



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"

BID NOTICE

To: Prospective Bidder

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

Issue Date: June 29, 2023

Notice of Bid/Reverse Auction

Unpriced Bid Proposals

Date: July, 20 2023
Time: 12:00 pm, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Opening/Reverse Auction

Date: July 27, 2023
Time: 12:00 pm, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Items

Bid Number: #205-TOWERS-DCS24
Description: Charging Towers

Procurement Schedule:

Public Notice to Newspaper	June 27, 2023
Advertisement Publication Dates	June 29 and July 6, 2023
Release of Bid	June 29, 2023
Deadline for Questions/Clarifications	July 13, 2023 Noon CST
Unpriced Bid Proposals	July 20, 2023 Noon CST
Reverse Auction for Approved Bidders	July 27, 2023 Noon CST
Anticipated Board Approval	August 3 rd , 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, 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 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

Charging Towers Unpriced Proposal

#205-TOWERS-DCS24

July 20, 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. 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 dcspurchasing@dcsms.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 July 27, 2023, at 12:00 pm, 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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Charging Towers

Bid #205-TOWERS-DCS24

Specifications

DeSoto County Schools will be bidding between **250 and 350** Charging Towers. Systems must meet or exceed the specifications listed below to be considered.

Charging Towers being bid must be the charging tower noted below or an equivalent or better model that meets the specifications listed below. If bidding an equivalent or better model than specified, **specifications and demo unit** for it must be included with Unpriced Proposal submitted by 12pm, CST, July 20, 2023. Not including such specifications for equivalent or better model with Unpriced Proposal submission may be grounds for dismissal from inclusion in the reverse auction scheduled for July 27, 2023, at 12pm, CST.

Bid will expire April 7, 2024. Bid price must remain in place until this date.

Charging Tower specifications as follows:

- Anycart AC-COLLABR-8 charging tower, **equivalent or better**
- Must have 2 AC outlets and 2 USB ports located on all four (4) sides to reduce power cord stress
- Must be capable of charging 16 devices at the same time
- 20' power cord or longer
- 3" locking rubber wheeled casters or better
- Heavy-duty full metal construction with weight of 25lbs or more to reduce tower tipping over
- Shipping costs for towers must be included in the bid price
- Towers will be shipped to school location (see Attachment A)
- Must include a two (2) year warranty and lifetime frame-work warranty
- Product weight of 25 lbs or more to prevent tipping

SIGNATURE	DATE
PRINTED NAME	TITLE



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Unpriced Bid Proposal Form

Charging Towers

Bid #205-TOWERS-DCS24

Vendor Name: _____

✓ MEETS	✓ ALTERNATE	SPECIFICATION
		Quantity range 300 – 450 Charging Towers
		Bid to expire April 7, 2024
		Anycart AC-COLLABR-8 Charging Tower, equivalent or better (If bidding an equivalent or better model than specified, specifications and demo unit for it must be included with Unpriced Proposal)
		2 AC outlets and 2 USB ports located on all four (4) sides
		Must be able to charge 16 devices at same time
		20' power cord or longer
		3" locking rubber wheeled casters, equivalent or better
		Heavy-duty full metal construction with weight of 25lbs or more to reduce tower tipping over
		Shipping costs included in bid price
		Towers will be shipped to individual school locations (see Attachment A)
		Must include a two (2) year warranty and lifetime frame-work warranty

SIGNATURE	DATE
PRINTED NAME	TITLE



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Vendor Information & Agreement Form

Charging Towers Unpriced Proposal

July 20, 2023, 12:00 pm, CST

Bid #205-TOWERS-DCS24

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 July 20, 2023, by 12pm, CST

- Completed Vendor Information & Agreement Form
- Completed Unpriced Bid Proposal Form
- Specifications for any proposed alternate and demo, if applicable
- Insurance Accord Form
- Completed W-9
- Completed New Vendor Packet (Vendor Registration Form & Conflict-of Interest Disclosure Form), if applicable



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Attachment A

School Locations

District Office – 5 E. South St., Hernando MS 38632
Transportation Department – 2211 Central Pkwy, Southaven MS 38672
Child Nutrition – 325 Kapik Dr, Hernando MS 38632
Chickasaw Elementary – 6391 Chickasaw, Olive Branch MS 38654
Center Hill Elementary – 13662 Center Hill Rd, Olive Branch MS 38654
Hernando Elementary – 455 Riley St., Hernando MS 38632
Hernando High School – 805 Dilworth Lane, Hernando MS 38632
Hernando Hills Elementary – 570 McIngvale Rd, Hernando MS 38632
Oak Grove Elementary – 893 Oak Grove Rd, Hernando MS 38632
Hernando Middle School – 700 Dilworth Lane, Hernando MS 38632
Horn Lake Elementary – 6341 Ridgewood Dr, Horn Lake MS 38637
Horn Lake High School – 3360 Church Rd, Horn Lake MS 38637
Horn Lake Middle School – 6125 Hurt Rd, Horn Lake MS 38637
Walls Elementary – 6131 Delta View Rd, Walls MS 38680
Horn Lake Intermediate School – 6585 Horn Lake Rd, Horn Lake MS 38637
Olive Branch Elementary – 9549 Pigeon Roost, Olive Branch MS 38654
Olive Branch High School – 9366 E. Sandidge Rd, Olive Branch MS 38654
Olive Branch Middle School – 6530 Blocker St., Olive Branch MS 38654
Shadow Oaks Elementary – 3780 Shadow Oaks Pkwy, Horn Lake MS 38637
Olive Branch Intermediate School – 8631 E. Pigeon Roost, Olive Branch MS 38654
Southaven Elementary – 8274 Claiborne Dr, Southaven MS 38671
Southaven High School – 735 Rasco Rd. W., Southaven MS 38671
Hope Sullivan Elementary – 7985 Southaven Circle W., Southaven MS 38671
Greenbrook Elementary – 730 Rasco Rd E., Southaven MS 38671
Southaven Intermediate School – 175 Rasco Rd, Southaven MS 38671
Southaven Middle School – 899 Rasco Rd W., Southaven MS 38671
DeSoto Central Elementary – 2411 Central Pkwy, Southaven MS 38672
DeSoto Central Primary School – 3210 Getwell Rd, Southaven MS 38672
DeSoto Central High School – 2911 Central Pkwy, Southaven MS 38672
DeSoto Central Middle School – 2611 Central Pkwy, Southaven MS 38672
Pleasant Hill Elementary – 7686 Pleasant Hill Rd, Olive Branch MS 38654
Lewisburg Elementary – 1717 Craft Rd, Olive Branch MS 38654
Lewisburg Primary School – 1707 Craft Rd, Olive Branch MS 38654
Lewisburg Middle School – 2605 Hwy 305 South, Hernando MS 38632
Lewisburg High School – 1755 Craft Rd, Olive Branch MS 38654
Lewisburg Intermediate School – 1711 Craft Rd, Olive Branch MS 38654
Overpark Elementary – 8530 Forest Hill Irene, Olive Branch MS 38654
Center Hill High School – 13250 Kirk Rd, Olive Branch MS 38654
Center Hill Middle School – 8756 Forest Hill Irene, Olive Branch MS 38654
Lake Cormorant Elementary – 3285 Wilson Mill Rd W., Lake Cormorant MS 38641
Lake Cormorant High School – 10201 Star Landing Rd, Lake Cormorant MS 38641
Lake Cormorant Middle Schools – 3203 Wilson Mill Rd, Lake Cormorant MS 38641
Career Tech West – 1005 Kuykendall Lane, Horn Lake MS 38637
Career Tech East – 8890 Deerfield Dr, Olive Branch MS 38654
DCAC/Magnolia – 6870 E. Center, Horn Lake MS 38637