

Lee County School System

REQUEST FOR PROPOSALS FOR

VIEWSONIC

Interactive Flat Panels

7/14/2021

GENERAL TERMS AND CONDITIONS

1. SPECIFICATIONS

- 1.1. Any deviation from the specifications must be clearly identified in a letter accompanying the RFP. The furnishing of cuts, catalogs or printed descriptions will not relieve the vendor of this requirement. Lee County School System, referred to as LCSS going forward, shall determine in its sole discretion whether substitutions or modifications of the requested specifications are comparable to those contained within the Request for Proposal. If LCSS determines that the modifications or deviations from the specifications are not in compliance, the offer may be rejected.
- 1.2. A vendor's failure to deliver any items/services according to specifications set forth in their RFP may result in cancellation of the purchase and permanent removal from the vendor's list. If any items do not meet these specifications, the items will be picked up at vendor's expense and removed from LCSS property at the sole cost of the vendor.
- 1.3. For Goods: Unless specified otherwise, manufacturers listed in the Invitation to Submit a Proposal is to establish the general quality required. Items of other manufacturers of equal or better specifications may be considered. The LCSS will be the sole determiner as to whether the substituted item is approved as an alternative
- 1.4. If an awarded brand/model is discontinued during the award period, the awarded vendor may offer a replacement item. The replacement brand/model must meet or exceed minimum specifications listed in RFP document as well as current industry standards. Replacement units must be made available to LCSS for review and approved prior to the end of life of the awarded model. LCSS reserves the right to accept or reject the replacement item.
- 1.5. All products and materials furnished must comply with all applicable federal, state, and local laws, codes and regulations.
- 1.6. See section 6.3 for submission instructions.

2. PRICES QUOTED

- 2.1. Unless specified otherwise, prices must remain firm for a period of 6 months from the award date unless specified otherwise in the Special Terms and Conditions.
- 2.2. Quantities/amounts shown on the Request for Proposal are set.
- 2.3. Pricing must be submitted on Proposal Form as requested without conditions unless called for in Special Terms & Conditions.

3. AWARDS

- 3.1. LCSS reserves the right to accept or reject any part of a submitted proposal (in whole or in part), to accept the entire proposal from one vendor, to accept portions of the proposal from several vendors, or to reject any and/or all proposals submitted or waive any minor irregularity.
- 3.2. LCSS reserves the right to award by line item, to more than one vendor, and/or to award by group or any combination thereof.
- 3.3. Award will be made to the responsive and responsible vendor based on availability, past vendor experience, price, references, and compliance with the proposal specifications and requirements as outlined in the evaluation criteria included in this solicitation. Award of proposal will be made in the best interest of LCSS.
- 3.4. A determination of competitive range may be made after initial submission of proposal and after any additional revisions. Offerors not in the competitive range of being selected for award shall be eliminated from further discussion.
- 3.5. During the evaluation phase, discussions may be conducted with offerors who submit proposals determined to be reasonably likely to be selected for award. These discussions are for the purpose of negotiations, clarification, and to assure full understanding of and responsiveness to the solicitation requirements. Offerors will be accorded fair and equal treatment with respect to an opportunity for discussion and revision of proposals. LCSS Purchasing may permit revisions, after submission and prior to award, for the purpose of obtaining best and final offers. In all events, LCSS reserves the right to re-solicit the item(s) involved.
- 3.6. Purchases by LCSS are not subject to Federal Excise Tax or State and Local Sales Tax. No taxes should be included in this RFP.

4. CONTRACT

- 4.1. THE CONTRACT AGREEMENT MUST BE COMPLETED BY THE VENDOR AND RETURNED WITH THIS PROPOSAL IN ITS ENTIRETY.
- 4.2. It is understood and expressly agreed that, upon proper acceptance of any or all items, a contract shall hereby be created.
- 4.3. Failure to observe any of the general or special terms of this contract may constitute for rejection of award and removal from applicants list.
- 4.4. Unless otherwise stated in the Special Terms and Conditions, LCSS requires that all prices quoted will be firm for 6 months from award of contract.
- 4.5. By signing of contract, vendor confirms responsibility as an authorized agent to sell, distribute all products and services as proposed. In addition, vendor confirms ability and responsibility to provide all manufacturer warranties for the items proposed. This includes additional warranty items that may be included in the Special T&C.
- 4.6. **Authority-** Each party warrants that such party has full power and authority to enter into and perform this contract. The person signing on behalf of each party represents that person as duly authorized to enter into this contract on behalf of such party
- 4.7. **Choice of Law and Venue-** The Laws of the State of Georgia shall govern this contract in all respects. Any lawsuit or other action based on claims arising from this contract shall be brought in a court or other forum of competent jurisdiction in Lee County, Georgia.

- 4.8. Entirety of Contract-** All documents submitted in response to the RFP, including any attachments and appendices are incorporated into the contract between LCSS and the Vendor and contain the entire agreement between the parties and supersedes all prior oral and written agreements and understandings between the parties with respect to the subject matter hereof. If any language of the RFP Response by the Vendor conflicts with the language of the RFP, the language of the RFP shall govern and control for all purposes, unless consented and agreed to by LCSS in writing.
- 4.9.** LCSS reserves the right to review and accept or deny requests for price changes due to extenuating circumstances in the economy, market place or acts of God. This option will only be exercised if it is deemed in the best interest of the LCSS.

5. SHIPPING

- 5.1.** All prices are to include delivery to the location(s) specified in the Proposal or the Purchase Order. All delivery for goods must be FOB destination, unless specified otherwise in the Special Terms and Conditions, with delivery to the location specified by LCSS.
- 5.2.** In the event of damage, shortage, or other loss resulting from shipment to any LCSS facility by common carrier, any claim for such damage, shortage, or other loss shall be a matter between vendor and the carrier.
- 5.3.** LCSS reserves the right to cancel the purchase of the proposed items/services and/or any other pending purchase orders to the same vendor and/or permanently remove the vendor from the vendor list if the items/services have not been delivered/completed by the specified delivery date and no written extension of such delivery date has been granted by LCSS.

6. INVOICING

- 6.1.** Payment will be made by LCSS after final delivery, installation, and acceptance. However, final acceptance will not be made until after inspection and approval by LCSS authorized representative. The panels are budgeted in ESSER III-ARP funds.

7. ASSIGNMENT, DELEGATION, OR SUBCONTRACT

- 7.1.** Except as may be specifically permitted by the RFP, Vendor shall not delegate, subcontract, assign, or otherwise permit anyone other than the Vendor personnel to perform any of the work required under this Contract, or assign any of its rights or obligations hereunder, without written consent of LCSS, which consent may be withheld at its sole discretion.

8. INDEMNIFICATION

- 8.1.** The successful Vendor shall be liable for any injury, damage or loss occasioned by negligence of the successful Vendor, its agents, or any other person the successful Vendor has designated to visit LCSS property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this contract. Vendor's obligation under this section shall not extend to any liability caused by the sole negligence of LCSS, or its employees.

9. TERMINATION

- 9.1.** Termination-If LCSS or the successful vendor(s) wish to cancel this contract, written notice thirty (30) days in advance will be required of either party. In addition, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. LCSS reserves the right to terminate without warning in the event of critical and/or material breach of contract.

10. ADDENDUM

- 10.1.** Addendum(s) issued in writing during the time of solicitation will be incorporated in the subsequent contract. Vendor is responsible for checking the webpage frequently during solicitation period for any potential addendums.

11. SPECIAL TERMS AND CONDITIONS

Should the General Terms and Conditions be in conflict with the attached Special Terms and Conditions, the Special Terms and Conditions will control.

SPECIAL TERMS AND CONDITIONS

1. PURPOSE AND OBJECTIVE

The Lee County School System (LCSS) is accepting proposals for **ViewSonic Interactive Flat Panels** per the specifications of this document, attached specifications, all applicable federal, state, and local laws, and in accordance with industry “best practices.” LCSS is seeking a qualified and experienced company to perform these services by providing all labor, materials, equipment and services as assigned by this solicitation. Proposed technology should enable greater efficiency and productivity in activities that enhance learning and expand student and staff access to acquire knowledge with tools that are widely seen in colleges, technical schools and on the job.

1.1. The desire upon finalization of contract is to commence into a mutually beneficial partnership with a contractor all of which are inclusive of this Request for Proposal (RFP).

- a. **Retrofit Existing Space** - Delivery and installation of new Interactive Flat Panels to approximately 455 instructional spaces. Demolition of old equipment is required at LCMSW, LCMSE, & LCES. These sites have smartboards that need to be removed. A roll-out plan will be discussed with the winning applicant.

1.2. Statement Regarding General Scope of Work- Proposals shall provide **ViewSonic Interactive Flat Panels** in accordance with the specifications, terms and conditions stated herein. Solution must provide site assessment, warehousing/storage, shipping, inside delivery, on-site installation, configuration/testing, training, asset inventory, documentation, warranty support, and all other things necessary for the provision of the classroom and associated services, in accordance with the requirements of the RFP.

- a. Vendors are allowed to partner to provide a complete solution to standardize classrooms for LCSS, but should clearly denote the intent within the RFP; as well as, the terms of the arrangement as would be pertinent for LCSS to know for the purposes of evaluation.

2. BASIC RFP AND CONTRACT GUIDELINES AND REQUIREMENTS

- 2.1. **Evaluation-** Award will be made based upon the evaluation criteria published in this RFP. It is also known that LCSS may use knowledge of prior experience and/or information from any corresponding meeting with specific vendor(s) pre-proposal or during the evaluation as it relates to the published evaluation criteria.
- 2.2. **Award Period-** Awarded contract will be valid until job completion.
- 2.3. **Price Modification-** Prices must remain firm for entire contract period. **LCSS will not accept the addition of surcharges such as fuel or any other related costs or fees that would alter the contract price during the contract term.**
- 2.4. **Clarification-** LCSS may seek written clarification at any point during the evaluation process. Vendor is responsible for providing information to the best of their ability within the format and time parameters provided by evaluation committee.
- 2.5. **Terms and Conditions-** LCSS expects the terms and conditions of this RFP, and all LCSS related documents, to be the prevailing contract terms. If you request separate contract documentation to be incorporated into this contract, please provide with your initial submission. However, please know that any document that materially alters the terms and conditions of this agreement or placed undue burden on LCSS ***may be deemed non-responsive and removed from consideration.*** **Agreement to LCSS terms and conditions may be a primary factor in award selection; thus, any contract language that you request MUST be provided with initial response, as it will not be possible to supplement contract language later.**
- 2.6. **O.C.G.A 13-10-91-** Contractor must comply with all relevant codes pertaining to O.C.G.A 13-10-91 including the submission of Contractor *Affidavit* as included in this solicitation

3. MANDATORY REQUIREMENTS

Mandatory requirements for the acceptance of your proposal. Please INITIAL in appropriate box.

REQUIREMENT	VENDOR CAN COMPLY	VENDOR CANNOT COMPLY
1) Contractor must be licensed to perform all elements of this contract in the State of Georgia		
2) Contractor must not currently be suspended or debarred from any governmental contract or have been so within the past five years		
3) Contractor must prove that it meets all experience and responsibility requirements as detailed in Section 5.1 of the Special Terms and Conditions		
4) Contractor guarantees in writing that it can ship, deliver, and install no later than one calendar year for Lee County Schools from signing.		
5) Company personnel working on-site must be identifiable, and will perform all services as according to all applicable laws, ordinances, rules and regulations.		

4. GENERAL CONTRACT REQUIREMENTS

- 4.1. All equipment, materials, and supplies necessary to perform the services contracted herein shall be included by the Contractor and be reflected in the Proposed Pricing.
- 4.2. **Tobacco/Alcohol/Drugs-** All LCSS property shall be free from any tobacco products (smoking or smokeless), alcohol, and illegal drugs. This includes vehicles and personal items. Failure to adhere may result in contract termination without remedy and/or criminal prosecution to the fullest extent of the law. LCSS vehemently defends the safety of LCSS students and staff pertaining to these banned substances. Any vehicle or personal property (lunch box, bag, box etc) is subject to search at any time by LCSS personnel without probable cause.
- 4.3. Employee of Contractor must submit to immediate drug/alcohol screening in the case of an accident on school grounds (Contractor expense)
- 4.4. **Safety and Security-** At all times, the Contractor (all employees) shall exercise exceptional caution to protect LCSS students, personnel, or visitors from any and all hazards associated with the execution of this contract. Contractor personnel shall exercise extreme caution to not harm or remove any property not owned by Contractor. LCSS employs video surveillance and will prosecute any criminal activity to the fullest extent of the law. Contractor shall not interact with any non- contractor personnel while on LCSS property unless directly associated with the performance of contract. Personnel shall not, under any circumstances, converse or interact in any manner, with LCSS students or staff. Contractor shall refrain from vulgar language, obscene gestures, and any behavior deemed non-appropriate for the K-12 environment.
- 4.5. **Identification of Personnel-** In addition to the requirements of Section 2.7, all contractor personnel shall be identifiable at all times. ID issued by LCSS must be worn and at all times.
- 4.6. **Damage by Contractor-** Any damage done to any part of any LCSS property shall be replaced to the satisfaction of LCSS, at no cost to LCSS. This includes, but not limited to sprinkler heads, vehicles, structures, and windows.
- 4.7. **Workmanship-** All work shall be done in a professional manner and must comply with all Federal, State, and Local codes. All work requiring licensed mechanics by code or regulation shall be done only by employees having met such criteria.

- 4.8. **Inspection of Work-** Under this contract, the Contractor has assumed the responsibility of furnishing all services, labor, and materials for the work as specified. Any inspection of the work by LCSS personnel shall in no way affect said responsibility of Contractor; nor shall the failure of any of the foregoing to discover or to bring to the attention of the Contractor the existence of any work not in accordance with said specifications.
- 4.9. **Correction of Work-** Any work deemed unsuitable per contract standards as determined by LCSS shall be corrected within 24 hours. Any corrected work shall be at no additional cost to LCSS.
- 4.10. **Interaction with LCSS Students, personnel, and visitors should be limited to business pertaining only to the performance of this contract.**
- 4.11. **Insurance-** Proof of insurance must be submitted with proposal response and at any point during the life of the contract.

Hazards-Compliant with 12.0 of the General Terms and Conditions Workman’s Compensation- In accordance with Georgia Code

Other Insurance- The contractor shall obtain and maintain at his expense, insurance with minimum limits as prescribed below and shall protect the Contractor and Owner from any claims for property damage or bodily injury, including death, which may arise from the execution of this contract. The Contractor shall furnish to LCSS the Owner Certificates, policies and cancellation endorsements as shown below.

Contractor’s General Liability Insurance:

Split Limits of Liability:

Bodily Injury: Limits of \$500,000 for each occurrence and \$500,000 for the aggregate.

Property Damage: Limits of \$300,000 for each occurrence and \$500,000 for the aggregate of operations

Or If Combined Single Limit of Liability:

Bodily Injury and Property Damage Combined:

\$500,000 each occurrence; \$1,000,000 aggregate

Cancellation Endorsement- These insurance coverages shall not be canceled until at least 30-days prior to written notice has be given to the Owner

Disposition- Certificate from insurance company confirming specified coverage must be sent to the Owner prior to commencement of work. (Two copies)

Contractor’s Public and Automobile Insurance

Split Limits of Liability:

Bodily Injury: Limits of \$250,000 for each person and \$500,000 for each occurrence

Property Damage: Limits of \$1,000 for each occurrence

Or If Combined Single Limit of Liability:

Bodily Injury and Property Damage Combined: \$500,000 each occurrence **Cancellation**

Endorsement- These insurance coverages shall not be canceled until at least 30-days prior to written notice has be given to the Owner

Disposition- Certificate- from insurance company confirming specified coverage must be sent to the Owner prior to commencement of work. (Two copies)

Acceptability of Insurance Companies- Insurance only written by a company

licensed by the State Insurance Commissioner to do business in the State of Georgia at the time of the policy issuance will be acceptable.

5. **QUALIFICATIONS, SPECIFICATIONS AND SCOPE OF WORK EVALUATION**

*This section stipulates the elements of the RFP under evaluation. **Please remember that your solution will be evaluated for content, thoroughness, and clarity of response to all criteria requested in this proposal.** Respond precisely and concisely to each and all specific questions and/or topics by providing the requested information on separate pages, clearly labeled in your response (IE 5.1.2). **Instructions to Applicant in Red Italics***

5.1. Contractor Qualifications

5.1.1. In addition to the information requested below, Contractor must submit the document entitled “**Contractor Questionnaire**”. Information included in this document will be evaluated and utilized in award considerations.

5.1.2. **Firm Data- *Tab and label with response***

- a. Basic Company Information including company ownership
- b. Firm Name, Address, Phone, Fax, Key email addresses
- c. Primary Contact Name and Contract Information
- d. Number of Years in Business/Number of Years in Video business
- e. State of Incorporation

5.1.3. **Firm History-** Describe the history of your firm, specifically as it relates to the work to be performed under this contract. Information shall include background and history of your firm’s execution of work within the context of the SOW of this contract. ***Tab and label with response***

5.1.4. **Labor/Staff-** Contractor shall submit a statement pertaining to the labor/staff that will be utilized in the performance of this contract. This statement should include experience, qualifications, training, etc

- **Single Point of Contact-** Please identify and detail the qualifications of the Single Point of Contact from your company for this contract. While LCSS may interact with multiple layers of staff, contractor must provide one point of accountability for all material aspects of the contract include installation, warranty, service, etc.

Tab and label with response

5.1.5. **Experience in K-12 Public Education and Institutional Projects-** Firm should demonstrate experience in the implementation and support of public school projects: preferably in Georgia; preferably with the product you are submitting for consideration ***Provide the following information for three (3) K-12 projects of similar size and scope of work.***

- a. Name of School/School System
- b. Contact Name/Title and Contract Information (including email address and phone number)
- c. Scope of Work and Length of Engagement

Tab and label with response

5.1.6. **Sub-Contractor-** Proposer shall disclose proposed use of contract labor in relation to labor performed by company staff. If contracted labor will be used, the proposer shall detail process for acquisition, vetting, supervision, and management during length of engagement. Proposer shall also certify to warranty and back all work performed by any sub-contracted labor and to be responsible for all communication as single point of contact. ***Tab and label with response***

5.1.7. **Experience with Hardware as Proposed-** Please discuss business relationship, experience, and exposure with the Product you are submitting, and all any other relevant component manufacturer specified herein. ***Tab and label with response***

5.1.8. **Service Center-** Please detail location of closest service center to LCSS Board of Education, 126 Starksville Ave N, Leesburg GA 31763. **Tab and label with response**

5.2. **Scope of Work- Contractor must include written response where asked and acknowledgement (via initial) where applicable to confirm comprehension and capability. *Instructions to Applicant in Red Italics***

5.2.1. **Hardware-** Specifications, Requirements, and Requested Vendor Information as detailed below: **Note:** *This section encompasses most of the material elements that the evaluation will weigh and measure regarding the functionality of your solution. All information and answers must be able to be intuitively replicated by the evaluation team during the manual evaluation. In the event that an item has reached EOL, applicant must list comparable or better item.*

a. **ViewSonic Interactive Flat Panels with 7 years of Manager Advanced (MVBV_ADV_7Y01) –**

5 ViewSonic 65" IFP6550-E1 Gen3 Interactive Panels

1 Viewsonic 65" IFP6550-E2 Gen3 Interactive Panels

414 ViewSonic 75" IFP7550-E1 Gen3 Interactive Panels

22 ViewSonic 75" IFP7550-E2 Gen3 Interactive Panels

4 ViewSonic 86" IFP8650-E1 Gen3 Interactive Panels

9 ViewSonic 86" IFP8650-E2 Gen3 Interactive Panels

b. **Warranty** - Extended Warranty for Interactive Panels; Total of 7 Years | White glove & 1% hot spare

c. **PC Module** – PC Modules - Intel i5 Quad Core / 8GB RAM / 128GB SSD / Ethernet & AC wifi | P/N: VPC15-WP-4 for 32 panels

d. **Hardware Package Considerations-** It's understood that a bundle will be priced and used from ViewSonic rather than individual items.

5.2.2. **Peripherals**

a. **Wireless Keyboard** - Logitech K400 Wireless Keyboard for 32 panels

5.2.3. **Installation Considerations-** Existing Schools

a. LCHS- 73 75" panels on vesa mount, 3 75" panels with cart and pc, 1 86" panel with cart and pc

b. LCHS9- 32 75" panels on vesa mount, 1 75" panel with cart and pc, 4 86" panels on vesa mount, 2 86" panel with cart and pc

c. LCMSW- 49 75" panels on vesa mount, 5 75" panels with cart and pc, 1 86" panel with cart and pc

d. LCMSE- 1 65" panel on vesa mount, 46 75" panels on vesa mount, 2 75" panels with cart and pc, 1 86" panel with cart and pc

e. TOES- 3 65" panels on vesa mount, 1 65" panel with cart and pc, 43 75" panels on vesa mount, 2 75" panels with cart and pc, 1 86" panel with cart and pc

f. LCES- 1 65" panel on vesa mount, 46 75" panels on vesa mount, 3 75" panels with cart and pc, 1 86" panel with cart and pc

g. KPS- 46 75" panels on vesa mount, 4 75" panels with cart and pc, 1 86" panel with cart and pc

h. LCPS- 50 75" panels on vesa mount, 2 75" panels with cart and pc, 1 86" panel with cart and pc

i. Pre-K- 15 75" panels on vesa mount

j. TLC- 14 75" panels on vesa mount

k. **Wiring-** If the room calls for a wall mount then the panel needs to be connected to the teacher PC with appropriate cabling. This includes HDMI, USB, & ethernet. The ethernet connection will be available at the teacher's desk. In some cases the teacher computer will be within 25ft of the panel but it should be assumed that a 50ft run will be needed to connect the panel and the teacher PC. The proposal should include running the cable through the ceiling and down the wall and can use the existing external conduit already at the teacher PC that the projector cabling is run in. In rooms where the panel is on a rolling mount, then no cable needs to be run.

- l. **Mounting-** The mounting will be fixed to wall in location provided by LCSS Technology. Mounting must be compliant with Manufacturer’s Installation instructions per wall type and must include all mounting hardware, unless otherwise instructed by LCSS. The height of the mount will be discussed prior to install.
- m. **Installation/Start-up/Testing-** Vendor responsible for installing, start-up, and testing to ensure unit operates in accordance to all manufacturer specifications. Full operation (optimization of all features and benefits) of unit and software is the standard before LCSS will sign off for payment.
- n. **Project Planning-** Before installation, Vendor and LCSS Technology shall meet to discuss implementation logistics and schedules. Due to the fact that Vendor may be working in “occupied spaces” and possibly during the school year, it is anticipated that most work will be performed nights, weekends, holiday breaks etc. Vendor shall understand and be prepared for flexibility in this regard AND contract costs shall include this reality as there will be no avenue for premium pay or price modifications.
- o. **Demo/Removal of Existing Equipment-** Demo will be existing tech will only be required at LCMSW, LCMSE, & LCES where there are existing technologies in place that will need to be removed at the time of install.
- p. **General Removal:** Vendor is responsible for removal of all trash and debris and should leave the space clean enough for the teacher to hold class the next time the room is occupied. The trash should be removed fully from the campus and not placed in on-campus bins.
- q. **General Cost Note:** If/when applicable, the cost to remove shall be priced and billed as a separate line item. If/when removal is required, and even though there are slight variations to removal instructions, Vendor shall average cost to be included in all of the other requirements to install and mount a new board as detailed herein. In others words, **there shall be one fixed cost if/when removal is required**
- r. **New Product Installation Option One: Fixed Mount**
 - i. Fixed mount in accordance with manufacturer instructions unless otherwise directed by LCSS Technology Services.
 - ii. Unless directed otherwise, mount new product in exactly the same location as the existing board. (If previous board was mounted to white board, then white board, if block wall, then block wall etc.) Mounting height should be discussed with Technology before commencement as it may set standards based upon grade level.
 - iii. Install board in accordance with manufacturer instructions, start-up, test, and ensure full operation of hardware and software before sign-off.
 - iv. **Note:** Please provide options for fixed mount and for fixed with adjustable for height
- s. **New Product Installation Option Two: Mobile Mount**
 - i. Assemble mobile mount and mount product as directed by LCSS
 - ii. Must include basic mobile mount.
 - iii. Install board in accordance with manufacturer instructions, start-up, test, and ensure full operation of hardware and software before sign-off.

Tab and Label that Vendor Understands and Complies with 5.2.2

5.2.4. **General Delivery and Installation Requirements**

- a. The vendor must provide an adequate amount of installation teams required to complete the work in an orderly and timely fashion and compliant with individual timelines per school as determined by LCSS personnel. The size of the teams will be based on the installation requirements.
- b. The vendor shall provide experienced personnel to perform the installation services. Vendor providing professional services to LCSS must have professional certification in

the area of the services being provided. LCSS reserves the right to reject any team member. Vendor shall include certifications for current personnel with the proposal. Copies of certifications are also required for the duration of the RFP. **Tab and label with response**

- c. Vendor personnel working in LCSS facilities shall be bonded and insured.
- d. LCSS requires a local Project Manager as the single point of contact from the awarded vendor to meet face-to-face with LCSS staff weekly or as needed per LCSS. It is unacceptable for the vendor to attend the meetings via teleconference. The primary function of the Project Manager will be to ensure all service delivery tasks are met for LCSS including the most efficient method of order placement, shipping, delivery, and installation. Project manager credentials should be included with the proposal and an outline of the project management process should be provided.
- e. The vendor will assign an on-site project lead to manage all the installations and de-installations activities. The project lead will ensure that all customer expectations are met and implement the services according to LCSS direction. The project lead should be the vendor's primary point of contact at a project site.
- f. The vendor must submit a document outlining the installation plan to include all aspects of requirements listed in this RFP. This document should be worded so that the average individual can understand it without interpretation by an attorney. **Tab and label with response**
- g. The vendor shall provide all labor, materials, tools (ladders, carts, etc.) and equipment required for the delivery, setup, and installation of equipment and accessories. Vendors are never to stand on or utilize LCSS school furniture or property during installation.
- h. The vendor shall follow LCSS guidelines and schedules. The schedule must not affect student instruction. LCSS will provide vendor with building access.
- i. Delivery must include unloading all equipment, moving it to the specified installation location(s), removing it from the box(s), and removing said box(s) from the site to be properly disposed of by the vendor.
- j. The vendor shall test all equipment components and accessories to verify they are operational prior to the de-installation of existing technology and/or prior to installation of new equipment.
- k. The vendor shall install equipment in the location approved by the LCSS Project Manager from the vendor site assessment.
- l. Installation in non-standard classrooms may require that modifications be performed to accommodate structural/architectural differences within the classroom.
- m. The vendor shall install and connect all required cables to all necessary technology with required cable conduit.
- n. The vendor shall supply LCSS with serial numbers and locations of all boards by serial number after installation.
- o. The vendor is responsible for removal of all packaging, manufacturing reference materials, and work related debris from the site on the same day as the installation. Vendor may not use LCSS dumpsters for the disposing of work related debris.
- p. Any damage done to LCSS property by the vendor's personnel and/or subcontractors shall be repaired or replaced at no cost to LCSS.

Tab and Label that Vendor Understands and Complies with 5.2.3

5.2.5. Dead on Arrival (DOA)

- a. All components shall be tested by the installer to ensure proper working order at the location of installation.
- b. If any components are found to have major component defects, it is the vendor's responsibility to provide a new replacement unit during the installation.
- c. Repairs will not be accepted on DOAs.
- d. DOA units may not be recycled in LCSS inventory for product fulfillment.
- e. DOA serial numbers shall be submitted to LCSS IT Director on the installation date.

Tab and Label that Vendor Understands and Complies with 5.2.4

5.2.6. Documentation

- a. The vendor shall provide LCSS electronic versions of the manufacturer reference materials.
- b. The vendor shall complete quality assurance assessments after each installation for sign off by LCSS Project Manager.
- c. The vendor shall register equipment for warranty coverage where applicable and provide the necessary detailed information.
- d. The vendor shall complete all LCSS inventory control paperwork.
- e. The vendor shall provide LCSS with an electronic file in Excel format that includes, but is not limited to the following information for all new installations completed.
 - i. Panel serial numbers.
 - ii. Service agreement start/end dates.
 - iii. Installation location
 - iv. Extended service agreement contact phone number and email address.
 - v. Serial numbers for all DOA components.
 - vi. Installation/delivery date.

Tab and Label that Vendor Understands and Complies with 5.2.5

5.2.7. Warranty- Proposer must include warranty information with response. Warranty topics to be evaluated include, but are not limited to:

- a. Pricing shall include a seven (7) year on-site warranty for all components including parts and labor. The list shall include, but not be limited to, these items: Interactive LED Panel with integrated speakers, mounts, and PC module (when applicable). The complete cost of repair, parts and labor, shall be covered by the service agreement. The warranty service agreement period shall begin from the installation date and LCSS sign-off of the system.
- b. The vendor shall have necessary personnel to respond to warranty service calls within the required service level agreements (SLA) for the duration of the warranty service agreement period.
- c. Vendor must respond to service calls for warranty equipment within twenty-four (24) hours. Resolution for service calls shall be within seventy-two (72) hours.
- d. It is the expectation of LCSS for vendor service technicians to carry inventory on hand for quick resolution. This includes Interactive LED Panel and components. All warranty repairs should be done off site as to not disrupt instruction. Once Interactive LED Panel is repaired it shall be placed back into circulation. Vendor shall provide documentation to maintain an accurate inventory that tracks the movement of equipment when units are replaced.
- e. Vendor shall provide repair and replacement of equipment as necessary up to the warranty expiration date. This provision shall survive the expiration of this agreement.
- f. Vendor shall provide LCSS notification for warranty expiration of all equipment at least 90 days prior to the expiration date.
- g. **LEMON CLAUSE:** If a system fails three times within a twelve-month period within the warranty period, an identical replacement unit shall be provided and loaded with all software by the vendor at no cost to LCSS. Lemon systems shall never be returned to LCSS inventory. If 15% of a certain model experiences a manufacturer defect with the warranty period, vendor shall recall the specific model and provide an approved replacement model throughout LCSS which meets or exceeds RFP specifications and is approved by LCSS

Tab and label with response

5.2.8. Service and Support- Proposer shall include with response a detailed explanation of all material elements regarding service and support elements of this contract including,

but not limited to:

- a. **Manufacturer and Software-** Please discuss service levels for systems including response time, escalation procedures, and preventative problem identification capabilities. In addition, please discuss
- b. Protocol and Price for Upgrades and/or Updates
- c. All Licensing Considerations (software if applicable)

Tab and label with response

5.2.9. **Training-** Please discuss comprehensive training methodology to include, but not limited to the following:

- a. Any included training in the purchase and how it might be carried out
- b. Discuss other training/support formats such as written Training Materials, on-line training materials, webinars, videos, etc.
- c. Explain imbedded “how to” within hardware and/or software
- d. Other Training Considerations: Please detail if/how your offer exceeds the minimum training requirements listed in 5.2.8.

Tab and label with response

5.3. **Value Added-** Please provide on a separate page and labeled any unique elements of your offer, not already specified or proposed that you believe will bring value to this contract. LCSS is the sole determinant regarding actual value added propositions.

Tab and label with response

5.4. **Documents Required for Award Consideration-** Please tab and label accordingly. It is not necessary to provide this information again if already provided in reference to specifications above, but you should cite where to find.

- 5.4.1. Proposal Document with all requested information
- 5.4.2. **Proposal Form(s)** (Sealed and Separate Envelope as prescribed in 6.4)
- 5.4.3. **Contractor Questionnaire** (on form provided with this solicitation)
- 5.4.4. Proof of Insurance
- 5.4.5. **Contractor Affidavit** (OCGA 13-10-91)

6 PROPOSAL FORM AND COST NOTES

- 6.1 **All relevant cost considerations should be noted on these Forms, as LCSS will not consider additional costs after award.**
- 6.2 All Proposal Form Pricing Must Be **Fixed for entire engagement** from the date of award. Please consult Section 2.3 of the Special T&C for terms regarding Price Modifications.
- 6.3 **Submission Instructions-** Proposal Form should be submitted in a separate sealed envelope clearly marked with your company name and “Interactive Flat Panel RFP Cost Proposal”. Note: It is OK to include the sealed envelope within your RFP submission box, but the intent is to keep it separate and concealed from the other written response. Thus, cost should not be openly included in the RFP Binder. **The proposal should be mailed or delivered to Lee County School System, 126 Starksville Ave N., Leesburg GA 31763. Submissions need to be made by 2pm on 8/16/2021.**
- 6.4 **Pricing-** The proposal form is structured with cost breakdown for parts, labor, and any other miscellaneous costs. Panel cost can include any value added pieces, freight and delivery, and testing and start-up. Labor costs should include installation, debris removal, and clean up. You can include warranty/support under Miscellaneous Other if you are not rolling it into the panel cost.

7 PROPOSAL EVALUATION

- 7.1 **Organization and Completeness of Proposal** - Proposal must provide straightforward, concise proof of offeror’s capabilities to satisfy RFP requirements. For ease of review, responses must be organized in the exact same order as the RFP or as stipulated in the RFP. Each section should be labeled and any additional documents provided by the vendor must reference the appropriate section of the RFP. All requested information must be included and all forms completed in entirety. Any proposals that do not include all required information may be considered non-responsive and disqualified.
- 7.2 **Evaluation Procedures – Review of Proposals** – The proposals will be reviewed by the Technology Director for the following administrative requirements- submitted by deadline, all required documents included, & all documents requiring an original signature have been signed and are included.

Identification of Apparent Successful Applicant

Proposals will be evaluated on the following criteria:

- Price = 40%
- Industry Experience & Prior Performance = 30%
- Qualifications/ Certifications of the Vendor = 20%
- Additional Benefits Offered by Vendor = 10%

THE CONTRACT AGREEMENT MUST BE COMPLETED BY THE OFFEROR AND RETURNED WITH THE PROPOSAL PACKAGE.

LCSS Interactive Flat Panel Proposal

We have carefully examined and fully understand the General and Special Terms and Conditions and related documents in providing **ViewSonic Interactive Flat Panels** to the Lee County School System and do agree to all terms and conditions by so signing this document.

Withdrawals, cancellations, etc., will not be accepted unless the Technology Director gives authorization. In the event vendors fail to comply, they may be removed from the vendors' list.

Company Name	Representative's Signature (Must be signed in ink)
Address	Representative's Name (Please type or print)
City, State, and Zip Code	E-Mail Address
Date	Telephone Number and Extension
Terms (If payment terms are not indicated, will be determined to be net 30 days).	Fax Number

PLEASE INDICATE YOUR LEAD TIME UPON RECEIPT OF PURCHASE ORDER:

PRICES MUST REMAIN FIRM FOR SIX MONTHS FROM DATE OF AWARD.

Signing the Contract Agreement affirms that the original RFP document has not been altered in any way.

Upon notice of Award, this page will become the prevailing Contract Agreement between your organization and LCSS.

RFP LCSS Interactive Flat Panel Proposal Contractor Questionnaire

(Section 5.1 of Special Terms and Conditions)

Questionnaire information will be utilized in the evaluation of this Proposal. Vendors must include all information requested. Failure to do so will reflect negatively in evaluation and may result in your submission being deemed "non-responsive".

Company Name:

Years in Video Integration Business

of Permanent Employees:

of Employees Assigned to LCSS for this Contract:

What is your response time for emergency servicing or corrections?

How many Comparable Contracts do you currently have in Georgia?

How many of these Contracts are:

Government

K-12 Education

Please list any School Systems with at least 10K Students that your company currently services:

Where is the location of your nearest service facility? Please provide location and # miles from Leesburg GA?

Has your company ever failed to comply with any contract awarded? (Explain if yes)?

Has your company ever lost a contract to any government entity based on poor performance or breach of contract (Explain if yes)

Is your company currently suspended or debarred from any government entity? (Explain if yes)

Are there any judgments, claims, legal proceeding or law suits pending or outstanding against your company of any of its officers (Explain if yes)

**Is your company currently in bankruptcy proceedings or has it filed for bankruptcy in the past five years?
(If Yes, please explain)**

**Do you perform Background Checks on the Service Techs that may be assigned to this contract, if so please
detail the type of check (GCIC, NCIC etc)**

**Do you perform drug test on the Service Techs that may be assigned to this contract?(At Hire, Random, or
Both)?**

**Please list any additional certifications, awards or recognitions that you feel would benefit LCSS in the award
and execution of this contract:**

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **(Lee County School System)** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number (4-6 Digits, no letters)	Date of Authorization (of E-Verify authorization)
---	--

Name of Contractor	Name of Project/Contract Number/Purchase Order Number
---------------------------	--

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ 20____ in _____

Month	Date	Year	City	State
-------	------	------	------	-------

Signature of Authorized Officer or Agent	Printed Name and Title of Authorized Officer or Agent
---	--

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20____

NOTARY PUBLIC

My Commission Expires:

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of

Name of Contractor

(Lee County School System) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number (4-6 Digits, no letters)

Date of Authorization (of E-Verify authorization)

Name of Contractor

Name of Project/Contract Number/Purchase Order Number

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on

_____, 20

in

Month

Date

Year

City

State

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ **DAY OF** _____ **, 20** _____

NOTARY PUBLIC

My Commission Expires:

**Lee County School System ViewSonic Interactive
Flat Panel Proposal Form**

Company Name	
Company Address	
Primary Contact Name	
Primary Contact Information	

Parts Cost	
Labor Cost	
Miscellaneous Other	
Total Proposed Cost	