



# 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)  
Trent North, Superintendent

## INVITATION TO BID

18-074

### CENTRAL OFFICE REGISTRATION CENTER – FURNITURE

CLOSING DATE: Tuesday, May 22, 2018  
CLOSING TIME: 2:00 p.m. EST

REGULAR                       SEALED

BID TO BE RETURNED TO:

*Douglas County School District*  
*Becky Eigel, Assistant Director of Business Services*  
*Business Services*  
*9030 Highway 5*  
*Douglasville, GA 30134*  
[Becky.Eigel@douglas.k12.ga.us](mailto:Becky.Eigel@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 "Specifications" ( 3 ) page(s).
5.  See attached ( 3 ) page(s) of ( 33 ) 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 Respondents for the purpose and intent of obtaining bid responses from qualified firms to furnish, deliver and install new furniture at our Registration Center for the Douglas County School System; hereafter referred to as "Registration Center", except where noted for clarity. All furniture, deliveries and installations must be in accordance with the plans and specifications as outlined in this bid package 18-074 entitled Central Office Registration Center – Furniture.

Location of delivery and installation is: Douglas County School System  
Murray Educational Center  
Registration Center  
4841 Highway 5  
Douglasville, Georgia 30135

Bid Packages will be available to all interested Respondents on April 26, 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 Becky Eigel, Douglas County School Assistant Director of Business Services. All inquiries must be in writing and emailed to [Becky.Eigel@douglas.k12.ga.us](mailto:Becky.Eigel@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 must meet the minimum requirements for liability insurance and worker's compensation coverage as stated in this document.
- It is preferred that Respondents have 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 not subcontract any portion of the services for this project, without the prior written consent of the DCSD Business Services office.
- Respondents shall submit the completed Respondent Information Form, if not already registered in our Vendor Database.
- 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)

Thursday, April 26, 2018

Submission of Questions

Wednesday, May 9, 2018  
2:00 p.m. EST

Response to Questions

Monday, May 14, 2018  
5:00 p.m. EST

Bid Submission Deadline

Tuesday, May 22, 2018  
2:00 p.m. EST

Evaluation Period

May 22-29, 2018

Submittal of Board Agenda Item

May 29, 2018

Board Meeting Discussion

June 4, 2018

Board Meeting Approval

June 18, 2018

Issuance of Purchase Orders

Approximately June 20, 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, AP 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 one copy 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 Respondents.
  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 School District 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 bid.
  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 Section V. 29 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:**

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*Respondent Signature*

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*Date*

## VI. INSURANCE REQUIREMENTS

Upon Notice of Award, Respondent may submit this form to their insurance agent as this form contains requirements that may be non-standard in the insurance industry.

Respondent shall furnish the DCSD certificates of insurance as follows from company or companies acceptable to the DCSD.

1) Required Certificates

A. Commercial General Liability Insurance Policy

Respondent shall procure and maintain a Commercial General Liability Insurance Policy, including products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on any "occurrence" basis unless waived by the DCSD. The policy shall include contractual liability coverage. The policy purchased by the Respondent must be issued by a company authorized to conduct business in the State of Georgia or by a company acceptable to the DCSD. The policy must include separate aggregate limits per project. Excess liability coverage may be used in combination with the base policy to obtain the limits listed below.

Limits

\$1,000,000 per Person  
\$1,000,000 per Occurrence

B. Business Automobile Liability Insurance Policy

The Respondent shall procure and maintain a Business Automobile Policy with liability limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence or a policy with a combined single limit of not less than \$1,000,000 covering any owned, non-owned or hired autos. Excess liability coverage may be used in combination with the base policy to obtain these limits.

C. Workers' Compensation Insurance

Workers' Compensation Insurance in accordance with applicable state laws with the following limits:

Limits

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

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

***IF YOUR COMPANY IS EXEMPT FROM WORKERS' COMPENSATION INSURANCE IN ACCORDANCE WITH GEORGIA LAW, PLEASE HAVE YOUR INSURANCE COMPANY SUBMIT A LETTER VERIFYING YOUR EXEMPTION.***

2) Certificates shall contain the location and operations to which the insurance applies.

3) Certificates shall contain Respondent's insurance coverage. If coverage is included in General Liability, please indicate this on the Certificate of Insurance.

4) Certificates are to be issued to:

Douglas County School District  
P.O. Box 1077  
Douglasville, GA 30133

5) The Respondent shall mail insurance document listed in this form to:

Douglas County School District  
Business Services  
P.O. Box 1077  
Douglasville, GA 30133



## VII. SCOPE OF WORK AND REQUIREMENTS

- A. The Douglas County School District, with this document, hereby requests bids from qualified Respondents for the purpose and intent of obtaining bid responses from qualified firms to furnish, deliver and install new furniture at our Registration Center for the Douglas County School System. All furniture, deliveries and installations must be in accordance with the plans and specifications as outlined in this bid package 18-074 entitled Central Office Registration Center - Furniture.

Location of delivery and installation is: Douglas County School System  
Murray Educational Center  
Registration Center  
4841 Highway 5  
Douglasville, Georgia 30135

- B. Bid price shall include all charges for material, transportation, labor and equipment required to deliver, unload, assemble, and place furniture in the correct area at the Registration Center.
- C. All Furniture quoted, delivered and installed must be in new condition. No refurbished furniture will be accepted.
- D. New furniture must be installed as per manufacturer's specifications.
- E. The Douglas County School System anticipates purchase orders to be issued no later than the week of **July 1, 2018** for these items. Respondents are asked to notate on the Respondent Pricing Sheet the approximate lead time for furniture delivery and installation.
- F. All packing and shipping materials must be removed from the building and disposed of as part of the requirement. Refuse containers will not be provided by the school system. In addition, refuse containers owned or rented by the DCSD on the job site will not be available for use.
- G. All Respondents must include in the bid package response the manufacturer's specifications and product literature for all items quoted.
- H. All Respondents must include in bid package response the color chips and fabric swatches for all quoted furniture, if samples have not been submitted in the past year.
- I. All furniture quantities listed in this bid are estimates only. Actual quantities, color and fabric selections will be provided to the awarded Respondent with a purchase order. Any reference to quantities or dollar amounts is provided as an estimate only, and shall not serve to obligate the Douglas County School System to purchase any minimum amount; nor shall any such reference serve to establish any maximum amount the Respondent is required to furnish.
- J. Upon award, the Douglas County School System will require that the awarded vendor conduct a site visit prior to actually placing the furniture order. **The quantities and product selection provided in this bid package are estimates only.** Firm measurements will need to be taken to ensure proper product selection and ordering. The Douglas County School System will also provide the awarded vendor a detailed outline of furniture placement within the school's main office prior to furniture delivery.
- K. The Douglas County School System 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 Douglas County School System's policies and procedures.
- L. Successful Respondents shall provide warranty against unsatisfactory performance for all product sold to the DCSD following installation. Terms of warranty shall be disclosed with the bid document.

- M. Awarded Respondent(s) must contact Becky Eigel, Assistant Director of Business Services, to arrange for deliveries and installation of furniture.
- N. Awarded Respondent(s) must also update the Business Services Department on a weekly basis of anticipated deliveries and installation schedules.
- O. All responses should be listed on the Respondent Pricing Sheet and Respondent Response Form.
- P. All bids submitted shall be in accordance with the terms of the DCSD Invitation to Bid and the laws of the State of Georgia.
- Q. 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.
- R. 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.
- S. 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.
- T. Successful Respondent must furnish proof of liability insurance as stated in the "Insurance Requirements". Respondent must maintain insurance coverage for duration of contract with the DCSD, including all renewals.
- U. This project will be awarded subject to the availability of funds.
- V. 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:

Becky Eigel, Assistant Director of Business Services  
Douglas County School District  
9030 Highway 5  
Douglasville, GA 30134  
Phone: 770-651-2383  
Fax: 770-920-4026  
Email: [Becky.Eigel@douglas.k12.ga.us](mailto:Becky.Eigel@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.*

**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 18-074**

W. 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.

X. 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.

Y. 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.

Z. 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.

AA. 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.

## VIII. GENERAL CONDITIONS (STANDARD)

- A. The Respondent shall faithfully and properly complete the work in accordance with the plans and specifications, and to the satisfaction of the DCSD.
- B. Within fourteen (14) calendar days after receipt of Notice to Proceed, the Respondent shall provide the DCSD with sufficient information on his plan for completing all work under this contract.
- C. The Respondent shall purchase materials, arrange for deliveries, furnish sufficient forces, plant and equipment, and work such hours as necessary to insure execution of the work in conformity with his proposed schedule.
- D. If the Respondent falls behind the approved schedule and is not entitled to any time extension already reflected in the current approved schedule, he shall, upon request of the DCSD, submit within forty-eight (48) hours his plan for bringing his work back up to schedule. This plan shall include a commitment for immediate implementation, unless otherwise approved by the DCSD, for bringing the work up to schedule. If the Respondent fails to provide an acceptable plan in the time required, he will be given a plan by the DCSD.
- E. If other measures will not be sufficient to make up the lag, the Respondent's plan and implementation thereof shall include increasing the number of shifts, days of work, and/or instituting or increasing overtime, all at his own expense.
- F. If the Respondent fails or refuses to implement such measures as will bring his work back up to conformity with the approved schedule, his right to proceed with any or all portions of the Contract Requirements may be terminated under the provisions of the General Conditions.
- G. Date of Commencement and Completion  
The date of commencement shall be established in a written Notice to Proceed issued by the DCSD. Work under the Base Bid and accepted Alternates shall be completed within the time frame and by the date established in the Notice To Proceed. The Respondent is expected to provide the proper amount of manpower to meet this schedule.
- H. Access to School Property  
The Respondent shall have access to the work site as necessary to complete the work within the contract time. The DCSD will fully occupy the building for the duration of the work period. The Respondent shall conduct the work in a manner that will minimize the need for disruption of the DCSD's normal operations. Access to the building or work area shall at no time be affected by the work.
- I. Supervision  
The Respondent shall supervise and direct the Work, using his best skill and attention. He shall be solely responsible for all means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract.  
  
The Respondent shall be responsible to the DCSD for the acts and omissions of his employees, Subcontractors and their agents and employees, and other persons performing any of the Work under a contract with the Respondent.
- J. Use of Premises and Removal of Debris  
The Respondent shall maintain all areas clear of debris, materials and equipment during the course of the Work. All areas and the like where disturbed, removed or damaged shall be replaced, returned or repaired such that the facility and its appurtenances are left in as good condition after completion of the work as it was before operations began. Debris shall be disposed of by the end of "every" working day and not stockpiled. Beverage cans, bottles, lunch refuse, etc. will not be tolerated on the job site except by immediate and proper removal of the same on a daily basis.

K. Materials and Workmanship

The Contract Documents describe the character and features of the materials and workmanship required to perform the Work. The Contract Documents require first class work and materials in all particulars. It is understood that the contract includes any and all work that may be necessary to connect the work done with the adjoining work in a proper and workmanlike manner.

The DCSD reserves the right to employ an independent testing laboratory to conduct tests of materials, etc. as the DCSD may deem necessary to assure complete compliance with the requirements of the specifications. The Respondent shall offer full cooperation with personnel in the employ of the DCSD in making these tests.

L. No Deviation

In performing the Work, the Respondent shall not deviate from the Contract Documents without the written consent of the DCSD. If the Respondent does deviate from the Contract, he shall correct the error at his expense in a manner satisfactory to the DCSD.

M. Interpretation of Contract Documents

In case of discrepancy between or among Contract Documents, the DCSD shall make such interpretations as may be deemed necessary for the fulfillment of the intent of the Contract Documents as construed by it and its decision shall be final.

N. Discrepancies

The Respondent shall immediately report to the DCSD, in writing, any discrepancies found between the Contract Documents and site conditions or any inconsistencies or ambiguities in the Contract Documents. The DCSD shall promptly correct such inconsistencies or ambiguities in writing. Work done by the Respondent after his discovery of such discrepancies, inconsistencies or ambiguities shall be done at the Respondent's risk.

O. Final Inspection

At time of final inspection, the Respondent, if requested, shall provide a knowledgeable representative to assist in the inspection of the completed installation for conformance with specifications. The DCSD or Engineer shall prepare a Punch List. Any deficiencies shall be promptly and permanently corrected prior to final acceptance of the work, and shall be the full responsibility of the Respondent.

P. Cleanup and Repair

Upon completion of work, remove tools, equipment, and other materials from site. Remove protections and leave work site as clean as they were prior to installation.

Q. Termination for Breach of Non-Performance

If the Respondent fails to perform the Work promptly and diligently, or if the Respondent breaches the Contract in any other way, the DCSD may:

1) after providing the Respondent with fifteen (15) days written notice, supply any workmen, equipment or materials necessary to ensure that the Work is performed promptly and diligently. The DCSD may deduct the cost of supplying additional workmen, equipment or materials from payments due to the Respondent;

2) terminate the Contract, enter upon the premises, take possession of all equipment, materials or appurtenances, and employ any person or persons to finish the Work.

In case of termination of the Contract by the DCSD pursuant to this paragraph, the Respondent shall not be entitled to receive any further payment from the DCSD until Completion of the Work has occurred. After completion of the Work, the DCSD shall pay to the Respondent the amount of the unpaid balance due to the Respondent at the time the Contract was terminated minus the cost incurred by the DCSD to complete the Work. If the cost incurred by the DCSD to complete the Work exceeds the unpaid balance due to the Respondent, the Respondent shall be due no money from the DCSD and, instead, the Respondent shall pay to the DCSD the difference between the unpaid balance due and the DCSD's cost to complete the Work.

## **IX. INVITATION TO BID PROCEDURES AND GUIDELINES**

### **A. SUBMISSION OF BIDS**

The Respondent must complete and deliver the required documents by 2:00 pm EST on Tuesday, May 22, 2018 to the DCSD at the address specified below:

Becky Eigel, Assistant Director of Business Services  
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 18-074 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.*

**“ITB”**

**ITEM: New Manchester Elementary School – Reception Desk**

**ITB NO: 18-074**

**DUE DATE: May 22, 2018**

**TIME: 2:00 pm EST**

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.

### **B. OPENING OF BIDS FOR EVALUATION**

As stated above, no bids will be accepted once the designated receipt time has passed which is May 22, 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.

**X. RESPONDENT PRICING SHEET**

**ITB: 18-074  
REGISTRATION CENTER - FURNITURE**

**RESPONDENT \_\_\_\_\_**

<u>ITEM NUMBER</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<b><u>SEATING</u></b>	<i>All Global items quoted should be Single Fabric Upholstered Selection-Grade 02, with Standard Black Plastic Glides. Moisture Barrier and Sealed Seams are NOT required.</i>			
<b>GC4231L</b>	GC-BELONG, 26"d x 26.75"w x37.5"h, Low Back Armchair, Left Side Linking, Removable Seat Cushion, Metal Tube Frame, GLOBALcare	<b>3</b>		
<b>GC4231R</b>	GC-BELONG, 26"d x 26.75"w x37.5"h, Low Back Armchair, Right Side Linking, Removable Seat Cushion, Metal Tube Frame, GLOBALcare	<b>4</b>		
<b>GC4232</b>	GC-BELONG, 26" d x 49.5"w x 37.5"h, Low Back 2 Seater, No Center Arm, Removable Seat Cushions, Elliptical Metal Tube Frame, GLOBALcare	<b>2</b>		
<b>GC4232B</b>	GC-BELONG, 26"d x 49.75"w x37.5"h, Low Back 2 Seater, No Center Arm, Right and Left Sides Are Linking, Removable Seats, GLOBALcare	<b>4</b>		
<b>GC4232L</b>	GC-BELONG, 26"d x 49.75"w x 37.5"h, Low Back 2 Seater, No Center Arm, Left Side Linking, Removable Seats Cushions, GLOBALcare	<b>5</b>		
<b>GC4232R</b>	GC-BELONG, 26"d x 49.75"w x 37.5"h, Low Back 2 Seater, No Center Arm, Right Side Linking, Removable Seats Cushions, GLOBALcare	<b>3</b>		
<b>GC4233L</b>	GC-BELONG, 26"d 72.75"w x 37.5"h, Low Back 3 Seater, No Center Arm, Left Side Linking, Removable Seat Cushions, GLOBALcare	<b>2</b>		
<b>GC4234</b>	GC-BELONG, 26"d x 50.75"w x 37.5"h, Low Back 2 Seater, Half Center Arm, Removable Seat Cushions, Metal Tube Frame, GLOBALcare	<b>4</b>		
<b>GC4234B</b>	GC-BELONG, 26"d x 50.75"w x 37.5"h, Low Back 2 Seater, Half Center Arm, Right and Left Sides Are Linking, Removable Seats, GLOBALcare	<b>6</b>		
<b>GC4234L</b>	GC-BELONG, 26"d x 50.75"w x 37.5"h, Low Back 2 Seater, Half Center Arm, Left Side Linking, Removable Seat Cushions, GLOBALcare	<b>6</b>		



<b>GC4234R</b>	GC-BELONG, 26"d x 50.75"w x 37.5"h, Low Back 2 Seater, Half Center Arm, Right Side Linking, Removable Seat Cushions, GLOBALcare	<b>6</b>		
<b>GC4235</b>	GC-BELONG, 26"d x 74.5"w x 37.5"h, Low Back 3 Seater, Half Center Arms, Removable Seat Cushions, Metal Tube Frame, GLOBALcare	<b>8</b>		
<b>GC4235B</b>	GC-BELONG, 26"d x 74.5"w x 37.5"h, Low Back 3 Seater, Half Center Arms, Right and Left Sides Are Linking. Removable Seats, GLOBALcare	<b>8</b>		
<b>GC4235R</b>	GC-BELONG, 26"d x 74.5"w x 37.5"h, Low Back 3 Seater Half Center Arms, Right Side Linking, Removable Seat cushions, GLOBALcare	<b>2</b>		
<b>GC4277-HP</b>	GC-BELONG, 35"d x 35"w x 16"h, End Table Corner Bridge, Suspends Between 2 Seating Units, For left Or Right Corner, GLOBALcare	<b>10</b>		
<b><u>PANELS</u></b>				
<b>EVPLXGT6636</b>	66"h x 36"w, Light, Fully Glazed Monolithic Panel	<b>7</b>		
<b>EVPLXGT6642</b>	66"h x 42"w, Light, Fully Glazed Monolithic Panel	<b>18</b>		
<b>EVPLXGT4236</b>	42"h x 36"w, Light, Fully Glazed Monolithic Panel	<b>12</b>		
<b><u>PANEL CONNECTORS</u></b>				
<b>EVPLERA42</b>	42"h, Light, End of Run Post, Includes Post, Hardware & Aluminum Trim	<b>22</b>		
<b>EVPLERA66</b>	66"h, Light, End of Run Post, Includes Post, Hardware & Aluminum Trim	<b>14</b>		
<b>EVPLIC42</b>	42"h, Light, Inline Panel Connector, Includes Post & Hardware, No Trim	<b>1</b>		
<b>EVPLIC66</b>	66"h, Light, Inline Panel Connector, Includes Post & Hardware, No Trim	<b>16</b>		
<b>EVPLCPA266</b>	66"h, Light, 2 Way Post, Includes Post, Hardware & Aluminum Trims	<b>2</b>		

<b><u>ADDITIONAL PRODUCT</u></b>				
<b>Smith System 11161</b>	Smith System Single Student Computer Access Workstation	<b>10</b>		
<b>Academia HS- 3152CD</b>	Academia Model Harmony Series Chord Table with Markerboard Top - Casters Included	<b>2</b>		
<b>Academia HS- 3052RY</b>	Academia Model Harmony Series Rhythm Table with Markerboard Top - Casters Included	<b>1</b>		
<b>Academia # 718</b>	Academia Model 718 18" Inspiration Stack Chair	<b>10</b>		
<b>29-3672LP</b>	Indiana-Arlington Series Executive Left Pedestal Desk, 36"x72"	<b>4</b>		
<b>29-2445RF</b>	Indiana-Arlington Series Executive Right Pedestal Return, 24"x45"	<b>4</b>		
<b>GRMT</b>	Indiana-Round Grommet (One per desk and return)	<b>8</b>		
<b>29-3060WT</b>	Indiana Work Table, 30'x60"	<b>1</b>		
<b>Delivery Charge</b>		<b>1</b>		
<b>Installation</b>		<b>1</b>		

**TOTAL:**

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

**ANTICIPATED LEAD TIME AFTER RECEIPT OF PURCHASE ORDER FOR DELIVERY AND INSTALLATION OF PRODUCT:**

\_\_\_\_\_

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

**XI. RESPONDENT RESPONSE FORM**

**Invitation to Bid: 18-074  
Registration Center - Furniture**

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 \_\_\_\_\_

**XII. RESPONDENT INFORMATION**

# 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*

## RESPONDENT 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  
RESPONDENT 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 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**

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

**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	Television 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		





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)**

**RESPONDENT AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned Respondent 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 Respondent), 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]***

### **XIII. 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

**XIV. ITB CHECKLIST**

**ITB 18-074  
Registration Center - Furniture**

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 Pricing Sheet
- Respondent Response Form
- Respondent Information Forms, if not already registered in our Vendor database
- 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...)
- Manufacturer's Specification Sheets

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

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

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

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