



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

tradition • purpose • excellence

Request for Proposal

For

Multimedia Systems for NWM New School With Installation

For The

Whitfield County Schools

Purchasing Department

1030 Hill Road

Dalton, GA 30721

RFP # WCS-IT-2020-014

September 14, 2020

RFP # WCS-IT-2020-014

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SECTION 1.0

NOTICE TO INTERESTED COMPANIES

1.1 Product / Service: Multimedia Systems for NWM New School With Installation

1.2 Owner: **Whitfield County Board of Education**
1306 South Thornton Ave.
Dalton, Georgia 30720

1.3 Representative of Owner: **Jim Fugate**
Procurement Officer

1.4 Anticipated Time Frames:

Issue RFP to market	9-17-2020
Pre-Proposal meeting	N/A
Questions on RFP due	10-1-2020
Response to questions posted	10-7-2020
RFP responses due in Procurement Office by 2:00pm	10-9-2020
Proposal Evaluations	TBD
(Optional) Vendor Presentation/Interview	TBD
Recommendation to Whitfield County Board	TBD

Note: This is a standardized document, which contains basic contract requirements, however depending on the requested product or service; some language may not be applicable. If the vendor is in doubt or has questions regarding the language, its meaning or intent, it is the responsibility of the bidder to seek clarification prior to submission of their response.

END OF SECTION

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SECTION 2.0

GENERAL INSTRUCTIONS

2.1 QUESTIONS

All questions are to be submitted on Vendor Registry at:

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

2.2 MANDATORY PRE-PROPOSAL MEETING

A mandatory Pre-Proposal meeting will be held on:

N/A

2.3 SUBMISSION

All proposal submissions must contain both **2 Bound Hard Copies with tabs as described in Section 5.0 and a PDF version on a USB drive**, be clearly marked **“PROPOSAL – RFP WCS-IT-2020-014 Multimedia Systems for NWM New School With Installation”** and submitted to:

Jim Fugate
Procurement Officer
1030 Hill Road
Dalton, Georgia 30721

OR

You may submit electronic version on Vendor Registry to meet deadline. However, hard copies must be received within 2 business days for proposal to be considered.

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

**EMAILED OR FAXED RESPONSES ARE NOT ACCEPTABLE
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 SUBMISSION DEADLINE

Proposals must arrive no later than **2:00 pm (EST) on October 9, 2020**

SECTION 2.0

GENERAL INSTRUCTIONS (Continued)

2.5 EVALUATION

Proposed products or services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the products or services. All companies who submit a proposal will be notified of the final award. While cost is the primary factor, it is not the final deciding factor.

2.6 FUNDING

This proposal is based on available funding; therefore, no work or transactions can commence until Whitfield County Schools has issued a Purchase Order.

2.7 COSTS

Full cost of preparation of Proposal response is to be borne by the quoting company.

2.8 SIGNATURE

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 SELECTION

The Whitfield County Board of Education reserves the right to 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that Whitfield County School District considers the most advantageous for the Board.

2.10 SITE INSPECTION

The sites should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this Proposal. The Proposal sum shall reflect all such affecting conditions. Proposers shall be responsible for verifying all dimensions/specifications/environmental conditions that may affect the work.

2.11 E-VERIFY AFFIDAVIT

Proposer shall complete and include with Proposal response an E-Verify affidavit that may be downloaded from our web site at:

www.wcsga.net/purchasing

SECTION 2.0

GENERAL INSTRUCTIONS (Continued)

2.12 AWARD

The Whitfield County School District may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.13 CONTRACT

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered.

One time procurements will be executed by Purchase Order.

For procurement agreements that would potentially involve multiple years there will be a separate controlling contract written. This contract will be for a period beginning on the date the contract is signed by both parties and ending December 31 of that year at a fixed price, with the ability of Whitfield County School District to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included.

The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Whitfield County School District and the proposer. In case of extensions, the cost, which was submitted in the proposer's proposal, may be increased or decreased based on documented market forces. Price changes must be approved by Whitfield County School District in writing before the beginning of the renewal.

2.14 TERMS AND CONDITIONS

Offeror agrees to abide by Whitfield County School District General Terms and Conditions at www.wcsga.net/TermsAndConditions

END OF SECTION

SECTION 3.0
PROPOSAL FORM

**For The General Proposal for the Product or Service: Multimedia Systems for NWM
New School With Installation**

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the WCS Terms and Conditions and the Request for Proposal

Titled: Multimedia Systems for NWM New School With Installation
Dated: October 9, 2020

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Business Address

Federal I.D. Number

END OF SECTION

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SECTION 3.0
PROPOSAL FORM (Continued)

Base Services Cost Proposal

_____ (Company) agrees to each specification listed in the RFP Multimedia Systems for NWM New School With Installation and submits the proposal of:

_____ (Dollars) for products and services rendered.

It is understood that Whitfield County Schools will be billed for the full amount of the contract when the project is completed and signed off on by **Tim Shaver, Director of Technology**.

Additional Cost Items

_____ (Company) agrees to the following hourly rates for additional work provided outside the terms of the contract.

_____ Hourly rate for labor (man hours).

For pricing guidelines, Whitfield County Schools is a member of the following Purchasing Cooperatives. Your response should reflect pricing that is at or below the best price listed on any of these contracts.

BuyBoard
E&I Cooperative Services
OMNIA Partners
NCPA – National Cooperative Purchasing Alliance
Sourcewell
TIPS – The Interlocal Purchasing System

Include this form with your complete proposal as detailed in:

SECTION 5.0 PROPOSAL REQUIREMENTS
TAB 5 Cost

END OF SECTION

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SECTION 4.0

SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four metrics will be used to assist with the selection of the company. The evaluation will center around 1. Proposal, 2. Cost, 3. Technical, and 4. References.

PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.

4.1 COST

4.1.1 Determination based on price proposal.

4.2 PROPOSAL CRITERIA

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCB0E is not obligated to consider responses from offerors who are deemed non-responsive due to not unequivocally agreeing to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.6 WCB0E is not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

4.3 TECHNICAL

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

4.4 REFERENCES / EXPERIENCE

4.4.1 Information received from contacting references.

4.4.2 WCB0E past experience with the offeror.

Whitfield County Board of Education reserves the right to make its selection of an approved vendor based on what it deems to be in the best interest of Whitfield County School District. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

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SECTION 5.0

PROPOSAL REQUIREMENTS

5.1 Proposal Requirements:

The proposal must include the following items in a tabbed and bound document in the order specified here to be considered a complete proposal:

TAB 1 Company and contact information

1. Cover letter of introduction of company.
2. Vendor Company Name
3. Street Address
4. City, State, Zip
5. Contact person
6. Telephone number
7. Email address

TAB 2 Understanding and Ability to meet all RFP Requirements

1. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
2. Acknowledge receipt of any amendments.
3. Completed copy of E-Verify form.
4. How long in business (submit date organized).
5. Submit number of employees currently on payroll.
6. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

TAB 3 Satisfactory Record of Performance

1. Submit experience in school facilities of similar size.
2. Provide minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

TAB 4 Training, Qualifications and Experience of key personnel who will be assigned to this project.

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

TAB 5 Cost

1. Submit total cost of proposal with adequate detail to identify cost of separate classifications of products / services.

TAB 6 Additional information not requested.

END OF SECTION

SECTION 6.0

PRODUCT / SERVICE REQUIREMENTS

6.1 GENERAL REQUIREMENTS

6.1.1 All product and installation that is being provided by vendor shall be coordinated with Whitfield County Schools in conjunction with the construction schedule for North Whitfield Middle School

6.1.2 **You may offer up equivalent products or solutions to what is listed below.**

6.1.3 Vendor must provide a scope of work for any installations they will be providing.

6.1.4 You must comply with Section 7 "Vendor Experience".

6.1.5 Vendor is required to include any mounting hardware needed for specified devices.

6.1.6 Vendor must attend all OAC meetings that WCS request them attend

6.2 SERVICE LEVEL AGREEMENT

6.2.1 First Year Service contract must include

- A. On site training as requested
- B. Next business day on site support
- C. Labor included in all repair and warranty work

6.3 THE WORK/PRODUCT

6.3.1 Multi Purpose Room

- A. 4x NEC NP-525WL-2 500 Lumen Laser Projector
- B. 2x Sewell Light Link Fiber Optic HDMI 100ft SW 32932-100
- C. 4x Peerless PRG-UNVW universal mounts
- D. 4x Premiere Drop Ceiling Mount PP-FCTA-QL
- E. 4x Peerless 6" extension pipe ext-006
- F. 1x Tripp Lite 12U wall rack
- G. 1x Denon DN-300C CD Player
- H. 2x Sennheiser EW-100-835 G4 wireless handheld mic
- I. 1x Klark Teknik DM8000 10x6 DSP
- J. 1x Lab Gruppen E12:2 Power Amp
- K. 32x Tannoy CVS6 6" Ceiling Speakers
- L. 2x FSR Flex LT200 Touch Wall Controllers
- M. 1x Netgear GS308P POE Ethernet Switch
- N. 2x FSR HD-HPCUWP-TX HDMI/VGA With audio Wall Plates

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- O. 1x FSR DV-HMSW4K-44 Matrix Switcher
- P. 1x Klark Teknik DM801 Serial Controller
- Q. 4x FSR HD-H-SP-TX HDBaseT Transmitter
- R. 2x Tripp Lite VGA with 1/8" Audio Cable 100ft P504-100-EZ

6.3.2 Gym

- A. 6x 12" DAS Artec 312.96W Main Speakers White
- B. 2x 10" DAS Artec 310.96W Main Speakers White
- C. 2x 2 Channel Lab Gruppen Amplifier
- D. 1x Alesis MultiMix 10 Mixer
- E. 8x Mounting Brackets for Speakers White
- F. 1x Isopod - SKU WWISOPD
- G. 2x Sennheiser EQ-100-835 Gg4
- H. 1x Tripp Lite 12U Space wall rack
- I. 1x ADJ PC-100A switched power supply
- J. 2x XLR Connectors (floor mount)
- K. 1x Soundcraft Notepad 8FX mixer (for use on floor)
- L. 1x Denon DN300C CD Player
- M. Lift Rental
- N. Wiring included in installation must be minimum of 14ga-16ga

6.3.3 Band Room

- A. 2x Das Audio Artec 308.96W Speaker
- B. 2x Das Audio Speaker Wall Mount
- C. 1x Tripplite 10U Hinged Wall Rack
- D. 1x ADJ PC-100A Power Sequencer
- E. 1x Cable Matters HDMI over Cat6 Transmitter / Receiver Kit
- F. 1x Crown XLS 1502 Amplifier
- G. 1x HDMI Wall Plate
- H. 1x Panduit Quad Minicom Faceplate
- I. 3x Minicom Blanks
- J. 1x Minicom Orange
- K. 1x HDMI Audio De-embedder
- L. 1x Alesis MultiMix 10 Mixer
- M. 1x Samsung TU8000 85" TV
- N. 1x Peerless Articulating Wall Mount PA762

6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED

6.4.1 - North Whitfield Middleschool - New construction

END OF SECTION

SECTION 7.0
ADDITIONAL INFORMATION

Please include under this section any additional information that you feel we need to know to make the best decision. This would include any information you feel would differentiate you, your company, your services and / or your proposed solution from the competition.

END OF SECTION

SECTION 8.0
ADDITIVE / ALTERNATE

END OF SECTION

SECTION 9.0 EVALUATION MATRIX / COMMITTEE

Proposal Assessment Worksheet

Page _____ of _____

District Name: Whitfield County School System

Prod/Service:
RFP:

Vendor Scoring

Selection Criteria	Weight*	Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Price	30%		0		0		0		0
Technical	25%		0		0		0		0
Met RFP response requirements	20%		0		0		0		0
Experience with Company	15%		0		0		0		0
Management Expertise	10%		0		0		0		0
Overall Ranking	100%		0		0		0		0

Vendor Selected:

Approved By: IT Director

Title:

Date:

Notes:

* Percentage weights must add up to 100%. Price must be weighted the heaviest.

** Evaluated on a scale of 1 to 5: 1=worst, 5=best.

*** Weight x Raw Score