



BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
RFP: # 18-40

Bid No: 18-40

Date: 04/17/2018

RFP FOR: Website RFP

Bids are due by 05/04/2018
31220

Location: 4580 Cavalier Drive, Macon GA

Attention: Elaine M. Wilson Bid Number: 18-40 (Please make sure this is CLEAR on the FRONT Package)

Bids Received after Deadline Time will be considered non responsive and rejected

Contact Person for Submission Questions is Elaine M. Wilson, Procurement Director of BCSD, via email at Elaine.wilson@bcsdk12.net

TIMELINE FOR RFP

04/17/2018 Release RFP to the marketplace

04/27/2018 Questions Due in the Procurement Office

05/04/2018 BIDS DUE IN THE PROCUREMENT OFFICE 11 AM – EST

THE PERSON SIGNING THIS BID MUST BE LEGALLY AUTHORIZED TO BIND THE COMPANY

COMPANY NAME:

COMPANY ADDRESS:

TELEPHONE NUMBER (AREA CODE & EXTENSION): _____

VENDOR FAX NUMBER:

_____ VENDOR

EMAIL ADDRESS: _____

PRINT REPRESENTATIVE NAME:

SIGNATURE OF REPRESENTATIVE: _____

TITLE OF REPRESENTATIVE:

FED ID NUMBER: _____ - _____

DATE: _____

Bibb County School District

Procurement Office

RFP 18-40

04/17/2018

Website- RFP

Due 05/04/2018

11:00 AM, EST.



VENDOR WEB PAGE ADDRESS: _____

Ladies and Gentlemen:

The Bibb County School District takes this opportunity to announce that we are requesting bids for a *New Website Implementation*

Bids will be accepted prior to 11:00 AM on **05/04/2018** at which time they will be accepted for review by the Procurement Office.

Please NOTE it is up to you to ensure your package are received ON TIME, the delivery address will be indicated below, PRIOR to the DEADLINE. WE WILL NOT ACCEPT LATE BIDS.

All bids are evaluated as described in the attached document. Time is essential therefore all bids received after the announced time and date for submittal whether by mail or otherwise, will be rejected. The time clock stamp in the Purchasing Department shall determine the time of receipt.

Late bids received will not be noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late or incomplete bids will not be considered.

We have included a Bid File, as well as vendor packet to be returned with ALL BIDS.

If you have any questions concerning this bid, please submit them in writing to Elaine M. Wilson, elaine.wilson@bcsdk12.net. In addition, all communication relating to this bid solicitation, either before or after the bid opens, must be coordinated through the Purchasing Department. Your interest and participation in submitting a bid will be appreciated.

Elaine M. Wilson
Procurement Director



The Bibb County School District (BCSD) extends this offer to submit a bid for the services being requested within this RFP. Please ensure you are able to meet the specifications for EVERY area as requested.

Vendors must attach an original and duplicate copy/copies of the bid response. Label each bid as “Original” and “Duplicate” at the top of the first page.

Bidder must indicate below whether or not his bid is in complete compliance with the stated specifications. If there are any deviations from the specification, bidder must indicate in writing what the deviations are and must submit with his bid complete description literature on the items bid.

Bid is in complete compliance with the bid specifications

Bid deviates from stated specifications as follows:

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Merchantability & Quality:

Seller warrants that the goods will be merchantable quality, free from defects in materials and workmanship, and will conform to the descriptions and specifications contained in this document and in sellers catalogues, products, brochures, and other representations, depictions, or models for the goods.

Specify your warranty/guarantee beyond that stated above. Provide a clear description of warranty/guaranty service offered and duration of service (i.e. on site, call tag service, parts and labor included, parts only).

State specifically how you would handle warranty service (i.e. vendor on site pick up, the Bibb County School District to mail to manufacture, etc.)

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Exclusion of Trade Usage:

This document contains all the terms, conditions, obligations, to which the parties have agreed and shall not be modified, controlled, explained, supplemented, or affected in any way by any usage of trade not expressly included in this agreement.

Conformity with U.C.C.



Unless the context requires otherwise, all terms used in this document and which are defined in the Uniform Commercial Code as adopted by the State of GA shall have the same definition set forth in the Code on the date.

Introduction

The Bibb County School District (BCSD) is seeking to update and redesign its website to enhance the user experience, simplify content management, and provide current and accurate information to all stakeholders, while meeting high standards for design quality and visual appeal. The overall goal is to create a web experience that supports our vision and mission over the internet.

The Bibb County School District seeks a company that can meet the criteria and functionalities identified in this RFP but has the flexibility of providing such functions over time, if needed due to budgetary constraints. Technology tends to evolve rapidly and the City would prefer to select a company that has the capability of integrating new, additional features that may be available in the future. The Bibb County School District will enter into a professional services agreement with a qualified vendor to design and replace the existing website (www.bcsdk12.net). The vendor should have educational site experience, content management tools, and a database driven architecture. Functionality include a user-friendly, intuitive site structure with an interface that is both attractive, works on mobile devices, and is ADA compliant.

A. Vendor Qualifications

The intent of this RFP is to enable the Bibb County School District to evaluate vendor experience, qualifications and capabilities for developing and implementing a new (BCSD) website. The desired qualifications will be outlined below. Responders are to submit a written narrative corresponding to each of the numbered items:

1. Project Team Roles

- A. Name, title, role (e.g., project management, training, design)
- B. Education, years of experience

2. Municipal Website Design Experience

- A. References (minimum five references (prefer 2 educational districts in Georgia), including all contact information below)
 1. Client name
 2. Website URL
 3. Contract duration
 4. Client contact person and title
 5. Phone
 6. Email address



Any municipal award winning websites designed by vendor (please list city name and website URL)

3. Project Development Approach

- A. Average timeline
- B. Outline all project phases and the District's role in each phase
- C. Explain the design process, if not included in the project phases
- D. Meets U.S. Federal Government ADA requirements, if not included in the project phases
- E. Training, if not included in the project phases

4. Support and Maintenance (describe all available)

- A. System ownership
- B. Ongoing training opportunities as new features are added and the cost structure, if applicable
- C. Availability of robust self-service documentation and technical support (videos and training manuals, etc.)
- D. Continued communication post website go live date with consultants and support staff
- E. How the BCSD can share ideas, opinions, and sign up for beta testing
- F. Normal support hours and emergency support hours
- G. Software updates and site maintenance
- H. Software licensing (if any)

5. Description of Features and Functionality Included with the Content Management System (CMS)

At minimum include:

- A. Description of page creation
- B. Page content template information
- C. Content scheduling and versioning information
- D. The different back-end user permission levels

6. Project Pricing Estimate/Cost for Services Outlined

Specify amounts and/or costs of items below:

- A. Days/hours of training, number of employees to be trained, on-site or webinar
- B. Amount of District, department, and school content migration should be broken down. (entire website or a specific number of pages)

7. Hosting and Security (describe all available) (I would only entertain CLOUD-based solutions).

- A. Site hosting (cloud)
 - a. If proposing cloud-based solution, must provide current metrics related to average datacenter, server and application uptime.

- b. If proposing cloud-based solution, must provide datacenter locations and they must all reside inside the lower contiguous 48 states of the United States of America.
 - c. If proposing on premise solution, please provide application and storage size requirements.
- B. Appropriate redundancy and scalability to avoid unexpected outages and to accommodate periodic maintenance, usage growth and sudden usage surges
- C. Other

8. Integrated Content Management System (CMS) Components and Tools

The CMS listed below represents functional needs and is not comprehensive; others may be recommended or added. The BCSD’s new website vendor must be able to provide the desired components shown. Possible budgetary constraints may require that this project be implemented in phases.

Features of Desired Content Management System

Feature	Description	Requirement
Accessibility Tools	Accessibility tools that offer users access to larger fonts and/or audible content	REQUIRED
Active Directory Integration	Integration with Active Directory for user authentication and permissions	REQUIRED
Agenda Management	Upload, create and manage agendas	REQUIRED
Alerts & Emergency Notification	Alerts posted on website and public notifications sent out through email, text message and social media	REQUIRED
APIs, Import and Export	Major components should have import and export capabilities, and APIs should be defined.	REQUIRED
Approval Workflow	The ability to manage administrative access to the site through a permission system that defines in-system rights and workflows including content approval for both general content and modular applications that are included as a part of the CMS. Administrators should be able to define the workflow, assign the workflow to content groups and content types, and assign users to workflow rules. The system should support three or more approval levels.	REQUIRED
Automatic expirations	Content added to the site, whether as part of page content or additions to plug-in applications or modular elements shall feature automatic expiration abilities.	REQUIRED
Broken Links Finder	Site visitors can enter comments concerning how they accessed the page	OPTIONAL
Browser Based Administration	Update, delete and create template based web pages	REQUIRED
Calendar	Update/publish calendars by both department, and city wide	REQUIRED
Content Preview	Content publishers must have the ability to preview changes prior to publishing to the site	REQUIRED



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Content Scheduling	Content added to the site, whether as part of page content or additions to plug-in applications or modular elements shall feature delayed posting and automatic expiration abilities.	REQUIRED
Custom Controls	Ability to create custom controls.	REQUIRED
Departmental Home Pages	Department specific menus, content for each section/department with ability to have department front page have a different template.	REQUIRED
Directories, Listing for Staff and Businesses	Easily updatable staff directory for each department.	REQUIRED
Document Center	Upload/download capability, ability to search within	REQUIRED
Embedded Audio/Video/Media and Social Media	Easy embedding of audio, video, media and social-networking applications with associated embed codes.	REQUIRED
Event Calendar	<p>An event calendar application that allows an unlimited number of calendar categories or types to be added to the site, with an unlimited number of items allowed to be added within each individual category. The following features should also be available:</p> <ul style="list-style-type: none"> - Capability to set up calendar events as single or recurring events, with options for daily, weekly, monthly or annual recurrences. - Calendar events shall provide space for full descriptions including the ability to post images, tables and video within the description. - The site visitor shall be able to view calendars by a list of events, a week view or a month view. - Calendars shall be filterable by category, a start date and an end date, with the ability to search for keywords. - Ability for site visitors to subscribe to updates from individual calendar categories through e-mail (HTML or plain-text) or SMS text messages. (OPTIONAL) 	REQUIRED
Event Registration	Capability for citizens to easily register for events, classes and/or make appointments on the website. Registration for appointments must be secure so that registrant information is not publicly available. Ability to pay online for events that have a cost associated with them.	REQUIRED
Frequently Asked Questions	Easily updatable FAQ section for each department.	REQUIRED
GIS Mapping	Ability to integrate with ESRI GIS mapping applications	OPTIONAL
Image Management	<p>Image management tools for the addition of images to on-site content through web pages and modular elements associated with the CMS.</p> <p>Image editing abilities on uploaded images, including the ability to change opacity, resize images dynamically based on width and height, ability to constrain proportions, flip images, rotate images, crop images, restore images and</p>	REQUIRED



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	<p>save altered images as a thumbnail or alteration of the original upload or to replace the original upload with the altered image.</p> <p>Capacity to upload multiple images at one time and associate images with specific pages; the maximum file size should be no less than two (2) megabytes.</p> <p>Ability to preview images prior to association with on-site content.</p> <p>Ability to alter image properties, including image width, image height, capability to associate or disassociate width and height, border color, border width, image alignment, margins and application of CSS classes from overall website styles.</p> <p>Full accessibility options provided in an easy-to-use interface that promotes all image-based aspects relating to Section 508 of the Rehabilitation Act, including specification of alternate text and long descriptions.</p>	
Language Translation	Solution should have functionality to have multiple language translations.	OPTIONAL
Mobile Administration	Option to have the ability to administer this application from a mobile device.	OPTIONAL
Mobile Browsing	Website can be accessed from any mobile platform	REQUIRED
Multi-Lingual Support	Dynamic language translation	OPTIONAL
Multiple Site Hosting	Ability to host multiple sites (different domains) with separate templates and permissions.	OPTIONAL
News & Announcements	Display news and announcements on the front page.	REQUIRED
News Releases	Ability to post news releases to front page as well as archive of past releases for each department.	REQUIRED
Newsletters/E-Zine	Subscription and online publishing (currently use third party)	OPTIONAL
Forms	Create custom, fillable online forms for which data can be saved or emailed.	REQUIRED
Job Postings and Application	Applicants can also create an online profile, fill out application and attach additional documents - (currently use third party)	OPTIONAL
Payments	Secure online transaction by department	OPTIONAL



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Templates	<p>Content publishers must have the option to use pre-created page templates to assist in the formatting and development of new content.</p> <p>Content publishers should have the ability to place widgets or content blocks on page templates that serve specific purposes and streamline the template building process. Widgets can represent any key function such as calendars, directory, e-notification, FAQs, search, etc. Widgets should have settings to customize their look and function to meet specific needs.</p> <p>Content publishers must have the option to share templates with and use templates from a wider community pool which shares consistent page development.</p>	REQUIRED
Permissions	The permission system shall be divisible into both user administration and group administration, allowing permission levels to be attributed to groups to which users can be added.	REQUIRED
Printable Pages	Print-friendly function	REQUIRED
Quick Links	Links can be placed directly on the pages	REQUIRED
RFP/RFQ/Bid Posting	Portal for hosting RFP documents with user registration.	REQUIRED
Rotating Photos/Banners	Create a photo slideshow with text associated; banners for department specific events/promos	REQUIRED
RSS Feeds out	RSS Feeds of events, news, jobs, etc.	OPTIONAL
SharePoint Integration	Ability to retrieve and store information/documents with our on-premise SharePoint installation	REQUIRED
Site Search	Internal site search engine, site search log	REQUIRED
Sitemap & Breadcrumbs	Dynamically generated sitemap and breadcrumbs.	REQUIRED
Social Media Interface	Facebook and Twitter feeds	REQUIRED
Spell Check	Editor should include spell-check functionality.	REQUIRED
SSL Certificate	One or more SSL certificates to encrypt data contained in site transmissions.	REQUIRED
Third Party Integration	Ability to integrate with existing 3rd party applications	REQUIRED
Unique Department Home Page	Ability for departments or other associated organizations to have a unique separate design	REQUIRED
Web Service connections.	Web service connections for external integration.	REQUIRED
Website Analytics	An administrative center for reviewing, filtering and exporting overall website statistics, including the ability to view statistics by page or section and presenting the information in a graphical representation.	REQUIRED
WYSIWYG Editor	The CMS must have an advanced WYSIWYG rich text editor for content additions and updates that, while allowing flexibility for higher-end content contributors, is simple and straightforward, giving basic content	REQUIRED

	<p>contributors a basic set of fewer options to alter established site styles.</p>	
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Technology/Platform and Other Requirements to

Browser Support – The Bibb County School District is looking for the new website to support mobile and desktop versions of Apple Safari, Google Chrome, Microsoft Internet Explorer, Edge, and Mozilla Firefox. The site should support all versions of the browsers that have been released within the last 5 years if applicable.

Hosting

Cloud hosting only.

Cloud-Hosted option

Hosting Data Center and Backup Data Center – The hosting platform must be in a certified data center (SSAE 16 Type II Compliant) with multiple layers of security access, redundant ISP providers, backup power and redundant generator, and firewall protection.

Website Design

The new design shall be a collaborative effort, taking the District’s tastes, colors, preferences into account. The vendor will interact with Bibb County School District designees for design approval, functionality, and suggestions.

The final design should be compatible with modern browsers as well as mobile devices using responsive design principles.

Website Content

Working with the Bibb County School District designee(s), upon approval the vendor will migrate the desired current BCSD content from the current website to the new website,

Ongoing Services

We are interested in understanding the ongoing services that you provide to all customers, such as:
 Access to On-Demand Training Library – Do you have an on-demand library of training videos and materials?

Maintenance and Support

The vendor’s CMS, including all features and modular applications associated with the CMS, must have qualified and available support included as a part of ongoing services to maintain the CMS, using guidelines, structures and materials meeting the following criteria:

Online Training Videos – An online repository of training videos for the purposes of fully training new staff members or retraining existing staff members.

Support – The vendor shall provide access to live support available via e-mail or phone during vendor’s normal business hours. The support team must be fluent in the functionality and uses of both the content management system’s features and associate applications and modules.

Support Materials – 24/7 access to support materials including, but not limited to: online training manuals, support FAQs, customer support forums, instructional videos, informational newsletters, informational and support-driven webinars (live and archived), request forms, online education courses and support-related updates through common social networking mediums.

Support Service Level Agreement – In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantees of customer support as well as a service escalation process.

While website content updates are to be managed by the Bibb County School District through the CMS, vendor must commit to regular maintenance and updating of the CMS and associated applications for the purposes of keeping the existing software up-to- date as well as introducing new functionality and applications.

Vendor shall commit to:

CMS Development Process – An internal process dedicated to reviewing new technologies and implementing development projects in order to provide a more robust CMS with additional features and applications.

CMS Improvements – Regular maintenance of the CMS to improve existing functionality and, when appropriate, consider the District requests.

CMS New Features – Rolling upgrades of the solution that strengthen and update the CMS’s functionality and associated applications.

Software Service Level Agreement – In all submitted proposals, vendors shall be able to produce a Service Level Agreement that details guarantees of upgrades and the dedicated process for improving the software purchased by the Bibb County School District.

Selection Basis Services

The District will allow selected staff members will review and vote for the solutions based upon the following requirements:

Administration – Functionality and Ease-of-Use	40%
Offerings/Modules	30%
Training/Support	20%
Cost	10%

A. Specific Requirements:

The Bibb County School District, is accepting **RFP** documentation from potential suppliers in accordance to the need of supplying a full bid package with all specified forms, and bid proposal tabulation sheet.

B. Evaluation:

The contract, if awarded, will be awarded to the most responsive and responsible bidder. Technology equipment bids will be evaluated based upon equipment specifications, flexibility of schedule, capacity to deliver, references and price. Product quality, service issues and other factors stipulated above must be met to the satisfaction of the Board for a bid to be considered responsive. Consequently, if the selected bidder is unable to execute a contract and provide delivery within the time parameters specified in this RFP the Board will award the contract to the next most qualified bidder.

Scoring of Proposals: Maximum Total of 100 Points

The award will be based off the following scoring criteria

Administration – Functionality and Ease-of-Use	40%
Offerings/Modules	30%
Training/Support	20%
Cost	10%

C. INTERPRETATION/ADDENDA:

If any questions should arise pertaining to the RFP Documents, the bidders may email the Director of Procurement, Elaine M. Wilson, elaine.wilson@bcsdk12.net, please include the RFP number in the Subject line, in order to guarantee a response to the question submitted. The questions should be received prior to the deadline within the TIMELINE.

D. ADDITIONAL INFORMATION:

Please mail the Procurement Office, utilizing the email: procurement@bcsdk12.net; please make sure you put your bid number in the subject line, and your questions will be addressed in a timely manner.

H. "Responsive" Bidder Criteria

- Capability of providing services and meeting schedule as indicated
- Warranties /Guarantees
- Ability to meet specifications/bid documents as indicated.
- Service and Support Capability
- Documented licensed as required by the State of Georgia
- Applicable Bond Information
- Responsible Award Amount for the Bibb County School District

E. Cancellation/Default of Contract

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

F. Indemnity Provisions

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal.

The Board will not be bound by any such agreement.

Board Policy provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

G. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting bid proposals. Failure to do so will be at the bidder's own risk. The bidder may withdraw a bid prior to the bid opening date and time by requesting to do so in writing.

H. Standards of Acceptance of Bid Proposal for Contract Award

The Board reserve the right to reject any and all bids and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a bid of any bidder as being unresponsive when such bidder cannot document its ability to deliver requested services or when investigation shows it is not in a position to perform the contract.

I. Compliance with Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract

document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

J. BCSD NONDISCRIMINATION

The contractor, by the submission of a proposal or the acceptance of a contract, does agree that he will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take appropriate action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and training. In the event of the contractor's noncompliance with the nondiscrimination policy of the BCSD, any contract or purchase order may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible to transact further.

K. UTILIZATION OF MINORITY AND SMALL BUSINESS ENTERPRISES AND LOCAL AND MINORITY LABORERS

Minority and Small Business Subcontractors. The Owner has adopted a policy indicating its desire to increase the opportunity for participation by minority business enterprises and small business concerns in all its construction projects. The Contractor acknowledges this policy and agrees that it will actively solicit and encourage bids from qualified subcontractors identified by the Minority Assistance Corporation or other agencies as minority business enterprises. The Contractor shall also actively encourage and solicit bids from subcontractors who qualify as small business concerns.

Utilization of Minority and Local Labor. It is the policy of the Owner that the contractor and all subcontractors shall, consistent with efficient contract performance, utilize to the maximum extent possible minority and local laborers and mechanics as on-site employees. The Contractor acknowledges this policy and agrees that the on-site labor force of contractors and all subcontractors shall include a meaningful representation of skilled and unskilled local and minority laborers and mechanics, consistent with the efficient performance of this contract. Meaningful representation for minorities means the employment of minority laborers and mechanics in at least the same proportion that minorities are represented in a discrete construction skill or craft in Bibb County and all adjacent counties, provided such individuals are available at the time of need. Meaningful representation of local laborers and mechanics means that at least 75% of the on-site work force of contractor and all subcontractors, taken as a whole, shall reside in the Bibb County and surrounding counties, provided such individuals are available at the time of need.

L. DRUG-FREE WORKPLACE

By submission of a proposal, the Offertory certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided



for the contractor's employees during the performance of the contract. The Offertory also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. 50-24-3 may cause suspension, termination of contract, or debarment of such Offertory.

M. CERTIFICATION OF NONCOLLUSION

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

N. IMMIGRATION REFORM AND CONTROL ACT

Offerors must abide by all federally mandated laws enforced by United States Department of Homeland

Security which are established to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

O. AUTHORIZED OFFICIAL

It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the Offeror.

P. SOLICITATION TERMINATION

In any event, in which this solicitation is terminated or cancelled, in whole or in part, or all proposals are rejected, there shall be no liability on the part of BCSD for any costs incurred by Offerors or potential Offerors in relation to the solicitation.

Q. RIGHTS AND REMEDIES

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

R. INSURANCE

When the selected contractor has been identified, he will be notified of the necessity to provide required insurance. Proof of insurance shall be provided within 15 days of the date of written notification to the contractor.

S. Worker's Compensation and Employer's Liability Insurance

Bibb County School District
RFP 18-40
Due 05/04/2018

Procurement Office

04/17/2018
Website- RFP
11:00 AM, EST.



The contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under the contract.

Worker is Compensation Limits: Statutory

Employer's Liability Limits:

Bodily Injury by Accident	\$ 100,000 each accident
Bodily Injury by Disease	\$ 100,000 each employee
Bodily Injury by Disease	\$ 100,000 policy limit

Contractor waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant to this agreement. The Waiver of Our Right to Recover from Others Endorsement, ISO Form SC 00 03 13 shall be attached to the policy showing the Owner listed in the Schedule.

T. Commercial General and Umbrella Liability Insurance

The Contractor shall procure and shall maintain commercial general liability (CGL) and if necessary, commercial umbrella insurance with a limit of not less than \$250,000 each occurrence, as shall protect him and any Subcontractor performing Work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

- (1) Comprehensive Form
- (2) Contractual Insurance
- (3) Personal Injury
- (4) Broad Form Property Damage
- (5) Premises - Operations
- (6) Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under the contract. Policy coverage must be on an occurrence basis.

U. Payment & Performance Bond

This Bid will require a Performance Bond.



*****Bidders shall provide three (3) copies of submitted bid proposals containing all pertinent documentation. Along, with an electronic copy.**

The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the bid proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid proposal constitutes an offer and may not be withdrawn except as provided herein



Exhibit I
Offeror Affirmation Form:

OFFEROR AFFIRMATION FORM:

Company Name: _____

RFQ Name: _____

RFQ Number: _____

After careful examination of the solicitation document in its entirety, _____ and any addendum(addenda) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

For Consideration of this proposal, the undersigned hereby affirms that:

1. He/She is a duly authorized official of the offeror.
2. NO changes were made to the original RFP document,
3. The proposal is being submitted on behalf of the offeror in accordance with any terms and conditions set forth in this document.
4. The offeror will accept any awards made to it as a result of the proposal submitted here in for a minimum of one hundred and twenty (120) days following the date of submission.
5. The offeror will accept the terms and conditions set forth in the contract template attached here to.

If notified in writing by mail or delivery of the acceptance of the award, the undersigned agrees to furnish and deliver to the assigned procurement professional within five (5) days of the request, a certification of insurance indicating the coverage specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, constructed, and give effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We, the supplier of goods, materials, equipment and services covered by this bid or contract, have not discriminated in the employment, in any way, against any person or person, or refused to continue the employment of any person or persons on account of their race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.

Respectfully Submitted,

Company Name

Authorized Official Name

Signature

Title: _____ E-mail Date: _____

Address: _____

The legal name of the bidder is: _____

PLEASE PRINT OR TYPE RESPONSE



Exhibit III

Debarment Certificate

Certificate Regarding Debarment, Suspension, Ineligibility

(Form must be completed and returned with bid.)

The Bibb County School District is a recipient of Federal monies. As such we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the Federal government or any agency thereof.

The prospective participant certifies, by submission of the bid, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

Organization Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date



Exhibit IV
Affidavit of Services

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 1310-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Bibb 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 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

Bibb County School
Name of Public Entity

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 and Title of authorized Officer or Agent

Subscribed and Sworn Before Me

On This the _____ Day Of _____, 20____.

Notary Public

My Commission Expires: _____



Affidavit of Exception (Services ONLY)

I attest that I am exempt from providing an Affidavit of Compliance to Bibb County School District pursuant to O.C.G.A. § 13-10-91, as amended, for one of the following reasons:

_____ I am a sole proprietor with no employees, subcontractors or sub-subcontractors and I will not use employees, subcontractors or sub-contractors for any work performed for Bibb County School District.

In order to be exempt from compliance under the above exception, in addition to this affidavit you must provide a copy of your State of Georgia driver's license.

(Please see http://www.georgia.gov/vgn/images/portal/cit_1210/50/35/173461453Lists_of_states_that_verify_immigration_status_7_26_11.pdf for a list of driver's licenses from alternative states that can be submitted in lieu of a Georgia driver's license.)

_____ My company/firm will render services to Bibb County School District; however, the services will not be rendered in the State of Georgia.

_____ My company/firm will only provide goods to Bibb County School District and will not render any physical services to Bibb County School District.

_____ My company/firm will render services to Bibb County School District, however my company/firm has ten (10) or fewer full-time employees.

Vendor Name: _____

Name of Project: _____

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 and Title of authorized Officer or Agent

Subscribed and Sworn Before Me

On This the _____ Day Of _____, 20____.

Notary Public
My Commission Expires: _____

Please attached a copy of your W-9 Form as well with this Form.