



Bid Title: Facility Evacuation Map Diagram
Bid Number: RFB 20-19

ISSUE DATE	02/06/2020
RESPONSES DUE	02/21/2020
ISSUING AGENT	Elaine Wilson
EMAIL CONTACT	Elaine.Wilson@bcsdk12.net
TELEPHONE CONTACT	478-779-3522
TERM ANTICIPATED	One Time Purchase

TO WHOM IT MAY CONCERN,

The Bibb County School District (BCSD) requests bids for [Design and Print School Evacuation Plans](#). All bids should be delivered to

Bibb County School District Procurement Department
4580 Cavalier Drive
Macon, GA 31220

Bids will be accepted prior to February 21st, 2020, which the procurement office will review.

All bids will be evaluated as described in the attached document. Bids received by mail or any other delivery method after the announced time and date for submittal, will be rejected. The time clock stamp in the Procurement Department will determine the time of receipt. **Late bids received will be noted in the bid file, and the vendor's name will not be removed from the subject commodity/service list. Late bids will not be considered.**

All vendors completing this bid should register online as well, please visit the Bibb County School District website (www.bcsdk12.net), under Department, >Procurement, >Vendor Registration.

If you have any questions concerning this bid, please submit them in writing to Elaine M. Wilson, Elaine.wilson@bcsdk12.net. All communication, either before or after the bid opens, related to this bid solicitation must be coordinated through the Procurement Department to Elaine Wilson, via email ONLY.

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TENTATIVE TIMELINE

RFB BID NUMBER:	RFB 20-19
PRE BID MEETING:	NONE
PRE BID LOCATION:	NONE
RFB QUESTION DEADLINE:	02-13-2020
RFB DUE DATE:	02-21-2020 @ 11 AM, EST.
LOCATION:	Procurement Office 4580 Cavalier Dr. Macon, GA 31220
PRESENTED TO THE BOARD:	N/A



A. Background

The Bibb County School District has over 25,000 students along with 38 sites, as well as 25 departments. We are currently seeking a qualified contractor to provide a design and printed evacuation maps to be delivered to one location for distribution to the other locations.

B. Invitation

The procurement office, on behalf of the Bibb County School District, would like to extend a formal offer to all-qualified contractors according to the specifications indicated within this RFB. Please review carefully all sections of the RFB, including the Mandatory Pre Bid Meeting, along with the Closing Date and Time. All questions pertaining to this RFB should be emailed to the Procurement Director, Elaine M. Wilson, Elaine.wilson@bcsdk12.net. Please make sure you put the Bid Number (20-19) is in the subject. All questions and answers will be posted under the purchasing menu, located on the Bibb County Board of Education webpage, under vendor registry (www.vendorregistry.com), under Bibb County School District. As well as the GPR within seven (7) days of the closing date on this RFB.

C. Specification(s)

- Facility Master plan for each floor (where applicable), to include the locations of severe weather sheltering points, and the location of safety equipment to include fire extinguishers, pull stations, AED, and first aid.
- Color coded Primary and Secondary evacuation or egress routes from all school classrooms, office spaces, janitorial locations, and office suites (where applicable) for each individual school or complex within the Bibb County School District (floorplans to be provided by BCSD). Each map will also indicate the location of all safety equipment, to include fire extinguishers, pull stations, AED devices, and first aid.
- All Maps should be “page size”, 8.5” X 11”
- Evacuation Maps should be oriented properly for the observer to depict the exact directions based upon where the viewer is standing.
- Each map should provide a legend, be in color, and have written as well as visual instructions.

D. Specific Requirements

The Bibb County School District is accepting RFB 20-18 documentation from potential contractors in accordance to the need of supplying a full bid package with all specified forms, and bid proposal tabulation sheet.

E. Evaluation

The contract, if awarded, will be awarded to the responsible bidder. Product quality, service issues and other factors stipulated above must be met to the satisfaction of the



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Bibb County Board of Education (Board) for a bid to be considered responsive. Moreover, the Board will award the contract to the next most qualified bidder. Consequently, if the selected bidder is unable to execute a contract and provide delivery within the time parameters specified in this RFB.

F. Interpretation/Addenda

If any questions arise pertaining to the RFB documents, the bidder may email the Director of Procurement, Elaine M. Wilson, Elaine.wilson@bcsdk12.net. Please include the RFB number in the subject line in order to guarantee a response to the question submitted. The questions should be submitted prior to the deadline within the Tentative Timeline.

G. Additional Information

We have provided documentation to be reviewed for these appraisals. If you have any other questions or concerns, please notify the procurement office, utilizing the email Elaine.wilson@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 report as indicated
- Warranties/Guarantees
- Ability to meet specifications/bid documents as indicated
- Service and support capability
- Documented license as required by the State of Georgia
- Applicable Bond Information as needed
- Responsible Award Amount for the Bibb County School District

I. 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 will 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.

J. 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 the 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,



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contract or agreement with the Board will obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

K. 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.

L. Standards of Acceptance of Bid Proposal for Contract Award

The Board reserves 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.

M. Compliance with Laws

The bidder shall obtain and maintain all license, permits, liability insurance, worker's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, or 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.

N. Qualifications, Service Provider

Qualifications/Licensure of their staff to produce fire and life safety industry approved diagrams.

O. Permits, Codes and Inspections

None for this bid

P. Company Background and Experience

Offeror will describe their background, relevant experiences and qualifications including, but not limited to the following:

1. Company Structure
 - a. The Offeror will include in the proposal the legal form of their business organization, the state in which incorporated (if a cooperation), the types of business ventures in which the organization is involved, the office location that will be the point of contact during the term of any resulting contract, and a chart of the organization structure, including the reporting relationships as they relate to this RFB.
2. Experience
 - a. The Offeror must include the total number of previous projects completed.



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- b. The Offeror will provide a list of all clients for whom similar services, as detailed in this RFB, have been provided during the past three years. The list must include:
 - i. Dates of service
 - ii. Name of contact person
 - iii. Title of contact person
 - iv. Phone number of contact person
- c. The Offeror will also disclose any services terminated by the client(s) and the reason(s) for termination.

Q. Testing - None for This bid.

R. Preparation of Proposal/Bid

Each proposal should be prepared as best as possible; however, only content related to the specifications of this project should be addressed.

S. Packaging of Proposal/Bid

The Offeror's bid in response to this RFB must be divided into one appropriately labeled and sealed packages— will include all bid forms, and price tabulation.

The contents of each package will include:

- Technical Submission (do not include cost information in this package)
 - Proposal Certification (Appendices)
 - Certificate Regarding Debarment, Suspension, Ineligibility (Appendices)
 - E-Rate Certification (Appendices)
 - Vendor Affidavit (Appendices)
- Financial Proposal
 - The offeror must use the Financial Proposal form (Appendices)

Mark the outside of shipping package as follows:

Name of Organization:
Bib Number:
Due Date:
Point of Contact for Organization:

T. Evaluation Process

The evaluation of proposals received on or before the due date and time will be conducted in the following phases:

- Administrative Review- the proposal will be reviewed by the issuing officer for the following administrative requirements:
 - Submitted by deadline
 - Separately sealed Proposal



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- All required documents have been completed and submitted
- Financial Proposal
- All documents requiring an original signature have been signed and are included

U. Mandatory Review Requirements

Proposals that pass the Administrative Review will then be reviewed by the Technical Evaluation team to ensure all requirements are satisfied as requested.

V. Proposal Evaluation

Based off Pricing and Responsiveness

W. Financial Proposal Evaluation


Offerors will use only the Bid Tabulation Form provided with the RFB.

X. Identification of Apparent Successful Offeror

The resulting Financial Proposal scores will be combined with the Technical Proposal score. The Offeror with the highest combined technical and financial score will be identified as the apparent successful Offeror.

Y. Rejection of Proposals/Cancellation of RFB

The Board reserves the right to reject any or all proposals to waive any irregularity in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Board. It is also within the right of the Board to reject proposals that do not contain all elements and information requested in this document. The Board reserves the right to cancel this RFB at any time. The Board will not be liable for any cost/losses incurred by the Offerors throughout this process.



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ADDITIONAL INFORMATION

All bids shall be:

- Typewritten and signed by an authorized representative, with all erasures or corrections initiated and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.** Facsimile, printed, copied or typewritten signatures are not acceptable.
- Mailed or delivered in sufficient time to ensure receipt by the Procurement Director prior to the Bid Closing Time. If sent by mail or by means of personal delivery, the bidder assumes the risk for having the bid deposited.
- Time and at the place specified on the first page of this RFB.
- Late bids will be marked late and implemented in the bid file with the time of receipt.
- Bids submitted by facsimile transmission will not be accepted.
- Considered an irrevocable offer for a period of sixty (60) days from the date of Bid closing.
- Proposals shall be submitted in two separate parts— Technical Proposal and Financial Proposal.
- The Offeror must submit the Proposal Certification with original signature.
- The Offeror must submit a completed and notarized Certificate Regarding Debarment, Suspension, and Ineligibility Form.
- The Offeror must submit a completed E-Rate Certification Form.
- The Offeror must submit a complete Vendor Affidavit Form.
- The Offeror must submit a Technical Proposal detailing the proposed approach to performing all of the services requested under specifications and providing company information as detailed.
- The Offeror will submit one hard copy of the Technical Proposal with original signatures and one copy of the Financial Proposal.
- All items must be addressed and appropriately labeled to reflect the item number addressed.
- Each submission must include a thumb drive (flash drive, USB drive) of entire proposal, Technical and Financial. The thumb drive will not be returned to the vendor.

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.



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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.

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.

CERTIFICATE 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."

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.

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.

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.



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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.

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.

Worker’s Compensation and Employer’s Liability Insurance

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’s 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.

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.

*****Bidders shall provide two (2) copies of submitted bid proposals containing all pertinent documentation. 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. *****


APPENDICES



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APPENDIX I

Bid Tabulation Form & Acknowledgement

BIBB COUNTY SCHOOL DISTRICT BID FORM		
	Total for ALL Drawing Provided - Framed	
	Shipping Charges	
	Total for ALL DRAWINGS – NON FRAMED	
	SHIPPING CHARGES	


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APPENDIX II

Offeror Affirmation Form

Company Name: _____

RFB Name: _____

RFB 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 RFB 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.

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: _____

Date: _____

E-mail Address: _____

The legal name of the bidder is _____

PLEASE PRINT OR TYPE RESPONSE


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APPENDIX III

Non-Collusion Affidavit

(Form must be completed and returned with bid.)

Bibb County Board of Education, Macon, GA 31201

I state that I am _____ of _____
Title Name of Company

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid and I state that this bid is made in good faith.

I state that:

1. The price(s) and amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder; neither the approximate price(s) have been disclosed nor will they be disclosed before bid opening to any other contractor, bidder or potential bidder.
2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid.

_____, its affiliates, subsidiaries, officers,
Name of Company

Directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Bibb County Board of Education of the true facts relating to submission of bids for this contract.

Name/Date

Title or Position

Signature



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APPENDIX IV

Offeror's Checklist

PROPOSAL NO.: _____

- All copies as indicated in this RFB
- The proposal has been signed by an authorized principal or authorized official of the firm.
- No conditions, restrictions or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.
- We are prepared to provide the insurance required in this solicitation.
- All forms
- E-verify Affidavit

COMPANY NAME

TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

SIGNATURE OF PERSON COMPLETING CHECKLIST


DATE

COMPANY FEDERAL ID NUMBER

COMPANY E-MAIL ADDRESS

READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE PROPOSAL

RETURN WITH PROPOSAL



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APPENDIX V

**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



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APPENDIX VI

Vendor Affidavit under O.C.G.A § 13-10-91(b) (1)

By executing this affidavit, the undersigned Vendor 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 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 Vendor will continue to use the federal work authorization program throughout the contract period and the undersigned Vendor will contract for services in satisfaction of such contract only with sub Vendors who present an affidavit to the Vendor with the information required by O.C.G.A. § 13-10-91(b). Vendor 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 Vendor	Name of Project

Bibb County School District

Name of Public Employer

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

Executed on _____, ____, 202__ 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 _____, 202__.

NOTARY PUBLIC

My Commission Expires: _____

