



TO WHOM IT MAY CONCERN,

The Bibb County School District requests bids for [Band Repair Service Bid](#). All bids should be delivered to the Bibb County School District Procurement Department at 4580 Cavalier Drive, Macon, GA 31220.

Bids will be accepted prior to [May 22nd, 2020](#) which the procurement office will open and review. This Bid can be submitted via electronic submission.

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.

Your interest and participation in submitting a bid are appreciated.

Elaine M. Wilson

Procurement Director



**BIBB COUNTY SCHOOL DISTRICT
TENTATIVE TIMELINE**

RFP BID NUMBER: RFP 20-25
RFP QUESTION DEADLINE: 05/14/2020
RFP DUE DATE: 05/22/2020 at 11 AM
LOCATION and TIME DUE: Procurement Office
4580 Cavalier Dr.
Macon, GA 31220



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 band repair services.

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 RFP. Please review carefully all sections of the RFP, including the Mandatory Pre Bid Meeting, along with the Closing Date and Time. All questions pertaining to this RFP should be emailed to the Procurement Director, Elaine M. Wilson, Elaine.wilson@bcsdk12.net. Please make sure you put the Bid Number (20-25) 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.

C. Specification(s)

- a) Band Instrument Repairs (Brass, Percussion, and Woodwind): Band instrument repairs may be conducted on-site in a mobile vehicle designed to service band instruments or at the vendor's place of business.
- (b) Once requested by the Department of Fine Arts & Magnet Programs of the Bibb County School District through use of the Repair Request Form and authorization number, the majority of band instrument repairs throughout the year will be required to be completed through a method designed to service band instruments (with return to the school) within seven business days. Any instrument requiring more than the required seven business days for repair and return to the school must immediately be reported to the Department of Fine Arts & Magnet Programs of the Bibb County School District.
- (c) Summer band instrument repairs may be conducted on-site in a mobile vehicle designed to service band instruments or at the vendor's place of business.
- (d) Record keeping must be impeccable in accounting for and repairing specifically tagged instruments in groups that have specific authorization numbers as identified through the Department of Fine Arts & Magnet Programs.
- (e) Instruments must be repaired as approved in advance by the Department of Fine Arts & Magnet Programs and invoiced to the Department of Fine Arts & Magnet Programs with authorization number and with teacher signature indicating completion of the approved repairs for the entire authorization number.
- (f) If an instrument is potentially cost prohibitive in charges projected to be more than half the value of the instrument to the District, the vendor must provide a written estimate only regarding the repair.
- (g) The vendor is not permitted to be on-site at a school without prior appointment arranged through the Department of Fine Arts & Magnet Programs.



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(h) The vendor will ONLY receive the approval from the designated BCSD representative. Once the award is made, we will make sure you receive a meeting including our discussion of instructions pertaining to repair of the instruments, as included above.

(i) The bidder shall provide a lowest cost and a highest cost for each item on this ITB which will remain valid throughout the stipulated performance period. The pricing shall include the items as specified. If so stated in the bid specifications, the Board may request an option to renew the contract at the bid prices for a specified time period.

(j) We would like to have a bidder within 250 Miles of the Bibb County School District, due to the delivery schedules needed within the District.

D. Specific Requirements

The Bibb County School District is accepting RFP 20-25 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 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 RFP.

F. Interpretation/Addenda

If any questions arise pertaining to the RFP documents, the bidder 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 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



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- 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, 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.



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N. Qualifications, Service Provider

The service provider shall be experienced in all aspects of this work and shall be required to demonstrate direct experience.



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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 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

In addition, 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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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



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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: _____



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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.....



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See Bid Tabulations Excel
For Completion Addendum I