Coahoma County School District

Portable Air Purifiers Request for Proposal

R FP-PORTABLE-AIR-PURIFlERS-CCSD

September 2021

The Coahoma County School District will receive Bids for Portable Air Purifiers for classrooms, gyms, cafeterias, and large meeting areas with filters in the following manner:

Un-priced bid proposals will be accepted until 10:00 a.m., CST on Thursday, September 30, 2021, in sealed envelopes at the Coahoma County School District Central Office, 1555 Lee Drive, Clarksdale, MS 38614, or by electronic bid submission. Submissions will be evaluated and vendors submitting acceptable offers will be invited to submit priced bids. Electronic bids and/or reverse auction bids can be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bidding process, please contact Central Bidding at 225-810-4814.

Bidding will be held by electronic reverse auction on Tuesday, October 5, 2021 from 9:00 a.m. to 10:00 a.m., CST unless extended by anti-bid sniping.

Specifications are on file at the Coahoma County School District Central Office. To receive a copy of the specifications, please contact the ESSER Coordinator by email at [gwatkins@coahoma.k12.ms.us](mailto:gwatkins@coahoma.k12.ms.us). Specifications may also be downloaded at [www.centralbidding.com](http://www.centralbidding.com) for a fee. All bids must comply with the specifications provide. The Coahoma County School District reserves the right to amend the specifications, as necessary, and agrees to notify all having requested bid packets.

The contract will be awarded to the lowest responsible bidder. The Coahoma County School District reserves the right to waive any informalities and to reject any and all bids.

Coahoma County School District

Attn: Gared Watkins Sr.

1555 Lee Drive

Clarksdale, MS 38614

To be published: September 10, 2021

September 17, 2021

# BID NOTICE

TO: FROM:

PROSPECTIVE BIDDER

Gared Watkins Sr.

Coahoma County School District 1555 Lee Drive

Clarksdale, MS 38614

ISSUSE DATE: September 1, 2021 **REQUEST FOR BIDS/REVERSE AUCTION UNPRICED BID PROPOSALS**

DATE: THURSDAY, SEPTEMBER 30, 2021

TIME: 10:00 A.M., CST

LOCATION: COAHOMA COUNTY SCHOOL DISTRICT

1555 Lee Drive

Clarksdale, MS 38614

# REVERSE AUCTION

DATE: TUESDAY, OCTOBER 5, 2021 TIME: 9:00 A.M. TO 10:00 A.M., CST LOCATION: COAHOMA COUNTY SCHOOL

DISTRICT

1555 Lee Drive

Clarksdale, MS 38614

# BID ITEMS

ITEM DESCRIPTION: HEPA GRADE PORTABLE AIR PURIFIERS

# PROCUREMENT SCHEDULE:

|  |  |
| --- | --- |
| Public Notice to Newspaper |  |
| Newspaper Run Dates |  |
| Release of Bid |  |
| Un-priced Bid Proposals Due |  |
| Invitation to Bid |  |
| Reverse Auction Date |  |
| Approval by Board |  |

**PORTABLE AIR PURIFIERS WITH AIR FILTERS SPECIFICATIONS AND CONDITIONS**

**UN-PRICED PROPOSAL FORM**

EXECUTIVE SUMMARY:

Coahoma County School District is requesting proposals from vendors for a portable air purifier and replacement filter(s) that will include 275 portable air purifiers with the appropriate number of filter(s) designed to complete one annual replacement cycle per purifier for classrooms and 25 portable air purifiers with the appropriate number of filter(s) designed to complete one annual replacement cycle per purifier for gyms, cafeterias, and large meeting areas. These devices, with filters, will be distributed to five schools and work spaces within the school district.

GENERAL TERMS:

All equipment/supplies furnished under this contract shall be new, unused and the same as the manufacturer's current production model. Accessories not specifically mentioned herein, but necessary to furnish complete unit ready for use, shall also be included. Unit shall conform to the best practice known to the body trade in design, quality of material and workmanship start ability. Filters must made of HEPA grade materials and provide protection by capturing and destroying airborne viruses such as COVID-19. Assemblies, sub-assemblies and components parts shall be standard and interchangeable throughout the entire quantity of units as specified in this invitation to bid.

**BlD QUOTATION:**

Bidders shall complete every space in the specification bidder's proposal column with a check mark to indicate if the item being bid is exactly as specified. If not, the "NO" column must be checked and a detailed description of the deviation from the specification to be supplied. Any exceptions to or deviation from our specifications can be listed in the space provided below the corresponding specification table.

**DELIVERY, INSTALLATION, ASSEMBLY:**

Anticipated delivery shall be in the months of November and December, 2021. This is subject to change according to the needs of the Coahoma County School District. Should delivery in full exceed December 31, 2021, the Coahoma County School District reserves the right to reduce the number of units ordered or void the order in full. The total cost that is bid during the electronic reverse auction shall be inclusive of shipping charges. The delivery truck should include a lift in order to deliver units.

**REFERENCES:**

The vendor must include two references in providing devices and support. References must be from a learning environment and shall include the size of the project, a brief overview of the project, and address and proper contact information for each reference.

**REQUESTED RFP PRICING MODEL:**

Coahoma County School District is looking for firm pricing that will be good for 120 days from the RFP acceptance time.

# PRICING SUBMISSION:

Prices submitted during the reverse auction should include the total price of everything listed in the specs below, the cost of delivery to the assigned district locations, and any other costs associated with the procurement of the devices. Vendors will be able to see the submitted prices and have the opportunity to submit a lower price if they chose.

# SUBMISSION:

Un-Priced Proposals will be received by the Coahoma County School District, 1555 Lee Drive, Clarksdale, MS 38614 or electronically at [www.centralbidding.com](http://www.centralbidding.com). at the date and time specified on the BID NOTICE. Neither dating of the un-priced proposal form, nor placing it in the mail by this date will meet legal requirements. All un-priced proposals must be received at the Board of Education Office or electronically at [www.centralbidding.com](http://www.centralbidding.com) on or before the date and time specified in the Procurement Schedule. The Coahoma County School District reserves the

right to reject any and/or all un-priced proposals received and to waive any and all informalities.

1. If submitting a paper un-priced proposal, it shall be typed. Any changes that are made must be initialed. No changes shall be allowed after the un-priced proposals are opened. The Coahoma County School District shall not be responsible for any errors or omissions. Un-priced proposals may be hand delivered, mailed or submitted electronically. Paper un­ priced proposals must be submitted in a sealed 8" x 10' or larger envelope. Please label outside envelop or shipping box as follows or the bid may be rejected:

**Attn: Gared Watkins Sr. Portable Air Purifiers September 27, 2021**

**Name of company or person submitting bid**

1. Any un-priced proposals received after the opening date or time shall be refused and marked "Late Un-Priced Proposal" and returned to the bidder unopened. For this purpose, the official time for the un-priced proposal opening shall be based upon the time as indicated by the Central Office.
2. Un-Priced Proposals may be modified or withdrawn by written notice from the Bidder, if received by the Central Office prior to the date and time set forth in the BID NOTICE. In order to modify an un-priced proposal, the bidder must submit a new un-priced proposal with the words "Modified Un-Priced Proposal" shown in the lower left corner of the sealed envelope or shipping box. The original un-priced proposal remains the property of the Coahoma County School District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an un-priced proposal, all documents shall remain the property of Coahoma County School District.
3. All items contained in this un-priced proposal are to be per specifications unless otherwise specified.
4. Paper un-priced proposals shall be submitted on the supplied un-priced proposal form, electronic un-priced proposals shall be submitted online at [www.centralbidding.com](http://www.centralbidding.com). Should the bidder's response not be submitted on the supplied un-priced proposal form, the District reserves the right to reject the bid.

QUALIFICATIONS:

Un-Priced Proposals will be evaluated and venders submitting acceptable specifications will be invited to participate in the Electronic Reverse Auction. The Coahoma County School District reserves the right to extend the auction date if necessary to complete the pre-qualification process.

METHOD OF BIDDING:

Bids from approved vendors will only be accepted by bidding in this Electronic reverse Auction Bid Event that has a starting date and time of Tuesday, October 5, 2021 at 9:00 a.m., CST. Bids that cover the total cost of acquisition will be accepted through an electronic process hosted by Central Bidding. To participate in this Electronic Reverse Auction Bid Process, vendors must complete the free registration at: <https://www.centralacutionhouse.com/registration.php>. For any

questions relating to the electronic submittals and/or bidding process, please call

Central Bidding at 225-810-4814.

**ADDITIONAL INSTRUCTIONS:**

ACCOUNTING PRACTICES:

The Coahoma County School District requires that Purchase Orders be issued before any items are ordered or delivered by the vendor. The Coahoma County School District shall not be responsible for any products delivered without an approved Purchase Order, and/or without a signed acknowledgement of receipt by a District employee at time of delivery.

The awarded vendor shall provide accurate, readable, and timely reports, such as invoices, credits, and statements as requested by the District.

BUDGETARY CONSTRAINTS:

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

GOVERNING LAW:

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi and venue for the resolution of any dispute shall be Coahoma County, Mississippi. Bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost of legal action to the Bidder.

W-9 FORM:

The Coahoma County School District requires the attached W-9 Form to be completed and included in your bid submission.

INSURANCE REQUIREMENTS:

The Coahoma County School District requires a current copy of Liability and Workman's Compensation Insurance be included in your bid submission.

# PORTABLE AIR PURIFIER WITH FILTER(S) SPECIFICATIONS ARE AS FOLLOWS (BIDDER SHALL COMPLETE BY CHECKING YES OR NO):

|  |  |  |
| --- | --- | --- |
| I. **Portable Air Purifier for Classrooms** | **Yes** | **No** |
| Provide 275 units before December 31st |  |  |
| Covers a minimum of 1,500 Sq. Ft. |  |  |
| Moves a minimum of 250 cubic feet of air per minute (CFM) |  |  |
| Has a minimum Clean Air Delivery Rate (CADR) of 425 |  |  |
| Uses certified HEPA filters to establish at a 4-stage filtration or greater process |  |  |
| Filtrates 99.97% of particles (a minimum of 0.3 microns or larger) thus, providing protection against the COVID-19 virus |  |  |
| Contains an extra level of protection, a HEGA carbon cloth, which captures and destroys airborne viruses |  |  |
| Must be plug and start |  |  |
| 4-Year Warranty on hardware/fan and motor |  |  |

In the space below, describe any exceptions for the portable air purifier for classrooms:

|  |  |  |
| --- | --- | --- |
| **II. Portable Air Purifier for Gyms/Cafeterias/Large Meeting Rooms** | **Yes** | **No** |
| Provide 25 units before December 31st |  |  |
| Covers a minimum of 2,500 Sq. Ft. |  |  |
| Moves a minimum of 560 cubic feet of air per minute (CFM) |  |  |
| Has a minimum Clean Air Delivery Rate (CADR) of 950 |  |  |
| Filter composition must include pre-panel, true medical HEPA, Activated Carbon material |  |  |
| Filtrates 99.99% or greater% of particles (a minimum of 0.1 microns or larger) thus, providing protection against the  COVID-19 virus |  |  |
| Must be plug and start |  |  |
| 4-Year Warranty on hardware/fan and motor |  |  |

In the space below, describe any exceptions for the portable air purifier for gyms, cafeterias, and large meeting rooms:

|  |  |  |
| --- | --- | --- |
| **III. Filters for Classrooms Units** | **Yes** | **No** |
| Provide enough filters to complete an annual filter replacement for 275 units |  |  |
| Uses certified HEPA filters to establish at a 4-stage filtration or  greater process |  |  |
| Filtrates 99.97% of particles (a minimum of 0.3 microns or  larger) thus, providing protection against the COVID-19 virus |  |  |
| Contains an extra level of protection, a HEGA carbon cloth, which captures and destroys airborne viruses |  |  |
|  |  |  |

In the space below, describe any exceptions for the portable air purifier filters:

Filtrates 99.99% or greater% of particles (a minimum of 0.1 microns or larger) thus, providing protection against the COVID-19 virus

Filter composition must include pre-panel, true medical HEPA, Activated Carbon material

Provide enough filters to complete an annual filter replacement for 25 units

**No**

**Yes**

**IV. Filters for Gyms/Cafeterias/Large Meeting Rooms**

In the space below, describe any exceptions for the portable air purifier filters for gyms, cafeterias, and large meeting rooms:

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