

PEARL RIVER COMMUNITY COLLEGE

BIDDERS INFORMATION PACKET

PROPOSAL# PRCC23-01 (3)Drones and (1)Sensor

Proposal for Pre-Qualification



Bettye Clark
Purchasing Agent

UN-priced Technical Proposals Due: Monday, February 6, 2023, 9:00 a.m.
Reverse Auction: Tuesday, February 7, 2023, 10:00 a.m.

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NOTICE TO BIDDERS

Notice is hereby given that the Pearl River Community College purchasing office will receive proposals for the purchase of

PROPOSAL# PRCC23-01 (3) DRONES AND (1) SENSOR

Pursuant to MS Code 31-7-13 and House Bill 1109, this commodity will be procured through a multi-step procurement process, including a reverse auction. In Phase one, un-priced technical proposals are evaluated for potential acceptability based upon pre-determined criteria. In Phase Two, only those bidders whose technical proposals are determined acceptable shall be invited to provide priced proposals for consideration. Un-priced proposals will be accepted until 9:00 a.m. on Monday, February 6, 2023, in sealed envelopes at the Business Office, 101 Highway 11 North, Poplarville, Mississippi, or by electronic proposal submission. Submissions will be evaluated and vendors submitting acceptable offers will be invited to submit priced proposals. Electronic proposals can be submitted at www.centralbidding.com. For any questions relating to the electronic proposal process, please call Central Bidding at 225-810-4814.

Final, invited, priced proposals will be held by electronic reverse auction on Monday, February 6, 2023, at 10:00 a.m. closing on Tuesday, February 7, 2023 at 11:00 a.m. Bidders may come to the Business Office with a paper proposal and receive technical assistance in entering their proposal in the reverse auction if needed.

Specifications and procedures are available at the Business Office, Ted J Alexander Administration Building, 101 Highway 11 North, Poplarville, MS during normal business hours at no charge. Proposal packages may also be downloaded from Central Bidding for a fee at www.centralbidding.com. All proposals must comply with the specifications provided.

The proposals will be awarded to the lowest, and/or best, proposal from a responsive, responsible bidder. Proposal forms and instructions to bidders are on file in the Business Office and may be obtained upon request. The College Board reserves the right to reject any or all proposals and waive informalities in the bidding.

Pearl River Community College

Bettye Clark

Purchasing Agent

601-403-1134

Submitted: Picayune Item

Run: January 18 and January 25, 2023

Pearl River Community College Office of Purchasing - Bid Committee
Ted J Alexander Administration Building
101 Highway 11 North
Poplarville, MS 39470

INVITATION TO BID

Bid Name: PROPOSAL# PRCC23-01 (3) Drones and (1) Sensor

UN-priced Technical Proposals Due: **Monday, February 6, 2023, 9:00 a.m.**

Reverse Auction Online Opening: **Tuesday, February 7, 2023 10:00 a.m.**

It is agreed by the undersigned bidder that this signature submission of this bid represents the bidder's acceptance and compliance of all terms, conditions, and requirements of all proposal documents contained herein.

Bidders must comply with all instructions contained within this packet. Contact the Office of Purchasing with any questions or concerns. The College does not intend to prevent any vendor from qualifying for participation in the proposal process.

Pearl River Community College is seeking proposals for the purchase of PROPOSAL# PRCC23-01 (3) Drones and (1) Sensor. It is the intent of the College to award the proposal to the most responsive and responsible bidder. The College reserves the right to determine the basis for award based on cost effectiveness, savings, and ability to deliver in a timely manner, specifications and other pertinent factors.

Bidders should be advised that no award will automatically result from a reverse auction, and that the College will review the results of the auction and decide in a timely manner.

Bidders are required to submit their completed UN-priced Technical Proposal (without pricing) *no later than 9:00 a.m. on Monday, February 6, 2023*. This may be submitted in any of the following ways:

- Electronic submission via www.centralbidding.com at no charge.
- Or, written packet submitted in duplicate sealed envelope and clearly labeled as UN-PRICED TECHNICAL PROPOSAL with bidder's name and address, name of proposal, proposal number and proposal due date.

Hand delivered: Business Office, 101 Highway 11 North, Poplarville, MS OR

Mailed to: **Pearl River Community College
Business Office
101 Highway 11 North
Poplarville, MS 39470**

Submission Requirements: All written un-priced technical proposals must include one original set of proposal documents along with one paper copy. Documentation submitted will not be returned.

The Office of Purchasing will review all submissions for compliance to specifications. The College will notify each bidder regarding their status upon review. Acceptance indicates all specifications were met. Unacceptable indicates the proposal does not meet all specifications and will not be considered for the reverse auction. All bidders will be notified after proposals have been reviewed.

Acceptable bidders will be extended an invitation to participate in the reverse auction along with additional proposal packet information. Bidders submitting non-compliant proposals will receive notification of noncompliance. Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) are encouraged to submit proposals.

Reverse auction participants are required to submit their final priced proposal at 10:00 a.m. on Tuesday, February 7, 2023 by reverse auction in one of the following ways:

- Online reverse auction bidding with Central Bidding.
There is no fee to our bidders to participate in the reverse auction. If you choose to download proposal documents from the online bidding site, you may be charged a download fee, or presented the option for a membership. Proposal documents are available for free, via email, from the Business Office.
- Or, if vendors do not have access to a computer, written pricing submissions may be brought to the Business Office no later than 30 minutes prior to the start time of the reverse auction (Tuesday, February 7, 2023, 10:00 a.m.). Bidders will be allowed access to computers and technical assistance will be available in order to participate in the required reverse auction. Contact the Business Office for assistance with this option.

Prior registration with Central Bidding is required (even if UN-priced Technical Proposal was submitted in written paper form). The reverse auction will be live for ONE HOUR, unless extended by anti-bid sniping.

The College will review all proposals and award to the lowest, responsible, responsive bidder. Notification will be made to the awarded bidder no later than Friday, February 17, 2023.

PROPOSAL CALENDAR
(3) Drones and (1) Sensor

Proposal Publication	Wednesday, January 18, 2023 Wednesday, January 25, 2023
UN-Priced Technical Proposals	Monday, February 6, 2023
Evaluation of Proposals	Monday, February 6, 2023
Notification of Invitation to Bid	Monday, February 6, 2023
Reverse Auction Opening	10:00 a.m., Tuesday, February 7, 2023
Reverse Auction Closing	11:00 a.m.*, Tuesday, February 7, 2023 *Unless extended by anti-sniping
Anticipated Recommendation of award to College Board	Tuesday, February 14, 2023

GENERAL TERMS AND CONDITIONS

Authorized Signatures: The proposal must be executed personally by the vendor, a duly authorized partner of the partnership, or a duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the vendor shall accompany the proposal to become a valid proposal.

Public Proposal Opening: Bidders should note that prior approval of technical proposals (without the pricing) is required to participate in the reverse auction. Bidders attending the reverse auction are required to present the Authorization of Representation for Reverse Auction Proposal form when participating in the auction using College equipment.

Late Proposals: Proposals must be received in the Business Office before the designated time of proposal opening. Proposals received after the submission deadline shall be rejected as non-responsive and returned unopened to the bidder.

Withdrawal of Proposals After Proposal Opening: Bidder agrees that its offer may not be withdrawn or cancelled by the vendor for a period of ninety (90) days following the date and time designated for the receipt of proposals unless otherwise stated in the proposal and/or specifications.

Public Review of Proposal Documents: Bidders are encouraged to inspect all proposal documents after the Business Office has completed the proposal documents qualification process and prior to the auction.

Proposal Amounts: Proposals shall show the price for the specified commodity including delivery. Any ambiguity in the proposal as a result of omission, error, unintelligible wording shall be interpreted in the favor of the College.

Alternates: The invitation for proposal and/or specifications *may* expressly allow bidder to submit an alternate proposal in addition to the primary proposal. Presence of such an offer shall not be considered an indication of non-responsiveness.

Proposal Alterations: Proposals cannot be altered or amended after submission deadline.

Tax Exempt Status: Pearl River Community College is exempt from tax according to the enclosed notice. The proposal price shall not include any taxes. The awarded bidder must cover all expenses in the stated proposal amount.

Quantities: Quantities indicated are estimated quantities only and are not a commitment to purchase.

Proposal Award: Award of contract shall be made to the most responsible, responsive bidder, whose offer is determined to be the best value, taking into consideration the relative importance of price. Pearl River Community College reserves the right to accept or reject in part or in whole any proposal submitted, and to waive any technicalities or informalities for the best interest of the College. Pearl River Community College reserves the right to award based upon prior usage, individual line items, sections or total proposal. The College reserves the right to waive all technical errors in the proposals and to accept or reject any or all proposals. In addition, the bidder recognizes the right of the College to reject a proposal if the bidder failed to furnish any

required submittals on the date required by the proposal documents, or if any proposal is in any way incomplete or irregular. Written specifications, proposal package documents, and any addenda will be the basis of the proposal award in accordance with Mississippi State Laws. Any significant clarifications will be handled by addenda to all vendors.

Responsible Standing of Bidder: To be considered for award, bidder must at least, have the ability to obtain adequate financial resources, be able to comply with required or proposed delivery/completion schedule, have a satisfactory record of performance; have a satisfactory record of integrity and ethics, and be otherwise qualified and eligible to receive award.

Proprietary Data: Bidder may, by written request, indicate as confidential any portion(s) of a proposal that contain proprietary information, including manufacturing and/or design processes exclusive to the vendor. The College will protect from public disclosure such portions of a proposal, unless directed otherwise by legal authority, including existing Open Records Acts.

Delivery Charges: All delivery and freight charges, F.O.B. destination shown on the Pearl River Community College purchase order, as necessary are to be included in the proposal price. Delivery is to be made within 60 calendar days of purchase order issuance.

Samples, Demonstrations and Testing: At the College's request and direction, bidder shall provide product samples and/or testing of items proposed to ensure compliance with specifications. Sample, demonstrations and/or testing may be requested at any point prior to or following proposal award. Samples, demonstrations and/or testing may be requested upon delivery and/or any point during the term of resulting contract. All samples (including return thereof), demonstrations, and/or resting shall be at the expense of the bidder/vendor.

Purchase Orders: A purchase order(s) shall be generated by the Pearl River Community College Business Office to the successful vendor. The purchase order number must appear on all itemized invoices and packing slips. The College will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the College for which a valid invoice has been received or that are in compliance with purchase laws of the State of Mississippi. No payment will be made until an order is complete.

Invoices: All invoices shall reference the purchase order number. Invoices shall reference the proposal item number or a detailed description for each item invoiced. Payment will be made under terms of the laws of the State of Mississippi.

Contract Definition: The General Conditions of Bidding, Specifications, including any addenda thereto, and any other documents made a part of this proposal shall constitute the complete proposal. This proposal, when duly accepted by the College, shall constitute a contract equally binding between the successful bidder and Pearl River Community College.

Change Order: No different or additional terms will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of the College and in accordance with the laws of the State of Mississippi.

Termination of Default: The College reserves the right to enforce the performance of this contract

in any manner prescribed by law or deemed to be the best interest of the College in the event of breach or default of this contract. The College reserves the right to terminate the contract immediately in the event the vendor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the College to award to another vendor.

Sale, Assignment, or Transfer of Contract: The successful vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the College.

Signature on all proposal documents certifies:

- The submission of the offer did not involve collusion or other anti-competitive practices.
- The bidder has not given, offered to give, nor intends to give at any time here-after any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to any public servant in connection with the submitted offer.
- The bidder hereby certifies that the individual signing the proposal is an authorized agent for the bidder and has the authority to bind the bidder to the contract.

INSTRUCTIONS TO BIDDERS

In 2017 Mississippi passed legislation requiring government bidding to be conducted by reverse auction and to allow any proposal to be submitted by electronic means. Pearl River Community College is required to follow these laws. Vendors are welcome to continue to submit “paper” proposals in sealed envelopes, but are encouraged to participate in the reverse auction process.

ELECTRONIC SUBMITTALS DEFINITION: Secure electronic system for submittal of proposals. Electronic submission provides a way for bidders to submit their un-priced proposals without the need for printing, mailing or hand delivery of proposal packets to the College. All documents are uploaded to www.centralbidding.com and transmitted to the College. The College accepts no responsibility for any expenses incurred by any bidder in the participation of this process.

REVERSE AUCTION DEFINITION: Process allowing several vendors to compete for the right to sell goods or services to a buyer. Competing vendors can see the price of (unidentified) competitors and lower their price to compete for the sale.

The process is two-fold.

1. Bidders will submit their un-priced “technical” proposal by the deadline given with a quote for the scope of the project. This proposal will be used to determine auction bidders. The Business Office and the College Bid Committee will review all submissions for compliance to specifications. By pre-qualifying the technical submissions, all bidders will have the assurance that they are competing with other qualified submissions. The College will notify each bidder regarding their status upon review. Acceptance indicates all specifications were met. Unacceptable indicates the proposal does not meet all specifications and will not be considered for the reverse auction. All bidders will be notified after proposals have been reviewed.
2. Acceptable bidders will be extended an invitation to participate in the reverse auction along with additional bidder’s packet information. Bidders submitting non-compliant proposals will receive notification of noncompliance. Bidders who submit their proposals in a written delivery method may still participate in the reverse auction bid by attending the auction and submitting their pricing during the auction period. Contact the Business Office for assistance.

The reverse auction is conducted online through www.centralbidding.com. This company trains all vendors on how to use their website to submit their pricing upon registration of the proposal and prior to the start of the auction process. This bidding technique offers bidders the opportunity to understand their bidding position in real time and allows them the ability to adjust their pricing accordingly. Adjustments can continue to be made until the end of the auction period. The College reserves the right to utilize anti-sniping procedures for reverse auctions. Anti-sniping is a tool that automatically extends the bid time for a reverse auction by five (5) minutes if a vendor places a bid in the final five (5) minutes of the reverse auction. The anti-sniping effect will automatically extend the reverse auction proposal time any time a proposal is placed in the last five (5) minutes of the reverse auction and can automatically extend the reverse auction multiple times until the bidding on the reverse auction ends.

Vendors are encouraged to read all information contained in this proposal packet. All bidders are required to complete and return the provided proposal documents. **Do not leave any request unanswered.** Failure to comply with instructions contained herein may be cause for the College to reject your proposal. Only the format and documents included with this proposal packet will be accepted as compliant for the submitted bid. Failure to complete all required attachments may result in disqualification. Each bidder, by submitting a proposal, represents that he/she has read and understand the proposal documents and specifications.

Bidders are encouraged to make the Business Office aware of any concerns regarding the specification requirements. Bidders are encouraged to investigate this proposal and ask questions within the first week of receiving the proposal. Any bidder finding discrepancies in or omissions from this proposal packet, or in doubt as to the true meaning of a particular requirement, shall request clarification or correction in writing.

Bidders needing clarifications should fax or email questions as soon as possible. All questions must be sent prior to 9:00 a.m. on Monday, February 6, 2022 unless unavoidable to avoid changing the proposal response date according to MS State Code 31-3. Only questions which change the scope of the proposal documents will be considered for addendum. Addenda will be sent to all bidders, if or when necessary until two working days prior to the bid openings. Any addenda necessary within two working days of the bid opening will require the bid date to be set back to a date not less than five (5) working days after the date of the last addendum, according to Mississippi Code 31-7-13. All addenda are to be acknowledged with the bid response.

For that reason, bidders are encouraged to investigate this proposal and ask questions within the first week of receiving the proposal.

Refer all questions regarding specifications in writing to:

Amy Townsend

Ph: 601-403-1102

Email: atownsend@prcc.edu

Specifications for (3) Drones and (1) Sensor

Drone #1 Specifications:

- Drone type - Vertical take-off and landing (VTOL)
- Flight Design – Fixed wing
- Weight - 3.7 kg (8.1 lb.)
- Wingspan - 125 cm (4.1 ft)
- Primary Use – Mapping/Survey
- Battery type - Li-ion, smart battery technology, UN3481 compliant
- Maximum flight time - Up to 59 min
- Payload – 42 Megapixel Camera

Drone #2 Specifications:

- Drone type - Vertical take-off and landing (VTOL)
- Flight Design – Quad-copter
- Weight – 19 Lbs.
- Primary Use – Mapping/Survey/Inspection
- Battery type - LiPo 12S
- Maximum flight time - Up to 55 min
- Payload – Various (IR, Visual, LiDar)

Drone #3 Specifications:

- Drone type - Ducted fan quadcopter
- Weight – 5.2 Lbs.
- Dimensions - 48cm wide; 18.9 in 38cm high; 13.8 in
- Primary Use – Inspection (Confined Space)
- Battery type - LiPo 6S HV Smart Battery
- Maximum flight time - Up to 12.5 min
- Payload – 2.71 mm focal length Fixed focal (Visual)/ FOV 56° x 42°, Depth of field 15cm to infinity (Thermal)

Sensor:

- | | |
|-------------------------|---|
| • RGB Camera | Sony a5100 - 24 MP Camera |
| • Operating Conditions | -20°C to 65°C |
| • Power Consumption | 16 Watts |
| • IMU Attitude Acc | <0.006 deg Pitch and roll; < 0.03 deg Heading |
| • IMU Position Acc | 0.5cm (PPK); 1cm + 1ppm (RTK) |
| • MAX Points Per Second | 1.28M points/s (dual return) |
| • Scan Rate | 640,000 pts/s and 2 returns |
| • Field of View | +15° -16° (Vertical) × 360° (Horizontal) |
| • Weight | 1.70 kg (3.8 lbs.) |
| • Storage | 256 GB Provided (1TB supported) |
| • Scan Range | 120 @ 50% reflectivity (MAX)
120 50 m @ 10% reflectivity (Recommended) |
| • Range Accuracy (RMS) | ± 10 mm (0.5m - 50m @ 50% reflectivity) |
| • Laser Sensor | Hesai PandarXT 32 |

Vendors that meet specifications will be invited to submit pricing in a reverse auction where vendors can see pricing submitted by others that meet specifications and have an opportunity to submit a lower price.

Final, invited, priced proposals will be held by electronic reverse auction on Tuesday, February 7, 2023, at 10:00 a.m. closing on Tuesday, February 7, 2023 at 11:00 a.m., unless extended by anti-sniping.

THIS PAGE DUE FOR PREQUALIFICATION
Monday, February 6, 2023, 9:00 a.m.

Pearl River Community College Business Office - Bid Committee
Ted J Alexander Building
101 Highway 11 North
Poplarville, MS 39470

UN-PRICED TECHNICAL PROPOSAL FOR PRE-QUALIFICATION

PROPOSAL Name: PROPOSAL# PRCC23-01 (3) DRONES and (1) SENSOR

UN-priced Technical Proposals Due: **Monday, February 6, 2023, 9:00 a.m.**

Reverse Auction Online Opening: **Tuesday, February 7, 2023, 10:00 a.m.**

NAME OF BIDDER:_____

ADDRESS:_____

CITY, STATE, ZIP:_____

PHONE:_____

CONTACT PERSON FOR THIS BID:_____

EMAIL:_____ PHONE:_____

It is agreed by the undersigned bidder that this signature submission of this proposal represents the bidder's acceptance and compliance of all terms, conditions, specifications, and requirements of all proposal documents.

Where does your company intend to participate in the reverse auction?

_____Location of my choosing _____Business Office

Does your company intend to use College computers during the auction? _____YES _____NO

Bidders participating in the reverse auction at the Business Office are required to complete and return the Authorization of Representation for Reverse Auction Bidding.

THIS PAGE DUE FOR PREQUALIFICATION
Monday, February 6, 2023, 9:00 a.m.

VENDOR CHECKLIST OF REQUIRED INFORMATION

NOTE: Bidders are required to initial below to insure all information has been read, understood and all pertinent information is enclosed. This page must be submitted with the UN-Priced Technical Proposal request information whether submitted via online, mail, or hand delivered.

INITIAL TO ACKNOWLEDGE:

_____ All proposal documents have been read and understood.

_____ The completed **Un-Priced Technical Proposal for Prequalification Form (pg.14)**.

_____ Included with this proposal submittal are the following documents:

- Current published manufacturer specification submittal documents for each item in the above specifications

_____ Registration has been completed with Central Bidding.

All **Un-Priced Technical Proposal** documents indicated above must be submitted prior to 9:00 a.m. Monday, February 6, 2023, by:

1. Electronic means as instructed within the proposal packet to **www.centralbidding.com**

OR

2. In a double sealed envelope labeled with proposal name, proposal opening date, time and bidder's name

Hand deliver to: **Business Office**
 101 Highway 11 North
 Poplarville, MS

OR Mail to: **Pearl River Community College**
 Business Office
 101 Highway 11 North
 Poplarville, MS 39470

Failure to comply with the above requirements may result in rejection of your proposal.

THIS SECTION COMPLETES DOCUMENTS REQUIRED FOR STEP 1: UN-PRICED PROPOSAL PRE-QUALIFICATION

YOU WILL BE NOTIFIED VIA EMAIL IF THE PROPOSAL IS ACCEPTABLE AND INVITED TO PARTICIPATE IN THE REVERSE AUCTION BID.

Prior registration with Central Bidding is required (even if UN-priced Technical Proposal was submitted in written paper form). The reverse auction will be live for ONE HOUR, unless extended by anti-bid sniping.