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[www.cobbk12.org](http://www.cobbk12.org)

*One Team, One Goal: Student Success*  
**Procurement Services Department**

**February 2, 2021**

TO ALL VENDORS:

Cobb County School District (CCSD) invites proposals for furnishing goods and/or services required for **“Request For Proposal (RFP) P0721, Fire Alarm Inspection Services”** as described in this document.

Vendors are instructed to read carefully all terms, conditions, specifications and requirements in this RFP. Vendors are required to complete and return all forms in their entirety.

The CCSD Procurement Services Department General Terms and Conditions are hereby acknowledged, understood, and agreed to by the parties and are hereby fully incorporated into the solicitation document and the resulting contract. Refer to the CCSD Procurement Services website for the complete General Terms and Conditions. Go to [www.cobbk12.org](http://www.cobbk12.org). From this screen, select **“Menu”**, select **“Departments”**, choose **“Procurement Services”** and find the link to **“General Terms and Conditions”** located in the center of the page.

The proposal acceptance will close on **February 23, 2021 at 3:00 p.m. Eastern Time**. All proposals must be submitted electronically via email to [Chris.McSpadden@cobbk12.org](mailto:Chris.McSpadden@cobbk12.org) with **“RFP P0721, Fire Alarm Inspection Services”** referenced in the subject line. Please allow ample time for electronic submission of response. Proposals submitted after the due date/time will not be accepted, however, proposals can be submitted prior to the due date/time.

A non-mandatory virtual pre-bid conference will be held on Zoom on **February 9, 2021 at 10:00 AM ET**. Interested vendors are strongly encouraged to attend the meeting. In order to participate please click on the Zoom Link or copy and paste into your browser:  
<https://cobbk12-org.zoom.us/j/93154484424?pwd=T2dYdnV5U1h6QnkxOEw1T0NiaEdGdz09>

CCSD reserves the right to accept or reject any or all proposals and to waive any informalities.

Your interest and participation in the CCSD solicitation process is appreciated.

Sincerely,

David Odom, CPPO  
Director of Procurement Services

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SUPERINTENDENT

Chris Ragsdale

RFP P0721, Fire Alarm Inspection Services

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT

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**The Special Terms and Conditions are customized specifically to this solicitation. Taking exception to these terms and conditions or submitting conflicting language may be cause for rejection of vendor's response.**

Should these Special Terms and Conditions be in conflict with the General Terms and Conditions, the Special Terms and Conditions will control.

**1.0 PURPOSE OF RFP**

Provide a contract to inspect the **Fire Alarm Systems** at all Cobb County School District (CCSD) sites and to provide all required reports for such inspections. In addition to inspections and reports, the awarded vendor is also responsible for replacing any battery in a fire alarm system that fails the vendor's inspection.

**2.0 BASIC GUIDELINES**

- 2.1** Any proposals that do not include all required information may be disqualified.
- 2.2** Vendors must possess all licenses/certifications required by the authority having jurisdiction to perform the inspection of fire alarm systems. **Vendors must provide a copy of their licenses/certifications with their proposal.**
- 2.3** Vendor, or their subcontractors, must have been established as a fire alarm inspection service business for a minimum of five years.
- 2.4** Within seven (7) working days of notification of award, the awarded vendor **must submit a proposed schedule** of inspections to the maintenance supervisor.
- 2.5** Following the initial award period, if CCSD or the awarded vendor chooses not to renew the contract, the awarded vendor must provide updated inspection reports for all fire alarm systems before the end of the contract.
- 2.6** Details regarding the size and scope of the systems currently in the CCSD locations are included in the inspection reports. These reports are only available upon sending an email request for them to [Jordan.Day@cobbk12.org](mailto:Jordan.Day@cobbk12.org) and copying [Chris.mcspadden@cobbk12.org](mailto:Chris.mcspadden@cobbk12.org). Before submitting a proposal, each vendor shall examine the documents carefully.
- 2.7** CCSD does not guarantee that the number of devices listed in the existing reports are all inclusive. Any equipment found that is not listed is to be inspected along with the listed equipment per the specifications of this RFP.

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- 2.8 Any damage done by the vendor, or their subcontractors, to any part of the site, building, room, fixture, or any item owned by CCSD shall be repaired or replaced at the vendor's expense.
- 2.9 The awarded vendor shall provide, at time of award, a single point of contact with which CCSD shall conduct all business.
- 2.10 The vendor shall send a weekly schedule to the CCSD Maintenance Supervisor with all school sites to be inspected the following week.
- 2.11 Vendor employees and sub-contractors must wear a picture ID on the exterior of their attire for easy identification.
- 2.12 Upon arrival and departure, all visiting vendor employees are to sign in and out at the school office.

**3.0 SPECIFICATIONS & REQUIREMENTS FOR INSPECTION, TESTING AND REPORTING**

- 3.1 Inspections shall be performed on days that the CCSD maintenance staff is scheduled to work during the District's summer break and winter holiday break. The summer and winter holiday break schedules may be obtained from the District's website. Maintenance staff schedules may be obtained from the maintenance supervisor.
- 3.2 Inspections and testing shall be performed at a time that will not interfere with or disturb learning programs or school related events/functions. The successful vendor shall be responsible for coordinating the time of the inspection and testing with each school.
- 3.3 Vendor shall coordinate their inspections with CCSD maintenance staff and shall inform the maintenance staff of any deficiency or defect found in the alarm system so that the matter may be addressed promptly. Unless instructed otherwise, reports should be held until a clean report (having no deficiencies or defects) for the site may be provided. All necessary reinspections are included in this RFP. After maintenance staff has corrected the deficiencies discovered by the vendor at a given location, the Vendor shall provide a reinspection at no additional cost to CCSD.
- 3.4 Inspections shall be performed in accordance with all requirements of the authority having jurisdiction. All inspections and reports required by the AHJ pertaining to fire alarm systems shall be within the scope of this RFP.

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- 3.5 Vendors should contact the appropriate Fire Marshal's Office for clarification of any matter regarding inspection or reporting requirements in their jurisdiction.
- 3.6 Failure of the successful vendor to meet any requirement or to comply with any rule or ordinance adopted by the authority having jurisdiction will result in the immediate termination of the contract by CCSD.
- 3.7 Vendor is required to replace any batteries within the fire alarm systems that do not pass the vendor's inspection.
- 3.8 Vendor must call the 911 Communications Center and put the fire alarm system in "test" before performing any work on a system that could potentially trigger an alarm.
- 3.9 Annual inspection reports must be delivered to the CCSD Maintenance Department no later than September 1<sup>st</sup>. CCSD requires reports to be submitted in both printed and electronic format.
- 3.10 The vendor's single point of contact must be able to provide a report within 48 hours of the Maintenance Supervisor's request, of the current progress of inspections and reports.

4.0 **INVOICING**

- 4.1 An administrator from the CCSD Maintenance Department shall inspect the work quality, completeness, timeliness, and cleanup. All invoices will be compared to the work performed before payment is made.
- 4.2 Inspection and Reporting  
Invoices received before the last business day of the month will be processed for payment by the last business day of the first week of the following month. Payments for inspections and reporting will be controlled by processing **60% of the total contract amount to be paid by July 31<sup>st</sup>, 30% to be paid by August 31<sup>st</sup>, and the remaining 10% to be paid by January 31<sup>st</sup>.**

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## 5.0 CALENDAR OF EVENTS

EVENT	DATE (dates are tentative)
Release RFP	February 2, 2021
Pre-Proposal conference, time	February 9, 2021 at 10:00 AM ET
Deadline for written questions	February 16, 2021 at 2:00 PM ET
Responses to questions posted on CCSD website	February 17, 2021
RFP due to Procurement Services by	February 23, 2021 at 3:00 PM ET
Evaluation	March/April 2021
Award	May 1, 2021

## 6.0 COMMUNICATIONS WITH CCSD STAFF

- 6.1** All communications concerning this RFP must be submitted in writing by email to the CCSD Procurement Services Department. Email to [Chris.McSpadden@cobbk12.org](mailto:Chris.McSpadden@cobbk12.org) is the method of communication. Only written questions submitted via email will be accepted. No response other than written, distributed by the Procurement Services Department, will be binding upon the CCSD. The Procurement Services Department, in its discretion, may call upon user departments for clarification in their area of expertise. **Questions concerning this solicitation must be received by 2:00 PM ET on February 16, 2021. Answers will be posted to the CCSD Current Solicitations website by February 17, 2021.**
- 6.2** From the issue date of this RFP until completion of the entire solicitation process and announcement of award notification, all vendor communication must be authorized by the Procurement Services Department including but not limited to communications with school system employees and/or contracted agents related to this RFP. Violation of this provision may result in rejection of the vendor's response.
- 6.3** It is the vendor's responsibility to check the CCSD Current Solicitations website for any addenda, responses to vendor questions, or other communications that may be issued or released during the solicitation period. Following receipt of vendor responses to a solicitation, it is the vendor's responsibility to be available via email and phone during the review process in the event clarification or additional information is required. If clarification or additional information is requested, the responsibility rests on the vendor to ensure that CCSD receives requested information prior to the deadline(s) indicated.

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**7.0 SUBMISSION OF PROPOSALS**

**7.1 Proposals MUST be submitted in electronic form via email with RFP P0721, Fire Alarm Inspection Services referenced in the subject line. PDF format is acceptable unless otherwise stated.**

**7.2** Vendors are instructed to read all terms, conditions and specifications as set forth in the RFP carefully. Responses must be either typed or written in ink. Any correction made within the RFP submission (white out or strike through) must be initialed by an authorized representative of the company submitting the proposal or the proposal may be rejected by CCSD.

**7.3** All responses submitted become the property of the CCSD and are subject to applicable open records policies and laws.

**7.4** Responses are to be delivered via email no later than the date and time set forth in this RFP.

Both the cost and non-cost responses must be submitted by the due date stated in this solicitation.

Any proposal received after the designated time will be deemed late and will not be considered by the CCSD. CCSD is not responsible for the failure of any computer hardware, software, or other communications systems or devices.

The Cost Proposal Form (**Page 24**) must be saved in a separate document from the rest of your response.

Both the cost and non-cost responses must be submitted by the due date stated in this solicitation.

**7.5 CCSD requests that all responses be submitted in electronic format via email. PDF format is acceptable unless otherwise stated. Electronic files should be named and submitted as follows:**

**7.5.1** Non cost Proposal, saved as: Proposal, Company Name

**7.5.2** Cost, saved as: Cost, Company Name

**7.5.3** Required documents, saved as: Required documents, Company Name

**7.6** Submit the following documents with your proposal:

**7.6.1** Vendor Questionnaire

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- 7.6.2 IRS W-9 Form
- 7.6.3 Vendor Reference Form
- 7.6.4 Georgia Security and Immigration Compliance Act Forms
- 7.6.5 Items listed in Section 8.0
- 7.6.6 Acknowledgement and Agreement Form

7.7 Non-Cost Proposal Submission Requirements: Each section should be clearly labeled with the corresponding RFP section name and number.

**8.0 TECHNICAL CAPABILITIES**

8.1 **Management Plan** - Vendor must provide a detailed management plan for the project with their RFP response. This may or may not include subcontractors.

**8.2 Company Information**

- 8.2.1 Provide the total number of employees in entire company, the total number of local employees and total number available to serve CCSD. Will any temporary staff or subcontractors be used for this contract? If so, describe and list.
- 8.2.2 Provide a list of any other certifications and qualifications of individuals or company. Vendor must keep this list up to date as personnel changes occur.
- 8.2.3 Provide a work history and summary of job qualifications for proposed project manager.
- 8.2.4 What is the average length of employment of your firm's key staff: supervisors and project managers?
- 8.2.5 Provide proposed organizational chart and applicable portion of corporate organizational chart listing all key personnel functions and support services available to CCSD and how they will be provided.
- 8.2.6 Describe your employee training programs including topics, frequency and method of delivery for:
  - 8.2.6.1 Supervisors
  - 8.2.6.2 Quality Assurance staff
- 8.2.7 Describe your quality control program including:
  - 8.2.7.1 Personnel involved in vendor's Quality Control program
  - 8.2.7.2 Inspections
  - 8.2.7.3 Reporting

8.3 **Reports** – Vendor must provide a sample of their Fire Alarm inspection reports, with the RFP response, that will be submitted as required by the contract.



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**9.0 COST**

- 9.1** Unless specifically consented to in writing by CCSD, prices must remain firm for a period of one year from the award date, or for any renewal period, under the same terms and conditions as the RFP. The CCSD reserves the option to renew any contract award at its sole discretion.
- 9.2** Quantities/amounts shown in the RFP are estimates. Vendors are advised that the actual number purchased/required may vary from those in the RFP, depending upon the needs of the CCSD and the availability of funds.
- 9.3** Responses that contain minimum order amounts will not be accepted unless called for in the solicitation document.
- 9.4** Pricing must be submitted on the Cost Proposal Form(s) as requested without conditions unless called for in the solicitation document.
- 9.5** For Goods: Proposals must include any and all delivery and/or installation charges. Delivery and/or installation requirements will be as specified in the solicitation document.
- 9.6** Prompt payment discounts will be considered for the purposes of evaluation and award.
- 9.7** The CCSD does not pay late payment fees, interest or attorneys' fee.
- 9.8** **FEE STRUCTURE FOR ADDITIONAL ITEMS** - Within this document, CCSD has attempted to anticipate and identify all items that may be needed under this contract throughout the length of the award period. In the event CCSD has failed to include an item(s), responding vendors are asked to provide a fee structure for additional, related items that may be purchased during the award period. Vendors are to identify the pricing source and the associated fee structure in the space provided on the attached Cost Proposal Form. Some example responses are: X% discount below MSRP; X% discount below published catalog pricing; Cost plus X% mark-up. Upon request, awarded vendor must be able to provide documentation verifying appropriate discounts are granted throughout the contract. CCSD reserves the right to conduct periodic random audits of fair market value, etc. to ensure price granted is reasonable and accurate.
- 9.9** **HOURLY RATE FOR ADDITIONAL SERVICES** - Within this document, CCSD has attempted to anticipate and identify all services that may be needed under this contract throughout the length of the award period. In the event CCSD has failed to anticipate all service needs, responding vendors are asked to provide a fee structure for additional, related services that may be needed during the award period. Vendors are to provide an hourly

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rate in the space provided on the attached Cost Proposal Form. If awarded the contract, this fee would then apply to service needs that may be identified at a later date. If there are different rates, please provide any/all rate information.

**10.0 INSURANCE REQUIREMENTS**

- 10.1** Commercial General Liability with limits of at least \$1 million. Coverage must include products and completed operations with reporting of claims on occurrence basis.
- 10.2** Commercial Auto Liability with limits of at least \$1 million.
- 10.3** Umbrella Coverage in excess of GL and Auto of at least \$2 million.
- 10.4** Statutory Workers' Compensation.
- 10.5** Employer's Liability of at least \$100,000.
- 10.6** Vendor's insurance carrier must have financial size category of at least V.

Cobb County School District must be named as an additional insured on all applicable policies. The insurance carriers should be licensed to do business in the state of Georgia. The carriers must have an AM Best rating of A- or higher.

**Please Note:**

- Signing of Acknowledgement and Agreement signifies that vendor complies with insurance requirements as specified.
- Proof of Insurance is not required with submission of proposal but must be available upon request (including during the evaluation process) CCSD will require proof of insurance before issuance of Award Letter/Contract.
- Vendor may choose to include proof of insurance with submission of proposal in order to expedite the evaluation process and issuance of award to the successful vendor.
- After notification of pending award, a vendor not including proof of insurance with their proposal will be given not more than five (5) business days (including day of notification) to provide proof or the proposal will be deemed non-responsive.

**11.0 ESCALATION/DE-ESCALATION CLAUSE**

All prices offered shall be firm against any increase for one (1) year from the effective date of the contract. Prior to renewal, CCSD may entertain a request for escalation in accordance with the most recently published **Producer Price Index** at the time of the request. For the purposes of this section, **CPI-U Atlanta (CUURA319SA0)** as published by the United States Department of Labor, Bureau of Labor Statistics will be the benchmark. CCSD reserves the right to accept or

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reject the request for a price increase and, if appropriate, to utilize other resources in evaluating escalation requests. CCSD may entertain a request for escalation during the contract period if the current market conditions and prices at the time of the request have changed significantly. Documentation may be requested by CCSD that provides detail information about the change in market conditions and prices. If the price change is approved, the price will remain firm for **365** days from the date of the increase unless otherwise stated in the renewal award letter. This clause also enables CCSD to seek de-escalation on the basis of the same cited index, terms, and other resources.

## **12.0 EVALUATION**

**12.1 Organization and Completeness of Proposal** - Vendor's proposal must provide straightforward, concise proof of the capabilities to satisfy RFP requirements. For ease of review, responses must be organized in the exact same order as the RFP or as stipulated in the RFP. Each section should be clearly labeled with the corresponding RFP section name and number. Any additional documents provided by the vendor must also be clearly labeled with the corresponding RFP section name and number. All requested information must be included and all forms completed in entirety. (All spaces must be completed on all requested documentation.) Any proposals that do not include all required information may be considered non-responsive and disqualified.

**12.2 Evaluation Procedures – Review of Proposals** - A committee comprised of representatives from **Maintenance and Procurement Services** will evaluate the proposal responses on the basis of qualifications, relevant experience, responsiveness of proposers, as well as cost. Cost will not be the sole determining factor in the award.

Each proposal will be reviewed for completeness to ensure that all mandatory requirements are addressed satisfactorily. The committee may request additional clarification/information from the responding vendor(s).

The committee will evaluate the quality and completeness of each response as it addresses each requirement of the RFP. All non-cost related areas of the response are evaluated during this phase. A list of areas being reviewed for this specific RFP, along with the associated point values is included in the Evaluation Criteria below. The committee may in its sole discretion and in the course of the evaluation request presentation(s)/demonstration(s) with one or more selected vendors. Responses must satisfactorily meet non-cost requirements before cost is evaluated.

**12.3** A determination of competitive range may be made during the evaluation process. Vendors not in the competitive range of being selected for award shall be eliminated from further discussion.

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**12.4** During the evaluation phase, discussions may be conducted with vendors who submit proposals determined to be reasonably likely to be selected for award. These discussions are for the purpose of negotiations, clarification, and to assure full understanding of and responsiveness to the solicitation requirements. Vendors will be accorded fair and equal treatment with respect to an opportunity for discussion and revision of proposals. Procurement Services may permit revisions, after submission and prior to award, for the purpose of obtaining best and final offers. In all events, CCSD reserves the right to re-solicit the item(s)/services(s) involved.

**12.5 Evaluation Criteria** – The selection of a vendor to provide Fire Alarm Inspection Services will be based on the review of several key elements in the proposals submitted. They include, but are not limited to the following criteria:

Cost Evaluation Formula: (Lowest Price/R-where “R” represents the cost of proposal currently being ranked) x Points = Score.

The non-cost portion of proposals (total of items 1 and 2) can receive a maximum of 55 points (55%) out of 100 points possible. Only non-cost proposals that receive 38.5 points (70% of total non-cost score) or more will have the accompanying cost evaluated.

#	Description	Possible Pts
<b>1.</b>	<b>Technical Capability</b>	<b>35</b>
	Management Plan, (ST&C, Section 8.1)	15
	Company Information (ST&C, Section 8.2)	10
	Reports, (ST&C, Section 8.3)	10
<b>2.</b>	<b>Vendor Information</b>	<b>20</b>
	Vendor Questionnaire (ST&C, Section 14.0)	10
	References, (ST&C, Section 15.0)	10
	<b>NON COST TOTAL</b>	<b>55</b>
<b>3.</b>	<b>Cost (Attachment A)</b>	<b>45</b>
	<b>TOTAL</b>	<b>100</b>

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**13.0 AWARD**

- 13.1** The CCSD reserves the right to accept or reject any part of a submitted proposal, to accept the entire proposal from one vendor, to accept portions of the proposal from several vendors, or to reject all proposals submitted or waive any minor irregularity. The CCSD reserves the right to award the proposal under the most beneficial economic terms for the CCSD.
- 13.2** Award will be made to the responsive and responsible vendor based on price, availability, lead time, past vendor experience, references, and compliance with the RFP specifications and requirements as outlined in the evaluation criteria included in this solicitation.
- 13.3** The award for this contract will/may be made to multiple vendors.
- 13.4** All purchases and services under this contract are on an as needed basis. No quantities or vendor purchases are guaranteed.

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**14.0 VENDOR QUESTIONNAIRE**

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

1. How long has your company been in the business of providing the goods/services requested? \_\_\_\_\_

2. Provide background information on your company, including delivery and scope of work capabilities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you done business with other school systems? Yes  No

If yes, name system and volume of business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is the vendor willing to extend all pricing, terms and conditions quoted to any Cobb County governmental entity under the Intergovernmental Cooperative Purchasing Program? This includes the Cobb County Government, the Cities of Acworth, Austell, Kennesaw, Marietta, Powder Springs, Smyrna, the Devereux Foundation School, and Cobb County Charter Schools. (While these schools are not a part of Cobb County School District, they do provide services to students and receive pass-through funds from the State when appropriate.) Yes  No

5. Are any goods, excluding instructional materials or beverages for immediate consumption, purchased under this solicitation made in the State of Georgia?  
Yes  No  NA

If yes, please identify by product name and provide written verification as required by School District. Note to CCSD Staff: This question can be deleted if purchase is purely for services. State law requires us to consider this information in making an award for goods.

6. Provide complete contact information for a point of contact DURING EVALUATION period. This person must be available to answer any questions pertaining to your response that may arise prior to award. If no information is provided below, the information on the Acknowledgement and Agreement form will be used.

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Company Name:			
Contact Name:			
Phone Number:		Fax Number:	
Email Address:			

7. Provide complete contact information for each of the following. If no information is provided below, the information on the Acknowledgement and Agreement Form will be used. **NOTE: An IRS W-9 form should be submitted with response.**

<b>Service Representative</b>	This person will be responsible for answering CCSD questions related to products, billing issues, etc. during term of contract.			
Company Name:				
Address:				
City:		State:		Zip:
Contact Name:				
Telephone:		Fax:		
Contact Email:				
<b>Purchase Order Address</b>				
Address:				
City:		State:		Zip:
Contact Name:				
Telephone:		Fax:		
Contact Email:				
Indicate whether purchase orders are to be sent via fax or email.		<input type="checkbox"/> Fax or <input type="checkbox"/> Email (preferred)		
PO Fax:		PO Email Address:		
<b>Payment (Remit) Address</b>				
Address:				
City:		State:		Zip:
Contact Name:				
Telephone:		Fax:		
Contact Email:				
Checks should be made payable to:				

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**15.0 REFERENCES (Provide your company references):** \_\_\_\_\_

*Insert Your Company Name*

ALL responding vendors must provide references for your company below. It is the vendor’s responsibility to provide complete and accurate reference information on the form below; completing ALL fields. Failure to do so can result in CCSD being unable to verify vendor’s past work, which may affect CCSD’s determination that the vendor is responsive and responsible. Preference may be given to references of similar size and scope. Do not list CCSD as a reference. CCSD reserves the right to consider past experience with vendor. **References must be for current, ongoing projects or for projects completed within the past twenty-four (24) months within the Atlanta area. Describe services provided and contract dates.**

Company/Entity:			
Address:			
Telephone:		Fax:	
Contact:		Contact Email:	
Provide a brief description of services/goods provided including dates.			

Company/Entity:			
Address:			
Telephone:		Fax:	
Contact:		Contact Email:	
Provide a brief description of services/goods provided including dates.			

Company/Entity:			
Address:			
Telephone:		Fax:	
Contact:		Contact Email:	
Provide a brief description of services/goods provided including dates.			



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CONFLICT OF INTEREST

ALL PROSPECTIVE VENDORS PLEASE READ CAREFULLY

Please refer to Board Policy BHA, Conflict of Interest, located on the Cobb County School District website at [www.cobbk12.org](http://www.cobbk12.org) select **Menu**, then select **About**, then select **Board**, then select **Policies and Rules**, then select **Section B** and choose **BHA**.

Any conflict with Board policy and/or administrative rules must be disclosed at the time of proposal submission.

BOARD MEMBERS:

Randy Scamihorn, Chairman

David Banks, Vice Chairman

David Chastain

Charisse Davis

Jaha Howard

Leroy Tre' Hutchins

Brad Wheeler

EXECUTIVE CABINET MEMBERS:

Chris Ragsdale, Superintendent

Dr. Kevin Daniel

John Floresta

Sherri Hill

Brad Johnson

Jennifer Lawson

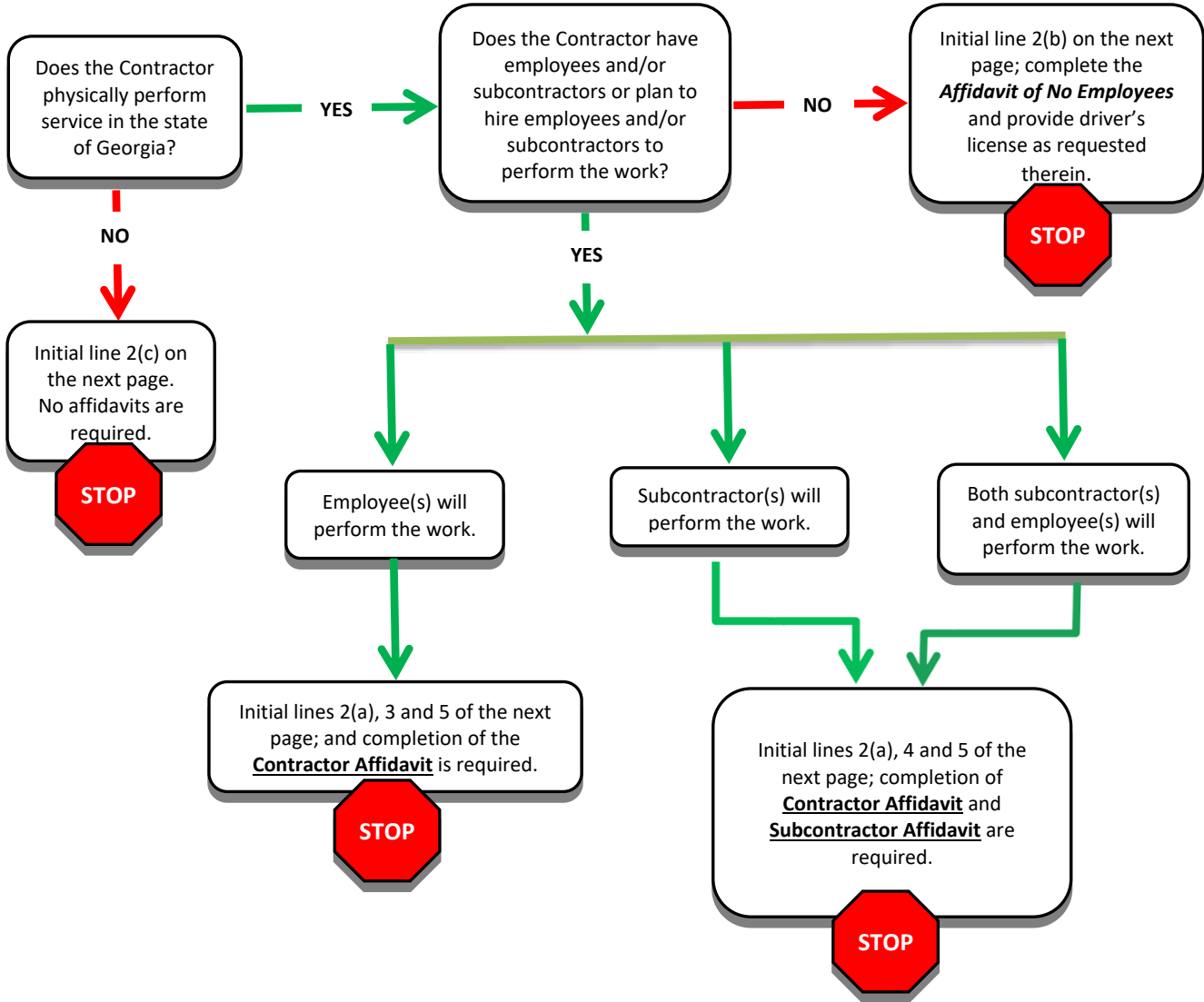
Marc Smith

Kelli Bowen

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 GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS

**Determine how to comply with the GA Security & Immigration Compliance Act**

This section of the Agreement is related to the Georgia Security and Immigration Compliance Act, O.C.G.A. § 13-10-90 *et seq.* The chart below may assist the Contractor in determining which affidavit(s) must be provided as a provision of entering into this Agreement. If in doubt as to whether a document should be completed and submitted, it is recommended that the Contractor submit the information.



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PROCUREMENT SERVICES DEPARTMENT  
GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006, AS AMENDED BY  
THE ILLEGAL IMMIGRATION REFORM ACT OF 2011, OCGA 13-10-90, ET SEQ.**

**TO ALL PROSPECTIVE CONTRACTORS:**

**If you are providing services to the Cobb County School District, this completed document, as well as the applicable Georgia Security and Immigration Compliance forms and affidavits referenced herein must be completed, signed, notarized and submitted with your bid, proposal or contract.**

- 1) The Cobb County School District shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 *et seq.*
- 2) In order to ensure compliance with the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603 and the Georgia Security and Immigration Compliance Act of 2006, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 *et seq.* (collectively the "Act") the contractor ("Contractor") **MUST INITIAL** the statement applicable to Contractor below:
  - (a) \_\_\_\_\_ (**Initial here**) Contractor represents and 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; and will continue to use the authorization program throughout the contract period. Contractor further represents, warrants and agrees that it 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. in accordance with the terms thereof; (Complete and submit the Contractor Affidavit and Agreement);* OR
  - (b) \_\_\_\_\_ (**Initial here**) Contractor represents and warrants that it has no employees and does not intend to hire employees to perform contractual services, and that Contractor has therefore provided a U.S. state-issued driver's license or ID card in lieu of an affidavit and that such license or ID card was issued by a State that verifies lawful immigration status before issuing the license or ID card. If my status changes I will, before hiring any employees, immediately notify the School District in writing and provide all affidavits required under the Act. **(Complete and submit the Affidavit of No Employees);** OR
  - (c) \_\_\_\_\_ (**Initial here**) Contractor represents and warrants that it does not physically perform any service within the State of Georgia as defined in the Act and thus does not have to comply with the foregoing Georgia law.
- 3) \_\_\_\_\_ (**Initial here**) **Contractor will not employ or contract with any subcontractor** in connection with a covered contract unless the subcontractor is registered, is 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) \_\_\_\_\_ (**Initial here**) Contractor covenants and agrees that, **if Contractor employs or contracts with any subcontractor** in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, then in such event Contractor will secure from each subcontractor at the time of the subcontract, the subcontractor's name and address, the employer identification number/taxpayer identification number applicable to the subcontractor; the date the authorization to use the federal work authorization program was granted to subcontractor; 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 subcontractors unless the 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.* **(Complete and submit the Subcontractor Affidavit and Agreement)**
- 5) \_\_\_\_\_ (**Initial here**) Contractor agrees to provide the Cobb County School District with all affidavits of compliance as required by the Act 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 its receipt of any such documents.
- 6) \_\_\_\_\_ (**Initial here**) Contractor is a foreign company and therefore not required to provide the affidavit as required by the Act. Contractor must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

**Company Name:** \_\_\_\_\_

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
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**CONTRACTOR AFFIDAVIT PROVIDED PURSUANT TO O.C.G.A. § 13-10-91(b)(2)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with the Cobb County School District, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned contractor will contract for the physical performance of services in the performance of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b), and that the contractor shall forward any subcontractor's affidavit to the School District within five (5) days of its receipt of the same.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

**EEV User Identification Number**  
*(4 to 7 Digit Number)* \_\_\_\_\_

**Date of Authorization** \_\_\_\_\_

**Contractor/Company Name** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent

**NOTARY INFORMATION**

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

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



COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS

**SUBCONTRACTOR AFFIDAVIT PURSUANT TO O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of contractor), which has a contract with the Cobb County School District, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned subcontractor will contract for the physical performance of services in the performance of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b), and that the subcontractor shall forward any sub-subcontractor's affidavit to the contractor and School District within five (5) days of its receipt of the same.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

**EEV User Identification Number**  
*(4 to 7 Digit Number)* \_\_\_\_\_

**Date of Authorization** \_\_\_\_\_

**Subcontractor/Company Name** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent

**NOTARY INFORMATION**

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

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



COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS

**AFFIDAVIT OF NO EMPLOYEES PURSUANT TO O.C.G.A. § 13-10-91(b)(5)**

The undersigned, in connection with a proposed contract or subcontract with the Cobb County School District (the "School District") for the physical performance of service in the State of Georgia (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor.
- (b) I do not employ any other persons.
- (c) I do not intend to hire any employees to perform the Contract.
- (d) A true, correct and complete copy of my driver's license is attached hereto.
- (e) If at any time hereafter I determine that I will need to hire employees to satisfy or complete the physical performance of services under the Contract, then *before* hiring any employees, I will:
  - (i.) immediately notify the School District and all higher tier contractors (if any) in writing; and
  - (ii.) register with, participate in and use, a federal work authorization program 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, P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-90; and
  - (iii.) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.01 *et seq.*

\_\_\_\_\_  
Print Company Name / Name of Sole Proprietor

\_\_\_\_\_  
BY: Signature of Authorized Officer/Agent

\_\_\_\_\_  
Date

**NOTARY INFORMATION**  
Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

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

Affix Notarial Seal Here

***[Attach copy of driver's license]***

RFP P0721, Fire Alarm Inspection Services

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT

**ACKNOWLEDGEMENT AND AGREEMENT**

**Request for Proposal P0721, Fire Alarm Inspection Services**

**This acknowledgement and agreement must be properly signed and submitted with your proposal. The acknowledgement becomes a part of your proposal and without it your proposal is not complete and will be subject to rejection.**

I, the undersigned, have carefully examined and fully understand both the CCSD General Terms and Conditions and this solicitation in their entirety and agree to conform with every requirement. I certify that I am authorized to sign this proposal for the vendor. I further acknowledge that failure to prepare, submit, or execute this proposal in the exact manner requested will be just cause to reject any or all of my proposal submission.

Withdrawals, cancellations, etc., will not be accepted unless authorization is given by the Director of Procurement Services. In the event vendor fails to comply, they may be removed from the vendors' list.

Failure to respond using the most recent forms/information posted to the CCSD Current Solicitations website may be cause for rejection. It is the vendor's responsibility to check the CCSD Current Solicitations website for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation period. Vendor acknowledges and incorporates each applicable Addendum number listed below in their response:

Check all that apply: Addendum No. 1 \_\_\_\_\_, Addendum No. 2 \_\_\_\_\_, Addendum No. 3 \_\_\_\_\_  
Addendum No. 4 \_\_\_\_\_, No Addenda \_\_\_\_\_

**Prices must remain firm as specified on the award notification letter.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative's Name (type or print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Representative's Signature (must be signed in ink)

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number and Extension

\_\_\_\_\_  
Terms (Net 30 days unless early payment discount is submitted and accepted by the CCSD.)

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

**Signing the Acknowledgement and Agreement affirms that the original Request for Proposal document has not been altered in any way.**

RFP P0721, Fire Alarm Inspection Services

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT

**COST PROPOSAL FORM**  
**(Submit as separate attachment)**

Pricing must be submitted on the form(s) below.

Item #	DESCRIPTION	COST
1	<b>Annual Cost - One year contract for all Fire Alarm Inspections as detailed in this RFP.</b>	
2	Per Section 9.8 of the Special Terms & Conditions, in the event CCSD has failed to include an item(s), responding vendors are asked to provide a fee structure for additional, related items that may be purchased during the award period. Vendors are to identify the pricing source and the associated fee structure in the space to the right.	
3	Per Section 9.9 of the Special Terms & Conditions, in the event CCSD has failed to anticipate all service needs, responding vendors are asked to provide a fee structure for additional, related services that may be needed during the award period. Vendors are to provide an hourly rate in the space to the right for service needs that may be identified at a later date. If there are different rates, please provide any/all rate information.	

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



RFP P0721, Fire Alarm Inspection Services

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT

**“NO RESPONSE” REPLY FORM**

It is CCSD’s desire to notify all potential vendors; however, we do not want to send notifications to those vendors who may no longer be interested in participating in the CCSD solicitation process.

If you choose not to respond to this RFP, please complete this form and return via:

Email: [Chris.McSpadden@cobbk12.org](mailto:Chris.McSpadden@cobbk12.org)

Thank you for your cooperation.

**"NO RESPONSE" REPLY FORM: RFP P0721, Fire Alarm Inspection Services**

I hereby submit a “NO RESPONSE” to this RFP for the reason(s) checked below:

	1. Specifications were unclear or restrictive.		7. Do not offer the goods or services requested.
	2. Could not meet bonding requirements.		8. Cannot supply at this time.
	3. Our schedule will not permit us to respond.		9. Cannot meet delivery schedule.
	4. Terms & Conditions were unclear or restrictive.		10. Other/Remarks:
	5. Could not meet specifications.		
	6. Could not meet insurance requirements.		

I wish to remain on CCSD’s vendor list for these goods/services: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative Name

RFP P0721, Fire Alarm Inspection Services

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT

RFP CHECKLIST

**RFP P0721, Fire Alarm Inspection Services**

**We encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included a response.**

This checklist is intended to aid in preparation and submission of vendor's response. It may not be all-inclusive. Responsibility rests upon the vendor to ensure all information requested within this document is provided.

- Submitted response in electronic format via USB flash drive or CD.**
- Submitted Vendor Questionnaire
- IRS W-9 Form (**October 2018 Rev.**)
- Submitted Vendor Reference Form
- Submitted Applicable Georgia Security and Immigration Compliance Act OCGA 13-10-90 documents -- signed by an authorized company representative
- Submitted Disclosure of Lobbying Activities: - signed by an authorized company representative. **Mark N/A on Form if it does not apply**
- Submitted Acknowledgement and Agreement – signed by an authorized company representative
- Submitted Cost Proposal Form
- Special Terms and Conditions:
  - 1) Copies of licenses/certifications (Section 2.2)
  - 2) Management Plan (Section 8.1)
  - 3) Company Information (Section 8.2)
  - 4) Sample Reports (Section 8.3)

COBB COUNTY SCHOOL DISTRICT  
MARIETTA, GEORGIA  
PROCUREMENT SERVICES DEPARTMENT  
**School List**

**ELEMENTARY SCHOOLS**

School Name	Phone	Address	City, Zip	Fax
Acworth	770.975.6600	4220 Cantrell Road	Acworth, 30101	770.975.6602
Addison	770.578.2700	3055 Ebenezer Road	Marietta, 30066	770.578.2702
Argyle	678.842.6800	2420 Spring Road	Smyrna, 30080	678.842.6802
Austell	770.819.5804	5600 Mulberry Street	Austell, 30106	678.398.0041
Baker	770.975.6629	2361 Baker Road, NW	Acworth, 30101	770.975.6631
Bells Ferry	678.594.8950	2600 Bells Ferry Road	Marietta, 30066	678.594.8952
Belmont Hills	678.842.6810	605 Glendale Place	Smyrna, 30080	678.842.6812
Big Shanty	678.594.8023	1575 Ben King Road	Kennesaw, 30144	678.594.8026
Birney	678.842.6824	775 Smyrna-Pwdr Sprgs St.	Marietta, 30060	678.842.6826
Blackwell	678.494.7600	3470 Canton Road	Marietta, 30066	678.494.7602
Brumby	770.916.7070	815 Terrell Mill Rd. SE	Marietta, 30067	770.916.7072
Bryant	770.819.2402	6800 Factory Shoals Road	Mableton, 30126	770.819.2404
Bullard	678.594.8720	3656 Old Stilesboro Road	Kennesaw, 30152	678.594.8727
Chalker	678.494.7621	325 North Booth Road	Kennesaw, 30144	678.494.7623
Cheatham Hill	678.594.8034	1350 John Ward Road SW	Marietta, 30064	678.594.8036
City View	770-819-2553	285 South Gordon Road	Mableton, 30126	770-819-2643
Clarkdale	770.819.2422	4725 Ewing Road	Austell, 30106	770.819.2424
Clay – Harmony Leland	770.819.0736	6326 Factory Shoals Rd	Mableton, 30126	
Compton	770.222.3700	3450 New Macland Road	Pwdr Sprgs, 30127	770.222.3702
Davis	678.494.7636	2433 Jamerson Road	Marietta, 30066	678.494.7638
Dowell	678.594.8059	2121 West Sandtown Road	Marietta, 30064	678.594.8061
Due West	678.594.8071	3900 Due West Road	Marietta, 30064	678.594.8073
East Side	770.578.7200	3850 Roswell Road	Marietta, 30062	770.578.7202
Eastvalley	770.578.7214	2570 Lower Roswell Road	Marietta, 30067	770.578.7216
Fair Oaks	678.594.8080	407 Barber Road	Marietta, 30060	678.594.8082
Ford	678.594.8092	1345 Mars Hill Road	Acworth, 30101	678.594.8094
Frey	770.975.6655	2865 Mars Hill Road	Acworth, 30101	770.975.6657
Garrison Mill	770.642.5600	4111 Wesley Chapel Road	Marietta, 30062	770.642.5602
Green Acres	678.842.6905	2000 Gober Avenue	Smyrna, 30080	678.842.6907
Hayes	678.594.8127	1501 Kennesaw-Due W. Rd.	Kennesaw, 30152	678.594.8129
Hendricks	770.819.2387	5243 Meadows Road	Pwdr Spgs, 30127	770.819.2389
Hollydale	678.594.8143	2901 Bay Berry Drive	Marietta, 30008	678.594.8145
Keheley	678.494.7836	1985 Kemp Road	Marietta, 30066	678.494.7838
Kemp	678.594.8158	865 Corner Road	Pwdr Sprgs, 30127	678.594.8160
Kennesaw (K-2)	678.594.8172	3155 Jiles Road	Kennesaw, 30144	678.594.8174
Kincaid	770.578.7238	1410 Kincaid Road	Marietta, 30066	770.578.7240
King Springs	678.842.6944	1041 Reed Road	Smyrna, 30082	678.842.6946
LaBelle	678.842.6955	230 Cresson Drive	Marietta, 30060	678.842.6957
Lewis	770.975.6673	4179 Jim Owens Road	Kennesaw, 30152	770.975.6675
Mableton	770.819.2513	5220 Church Street	Mableton, 30126	770.819.2515
McCall (K-1)	770 975-6775	4496 Dixie Avenue	Acworth, 30101	770.529-1580
Milford	678.842.6966	2390 Austell Road	Marietta, 30008	678.842.6968
Mount Bethel	770.578.7248	1210 Johnson Ferry Road	Marietta, 30068	770.578.7250
Mountain View	770.578.7265	3151 Sandy Plains Road	Marietta, 30066	770.578.7267
Murdock	770.509.5071	2320 Murdock Road	Marietta, 30062	770.509.5217
Nicholson	770.928.5573	1599 Shallowford Road	Marietta, 30066	770.928.5575
Nickajack	678.842.5814	4555 Mavell Road SE	Smyrna, 30082	678.842.5832

**COBB COUNTY SCHOOL DISTRICT**  
**MARIETTA, GEORGIA**  
**PROCUREMENT SERVICES DEPARTMENT**  
**School List**

**ELEMENTARY SCHOOLS cont.**

School Name	Phone	Address	City, Zip	Fax
Norton Park	678.842.5833	3041 Gray Road	Smyrna, 30082	678.842.5835
Pickett's Mill	770.975.7172	6400 Old Stilesboro Road	Acworth, 30101	770.975.7121
Pitner	678.594.8320	4575 Wade Green Road	Acworth, 30101	678.594.8319
Powder Springs	770.222.3746	4570 Grady Grier Drive	Pwdr Sprgs, 30127	770.222.3748
Powers Ferry	770.578.7936	403 Powers Ferry Road	Marietta, 30067	770.578.7938
Riverside	770.819.5851	461 South Gordon Road	Mableton, 30126	678.398.0040
Rocky Mount	770.591.5050	2400 Rocky Mountain Road	Marietta, 30066	770.591.5041
Russell	770.437.5937	3920 South Hurt Road	Smyrna, 30082	770.437.5939
Sanders	770.819.2568	1550 Anderson Mill Road SW	Austell, 30106	770.819.2570
Sedalia Park	770.509.5162	2230 Lower Roswell Road	Marietta, 30068	770.509.5342
Shallowford Falls	770.642.5610	3529 Lassiter Road	Marietta, 30062	770.642.5612
Smyrna	678.842.6741	1099 Fleming Street	Smyrna, 30080	678.842.6749
Sope Creek	770.916.7085	3320 Paper Mill Road	Marietta, 30067	770.916.7087
Still	678.594.8287	870 Casteel Road	Pwdr Sprgs, 30127	678.594.8289
Teasley	770.437.5945	3640 Spring Hill Parkway	Smyrna, 30080	770.437.5947
Timber Ridge	770.642.5621	5000 Timber Ridge Road	Marietta, 30068	770.642.5623
Tritt	770.642.5630	4435 Post Oak Tritt Road	Marietta, 30062	770.642.5632
Varner	770.222.3775	4761 Gaydon Road	Pwdr Sprgs, 30127	770.222.3777
Vaughan	678.594.8298	5950 Nichols Road	Pwdr Sprgs, 30127	678.594.8300

**MIDDLE SCHOOLS**

School Name	Phone	Address	City, Zip	Fax
Awtrey	770.975.6615	3601 Nowlin Road	Kennesaw, 30144	770.975.6617
Barber	770.975.6764	4222 Cantrell Road	Acworth, 30101	770.529.0325
Campbell	678.842.6873	3295 S. Atlanta Road	Smyrna, 30080	678.842.6875
Cooper	770.819.2438	4605 Ewing Road	Austell, 30106	770.819.2440
Daniell	678.594.8048	2900 Scott Road	Marietta, 30066	678.594.8050
Dickerson	770.578.2710	855 Woodlawn Drive	Marietta, 30068	770.578.2712
Dodgen	770.578.2726	1725 Bill Murdock Road	Marietta, 30062	770.578.2728
Durham	770.975.6641	2891 Mars Hill Road NW	Acworth, 30101	770.975.6643
East Cobb	770.578.2740	825 Terrell Mill Rd. SE	Marietta, 30067	770.578.2742
Floyd	770.819.2453	4803 Floyd Road	Mableton, 30126	770.819.2455
Garrett	770.819.2466	5235 Austell-Pwdr Sprgs Rd.	Austell, 30106	770.819.2468
Griffin	678.842.6917	4010 King Springs Rd.	Smyrna, 30082	678.842.6919
Hightower Trail	770.578.7225	3905 Post Oak Tritt Road	Marietta, 30062	770.578.7227
Lindley - 6th Grade	770.819.2414	1550 Pebblebrook Circle	Mableton, 30126	770.819.2418
Lindley - 7th & 8th	770.819.2496	50 Veterans Mem. Highway	Mableton, 30126	770.819.2498
Lost Mountain	678.594.8224	700 Old Mountain Road	Kennesaw, 30152	678.594.8226
Lovinggood	678.331.3015	3825 Luther Ward Road	Pwdr Sprgs, 30127	678.331.3016
Mabry	770.928.5546	2700 Jims Road	Marietta, 30066	770.928.5548
McCleskey	770.928.5560	4080 Maybreeze Road	Marietta, 30066	770.928.5562
McClure	678.331.8131	3660 Old Stilesboro Road	Kennesaw, 30152	678.331.8132
Palmer	770.591.5020	690 North Booth Road	Kennesaw, 30144	770.591.5032
Pine Mountain	678.594.8252	2720 Pine Mountain Circle	Kennesaw, 30152	678.594.8254
Simpson	770.971.4711	3340 Trickum Road	Marietta, 30066	770.971.4507
Smitha	678.594.8267	2025 Powder Springs Road	Marietta, 30064	678.594.8269
Tapp	770.222.3758	3900 Macedonia Road	Pwdr Sprgs, 30127	770.222.3760

**COBB COUNTY SCHOOL DISTRICT**  
**MARIETTA, GEORGIA**  
**PROCUREMENT SERVICES DEPARTMENT**  
**School List**

**HIGH SCHOOLS**

School Name	Phone	Address	City, Zip	Fax
Allatoona	770.975.6503	3300 Dallas-Acworth Hwy NW	Acworth, 30101	770.529.7744
Campbell	678.842.6850	5265 Ward Street	Smyrna, 30080	678.842.6852
Cobb Horizon	678.594.8240	1765 The Exchange SE	Atlanta, 30339	678.331.8309
Harrison	678.594.8104	4500 Due West Road	Kennesaw, 30152	678.594.8106
Hillgrove	678.331.3961	4165 Luther Ward Road	Pwdr Sprgs, 30127	678.331.8128
Kell	678.494.7844	4770 Lee Waters Road	Marietta, 30066	678.494.7846
Kennesaw Mountain	678.594.8190	1898 Kennesaw-Due W. Road	Kennesaw, 30152	678.594.8192
Lassiter	678.494.7863	2601 Shallowford Road	Marietta, 30066	678.494.7865
McEachern	770.222.3710	2400 New Macland Road	Pwdr Sprgs, 30127	770.222.3712
North Cobb	770.975.6685	3400 Old 41 Highway, North	Kennesaw, 30144	770.975.6687
Osborne	770.437.5900	2451 Favor Road	Marietta, 30060	770.437.5902
Pebblebrook	770.819.2521	991 Old Alabama Road	Mableton, 30126	770.819.2523
Pope	770.578.7900	3001 Hembree Road	Marietta, 30062	770.578.7902
South Cobb	770.819.2611	1920 Clay Road	Austell, 30106	770.819.2613
Sprayberry	770.578.3200	2525 Sandy Plains Road	Marietta, 30066	770.578.3202
Walton	770.578.3225	1590 Bill Murdock Road	Marietta, 30062	770.578.3227
Wheeler	770.578.3266	375 Holt Road	Marietta, 30068	770.578.3268

**SPECIAL SCHOOLS AND PROGRAMS**

School Name	Phone	Address	City, Zip	Fax
Adult Education Center	678.594.8011	1595 Hawthorne Ave.	Smyrna, 30080	678.594.8015
Brown Professional Lrng. Ctr.	678-842-6930	3265 Brown Road	Smyrna, 30080	
Cobb Mentoring Matters	678.581.6811	514 Glover St., Ste. 180 E	Marietta, 30060	678.594.8731
Cobb Virtual Academy	678.581.6791	1595 Hawthorne Ave	Smyrna, 30080	
Corporate Classroom	770.590.4506	514 Glover Street	Marietta, 30060	
Devereaux Ackerman Academy	770.427.0147	1291 Stanley Road	Kennesaw, 30152	
Early Learning Center	770-819-2483	5891 Dodgen Rd SW	Mableton, 30126	
ESOL	770.426.3410	1870 Teasley Drive	Smyrna, 30080	
H.A.V.E.N. at Sky View	770.819.2584	5805 Dunn Road	Mableton, 30126	770.819.2586
Homeless Ed. (Rose Garden)	678.503.0173	1870 Teasley Drive	Smyrna, 30080	770.437.5935
International Welcome Center	678.331.3086	1870 Teasley Drive	Smyrna, 30080	
Title I (Rose Garden)	770.437.5933	1870 Teasley Drive	Smyrna, 30080	

**OTHER CCSD FACILITIES**

School Name	Phone	Address	City, Zip
440 Glover St. (Financial Services)	770.426.3310	440 Glover St.	Marietta, 30060
514 Glover St. (Central Office)	770.426.3300	514 Glover St.	Marietta, 30060
560 Glover St. (Maintenance)	770.426.3355	560 Glover St.	Marietta, 30060
Argo Maintenance	770.803.2100	4885 Argo Road	Smyrna, 30082
Baker Bus Shop	770.975.6714	2351 Baker Road	Acworth, 30101
Campus PD & Warehouse	770.426.3355	650 South Cobb Drive	Marietta, 30060
Concert Hall at Lassiter HS	770.514.2515	2601 Shallowford Road	Marietta, 30066
Events Office	678.594.8120	4500 Due West Road (Suite 240)	Kennesaw, 30152
Hawthorne Center	678.842.6930	1595 Hawthorne Avenue	Smyrna, 30080
Human Resources – Glover St.	770.514.3894	580 Glover St.	Marietta, 30060
Kennesaw Warehouse	770.590.4523	6975 Cobb International Blvd.	Kennesaw, 30152
Mars Hill Bus Shop	770.975.6719	2891 Mars Hill Road	Acworth, 30101
Rose Garden	678.503.0180	1870 Teasley Drive	Smyrna, 30080
Sanders Bus Shop	770.222.6291	3826 Sanders Road	Pwdr Sprgs, 30127
South Cobb Bus Shop/Transportation	770.429.5860	620 South Cobb Dr.	Marietta, 30060