



BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

Invitation to Bid:
Bibb BCSD School District
484 Mulberry Street, Macon GA 31201
www.bcsdk12.net

Bid No: 17-23

Date: 03/23/2017

Bid Responses Must Be Received in the Purchase Office:

Procurement Office

4580 Cavalier Drive

Macon, GA 31204

Attention: Elaine M. Wilson

Bid Number: 17-23 (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****

TENTATIVE TIMELINE

- 03/27/2017 Release IFB to the marketplace**
- 04/06/2017 Questions Due in the Procurement Office**
- 04/10/2017 Responses Due via Email/Online**
- 04/14/2017 BIDS DUE IN THE PROCUREMENT OFFICE, SUITE 280, 11 AM**

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: _____

VENDOR WEB PAGE ADDRESS: _____

Ladies and Gentlemen:

The Bibb County School District takes this opportunity to announce that we are requesting bids for the services of our “Graduation Ceremony” as stated under **Addendum I**

Bids will be accepted prior to 11:00 AM, EST on 4/14/2017 at which time they will be accepted for review, by the Procurement Office.

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

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

**BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23**

Bibb BCSD School District extends this offer to submit a bid for the services being requested within this IFB. 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:

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, Bibb BCSD School System to mail to manufacture, etc.)

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

BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

Background Information:

The Bibb County School District has approximately 25,000 students; we have (6) High Schools that we are seeking services on. The dates are variable, and we are requiring all bidders to produce HIGH quality Service at the practice and the live ceremony.

Specifications/Scope of Services/Quote Sheet:

See Addendum I (Under Separate Document)

BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

A. **INTRODUCTION:**

- i To be entitled to consideration, responses shall be presented in accordance with the instructions of this solicitation and within the time constraints stated.
- ii Responses consisting of three (3) copies, (1) one marked as Original; mailed or delivered to the following:

Ms. Elaine Wilson, Procurement Director
Bibb County School District
4580 Cavalier Drive
Macon, GA 31211

Request for Proposals will be accepted until 11:00 A.M. on April 14th, 2017.

B. **REQUEST FOR PROPOSAL PROCESS:**

This solicitation is an Invitation to Bid (ITB). In using this method for solicitation, we are seeking to identify firms that possess the knowledge, skills, and experience to best serve the needs of this school district in providing **Equipment for Transportation, according to the specified information**. If a Respondent's proposal is not competitive based on the content of the response, the response will be dropped from the competitive range to save time and money for both the Respondent and the Bibb County School District.

C. **FORM OF CONTRACT:**

This is for the services identified within this IFB is for this one time purchase. However, we may seek another quote if the need arises for same equipment.

D. **OWNER'S REPRESENTATIVE:**

The Owner for whom work will be executed is: Bibb County School District, Georgia hereinafter referred to as BCSD. The Owner's representative is Elaine M. Wilson, Procurement Director, and Bibb County School District.

E. **SUBMISSION OF RESPONSES:**

One original responses shall be provided in a loose-leaf, three-ring binder. Along with three (3) Copies.

F. **PREPARING THE RESPONSE:**

Begin each section and subsection on a separate page. Number the pages in each section consecutively. Provide tabs for each attachment requested. If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary." It is not acceptable to label the entire response as confidential and proprietary. An executive summary of not more than one page, stating the Responder's overview of their qualifications and how they can best meet the needs of BCSD, shall be included near the front of the response.

BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

G. BASIS OF SELECTION

1. We will base our selection off the pricing, and most responsible supplier for the needs of the district.
2. The ability to provide services, hardware, as stated within the specifications of this document. We will ONLY review bids with the SPECIFIC hardware as outlined, therefore the bidder has to be an approved vendor for the specific hardware, and experienced as indicated.
3. Physically Capable of providing the services needed within the allotted time frame, along with the Software, The Hardware, and the Installation of the equipment.
4. We are looking for a specific installation date, the vendor has to be able to validate their ability to install and maintain the hardware.
5. All warranty information provided by the manufacture should be addressed within this bid.

H. EVALUATION

The contract, if awarded, will be awarded to the most responsive and responsible bidder.

I. INTERPRETATION/ADDENDA:

If any questions should arise pertaining to the IFB Documents, the bidders may email the Director of Procurement, Elaine M. Wilson, elaine.wilson@bcsdk12.net, please include the IFB 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.

J. 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.

K. "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

L. 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.

**BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23**

M. 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.

N. 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.

O. 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.

P. 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.

Q. All bids shall be:

- Typewritten and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.
- Submitted in the provided manila envelope, which is plainly marked with the bid number and title, and date and time of bid opening. If proposal materials require additional envelopes, then the proposal package must be combined together with the special envelope on top.
- Submitted on bid proposal forms as included in this IFB and in accordance with instructions stated above.
- Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Bid Opening date and time. Whether sent by mail or by means of personal delivery, the bidder assumes the risk for having the bid deposited on
- Time and at the place specified on the first page of this IFB.

**BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23**

- 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 public bid opening.
- Please note that we have additional “Terms and Conditions” as Addendum I General Bid Information.

BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

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 IFB 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:

Date:

E-mail Address:

The legal name of the bidder is:

PLEASE PRINT OR TYPE RESPONSE

BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

Exhibit II

Non Collusion Affidavit

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

BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

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

BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

Exhibit IV

E-verify Affidavit Information

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: _____

BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

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_immigrati_on_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.....

BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

Exhibit V
Offeror Checklist

OFFEROR'S CHECKLIST

PROPOSAL NO.: _____

- All copies as indicated in this IFB
- Bid Tabulation Form
- 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 and bonds required in this solicitation.
- All forms

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

BIBB COUNTY SCHOOL DISTRICT
PROCUREMENT OFFICE
IFB 17-23

COST WORKSHEET: Please indicate your entire bid price for the Scope and Specifications within this document.

Location	Combined Service Fee	Total Fee for Entire Practice and Grad. Ceremony
Central High School		
Westside High School		
Southwest High School		
Northeast High School		
Rutland High		
Howard High		