



DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632
662-429-5271 • fax 662-429-4198 • Website: www.desotocountyschools.org

"EXCELLENCE IS A COMMITMENT"

March 20, 2023

NOTICE TO BIDDERS

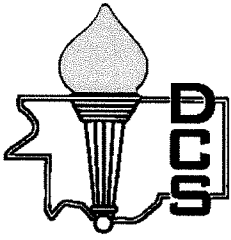
Sealed bids will be received by the DeSoto County Board of Education, DeSoto County Schools, at the Superintendent's Office located at 5 East South Street, Hernando, Mississippi, 38654 until 9:00 am CST, April 17, 2023, for Southaven Middle School Gallagher Door Lock System, Bid #116-SMSDL-DCS23, for the DeSoto County School District.

Specifications are on file at the office of the Superintendent. To receive a copy of the specifications please contact the Purchasing Department by email: grant.roberts@dcsms.org. Specifications may also be downloaded at www.centralbidding.com, for a fee. All bids must comply with the specifications provided. The DeSoto 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 DeSoto County School District reserves the right to waive any informalities and to reject any or all bids.

/s/ Cory Uselton
Superintendent of Education

To be published: March 23, 2023
 March 30, 2023



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BID NOTICE

To: Prospective Bidder

From: Grant Roberts
DeSoto County Schools
5 E. South Street
Hernando, MS 38632
662-449-7291

Issue Date: March 23, 2023

Request for Sealed Bids

Bid Opening

Date: Monday, April 17, 2023
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Items

Bid Number: #116-SMSDL-DCS23
Description: Southaven Middle School Gallagher Door Lock System

Procurement Schedule:

Public Notice to Newspaper	March 20, 2023
Advertisement Publication Dates	March 23 & March 30, 2023
Release of Bid	March 23, 2023
Deadline for Questions/Clarifications	April 7, 2023, 9:00am
Bid Submission Deadline	April 17, 2023, 9:00am
Anticipated Board Approval	Thursday, May 4, 2023

Instructions and Terms for Sealed Bid Event

Sealed bids will be received by the DeSoto County School Board of Education, 5 East South Street, Hernando, MS 38632 or www.centralbidding.com, at the date and time specified on the BID NOTICE, at which time all bids will be publicly opened and read. Neither dating of the bid form, nor placing it in the mail by this date will meet legal requirements. All bids must be received at the Board of Education or www.centralbidding.com on or before the date and time specified in the Procurement Schedule. The DeSoto County School Board of Education reserves the right to reject any and/or all bids received and to waive any and all informalities.

1. If submitting a paper bid, all bids shall be typed. Any changes that are made must be initialed. No changes shall be allowed after the bids are publicly opened. The DeSoto County School District shall not be responsible for any errors or omissions. Bids may be hand delivered, mailed, or submitted electronically. Paper bids must be submitted in a sealed 8" x 10" or larger envelope. Please label outside envelope or shipping box as follows or the bid may be rejected:
Attn: Grant Roberts
Southaven Middle School Gallagher Door Lock System
#116-SMSDL-DCS23
April 17, 2023, 9:00am
Name of company or person submitting bid
2. Any bids received after the bid opening date and time shall be refused and marked "Late Bid" and returned to the bidder unopened. For this purpose, the official time for the bid opening shall be based upon the time as indicated by the Purchasing Department. It is solely the responsibility of the bidder to ensure bids are received prior to the opening date and time.
3. Bids may be modified or withdrawn by written notice from the Bidder, if received by the Purchasing Department prior to the date and time set forth in the BID NOTICE. **In order to modify a bid, the bidder must submit a new bid with the words "Modified Bid" shown in the lower left corner of the sealed envelope or shipping package.** The original bid remains the property of the DeSoto County School District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws a bid, all bid documents shall remain the property of the DeSoto County School District.
4. All items contained in this bid are to be per specifications unless otherwise specified.
5. All bids shall be submitted exclusive of all taxes. Documentation of tax exemption will be furnished when necessary.
6. Paper bids shall be submitted on the supplied Proposal Form. Electronic bids shall be submitted online at www.centralbidding.com. For questions relating to the electronic bid process, please contact Central Bidding at 225-810-4814. Should the bidder's response not be submitted on the supplied Proposal Form, the District reserves the right to reject the bid.
7. If the District's Superintendents Office is closed for any reason, including but not limited to inclement weather, an emergency situation or any other act of nature, for which closure prevents the opening of bids at the originally advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the District's Superintendents Office shall be open for business at the previously advertised time. The new date and time of bid opening, as determined in accordance with this paragraph, shall not be advertised. Any vendors that have been invited to participate in the reverse auction will be notified of such changes. DeSoto County Schools shall not be held responsible if invited vendor fails to comply or misses reverse auction due to no fault of the District.

Additional Instructions:

Specifications and Bid Form:

Paper bids shall be submitted on the supplied proposal form, electronic bids shall be submitted online at www.centralbidding.com. Should the bidder's response not be submitted on the supplied proposal form, the District reserves the right to reject the bid.

A New Vendor Packet has been included for any contractor that has not worked with DeSoto County Schools. This packet includes a Vendor Registration Form and a Conflict-of-Interest Disclosure Form. The contractor shall complete the packet and submit along with any other required documents for the sealed bid.

Accounting Practices:

The DeSoto County School District requires that Purchase Orders be issued before any items are ordered or delivered. The DeSoto 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 contractor shall provide accurate, legible, and timely documentation, such as invoices, credits, and statements as requested by the District. The awarded contractor agrees to receiving payment within 45 days from date of receipt of a properly submitted invoice, or within 45 days after inspection and approval of the goods and/or services by DeSoto County Schools, whichever is later. In the event of a bona fide dispute, the awarded contractor agrees that DeSoto County Schools shall pay only the amount not in dispute, as per Miss. Code Ann. 31-7-305.

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:

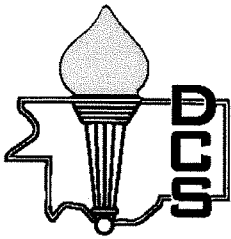
This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi. The venue for the resolution of any dispute shall be DeSoto County, Mississippi. The contractor expressly agrees that under no circumstances shall the District be obligated to pay attorney fees,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

W-9 Form:

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

Insurance Requirements:

The awarded contractor shall include with sealed bid documentation a certificate of coverage documenting general liability insurance coverage of \$1,000,000 listing DeSoto County Schools as additional insured and workers' compensation insurance coverage of \$500,000 per occurrence. The policy must remain in effect during the entire term of the bid.



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SPECIFICATIONS AND PROPOSAL FORM

(A map of Southaven Middle School is included to show locations of items being installed)

- *16 each 2A8943 Gallagher door licenses
- *16 each C300410 Gallagher T11 reader
- *16 each MM15 #4000lb MAG
- *16 each PB2 "Push to Exit" button
- *16 each DS-150i Bosch PIR request to exit
- *1 each C41007 encoder unit
- *300 each Mifare Classic Key
- *6 each C305720 life safety cabinet
- *1 each Miscellaneous access cable, pathway, straps and connectors
- *6 each C300100 controller
- *6 each C300182 8Hbus module
- *6 each C305740 secondary voltage module
- *Applicable warranty
- *Install

Total: _____

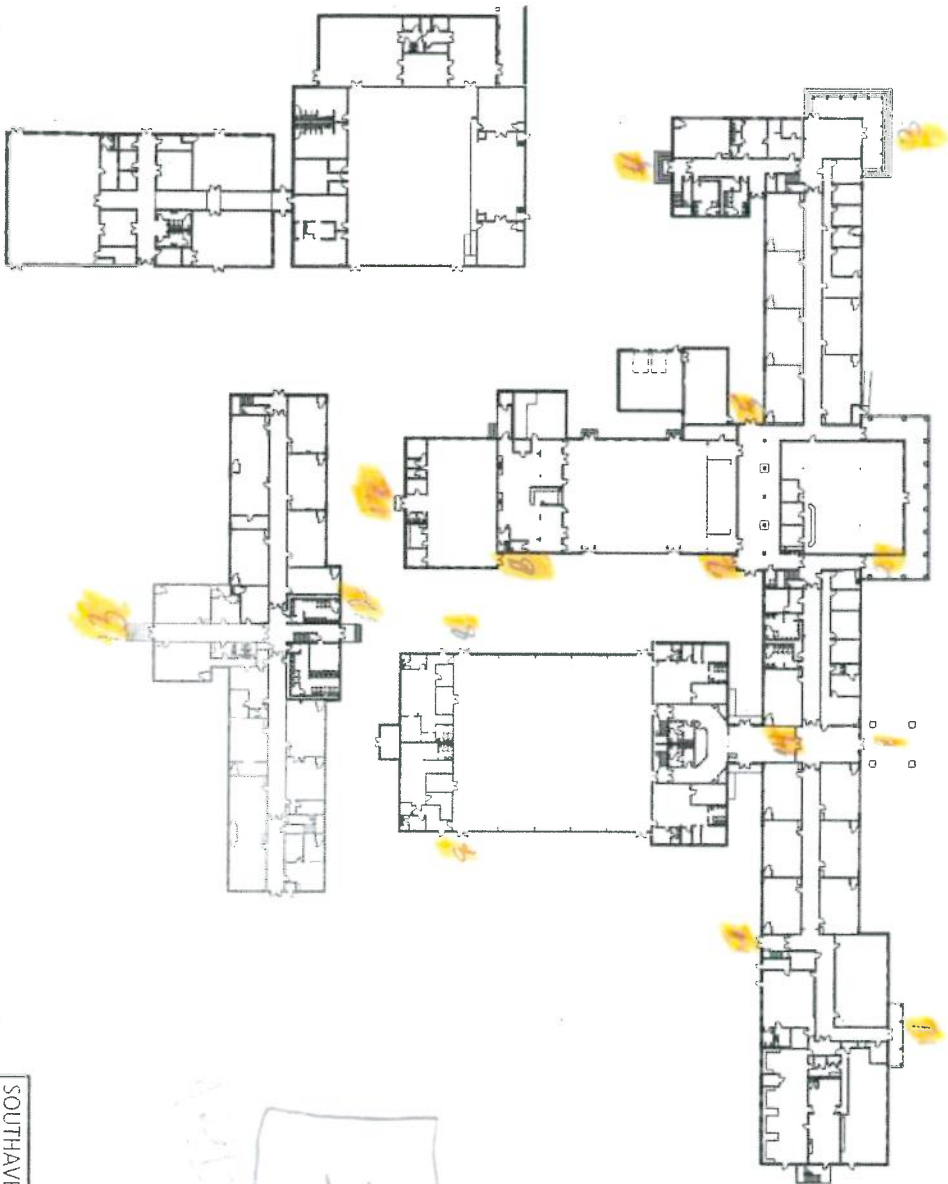
Signature: _____

Printed Name: _____

Title: _____

1 MASTER PLAN

Scale: 1" = 200'



5/1/13

SOUTHAVEN MIDDLE	
899 SOUTH AVENUE SOUTHAVEN, MS 38671	
DESIGN COUNTY SCHOOLS	
DESIGN COUNTY SCHOOLS ARCHITECTURAL AND ENGINEERING MEMPHIS, TN 38117	
URBANARCH	MASTER PLAN
A-100	DATE: 11.2010
48	1041

Vendor Information & Agreement Form

Southaven Middle School Gallagher Door Lock System

April 17, 2023, 9:00am

Bid #116-SMSDL-DCS23

I/We propose to furnish and deliver the items on the Proposal Form according to your specifications.

I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened.

This bid consists of the (A) Bid Notice (B) Bid Instructions and Terms for Sealed Bid Event, (C) the Required Specifications, and (D) the Proposal Form.

I/We, the undersigned, do hereby understand, acknowledge, and accept the instructions under which this sealed bid was requested by the DeSoto County School District.

Company Name

Authorized Representative Name (Print)

Address

Signature

Federal Tax I.D. Number

Title

Telephone

Date

Fax

Email

If applicable, please acknowledge acceptance of addenda/clarification issued by checking below:

Addendum 1____ Addendum 2____ Addendum 3____ Addendum 4____

Return the following with your sealed bid paperwork due November 3, 2021 by 9am, CST

- Completed Vendor Information & Agreement Form
- Completed Proposal Form
- Insurance Acord Form
- Completed W-9
- Completed New Vendor Packet (Vendor Registration Form & Conflict-of-Interest Disclosure Form), if applicable