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**Invitation to Bid (ITB) #012822 by Reverse Auction**

**for HVAC UNITS & INSTALLATION**

**ASHLAND ELEMENTARY SCHOOL**

**Benton County School District**

**231 Court Street**

**Ashland, MS 38603**

**First Day to Submit Bids: November 24, 2021**

**Bids Due: January 7, 2022, 10:00 AM**

**Contact: Dr. Roxanne Hall,** [**rhall@benton.k12.ms.us**](mailto:rhall@benton.k12.ms.us)

Authorized Purchasing Agent: **Dr. Roxanne Hall**

**BENTON COUNTY SCHOOL DISTRICT**

**OFFICE OF SUPERINTENDENT | INVITATION TO BID**

**PROCUREMENT OF HVAC UNITS & INSTALLATION**

**ITB#012822**

This Invitation to Bid (ITB) will be conducted by Reverse Auction. Bidders should carefully read the Description of the Reverse Auction Process and Invitation to Bid Timeline below prior to proceeding. The responses received will be for submission of documentation only, to pre-qualify Bidders to participate in a Reverse Auction. The Reverse Auction will tentatively be held on January 28, 2022 @10 AM CST (*all time references are in CST*). Time frames will be determined and stated in the official invitation to the Reverse Auction that will be issued to Bidders upon verification of qualifications. Products solicited in this document will be the same products bid upon during the Reverse Auction. Prospective Bidders shall complete all requested information in the ITB in order to be considered for participation in the Reverse Auction.

Benton County School District (hereinafter referred to as the “District” or “BCSD”) is seeking bids, through the reverse auction process, from experienced and qualified HVAC vendors.

**INVITATION TO BID TIMELINE**

| Event | Date |
| --- | --- |
| ITB Release | November 24, 2021 |
| Newspaper Advertisement | November 24, 2021  December 1, 2021 |
| Deadline for submission of Qualification Summary  Vendor Response Evaluations | January 7, 2022 – 10:00am  January 10-14, 2022 |
| Vendor Reverse Auction Invitation Issued  Itemized Price Deadline per Specifications  Reverse Auction | January 17, 2022  January 21, 2022  January 28, 2022, 10am – 11am |
| Bid Award Recommendation | February 8, 2022 |
| Public Award Notice/Results | February 10, 2022 |

*Responses may be submitted to:*

Benton County School District

Office of the Superintendent

Attention: Dr. Roxanne Hall

231 Court Street

Ashland, MS 38603

All mailed or hand delivered responses must be received in the Administrative Office of the Superintendent above no later than 10:00am on January 7, 2022. All mailed and hand delivered responses must include 3 copies of the bid documents. The bid packet must be clearly marked in the lower right corner with the following: **HVAC ITB 012822**.

Electronic responses can be submitted at <http://www.centralbidding.com>. Bid documents can be retrieved from [www.benton.k12.ms.us/districtbidproposals](http://www.benton.k12.ms.us/districtbidproposals) or <http://www.centralbidding.com>.

**REVERSE AUCTION PROCESS**

**Definition of Reverse Auction.** Reverse Auction is a purchasing process in which offerors submit Bids in competition to sell commodities in an open environment via the internet. The auction itself is an invitation-only timed event that is open to Bidders who have been prequalified.

**Definition of Bid.** In the context of Reverse Auction, the Bid or Bid Response means all documents (whether attached or incorporated by reference) supplied by the Bidder in response to an ITB by Reverse Auction, including a Qualification Summary and the lowest price submitted by the Bidder during the auction event.

**Chronology of the Reverse Auction Process.**

The Reverse Auction process includes the steps listed below:

1. Notice of ITB by Reverse Auction
2. Bid Preparation
3. Qualification Summary Submitted
4. Evaluation of Qualification Summary
5. Invitation to Reverse Auction Issued
6. Auction Event
7. Evaluation of Bids
8. Bid Awarded

**INTRODUCTION AND GENERAL INFORMATION**

1. **Introduction**Benton County School District is soliciting sealed bids, using the reverse auction process, from vendors licensed to procure HVAC units and install them. Each vendor shall be responsible for expenses incurred in connection with the preparation and submission of any bid in response to this ITB. Benton County School District will not be liable in any manner or to any extent for any cost or expense incurred by any vendor, whether directly or indirectly, in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this ITB. Vendor bids, and all materials associated with, attached to, or referenced therein, will become the property of Benton County School District.

This ITB is not an offer by Benton County School District to enter into an agreement with any vendor. This ITB is a request to receive sealed bids from vendors interested in providing the commodities and services described herein, using the reverse auction process. *Benton County School District reserves the right to reject any and all bids, in whole or in part, for any or no reason, to waive formalities, and to enter into negotiations with any third party (including but not limited to one or more of the prospective vendors) to provide the commodities and services described herein. Benton County School District may withdraw or cancel this ITB at any time, without penalties*.

**OBJECTIVES AND SCOPE OF SERVICE**

1. **Overview and Objectives**Benton County School District is requesting sealed bids, using the reverse auction process detailed above, from qualified vendors who will provide and install HVAC units at the districts specified location per published specifications as stated in this ITB. The specified location is Ashland Elementary School.
2. **PROOF OF INSURANCE**

Any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of the Bidder’s performance or failure to perform duties pursuant to this ITB shall be the Bidder’s sole obligation and the Bidder shall indemnify and hold harmless the District from and against any and all claims, losses, damages, liabilities, costs, and attorney’s fees, arising out of or in any way connected with the Bidder’s performance or failure to perform under this ITB.

The Bidder shall provide the District with a Certificate/s of Insurance (COI) by a company licensed to do business in Mississippi for the following amounts.

Commercial General Liability $1,000,000 Each Occurrence

$1,000,000 General Aggregate

Commercial Automobile Liability $1,000,000 Each Accident Umbrella Liability $1,000,000 Each Occurrence Workers Compensation Statutory

Employer’s Liability $1,000,000 Each Accident

$1,000,000 Each Employee

$1,000,000 Policy Limit

Owner’s & Contractor’s Protective Liability $1,000,000 Combined Single Limit

1. The COI must be received within 7 days of award. The COI shall contain a provision that coverage afforded under the policies will not be cancelled until at least thirty (30) days prior written notice has been given to Benton County School District.

**ITB REQUIREMENTS**

1. **Response Requirements:** All bids must include a response in the sequence specified below and should include as much detail as possible. Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information required to accompany the bids may cause a rejection of the bid as non-compliant. Benton County School District reserves the right to request additional information and/or presentations, if clarification is needed.

1. **Specific Response Requirements:**

* Name and address of your location, or the location of the branch that would be serving the Benton County School District.
* Please specify how many years of experience you have selling and installing HVAC equipment for commercial use. How long has your company been in this business? Has it been your primary business focus? Explain.
* Verify that you are capable of providing:

1. Providing details on the proposed ordering process, ordering lead times, and logistics
2. Documented experience in providing the product and installation of the products
3. A list of vendor’s employees and representatives you plan to employ to service the Benton County School District account
4. Warranty details
5. Copy of Certificate Insurance
6. Contact information for at least three current or former clients as references

*Responses to all the items under the ITB Requirements heading are mandatory.*

**PAYMENT**

Benton County School District will purchase items from the awarded bid with a *Purchase Order*. Vendors must be able to accept purchase orders. No items may be shipped without first securing a purchase order from Benton County School District. All purchases made by Benton County School District shall be tax exempt pursuant to Mississippi Code Ann. § 27-65-105.

**SUBMISSION OF QUESTIONS**

Vendors may submit questions via email to the Director of Finance to [rhall@benton.k12.ms.us](mailto:rhall@benton.k12.ms.us). The deadline for submission of questions is 4:00 PM CST on Friday, December 31, 2021. All questions and their answers shall be published as an addendum.

**EVALUATION OF BIDS**

Benton County School District’s objective is to identify the bid(s) that offer the greatest overall benefit to Benton County School District. Each bid will be evaluated on the basis of all of its content, with primary consideration given to the following:

* Price and other financial considerations
* Demonstrated ability to effectively perform the specified work
* The vendor’s overall performance record as assessed by current and former clients
* Evidence of corporate capability and commitment to sustainability
* Whether the vendor has presented a quality and innovative product/service that demonstrates the vendor’s understanding of the needs of Benton County School District, as identified in this ITB

**BID PROCESS EXPLAINED**

* Interested bidders will submit the qualification summary by the stated deadline
* Selected bidders will receive an invitation to participate in the reverse auction
* Selected bidders must have the specifications completed per line item with pricing in time to submit the total price during the reverse auction
* Selected bidders will participate in the reverse auction and provide the total price of all specification during the reverse auction process
* Selected bidders MUST submit the completed specifications, in its entirety, to Benton County School District by January 21, 2022 in a sealed envelope, marked clearly in the right lower corner, **HVAC ITB 012822**.

***Itemized prices must equal the total price submitted during the reverse auction****.*

**CONFLICT OF INTEREST**

Benton County School District’s policies require the avoidance of real and apparent conflicts of interest. No employee, officer or agent of Benton County School District shall knowingly participate in the selection of a vendor if, such individual's immediate family member has a material financial interest in such vendor, or is negotiating, or has any arrangement concerning prospective employment with such vendor. No officer, employee or agent of Benton County School District shall either solicit or accept gratuities, favors or anything of monetary value from any vendor, including any contingency fee. If a vendor has reason to believe any officer, employee, or agent of Benton County School District has violated any provision of this paragraph, vendor shall immediately notify Benton County School District of the suspected violation by sending notice thereof to the Director of Finance, at [rhall@benton.k12.ms.us](mailto:rhall@benton.k12.ms.us).

**VENDOR QUALIFICATION SUMMARY**

Please provide responses to the following vendor qualification items. Vendors will be evaluated to determine if they will receive an invitation to participate in the reverse auction, based on the responses given to qualification item. Responses to these items are due no later than January 7, 2022, at 10 AM. Responses may be mailed to the address on the cover page or submitted electronically at [www.centralbidding.com](http://www.centralbidding.com).

| **Evaluation Criteria** | **Yes** | **No** |
| --- | --- | --- |
| Capable of providing details on the proposed ordering process, ordering lead times, and logistics |  |  |
| Verify that you are capable and experienced in providing the product and installation of the products |  |  |
| Prepared to provide a list of vendor’s employees and representatives you plan to employ to service the Benton County School District account |  |  |
| Will provide contact information for at least three current or former clients as references |  |  |
| Understands that responses to all of the items under the ITB Requirements heading are mandatory |  |  |
| Will provide warranty details |  |  |
| Will provide of copy of Certification of Liability |  |  |

**PRODUCT SPECIFICATIONS**

The following specifications are a listing of the HVAC units Benton County School District is seeking to purchase. Vendors are NOT required to submit prices for the specified products for qualification purposes. Total Price will be submitted during the Reverse Auction event and individual prices will be submitted per the instructions in this Invitation to Bid.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Commodity/Service** | **Quantity** | **Description** | **Price** | |
| Heat pump system | 13 | 2 - ton | Price per pump system |  |
| Total Price |  |
| Heat pump system | 4 | 3 -ton | Price per pump system |  |
| Total Price |  |
| Installation | 17 heating pump systems | 2 ton & 3 ton |  | |
|  | | **TOTAL PRICE** |  | |