

RFB # TECH 01-19

INVITATION FOR PROPOSAL

RFB NO. TECH 01-19

Lanier Primary School GYM PROJECTION AND AUDIO SYSTEM

BID OPENING:

April 18, 2019 at 6 PM

At

Bryan County Board of Education Office

BRYAN COUNTY SCHOOL BOARD OF EDUCATION

8810 Hwy 280 East

Black Creek, GA 31321

(912) 851-4000

Date: March 25, 2019

General information

This is an invitation to submit a bid to provide the Bryan County Board of Education with equipment, supplies, and/or services as indicated herein. Sealed bids will be received at the Bryan County Board of Education office, located at 8810 Highway 280 East, Black Creek, Georgia up to **April 18, 2019 at 11:00 a.m.** **Bids will be opened and publicly read at 6 PM at the Bryan County Board of Education Office at 8810 Hwy 280 E. Black Creek, Georgia.** The Bryan County School System reserves the right to waive any informalities in, or reject, any or all proposals or any part of a proposal. In the event of equal proposals, preference may be given to the local Proposer.

Sealed proposals are to be submitted to: Trey Robertson, Asst. Supt of Operations and Student Services. Submit proposal in a sealed, opaque envelope addressed to the RFP Administrator noted above. Envelopes are to be plainly marked with the RFP# and title.

All correspondence for this bid/service are to be with the authorized contact only and via e-mail only, unless the authorized contact explicitly requests another form of communication. The authorized contact person for this RFP is listed below. The authorized contact may direct prospective bidders to other contacts if necessary. Any requested site visits must be initiated through the authorized point of contact. Do not directly contact the administration or staff of the facility unless directed by the authorized contact.

Instructions for preparation and submission of a bid are contained in this Invitation for Bid package. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink. If you do not wish to submit a bid, return the signed bid invitation sheet and state the reason; otherwise, your name may be removed from our list of bidders.

For the purposes of the RFP the terms bids and proposals will be interchangeable.

RFB Point Of Contact:

Matthew Ferreira
Operations Specialist
Bryan County School System
8810 Hwy 280
Black Creek, Georgia 31308

Telephone: 912-851-4003
Fax: 912-851-4093
E-mail: mferreira@bryan.k12.ga.us

RFB SCHEDULE OF EVENTS:

RFB Advertisement Dates

March 25, 2019 (County School System’s website)

Deadline to Submit Questions

April 12, 2019 (noon, ET)

Deadline to Respond to Questions

April 15, 2019 (4:30 p.m., ET) Q & A will be posted on website

Deadline to Submit Proposal:

April 18, 2019 (11:00 a.m., ET); Bid Opening April 18, 2019 at 6 pm at Bryan County Board of Education

Board Approval

April 18, 2019 (6:30 pm at Bryan County Board of Education)

BID INSTRUCTIONS AND CONDITIONS

(These are general instructions and conditions that accompany each bid package. If more specific instructions are given in the individual bid package, those instructions should prevail.)

1) PREPARATION OF BIDS

- a) **All prices and bids must be typed or neatly handwritten.** No erasures are permitted. Errors may be crossed out and corrections typed adjacent and must be initialed in ink by the person signing the bid.
- b) Brand names and numbers when given in bids are for reference to establish a quality standard unless “no substitution” is stated in the specifications. Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal in quality. Specifications used are intended to be open and nonrestrictive. When no reference or change is made on proposal by bidder, it is understood that the specific item named on the proposal shall be furnished by the bidder. If bidding on other than the make, model, brand or number shown, and offered as an equal, complete technical information, specifications, manufacturer’s name, catalog reference and a catalog cut must be attached to the proposal letter. Failure to include the supportive information will result in the item automatically being rejected. The Board, through its Purchasing Agent, shall be the sole judge in making determination as to the quality. All decisions shall be final.
- c) Quote on each item separately. All or nothing bids, items or groups based on other items or other bids, will not be considered. **Prices must be stated in units specified** in the bid in order to be considered. Prices are intended to be valid and to remain unchanged for the duration of the contract period.
- d) Time of delivery is part of the bid and must be adhered to. If it is impossible to meet the delivery specified in the bid, bidder shall state the best delivery possible in the space provided on the Bid Request. Time shall be stated in days and days shall mean “calendar days”.
- e) Failure of the bidder to sign the bid/quote or have the signature of an authorized agent or representative on the bid/quote, **IN THE SPACE PROVIDED**, will be cause for the rejection of the bid/quote. Signature must be written in ink. Typewritten or printed signatures are not acceptable.
- f) Telephone/fax bids in lieu of this form **will not** be accepted.

2) SUBMISSION OF BIDS

- a) Mailing Address:
 - i) Bryan County Board of Education,
8810 Highway 280 East, Black Creek, GA 31308
 - ii) Hand Deliver:
Ms. Sherri Harper,
Bryan County Board of Education,
8810 Highway 280 East, Black Creek, GA 31308
- b) Each bid must be submitted on the enclosed form in a sealed envelope with **the company name, opening date and time, and bid number printed on the outside of the envelope.**
- c) Bids, modifications to bids or corrections on bids received after the opening time specified will not be considered. The Board will not be responsible for lateness of receipt due to mail delays.

- d) If necessary, addendums to the Bid will be posted on the Bryan County Board of Education website up to **seventy-two (72) hours** before the Bid opening time.

3) AWARDS

- a) Awards will not be made to a vendor for less than \$500.00 when there are multiple awards on a bid.
- b) Bidders agree that their bids are subject to acceptance at any time within **45 days** after opening, unless otherwise stipulated in the bid.
- c) Bid tabulations shall be available at the time of award.
- d) The Board may place additional orders or increase quantities at quoted prices in excess of the original bid with the consent of the bidder and for such period of time as may be agreed upon between the Board and the bidder.
- e) CONTRACT: The Request for Bid, Bidder's Response and a Purchase Order or Contract and its attachments, either attached hereto or by reference, when received by the successful bidder, shall constitute (1) a binding Contract on the terms set forth herein, and (2) the entire Contract, and it is to be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.
- f) The following criteria are used in determining low responsible bidder:
 - i) The ability, capacity and skill of bidder to perform required service;
 - ii) Whether bidder can perform service promptly or within specified time;
 - iii) The character, integrity, reputation, judgment, experience, and efficiency of bidder;
 - iv) The performance of previous contracts;
 - v) The suitability of equipment or material for Bryan County Board of Education use;
 - vi) The ability of bidder to provide future maintenance and parts service.
- g) Payment terms are net 30 days unless otherwise specified. Favorable term discounts may be offered and will be considered in determining low bids/quotes if they are deemed advantageous to the Bryan County Board of Education.

4) TIE BIDS

In the event of equal proposals, preference may be given to the local Proposer (a person who (1) has a place of business located in Bryan County, Georgia; (2) which is staffed by an employee or employees as their permanent employment year-round in the normal course of business).

5) REJECTION OF BIDS

The Bryan County Board of Education reserves the right to reject any and all bids or quotes, and to waive any minor discrepancies in the bids or quotes when deemed in the best interest of the Bryan County Board of Education. The judgment of the Board on such matters shall be final.

6) AUTHORIZED PURCHASES

All purchases, whether for products or services, must be supported in advance by an official hard copy purchase order or valid purchase order number. The Bryan County Board of Education will not be bound by any unauthorized purchases.

7) DELIVERY TERMS

- a) Prices quoted shall be based on F.O.B. delivery Bryan County Board of Education, 8810 Highway 280 East, Black Creek, GA 31308 except where installation is required. Where installation is required, prices are to include all necessary wiring, connecting, leveling, piping, uncrating, moving and all other changes incurred in placing the equipment in operation, unless otherwise specified. All

merchandise requiring installation and which is shipped F.O.B. job site must be received by the successful vendor's regularly employed personnel and the equipment stored in the area designated by the owner's representative. The Board will not assume responsibility for any items which require installation until it is completely installed and demonstrated to the appropriate school officials.

- b) If the bid item requires pick up from the Bryan County Board of Education, pick-up address and date should be specified in the vendors' proposal.
- c) UNLESS OTHERWISE SPECIFIED BY THE BRYAN COUNTY BOARD OF EDUCATION, ALL PRODUCTS, MATERIALS, SUPPLIES, SERVICES AND/OR EQUIPMENT QUOTED MUST BE DELIVERED WITHIN **FORTY-FIVE (45) DAYS** OF BID/QUOTE ACCEPTANCE.

8) SHIPPING AND MARKING

- a) All merchandise will be received on weekdays between the hours of 7:30 A.M. and 3:00 P.M. Where two or more items are packaged together, their combined weight shall be no more than two thousand (2,000) pounds.
- b) **MARKING:** Include packing list in each shipment. Packing list must show Bryan County Board of Education Purchase Order Number, Contents and Shipper's Name and Address, mark packing list and Invoices covering final Shipment "Order Completed". If no packing list accompanies the shipment, the Buyers count will be accepted. Mark (upper left corner) or each package (box, crate, barrel, bundle, piece) clearly with (1) Shipper's name and address, (2) Contents, (3) Board of Education Purchase Order Number, and (4) Bill of Lading or Express Receipt and on every package the marking specified above, will obligate Shipper for any and all extra cost incurred, including drayage or demurrage.

9) INVOICES

All invoices must show the purchase order number, the item number, and should be mailed to Bryan County Board of Education, Finance Department, 8810 Hwy 280, Black Creek, GA 31308.

10) PAYMENT

PAYMENT IN FULL will be made by the Board of Education when an invoice is received indicating that the goods and/or services have been delivered.

11) DEFAULT

In the event any property or service to be furnished by the bidder under a Contract or purchase order should for any reason not conform to the specifications contained herein, or to the sample submitted by the bidder with his bid, the Board may reject the property or service. Then, in which event, with specific instructions from the Director of Purchasing, the bidder shall immediately remove the property without expense to the Board and replace all rejected property with such property or service conforming to the specifications or samples. Should the bidder default in the performance of the foregoing paragraph, the Board may procure such property or services from other sources and shall have the absolute right to deduct from any monies due to the bidder, the difference between the contract price and the actual cost of the property to be replaced or substituted. Price paid by the Board of Education in such event shall be the prevailing market price at the time the substitute purchase is made.

12) COMPLIANCE

All property or services furnished must comply with all applicable Federal, State and Local Laws, Codes and regulations. Successful Bidders must obtain County Permits where necessary.

13) RIGHTS AND REMEDIES

The rights and remedies of the Board provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

14) BIDDERS EVIDENCE OF RESPONSIBILITY

Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the items offered satisfactorily and expeditiously and that they are authorized dealers and can provide necessary services and warranties for items they propose to furnish.

15) SUCCESSFUL BIDDERS

Successful Bidders will be responsible for seeing that all County Inspection Codes are complied with as regarding (1) electrical, (2) gas and (3) water fittings and outlets. Field Checks for exact measurements of all spaces for items to be furnished will be the responsibility of the successful bidder. This is to insure proper fitting of all items in the space provided. Shop Drawings, if applicable, will be prepared and three (3) copies will be furnished to the Board of Education Purchasing Department, before work is begun.

16) RESPONSE

Failure to respond to Invitation to Bid (submission of bid, or written notice that vendor is unable to bid on this particular request but wishes to remain on the active bidder's list for this particular item) will be understood by the Board of Education to indicate a lack of interest and concurrence in the removal of the vendor's name from the Board's mailing list.

17) DEBARMENT STATUS

By submitting their bid or proposal, all vendors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

18) COMPARABLE SPECIFICATIONS

Bryan County Schools recognizes the unique nature of this item. BCS expects bids to be based on comparable specifications (non-proprietary).

19) FUNDING APPROVAL AND AVAILABILITY

The fiscal year for Bryan County Schools begins July 1 and ends June 30. This solicitation and any resulting contract(s) may contain renewal and extension options that are subject to approval and funding of the Bryan County Board of Education which shall terminate absolutely without further obligation on the part of the Bryan County Board of Education at the end of the fiscal year following the date of solicitation and at each June 30 renewal anniversary date thereafter unless the successful vendor is notified otherwise and agrees in writing to the exercise of renewal and extension options. No purchase will be made if funding is not approved by the Bryan County Board of Education. O.C.G.A. 20-2-506 shall apply to all multi-year lease, purchase, or lease purchase contracts.

BID ACKNOWLEDGEMENT

BID NO. TECH 01-19

The undersigned contractor certifies that he/she has carefully read the list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in the bid/quote are in accordance with all documents contained in this Invitation for Bid package, and that any exception taken thereto may disqualify the contractor's bid/quote. The undersigned further agrees to be bound by the provisions herein stated.

This _____ day of _____, 20__

SIGNATURE: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

THE ABOVE ACKNOWLEDGMENT MUST BE PROPERLY SIGNED AND FIRMLY ATTACHED TO YOUR BID. THIS ACKNOWLEDGMENT BECOMES A PART OF YOUR BID AND WITHOUT IT YOUR BID IS NOT COMPLETE AND WILL BE SUBJECT TO REJECTION.

SPECIFICATIONS

BID NO. TECH 01-19

BID SPECIFICATIONS FOR: **Lanier Primary School GYM PROJECTION AND AUDIO SYSTEM**

- Rear projection/Dual Monitor system**

Quantity	Description	Details/Specifications
1	Projector with mount	5200 Lumens/Rear projection, remote control
1	Motorized Rear Projection Screen	164" Diagonal, remote control
2	70" LED HD Display w/mounts	Full motion mounts, remote controls
2	Video Input plates	For projector connection
4	Video Input plates	For LED Display connections
1	A/V matrix switcher	capable of providing "split" presentation with projector and LED displays
8	HDMI Extension Receivers	
1	A/V system control panel	
1	A/V equipment rack/cabinet	Filtered Master power switch, "mobile"
1	All required cabling/components	HDMI/Audio Patches, Cat5 for extensions, excludes any BCS net connections
1	Installation/Setup of all components	
1	Configuration/Programming	
1	Customer Training	
1	System documentation	

- Audio System**

Quantity	Description	Details/Specifications
1	Audio mixer	Rack mount design
1	Audio Signal Processor	Rack mount design
2	Audio Amplifiers	Rack mount design
2	Flown Program Loudspeakers	
2	Audio Floor monitors	Wireless system acceptable
1	Microphone system	<ul style="list-style-type: none"> See Specifications Below
1	DVD Player	Rack mount design
1	All required cabling/components	Audio Patch cables, other cabling to complete system
1	Installation of all components	
1	Configuration/Programming	
1	Customer Training	

System documentation

Microphone Specs:

Base w/3 wireless mic's (2 lapel/ear, 2 handhelds), Hanging Choir Microphones (Min. 3), rack mount design

- Proposals should include delivery and labor.
- Proposals should include up to three hours of training on the all the equipment.
- Installation should be completed by May 17, 2019.

Total Bid Amount: \$_____

SIGNATURE OF RESPONSIBLE PARTY: _____

TITLE: _____

COMPANY: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

BID EXCEPTIONS

BID NO. TECH 01-19

If the commodity(ies) and/or service(s) proposed in your bid is in ANY WAY different from that contained in this proposal, you, as the bidder, are responsible for clearly identifying all such differences in the space below. Otherwise, it will be assumed that your offer is in total compliance with all aspects of the proposal.

Differences Between Proposal and Bidder's Offer:

-
-
-
-
-
-
-
-
-

SIGNATURE: _____

TITLE: _____

COMPANY: _____

TELEPHONE: _____

BID PROTEST PROCEDURE

This bid protest procedure applies to challenges to the awarding of bids or contracts by Bryan County Board of Education. If the protesting party does not submit a bid or proposal the protest must be submitted prior to the date of the bid opening, or prior to the date on which the RFP proposal or quote is due to be received by the Board. Any protests received after those dates will not be reviewed and considered and will be dismissed as untimely.

For those protestors who did submit a bid or RFP response, their protests must be filed within seven days after the protesting party knew or should have known of the facts giving rise to the protest. However, no protest will be accepted that is filed more than Seven days after the date the notice of award of the contract is posted on the Bryan County Board of Education website. Untimely protests will be dismissed.

The date of filing is the date the protest is received by the Bryan County School System. A protest must be in writing and must be sent to Bryan County Board of Education, Attn: Trey Robertson, 8810 Highway 280 East, Black Creek, Georgia.

Each protest must specify the reasons the protesting party believes that the solicitation or award was improper. Issues not raised in the written protest are deemed waived and may not be raised on appeal. The protesting party may submit with the protest any documents or information deemed relevant. If the contract has been awarded, the Bryan County Board of Education shall notify the successful bidder or contractor of the protest. If the protest is received before the contract is awarded and substantial issues are raised by the protest, all bidders and offerors who appear to have a substantial and reasonable prospect of winning the award shall be notified of the protest and the reasons for the protest and they may file their position on the issues with Bryan County Board of Education, in writing, within five days after receipt of notice of the protest.

Upon the filing of a protest, further action on the solicitation or award shall be stayed, or if the protest is timely received after the award, performance of the contract should be suspended until the protest is resolved. Bryan County Board of Education may, however, determine that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the Board. In such case, if Bryan County Board of Education determines that the protest is clearly without merit or will substantially harm the Board and does not stay the procurement, he shall immediately issue the decision.

TO ALL PROSPECTIVE VENDORS:

Because of the many requests to be placed on our vendors' lists, we are continuously updating them. While we want to include all bona fide vendors, we do not want to send notifications to those vendors who may no longer be interested in participating in our solicitation procedure.

If you do not choose to respond to the attached Request for Proposal, please fill in the form below indicating whether or not you want to be retained on our current vendors' list.

Vendors who do not respond in any way (by either submitting a proposal or by returning the form below) over a period of one year will be removed from the vendors list.

If you desire to submit a "NO BID", please indicate by checking one or more of the reasons listed below. (Please indicate No Bid with Bid Number.) Return to Bryan County Board of Education Attn: Trey Robertson, 8810 Highway 280 East, Black Creek, Georgia.

- Unable to bid at this time. Would like to receive future bids.
- Do not offer this product or service; remove us from this item only.
- Remove us from your Bidder's List.

This page must be returned only if you are not bidding.

TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST

COMPANY NAME BID NUMBER

CONTRACTOR'S GUARANTEE

We hereby guarantee that the work described in these proposal documents will be completed in accordance with the Scope of Work, specifications and any applicable drawings.

We agree to repair or replace any or all of our work, together with any other adjacent work which may be displaced in so doing, that may prove to be defective in its workmanship of material within a period of time accepted by the Owner without any expenses whatsoever to the Owner from the date of acceptance within 10 days after being notified in writing by the Owner of any defects in the work, we agree to commence and prosecute with due diligence all work necessary to fulfill the terms of this guarantee, and to complete the work within a reasonable period of time, and in the event of our failure to so comply, Owner to proceed to have such work done at our expense and we will honor and pay the cost and charges thereof upon demand.

We agree that, in case of emergency, where, in the opinion of the Owner, delay would cause serious loss or damage to the Owner, repairs may be made without notice, and we, collectively and separately, agree to pay the cost thereof upon demand.

SIGNED: _____

Prime Contractor's Signature

Print Name

Title

PROPOSAL CERTIFICATION

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request For Proposal for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the Request For Proposal.

We further agree to strictly abide by all the terms and conditions contained herein as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Bryan County School System, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Bryan County School System.

It is understood and agreed that we have read the specifications shown or referenced in this Request For Proposal and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of one hundred twenty (120) days from proposal opening date.

PROPOSER SIGNATURE AND CERTIFICATION

I certify that this proposal is made without prior understanding, contact, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I affirm that there is no relationship between Proposer and a member of the Bryan County Board of Education, employee or elected member. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Proposer. FURTHER, it is the Bryan County Board of Education’s policy that our employees and agents shall not accept from customers, contractors, and suppliers of property, goods, or services; or from other persons, any gifts, benefits, or unusual hospitality that may in any way tend to influence or have the appearance of influencing them in the performance of their jobs.

Authorized signature

DATE

ACKNOWLEDGEMENT OF ADDENDA

The Offeror has examined and carefully studied the Specifications and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. dated _____ Acknowledgement _____
Initial

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the Offeror’s receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the RFP requirements.

GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)

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 on behalf of the **Bryan County School System** 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 applicable provisions and deadlines established in O.C.G.A. § 13- 10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction 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). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number Date of Authorization

NAME OF CONTRACTOR _____

NAME OF PROJECT RFP # **TECH 01-19** _____

NAME OF PUBLIC EMPLOYER BRYAN COUNTY SCHOOL SYSTEM _____

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, 201__ in _____(city),
_____ (state)

SIGNATURE OF AUTHORIZED OFFICER OR AGENT _____

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 201__

NOTARY PUBLIC _____

My Commission Expires: _____