

## RFI (Request For Information)

Date Released: 01/11/2017

Bid Number: 17-21

Bid Name: Furniture Request (INFORMATION/DEMO ONLY)

The Bibb County School District is solicitation bids for 17-21. Specification, terms and conditions are contained herein.

BID DUE DATE/TIME: 01/18/2017 10 am

Return of Acknowledgement for Attendance via Vendor Registry ONLY

All questions concerning this bid must be emailed to the procurement office, see information below.

Elaine M. Wilson, Director of Procurement  
484 Mulberry Street  
Macon, GA 31201  
Phone: (478) 779-3522  
Fax: (478) 779-3531  
Email: [elwilson@bibb.k12.ga.us](mailto:elwilson@bibb.k12.ga.us)

### **TENTATIVE TIMELINE**

<b>RFI NUMBER: BID NUMBER, FISCAL YEAR</b>	<b>IFB- 17-21, 2017</b>
<b>PRE BID MEETING</b>	<b>NONE</b>
<b>PRE BID LOCATION:</b>	<b>NONE</b>
<b>ITB QUESTION DEADLINE</b>	<b>01/16/2017 10 AM EST, Via Email ONLY</b>
<b>ITB DUE DATE:</b>	<b>01/18/2017 10 AM,</b>
<b>LOCATION AND TIME DUE:</b>	<b>PROCUREMENT OFFICE 4580 Cavalier Drive MACON GA 31201 STE. 280</b>

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## **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.

### **1. UTILIZATION OF MINORITY AND SMALL BUSINESS ENTERPRISES AND LOCAL AND MINORITY LABORERS**

(a) *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.

(b) *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.

### **2. DRUG-FREE WORKPLACE**

By submission of a proposal, the Offeror 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 Offeror 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 Offeror.

**3. CERTIFICATION OF NONCOLLUSION**

By submitting a proposal the Offeror 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.”

**4. 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.

**5. 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.

**6. 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.

**8. 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.

## **PURPOSE/SCOPE OF WORK**

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1. **PURPOSE:** The Bibb County School District (the District) is seeking vendors to set up modular classrooms for the 21st century. The outline for this RFI is as follows: **THIS IS NOT A FORMAL BID, but a NOTIFICATION ONLY.** The intention of the district is to review ALL products of choice from each bidder, and perhaps come up with a collaborated listing of furniture to utilize in a future solicitation for a district contract as deemed necessary.

### **SCOPE OF WORK (Specification)**

- The week of January 23-27, 2017, Bibb County School District would like to invite you to set up a sample classroom to be reviewed by our district staff and administrators. Designated space will be provided at Burghard Elementary School. 6020 Bloomfield Road, Macon Ga. 31206. This space will be made available to you for set up on January 23<sup>th</sup>, 2017 between the hours of 8:00 am and 3:00 pm. Our staff will then have the week to explore and evaluate each vendor's classroom.

We are seeking the following items for the RFI; however you are welcome to set up your space as you desire. We are requesting that you respond electronically via vendor registry portal with (Addendum A) information completing the registration information.

### **Specifications of the requested samples include:**

- STUDENT CHAIR
- STUDENT DESK
- TEACHER CHAIR
- TEACHER DESK
- TECHNOLOGY CART / PRESENTATION PODIUM
- BOOK SHELVES
- TABLE, COLLABORATIVE
- TABLE, NESTING
- MEDIA/LEARNING COMMONS
- OTHER ITEMS AS DESIRED FOR CONSIDERATION

**Parameters describing the type of furniture needed:**

1. Student-centered to encourage student participation
2. Collaborative, mobile, and modular
3. Durable commercial quality
4. **Classroom budget \$3000 / room**
5. Desks with solid (possibly whiteboard) tops and glides
6. Separate desks and chairs
7. Appropriate size for small classroom space
8. Purchase from school furniture manufacturers
9. Consider the total cost of ownership = warranty, ease of cleaning, etc.
10. Select "New Generation" furniture which will meet the needs far into the future
11. Keep in mind wiring and technology requirements which impact furniture choice

We would like you to bring the samples that best meet the specifications and parameters listed above. Sample classroom does not have to contain quantities typical of a standard classroom. Provide enough desk, chairs, and misc. pieces to demonstrate all factors offered by the furniture products.

**Please let me know if you will be able to participate. We will need RSVP to us by January 18<sup>th</sup>, via vendor registry submittal utilizing Addendum A.**

**We would like for you to return ALL signed documents indicating you will be in attendance, and you are free to set up as much information as possible. Please submit an approximate space you will desire so we can accommodate the request as much as possible.**

**The information will be displayed from Jan 23 – January 27<sup>th</sup>, 2016. We are requesting at least ONE representative to be on site if possible on January 25- 27<sup>th</sup>, 2017. This will give the district personnel time to stop by and review the layouts, ask questions, etc....**

**OFFEROR'S CHECKLIST**

PROJECT: \_\_\_\_\_  
\_\_\_\_\_

RFI 17-21.: \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

\_\_\_\_\_  
SIGNATURE OF PERSON COMPLETING CHECKLIST

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY FEDERAL ID NUMBER

\_\_\_\_\_  
COMPANY E-MAIL ADDRESS

<b>Company Will Be in Attendance</b>	<b>Yes</b>	<b>No</b>
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**READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE PROPOSAL  
RETURN WITH PROPOSAL**

**OFFEROR AFFIRMATION FORM:**

Company Name: \_\_\_\_\_  
RFI Name: \_\_\_\_\_  
RFI Number: \_\_\_\_\_

After careful examination of the solicitation document in its entirety, \_\_\_\_\_ and any addendum(s) 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 RFI 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,

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Company Name

Authorized Official Name

Signature

Title: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail Address:

The legal name of the bidder is: \_\_\_\_\_

**PLEASE PRINT OR TYPE RESPONSE**

**CERTIFICATE OF NON-COLLUSION**

By responding to this solicitation, the supplier understands and agrees to the following:  
 That the submitted response constitutes an offer, which when accepted in writing by the State Entity, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the State Entity; and  
 That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and  
 That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and  
 That, if awarded a contract, the supplier will deliver goods and/or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and  
 That the response submitted by the supplier shall be valid and held open for a period of **one hundred and twenty (120) days (or such other time period as identified in the solicitation)** from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and  
 That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and  
 That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

<b>Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)</b>	
<b>Authorized Signature:</b>	
<b>Printed Name and Title of Person Signing:</b>	
<b>Date:</b>	
<b>Company Address:</b>	
<b>FAX Number:</b>	
<b>Email Address:</b>	
<b>*This table must be completed in its entirety by the supplier.</b>	