



# DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632  
662-429-5271 • fax 662-429-4198 • Website: [www.desotocountyschools.org](http://www.desotocountyschools.org)

*"EXCELLENCE IS A COMMITMENT"*

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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: April 27, 2023

### **Notice of Bid/Reverse Auction**

#### **Unpriced Bid Proposals**

Date: May 18<sup>th</sup>, 2023  
Time: 9:00 am, CST  
Location: DeSoto County Schools  
Central Services  
5 East South Street  
Hernando, MS 38632

#### **Bid Opening/Reverse Auction**

Date: May 25, 2023  
Time: 9:00 am, CST  
Location: DeSoto County Schools  
Central Services  
5 East South Street  
Hernando, MS 38632

### **Bid Items**

Bid Number: #121-FURN2-DCS23  
Description: Classroom Furniture for Juvenile Detention Center

### **Procurement Schedule:**

Public Notice to Newspaper	April 25, 2023
Advertisement Publication Dates	April 27 and May 4, 2023
Release of Bid	April 27, 2023
Deadline for Questions/Clarifications	May 11, 2023 at 9:00am CST
Unpriced Bid Proposals	May 18, 2023 at 9:00am CST
Reverse Auction for Approved Bidders	May 25, 2023 at 9:00am CST
Anticipated Board Approval	June 1, 2023



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## Instructions and Terms for Reverse Auction Event

Unpriced Proposals will be received by the DeSoto County School Board of Education, 5 East South Street, Hernando, MS 38632 or electronically at [www.centralbidding.com](http://www.centralbidding.com), at the date and time specified on the BID NOTICE. Neither dating of the Unpriced Proposal Form, nor placing it in the mail by this date will meet legal requirements. All Unpriced Proposals must be received at the Board of Education or electronically at [www.centralbidding.com](http://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 Unpriced Proposals received and to waive any and all informalities.

1. If submitting a paper Unpriced Proposal, it shall be typed. Any changes made must be initialed. Changes shall not be allowed after the Unpriced Proposals are opened. The DeSoto County School District (hereafter, the District) shall not be responsible for any errors or omissions. Unpriced Proposals may be hand delivered, mailed, or submitted electronically. Paper Unpriced Proposals must be submitted in a sealed 8" x 10" or larger envelope. Please label the envelope or shipping package as follows or the bid may be rejected:

**Attn: Grant Roberts**

**Furniture for Juvenile Detention Center**

**#121-FURN2-DCS23**

**May 25, 2023**

**Name of company or person submitting bid**

2. Any Unpriced Proposal received after the opening date or time shall be refused and marked "Late Unpriced Proposal" and returned to the bidder unopened. For this purpose, the official time for the Unpriced Proposal opening shall be based upon the time as indicated by the Purchasing Department. It is solely the responsibility of the bidder to ensure Unpriced Proposals are received prior to the opening date and time.
3. Unpriced Proposals 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 an Unpriced Proposal, the bidder must submit a new Unpriced Proposal with the words "Modified Unpriced Proposal" shown in the lower left corner of the sealed envelope or shipping package. The original Unpriced Proposal remains the property of the District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an Unpriced Proposal, all documents shall remain the property of the District.
4. The District shall issue a written addendum if substantial changes, which impact the technical submission of proposals, are required. A copy of the addenda will be given to all vendors that are known to have requested bid documents. In the event of a conflict with the original contract documents and the addenda, the addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
5. All items contained in this Unpriced Proposal are to be per specifications unless otherwise specified.
6. All bids shall be submitted exclusive of all taxes. Documentation of tax exemption will be furnished when necessary.
7. Both paper Unpriced Proposals and electronic Unpriced Proposals shall be submitted on the supplied Unpriced Proposal Form. Electronic Unpriced Proposals shall be submitted online at [www.centralbidding.com](http://www.centralbidding.com). Should the bidder's response not be submitted on the supplied Unpriced Proposal Form, the District reserves the right to reject the bid.

8. 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.
9. If any Bidder contemplating submitting an Unpriced Proposal under this bid is in doubt as to the meaning of the requirements of the bid or the bid process, the Bidder must submit a written request for clarification by the date and time designated in the Procurement Schedule by email to [www.dcs.purchasing@dcsmms.org](mailto:www.dcs.purchasing@dcsmms.org). The District will respond to all inquiries and render an official interpretation of the question in writing via addendum/clarification and will be sent to all bidders requesting bid information. The Bidder shall certify its acknowledgement of the addendum/clarification by noting in space provided on the Vendor Information & Agreement Form and returning it with their Unpriced Proposal.

#### **Qualification of Bidders:**

Unpriced Proposals will be evaluated by staff of the District. All bidders submitting acceptable required paperwork and alternate specifications (if applicable) will be invited to participate in the electronic reverse auction. The District reserves the right to extend the auction date, if necessary, to complete the pre-qualification process.

#### **New Vendors:**

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

#### **Method of Bidding:**

Bids from approved vendors will be accepted during an electronic reverse auction bid event that has a starting date and time of Friday, May 12, 2023, at 9:00 am, CST. Bids will only be accepted in an Electronic Process hosted by Central Bidding and the approved vendor must complete the free registration at: <https://www.centrauctionhouse.com/registration.php> to participate in this Electronic Reverse Auction Bid Process. For any questions relating to the electronic submittals and/or bidding process, please call Central Bidding at 225-810-4814.

#### **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 bidder shall provide accurate, legible, and timely documentation, such as invoices, credits, and statements as requested by the District. The awarded bidder 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 bidder agrees that DeSoto County Schools shall pay only the amount not in dispute, as per Miss. Code Ann. 31-7-305.

#### **Budgetary/Funding 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 bidder 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 bidder.

**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 bidder will be required to present the District with a certificate of coverage documenting liability insurance coverage of \$1,000,000 and workers' compensation insurance coverage of \$500,000 per occurrence and listing the District as the certificate holder for each policy. This certificate must be presented to the District prior to approval of the awarded bidder by the DeSoto County Board of Education. The policy must remain in effect during the entire term of the bid.



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Bid for Classroom Furniture for Additions at DeSoto Central Primary and Lewisburg High School Band Hall addition

**Bid #121-FURN2-DCS23**

## Specifications

The DeSoto County School District (DCSD) is bidding classroom furniture for the DeSoto County Juvenile Detention Center. Each school's items will need to be delivered to the school's location, unpacked, assembled, and placed in individual classrooms/lounges by the winning vendor by the due date listed in the specifications.

- Shipping and handling (if any) must be included in the bid price.
- Shipments will go to the school location listed on the Unpriced Proposal Form indicated for each location.
- Reverse auction will include the total cost for **ALL** furniture items including shipping, handling, and assembly. **This will be a one-item bid. (One bid for all items listed in the specifications)**
- Upon completion of the reverse auction, the winning vendor must provide an itemized price breakdown for each item listed in the bid for purchase order entry purposes.
- Vendor must bid on all items included on the line item.
- Vendors are responsible for replacement of any damaged or lost items at no additional cost to the DCSD.
- The Delivery Due Date for this location is October 6, 2023
- All items shall be delivered, unpacked, assembled, and placed in individual classrooms, etc. at each school location by the winning vendor by the above specified Delivery Due Dates.
- Payment will not be processed until all items have been delivered, are assembled, in place as specified, and are in acceptable condition per the DCSD.
- Deadline for any vendor questions regarding this bid is May 11, 2023, by 9:00am, CST. All questions must be addressed to [dcs.purchasing@dcsms.org](mailto:dcs.purchasing@dcsms.org).
- The following items need to be completed and included in bidder's Unpriced Proposal submission due May 18, 2023, by 9am, CST:
  - ❖ Vendor Information & Agreement form
  - ❖ Up to three (3) Unpriced Proposal Forms (one per line item )
  - ❖ New Vendor Packet (if applicable)
  - ❖ W-9
  - ❖ Proof of insurance coverage (Acord Form) per the guidelines listed in the Instructions and Terms for Reverse Auction.
- If any information is not included by the bidder in their Unpriced Proposal submission, the DCSD reserves the right to not invite the bidder to participate in the reverse auction scheduled for May 25<sup>th</sup>, 2023 at 9:00 am CST.

Quantity	Preferred Model Number	Description	Meets v	Alternate v
4	H34962 HON	30"x60" double pedestal desk 2/metal frame & laminate top		
4	B6105 BOSS	Mesh back task chair		
52	FS949RE3036-300 Scholar Craft	30x60", rectangle computer table with T-bar legs		
52	SC3118 Scholar Craft	18" Ovation stack chair with chrome frame		

## JDC FURNITURE

Alternate specs with photos and model numbers




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## Vendor Information & Agreement Form

### Furniture for Juvenile Detention Center Classroom

May 18, 2023, 9:00 am, CST

**Bid #121-FURN2-DCS23**

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

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

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

I/We, the undersigned, do hereby understand, acknowledge, and accept the instructions under which this Unpriced Proposal 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(s) issued by checking below:

Addendum 1\_\_\_\_ Addendum 2\_\_\_\_ Addendum 3\_\_\_\_ Addendum 4\_\_\_\_

### Return with your Unpriced Proposal paperwork due May 18, 2023, by 9am, CST

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