Barrow County School System

Barrow County School System is soliciting bids for Media Furniture at New Elementary School.

The objective of this bid is to locate source options that will provide quality commercial grade equipment and installation for the best overall value.

Only qualified individuals or firms with prior experience on projects such as this should submit options in response to this request. References are required.

Bids pricing must include assembly and complete installation when listed on the spreadsheet.

Pre-Bid Conference March 6th 2023, 10:00a.m. 1009 Austin Rd, Winder GA 30680

All Orders/installs must be completed by July 18,2023.

Proposals from bidders will be received by Judy Roberts via email **only** until 2:30 p.m. local time, on 3/17/2023. Proposals must be sent to jroberts@barrow.k12.ga.us and should include the words "BICE ELEMENTARY MEDIA CENTER BID" in the subject line.

Emailed proposals will only be deemed accepted for consideration upon delivery of a confirmation email from jroberts@barrow.k12.ga.us **to vendor's email indicating receipt of proposal. If vendor does not receive confirmation of receipt of proposal via email, vendor should consider proposal not to have been delivered.**

Barrow County Schools

General Terms and Conditions

1. Bids should be emailed in ample time to assure delivery before the bid opening date and time.

2. Bids may be emailed prior to bid opening time.

3. **Bids must be on the specifications forms provided**.

4. No awards of any kind are made at the time of the bid opening. A copy of the bid tabulations and/or the awards will be available upon request after the bid has been awarded.

5. Bid pricing must be submitted based on the equipment delivered to the building, any and all assembly, and placement (installation) in the correct specified location. A spreadsheet will be provided.

6. Vendor is responsible for the removal from the location any and all waste materials or other debris from the delivery, assembly, and installation of items received and all cost associated with the disposal of the debris.

7. All Vendors MUST meet trucks to receive shipment. Barrow County Schools personnel will not meet carrier to receive delivery.

8. Bid submitted must include any and all freight and handling cost. Barrow County Schools will pay no additional charges.

9. The bidder and manufacturer representatives responsibilities to Barrow County Schools include, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep. Providing complete warranty documentation for all products.

10. When an article of particular make or trade name is specified, it is meant to establish a quality standard and is not intended to eliminate competing articles of equal quality. Bidders are at liberty to quote on substitutions provided complete specifications are included with the bid. Vendor is also required to describe all exceptions to our specifications and include a color photo. We need the URL for the manufacturer website for the product listed. If no substitutions are indicated, it will be assumed the quotations are based on our specifications. BCSS reserves the right to accept a higher bid on items where the lower bidder does not meet bid specifications.

11. Samples may be requested for comparison purposes. Samples, when required, must be furnished free of expense to Barrow County Schools, and must be tagged with the bidder's name and bid item number. If samples are not used or destroyed in testing, the bidder must

claim them within thirty (30) days from date of bid or they will become the property of the school system. If there is a sample of the item within 30 miles that can be viewed please let us know.

12. Time of delivery is a part of this consideration and must be stated in definite terms and must be adhered to completely. Delivery must be complete on or before the specified date. Items will not need to be received on site before ___TBA_____. All items must be installed by July 18 2023.

13 . The final inspection and approval must be made by an authorized representative of Barrow County Schools prior to payment.

14. The bidder, by submitting a bid, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of any protected class as defined by federal Equal Employment Opportunity regulations.

15. Barrow County Schools has the right to award the entire bid to one vendor or to separate the bid and order by line item. Barrow County Schools reserves the right to order additional quantities or reduce quantity amounts as needed to meet the schools needs. Barrow County Schools reserves the right to reject any or all bids to best meet the interests of the school district.

16. All products must meet or exceed State, Local and Federal requirements/guidelines. Documentation of compliance must be provided.

Insurance

Prior to the commencement of work, the Vendor shall furnish to the Owner a Certificate of Insurance showing compliance with the following limitations:

The Vendor shall maintain such insurance (with limits as shown below) as shall protect the Vendor and the Owner from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and the proposer shall furnish the Owner certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by the Vendor.

Below are listed the insurance coverages which must be procured by the Vendor at his expense. The Vendor agrees to follow instructions indicated in each case.

Workers Compensation (WC): required in all contracts		Statutory Limits –
	Bodily injury by Accident – each employee	$100,000
	Bodily injury by Disease – each employee	$100,000
	Bodily injury by Disease – policy limit	$500,000
Commercial General Liability (CGL):		
	Each Occurrence Limit	$1,000,000
	Personal & Advertising Injury Limit	$1,000,000
	General Aggregate Limit	$2,000,000
	Products/Completed Ops. Aggregate Limit	$2,000,000
Automobile Liability		
	Combined Single Limit	$1,000,000

Additional Insured: The vendor shall add the “Barrow County Board of Education” as an additional insured under the commercial general liability policy. This will need to be noted in the description area of the certificate and/or checked off in the additional insured column.

Barrow County Schools

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10- 91, stating affirmatively that the individual, firm, or corporation which is contracting with Barrow County Schools has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security 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. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Barrow County Schools, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Barrow County Schools at the time the subcontractor(s) is retained to perform such service.

_____

EEV / Basic Pilot Program*User Identification Number

_____ _____

BY: Authorized Officer or Agent Date

(Contractor Name)

_____

Title of Authorized Officer or Agent of Contractor

_____

Printed name of Authorized Officer or Agent

Subscribed and sworn to before me this _____day of _____ 20___.

_____

NOTARY PUBLIC

_____

My Commission Expires:

Barrow County Schools

NON-COLLUSION AFFIDAVIT
The following affidavit is to accompany the bid:

STATE OF _____, COUNTY OF _____
_____ Owner, Partner or Officer of Firm
_____ Company Name, Address, City and State
being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of Barrow County Schools, or any of its employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of Barrow County Schools, or any of its employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

_____
FIRM NAME

_____
SIGNATURE

_____
TITLE
Subscribed and sworn to before me this _____day of _____ 20___

_____ NOTARY PUBLIC

Barrow County School System

Items will be delivered to:

1009 Austin Road

Winder GA 30680

Price must include shipping, delivery and complete installation.

All amounts are approximate. More or less of any item may be purchased at bid price.

Delivery must be coordinated and scheduled with the Barrow County School System.

Delivery schedule:

Barrow County School System will start accepting products/installation TBA.

All Orders/installs must be completed by July 18th 2023.

By signing and submitting this bid, you are agreeing to the terms and conditions set forth in this bid package.

Company Name:_____

Address:_____

_____

_____

Phone: _____

_____ _____

Signature of Authorized Company Representative Date