



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"

June 21, 2021

NOTICE TO BIDDERS

The DeSoto County School District will receive bids for Document Cameras for the 2022 school year in the following manner:

Bid #326-DOCCAM-DCS22

Unpriced bid proposals will be accepted until 9:00 am, CST, Wednesday, July 21, 2021, in sealed envelopes at the DeSoto County Schools Central Services Office, Purchasing Department, 5 East South Street, Hernando, MS 38632, or by electronic bid submission. Submissions will be evaluated and vendors submitting acceptable offers will be invited to submit priced bids. Electronic unpriced bid proposals and/or reverse auction bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please contact Central Bidding at 225-810-4814.

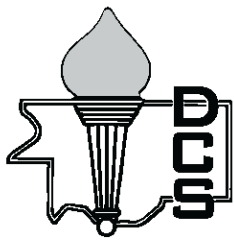
Bids will be received by an electronic reverse auction process administered by Central Bidding on Thursday, July 29, 2021 at 9:00 am, CST at which time bidding will begin and run until bid completion.

Official bid documents are on file at the office of the Superintendent. To receive a copy of the specifications please contact the Purchasing Department via email: dcspurchasing@dcsmss.org. Specifications may also be downloaded at www.centralbidding.com, for a fee. All bids must comply with the specifications provided. The DeSoto County School District reserves the right to amend the specifications, as necessary, and agrees to notify all having requested bid packets.

The contract will be awarded to the lowest responsible bidder. The DeSoto County School District reserves the right to waive any informalities and to reject any or all bids.

/s/ Cory Uselton
Superintendent of Education

To be published: June 24, 2021
July 1, 2021



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BID NOTICE

To: Prospective Bidder

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

Issue Date: June 24, 2021

Notice of Bid/Reverse Auction

Unpriced Bid Proposals

Date: Wednesday, July 21, 2021
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Opening/Reverse Auction

Date: Thursday, July 29, 2021
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Items

Bid Number: #326-DOCCAM-DCS22
Description: Document Cameras

Procurement Schedule:

Public Notice to Newspaper	June 21, 2021
Advertisement Publication Dates	June 24 & July 1, 2021
Release of Bid	June 24, 2021
Deadline for Questions/Clarifications	July 7, 2021, 12:00 pm, CST
Unpriced Bid Proposals	Wednesday, July 21, 2021, 9:00 am, CST
Reverse Auction for Approved Bidders	Thursday, July 29, 2021, 9:00 am, CST
Anticipated Board Approval	Thursday, August 5, 2021

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. **The envelope or shipping package must be labeled as follows or the bid may be rejected:**

Attn: Tish Waugh

Document Cameras

#326-DOCCAM-DCS22

July 21, 2021

Name of company or person submitting bid

2. Any Unpriced Proposals 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. All items contained in this Unpriced Proposal are to be per specifications unless otherwise specified.
5. Paper 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.
6. 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.

Qualification of Bidders:

Unpriced Proposals will be evaluated by staff of the District. All bidders submitting acceptable specifications 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.

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 Thursday, July 29, 2021 at 9:00 am, CST. Bids will only be accepted in an Electronic Process hosted by Central Bidding and the Supplier 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 general liability insurance coverage of \$1,000,000 listing the District as additional insured and workers' compensation insurance coverage of \$500,000 per occurrence. 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.

Vendor Information & Agreement Form

Document Cameras Unpriced Proposal

July 21, 2021, 9:00 am, CST

Bid #326-DOCCAM-DCS22

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

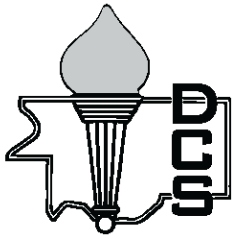
Email

If applicable, please acknowledge acceptance of addenda/clarification issued by checking below:

Addendum 1____ Addendum 2____ Addendum 3____ Addendum 4____

Complete and return with your Unpriced Proposal paperwork due July 21, 2021 by 9am, CST

- **Vendor Information & Agreement Form**
- **Unpriced Bid Proposal Form**
- **Specifications for Alternate Bid Item (if applicable)**
- **Insurance Accord Form**
- **W-9**



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Document Cameras Bid #326-DOCCAM-DCS22

Required Specifications

DeSoto County Schools will be bidding between **340 and 800** Document Cameras. Document Cameras must meet or exceed the specifications listed below in order to be considered to participate in reverse auction.

Bid will expire April 30, 2022. Bid price must remain in place until this date.

Document Cameras being bid must meet or exceed the specifications listed below.

- AverVision USM Flexarm Document Camera, XVISIONU50, equivalent or better
- Built-in LED lights
- Built-in Auto & Manual Focus
- Built-in Microphone
- USB 2.0 Powered
- 8x Digital Zoom or better
- 1080p Resolution or better
- Color
- 5 Megapixels Image Sensor or better
- 2592 x 1944 Video Resolution or better
- 1000 TV Lines, Horizontal Resolution or better
- Can take pictures or capture video at 30 fps or better
- Comes with USB Cable, Software CD
- Two (2) Year Limited Warranty

**DOCUMENT CAMERAS
BID# 326-DOCCAM-DCS22
Unpriced Proposal Form**

Vendor Name: _____

✓ MEETS	✓ ALTERNATE	SPECIFICATION
		Quantity to be between 340 and 800 Document Cameras
		Bid to expire April 30, 2022
		AverVision USM Flexarm Document Camera, XVISIONU50, equivalent or better
		Built-in LED Lights
		Built-in Auto & Manual Focus
		Built-in Microphone
		USB 2.0 Powered
		8x Digital Zoom or better
		1080p Resolution or better
		Color
		5 Megapixels Image Sensor or better
		2592 x 1944 Video Resolution or better
		1000 TV Lines, Horizontal Resolution or better
		Can take pictures or capture video at 30fps or better
		Comes with USB Cable, Software CD
		Two (2) Year Limited Warranty

****If bidding an alternate to the AverVision USM Flexarm Document Camera XVISIONU50, specifications for it must be included with Unpriced Proposal submission due by 9 am, CST, July 21, 2021****

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)

- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.