



# Douglas County School System

P.O. Box 1077 ~ Douglasville, GA 30133 ~ 770-651-2000 ~ [www.douglas.k12.ga.us](http://www.douglas.k12.ga.us)  
Mr. Trent North, Superintendent

## INVITATION TO BID

18-066

### Datamation Charging and Security Carts for Chromebooks, Model DS-GR-CB-M32-C

CLOSING DATE: Tuesday, March 20, 2018

CLOSING TIME: 2:00 p.m. EST

REGULAR

SEALED

BID TO BE RETURNED TO:

*Douglas County School District  
Jana Flanigan, Procurement Manager  
Business Services  
9030 Highway 5  
Douglasville, GA 30134  
[Jana.Flanigan@douglas.k12.ga.us](mailto:Jana.Flanigan@douglas.k12.ga.us)  
770-651-2383  
770-920-4026 Fax*

ALL BIDS ARE SUBJECT TO THE FOLLOWING INSTRUCTIONS WHEN CHECKED:

1.  The Instructions, and Standard Terms and Conditions attached.
2.  The attached Agency Insurance Requirements shall apply.
3.  The attached "Additional Terms and Conditions" shall apply ( ) page(s).
4.  In conformance with the attached "Scope of Work" ( 3 ) page(s).
5.  See attached ( ) page(s) of ( ) line items
6.  Equipment or supplies offered to conform to the attached:  Plans  Drawing(s)  Sample(s)
7.  Respondents must show manufacturer's name and model number for each line item offered.
8.  Respondents to furnish specifications and complete descriptive literature with bid if offering substitute or alternate item.

*Respondent is cautioned to carefully read the instructions and the terms and conditions on the attached sheets. Failure to adhere to these instructions and terms and conditions may result in rejection of response.*

#### ACKNOWLEDGE RECEIPT OF ADDENDUM:

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_  
(Please Initial)

*The Standard of Excellence*

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## **I. INTRODUCTION**

The Douglas County School District, with this document, hereby requests bids from qualified companies to provide 35 Datamation Charging and Security Carts for Chromebooks, Model DS-GR-CB-M32-C. Responses must be in accordance with the specifications outlined in this bid package – 18-066 Datamation Charging and Security Carts for Chromebooks, Model DS-GR-CB-M32-C.

Bid Packages will be available to all interested Respondents on March 6, 2018. Bid Packages can be obtained by visiting the following website to download a copy: <http://www.douglas.k12.ga.us>

The Douglas County School District reserves the right to waive technicalities, to accept or reject any and all bids and to waive any irregularity in bids received, to award the entire bid to one Respondent or to multiple Respondents or to make awards by group or location, whichever is in the best interest of the Douglas County School District; hereafter referred to as “DCSD”, except where noted for clarity.

The DCSD is an equal opportunity employer.

All questions concerning this Invitation to Bid should be directed to Jana Flanigan, Douglas County School District Procurement Manager. All inquiries must be in writing and emailed to [Jana.Flanigan@douglas.k12.ga.us](mailto:Jana.Flanigan@douglas.k12.ga.us).

## **II. MINIMUM QUALIFICATIONS**

- It is preferred that each Respondent be registered to do business in the State of Georgia. Each Respondent should provide evidence of their registration with each bid submittal. For Georgia businesses, a photocopy of your Georgia business license is acceptable.
- Respondents shall submit with their bid, sufficient evidence of a minimum of 5 years' experience in similar projects preferably with public school systems. This information should be included on the Reference Sheet.
- All services provided by the awarded Respondent must be performed by a direct employee or Principal of the firm. Awarded Respondent may subcontract any portion of the services for this project, with approval from DCSD.
- Respondents shall submit the completed Respondent Information Form.
- Respondents shall also submit the completed “Georgia Security and Immigration Compliance Act OCGA 13-10-91” document, “Respondent Affidavit and Agreement” and “Subcontractor Affidavit” (if applicable).

### III. CALENDAR OF EVENTS

#### **ACTION**

#### **DEADLINE**

Issuance of Invitation to Bid (ITB)

Tuesday, March 6, 2018

Submission of Questions by

Friday, March 9, 2018  
2:00 pm EST

Response to Questions

Tuesday, March 13, 2018  
5:00 pm EST

Bid Submission Deadline

Tuesday, March 20, 2018  
2:00 pm EST

Evaluation Period

March 20-22, 2018

Submittal of Agenda Item for Board Recommendation

March 26, 2018

Recommendation to the Board of Education

April 9, 2018

Board Approval of Recommendation

April 23, 2018

Issuance of Purchase Order

Approximately April 30, 2018

#### **IV. INSTRUCTIONS**

1. Bids shall be enclosed in a sealed envelope, addressed to the Business Services Office with the name and address of the Respondent, the date and hour of the bid closing, and the ITB number on the face of the envelope. Only one sealed bid may be submitted in each envelope. If you are submitting more than one bid, a separate envelope must be used for each bid.
2. All bids must be either typewritten or filled in with pen, and must be signed in ink by an officer or employee having authority to bind the company or firm. The signatory of the bid must initial corrections or changes on any document.
3. Respondents should provide all of the information required on all forms, including the Bid Form, and shall sign the Standard Terms and Conditions.
4. The offer conveyed by this bid shall remain open pending award for a period of ninety (90) days from the date of opening.
5. Any cash discount offered to the DCSD must be listed in the Bid Response. Cash discounts offered from one percent up to five percent for payment in thirty days or more will be considered for the purposes of evaluation. Any further cash discount will not be considered in the evaluation.
6. Bid responses containing a minimum order/ship quantity or dollar value, unless otherwise called for in the Invitation to Bid, may be treated as non-responsive and may not be considered for award.
7. In the event there is a discrepancy between the unit price and extended price, the unit price shall govern.
8. Any reference to quantities or dollar amounts is provided as an estimate only, and shall not serve to obligate the DCSD to purchase any minimum amount; nor shall any such reference serve to establish any maximum amount the Respondent is required to furnish.
9. Quotes containing provisions for late or interest charges will not be considered.
10. Prepayment and/or progress payment requirements contained in responses will be treated as non-responsive and will not be considered for award.
11. Respondents must specify the manufacturer and/or brand name on each of the items proposed. If an item has a specified manufacturer and/or brand name and the words "or equal" do not follow, substitutions will not be accepted.
12. The DCSD reserves the right to amend this Invitation to Bid prior to the due date.
13. Special Instructions:  
  
Manufacturers listed in the bid document are to establish the general quality required. Items of other manufacturers of equal or better quality will be considered. The DCSD shall be the sole determiner as to whether the substituted item is of equal or better quality than those specified. The DCSD may request samples as needed from Respondents to determine manufacturer equivalence.
14. Any contract awarded pursuant to this Invitation to Bid shall be awarded to the most responsive and responsible Respondent that is within the budget parameters for the project and whose bid response meets the requirements and criteria set forth in this Invitation to Bid.
15. Purchases of the DCSD are not subject to sales taxes. Tax exempt certificates will be furnished upon request.

**Respondent understands and accepts all Instructions as it pertains to this Invitation to Bid:**

\_\_\_\_\_  
*Respondent Signature*

\_\_\_\_\_  
*Date*

## **V. STANDARD TERMS AND CONDITIONS**

1. Respondent shall transfer and deliver to the DCSD all of the goods and/or services described herein for the consideration set forth herein.
2. Delivery shall be made to the address listed on the Purchase Order or Contract and within the time specified.
3. Risk of loss shall remain with Respondent until acceptance by the DCSD.
4. Title to the goods shall remain with Respondent until acceptance by the DCSD.
5. Respondent warrants that the goods are merchantable and as described herein.
6. The DCSD shall have the right to inspect the goods at the time and place of delivery.
7. No right or interest in the contract shall be assigned by Respondent without the written permission of the DCSD, and no delegation of any obligation owed or of the performance of any obligation by Respondent shall be made without the written permission of the DCSD. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
8. The laws of the State of Georgia and the policies of the DCSD shall govern this agreement in all respects.
9. All goods and/or services on this order or contract are exempt from Federal Excise Tax and Georgia Sales and Use Tax.
10. All goods and/or services supplied pursuant to this purchase order or contract shall, unless otherwise stated, conform exactly to all of the descriptions and attachments contained in the Invitation to Bid upon which this order is based, and the terms, conditions, and specification of the Invitation to Bid are incorporated herein by reference and made a part hereof.
11. Any goods supplied found not in accordance with the description and specifications set forth in the Item Schedule will be rejected. Goods rejected shall be returned, freight collect to the Respondent.
12. Prices stated are F.O.B. destination. No further allowances shall be made for freight and delivery charges.
13. All bids submitted shall be in accordance with the terms of the DCSD Invitation to Bid and the laws of the State of Georgia.
14. The DCSD reserves the right to cancel this contract for either non- performance or poor performance of the Respondent by giving thirty days written notice in advance to the Respondent of its intent to do so, and shall retain no liability to Respondent based on any such termination except to pay all amounts due Respondent up to the date of termination for services rendered.
15. Successful Respondent will be required to supply an original and one copy of each invoice, and to reference all invoices to the proper purchase order number. No invoice will be processed for payment until all contractual obligations have been met.
16. All invoices and/or financial correspondence should be directed to Andrea Carter, Accounts Payable Supervisor, Douglas County School District.
17. Successful Respondent must furnish proof of liability insurance as stated in the "Insurance Requirements" upon contract award. Respondent must maintain insurance coverage for duration of contract with the DCSD, including all renewals.
18. Respondent should submit original and two copies of their response.
19. Contract award is subject to the availability of funds.
20. The DCSD reserves the right in its sole and complete discretion to reject any or all bids and to waive technicalities and informalities. The DCSD anticipates that the contract will be awarded to the most responsive and responsible Respondent who provides the lowest bid that is within the budget parameters for the project and whose bid response meets the requirements and criteria set forth in this ITB. In judging whether the Respondent is responsible, the DCSD will consider, but is not limited to consideration of, the following:

- a. Whether the Respondent or its principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any State or Federal agency, department or authority.
  - b. Whether the Respondent or its principals have been terminated for cause or are currently in default on a public works contract.
21. The DCSD reserves the right to award these services in any way economically feasible or in the best interest for matching purposes.
  22. The DCSD reserves the right to request clarification of information submitted and to request additional information of one or more proposers.
  23. The DCSD reserves the right to (i) reject any and all bids in their entirety, for any reason, (ii) award the contract to the most qualified Respondent as determined solely by the DCSD at its discretion and/or (iii) award the contract to another independent review firm if the selected firm does not execute a contract within 30 days after the award of the proposal.
  24. The acceptance of a bid shall be subject to the execution of a definitive agreement between the parties. Any agreement or contract resulting from the acceptance of a bid shall be on forms either supplied by or approved by the DCSD and shall contain, at a minimum, applicable provisions of this Invitation to Bid ("ITB"). The DCSD reserves the right to reject any agreement that does not conform to this ITB and to any DCSD requirements for agreements and contracts.
  25. The DCSD assumes no responsibility or obligation to the Respondents and will make no payment for any costs associated with the preparation or submission of a bid.
  26. All bids submitted become the property of the DCSD.
  27. The DCSD standard terms for payment shall be Net 30 days from the date of delivery of goods or services, or date of receipt of correct invoice, whichever is later. All payments will be made in accordance with the DCSD's policies and procedures.
  28. The contract shall be governed by the laws of the State of Georgia, regardless of any conflict of law or rules that would require an application of the laws of another jurisdiction. Venue and jurisdiction shall be proper only in the federal and state courts located or serving the Douglas County, Georgia, area.
  29. The contract will terminate absolutely and without further obligation on the part of the DCSD on December 31, 2018, and at the close of each succeeding calendar year unless renewed in accordance with the terms of this Agreement.
  30. Notwithstanding the foregoing, the contract will terminate absolutely and without further obligation on the part of the DCSD at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed. The contract will automatically renew for additional one year terms, not to exceed five (5) years, unless the DCSD provides written notice to Respondent of its decision not to renew the contract sixty (60) days prior to the end of the calendar year.
  31. Either party may, without cause and for any reason, terminate the Contract at any time upon giving sixty (60) days written notice to the other party.
  32. Respondents agree to waive any claims they have or may have against the DCSD, its employees, agents, members, representatives and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any bid or qualifications; (2) waiver of any representations under the bid or documents; (3) approval or rejection of any bid or qualifications; and (4) award of a contract.
  33. While on campus, Respondents will comply with DCSD policies and regulations. All DCSD policies, regulations and handbooks can be located on the DCSD website at [www.douglas.k12.ga.us](http://www.douglas.k12.ga.us).

**Respondent understands and accepts all Standard Terms and Conditions as it pertains to this Invitation to Bid:**

\_\_\_\_\_  
Respondent Signature

\_\_\_\_\_  
Date

## VI. SCOPE OF WORK AND REQUIREMENTS

- A. The DCSD has issued this Invitation to Bid for the purpose and intent of obtaining bid responses from qualified companies to provide 35 Datamation Charging and Security Carts for Chromebooks, Model DS-GR-CB-M32-C. Responses must be in accordance with the specifications outlined in this bid package – 18-066 Datamation Charging and Security Carts for Chromebooks, Model DS-GR-CB-M32-C.
- B. No substitutions will be allowed.
- C. All devices must be new. Used or refurbished equipment will not be accepted.
- D. The DCSD reserves the right to renew the contract beyond the original contract period. Please note that Georgia law only allows agencies to commit funds for a length not to exceed 12 months. Any additional renewal(s) will be considered options at the Douglas County School District's discretion.
- E. All responses should be listed on the Respondent Pricing Sheet and Respondent Response Form.
- F. All bids submitted shall be in accordance with the terms of the DCSD Invitation to Bid and the laws of the State of Georgia.
- G. The DCSD reserves the right to terminate this contract in whole or in part for either non-performance or poor performance of the Respondent, or because of failure of the Respondent to fulfill the contract obligations in any respect.
- H. After award, any changes in the scope of work must be pre-approved by the Business Services staff at the DCSD before being performed. Any work completed without the prior written consent of the DCSD will result in the Respondent being liable for the full cost of the work performed.
- I. Successful Respondent will be required to supply an original invoice, and to reference all invoices to the proper purchase order number. No invoice will be processed for payment until all contractual obligations have been met.
- J. This project will be awarded subject to the availability of funds.
- K. GENERAL INSTRUCTIONS

### **Point of Contact**

This ITB is issued by the DCSD Business Services Department. The sole point of contact for this ITB shall be:

Jana Flanigan, Procurement Manager  
Douglas County School District  
9030 Highway 5  
Douglasville, GA 30134  
Phone: 770-651-2383  
Fax: 770-920-4026  
Email: [Jana.Flanigan@douglas.k12.ga.us](mailto:Jana.Flanigan@douglas.k12.ga.us)

*Failure to restrict contacts/discussion regarding the ITB to the above name Coordinator will be deemed a serious breach of process and may, at the DCSD's sole discretion, result in disqualifying the violating party's firm from further consideration in this ITB opportunity. Additionally any unauthorized contact with members of the Douglas County Board of Education School Board or District employees by a Respondent or a Respondent's representative concerning this bid may result in the disqualification of the Respondent.*



### **Interpretation and Clarification**

No oral interpretation or clarification will be made to any firm or any individual as to the meaning of the ITB document. Requests for interpretation or clarification shall be made in writing (fax or email will be acceptable) and delivered to the ITB Coordinator on or before 2:00 pm EST on Friday, March 9, 2018. The DCSD will respond in writing to all clarification requests by posting questions and responses on the DCSD website under the Current Solicitations section of the Procurement web-page. All responses will be posted by 5:00 pm EST on Tuesday, March 13, 2018. No questions will be answered within 72 hours of bid opening. All questions should be email to [Jana.Flanigan@douglas.k12.ga.us](mailto:Jana.Flanigan@douglas.k12.ga.us). No questions other than written will be accepted and no response other than written will be binding upon the DCSD.

### **ITB Number**

The DCSD has assigned the following ITB identification number to this document. This number should be referenced in all communications regarding the ITB.

### **ITB 18-066**

#### **L. CHANGES OR MODIFICATIONS**

Changes or modifications to this Invitation to Bid made prior to the date and time of closing will be addressed by addenda from the Issuing Office. Respondents are to acknowledge receipt of addenda in the space provided on the cover page of this Invitation to Bid. Oral communications are not a part of the Bid documents. This ITB and any addenda shall be incorporated, by reference, into any resulting contract.

#### **M. ERRORS AND OMISSIONS**

If, due to an error or omission in the design or specifications, where a particular detail or component is required, thereby resulting in a change order for the project, the Respondent shall be responsible for the additional cost(s) in order to meet the full intent of the scope of work.

#### **N. NON-APPROPRIATION OF FUNDS**

It is understood and agreed between the parties herein that the DCSD shall be bound hereunder only to the extent that the funds shall have been appropriated. In the event no funds or insufficient funds are appropriated, the DCSD shall immediately notify the Successful Respondent of such occurrence and this Contract shall terminate on the last day funds are available without penalty or expense to the DCSD of any kind whatsoever.

#### **O. WARRANTY/GUARANTEE**

Successful Respondent guarantees against defective or faulty material or workmanship for at least one (1) year or for the manufacturer's standard warranty period, whichever is greater, from date of acceptance by the DCSD. To furnish adequate protection from damage for all work and to repair damages of any kind for which Successful Respondent or Successful Respondent's workmen are responsible, to the building or equipment, to Successful Respondent's own work, or to the work of others. Any merchandise or service provided under the contract which is or becomes defective during the warranty period shall be replaced by the Successful Respondent free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment or service (one year or manufacturer's standard warranty period, whichever is greater, from the date of acceptance of the replacement). Successful Respondent shall make any such replacement immediately upon receiving notice from the DCSD.

#### **P. TIME IS OF THE ESSENCE**

Time is of the essence in this Contract. Successful Respondent expressly acknowledges that in the performance of its obligations, the DCSD is relying on timely performance and will schedule operations and incur obligations to third parties in reliance upon timely performance by Successful Respondent and may sustain substantial losses by reason of untimely performance.

Q. CONTRACT PERIOD

The contract period shall be from date of award until December 31, 2018. DCSD reserves the right to renew the contract beyond the original contract period. Please note that Georgia law only allows agencies to commit funds for a length not to exceed 12 months. An additional renewal will be considered optional at DCSD's discretion.

## VII. INVITATION TO BID PROCEDURES AND GUIDELINES

### A. SUBMISSION OF BIDS

The Respondent must complete and deliver the required documents in a sealed envelope by 2:00 pm EST on Tuesday, March 20, 2018 to the DCSD at the address specified below:

Jana Flanigan, Procurement Manager  
Douglas County School District  
9030 Highway 5  
Douglasville, GA 30134

*A Pricing Schedule has been developed and enclosed for this ITB and must be used for submitting your bid. Failure to adhere to this requirement may result in the DCSD, at its sole discretion, declaring your Bid Response to be non-responsive and eliminated from further consideration.*

*The Respondent shall clearly mark the response envelope as ITB 18-066 and include the closing date and time. (See sample below.) If the response envelope is enclosed in another envelope/package for delivery, the latter should also be clearly marked with the same information.*

**“SEALED ITB”**

**ITEM: Datamation Charging and Security Carts for Chromebooks,  
Model DS-GR-CB-M32-C**

**ITB NO: 18-066**

**DUE DATE: March 20, 2018**

**TIME: 2:00 pm EST**

**Under no circumstances will bids be accepted if submitted by fax or email.**

It is the sole responsibility of the Respondent to ensure that its bid is delivered in accordance with the date, time and place requirements specified in this ITB. Any bid received contrary to these requirements will be returned to the Respondent unopened. *Any bids submitted at or after the moment designated for bid submittal will be deemed to be late and will not be accepted.* The clock-in time will be determined by a clock maintained by the DCSD. No other clock or timepiece will have any bearing on the time of bid receipt. Respondents are advised to avoid last minute deliveries.

Bids shall be signed by an authorized representative of the Respondent. Failure to submit all information requested may result in the DCSD requiring prompt submission of missing information and/or giving a lowered evaluation of the bid.

The DCSD assumes no responsibility or obligation to the Respondents and will make no payment for any costs associated with the preparation or submission of a bid.

All bids submitted become the property of the DCSD.  
An original and two (2) copies of the bid must be submitted.

### B. OPENING OF BIDS FOR EVALUATION

As stated above, no bids will be accepted once the designated receipt time has passed which is March 20, 2018, 2:00 pm EST.

### C. BID AMENDMENT AND RULES FOR WITHDRAWAL

A bid may be withdrawn prior to the bid opening by submitting a written request for its withdrawal to the DCSD, signed by the Respondent and delivered to the DCSD Procurement Department at the address shown on the preceding pages.

#### D. DISCLOSURE OF BID CONTENT

All bids and other materials accepted in response to this ITB become the property of the DCSD. Selection or rejection of a bid does not affect this right. All bid information, including detailed budget information, shall be held in confidence during the evaluation process. Only upon the completion of the evaluation of bids shall the bids and associated materials be open for review. By submitting a bid, the Respondent acknowledges and accepts that the full contents of the bid and associated documents shall become open to inspection.

#### E. OTHER TERMS AND CONDITIONS

The Respondent shall hold the DCSD, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances, furnished, or used under this bid. The Respondent further agrees to defend, at his own expense, any and all actions brought against the DCSD or himself for alleged improprieties of these or similar types.

**VIII. RESPONDENT PRICING SHEET**

**ITB 18-066**

**Datamation Charging and Security Carts for Chromebooks, Model DS-GR-CB-M32-C**

RESPONDENT \_\_\_\_\_

	Item Description	Qty	Unit Price	Total Price
1	Datamation Charging and Security Carts for Chromebooks, Model DS-GR-CB-M32-C (No substitutions)	35		
2	Delivery to 9030 Highway 5, Douglasville, GA 30134	1		
<b>GRAND TOTAL</b>				

**ESTIMATED LEAD TIME AFTER RECEIPT OF ORDER:** \_\_\_\_\_

*All pricing should reflect equipment costs and delivery.*

*Any reference to quantities or dollar amounts is provided as an estimate only, and shall not serve to obligate DCSD to purchase any minimum amount; nor shall any such reference serve to establish any maximum amount the Respondent is required to furnish.*

\_\_\_\_\_  
Respondent Signature Date

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

**IX. RESPONDENT RESPONSE FORM**

**Invitation to Bid: 18-066  
Datamation Charging and Security Carts for Chromebooks, Model DS-GR-CB-M32-C**

We propose to furnish and deliver any and all of the deliverables and/or services named in the attached Invitation to Bid (ITB) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the ITB.

We further agree to strictly abide by all specifications, terms and conditions contained in the ITB, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this bid constitutes an offer, which when accepted in writing by the DCSD, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the DCSD.

It is understood and agreed that we have read the DCSD's specifications shown or referenced in the ITB and that this bid is made in accordance with the provisions of such specifications. By our written signature on this bid, we guarantee and certify that all items included in this bid meet or exceed any and all such DCSD specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specification.

It is understood and agreed that this bid shall be valid and held open for a period of ninety (90) days from bid opening date.

The Total Contract Value for ALL Requirements including All Equipment, Materials, Deliveries, Installation, Training and any other costs Associated with this Contract is outlined on the **Respondent Pricing Sheet** page.

Respondent Name: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**BID SIGNATURE AND CERTIFICATION**

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, Respondent, or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the bid and certify that I am authorized to sign this bid for the Respondent. I further certify that the Official Code of Georgia Annotated, Sections 45-10-20 et.seq. have not been violated and will not be violated in any respect.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print/Type Name \_\_\_\_\_

Email \_\_\_\_\_

Print/Type Company Name \_\_\_\_\_

# DOUGLAS COUNTY SCHOOL SYSTEM

BUSINESS SERVICES OFFICE  
P.O. BOX 1077, DOUGLASVILLE, GA 30133  
770-651-2000 FAX 770-920-4026

In order to conduct business with and/or receive payments from the Douglas County School System, the following information is required. Failure to provide this information may result in delayed payments.

**VENDOR #** \_\_\_\_\_

*To Be Completed by Douglas County School System*

## VENDOR INFORMATION FORM

**SCHOOL/DEPARTMENT REQUESTING VENDOR BE ADDED**

DCSS Employee #  
(if applicable)

Employee's Location

**Company or Business Name:** \_\_\_\_\_

*(Refer to instructions on the bottom of page.)*

**Individual Name:** \_\_\_\_\_

**Federal ID or Social Security Number:** \_\_\_\_\_

**AND DUNS #** \_\_\_\_\_

*(Please use 9 digit standard format: FEIN XX-XXXXXXX or SSN XXX-XX-XXXX)*

### PURCHASE ORDER MAILING ADDRESS and CONTACT INFORMATION:

Street address: \_\_\_\_\_

*include building/suite number*

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_

Contact Name: \_\_\_\_\_

*(Local Representative in Atlanta Area)*

E-Mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

*(Someone we may contact if we cannot reach the local representative.)*

E-Mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Account/Contract #: \_\_\_\_\_

Discount \_\_\_\_\_

Shipping Terms \_\_\_\_\_

### REMITTANCE ADDRESS and CONTACT INFORMATION (if different from address listed above)

Street address: \_\_\_\_\_

*include building/suite number*

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Doing Business As:  Corporation  LLC  Sole Proprietorship  Partnership  Individual

Educational  Governmental  US Citizen/Resident  Non-Resident Alien  Other

#### INSTRUCTIONS

• *Sole Proprietors* : Must enter your individual name (as shown on your social security card) on the Individual Name line.

You may enter your business or "doing business as" name on the Business Name line. For the Taxpayer Identification Number, enter either your Social Security Number or the Federal Employer Identification Number of the business.

• *Business Name* : Enter the name of the entity as it is listed with the IRS on the Form SS-R, Application for Employer Identification Number. This name should be consistent with the name used on tax returns.

**DOUGLAS COUNTY SCHOOL SYSTEM  
VENDOR INFORMATION FORM**

**VENDOR** \_\_\_\_\_

How long have you been in business? \_\_\_\_\_

Do you currently do business with Douglas County School System? \_\_\_\_\_

In what capacity? \_\_\_\_\_

List other school systems you currently service \_\_\_\_\_

**CONFLICT OF INTEREST POLICY**

Does any Officer, Director, Owner or Partner in this company have a relationship with the Douglas County School System?

YES  NO

- The types of relationships include:
1. A spouse/partner or minor child is employed by the Douglas County School System.
  2. A financial relationship with a Douglas County School System employee.
  3. A personal relationship with a Douglas County School System employee.

If yes, please state the NAME and RELATIONSHIP to individual:

Does any Officer, Director, Owner or Partner in this company hold a position at any Douglas County School System department or school?

YES  NO

If yes, please state the NAME and RELATIONSHIP to individual:

**GEORGIA IMMIGRATION REFORM AND CONTROL ACT**

\*\*\*\*\* 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, as amended by the Illegal Immigration Reform Act of 2011, OCGA 13-10-90 et. seq., (collectively the "Act") the Vendor ("Contractor") MUST INITIAL the statement applicable to Contractor below; and Contractor must immediately notify DCSS in writing if the affirmations below change:

(a) \_\_\_\_\_ (Initial here): Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et.seq.; **[Contractors who initial (a) must attach a Contractor Affidavit and Agreement ]**;

OR

(b) \_\_\_\_\_ (Initial here) Contractor represents and warrants that it does not physically perform any service within the State of Georgia pursuant to O.C.G.A. 13-10-90 et al. and thus does not have to comply with the foregoing Georgia law.

**VENDOR APPLICATION VERIFICATION**

The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law. Further, I affirm that this company's employment practices do not discriminate because of age, race, creed, color, sex, national origin, religion, or disability.

I also understand that the Douglas County School System is on a Net 30 day payment schedule and that payment will not be made until 30 days after the date of invoice and/or receipt or completion of goods and services.

\_\_\_\_\_  
**VENDOR SIGNATURE** (Typing your name certifies information is correct.)

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**PHONE**

\_\_\_\_\_  
**DATE**

DCSS OFFICE USE ONLY	CONFLICT OF INTEREST	VERIFIED LICENSED IN STATE OF GEORGIA	VERIFIED NOT LISTED ON EPLS LIST	VERIFIED WORKER'S COMP INSURANCE	GA IMMIGRATION REFORM ACT
(Form Revised 7/16/2014)	DATE ENTRY APPROVED	DATE ENTERED INTO MUNIS	DATE DENIED	DATE REQUESTOR NOTIFIED	



**DOUGLAS COUNTY SCHOOL SYSTEM  
COMMODITY CODE LIST**

<b>Vendor Name:</b>			
<b>CODE</b>	<b>AUDIO/VISUAL</b>	<b>CODE</b>	<b>EDUCATION AND INSTRUCTION</b>
803	Sound Systems & Accessories	23355	Kilns and Furnaces
840	Television Equipment	493	Laboatory Equipment, Chemistry
84027	Television Equip-Carts/Stands	495	Laboatory Equipment, Biology
84030	Television Equip-DVD/TV Combos	580	Musical Instruments
84067	Television Equip-Video Camera Recorders	71505	Publications and AV-Audio Cassettes
84068	Televisiont Equip-VCR/DVD/TV Combos	71510	Publications and AV-Books
880	Visual Education Equipment	71512	Publications and AV-Reference
88043	Visual Education Equip-Projection Screens	71535	Publications and AV-Electronic
	Other Audio/Visual	71590	Publications and AV-Video Cassettes
<b>CODE</b>	<b>AUTOMOTIVE</b>	785	School Equipment and Supplies
055	Automotive Accessories	78515	School Equipment-Dry Erase Boards
060	Automotive Maintenance Items	78589	School Equipment-Special Education
065	Automotive Bodies, Accessories	78590	School Equipment-Test & Test Scoring Devices
070	Automotive Vehicles		Other Education and Instruction
075	Automotive Shop Equipment	<b>CODE</b>	<b>FOOD/NUTRITION</b>
405	Fuel, Oil, Grease & Lubricants	019	Agricultural Crops and Grains
863	Tires and Tubes	090	Bakery Equipment, Commercial
	Other Automotive Miscellaneous	165	Cafeteria Equipment, Commerical
<b>CODE</b>	<b>COMMUNICATIONS</b>	240	Cutlery, Dishes, Flatware, Glassware, Etc.
725	Radio Communication, Telephone	245	Dairy Equipment and Supplies
72574	Radio Communication, Two-Way Radio	370	Food Processing Equipment and Supplies
	Other Communications	375	Foods, Bakery Products (Fresh)
<b>CODE</b>	<b>CONSTRUCTION</b>	380	Foods, Dairy Products (Fresh)
135	Bricks and Other Clay Products	385	Foods, Frozen
150	Builder's Supplies	390	Foods, Perishable
155	Buildings and Structures	393	Food, Staple Grocery
210	Concrete and Metal Culverts	740	Refrigeration Equipment and Accessories
	Other Construction		Other Food/Nutrition
<b>CODE</b>	<b>CUSTODIAL</b>	<b>CODE</b>	<b>FURNITURE</b>
085	Bags, Bagging, Ties, Erosion Control Equip.	420	Furniture - Cafeteria, Library, School
365	Floor Maintenance Machines	425	Funiture - Office
485	Janitorial Supplies, General	42553	Lockers, Storage
48550	Door Mats, All Types		Other Furniture
640	Paper and Plastic Products Disposable	<b>CODE</b>	<b>LIBRARY</b>
	Other Custodial	125	Bookbinding Supplies
<b>CODE</b>	<b>EDUCATION &amp; INSTRUCTION</b>	525	Library and Archival Equipment
050	Art Equipment and Supplies		Other Library
232	Crafts, General		

CODE	MAINTENANCE	CODE	SERVICES
010	Acoustical Tile, Insulating Materials, Supplies	906	Architectural Services, Professional
025	Air Compressors & Accessories	907	Architectural Services, Non-Professional
031	Air Conditioning & Heating Supplies	909	Building Construction Services, New
28550	Light Bulbs	910	Building Maintenance and Repair Services
295	Elevators and Escalators	91039	Janitorial/Custodial Services
330	Fencing	912	Construction Services, General
335	Fertilizers & Soil Conditioners	915	Communication and Media Services
340	Fire Protection Equipment	918	Consulting Services
360	Floor Covering	91838	Consulting Services-Education and Training
445	Hand Tools, Accessories & Supplies	91843	Consulting Services-Environmental
450	Hardware and Related Items	924	Educational Services
515	Lawn Maintenance Equipment	925	Engineering Services, Professional
540	Lumber and Related Products	926	Environmental Services
57M	General Maintenance	946	Financial Services
59595	Wood Chips and Bark, Composted	953	Insurance, All Types
630	Paint and Related Products	956	Library Services
635	Painting Equipment and Accessories	96115	Vending, Concessions, Catering Services
66M	Locks and Doors	966	Printing and Related Services
670	Plumbing Equipment and Supplies	96896	Water & Wastewater Treatment Services
770	Roofing	971	Real Property Rental or Lease Services
801	Signs, Sign Materials	981	General Equipment Rental or Lease Services
885	Water and Wastewater Chemicals	985	Office Equipment Rental or Lease Services
895	Welding Equipment & Supplies	98854	Lighting Services for Athletic Fields
	Other Maintenance	989	Sampling and Testing Services
			Other Services
CODE	OFFICE	CODE	TECHNOLOGY
310	Envelopes, Plain or Printed	204	Computer Hardware-Microcomputer
395	Forms, Computer	206	Computer Hardware-Mainframe
600	Office Machines, Equipment & Accessories	207	Computer Accessories and Supplies
60082	Shredders, Paper	208	Computer Software-Microcomputers
615	Office Supplies, General	209	Computer Software-Mainframe
620	Office Supplies, Pens, Pencils, Etc.	287	Electronic Components & Replacement Parts
645	Paper		Other Technology
	Other Office		
CODE	SAFETY AND ATHLETICS	OTHER CATEGORIES NOT CLASSIFIED ABOVE	
200	Clothing, Athletic Uniforms		
345	First Aid and Safety Equipment		
420004	Auditorium/Stadium Seating		
650	Playground Equipment		
805	Sporting Goods, Athletics		
860	Tickets, Coupon and Sale Books		
	Other Safety and Athletics		

DOUGLAS COUNTY SCHOOL SYSTEM

DOUGLASVILLE, GEORGIA  
BUSINESS SERVICES OFFICE

**E-VERIFY DOCUMENTS (Page 1 of 4)**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT, AS AMENDED BY THE  
ILLEGAL IMMIGRATION REFORM ACT OF 2011, O.C.G.A. 13-10-90, ET AL.**

TO ALL PROSPECTIVE SUPPLIERS:

If you are providing services to the Douglas County School System, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your quote/bid/proposal.

- 1) The Douglas County School System shall comply with the Georgia Security and Immigration Compliance Act, as amended, Act O.C.G.A. 13-10-90 et. seq.,
- 2) 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, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. 13-10-90 et. seq., (collectively the "Act") the Supplier ("Supplier") **MUST INITIAL** the statement applicable to Supplier below:
  - (a) \_\_\_\_\_ ***(Initial here)*** Supplier warrants that, Supplier has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Supplier further warrants and agrees Supplier shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et.seq; OR
  - (b) \_\_\_\_\_ ***(Initial here)*** Supplier represents and warrants that it has no employees and does not intend to hire employees to perform contractual services and thus has provided a U.S. state-issued driver's license or ID card in lieu of an affidavit if, which license or ID card was issued by a State that verifies lawful immigration status before issuing the license of ID card. If my status changes I will, before hiring any employees, immediately notify the System in writing and provide all affidavits required. (Complete the Affidavit of No Employees); OR
  - (c) \_\_\_\_\_ ***(Initial here)*** Supplier represents and warrants that it does not physically perform any service within the State of Georgia pursuant to O.C.G.A. 13-10-90 et al. and thus does not have to comply with the foregoing Georgia law.
- 3) \_\_\_\_\_ ***(Initial here)*** Supplier will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Supplier with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et.seq.
- 4) \_\_\_\_\_ ***(Initial here)*** Supplier agrees that, if Supplier employs or contracts with any subcontractor in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, that Supplier will secure from each subcontractor at the time of the contract the subcontractor's name and address, the employee-number applicable to the subcontractor, the date the authorization to use the federal work authorization program was granted to subcontractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor's agreement not to contract with subcontractors unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.
- 5) \_\_\_\_\_ ***(Initial here)*** Supplier agrees to provide the Douglas County School System with all affidavits of compliance as required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08 within five (5) business days of receipt.
- 6) \_\_\_\_\_ ***(Initial here)*** Supplier is a foreign company and therefore not required to provide the affidavit as required by O.C.G.A. § 13-10-90 *et seq.* Supplier must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

\_\_\_\_\_  
Company Name / Supplier Name

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

\_\_\_\_\_  
Date

**DOUGLAS COUNTY SCHOOL SYSTEM**

DOUGLASVILLE, GEORGIA  
BUSINESS SERVICES OFFICE

**E-VERIFY DOCUMENTS (Page 2 of 4)**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

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

- (1) The individual, firm, or corporation ("Supplier") which is contracting with the Douglas County School System 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 amended. 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).
- (2) Supplier's correct user identification number and date of authorization is set forth herein below.
- (3) Supplier agrees that the Supplier will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Douglas County School System, unless at the time of the contract said subcontractor:
  - (a) is registered with and participates in the federal work authorization program;
  - (b) provides Supplier 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 Supplier with notice of receipt and a copy of every subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Supplier agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the Douglas County School System at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.
- (4) Supplier further agrees to and shall provide Douglas County School System with copies of all other affidavits or other applicable verification received by Supplier (i.e.: subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

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

\_\_\_\_\_  
*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.*

\_\_\_\_\_  
*Company Name / Supplier Name*

BY: \_\_\_\_\_  
*Signature of Authorized Officer or Agent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title of Authorized Officer or Agent of Supplier*

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

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

\_\_\_\_\_  
*My Commission Expires*

**DOUGLAS COUNTY SCHOOL SYSTEM**

DOUGLASVILLE, GEORGIA  
BUSINESS SERVICES OFFICE

**E-VERIFY DOCUMENTS (Page 3 of 4)**

**SUBCONTRACTOR AFFIDAVIT**

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 a contract with \_\_\_\_\_ (name of contractor), which has a contract with the Douglas County School System.
- (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 subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the Douglas County School System, unless said 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 subcontractor Affidavit or other permissible verification procured by subcontractor at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other applicable verification to the Supplier at the time the 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 Number*

\_\_\_\_\_  
*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.*

\_\_\_\_\_  
*Company Name / Sub-contractor Name*

\_\_\_\_\_  
*BY: Signature of Authorized Officer or Agent (of Subcontractor)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*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*

**DOUGLAS COUNTY SCHOOL SYSTEM**

DOUGLASVILLE, GEORGIA  
BUSINESS SERVICES OFFICE

**E-VERIFY DOCUMENTS (Page 4 of 4)**

**AFFIDAVIT OF NO EMPLOYEES**

The undersigned, in connection with a proposed contract or subcontract with the Douglas County School System for the physical performance of service in the State of Georgia (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor.
- (b) I do not employ any other persons.
- (c) I do not intend to hire any employees to perform the Contract.
- (d) A true, correct and complete copy of my driver's license is attached hereto.
- (e) If at any time hereafter I determine that I will need to hire employees to satisfy or complete the physical performance of services under the Contract then before hiring any employees, I will:
  - (i.) immediately notify the School System in writing; and
  - (ii.) register with, participate in and use, a federal work authorization program 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 amended; and
  - (iii.) Provide the School System with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08.

\_\_\_\_\_  
*Print Company Name / Name of Sole Proprietor*

\_\_\_\_\_  
*BY: Signature of Authorized Officer/Agent*

\_\_\_\_\_  
*Date*

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

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

\_\_\_\_\_  
*My Commission Expires*

***[Attach copy of driver's license]***

## **XI. REFERENCE SHEET**

Must be completed by all Respondents and returned with the Invitation to Bid response. References must be from customers (at least three (3) public school systems in Georgia) for whom your firm has provided a similar scope of work during the past twenty-four months.

1. \_\_\_\_\_  
Company Telephone Number/Name of Contact Person  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Scope of Work Completed Email
  
2. \_\_\_\_\_  
Company Telephone Number/Name of Contact Person  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Scope of Work Completed Email
  
3. \_\_\_\_\_  
Company Telephone Number/Name of Contact Person  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Scope of Work Completed Email
  
4. \_\_\_\_\_  
Company Telephone Number/Name of Contact Person  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Scope of Work Completed Email
  
5. \_\_\_\_\_  
Company Telephone Number/Name of Contact Person  
\_\_\_\_\_  
Address, City, State, Zip Code  
\_\_\_\_\_  
Scope of Work Completed Email

**XII. ITB CHECKLIST**

**ITB 18-066  
Datamation Charging and Security Carts for Chromebooks,  
Model DS-GR-CB-M32-C**

The following items must be completed and submitted with your Bid Response.

- Acknowledgement of any Addenda
- ITB Instructions – Signed
- Standard Terms and Conditions – Signed
- Respondent Information Forms
- Georgia Security and Immigration Compliance Act, OCGA 13-10-90
- Respondent Affidavit and Agreement
- Subcontractor Agreement *(if applicable)*
- Affidavit of No Employees *(if applicable)*
- Reference Sheet
- Copy of Qualification Documents (Licenses, Project Lists, Insurance, etc...)
- Respondent Pricing Sheet
- Respondent Response Form
- Manufacturer’s Specifications of System
- Original bid response and two copies included in package

Respondent Name: \_\_\_\_\_

Rep Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_