



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: January 25, 2024

Notice of Bid/Reverse Auction

Unpriced Bid Proposals

Date: February 15, 2024
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Opening/Reverse Auction

Date: February 22, 2024
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Items

Bid Number: #218-VEX-DCS24
Description: VEX Robotics Workcells

Procurement Schedule:

Public Notice to Newspaper	January 23, 2024
Advertisement Publication Dates	January 25 and February 1, 2024
Release of Bid	January 25, 2024
Deadline for Questions/Clarifications	February 8, 2024 9:00am CST
Unpriced Bid Proposals	February 15, 2024 9:00am CST
Reverse Auction for Approved Bidders	February 22, 2024 9:00am CST
Anticipated Board Approval	March 7, 2024



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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
VEX Robotics Workstation
#218-VEX-DCS24
February 15, 2024
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. All items will be awarded by line item.
9. 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.
10. 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.
11. 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 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. If you have worked with DCS previously, you will not need to complete and submit this packet.

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 February 22, 2024, 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. Vendors will have 10 minutes to bid on each line item.

Terms of Agreement:

The term of bid shall be March 7, 2024 (anticipated board approval) – December 31, 2024. If the DeSoto County School District, in whole or in part, is not satisfied with the performance of services or product supplied and agreed to with this bid, the District may terminate the agreement after giving specific reason(s) by written notice to vendor(s) and offering opportunity for vendor(s) to correct specific reason(s) for dissatisfaction within a thirty (30) day period, date to be specified by the District. If vendor does not respond to notice within the thirty (30) day period, the District has the option to terminate the agreement. If vendor wishes to terminate the agreement prior to the thirty (30) day wait period, they may do so with written notification.

DCS will not accept any price increase that has not been previously agreed upon by both involved parties for the term of the bid. If vendor increases pricing for any item, for any reason, that has not been agreed upon by DCS, DCS may withdraw from purchasing item with vendor and purchase from the next lowest vendor to be determined during scheduled reverse auction. The next lowest vendor must adhere to their lowest bid amount submitted during the reverse auction.

If winning vendor cannot meet request for item specified in bid documentation within 30 days of DCS submitting the purchase order for the items, DCS reserves the right to purchase said items(s) from the next lowest vendor that bid during the reverse auction.

Delivery Specifications:

1. All items shall be invoiced and delivered to individual locations within the DeSoto County School District as noted on each purchase order. Some locations do not have loading docks; please take that into consideration when submitting bids. A list of schools with and without loading docks and a list of schools with their address are included in the bid packet for review.
2. It is understood that the successful bidder agrees to deliver all items FOB destination to this point. ALL RELATED COST FOR DELIVERY IS TO BE PAID BY THE BIDDER AND SHOULD BE INCLUDED IN THEIR BID. NO ADDITIONAL DELIVERY CHARGES SHALL BE PAID BY THE DESOTO COUNTY SCHOOL DISTRICT.
3. Vendor will be responsible for any delivery issues such as double shipments even if packaging has or has not been opened for verification of accuracy.

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. Separate packing slips must be issued for each shipment at each individual school location.

The awarded bidder shall provide accurate, legible, and timely documentation, such as invoices, credits, and statements as requested by the District.

Signed delivery tickets shall be turned in with invoices. All invoices shall include the purchase order number. Separate invoices shall be issued for each purchase order. Any corrections to invoices must be completed within 30 days of notification of error.

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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VEX Robotics Workcell

Bid #218-VEX-DCS24

Required Specifications

DeSoto County Schools will be conducting the bid process for a quantity between **6 - 10** VEX V5 Workcells. The workcells must meet the specs listed below to be considered. Bid will expire December 31, 2024. Bid price must remain in place until this date. Shipping costs must be included in bid price. All orders must be placed by this date.

VEX V5 Workcells being bid must meet the specifications listed below. **No alternate or equivalent items will be accepted.**

V5 Workcell Kit (276-7900)

- (1) V5 Brain & Battery
- (12) V5 Smart Motors
- (18) V5 Sensors
 - (4) Optical Sensors
 - (4) Potentiometer V2
 - (6) Line Tracker Sensors
 - (2) Limit Switches
 - (2) Bumper Switch V2
- (1) V5 Electromagnet
- (36) Weighted Discs
- (3) Storage Bins
- (3) Storage Trays
- (3) Storage Bin Lids
- (3500) Construction components

The reverse auction scheduled for February 22, 2024 at 9am, CST. The price that participants will bid will be for **one** V5 Workcell kit which must include all the specifications listed above. Please be certain to include any shipping costs in the price being bid. Vendor must accept purchase orders and 45-day net pay.



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Unpriced Bid Proposal Form

VEX Robotics Workcells

Bid #218-VEX-DCS24

V MEETS	SPECIFICATION
	Quantity to be between 6 – 10 VEX V5 Workcells. Vendor is prepared to supply this quantity.
	Bid will expire December 31, 2024. Bid price must remain in place until this date. Shipping costs must be included in bid price. All orders must be placed by this date.
	V5 Workcell Kit (276-7900) <ul style="list-style-type: none">• (1) V5 Brain & Battery• (12) V5 Smart Motors• (18) V5 Sensors<ul style="list-style-type: none">◦ (4) Optical Sensors◦ (4) Potentiometer V2◦ (6) Line Tracker Sensors◦ (2) Limit Switches◦ (2) Bumper Switch V2• (1) V5 Electromagnet• (36) Weighted Discs• (3) Storage Bins• (3) Storage Trays• (3) Storage Bin Lids• (3500) Construction components

	Vendor agrees to accept purchase orders
	Vendor agrees to 45-day net pay

SIGNATURE	DATE
PRINTED NAME	TITLE



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Vendor Information & Agreement Form

VEX Robotics Workcell

February 15, 2024, 9:00 am, CST

Bid #218-VEX-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 February 15, 2024, 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 Vendor has not worked previously with DeSoto County Schools