



Douglas County School System

P.O. Box 1077 ~ Douglasville, GA 30133 ~ 770-651-2000 ~ www.douglas.k12.ga.us

Mr. Trent North, Superintendent

INVITATION TO BID

18-077

METAL SHELVING

CLOSING DATE: FRIDAY, MAY 25, 2018

CLOSING TIME: 2:00 p.m. EST

X REGULAR ___ SEALED

BID TO BE RETURNED TO:

Douglas County School System
Becky Eigel, Assistant Director of Business Services
Business Services
9030 Highway 5
Douglasville, Georgia 30134
Becky.Eigel@douglas.k12.ga.us
770-651-2376
770-920-4026 Fax

ALL BIDS ARE SUBJECT TO THE FOLLOWING INSTRUCTIONS WHEN CHECKED:

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

Bidder 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 bid.

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I. INTRODUCTION

The Douglas County School District has issued this Invitation to Bid for the purpose and intent of obtaining bid responses from qualified firms to furnish, deliver and install various Metal Shelving for a new classroom addition at Lithia Springs Elementary School. All equipment, deliveries and installations must be in accordance with the plans and specifications as outlined in this bid package 18-077 entitled Metal Shelving. The physical location included in this bid for equipment delivery and installation is:

Lithia Springs Elementary School
6946 Florence Drive
Lithia Springs, Georgia 30122

Bid Packages will be available to all interested Respondents on Monday, May 14, 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 System Assistant Director of Business Services. All inquiries must be in writing and emailed to 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.
- 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.
- Respondents shall also submit the completed "Georgia Security and Immigration Compliance Act O.C.G.A. 13-10-91" document, "Respondent Affidavit and Agreement" and "Subcontractor Affidavit" (if applicable).
- 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.

III. CALENDAR OF EVENTS

ACTION	DEADLINE
Issuance of Invitation to Bid (ITB)	Monday, May 14, 2018
Submission of Written Questions	Friday, May 18, 2018 2:00 pm EST
Answers to Questions Posted to DCSD Website	Monday, May 21, 2018 5:00 pm EST
Bid submission deadline	Friday, May 25, 2018 2:00 pm EST
Evaluation Period	May 25 – 31, 2018
Issue Purchase Order	Approximately June 1, 2018
Tentative Project Period	Week of July 2, 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. Respondents will not be allowed to modify their Bids after designated closing date and time.
3. Respondents should provide all of the information required on all forms 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 bid. 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 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 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 two copies 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 Stephanie Brown, Property Control Manager, 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 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 June 30, 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.

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

Respondent Signature

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.

A. Required Certificates

1. 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

2. 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.

3. 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.

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

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

D. Certificates are to be issued to:

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

E. The Respondent shall mail insurance document listed in this form to:

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

VII. SCOPE OF WORK

ITB 18-077 **Metal Shelving**

1. The DCSD has issued this Invitation to Bid for the purpose and intent of obtaining bid responses from qualified firms to furnish, deliver and install Metal Shelving for a new classroom addition at Lithia Springs Elementary School. All materials, deliveries and installations must be in accordance with the specifications outlined in this bid package entitled Metal Shelving.
2. Bid price shall include all charges for material, transportation, labor and equipment required to deliver, unload, assemble, and install new metal shelves in the proper area within the new gymnasium.
3. All metal shelving must be new equipment. No used or refurbished shelving will be accepted.
4. All metal shelving units should have 5 open shelves per unit. (Top, bottom and 3 middle shelves) Shelves should be blue-gray in color, 18" deep x 87" high. Accepted brands are Tennsco/Q-Line or approved equivalent.
5. It is requested that all metal shelving must be installed and ready for use by the end of the week of July 2, 2018. If this date cannot be met, please indicate on the Respondent Response Sheet the earliest possible date for completion.
6. Respondent should respond by indicating type of metal shelving being quoted, unit cost and total cost.
7. Respondent must list all components necessary to ensure properly working metal shelving. Failure by the Douglas County School District to list a necessary component on the Respondent Response Sheet does not relieve the Respondent's responsibility to include the item in the bid response.
8. 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 Douglas County School District. In addition, refuse containers owned or rented by any other Contractors on the job site will not be available for use.
9. All Respondents must include in their bid package response the manufacturer's specifications and product literature for all items quoted.
10. Successful Respondent shall provide warranty against unsatisfactory performance for all material sold to the Douglas County School District following installation. Terms of warranty shall be disclosed with the bid document.
11. Actual purchase quantities and color selections will be provided to the awarded bidder with a purchase order. Any reference to quantities or dollar amounts in the ITB is provided as an estimate only, and shall not serve to obligate the Douglas County School District to purchase any minimum amount; nor shall any such references serve to establish any maximum amount the vendor is required to furnish. **After award, the awarded Respondent will be required to come onsite and take measurements prior to Purchase Order being finalized.**
12. Awarded Respondent must contact Becky Eigel, Douglas County School District Assistant Director of Business Services, to arrange the deliveries of metal shelving.
13. Awarded Respondent must also update the Procurement Department on a weekly basis of anticipated deliveries and installation schedules.

14. The DCSD anticipates that the construction will be finalized enough for awarded Respondent to install shelves beginning in June 2018. If this date needs to change due to construction delays, awarded Respondent will be contacted by Becky Eigel.
15. All Respondent responses should be listed on the Respondent Response Form and Respondent Response Sheet.
16. All bids submitted shall be in accordance with the terms of the DCSD Invitation to Bid and the laws of the State of Georgia.
17. All questions and/or correspondence concerning this Invitation to Bid should be directed to Becky Eigel, Douglas County School System Assistant Director of Business Services. All inquiries must be in writing and emailed to Becky.Eigel@douglas.k12.ga.us. No correspondence/contact should be made with any members of the DCSS staff regarding this ITB.

Failure to restrict contacts/discussion regarding this ITB to the above named Director 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 School Board or System employees by a Respondent or a Respondent's representative concerning this Invitation to Bid may result in the disqualification of the Respondent.

18. **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, May 18, 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 Monday, May 21, 2018. No questions other than written will be accepted and no response other than written will be binding upon the DCSD.
19. 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.
20. 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.
21. 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.
22. 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.
23. This project will be awarded subject to the availability of funds.

VIII. RESPONDENT RESPONSE SHEET

ITB 18-077 – METAL SHELVING

RESPONDENT _____

*All Metal Shelving Units Should Have 5 Open Shelves Per Unit
(Top Shelf, Bottom Shelf, and Three Middle Shelves), Blue-Gray in Color, 18” Deep, 87” High.
Accepted Brands are Tennsco/Q-Line or Approved Equivalent.*

LITHIA SPRINGS ELEMENTARY SCHOOL

	ROOM #	QTY	QUOTED BRAND/STYLE	UNIT PRICE	TOTAL PRICE
1	319/519 – Storage				
	• 7 ft. shelf	2			
2	320/520 – Storage Room				
	• 6 ft. shelf	1			
	• 10 ft. shelf	1			
	• 14 ft. shelf	1			
3	330/530 – Storage Room				
	• 6 ft. shelf	1			
	• 7 ft. shelf	2			
4	405/605 – Storage Room				
	• 6 ft. shelf	1			
	• 9 ft. shelf	1			
	• 22 ft. shelf	1			
5	407/607 – Closet				
	• 4 ft. shelf	1			
	• 6 ft. shelf	1			
6	413/613 – Storage Room				
	• 3 ft. shelf	1			
	• 4 ft. shelf	1			
	• 6 ft. shelf	1			
7	414/614 – Storage Room				
	• 5 ft. shelf	1			
	• 6 ft. shelf	1			
	• 9 ft. shelf	1			
8	417/617 – Janitor Closet				
	• 5 ft. shelf	1			
			TOTAL:		

FINAL DATE PO MUST BE RECEIVED IN ORDER TO MEET WEEK OF JULY 2, 2018 DELIVERY & INSTALLATION DATE:

All pricing should reflect material costs, delivery, installation, and debris removal.

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: 18-077
Metal Shelving**

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 proposal.

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

It is understood and agreed that we have read the Douglas County School District's specifications shown or referenced in the ITB and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this bid/proposal meet or exceed any and all such Douglas County School District 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 proposal shall be valid and held open for a period of ninety (90) days from bid/proposal opening date.

Total Contract Value for ALL Requirements including All Equipment, Materials, Deliveries, Installation, and any other costs Associated with this Contract is:

_____ (Dollars) (\$ _____)

Respondent Name: _____

Authorized Signature: _____

Print Name: _____ Date _____

PROPOSAL SIGNATURE AND CERTIFICATION

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, Respondent, or person submitting a proposal 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 proposal and certify that I am authorized to sign this proposal for the proposer. 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 _____

Print/Type Company Name _____

Email _____

X. **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

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
<i>(Form Revised 7/16/2014)</i>	DATE ENTRY APPROVED	DATE ENTERED INTO MUNIS	DATE DENIED	DATE REQUESTOR NOTIFIED	

**DOUGLAS COUNTY SCHOOL SYSTEM
COMMODITY CODE LIST**

Vendor Name:			
CODE	AUDIO/VISUAL	CODE	EDUCATION AND INSTRUCTION
803	Sound Systems & Accessories	23355	Kilns and Furnaces
840	Television Equipment	493	Laboatory Equipment, Chemistry
84027	Television Equip-Carts/Stand	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
CODE	AUTOMOTIVE	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	CODE	FOOD/NUTRITION
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
CODE	COMMUNICATIONS	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)
CODE	CONSTRUCTION	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
CODE	CUSTODIAL	CODE	FURNITURE
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	CODE	LIBRARY
	Other Custodial	125	Bookbinding Supplies
CODE	EDUCATION & INSTRUCTION	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]

XI. REFERENCE SHEET

Must be completed by all firms 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 _____ *Email*

Scope of Work Completed

2. _____
Company _____ *Telephone Number/Name of Contact Person*

Address, City, State, Zip Code _____ *Email*

Scope of Work Completed

3. _____
Company _____ *Telephone Number/Name of Contact Person*

Address, City, State, Zip Code _____ *Email*

Scope of Work Completed

4. _____
Company _____ *Telephone Number/Name of Contact Person*

Address, City, State, Zip Code _____ *Email*

Scope of Work Completed

5. _____
Company _____ *Telephone Number/Name of Contact Person*

Address, City, State, Zip Code _____ *Email*

Scope of Work Completed

XII. ITB CHECKLIST

**ITB 18-077
Metal Shelving**

The following items must be completed and submitted with your Bid in order for your response to be considered:

- Respondent Response Sheet - Signed
- Respondent Response Form - Signed
- Respondent Information Form – 4 Pages
- Georgia Security and Immigration Compliance Act (OCGA 13-10-91) - Signed
- Contractor Affidavit and Agreement – Signed
- Subcontractor Affidavit – Signed *(if applicable)*
- Affidavit of No Employees – Signed *(if applicable)*
- ITB Instructions – Signed
- Standard Terms and Conditions - Signed
- Reference Sheet
- Copy of Qualification Documents (Licenses, Project Lists, etc...)
- Copy of Insurance Certificate
- Manufacturer’s Product Specifications / Brochures
- Original and one copy of Bid Response

Company Name: _____

Rep Signature: _____

Email: _____

Date: _____