



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: July 27, 2023

Notice of Bid/Reverse Auction

Unpriced Bid Proposals

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

Bid Opening/Reverse Auction

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

Bid Items

Bid Number: #206-DVR-DCS24
Description: DVR Systems

Procurement Schedule:

Public Notice to Newspaper	July 25, 2023
Advertisement Publication Dates	July 27 and August 3, 2023
Release of Bid	July 27, 2023
Deadline for Questions/Clarifications	August 8, 2023, 9:00 am CST
Unpriced Bid Proposals	August 17, 2023, 9:00 am, CST
Reverse Auction for Approved Bidders	August 25, 2023, 9:00 am, CST
Anticipated Board Approval	September 7, 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

DVR Systems

#206-DVR-DCS24

August 7, 2023, 9:00 am CST

Name of company or person submitting bid

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.

2. 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.
3. 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.
4. All items contained in this Unpriced Proposal 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. 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.

7. The District reserves the right to purchase from the next lowest responsible Bidder, or from other sources, if the awarded Bidder cannot deliver the bid items, for whatever reason, within the time specified.
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. Questions received after the mentioned deadline for Written Questions/Clarifications shall not be considered.

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 will need to be completed by 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. Only complete and return this packet with your Unpriced Proposal submission if you are new vendor to DeSoto County Schools.

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 August 25, 2023, 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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DVR System BID #206-DVR-DCS24

Specifications

DeSoto County Schools will be conducting a bid for DVR Systems, delivery, pre-delivery services, warranty and repair. Equipment must meet or exceed the specifications listed below in order to be considered. Warranty and shipment specification alterations on bids may be grounds for bid to be rejected.

Bid will expire June 30, 2023. Bid price must remain in place through this date.

Shipping costs must be included in bid price.

Winning vendor must accept purchase orders.

Winning vendor must accept 45-day net pay.

DVR Systems being bid must meet or exceed the equipment noted on the specification sheet. If bidding an alternate product those specifications are required to be included in your unpriced proposal. Failure to do so will result in vendors not being approved for the reverse auction.

If bidding an alternate brand all units being bid must be of the same brand.

The reverse auction will be 3 line items:

IP04-36T-F2A-E (1 unit with delivery, pre-delivery services, warranty and repair)

3208-36T-F2A-E (1 unit with delivery, pre-delivery services, warranty and repair)

1608-36T-F2A-E (1 unit with delivery, pre-delivery services, warranty and repair)

Pre Delivery Services

A list of serial numbers sent with equipment shipments for inventory purposes.

A list of serial numbers provided in an Excel spreadsheet.

Delivery

Equipment will be delivered to schools Lewisburg High School and installed.

Warranty

Warranty repairs will be dealt with in two ways.

1. Repairs will be made by trained personnel.

2. All warranties and repairs should be covered by the timeframe listed in the equipment specification sheet attached below.

Warranty period should begin on the first day of installation and extend through the timeframe listed in the equipment specification sheet below.

SIGNATURE	DATE
PRINTED NAME	TITLE

Quantity Range: 18 - 25

Line Item 1

QTY	DESCRIPTION (Brand, Item #, Color, Size)
1	<p>Exacq IP04-36T-F2A-E</p> <p>IP 4U recorder with 4 IP camera Licenses (64 msx)</p> <p>Exacq Vision Enterprise client, server, web/Mobile software pre installed with 3 years software upgrades and hardware warranty. Win 10 on 120 GB SSD, DVI-I Display port Dual GB NIC's. Keyboard and Mouse included 36 TB storage</p>
1	5000-40379 - A- Series I5 CPU upgrade
1	5000-40388- A-Series 16 GB RAM upgrade
30	EVENIP01- Enterprise IP camera license per camera

SIGNATURE	DATE
PRINTED NAME	TITLE
MODEL ABOVE: _____	ALTERNATE WITH SPECS INCLUDED: _____

Quantity Range: 3 - 6

Line Item 2

1	Exacq 3208-36T-F2A-E Hybrid 2U Front Accesible recorder with 8 IP licenses (64max) and 32 analog at 30 FPS (no looping). Exacqvision Professional or Enterprise server, client, web/mobile software pre-installed with 3 years software upgrades and hardware warranty. Win 10 on SSD. HDMI display port Dual NICs, Keyboard and mouse included
1	5000-40379 - A- Series I5 CPU upgrade
1	5000-40388- A-Series 16 GB RAM upgrade
30	EVENIP01- Enterprise IP camera license per camera

SIGNATURE	DATE
PRINTED NAME	TITLE
MODEL ABOVE: _____	ALTERNATE WITH SPECS INCLUDED: _____

Quantity Range: 6 - 10

Line Item 2

1	Exacq 1608-36T-F2A-E Hybrid 2U Front Accesible recorder with 8 IP licenses (64max) and 16 analog at 30 FPS (16 looping). Exacqvision Professional or Enterprise server, client, web/mobile software pre-installed with 3 years software upgrades and hardware warranty. Win 10 on SSD. HDMI display port Dual NICs, Keyboard and mouse included
1	5000-40379 - A- Series I5 CPU upgrade
1	5000-40388- A-Series 16 GB RAM upgrade
30	EVENIP01- Enterprise IP camera license per camera

SIGNATURE	DATE
PRINTED NAME	TITLE
MODEL ABOVE: _____	ALTERNATE WITH SPECS INCLUDED: _____

VENDORS SHOULD CHECK ALL THAT THEY AGREE TO, FAILURE TO DO SO WILL ELIMINATE VENDORS FROM BEING ABLE TO BID ON ITEMS.

✓ MEETS	✓ EXCEEDS	✓ ALTERNATE	SPECIFICATION
			Bid expires 6/30/2024
			Vendor agrees to accept purchase orders
			Vendor agrees to accept Net-45 terms
			Vendor has trained personnel to address warranty issues.
			All equipment will be delivered to DeSoto County Schools Central Office Attn: Plant Maintenance
			Shipping costs should be included in bid price.
			Warranty begins on the first day of installation and extends through the timeframe listed on the equipment specifications.
			Authorized dealer of equipment you are bidding.
			If bidding alternate equipment specifications are included

206-DVR-DCS24

SIGNATURE	DATE
PRINTED NAME	TITLE



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Vendor Information & Agreement Form

DVR System for Plant Maintenance

August 17, 2023, 9:00 am, CST

Bid #206-DVR-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 August 17, 2023, by 9am, CST

- Completed Vendor Information & Agreement Form
- Completed Unpriced Proposal Form and Specification sheet with specifications of any alternates
- Insurance Accord Form
- Completed W-9
- Completed New Vendor Packet (Vendor Registration Form & Conflict-of Interest Disclosure Form),
only if vendor has not previously conducted business with DeSoto County Schools