



BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
IFB 19-06

**Bid No: 19-06**

**Date: 07/16/2018**

**IFB FOR EQUIPMENT PANEL TV'S FOR THREE SCHOOLS WITHIN THE DISTRICT**

Open Solicitation to purchase: Cleartouch Interactive Panels (SOLE BRAND).

Throughout The District AS NEEDED. The Initial Order will be for (25) 70 Inch Panels.

All bids should be delivered to the Bibb County School District Purchasing Department, 4580 Cavalier Drive, Macon GA 31211

**Bid Responses Must Be Received in the Purchase Office:**

**Procurement Office**

**4580 Cavalier Drive, Macon GA 31211**

**Attention: Elaine M. Wilson**

**Bid Number: 16-16 (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\*\***

**TIMELINE FOR IFB**

**07/16/2018 Release IFB to the marketplace**

**07/20/2018 BIDS DUE IN THE PROCUREMENT OFFICE 2 PM-EST or ONLINE  
SUBMITTAL BY 2:00 PM ONLY**

**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 interactive panels at within the Bibb County School District throughout the fiscal year. However, we will need a start-up order of approximately 25 (70) inch panels to be delivered to various locations within the district. The delivery locations as well as the initial installation will be within the BCSD and determine at the time of ordering.

Bids will be accepted prior to 2:00 PM on **07/20/2018** at which time they will accepted for review by the Procurement Office.

**This BID CAN BE SENT IN ELECTRONICALLY VIA VENDOR REGISTRY, IF YOU DESIRE, OR YOU CAN DELIVER A HARD COPY BEFORE THE DEADLINE. DO NOT SEND IN DUPLICATE COPIES IF POSSIBLE.**

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 or incomplete 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](mailto: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 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:

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**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.)

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**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

**A. Background:**

The Bibb County School District has over 25,000 students along with 43 sites. We are currently seeking a qualified contractor to provide **INTERACTIVE TOUCH PANELS AS LISTED IN THIS IFB DOCUMENTATION FOR: PANEL PURCHASE AS WELL AS INSTALLATION.**

PLEASE NOTE: THE EQUIPMENT AND INSTALLATION METHODS MUST MEET THE APPROVAL OF THE ASSISTANT SUPERINTENDENT FOR TECHNOLOGY SERVICES BEFORE ORDER IS ISSUED.

**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 IFB. Please review carefully all sections of the IFB, including the Mandatory Pre Bid Meeting, along with the Closing Date and Time.

**C. Specifications:**

**BASIS OF DESIGN:**

**Bibb County School District has made the decision to standardize on the Clear Touch Interactive Panel. Specifically as follows:**

**CTI-6070U-UH20**

70" 6000U Series Interactive Panel with USB HID / AGG / 20 Points of Touch - Ultra HD

**CTI-6086U-UH20**

86" 6000U Series Interactive Panel with USB HID / AGG / 20 Points of Touch - Ultra HD

**Integrated PC Module(s):**

**CTI-PCMOD-PC25**

PC Module - No Operating System (i5 Quad Core / 8GB DDR4 / 128GB SSD / Ultra HD) (for use with 6000U series)

**CTI-PCMOD-PC27-IG**

PC Module - (i7 Quad Core / 16GB DDR4 / 256GB SSD / Ultra HD) (for use with 6000U series)

**Accessories:**

**CTI-WFMOD-11AC**

WIFI Module - Dual Band Wireless for Android 2.5GHz and 5.0GHz (for use with 6000U series)

**Mobile Stand Options:**

**CTI-STAND-CONM**

Convertible Mobile Stand - Motorized Height / Tilt Adjustment (for use with up to 6075U)

**CTI-STAND-FIXM**

Fixed Mobile Stand - Manual Height Adjustment (does not include wall mount) (for use with 5000H+ and 6000U series)

**Wall Mount Options:**

**CTI-MOUNT-FIXW**

Fixed Wall Mount (for use with ALL Interactive Panels)

**CTI-MOUNT-ADJW**

Adjustable Wall Mount - Motorized Height Adjustment (for use with up to 6086U)

The vendor will have the capability to do the following for each equipment, as specified by the district.

- Vendor will install BCSD image on CPUs (provided by owner)
- Vendor will provide BCSD asset/inventory tags on all equipment (method approved by owner).
- Vendor will provide equipment and software training to end users (method approved by owner).
- Vendor is responsible for delivery of equipment.
- Vendor will ensure warranty of equipment from Manufacture warranty to an extended 3 – 5 year warranty.
- Vendor will provide training to BCSD Staff upon installation of equipment.
- Vendor will be responsible for removing all trash from Set Up and Delivery.
- Vendor will coordinate the installation with appropriate parties after the award.
- Vendor will guarantee that all installation will be completed by a certified/equipment specialist

#### **D. Specific Requirements:**

The Bibb County School District, is accepting **IFB** documentation from potential suppliers in accordance to the need of supplying a full bid package with all specified forms, and bid proposal tabulation sheet.

#### **Statement of the purpose:**

The purpose of the bid is to have a supplier order, deliver and set up interactive panels within the schools specified in this IFB. The equipment must be acceptable to Bibb County School District, with a warranty by the Manufacture as well as an extended warranty that is acceptable for all parties. We will hold a **MANDATORY PRE BID conference, where suppliers may ask and retain as much information as possible. The equipment quantities and specifications must match as outlined in this IFB. We will award to one vendor of choice.**

This IFB is for Technology Equipment Purchase pertaining to three Bibb County Schools as specified in this IFB.

#### **We are requesting three (3) bid packages for submission:**

- Bid Information (All Signed Forms and Bid Tabulation) Included within the Electronic Submittal as well as the Hard Delivery.

#### **E. Evaluation:**

The contract, if awarded, will be awarded to the most responsive and responsible bidder. Technology equipment bids will be evaluated based upon equipment specifications, flexibility of schedule, capacity to deliver, references and price. Product quality, service issues and other factors stipulated above must be met to the satisfaction of the Board for a bid to be considered responsive. Consequently, if the selected bidder is unable to execute a contract and provide delivery within the time parameters specified in this IFB the Board will award the contract to the next most qualified bidder.

#### **F. 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](mailto: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.

#### **G. ADDITIONAL INFORMATION:**

Please mail the Procurement Office, utilizing the email: [procurement@bcsdk12.net](mailto: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.

#### **H. "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

#### **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 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.

#### **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 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.

#### **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 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.

#### **M. 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.

## **Additional Requirements Procurement Compliance as Indicated:**

### **I. Compliance:**

Failure to meet the requirement of the specifications in any area not considered to be an informality will cause the bid to be non-responsive and the bid shall be rejected. The bid shall be offered and a contract shall be entered into in accordance with the term and conditions of the solicitation. BCSD reserves the right to waive any general or special condition if it is in the best interest of the District, so long as the waiver is not given so as to deliberately favor any single vendor and the waiver would have the same effect on all bidders.

### **II. Bidder Responsibility:**

It shall be incumbent upon each bidder to understand the provisions of this bid document, and when necessary, obtain clarification prior to the time and date set for the bid opening. Failure to obtain a clarification will be no excuse or justification for noncompliance with the provision set forth herein.

### **III. Clarification:**

IF a clarification is required, the request shall be made in writing via email, Elaine Wilson at [Elaine.Wilson@bcsdk12.net](mailto:Elaine.Wilson@bcsdk12.net). The clarification will be emailed back, or posted online. If an addendum has to be posted, all bidders must acknowledge they received the addendum within their bid package.

### **IV. Bid Acceptance:**

The BCSD reserves the right to reject any or all bids, or any part of any bids, to waive any formality and unless otherwise specified by the bidder to accept any items on the bid. If a bidder fails to stipulate otherwise, it is understood and agreed that the district has 60 days to accept or reject.

### **V. Corrections:**

All prices and notations must be in ink or typewritten. Any correction shall be initialed in ink or typewritten by the person making the correction.

### **VI. Conditional Bids:**

Bids that are conditional (I.E. "Prices subject to change", Prices F.O.B. Shipping Point, etc) will not be considered. Bids which in any way qualify or vary the terms of these instructions, conditions, and specifications shall be considered non-responsive.

### **VII. No Obligation/No Order(s) Guaranteed:**

The acquisition of any program, product or element for these requirements is subject to the approval and funding of the BCSD, and no obligation or commitment is incurred by the BCSD from the receipt of any proposal documents, materials, or presentations. There is no guarantee of any vendor receiving on order as a result of a bid or request for quotation. Any/all costs incurred by the vendor in preparation and submission of this bid, including catalog mailing, are the sole responsibility of the vendor. Expenses incurred by the vendor will not be reimbursed by the district or become a reason for placing an order with the vendor.

### **VIII. Funding Provision:**

No purchase will be made if funding is not approved by the BCSD Board of Education.

**IX. Fiscal Year Funding Implication:**

The fiscal year for BCSD begins July 1 and ends June 30. The solicitation and any resulting contracts(s) may contain renewal and extension options.

**X. Bid Pricing:**

Each item should be priced as indicated in the proposal via price worksheet, cost sheet, or Exhibits. Payment terms discounts will not be considered.

**XI. Delivery Terms:**

Unless otherwise stated in the Invitation to Bid and any resulting contract, or unless qualified by the bidder, items shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed.

**XII. Patent Indemnity**

The contractor guarantees to hold the BCSD, its agents, officers, or employees harmless from liability of any nature or kind for use of any copyrighted or copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of contract, for which the contractor is not the patentee, assignee or licensee.

**XIII. Liability:**

Subsequent to the awarding of a contract, the contractor will be liable for any expense, including legal fees, incurred by the district as a result of violations of the contract terms by any contractor.

**XIV. Submission of Bids:**

Bids shall be submitted:

- Proposals shall be accepted in the Office of Procurement Services of the **BCSD Procurement Office, 4580 Cavalier Drive, Macon GA 31211**.
- Proposals delivered prior to the proposal close date and time can be received during normal business hours (between 8:30 a.m. ET and 5:00 p.m. ET) only.
- Deliveries attempted by any method (including mail, express courier, or in person) after 2:00 PM ET on the date due **CANNOT** be accepted; therefore, we suggest that you submit proposals well in advance of the date and time due.
- Fax/Electronic Submittal bids will not be submitted
- Only bids submitted on bid forms provided with this solicitation or copier's thereof will be considered.
- The Bid/Contract must be submitted without altercations.
- This entire bid document shall be submitted in a sealed envelope with company name, and bid opening date clearly reflected on the outside of the envelope, with the Solicitation number.

**XV. Error in Bid:**

In case of an error in the price extensions, the unit price will govern. No Bid will be altered or amended after the specified time and date set for the opening. The District reserves the right to correct mathematical errors that cause an incorrect extension for an item or summary totals.

**XVI. Award:**

The BCSD reserves the right to award to the lowest responsive, responsible bidder. This may result in awards to other than the lowest bidder, or to reject any and all bids, if such action would result in the "best value" for the district. Awards will be based on the total price of all items as presented on the Bid Form.

1. The District reserves the right to ascertain, subsequent to the bid opening, whether or not a bidder meets the requirements to be considered a responsible bidder. If it is determined that the bidder is not a responsible bidder and the determination is substantiated and justified to the satisfaction and approval of the BCSD Board of Education, bids submitted by that bidder will be rejected. The criteria used to determine responsibility shall include, but not limited to, the following:

- Delivery ability -- Bidder must demonstrate or has demonstrated to the District the ability to promptly and efficiently deliver all items on the bid list.
- Capacity -- Bidder must demonstrate to the District that they have the financial capacity to procure the merchandise covered by the contract in the volume necessary to efficiently administer the provisions of the contract.

Please be advised that it is the policy of the BCSD that all contracts are awarded without regard to the race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability of the offeror. The contract will be conditional upon the offeror's ability to comply with requirements set forth in the solicitation documents. Offeror shall not provide goods or services until a purchase order has been issued by BCSD Procurement Services Department.

**XVII. Delivery Failures**

Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Director, or failure to make replacement of rejected articles/services when so requested, immediately or as directed by the Purchasing Director, shall constitute authority for the Purchasing Director to purchase in the open market articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the contractor shall reimburse the BCSD within a reasonable time specified by the Purchasing Director for any expense incurred in excess of contract prices, or the BCSD shall have the right to deduct such amount from monies owed the defaulting contractor. Alternatively, the BCSD may penalize the contractor one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the BCSD reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.

**XVIII. Non-Collusion**

By submission of a bid, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Collusions and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

**XIX. Conflict of Interest, Etc.**

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this ITB, and
2. That no employee of the District, nor any member thereof, nor any public agency or official affected by this ITB, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this ITB.

By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a bid for the purpose of restricting competition.

For any breach or violation of this provision, the District shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

The successful responding firm shall require each of its sub-consultant(s) to sign a statement certifying to and agreeing to comply with the terms of the Sub-sections above.

**XX. Default**

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the District for costs to the school district in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extending in writing by the Purchasing Director, shall constitute contract default.

**XXI. Disputes**

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Purchasing Director, who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the Purchasing Director shall be final and binding; however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

**XXII. Substitutions**

WE are not accepting any SUBSTITUTIONS for this bid

**XXIII. Ineligible Bidders**

The District may choose not to accept the bid of a bidder who is in default on the payment of taxes, licenses, or other monies due to the District. Failure to respond three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service.

**XXIV. Alterations of Documents**

Alterations of District documents are strictly prohibited and will result in automatic disqualification of the firm's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

**XXV. Termination for Convenience**

The District, by written notice, may terminate this contract, in whole or in part, when it is in the District's interest. If this contract is terminated, the District shall be liable only for goods or services delivered or accepted. The District Notice of Termination may provide the contractor thirty (30) days prior notice before it becomes effective. However, at the District's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.

**XXVI. Indemnification and Hold Harmless**

By submission of a bid, the selected responding firm agrees to the fullest extent permitted by law to indemnify District and protect, defend, indemnify and hold harmless Bibb District School District, its officers, officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual or alleged a) bodily injury, sickness, disease, or death; or injury to or destruction of tangible property including the loss of use resulting there from; or any other damage or loss arising out of or resulting claims resulting in whole or part from any actual or alleged act or omission of the responding firm, sub-consultant, anyone directly or indirectly employed by any firm or sub-consultant; or anyone for whose acts any of them may be liable in the performance of work; b) violation of any law, statute, ordinance, governmental administrative order, rule, regulation, or infringements of patent rights or other intellectual property rights by the responding firm in the performance of work; or c) liens, claims or actions made by the responding firm or other party performing the work, as approved by Bibb District School District. The indemnification obligations herein shall not be limited by any limitation on the amount, type of damages, compensation, or benefits

payable by or for the responding firm or its sub-consultant(s), as approved by the District, under workers' compensation acts, disability benefit acts, other employee benefit acts, or any statutory bar or insurance.

**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.
- 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.

**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**

**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

**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.

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Organization Name

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Name(s) and Title(s) of Authorized Representative(s)

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Signature(s)

Date



BIBB COUNTY SCHOOL DISTRICT  
PROCUREMENT OFFICE  
IFB 19-06

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: \_\_\_\_\_

**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](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.....**

**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.
- E-verify Affidavit (Supplies N/A)

\_\_\_\_\_  
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**

**BID TABULATION PAGE**

**Bid Form and Acknowledgement**

<b>BIBB COUNTY SCHOOL DISTRICT BID FORM/PRICE PER SITE</b>		
	<u>Description of Item</u>	<u>Per Unit Pricing</u>
<b>1.</b>	<b>CTI Interactive Panel(s): CTI-6070U-UH20</b> 70" 6000U Series Interactive Panel with USB HID / AGG / 20 Points of Touch - Ultra HD	
<b>2.</b>	<b>CTI-6086U-UH20</b> 86" 6000U Series Interactive Panel with USB HID / AGG / 20 Points of Touch - Ultra HD	
<b>3.</b>	<b>Integrated PC Module(s): CTI-PCMOD-PC25</b> PC Module - No Operating System (i5 Quad Core / 8GB DDR4 / 128GB SSD / Ultra HD) (for use with 6000U series)	
<b>4.</b>	<b>CTI-PCMOD-PC27-IG</b> PC Module - (i7 Quad Core / 16GB DDR4 / 256GB SSD / Ultra HD) (for use with 6000U series)	
<b>5.</b>	<b>CTI-WFMOD-11AC</b> WIFI Module - Dual Band Wireless for Android 2.5GHz and 5.0GHz (for use with 6000U series)	
<b>6.</b>	<b>CTI-STAND-CONM</b> Convertible Mobile Stand - Motorized Height / Tilt Adjustment (for use with up to 6075U)	
<b>7.</b>	<b>CTI-STAND-FIXM</b> Fixed Mobile Stand - Manual Height Adjustment (does not include wall mount) (for use with 5000H+ and 6000U series)	
<b>8.</b>	<b>CTI-MOUNT-FIXW</b> Fixed Wall Mount (for use with ALL Interactive Panels)	
<b>9.</b>	<b>CTI-MOUNT-ADJW</b> Adjustable Wall Mount - Motorized Height Adjustment (for use with up to 6086U)	
<b>10</b>	<b>Installation Fee Per Unit</b>	
<b>11</b>	<b>Bulk Purchasing (25 or More Units) 70 Inch with i5 System, and Wall Unit Mount).</b>	
<b>12</b>	<b>Bulk Purchasing (25 or More Units) 70 Inch with i7 System with Wall Mount. )</b>	
<b>14</b>	<b>Any Additional Fees If Applicable (Please list out).</b>	