (b) steps to gather more information for further evaluation. This may mean notice of placement on an interview list (short-listed) with time and date of the interview specified; all costs incurred by the vendor in preparing the proposal, or costs incurred in any other manner by the vendor in responding to this proposal will be wholly the responsibility of the vendor. If possible, the County will make selections directly from the evaluation of the proposals.

Any vendor determined to be technically unqualified, or whose proposal is deemed unresponsive, will not be considered further. Whitfield County retains the right to reject any or all proposals with or without cause and retains the right to award the contract to a vendor who is not the lowest cost vendor. If the vendor and County cannot agree on terms of the Agreement, the vendor's proposal will be rejected.

Proposals will be evaluated on the following minimum criteria:

- Price of most popular boot styles from previous purchases.
- Ability of vendor to supply 70 pairs of boots within 30 days.
- Replacement time for defective products.

#### **1.5 Compatibility**

The work boots to be supplied must be compatible with the 4 boot styles selected on price sheet. The boot brand name and model must be listed on price sheet.

## **2.0 PROPOSAL FORMAT**

### **2.1 Cover Letter**

A one-page cover letter, signed by an authorized representative of the vendor, must be included in the submittal. It must contain the name, address and email address of the corporation or business submitting the proposal, as well as the name, address, telephone number, and title of the person authorized to represent the vendor.

### **2.2 Performance Reference Summary**

The vendor must also provide a list of similar contracts/services in size and content that qualify the vendor to supply boots to the Whitfield County Public Works Department. The list of customer references must include a description of the similar boot program, contact name, title of contact person, phone number, address.

### **2.3 Cost of Services**

Whitfield County Public Works will allocate an amount to be furnished per Employee for the boot purchases. Any amount above allocated amount will be the responsibility of the employee at time of purchase.

Any boot purchase that is below allocated amount will be billed to Whitfield County Public Works at the actual boot cost.

## Separate price sheet



Price \_\_\_\_\_ Brand \_\_\_\_\_ Model # \_\_\_\_\_

**0006639 Rocky (Or similar product from different manufacturer)**  
**Steel Toe Waterproof Wellington Work Boot**

- | Full Grain Leather
- | Steel shank Solid stable work platform
- | Guaranteed Rocky Waterproof construction
- | Integrated TPU torsion stabilizer
- | Rocky Aztec 3piece



Price \_\_\_\_\_ Brand \_\_\_\_\_ Model # \_\_\_\_\_

**0006114 Rocky (Or similar product from different manufacturer)**  
**Steel Toe Waterproof MobiLite Steel Toe Waterproof Work Boots**

- | ASTM F241305 Electrical Hazard Standard
- | ASTM F241305 I/75 C/75 Protective Toe Classification
- | Guaranteed Rocky Waterproof construction
- | Oil resistant 3 part MobiLite outsole is lighter than standard outsoles
- | Polyurethane Footbed
- | Steel protective Toe
- | TPU Torsion stabilizer



Price \_\_\_\_\_ Brand \_\_\_\_\_ Model # \_\_\_\_\_

**0006694 Rocky (Or similar product from different manufacturer)  
IronClad Insulated  
Steel Toe Work Boots**

- | Polyurethane Footbed
- | PTProtective Toe
- | 7layer slip and oil resistant
- | EHElectrical Hazard
- | Extra durableribbed tempered steel shank
- | EVA midsole
- | Guaranteed Rocky Waterproof construction



Price \_\_\_\_\_ Brand \_\_\_\_\_ Model \_\_\_\_\_

**FQ0006096 Rocky (Or similar product from different manufacturer)  
ErgoTuff Composite  
Toe Waterproof Insulated**

- | PU midsole with ErgoTuff Outdoor outsole
- | Composite toe
- | Fullgrain leather and 900 denier high abarsion textile upper
- | Guaranteed Rocky Waterproof construction
- | 800 grams of Thinsulate Ultra Insulation
- | ASTM F241305 Electrical Hazard Standard
- | Memory foam lined EVA footbed
- | ASTM F241305 I/75 C/75 Protective Toe Classification
- | Comfort suede lining

**PROPOSAL**

We / I have examined the specifications and agree to furnish Whitfield County with the boots / services accordingly. Any deviations from the specifications will be marked exception on the bid sheet.

We / I proposed to furnish Whitfield County with said boots /service for Work Boot Allowance:

Delivery date upon order: \_\_\_\_\_

Return days upon warranty  
replacement or repair \_\_\_\_\_

Bidder's Name: \_\_\_\_\_  
(TYPE OR PRINT)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City / State / Zip Code