RANKIN COUNTY SCHOOL DISTRICT

INVITATION FOR BID

**1220 APPLE PARK PLACE**

**BRANDON MISSISSIPPI 39042**

**TELEPHONE**

**(601) 825-5590**

The Rankin County School District will receive bids for the purchase of the following:

**BID NUMBER: 21-11**

**DESCRIPTION: Mounted Speakers**

The Rankin County School District will accept un-priced sealed bids until **2:00 P.M. TUESDAY, MAY 11, 2021**, online at www.centralbidding.com. Submissions will be evaluated, and qualified vendors will then be invited to submit priced bids via reverse auction. The Electronic Reverse Auction will be held **TUESDAY, MAY 18, 2021 from 2:30 P.M. CST until 3:00 P.M. CST**.

Official bid documents may be obtained via the following web address: [www.rcsd.ms](http://www.rcsd.ms), selecting the District Info tab and then selecting Public Bid Information. You may also download the documents from Central Bidding at www.centralbidding.com for a fee.

The Rankin County School District reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

For any questions relating to the reverse auction process, please call Central Bidding at 225-810-4814.

Inquires regarding the bid specifications should be directed to: Lance Fulcher, Director of Purchasing, at the following email: lan200@rcsd.ms.

INTRODUCTION

The Rankin County School District seeks to purchase mounted speakers for use by the district.

To assure high and satisfactory quality, design and operation of products, reference has been made to brand names; however, it is not the intention of the Rankin County School District to limit competition and items of brands that are equal in quality, design and operation of the stated items will be given full consideration. The use of said brand names is to establish the minimum acceptable quality. Determination of equality is solely the responsibility of the Rankin County School District.

Please note the School District will be utilizing the reverse auction process for this purchase. The bid process now requires two steps. If you qualify after the first step, you will be invited to take part in the Reverse Auction on May 18, 2021. All cost associated with this project SHALL BE included in the Reverse Auction. All instructions are provided within this bid packet. If you have any questions during the bid process, please direct them to the Director or Purchasing. If you have questions on the reverse auction process, please direct those to Central Bidding.

Thank you for your time and effort and we look forward to this being a positive experience for you as a bidder.

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|  | BID CALENDAR |  |
|  |  |  |
|  | BID NUMBER 21-11 |  |
|  |  |  |
| Bid Publication |   | 4/21/21 |
| Bid Publication |   | 4/28/21 |
| Un-Priced Proposals Due |   | 5/11/21 |
| Notification of Invitation to Bid (based on bid acceptance) | 5/13/21 |
| Reverse Auction Bidding |   | 5/18/21 |
| Recommendation to RCSD Board | 5/26/21 |

**BIDDER INSTRUCTIONS**

**B-1 - DELIVERY OF BIDS:**

1. The Rankin County School District will accept un-priced sealed bids until **2:00 P.M. TUESDAY, MAY 11, 2021**, online at www.centralbidding.com. Submissions will be evaluated, and qualified vendors will then be invited to submit priced bids via reverse auction. Submission should include all samples and specifications required along with the bid proposal form. The Electronic Reverse Auction will be held **TUESDAY, MAY 18, 2021 from 2:30 P.M. CST until 3:00 P.M. CST**.
2. Bids or alterations by paper, fax, telephone or email **WILL NOT** be accepted.
3. If the Rankin County School District Administrative Office Building is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods or other natural disasters (the “Force Majeure Events”), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the district shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the district shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the district offices as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the district prior to the new date and time of the bid opening.

**B-2 - PRICES:**

1. While it is intention of the Rankin County School District to award this bid to a single lowest and best bidder, the right is reserved to accept the bids based on the basis of individual line item or by total bid price which ever is deemed to provide the maximum benefit to the district.
2. Bid prices, unless otherwise specified, shall be net, including transportation and handling charges fully prepaid by the Bidder.
3. All bids must be firm prices, free of any escalator clauses.
4. Prices should include any and all applicable taxes, as Rankin County School District is a tax-exempt governing authority, tax exemption letter furnished upon request.
5. While it is the intention of the Rankin County School District to purchase the specified quantities, the right is reserved to accept bids on the basis of individual line item or by total bid price which ever is deemed to provide the maximum benefit to the district. The right is also reserved to omit any item or reduce quantities as necessary to bring the total cost within budgetary provisions.

**B-3 - BID ADDENDUM:**

1. Any interpretation of the documents will be made by written addendum only issued by the office of the Director of Purchasing and a copy of such addendum will be posted on the district website and on www.centralbidding.com. The district will not be responsible for any other explanation of the proposed document.
2. As per Mississippi Code of 1972, as amended; SEC. 31-7-13. Bid requirements and exceptions; (iv) No addendum to bid specifications may be issued within two (2) working days unless such addendum also amends the bid opening date to a date not less than five (5) working days after the date of the addendum.

**B-4 - PROPER EXECUTION**

1. All bids must be submitted in accordance with Section 31-7-13 of Mississippi Code of 1972 as amended and must be properly executed and signed by a responsible officer or employee of the Bidder.
2. Bids should be checked before submission for accuracy and correctness since the Rankin County School District **WILL NOT** be responsible for any errors for which the Bidder is responsible.
3. The district reserves the right to reject bids from Bidders who submit incomplete bids that do not specifically adhere to the bid instructions herein.

**B-5 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

By signing the BID PROPOSAL FORM the Bidder certifies, in connection with procurement, that to the best of their knowledge and belief:

1. The prices in their bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Vendor or Bidder.
2. Unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the Bid Opening Date and Time specified on page 1 of the BID INSTRUCTIONS, directly or indirectly with any other Vendor or Bidder.
3. No attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a BID PROPOSAL for the purpose of restricting competition.

**B-6 - BID WITHDRAWAL and MODIFICATION:**

1. No bid withdrawals will be accepted by telephone, fax or email.
2. If a Bidder withdraws his bid, all documents shall remain in the possession of the Rankin County Board of Education, marked as withdrawn, and included in the permanent file of that bid item.
3. No bids shall be withdrawn for a period of thirty (30) days following the bid opening date, unless otherwise provided for by law.

**B-7 - BID OPENING:**

1. All bid openings are open to the public. The Rankin County School District staff will read a summary of each bidder's proposal and answer questions to the extent possible at the time. Any information provided in the bid which contains trade secrets or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.
2. All disclosures of bid information to interested parties will be made in compliance with Rankin County School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

**B-8 - RIGHT TO REJECT BIDS:**

The Rankin County Board of Education reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

**B-9 - BID ACCEPTANCE:**

1. If Rankin County School District accepts a bid in response to this request, it will accept the bid of and award the bid to the lowest and best responsive bidder meeting specifications, price and other factors considered. The low bid is not always the best bid. Other factors to be considered include but are not limited to: conformity to the specifications; quality; bidder's ability to provide service, maintenance, and training; past performance of bidder; financial standing and status of the bidder.
2. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty (30) days following the acceptance of the bid by the Rankin County Board of Education.

**B-10 - BILLING/ORDERING**

1. All items or services shall be billed to the individual school(s) or department(s) to which they are delivered or performed, unless otherwise specified in the BID SPECIFICATIONS.
2. All invoices are due in the Administrative Office Building of the Rankin County School District, 1220 Apple Park Place, Brandon, Mississippi 30942, on or before the last day of each month. If they are not received by that date payment will not be made until the following month.
3. Payment of the above described invoices shall be on the 2nd Wednesday of each month.
4. No negotiations, decisions or actions shall be executed by any bidder as a result of any discussions with any District employee. Only transactions that are on a Rankin County School District purchase order may be considered official.

**B-11 - DAMAGE OR LOSS:**

1. Any damage or loss to Rankin County School District property as a result of any action by the successful Bidder in the execution or performance of any item or service in this bid, shall be repaired to the satisfaction of the Rankin County Board of Education, at the Bidder’s expense, within a reasonable time set forth by the Rankin County Board of Education.
2. The successful Bidder shall hold the Rankin County Board of Education, Rankin County School District, its Officers, Agents and Employees harmless from liability of any nature or kind whatsoever, because of use of by publisher or author, manufacturer or agent of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this bid.

**B-12- DELIVERY:**

1. The specifications will indicate if delivery is to be made to one (1) central location or to multiple locations within the District.
2. It is understood that the Bidder agrees to deliver all items prepaid (F.O.B. Destination) to points of receipt. All related cost for delivery are to be borne by the Bidder and should be included in their bid.
3. Any items requiring unpacking and/or assembly and/or installation WILL BE UNPACKED, ASSEMBLED, INSTALLED AND SET IN PLACE AND MADE FULLY OPERATIONAL BY THE SUCCESSFUL BIDDER AT THEIR OWN EXPENSE, at the time and place designated by the Rankin County School District, unless otherwise stated in the bid specifications.
4. Under no circumstances will the Rankin County School District assume any responsibility in connection with deliveries of the bid items.
5. If the successful Bidder fails to deliver by the specified delivery date or a reasonable time thereafter, giving acceptable reasons for delay, the Rankin County School District reserves the right to cancel the portion which he has failed to deliver within the specified time and/or to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Bidder.

**BID SPECIFICATIONS**

**C-1. GENERAL SPECIFICATIONS & REQUIREMENT AND PROCEDURES:**

1. This bid is to establish pricing for the purchase of mounted speakers at Northwest Rankin High School.
* Approximately 340 mounted speakers, CyberData brand or equivalent
* Approximately 6 wall mounted speaker horns for gymnasium areas, CyberData brand or equivalent
* Approximately 10 outdoor mounted speaker horns for campus, CyberData brand or equivalent

\*Note these quantities are subject to change

1. Furnish and deliver all items listed in these bid specifications according to all the specifications.
* Must be compatible with Informacast software by SingleWire
* Must have on-board support for auxiliary speakers
* Must have on-board diagnostic system which includes on-board packet capture
* Installation of speakers should be included but NOT wiring. The wiring is already in place for all endpoints.

1. While it is intention of the Rankin County School District to award this bid to a single lowest and best bidder, the right is reserved to accept the bids based on the basis of individual line item or by total bid price which ever is deemed to provide the maximum benefit to the district.
2. The reverse auction price should be bid as the total price for the entire project. Upon winning the reverse auction but before being awarded the bid, the bidder will send the Rankin County School District a breakdown of the cost of each different item and the cost of installation.

**C-2. QUALITY ASSURANCE**

To insure high and satisfactory quality, design and operation of products, reference may be made to brand names; however, it is not the intention of the Rankin County School District to limit competition. Items of brands that are equal in quality, design and operation as the stated items will be given full consideration. The use of said brand names is to establish a minimum acceptable quality.

**C-3. REQUIREMENT AND PROCEDURES FOR: Mounted Speakers submission**

 Each vendor is required to submit the following with their Un-priced proposal:

* Bidder Information Page
* The description of the product they are proposing to use on this project and all the specifications associated with that product.
* Acknowledgement of Insurance Requirements attached. Proof on Insurance will only be required from the winning bidder.

**C-4. EXECUTION AND DELIVERY:**

**Delivery shall be to the following address within the Rankin County School District:**

**NORTHWEST RANKIN HIGH SCHOOL**

**5875 HWY 25**

**FLOWOOD, MS 39232**

**BIDDER INFORMATION PAGE**

**BID ITEM: Purchase of Mounted Speakers**

**D-1** I/We propose to provide the items according to the specifications as listed in this bid.

**D-2** I/We understand that this BID PROPOSAL FORM is to be signed and returned with our bid, and unless this has been done, our bids shall be considered incomplete and rejected.

**D-3** I/We, the undersigned, do hereby understand and accept the conditions outlined in the BIDDER INSTRUCTIONS:

Firm / Bidders Name :

(Type or Print)

Signed :

Title :

Contact :

Address :

Telephone :

Email :

Date :

 **INSURANCE REQUIREMENTS**

**1. Required Insurance**

The vendor(s) selected will be required to maintain the following types of insurance throughout the life of the contract:

**Commercial general liability insurance (“Liability Insurance”)** against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars ($1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars ($1,000,000) from the aggregate of all occurrences within each policy year.

**Workers’ Compensation** at statutory limits, and **Employers Liability** with a policy limit of not less than One Million Dollars ($1,000,000).

**2. Additional Insured**

Each insurance policy shall be issued in the name of the vendor and Rankin County School District shall be named as an additional insured party on the Comprehensive General Liability, umbrella or excess policies. None of the insurance policies shall be cancelable or reduced without thirty (30) days prior written notice to Rankin County School District.

**3. Waiver of Subrogation**

All such insurance shall contain a waiver of subrogation against Rankin County School District and its respective officers, agents and employees.

**4. Insurers**

All insurance shall be placed with insurers that are reasonably acceptable to Rankin County School District. All such insurers shall be licensed/approved to do business in the State of Mississippi.