



BIBB COUNTY SCHOOL DISTRICT

BIBB COUNTY PUBLIC SCHOOLS-REQUEST FOR QUOTES

RFQ # 25-010

RFQ TITLE:

RFQ Schedule - Action

Date & Time

RFQ Issued	09/09/2024
Deadline for Questions	06/16/2024
RFQ Due Date and Time	09/23/2024 @ 8 AM, EST.
<i>Proposals must be received by the due date and time. No late proposals will be accepted.</i>	
Evaluation of Proposals	TBD
Contract Negotiations	TBD

RFQ Buyer Contact Information

Name	Elaine M Wilson - Beverly
Phone Number	(478) 779-3526
E-Mail	Elaine.Wilson@bcsdk12.net ;

Any inquiries or requests regarding clarification of this RFQ document shall be submitted to the buyer in writing.

Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents.

RFQ Submittal Location

All Submittals are completed Via BONFIRE:	https://bcsdk12.bonfirehub.com/portal/?tab=openOpportunities . Registration is FREE – A valid account is needed to review the bid opportunity.
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RFQ Term

THIS IS ANNUAL CONTRACT ONE YEAR WITH AN OPTION FOR RENEWAL.



Ladies and Gentlemen:

The Bibb County School District takes this opportunity to announce that we are requesting bids for a **RFP FOR PAPER – SEVERAL ITEMS (SEE ADDENDUM A) All** bids should be delivered VIA BONFIRE.

Bids will be accepted prior to **09/23/2024 @ 8 AM, EST.** which time they will open and reviewed 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.

All Vendors Completing this bid should register online as well, please visit the Bibb County School District website, under Department, Procurement, Vendor Registration.
www.bcsdk12.net.

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 to Elaine Wilson, via email ONLY; Elaine.Wilson@bcsdk12.net.

Your interest and participation in submitting a bid will be appreciated.

Elaine M. Wilson
Procurement Director



A. Background:

The Bibb County School District has over 20,000 students along with 38 Sites, as well as 25 Departments. We are currently seeking a qualified contractor to provide delivery service as indicated. The orders will be completed on a as needed basis.

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 RFQ.

Please carefully review all sections of the RFQ, including the Pre-Bid Meeting if applicable, along with the Closing Date and Time.

All questions pertaining to this RFQ should be emailed to the Procurement Director, Elaine M. Wilson, elaine.wilson@bcsdk12.net. Please make sure that you put the Bid Number in the subject (25-010). All questions and answers will be posted under the purchasing menu, located on the Bonfire Webpage.

A. 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 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. All questions and answers will be posted under the purchasing menu, located on the Bibb County Board of Education webpage.

B. Specifications/Requirements:

Please note - We are requesting these items below as an annual purchase. Please note the numbers in the column will be purchased in increments, not at ONE time.

If you need additional information, please let me know.

Estimated Yearly Amounts

2,000	11 X 17 23.62M 60# WHITE HUSKY OPAQUE OFFSET SMOOTH	11 x 17 Plain paper
48	Canon Ink Tank, PFI-1700GY 700ML, Pig	ALL COLORS 3 printers 8 colors
100	#10-24# WHITE WOVE MAC REGULAR ENVELOPES	Envelopes
30	18 X 12 108M 130# OFF WHITE BULK, COUGAR DIGITAL COLOR COPY COVER	Graduation Programs
150	18 X 12 108M 130# WHITE BULK, COUGAR DIGITAL COLOR COPY COVER	BizCard Paper
1,000	12 X 18 36M 80# WHITE BLAZER DIGITAL GLOSS TEXT	Booklet TEXT (inside)
200	11 X 17 31M 80# WHITE BLAZER DIGITAL GLOSS TEXT	Booklet TEXT (inside)



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200	11 X 17 31M 80# WHITE BLAZER DIGITAL GLOSS COVER	Booklet TEXT outside)
200	12 X 18 36M 80# WHITE BLAZER DIGITAL GLOSS TEXT	Booklet TEXT (inside)
1,000	8.5 X 11 16M 32# PHOTO WHITE HAMMERMILL COLOR COPY SMOOTH	Premium Plain paper
6	VERSION 2 ROLAND TRUEVIS INK 500ML, CLEANING CARTRIDGE POUCH TR2-CL2	Printer cleaner
10	Argent AP-699 9mil Gloss Photo 54" x 150'	Banner Paper
10	Argent AQ Premium Gloss Photo 44"x100' 10mil, 240 GSM	Banner Paper
6	3/16" Fome-Cor Board White 48" x 96"	Banner Paper
16	Argent AB-135PSO Frontlit Bann 54" x 150' 13oz. Matte, 1000D	Banner Paper
25	Argent AB-135 Frontlit Banner 38" X 164' 13oz, Matte	Banner Paper
12	Argent AB-315 PET Scrimless Ro 38" x 164' 15oz, Matte, 2-Sided	Banner Paper
30	Argent AV-627 3.2mil, 78lb Lnr 54"x150' White Matte, Clr Perm Adh	Banner Paper
30	Argent AV-624 3.2mil HD Liner 54"x150', White Gloss, Gray Perm Adhesive	Banner Paper
15	Argent AP-699 9mil Gloss Photo 54" x 150'	Banner Paper
20	Argent AP-686 8mil Semi-Gloss 54" x 165'	Banner Paper
100	Custom Economy Banner Tape 1" X 60 yds, 2 Sided	Banner Tape

Evaluation:

The contract, if awarded, will be awarded to the responsible bidder. Product quality, service issues and other factor stipulated above must be met to the satisfaction of the Board for a bid to be considered responsive. Moreover, the Board will award the contract to the next most qualified bidder. Given that multiple items are being requested, this bid may be awarded to multiple bidders based on the pricing provided.

B. INTERPRETATION/ADDENDA:

If any questions should arise pertaining to the RFQ Documents, the bidders may email the Director of Procurement, Elaine M. Wilson, Elaine.Wilson@bcsdk12.net, please include the RFQ number in the Subject line, to guarantee a response to the question submitted. The questions should be received prior to the deadline within the TENTATIVE TIMELINE.

C. ADDITIONAL INFORMATION:

We have provided documentation to be reviewed for these appraisals we asked if you have any other questions, or concerns. 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.



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"Responsive" Bidder Criteria

- Capability of providing report 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 as needed
- Responsible Award Amount for the Bibb County School District

D. 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.

E. 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.

F. 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.

G. 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.

H. Compliance with Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with 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



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the Board shall be supplementary to this section and not in substitution thereof.

- I. **OFFEROR QUALIFICATIONS:** The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirement specified within this RFQ. The Evaluation Committee may reject the proposal of any potential Offeror who is deemed not to be a responsible Offeror or fails to submit a responsive offer.
- J. **NEGOTIATIONS:** BCSD reserves the right to discontinue negotiations with any Offeror.
- K. **MULTI-AWARD:** BCSD reserves the right to multi-award contracts as necessary for adequate delivery or service in accordance with O.C.G.A.
- L. **AFTER AWARD:** After the final contract is negotiated, approved and awarded, all proposal documents pertaining to this procurement will be open to the public, except for the material, which is proprietary or confidential. The Procurement Department will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "Proprietary" or "Confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as trade secret in accordance with the Uniform Trade Act, NMSA 1978, §57-3A-7.

The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information.
- M. **ASSIGNMENT:** It is mutually understood and agreed that the successful Offeror(s) shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order, contract, or his/her right, title of interest therein, or power to execute such purchase order or contract to any other person, company or corporation without the previous written consent of BCSD.
- N. **BCSD SCHOOL BOARD APPROVAL:** The award of this contract is not final until approved by the BCSD School Board (if applicable) and/or contract is signed by both parties.

BCSD NONDISCRIMINATION

The contractor, by the submission of a proposal or the acceptance of a contract, does agree that he will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take appropriate action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and training. In the event of the contractor's noncompliance with the nondiscrimination policy of the BCSD, any contract or purchase order may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible to transact further.

UTILIZATION OF MINORITY AND SMALL BUSINESS ENTERPRISES AND LOCAL AND MINORITY LABORERS

Minority and Small Business Subcontractors. The Owner has adopted a policy indicating its desire to increase the opportunity for participation by minority business enterprises and small business concerns in all its construction projects. The Contractor acknowledges this policy and agrees that it will actively solicit and encourage bids from qualified subcontractors identified by the Minority Assistance Corporation or other agencies as minority business enterprises. The Contractor shall also actively



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encourage and solicit bids from subcontractors who qualify as small business concerns.

Utilization of Minority and Local Labor. It is the policy of the Owner that the contractor and all subcontractors shall, consistent with efficient contract performance, utilize to the maximum extent possible minority and local laborers and mechanics as on-site employees. The Contractor acknowledges this policy and agrees that the on-site labor force of contractors and all subcontractors shall include a meaningful representation of skilled and unskilled local and minority laborers and mechanics, consistent with the efficient performance of this contract. Meaningful representation for minorities means the employment of minority laborers and mechanics in at least the same proportion that minorities are represented in a discrete construction skill or craft in Bibb County and all adjacent counties, provided such individuals are available at the time of need. Meaningful representation of local laborers and mechanics means that at least 75% of the on-site work force of contractor and all subcontractors, taken as a whole, shall reside in the Bibb County and surrounding counties, provided such individuals are available at the time of need.

DRUG-FREE WORKPLACE

By submission of a proposal, the Offeror certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. The Offeror also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. 50-24-3 may cause suspension, termination of contract, or debarment of such Offeror.

CERTIFICATION OF NONCOLLUSION

By submitting a proposal the Offeror certifies: "that this proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

IMMIGRATION REFORM AND CONTROL ACT

Offerors must abide by all federally mandated laws enforced by United States Department of Homeland Security which are established to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

AUTHORIZED OFFICIAL

It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the Offeror.

SOLICITATION TERMINATION

In any event in which this solicitation is terminated or cancelled, in whole or in part, or all proposals are rejected, there shall be no liability on the part of BCSD for any costs incurred by Offerors or potential Offerors in relation to the solicitation.

RIGHTS AND REMEDIES



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The rights and remedies of BCSD provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

INSURANCE

When the selected contractor has been identified, he will be notified of the necessity to provide required insurance. Proof of insurance shall be provided within 15 days of the date of written notification to the contractor.

Worker's Compensation and Employer's Liability Insurance

The contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under the contract.

Worker's Compensation Limits: Statutory

Employer's Liability Limits:

Bodily Injury by Accident	\$ 100,000 each accident
Bodily Injury by Disease	\$ 100,000 each employee
Bodily Injury by Disease	\$ 100,000 policy limit

Contractor waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employer's liability, or commercial umbrella liability insurance obtained by Contractor pursuant to this agreement. The Waiver of Our Right to Recover from Others Endorsement, ISO Form SC 00 03 13 shall be attached to the policy showing the Owner listed in the Schedule.

Commercial General and Umbrella Liability Insurance

The Contractor shall procure and shall maintain commercial general liability (CGL) and if necessary, commercial umbrella insurance with a limit of not less than \$250,000 each occurrence, as shall protect him and any Subcontractor performing Work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

- (1) Comprehensive Form
- (2) Contractual Insurance
- (3) Personal Injury
- (4) Broad Form Property Damage
- (5) Premises - Operations
- (6) Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under the contract. Policy coverage must be on an occurrence basis.

***Bidders shall provide two (2) copies of submitted bid proposals containing all pertinent documentation. The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the bid proposal. Bidders are encouraged to carefully review all provisions and attachments of this document prior to submission. Each bid proposal constitutes an offer and may not be withdrawn except as provided herein. ***



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DEFINITIONS: Definition of Terminology: This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

- “Agency” shall mean Bibb County Public Schools (BCSD)
- “Award of Contract” shall mean a formal written notice by BCSD that a firm(s) has/have been selected to enter into a contract for services.
- “Contract” shall mean an agreement for the procurement of items of tangible personal property or services. “Contractor” shall mean the successful Offeror.
- “Determination” shall mean the written documentation of a decision of a procurement manager including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.
- “Desirable” the terms “may”, “can”, “should”, or “prefers” to identify a desirable or discretionary item or factor.
- “Evaluation Committee” shall mean a body constituted to evaluate proposals and make selection recommendation.
- “Finalist” is defined as an Offeror who meets all the mandatory specifications of the RFQ and whose score on evaluation factors is sufficiently high to qualify that Offeror for further consideration by the Evaluation Committee.
- “Mandatory” the terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory term or factor. Failure to meet a mandatory item or factor will result in the rejection of the Bidder’s bid.
- “Offer” – the term means “proposal”, “solution”, means all documents submitted to BCSD responding to RFQ.
- “Offeror”, “Bidder”, or “Proposer” is any person, corporation, or partnership who chooses to submit a proposal in response to this RFQ.
- “Owner” shall be Bibb County Schools.
- “Purchase Order” shall mean the document which directs a Contractor to deliver items of tangible personal property or services pursuant to an existing contract.
- “Request for Proposal” or “RFQ” means all documents, including those attached or incorporated by reference, used for soliciting proposals.
- “Responsible Offeror” shall mean an Offeror who submits a responsive bid and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible property described in the RFQ.
- “Responsive Offer” or “Responsive Proposal” shall mean a bid, which conforms in all material respects to the requirements set forth in the RFQ.