



**SOLICITATION NO. Tech2021-02**

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**Interactive Flat Panels (J.H. House Elementary School)**

**Rockdale County Public Schools  
954 North Main Street  
Conyers, GA 30012**

**Table of Contents**

## Table of Contents

Proposal Conditions.....	4
Section I - Preparation and Submission of Proposal.....	4
1. Introduction.....	4
2. Request for Proposal Process .....	4
3. Government Entity .....	5
4. Preparation of Proposals .....	5
5. Failure to Respond to the Solicitation.....	6
6. Taxes.....	6
7. Charges and Extras .....	7
8. Addenda .....	7
9. Withdrawal of Proposals .....	7
11. Protest .....	8
12. Purchasing Policy .....	8
13. Risk and Liability.....	8
14. Suspension & Debarment.....	8
Section II – Award.....	10
1. Award Letter .....	10
4. Hold Harmless Agreement.....	10
5. Insurance.....	10
Section III - Post Award.....	12
1. Assignment.....	12
2. Cost of Inspection or Testing .....	12
3. Payment .....	12
4. Termination for Default: .....	13
5. Termination for Convenience.....	13
6. Permits, Taxes, Licenses, Ordinances, and Agreements .....	13
7. Non-Appropriation.....	14
8. Progress Reports.....	14
Section IV - Other.....	15

1. Non-Discrimination.....	15
2. RCPS Non-Discrimination.....	15
3. Minority and Female Business Enterprises .....	15
4. Drug-Free Workplace.....	15
5. Certification of Non-Collusion.....	15
6. Authorized Official.....	15
7. Solicitation Termination.....	16
8. Rights and Remedies.....	16
9. Proprietary Information .....	16
10. Georgia Law .....	16
Additional Conditions .....	17
1. Categories of Award .....	17
2. Other Procedures .....	17
a. Requirements .....	17
b. Professional Liability Insurance.....	17
3. Receipt of Addendum Clause .....	17
4. Debarment Status.....	17
5. Proposal Award .....	18
6. Submittals.....	18
7. Georgia Security and Immigration Compliance Act .....	18
8. Mandatory Forms.....	18
9. Owner Representative .....	19
Request for Proposal .....	20
1. Purpose .....	20
2. Background .....	20
3. Scope .....	20
Section 1 - Technical Capabilities .....	26
A. Methodologies: .....	26
B. Capabilities: .....	26
Section II - Business Stability .....	28
1. History and Organizational Structure of the Firm.....	28

2. Financial Status .....	28
3. References .....	28
4. Previous Default .....	28
5. Subcontractors.....	29
6. Litigation or Regulatory Rulings Involving School Districts .....	29
Section III - Price.....	<b>Error! Bookmark not defined.</b>
1. Request for Information .....	30
2. Conflicts of Interest Disclosures .....	30
Request for Sealed Proposal .....	30
Commitment to Perform as Proposed .....	32
Offeror's Checklist.....	33
<b>APPENDIX A</b> .....	34
Immigration and Security Form .....	35
Contractor Affidavit and Agreement.....	36
Subcontractor Affidavit and Agreement .....	37
<b>APPENDIX B</b> .....	39
Debarment Certification.....	40
Anti-Collusion Certification .....	41
Required Forms Checklist .....	42

# Proposal Conditions

## Section I - Preparation and Submission of Proposal

### 1. Introduction

- a. To be entitled for consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the time constraints stated.
- b. Sealed proposals, one original and three copies (1 original and 3 copies) shall be mailed to the office of the Rockdale County Public Schools, Attention: Director of Technology, 954 North Main Street NW, Conyers, Georgia 30012.
- c. Proposals received after 11:00 am EST on Wednesday, March 3, 2021, will not be considered.

Key Dates and Information	
Release of Request for Proposals	February 2, 2021
Deadline for Written Questions Email Questions to: <a href="mailto:dfort@rockdale.k12.ga.us">dfort@rockdale.k12.ga.us</a>	11:00 AM (EST) February 12, 2021
Questions and Answer posted on <a href="https://tinyurl.com/tech202102">https://tinyurl.com/tech202102</a>	5:00 PM (EST) February 15, 2021
Request for Proposal Due Date ATTN: Derek Fort Rockdale County Public School 954 North Main Street Conyers, GA 30656	March 3, 2021
Evaluation of Proposals	March 3-5, 2021
Projected Award	March 8, 2021

- d. The Rockdale County Public Schools Board of Education reserves the right to accept or reject any or all proposals and to waive minor irregularities and technicalities. The judgment of Rockdale County Public School BOE on such matters shall be final.

### 2. Request for Proposal Process

This solicitation is a Request for Proposal (RFP). In using this method for solicitation, we are asking the marketplace for its best effort in seeking a “best value” solution to our requirement. The offeror provided proposal(s) will be evaluated by an evaluation committee. Offeror(s) should make their best effort to satisfy the requirements at their best price and may awarded the proposal based on the initial evaluation. Often, however, it will be necessary to hold discussions with offeror(s) about their proposal. This will be done after the initial evaluation. The results of the evaluation will be reviewed, and a “competitive range” will be selected for discussions. Essentially, if an offeror’s proposal is

not evaluated as having a chance be the winning proposal because of the content of the proposal and/or the price, the proposal will be dropped from the competitive range to save time and money for both the offeror and Rockdale County Public Schools.

Offerors in the “competitive range” may be notified of the weaknesses in their proposals and given an opportunity, in discussions, to assure they understand the weaknesses. At the end of discussions with all offerors, best and final offers (BAFO) will be accepted from the offerors in the competitive range.

The BAFO’s will be evaluated and the results reported to a selection official who will select the proposal that presents the best value to Rockdale County Public Schools. This selection will then be presented to the Rockdale County Public Schools Board of Education

### **3. Government Entity**

The government entity, the owner for whom work will be executed is:

Rockdale County Public Schools, Georgia (hereinafter “RCPS”).

### **4. Preparation of Proposals**

- a. All proposals shall be printed in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error. The person signing the proposal shall initial corrections in ink.
- b. Specifications used are intended to be open and non-restrictive. Potential offeror(s) are invited to inform the RCPS Director of Technology whenever specifications or procedures appear not to be fair and open. Such information should be supplied as early in the procurement process as possible. Information received in less than five (5) days prior to the scheduled receipt of proposals will not be acted upon unless the RCPS Director of Technology rules it is in the best interest of RCPS to consider.
- c. Brand names and numbers when provided in solicitation are for reference to establish a quality standard. Any reference to a brand name shall not be construed as restricting to that manufacturer (unless “no substitutes” is stated). Proposals on equal items will be considered, provided the proposal clearly describes the article offered and it is equal or better in quality and function and fully compatible with this requirement.
- d. By submitting a proposal, the offeror warrants that any goods supplied to RCPS meets or exceeds specifications set forth in this solicitation, except as may be otherwise noted in offeror’s exceptions.

- e. If proposing on other than the make, model, brand or number as requested in the solicitation and offered as an equal, complete technical information, specifications, manufacturer's name and catalog reference shall be clearly stated in the proposal. Any deviation between brand offered and brand specified shall also be clearly indicated. A complete list of deviations and a descriptive catalog cut shall be attached to the proposal.
- f. If any supplies, materials, and equipment are provided to RCPS under this solicitation, then such items shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer's identification labels or marks have been removed, obliterated, or changed in any way. A Contractor delivering any such equipment to RCPS will be deemed to have breached the proposal, and appropriate action will be taken by the RCPS Finance Department.
- g. To be considered for award, goods of foreign manufacture shall meet all specifications contained in the solicitation, shall be in stock in the Continental United States, and shall be available for immediate shipment at the time an offeror submits a proposal.
- h. The Department of Technology will be the sole judge in determining as to the quality and the appropriateness of the services proposed as well as the responsiveness and responsibility of the offeror.
- i. Time of delivery is a part of the solicitation and an element of the proposal that is to be awarded. If the offeror cannot meet the required delivery date, a proposal should not be submitted. Offeror(s) may provide alternative schedules and/or delivery dates in their proposals. Time shall be stated in "calendar" days. Failure to deliver in accordance with the proposal awarded could result in the offeror being declared in default.
- j. An authorized officer of the company shall sign proposals.

## **5. Failure to Respond to the Solicitation**

If a proposal is not submitted, return RFP and mark as "no bid".

## **6. Taxes**

RCPS is exempt from all state sales tax and Federal Excise Tax. These taxes shall not be included in proposals.

## **7. Charges and Extras**

Proposals shall define all pricing, and all pricing must remain. When stating equipment pricing, at minimum, the stated price shall be F.O.B. destination to include all charges for delivery, unloading, placing in our buildings as directed by the authorities in the buildings, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds and any other cost. Any additional work, such as installation, shall be clearly stated in the proposal.

## **8. Addenda**

Offerors are notified that they must thoroughly examine proposal documents, in their entirety, including, cover sheet, table of contents, proposal conditions and specifications, Request for Sealed Proposal and Offeror's Checklist, together with Addenda thereto issued prior to the receipt of proposal.

If any offeror or firm contemplates submitting a proposal and is in doubt as to the meaning of any part of the solicitation documents, they may submit a written request to the Technology Department for interpretation. This must be submitted in writing not later than 11:00 AM on Friday, February 12, 2021.

Interpretations of proposal documents will be made by Addenda only. Copies of all addenda will be posted on the Purchasing Department Web Site, <https://www.rockdaleschools.org/cms/One.aspx?portalId=136388&pageId=602749> for all who have obtained a set of submittals. Rockdale County Public Schools will not be responsible for any other interpretations or explanations.

No oral interpretations will be made to offerors as to the meaning of proposal documents. Requests for such interpretations shall be made in writing to the Director of Technology. Failure on the part of the firm to do so shall not relieve them of the obligation to execute such work in accordance with a later interpretation by RCPS. All interpretations made to the offeror(s) shall be made in the form of addenda to the proposal documents and posted to the website.

## **9. Withdrawal of Proposals**

A proposal cannot be withdrawn after it is delivered to RCPS, unless offeror(s) make a request in writing to the Director of Technology prior to the time set for receiving the proposal, or unless the Director of Technology fails to accept or reject the proposal within one hundred twenty days (120) after the date fixed for receiving said proposals.

**11. Protest**

Protests dealing with the specification or the solicitation shall be filed not later than three (3) working days prior to proposal due date. Other protests shall be filed not later than three (3) working days after proposal due date, or if the protest is based on subsequent actions of RCPS, not later than three (3) working days after the aggrieved person knows or should have knowledge, of the facts given rise to the protest. All Protests should specify exactly what is being protested. Protests are considered filed when received by the Director of Technology. Protests which are not filed in a timely manner, set forth above, will not be considered. The Contractor agrees to pay for the School District's reasonable attorney's fee and expenses of litigation for any protest arising out of this solicitation in which the School District is a prevailing party. Only Contractors who participated in the solicitation are eligible to protest.

**12. Purchasing Policy**

The RCPS Purchasing Policy, Purchasing Procedures, and Purchasing Regulations are incorporated to this solicitation (and, therefore, any proposal awarded as the result of this solicitation) by reference. By participation in this solicitation, an offeror, potential offeror, or firm agrees to be bound by the RCPS Purchasing Policy, Purchasing Procedures, and Purchasing Regulations in any issue or action related to this solicitation.

**13. Risk and Liability**

**a. Indemnification-Patent and Copyright**

The Contractor shall indemnify and hold harmless the School District/public entity against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of proposal or use by the School District/public entity of materials furnished or work performed under proposal. The School District/public entity shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.

**14. Suspension & Debarment**

RCPS may suspend or debar offerors from bidding on or performing as a subcontractor on all District RFPs for a minimum period of one (1) year up to a maximum of three (3) years. However, if an offeror under suspension fails to correct or cure the deficiency in which they have been suspended during the suspension period, the District may convert the suspension into a debarment. Prior to formally suspending or debarring any offeror, the Director of Technology shall review and investigate all reasons and evidence supporting such a decision and shall inform the suspended or debarred offeror in writing of such decision. The suspended or debarred offeror may, at the conclusion of the suspension or debarment period, submit a formal request to be removed from such

status. Upon receipt of this request, the Director of Technology will be required to investigate current and past performance by the debarred or suspended offeror to determine responsibility.

## Section II - Award

### 1. Award Letter

The award letter or establishing purchase order prepared and mailed by RCPS, or otherwise furnished, to the selected offeror within the time for acceptance specified.

The winning proposal will be awarded to the responsive and responsible offeror whose proposal is determined to be the most advantageous and is of best value to Rockdale County Public Schools. Proposals will be evaluated on a combination of factors.

It is within RCPS' sole discretion to determine whether the Contractor is responsible or responsive under the terms and conditions of this solicitation. Further, it is within RCPS' sole discretion to determine Contractor responsibility or responsiveness.

### 4. Hold Harmless Agreement

The Contractor shall Hold Harmless Rockdale County Public Schools, its' directors, employees and assigns, from any and all claims, suits, actions, damages, liability and expenses in connection with loss of life, bodily or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of, or occurring in connection with the performance of this proposal. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion of omission from any policy of insurance.

### 5. Insurance

When the selected offeror has been identified, he will be notified of the necessity to provide required insurance. Proof of insurance shall be provided within fifteen (15) days of the date of written notification to the offeror.

A. The following general requirements apply to any and all work under this proposal by all Contractors and Sub-Contractors of any tier.

1. Any and all insurance required by this project shall be maintained during the entire length of this project, including any extensions thereto, and until all work has been completed to the satisfaction of Rockdale County Public Schools. Any and all insurance must be on an occurrence.
2. No Contractor or Subcontractor shall commence any work of any kind under this project until all insurance requirements contained within the solicitation have been complied with and until evidence of all insurance requirements have been received demonstrating such compliance in each and every agreement with each and every subcontractor of any tier.

3. Rockdale County Public Schools shall be covered as an Additional Insured under any and all insurance required by the proposal. Confirmation of this shall appear on all certificates of insurance and on any and all applicable policies.
4. Rockdale County Public Schools shall be given no less than thirty (30) days' notice of cancellation. Rockdale County Public Schools shall be given not less than thirty (30) days prior written notice of material changes of any insurance required under this project.
5. Each and every agent shall warrant when signing the certificate of insurance that he is acting as an authorized representative on behalf of the companies affording insurance coverage under the project and that he is licensed by the State of Georgia to conduct insurance business in the State of Georgia and that the companies affording insurance coverage are currently licensed by the State of Georgia and are currently in good standing with the Commissioner of Insurance for the State of Georgia.
6. All companies providing insurance required by the project must meet the minimum financial security requirements as set forth below. The rating for each company must be indicated on the certificate of insurance. For all projects, regardless of risk, companies providing insurance under this project must have a current:
  - a. Best's Rating not less than A, and
  - b. Best's Financial Size Category not less than Class VII
7. In the event the Contractor neglects, refuses, or fails to provide the insurance required by the Project Documents, or if such insurance is cancelled for any reason, RCPS shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Contractor or shall have the right to cancel the project.

**B. Worker's Compensation and Employer's Liability Insurance**

The offeror shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under the project.

Worker's Compensation

Statutory

Employer's Liability

Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$100,000 each employee
Bodily Injury by Disease	\$500,000 policy limit

C. Comprehensive General Liability Insurance

The offeror shall procure and maintain Comprehensive Insurance in an amount not less than \$1,000,000.00 for bodily injury and property damage combined single limit. The following specific extensions of coverage shall be provided and indicated on the certificate of insurance.

1. Comprehensive Form
2. Personal Injury
3. Broad Form Property Damage
4. Premises – Operations
5. Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under the project. Policy coverage must be on an occurrence basis.

### Section III - Post Award

**1. Assignment**

By the submission of this proposal, the offeror agrees not to assign the project or purchase order to others unless specifically authorized in advance in writing by the RCPS Director of Technology.

**2. Cost of Inspection or Testing**

Cost of inspection or testing of products or materials delivered under an awarded proposal which do not meet specifications shall be paid by the offeror.

**3. Payment**

The offeror shall invoice RCPS on a monthly basis or if payment is to be made by line item, when a single line item has been satisfactorily delivered complete payment will be made within thirty (30) days from either the date of delivery or the receipt of satisfactory invoice in triplicate, whichever occurs last.

#### **4. Termination for Default:**

- a. In the event any property or service to be furnished by the offeror under a RFP or purchase order should for any reason not conform to the specifications contained herein or to the sample submitted by the offeror with his proposal, RCPS may reject the property or service and may terminate the project for default.

Prior to a termination for default, an offeror will be given the opportunity to respond to a “cure notice” and/or a “show cause notice”. In either case the offeror will be expected to either correct the offending situation or provide an acceptable plan and time frame for correction within (5) five days of receipt of either notice. Failure to do so will be cause for termination.

In such event, with specific instructions by the Director of Technology, the offeror shall immediately remove the property without expense to RCPS and replace all rejected property with such property or services conforming to the specifications or samples.

- b. If the project is terminated for default, RCPS may procure such property or services from other sources and shall have the absolute right to deduct from any monies due the offeror, or that may thereafter become due to the offeror, the difference between the proposal price and the actual cost of the property or service to be replaced or substituted.
- c. Failure by an offeror to perform on delivery of goods or services as specified may also result in the removal of the offeror from doing business with RCPS for a period of up to one year.

#### **5. Termination for Convenience**

RCPS reserves the right to terminate for convenience this project in whole or in part, at any time for any reason with no penalty, any proposal awarded through this solicitation by providing the Contractor with thirty (30) days written notice.

#### **6. Permits, Taxes, Licenses, Ordinances, and Agreements**

The offeror shall, at his own expense, obtain all necessary permits, give all notices, pay all license fees and taxes, comply with all applicable local, State and Federal laws, ordinances, rules and regulations. The offeror shall maintain the licenses required in a current status after award and throughout the course of the project.

The offeror shall agree that in the performance of the project, they shall comply with all local agreements which they have made with any association union or other entity with respect to wages, salaries and working conditions, so as not to cause inconvenience, picketing or work stoppage.

## **7. Non-Appropriation**

Notwithstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the offeror by Rockdale County Public Schools solely from appropriations received by Rockdale County Public Schools. In the event such appropriations are determined in the sole discretion of the Chief Financial Officer of RCPS, no longer to exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of RCPS at the end of any fiscal period (hereinafter referred to as "Event"). In such Event, the Chief Financial Officer for RCPS shall certify to the Contractor the occurrence thereof, and such certification shall be inclusive.

## **8. Progress Reports**

When requested by the Department of Technology, the offeror shall furnish such reports as required.

## Section IV - Other

### 1. Non-Discrimination

The offeror, by the submission of a proposal or the acceptance of an order, does agree to provide the goods and services covered under the proposal not to discriminate in any way against any person or refuse employment of any person or persons on account of color, religion, national origin, or sex.

### 2. RCPS Non-Discrimination

Rockdale County Public Schools does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status or sexual orientation in any of its employment practices, education programs, services or activities.

### 3. Minority and Female Business Enterprises

It is the intent of RCPS to assure that Minority Business Enterprises (MBE) and Female Business Enterprises (FBE) have an equal opportunity to participate in RCPS Purchasing requirements.

### 4. Drug-Free Workplace

By submission of a proposal, the offeror certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the project and that a drug-free workplace will be provided for the offeror's employees during the performance of the project. The offeror also certifies that he will secure from any subcontractor who works on the project, written certification of the same drug-free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. § 50-24-3 may cause suspension, termination of project, or debarment of such offeror.

### 5. Certification of Non-Collusion

By submitting a proposal the offeror certifies: "that this proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damages awards."

### 6. Authorized Official

It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the offeror

## **7. Solicitation Termination**

In any event in which this solicitation is terminated or cancelled, in whole or in part, or all proposals are rejected, there shall be no liability on the part of RCPS for any costs incurred by offerors or potential offerors in relation to the solicitation.

## **8. Rights and Remedies**

The rights and remedies of RCPS provided above shall not be exclusive and are in addition to any other rights and remedies provided by law.

## **9. Proprietary Information**

Proposals are subject to the Georgia Open Records Act and may be provided to anyone properly requesting the RFP after proposal award. RCPS cannot protect proprietary data submitted in a proposal.

## **10. Georgia Law**

The laws of the State of Georgia shall govern between Rockdale County Public Schools and the offeror. In the event of litigation, the exclusive venue and place of jurisdiction shall be Rockdale County, Georgia. Each offeror is responsible for having knowledge and understanding of any Georgia laws, Department of Education regulations or policies, and Rockdale County Public Schools regulations or policies pertaining to RCPS requirements.

# Additional Conditions

## 1. Categories of Award

RCPS reserves the right to award to a single offeror, multiple offerors, or to no offerors if it is deemed to be in the best interest of RCPS.

## 2. Other Procedures

### a. Requirements

There are no guarantees as to the amount RCPS will purchase over the time period stated, and therefore, no liability for non-purchase. More or less of the estimated quantity may be purchased.

Delivery or performance shall be made only as authorized by Purchase Orders issued by the RCPS Department of Technology. The offeror shall furnish to RCPS all services specified in the schedule of the order issued by RCPS.

### b. Professional Liability Insurance

Contractor will maintain at its expense: Professional Liability Insurance, with a minimum AM Best Rating of A, VII, in the amount of \$5,000,000.00 including coverage for errors and omissions caused by Contractor's negligence in the performance of its duties under this agreement. Proof of insurance shall be provided within fifteen (15) days of the date of written notification to the offeror.

RCPS shall be covered as an Additional Insured under any and all insurance required by the RFP documents. Confirmation of this requirement shall appear on all certificates of insurance and on any and all applicable policies.

## 3. Receipt of Addendum Clause

Addenda issued to solicitations will be available on the RCPS web site, at <https://www.rockdaleschools.org/cms/One.aspx?portalId=136388&pageId=602749> . The RCPS Department of Technology shall not bear responsibility for receipt of addenda by mail. It is the responsibility of the offeror to obtain copies of the addenda. If offerors do not acknowledge receipt of all addenda the bid may be determined nonresponsive.

## 4. Debarment Status

By submitting a bid, all offerors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency in the State of Georgia or the federal government. (Please complete Debarment Certification form).

Any offeror on a contract exceeding \$25,000 will be checked for debarment and suspension action in compliance with 7CFR 3017. The website [www.epls.gov/](http://www.epls.gov/) will be the official record of debarment and suspension activities.

## **5. Proposal Award**

The offeror with the best value will be notified by award letter. The award letter does not serve as notice to proceed or authorize delivery of the services/commodities. The purpose of the award letter is to advise the offeror that the project has been awarded to their company. The award letter is not a guarantee that services/commodities will be ordered. A purchase order will be issued to authorize the purchase of the services/commodities. Delivery/release of services/commodities is not authorized until the issuance of a purchase order.

## **6. Submittals**

Offerors are responsible for submitting bids/offers/submittals to reach the RCPS Department of Technology office by the time and date specified in the solicitation regardless of the method of delivery (i.e. commercial carrier or U.S. Postal Service). If using a commercial delivery service, the offeror is responsible for informing the commercial delivery service of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

RCPS shall not be responsible for the premature opening of a bid/proposal not properly addressed and identified, and/or delivered to the incorrect destination.

## **7. Georgia Security and Immigration Compliance Act**

All offerors providing services/commodities and/or making deliveries to any RCPS facility shall be in compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1.02 which are conditions for proposal award.

Failure to complete, sign, notarize and return the Immigration and Security Form (Appendix B) with your bid/proposal shall result in your bid being declared nonresponsive.

## **8. Mandatory Forms**

The following forms must be completed and submitted with your proposal:

- Request for Sealed Proposal
- Commitment to Perform as Proposed
- Offeror's Checklist
- Immigration & Security Form
- Contractor Affidavit & Agreement
- Subcontractor Affidavit & Agreement

- Debarment Certification
- Anti-Collusion Certification
- Required Forms Checklist
- W9 Form

Failure to submit these forms may result in your proposal being deemed ineligible for award.

## **9. Owner Representative**

The owner's representative, Derek Fort, Director of Technology, will perform supervision of the project.

# Request for Proposal

## Rockdale County Public Schools invites proposals for: Interactive Flat Panels

### 1. Purpose

Rockdale County Public Schools (RCPS) is soliciting offers from qualified firms interested in providing Interactive Flat Panels including installation. The intent of this RFP is to obtain best-in-class solutions, installation, support and pricing for interactive panels.

Rockdale County Public School is in the final stages of construction of a new school for J.H. House Elementary School. As part of this school, purchase and installation of Interactive Flat Panels is needed at J.H. House Elementary School. It is the desire of RCPS to engage the services of a vendor to purchase and install Interactive Flat Panels for J.H. House Elementary School. All associated costs to purchase and install Interactive Flat Panels must be included in the offeror proposal. Any costs, labor or materials expected to be provided by RCPS should be clearly identified. Any costs, labor or materials not identified will not be accepted by RCPS and will be considered part of the offeror proposal.

### 2. Background

RCPS currently serves about 16,500 students and roughly 1,800 teachers, administrators and supporting staff members.

RCPS is scheduled to complete the construction of a new school, J.H. Elementary School, by the last week of March 2021. J.H. Elementary School is located at 3100 Zingara Road, Conyers, Georgia 30012,

### 3. Scope

RCPS is seeking proposals for the purchase and installation of 75" and 86" Interactive Flat Panels. Interactive Flat Panels will be mounted on walls and on carts.

The awarded bidder must have the ability to deliver and install units within 70 days of receipt of a purchase order.

Power receptacles and a data drop have been designed and constructed for panels in the new school. They are located directly where the panels will be mounted and will be hidden after installation.

**Purchase of 75” Interactive Flat Panels - Wall mounted**

Quantity	Item Description
51	75” Interactive Flat Panels with stylus/pen and remote
51	25’ High-speed HDMI
51	6’ High-speed HDMI
51	Wall mounts with mounting hardware
51	Installation of Interactive Flat Panels and mounts
Specifications	<p>The interactive flat panels should meet or exceed the specifications outlined in this section. RCPS will determine if a bid is rejected due to failure to comply with requirements or incomplete submissions.</p> <ul style="list-style-type: none"> <li>• 5-year onsite warrant</li> <li>• Remote control with batteries</li> <li>• Writing pen or stylus</li> <li>• At least 10-Point touch</li> <li>• Aspect Ratio: 16:9</li> <li>• At least resolution of 3840 x 2160</li> <li>• Two internal 10W speakers and 15W subwoofer</li> <li>• Minimum 3 x HDMI input</li> <li>• Minimum 1 x VGA input</li> <li>• Minimum 1 x 3.5MM audio input</li> <li>• Minimum 2 x USB 2.0</li> <li>• Minimum 1 x USB 3.0</li> </ul> <p>Moderately non-glare or similar anti-glare type glass</p>
Notes	<ul style="list-style-type: none"> <li>• Secure warehousing of all equipment until time of installation</li> <li>• Drywall and concrete block walls. (Drywall already has plywood bracing installed.)</li> </ul>

**Purchase of 75” Interactive Flat Panels - Cart mounted**

Quantity	Item Description
2	75” Interactive Flat Panels with stylus/pen and remote
2	25’ High-speed HDMI
2	6’ High-speed HDMI
2	Interactive Flat Panel cart
2	Installation of Interactive Flat Panels and mounts
Specifications	<p>The interactive flat panels should meet or exceed the specifications outlined in this section. RCPS will determine if a bid is rejected due to failure to comply with requirements or incomplete submissions.</p> <ul style="list-style-type: none"> <li>• 5-year onsite warrant</li> <li>• Remote control with batteries</li> </ul>

	<ul style="list-style-type: none"> <li>• Writing pen or stylus</li> <li>• At least 10-Point touch</li> <li>• Aspect Ratio: 16:9</li> <li>• At least resolution of 3840 x 2160</li> <li>• Two internal 10W speakers and 15W subwoofer</li> <li>• Minimum 3 x HDMI input</li> <li>• Minimum 1 x VGA input</li> <li>• Minimum 1 x 3.5MM audio input</li> <li>• Minimum 2 x USB 2.0</li> <li>• Minimum 1 x USB 3.0</li> <li>• Moderately non-glare or similar anti-glare type glass</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Secure warehousing of all equipment until time of installation</li> </ul>

**Purchase of 86” Interactive Flat Panels - Wall mounted**

Quantity	Item Description
8	86” Interactive Flat Panels with stylus/pen and remote
8	25’ High-speed HDMI
8	6’ High-speed HDMI
8	Wall mounts with mounting hardware
8	Installation of Interactive Flat Panels and mounts
Specifications	<p>The interactive flat panels should meet or exceed the specifications outlined in this section. RCPS will determine if a bid is rejected due to failure to comply with requirements or incomplete submissions.</p> <ul style="list-style-type: none"> <li>• 5-year onsite warrant</li> <li>• Remote control with batteries</li> <li>• Writing pen or stylus</li> <li>• At least 10-Point touch</li> <li>• Aspect Ratio: 16:9</li> <li>• At least resolution of 3840 x 2160</li> <li>• Two internal 10W speakers and 15W subwoofer</li> <li>• Minimum 3 x HDMI input</li> <li>• Minimum 1 x VGA input</li> <li>• Minimum 1 x 3.5MM audio input</li> <li>• Minimum 2 x USB 2.0</li> <li>• Minimum 1 x USB 3.0</li> <li>• Moderately non-glare or similar anti-glare type glass</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Secure warehousing of all equipment until time of installation</li> <li>• Drywall and concrete block walls. (Drywall already has plywood bracing installed.)</li> </ul>

The vendor is expected to perform the following if wall-mount installation service is purchased:

- Confirm the mount location and mount height for each room with the district Director of Technology
- Unpack new equipment from shipping boxes and inspect components for damage
- Install the panel wall mount
- Mount the panel on the wall mount
- Connect the power cable, provided by the vendor, into a power receptacle located behind the panel so that it is hidden after installation
- Connect the HDMI and USB cables, provided by the vendor, to the panel
- Test full operation of the panel and accessories
- Place accessories in a location specified by the Director of Technology
- Remove all empty boxes, packing material, and deployment trash from the premises
- Clean any mess created by the installers

Proposals should also include optional pricing for a mobile stand provided by the vendor and the installation of the panel on the mobile stand. The majority of the panels will be mounted on cinder block walls, but there may be some instances where a stand is required. The district desires a basic, sturdy, safe stand with a storage tray. The vendor is expected to perform the following if stand-mount installation service is purchased:

- Confirm the room numbers that should have panels mounted on stands with the Director of Technology
- Unpack new equipment from shipping boxes and inspect components for damage
- Assemble the stand
- Mount the panel on the stand
- Connect the power, HDMI, and USB cables, provided by the vendor, to the panel
- Test full operation of the panel and accessories
- Move panels to the rooms where they will be utilized if they were assembled in a central location
- Place accessories in a location specified by the Director of Technology
- Remove all empty boxes, packing material, and trash from the premises
- Clean any mess created by the installers



**A. Offeror's Responsibility:**

It shall be the responsibility of the selected offeror to meet all specifications and guidelines set forth herein. No offer will be considered that does not provide a serious and reasonable proposal to the solicitation. Each proposal will be evaluated in its entirety.

**B. Oral Interview:**

Rockdale County Public Schools may require qualified offerors to participate in a detailed oral interview to fully discuss their proposal and qualifications for this project and to answer questions posed by RCPS. A final selection may be based upon the evaluation of both the written and oral responses of each offeror.

**C. Submission of Proposal:**

Proposals shall be submitted in three (3) sections: (1) technical capability, (2) business stability, and (3) price. Four (4) proposals (one (1) original, three (3) copies) shall be provided in a loose-leaf, three-ring binder. No prohibition shall be placed by this solicitation as to the concept of service the Offeror may choose to propose; however, the concept shall be placed within the framework of the three (3) sections.

**D. Basis of Award:**

Proposals will be evaluated on a combination of factors with price of the eligible goods/services being the most heavily weighted factor. The evaluation factors are (1) price, (2) technical capability, and (3) business stability.

- **Evaluation Criteria**

- Price – 45 points
- Technical Components & Quality – 30 points
- Support - 15
- Business Stability – 10 points

**E. Preparing the Proposal:**

Begin each section on a separate page. Number the pages in each section consecutively. If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary". It is not acceptable to label the entire proposal as confidential and proprietary.

## **F. Executive Summary:**

An executive summary of not more than two (2) pages stating the offeror's overview of the project shall precede the specific required sections.

## **Section 1 - Technical Capabilities**

### **A. Methodologies:**

It is anticipated that vendors will have the month of April and May to complete the installation. Currently, the building is expected to be complete by the end of March 2021. The days and hours that installers have access to the building must be coordinated with the district technology director.

In this section, the Provider shall describe in detail the methodology and procedures that are to be used to accomplish the RCPS requirements for this RFP.

### **B. Capabilities:**

1. Provide a sample project plan with a timeline from award through responsibilities for provider and client to include planning, provisioning, installation, etc.
2. Provide information regarding the Interactive Flat Panel, including specification sheets for Interactive Flat Panels, wall mounts and carts.
3. Describe experience installing in Interactive Flat Panels for school systems.
4. Describe in detail the specific of the 5-year onsite warranty.
5. Describe escalation process to include contacts (name, title, address, phone number, cell phone, email address) for provisioning, implementation, billing and trouble issues.
6. Describe support hours of operation and include details on level of support available during 24-hour time period.
7. Describe provisioning and installation process to include all phases and intervals for moves, additions, and changes for location with existing service.

8. Describe resources available for installation and provisioning for the services being proposed.
9. Describe ability to support customer access to offeror managed equipment.

## Section II - Business Stability

### 1. History and Organizational Structure of the Firm

Provide a cover letter introducing the company and including the corporate name, address and telephone number of the corporate headquarters and local office. The name and phone number of one individual who will be the company's primary contact with RCPS for negotiation and the name of the project manager. A brief history of the company and the present organizational structure of the firm, describing the management organization and this project's coordination structure; if the firm is a partnership, indicate the name of all partners; if incorporated indicate where and when. The Firm should also provide proof that it is a duly organized business entity and has authority to transact business in the State of Georgia.

### 2. Financial Status

Provide evidence of the company's financial stability to include:

- A. Two (2) years of audited financial statements
- B. Evidence of a credit facility in place that can fund facility and operating needs
- C. If your organization has ever declared bankruptcy or failed to satisfy an obligation to a creditor
- D. Name(s) of company(s) that the Officers or Directors of your current organizations were associated with at the time a bankruptcy was declared or obligations to creditors were not met

### 3. References

List as references (names, address, contact persons, phone number) and minimum of three clients of similar size and nature to RCPS for which a project was completed within the last three years. A brief description of the services provided shall accompany each reference. Include a minimum of four (4) written references from current or previous clients. At least one reference must be from a school district in the State of Georgia.

### 4. Previous Default

Indicate if you have ever been defaulted on a contract or denied a bid due to non-responsibility to perform. If so, provide the facts and circumstances.

Respondents must include the cost of all available services, any required construction costs, and a detailed narrative description which outlines how the offeror plans to provide the proposed connectivity to Rockdale County Public Schools.

## **5. Subcontractors**

Subcontractors are allowed.

## **6. Litigation or Regulatory Rulings Involving School Districts**

List and explain any litigation or regulatory ruling that involved your company, to include:

1. Lawsuits or litigation filed by your company against school districts
2. Regulatory rulings that resulted in a school closing
3. Lawsuits filed by a school district against your company
4. Any claim or demand by any school district alleging breach of any agreement between the school district and your company
5. Any claim or demand by any individual alleging that any student was injured while in your company's care or by any employee or agent of your company.

**Failure to provide the requested information shall render the bid non-responsive and ineligible for award.**

## Section III - Price

Rockdale County Public School is in the final stages of construction of a new school for J.H. House Elementary School. As part of this school, purchase and installation of Interactive Flat Panels is needed at J.H. House Elementary School. It is the desire of RCPS to engage the services of a Contractor to purchase and install Interactive Flat Panels for this J.H. House Elementary School. All associated costs to purchase and install Interactive Flat Panels must be included in the offeror proposal. Any costs, labor or materials expected to be provided by RCPS should be clearly identified. Any costs, labor or materials not identified will not be accepted by RCPS and will be considered part of the offeror proposal.

All recurring and nonrecurring charges must be outlined in your RFP response. The submitted prices shall include 100% complete shipping and inside delivery costs for all purchased equipment.

### 1. Request for Information

All questions and/or correspondence during the entire proposal process shall be directed in writing to the Director of Technology.

During the entire period of solicitation, proposal and evaluation, no offeror shall contact any member or employee of RCPS concerning the solicitation. Such action could result in the offeror being removed from further consideration in this solicitation.

### 2. Conflicts of Interest Disclosures

**Instructions:** Firms desiring to enter into an agreement with Rockdale County Public Schools and its Board of Education must disclose the financial and potential conflict of interest information that is specified below:

List all immediate relatives of Principal(s) of Respondent who are RCPS employees or elected officials of RCPS. For purpose of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandchild, and in-laws by reason of relation.

## Request for Sealed Proposal

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

PROPOSAL NO.: \_\_\_\_\_

NAME OF COMPANY:

---

Rockdale County Public Schools  
Department of Technology  
954 North Main Street NW  
Conyers, Georgia 30012

Ladies and/or Gentlemen:

Having carefully examined the Proposal Conditions and Specifications entitled “Interactive Flat Panels” for the performance of subject work all dated \_\_\_\_\_, and the Addendum/Addenda \_\_\_\_\_, as well as the site and premises, and conditions affecting the work, the undersigned proposes to furnish all services, labor and materials called for by them for the entire work, in accordance with said documents.

The Offeror’s Checklist has been complied with, is completed, and is enclosed with this submittal.

## Commitment to Perform as Proposed

Respectfully submitted,

---

Name of Company

---

Address of Company

---

E-mail Address for all  
correspondence

---

Business Telephone No.

---

Fax Number

---

Print Name and Title

---

Signature

---

Date

The full names and addresses of persons and firms interested in the foregoing proposals as principals are as follows:

---

---

The legal name of the Offeror is:

---

## Offeror's Checklist

Project: \_\_\_\_\_

Proposal No.: \_\_\_\_\_

- We have acknowledged receipt of addenda issued.
- Four (4) proposals (one (1) original and three (3) copies of all information requested have been provided.
- The proposal has been signed by an authorized principal or authorized official of the firm
- No conditions, restrictions or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.
- We are prepared to provide the insurance required in this solicitation.

\_\_\_\_\_  
Type or print name of person completing checklist

\_\_\_\_\_  
Signature of person completing checklist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Federal ID Number

\_\_\_\_\_  
Company E-mail Address

\_\_\_\_\_  
Company Name

READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE PROPOSAL RETURN  
WITH PROPOSAL

# APPENDIX A

# Rockdale County Public Schools

## Immigration and Security Form

- A. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act O.C.G.A. § 13-10-90 et seq., Contractor must initial one of the sections below:

\_\_\_\_\_ Contractor has 500 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://www.visdhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-01 et seq.

\_\_\_\_\_ Contractor has 100-499 employees and Contractor warrants that no later than July 1, 2016 Contractor will register at <https://www.vis-dhs.com/EmployerRegistration> to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by Georgia Department of Labor set forth at Rule 300-10-1-01 et seq.

\_\_\_\_\_ Contractor has 99 or fewer employees and Contractor warrants that no later than July 1, 2016 Contractor will register at <https://www.vis-dhs.com/EmployerRegistration> to verify information of all new Employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-01 et seq.

- B. \_\_\_\_\_ Contractor warrants that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Contractor Affidavit and Agreement

By executing this affidavit, the undersigned offeror verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Rockdale County Public Schools has registered with and is participating in a federal work authorization program or any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 [(IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this agreement with Rockdale County Public Schools BOE, offeror will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Rockdale County Public Schools BOE at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program User Identification Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
BY: Authorized Officer or Agent (Contractor Name)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

\* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).11/15/2012

## Subcontractor Affidavit and Agreement

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

(1) the undersigned individual, firm or corporation (“Subcontractor”) is engaged in the physical performance of services under an agreement with \_\_\_\_\_ (name of offeror), which has a agreement with Rockdale County Public Schools.

(2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(3) Subcontractor’s correct user identification number and date of authorization is set forth herein below.

(4) Subcontractor agrees that the Subcontractor will not employ or contract with any sub-subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with Rockdale County Public Schools, unless said sub-subcontractor:

- (a) is registered with and participates in the federal work authorization program;
- (b) provides Subcontractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
- (c) agrees to provide Subcontractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other permissible verification procured by sub-subcontractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

**Subcontractor Affidavit and Agreement (page 2)**

Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such sub-subcontractor Affidavit or other applicable verification to the Contractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

\_\_\_\_\_  
EEV / Basic Pilot Program User Identification No.

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcontractor Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

# APPENDIX B

**Debarment Certification**

The undersigned Service Provider / Contractor provides this assurance and certification that they are not currently debarred from submitting bids or proposals on contracts by any agency in the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

This the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Service Provider

\_\_\_\_\_  
Service Provider Authorized Signature

## Anti-Collusion Certification

The offeror certified that this proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same product and that this proposal is in all aspects bona fide, fair and not the result of any act of fraud or collusion with another person / firm engaged in the same line of business or commerce. The offeror understands collusive bidding is a violation of federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The offeror also understands that failure to sign will make the proposal non-responsive and ineligible for award.

---

Printed Name and Title of Official Officer Authorized to sign on the company's behalf

---

Signature

---

Date

---

Name of Company

## Required Forms Checklist

Project: \_\_\_\_\_

Proposal No.: \_\_\_\_\_

- Request for Sealed Proposal
- Commitment to Perform as Proposed
- Immigration and Security Form
- Contractor Affidavit and Agreement
- Subcontractor Affidavit and Agreement
- Debarment Certification
- Anti Collusion Certification
- W9 Certificate

\_\_\_\_\_  
Type or Print Name of Person Completing Checklist

\_\_\_\_\_  
Signature of Person Completing Checklist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Federal ID Number

\_\_\_\_\_  
Company Name