Ladies and Gentlemen:

The Savannah-Chatham County Public Schools would like to take this opportunity to announce that we are requesting proposals for **Chrome Device Hardware, Software and Installation (Annual Contract)**. All proposals should be delivered to the Savannah-Chatham County Public Schools Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. Proposals will be accepted prior to 9/19/2017 11:00:00 AM, at which time they will be publicly opened and a list of offerors registered. If offeror is unable to submit a response at this time, and wish to remain on our list of potential suppliers, please complete and return the Certification Form and the No Bid Statement Form included in this package. Offerors are to clearly mark the outside of your envelope with "No Response".

Time is of the essence and any proposal received after the announced time and date for submittal whether by mail or otherwise, will be not be accepted. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their proposals are stamped by Purchasing Department personnel before the deadline indicated. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time. Late proposals received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late proposals will not be considered and will be returned unopened to the offeror.

Enclosed is a proposal packet, which outlines the items being solicited and instructions which describe the submission of the proposal.

All proposals must be submitted in a sealed envelope with the proposal name, and the closing date and time clearly marked on the outside. If proposal materials require additional envelopes, then all mailing articles must be combined together and marked as described above. A copy of the proposal register will be posted to the District's website within seventy-two (72) hours after the closing date.

Please include in the proposal package a copy of firm's current business license and certificate of insurance. Offerors shall file all documents necessary to support their proposal and include them with their submission.

If you have any questions concerning this proposal, please submit them in writing to **Sabrina L. Scales, Purchasing Director** at the address above or fax them to (912) 201-7648. In addition, all communication relating to this Request for Proposal solicitation, either before or after the Request for Proposal opens, must be coordinated through the Purchasing Department. Your interest and participation in submitting a proposal will be appreciated.

Sincerely,

Sabrina L. Scales, OPPB
Purchasing Director

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Mission - To ignite a passion for learning and teaching at high levels.
Vision - From school to the world: All students prepared for productive futures

"AN EQUAL OPPORTUNITY EMPLOYER"
REQUEST FOR PROPOSAL #18-06

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as "the Board") is soliciting sealed proposals for **Chrome Device Hardware, Software and Installation (Annual Contract)** as specified in this Request for Proposal (RFP). The successful offeror(s) (hereinafter referred to as "the offeror") shall meet the terms and conditions set forth in this document and all attachments.

I. Standard Terms and Conditions of Proposal

A. Definition

Competitive sealed proposals are being solicited in response to this RFP. The competitive sealed proposal process differs from competitive sealed bidding in two important ways:

1. It permits discussions with competing offerors and changes in their proposal including price; and
2. It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

B. Pricing

No charge will be allowed for those federal, state or local sales and excise taxes where the Board is exempt by state and Federal law. A tax exemption certificate will be furnished by the Board to the successful offeror upon request.

The Board will factor any rebates offered for total dollar volume or quantities ordered over the performance period of this contract in the award of this proposal.

In the event the offeror wishes to provide additional services above and beyond the stated requirements of this proposal at "no cost" to the Board, these services should be identified and included in the proposal response.

C. Shipping, Delivery, Terms of Payment & Invoicing

All orders shall be shipped F.O.B. Destination to the designated site after receipt of the purchase order. Since the successful offeror(s) will be responsible for all freight expenses, the selection of carrier shall be determined by the offeror.

Offerors shall guarantee delivery of supplies and services in accordance with such delivery schedule as may be provided in the specifications. The Board's Purchasing Director reserves the right to charge the vendor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the Board's Purchasing Director and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the vendor.

The successful offeror agrees to reference the following on all shipping documents and invoices:

1.) Purchase Order Number  
2.) RFP Number 18-06  
3.) Serial Number (as applicable)  
4.) Part Number/Description/Nomenclature  
5.) Quantity Ordered  
6.) Quantity Shipped  
7.) Site Destination

Failure to ship order in its entirety will prevent payment of your invoices. **Per Board policy, backorders will not be accepted.** Accordingly, successful offeror(s) should not invoice until one shipment has been made for all items on order.

All invoices should be mailed to:

Savannah-Chatham Co. Board of Public Education  
Attention: ACCOUNTS PAYABLE  
208 Bull Street, Room 119  
Savannah, GA 31401

Terms of payment will be 2% 10 Net 40 Days.
D. General Specifications/Scope of Work

Specifications/Scope of Work for items/services to be purchased are detailed in the attached Specifications Sheet "Attachment A" following Section III.

When reference is made in the specifications to manufacturer or brand name, such references are made solely to designate minimum acceptable levels of quality and do not indicate a preference.

In the event an offeror is proposing another manufacturer and/or model number other than stated in the specification, the offeror must provide complete technical information, specifications, manufacturer's name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting equality rests with the offeror. All determinations of the acceptability of an equal or alternate material or equipment shall rest with the Board staff and their decision shall be final.

Proposals on equipment must be on standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.

All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc.

Any obvious error or omission in specifications shall not inure to the benefit of the offeror but shall put the offeror on notice to inquire of or identify the same from the Board.

E. Discontinuation of Equipment

In the event items requested are discontinued by the manufacturer, offeror shall substitute an equivalent replacement item from the same manufacturer at equal or lower pricing. Offeror shall advise of any anticipated discontinuations. Proposed replacement equipment must be submitted for review and approval prior to completion of any substitution.

F. Submittal of Objections

Objections from offerors to this Request for Proposal and/or these specifications should be brought to the attention of the Board, Director of Purchasing. The offeror should submit any objections in writing not less than (5) days prior to the opening of the proposal. The objections contemplated may pertain to form and/or substance of the RFP documents and specifications. Failure to object in accordance with this procedure will constitute a waiver on the part of the offeror to protest this Request for Proposal.

G. RFP Interpretations/Addenda

If any questions should arise pertaining to the RFP documents, the offeror may mail or fax a written request for interpretation to:

Savannah-Chatham Board of Public Education
Attn.: Sabrina L. Scales, Purchasing Director
208 Bull Street, Room 213
Savannah, GA 31401
Fax No.: (912) 201-7648

Any interpretation of documents shall be made by addenda to the RFP. Copy of such addenda will mailed or faxed to each offeror receiving a set of documents. All requests for interpretation must be submitted on or before the close of business, Wednesday, September 6, 2017. The Board shall not be responsible for any other explanation of questions submitted after this date. The Board shall mail, fax, or contact offeror for pickup of any addenda before the seventy-two (72) hours prior to the date and time set for opening proposals. All addenda issued against this project will be posted to the District's website.

Any addenda issued during the time of the RFP shall be covered in submitted proposals, and in closing the contract shall become a part thereof.

H. Failure to Respond

If a proposal is not to be submitted but the offeror wishes to remain on the Board's list of offerors, please complete and return the Certification Form and the No Bid Statement Form included in this package. Offerors are to clearly mark the outside of your envelope with "No Response".
I. Receipt & Registration of Proposals

Proposals and modifications shall be time-stamped upon receipt. Proposals shall not be opened publicly but shall be opened in the presence of two or more Purchasing officials. Proposals and modifications shall be shown only to Board personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection.

J. Errors in Proposals

Offerors or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the offeror's own risk. The offeror may withdraw a proposal prior to the proposal opening date and time by requesting to do so in writing.

K. Standards of Acceptance of Proposal for Contract Award

The Board reserves the right to reject any and all proposals and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a proposal of any offeror as being unresponsive when such offeror cannot document its ability to deliver requested services or when investigation show it is not in a position to perform the contract.

L. Compliance With Laws

The offeror shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the offeror. Any such requirement specifically set forth in any contract document between the offeror and the Board shall be supplementary to this section and not in substitution thereof.

M. Indemnity Provisions

Where offeror is required to enter or go onto property to provide services or gather information, the offeror shall be liable for any injury (including death), damage or loss occasioned by negligence of the offeror, his agent, or any person the offeror has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising therefrom. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy DJE provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

N. Cancellation/Default of Contract

In the event the successful offeror, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

O. Certification of Independent Price Determination

By submission of this proposal, the offeror certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this Request for Proposal:

1. The pricing structure in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;

2. The pricing structure which has been quoted in this proposal has not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and

3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
Local and/or Minority/Women Business Enterprise (LMWBE)

It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises ("LMWBEs") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. Prime contractors on district construction projects shall make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers and provide proof of such efforts and contracts with and payments made to LMWBEs upon request. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their business.

For the purposes of this policy, good faith efforts may include, but not be limited to, the following:

- Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities.
- Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.
- Communicate with the City of Savannah’s Office of Economic Development to identify available and qualified LMWBE firms.
- Review the District’s list of vendors indicating an interest in providing services to the District.
- Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.
- Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities.
- Assign substantive work to LMWBEs or LMWBE teaming partners.

For the purposes of this policy, a local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah, Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

For the purposes of this policy, a Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority or persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African American: A person with origins in any of the Black racial groups of Africa;
2. Hispanic American: A person with origins from Mexico, South America, Central America or the Caribbean Basin, regardless of race; and
3. Asian American: A person with origins from the Indian subcontinent, countries of the Asian Pacific region, and surrounding countries; and

For the purposes of this policy, a Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

SCCPSS shall, through their program management and construction management providers, engage in efforts to communicate opportunities afforded by the District’s facilities construction, maintenance and repair programs to LMWBEs, including but not limited to:

- Communicate opportunities associated with SCCPSS facilities construction, maintenance and repair programs to the citizens of Chatham County.
- Work with other local governments and relevant community organizations to provide technical assistance and guidance to LMWBEs;
- Develop strategies to assist prime contractors in maximizing their utilization of LMWBEs;
- Develop and provide informational sessions to educate LMWBEs in the requirements of the District’s procurement process;
- Provide notices as outlined above and maintain a list of vendors who have provided or are interested in providing services to the SCCPSS, as outlined above.
SCCPSS may, from time to time, audit vendor contracts with and payments to LWMBE contractors and subcontractors and may require that proof of such contracts and payments be provided to the SCCPSS.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
(912) 652-3582 (Phone)

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.

All bidders must read and complete all documents included in Attachment “C” with all pertinent Exhibits.

Q. "Responsive" Offeror Criteria

* Availability of Products/ Services
* Warranties/Guarantees
* Ability to Meet Equipment Specifications/Proposal Conditions
* Documented Quality of Product and Manufacturer
* Service and Support Capability

R. Qualification of Offeror

A responsible offeror is defined as one who meets, or by the date of the proposal acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposal. The Board has the right to require any or all offerors to submit documentation of the ability to perform, provide, or carry out the service requested.

S. Proposal Discussion with Individual Offerors

Discussion may be held with offerors submitting proposals acceptable or potentially acceptable. The purpose of the discussions are to:

1. Promote understanding of the Board’s requirements and the offeror’s proposals; and
2. Facilitate arriving at a contract most advantageous to the Board taking into consideration price and other evaluation factors set forth in the RFP.

T. Compliance with Specification/Terms and Conditions

The Request for Proposal, Legal Advertisement, General Terms and Conditions, Proposal Submittal Instructions, Special Terms and Conditions, Specifications, Attachments, Vendor’s Response, any addenda, and/or any other pertinent documents form a part of the offeror’s proposal and by reference are made a part hereof.

U. Award of Contract

The contract, if awarded, will be awarded by means of a two-step process as described in Attachment “A” Specifications.

Product quality, service issues and other factors stipulated above in Condition "Q" must be met to the satisfaction of the Board for a proposal to be considered responsive. Moreover, the Board will award the contract to the next most qualified offeror if the selected offeror is unable to execute a contract and provide delivery within the time parameters specified in this RFP.

In the case of a tie of more than three offerors at the conclusion of the first step, the top three offerors will be determined by the following criteria:

1. Savannah-Chatham County LWMBE
2. Savannah-Chatham County Vendor
3. Metropolitan Statistical Area Vendor
4. Georgia Vendor

If proposals remained tied, then award will be made by means of a public coin flip performed by the Purchasing Agent and witnessed by one other Board employee.

Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal.
At its option, the Board may take either of the following actions in order to form an agreement between the Board and the selected offeror:

1. Accept a proposal by issuing a written "Notice of Award" to the selected offeror, which incorporates the proposal documents by reference and accepts all or selected portions of the offeror’s proposal. This "Notice of Award" will represent a contractual obligation, and will be executed by both the Board and the selected offeror.

2. Enter into negotiations in an effort to reach a mutually satisfactory agreement entitled "Memorandum of Agreement for Chrome Device Hardware, Software and Installation (Annual Contract)", which represents a contractual obligation and will be executed by both the Board and the selected offeror. This agreement will be based on proposal documents, the submitted proposal and the associated negotiations.

V. Vendor Performance

The successful offeror(s) will be evaluated by the Board over the duration of the contract period. Performance will be documented. Poor performance may result in the vendor being disqualified on future proposals.

W. Signed Proposal Considered Offer

The signed proposal shall be considered an offer on the part of the offeror, and shall be deemed accepted upon approval by the Board. In case of a default on the part of the offeror after such acceptance, the Board may take such action as it deems appropriate, including legal action for damages or lack of required performance.

X. Public Information

It is the policy of the Board that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Board from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

II. Proposal Submittal Instructions

All proposals must be prepared in the standard format described below in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and therefore, be excluded from consideration. Any proposed deviation from the requested item must be noted and fully explained.

A. Completion of Certification Form & LMWBE Program Information Form

1. Complete the attached Certification Form. Include a contact person for this proposal with a phone number where that person may be reached. Include this form as the first page of the submittal.

   The offeror is required to provide references, including phone number, fax number, email address and contact person, of at least three firms for whom similar items or services have been supplied.

2. Complete the LMWBE Information Form with pertinent information for minority/women/majority designation.

3. Complete the "Where Did You Hear About This Proposal" section. This information is for statistical use only.

4. Complete all pertinent documents within Attachment "C".

B. Completion of Proposal Submittal Form

For each item listed on the Proposal Submittal Form, complete with the requested information.

C. Proposal Preparation and Submittal

All proposals shall be:

* Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

* Submitted in a sealed envelope, which is plainly marked with the RFP number and title, and date and time of proposal closing. If proposal materials require additional envelopes, then all mailing articles must be combined together and marked as described above.

RFP #16-06 Chrome Device Hardware, Software and Installation (Annual Contract) | Page 7
Submitted on proposal forms as included in this RFP and in accordance with instructions stated above.

Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Proposal Opening date and time. Whether sent by mail or by means of personal delivery, the offeror assumes the risk for having the proposal deposited on time and at the place specified on the first page of this RFP. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time. Late proposals will be returned unopened to the offeror.

Proposals submitted by facsimile transmission will not be accepted.

Considered an irrevocable offer for a period of one hundred twenty (120) days from the date of public proposal opening.

Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

Offerors shall provide copies of submitted proposal containing all pertinent documentation. The number of copies required shall be as stated in Attachment "A". The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

III. Special Terms and Conditions

The offeror agrees that the Board shall have the right to place purchase orders referencing RFP #18-06 for quantities of listed items as the Board may require. The projected requirements are subject to increase or decrease contingent upon the availability of state and federal grants and local funding. The Board will award this contract on an “all or nothing” basis or an item by item basis based on the best interest of the Board.

A. Pricing

The offerors shall provide a unit price for each item on this RFP which will remain valid throughout the stipulated performance period or until delivery is completed. Price shall include the items as specified. If so stated in the bid specifications, the Board may request an option to renew the contract at the bid prices for a specified time period.

OR

The bidder shall provide a lump sum price totaling all items on this RFP.

B. Performance Bonds

If the specifications so state, the successful offeror may be required to furnish a performance bond equal to the full amount of the contract guaranteeing the faithful performance of such a contract. The performance bond shall be submitted to the Board upon execution of the contract and shall be maintained in full force and effect until the contract has been completed. The cost of the performance bond shall be borne by the successful offeror. The surety company furnishing such a bond shall be authorized to do business in the State of Georgia.

C. Samples/Demonstrations

The Board reserves the right to request samples after proposals are opened and before the award is made. Samples, when requested must be submitted in accordance with instructions. Samples must be furnished free of charge and if not destroyed during testing will be returned at the offeror’s expense. A request for the return of samples must be made within ten (10) days after contract award. A call tag must be furnished and all shipping costs shall be at the offeror’s expense. Each individual sample must be labeled with the offeror’s name and manufacturer’s brand name and part/model number.

The Board, at its discretion, may request a demonstration of offered equipment prior to proposal award. This demonstration shall be at the expense of the offeror.

D. Warranty

The offeror shall guarantee the products to be free of defects of material and/or workmanship for a period of at least twelve (12) months from the date of delivery. Any additional warranty offered by the offeror should be so stipulated in the proposal documents. If, during the warranty period, such faults develop, the successful offeror agrees to replace the unit or part affected without cost to the Board.
The undersigned offeror certifies that he/she has carefully read the preceding list of instructions to offerors and all other data applicable hereto and made a part of this Request for Proposal; and further certifies that the proposal submitted is in accordance with all documents contained in this Request for Proposal package, and that any exception taken thereto may disqualify his/her proposal.

This __________ day of ____________, 20 ____. By ____________________________________________

______________________________
Name (printed)

______________________________
Title

______________________________
Company

______________________________
Address (Street, City, State, Zip)

Phone No. ____________________________

Fax No. ____________________________

Federal Taxpayer I.D. No. ____________________________

e-Verify No. ____________________________

Contact Person for This Bid ____________________________

Phone Number ____________________________

Acknowledge Receipt of Addendum(s) #____ #____ #____ #____ #____ #____ #____

Local and/or Minority/Woman Business Enterprise Development Information

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status.

☐ Local ☐ Woman ☐ Asian-American

☐ African-American ☐ Hispanic ☐ American Indian

☐ Majority ☐ Non-Local

HOW DID YOU HEAR ABOUT THIS ITB? (This information is for statistical use only.)

☐ City of Savannah, Dept. of Economic Development ☐ The Herald Legal Ad

☐ Received Request by Mail ☐ The Savannah Tribune Legal Ad

☐ Visiting the Purchasing Office ☐ Savannah News Press Legal Ad

☐ Other: ____________________________________________

______________________________________ / _____/ 20____
Name, Title Authorized Signature Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE __________________DAY OF __________________, 20____

______________________________________
Notary Public; My Commission Expires: __________________
In an effort to make the procurement of goods and services for the School District as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated.

Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

- [ ] Specifications - Restrictive, too “tight”, unclear, specialty item, geared toward one (1) brand or manufacturer only. (Please explain in detail below).
- [ ] Manufacturing - Unique item, production time for model has expired, etc.
- [ ] Bid Time - Insufficient time to properly respond to bid or proposal.
- [ ] Delivery Time - Specified delivery time cannot be met.
- [ ] Payment - Payment terms unacceptable. (Please be specific)
- [ ] Bonding - We are unable to meet bonding requirements.
- [ ] Insurance - We are unable to meet insurance requirements.
- [ ] Removal - Remove our firm from your bidders list for the particular commodity or service.
- [ ] Keep - Please keep our company on your bidders list for future reference.
- [ ] Project is: [ ] Too Large [ ] Too Small [ ] Site or Location is Too Distant
- [ ] Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. (Please be specific)

VENDOR STATEMENT:


CONSTRUCTION PROJECTS ONLY: Our Company is interested in this project as a:

- [ ] Prime Contractor
- [ ] Sub-Contractor
- [ ] Supplier/Distributor

Bld/RFP Number: 18-06 Title: Chrome Device Hardware, Software and Installation (Annual Contract)

Signature/Title

Company Name

Telephone Number

SAVANNAH-CHATHAM COUNTY PUBLIC SCHOOL SYSTEM - PURCHASING DEPARTMENT

Telephone (912) 395-5572 Fax (912) 201-7648

FORM 2

RFP #18-06 Chrome Device Hardware, Software and Installation (Annual Contract) | Page 10
RFP #18-06
Chrome Device Hardware, Software and Installation (Annual Contract)

REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1. **Company Name:** 
   **Contact Person:** 
   **Phone Number:** FAX Number: 
   **E-Mail Address:** 

2. **Company Name:** 
   **Contact Person:** 
   **Phone Number:** FAX Number: 
   **E-Mail Address:** 

3. **Company Name:** 
   **Contact Person:** 
   **Phone Number:** FAX Number: 
   **E-Mail Address:** 

4. **Company Name:** 
   **Contact Person:** 
   **Phone Number:** FAX Number: 
   **E-Mail Address:** 

5. **Company Name:** 
   **Contact Person:** 
   **Phone Number:** FAX Number: 
   **E-Mail Address:** 

6. **Company Name:** 
   **Contact Person:** 
   **Phone Number:** FAX Number: 
   **E-Mail Address:** 

7. **Company Name:** 
   **Contact Person:** 
   **Phone Number:** FAX Number: 
   **E-Mail Address:** 

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

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

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

RFP #18-06 Chrome Device Hardware, Software and Installation (Annual Contract)

Name of Project

Savannah-Chatham County Public School System

Name of Public Employer

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

Date

In __________________________, and __________________________

City State

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE _______ DAY OF ______________________, 201 ______

________________________________

NOTARY REPUBLIC

My Commission Expires

FORM 4
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

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

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

RFP #18-06 Chrome Device Hardware, Software and Installation (Annual Contract)

Name of Project

Savannah-Chatham County Public School System

Name of Public Employer

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

Date

in ____________________________, and _____________________

City State

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE __________ DAY OF ____________________, 201_

___________________________________________________________

NOTARY REPUBLIC

My Commission Expires:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUBCONSULTANT/SUPPLIERS

FORM 5

RFP #18-06 Chrome Device Hardware, Software and Installation (Annual Contract) | Page 13
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with ___________________ and _____________________ on behalf of Savannah-Chatham County Public School Systems ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of sub-subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

RFP #18-06 Chrome Device Hardware, Software and Installation (Annual Contract)

Name of Project

Savannah-Chatham County Public School System

Name of Public Employer

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

Date

in _________________, and _________________.

City State

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE ___________ DAY OF _________________, 201___

________________________

NOTARY REPUBLIC

My Commission Expires

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS

FORM 6
DISCLOSURE OF RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract of subcontract, or in the performance of such contract or subcontract.

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.

3. List any convictions or civil judgments under state or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any government agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of material and workmanship.

8. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.

9. List any pending civil actions against company for nonperformance of contract.

I, _______________________________________________________, of _______________________________________________________

Name of Individual Title & Authority Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

________________________
Signature

_________________________________________   __________________________________________
State of                                      County of

Subscribed and sworn to before me on this _______ day of _____________________________ 20___
by representing him/herself to be of the company named herein.
<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Description</th>
<th>List Price</th>
<th>Percent Discount off List Price</th>
<th>Final Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>11-inch Non-Touch Chromebook with Management License, White Glove and onsite delivery/setup.</td>
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<td></td>
<td>- Minimum 2 GB RAM</td>
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<td></td>
<td>- Celeron N 3060 processor or better</td>
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<td></td>
<td>- HD Graphics</td>
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<td></td>
<td>- 802.11a/g/n dual-band or better</td>
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<td></td>
<td>- Device built to be used by students in grades 3-12</td>
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<td></td>
<td>- Minimum warranty one (1) year depot</td>
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<td></td>
<td>- Three (3) years of Absolute Mobile Theft Management Standard</td>
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<td>2.</td>
<td>13 to 14 inch Non-Touch Chromebook with Management License, White Glove and onsite delivery/setup.</td>
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<td></td>
<td>- Minimum 2 GB RAM</td>
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<td>- Celeron N 3060 processor or better</td>
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<td></td>
<td>- Three (3) years of Absolute Mobile Theft Management Standard</td>
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<td>3.</td>
<td>11-inch Touch Chromebook with Management License, White Glove and onsite delivery/setup.</td>
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<td></td>
<td>- Minimum 2 GB RAM</td>
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<td></td>
<td>- Celeron N 3060 processor or better</td>
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<td>- Minimum warranty one (1) year depot</td>
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<td></td>
<td>- Three (3) years of Absolute Mobile Theft Management Standard</td>
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<td>4.</td>
<td>Chromebox</td>
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<td></td>
<td>- Minimum 2 GB RAM</td>
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<td></td>
<td>- Celeron N 3060 processor or better</td>
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<td>- Device built to be used by students in grades 3-12</td>
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<td>- Minimum warranty one (1) year depot</td>
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<td>- Three (3) years of Absolute Mobile Theft Management Standard</td>
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<td>5.</td>
<td>Chromebox Mounted to 22” Widescreen LED Display</td>
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<td></td>
<td>- Minimum 2 GB RAM</td>
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<td></td>
<td>- Celeron N 3060 processor or better</td>
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<td>- HD Graphics</td>
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<td>- 802.11a/g/n dual-band or better</td>
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<td>- HD Graphics</td>
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<td>- 802.11a/g/n dual-band or better</td>
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<td>- Device built to be used by students in grades 3-12</td>
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<td></td>
<td>- 22” LED Display with 1920x1080 resolution and internal speakers</td>
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<td></td>
<td>- Chromebox must be securely mounted to the display to minimize tampering and theft.</td>
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<td></td>
<td>- Minimum warranty one (1) year depot</td>
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<td></td>
<td>- Three (3) years of Absolute Mobile Theft Management Standard</td>
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<td>6.</td>
<td>Percent (%) discount off of all Chrome devices hardware.</td>
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<td>7.</td>
<td>Percent (%) discount off of Absolute Software</td>
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<tr>
<td>8.</td>
<td>Percent (%) discount off of other Chrome device related software, solutions, and services.</td>
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<tr>
<td>Section</td>
<td>Functional Area</td>
<td>Type</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>1.1</td>
<td>Proposer must be an authorized seller of the Google Management Console License.</td>
<td>Mandatory</td>
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<tr>
<td>1.2</td>
<td>Proposer should include reference sites for existing customers with 5,000+ installed units in the K12 sector.</td>
<td>Preferred</td>
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<tr>
<td>1.3</td>
<td>Manufacturer has been in the hardware manufacturing business for 10 years.</td>
<td>Preferred</td>
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<tr>
<td>1.4</td>
<td>Proposer will provide White Glove service as defined by Google.</td>
<td>Mandatory</td>
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<td></td>
<td>• Updating the Chrome OS version on Chromebooks and other Chrome devices</td>
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<td>• Enrolling in Chrome device management</td>
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<td>• Validating policies, including preconfigured Wi-Fi networks</td>
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<td></td>
<td>• Asset tagging</td>
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<td></td>
<td>• Laser etching</td>
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<td>1.5</td>
<td>For cart purchases, proposer will provide wiring of the cart, installation of devices in the cart, placement of devices in the cart, and delivery to the school along with the White Glove service as defined above.</td>
<td>Mandatory</td>
<td></td>
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<tr>
<td>1.6</td>
<td>Proposer will ensure that all devices are ready for use by school staff upon delivery.</td>
<td>Mandatory</td>
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<tr>
<td>1.7</td>
<td>Proposer will remove all trash from the districts sites.</td>
<td>Mandatory</td>
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<tr>
<td>1.8</td>
<td>Proposer will submit a spreadsheet including the serial number, PO number, and school site a minimum of 1 day prior to the delivery.</td>
<td>Mandatory</td>
<td></td>
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</tr>
</tbody>
</table>
**PROPOSER SUBMITTAL FORM**  
**TECHNICAL CHECKLIST**  
RFP# 18-06  
Chrome Device Hardware, Software and Installation (Annual Contract)

<table>
<thead>
<tr>
<th>Section</th>
<th>Technical Area</th>
<th>Type</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Manufactured using OEM tested and approved components.</td>
<td>Mandatory</td>
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<tr>
<td>2.2</td>
<td>Devices must include integrated 802.11a/g/n dual-band capability</td>
<td>Mandatory</td>
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<tr>
<td>2.3</td>
<td>All Chrome devices will be delivered with the latest version of the Chrome OS.</td>
<td>Mandatory</td>
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<tr>
<td>2.4</td>
<td>Absolute Mobile Theft Management Standard must installed and activated on each device.</td>
<td>Mandatory</td>
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<tr>
<td>2.5</td>
<td>Devices should include a solution for teachers to manage the devices such as power them on/off, turn off Internet browsing, monitor usage, and remote control devices.</td>
<td>Preferred</td>
<td></td>
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<tr>
<td>2.6</td>
<td>Devices support integrated 802.11AC</td>
<td>Preferred</td>
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</tr>
<tr>
<td>2.7</td>
<td>All chip sets must be current technology, not end-of-life products, factory seconds, or close outs.</td>
<td>Preferred</td>
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</tr>
</tbody>
</table>
ATTACHMENT “A” SPECIFICATIONS
RFP# 18-06
Chrome Device Hardware, Software and Installation (Annual Contract)

The project specifications listed in this section supersede any contradictory references made in the General Terms and Conditions of this solicitation package.

1.0 GENERAL INTENT

It is the intent of the Savannah-Chatham County Public School System to set forth an annual contract with a qualified firm(s) to provide chrome device hardware, software and installation services. The Savannah-Chatham County Public School System (SCCPSS) is looking for various Chrome OS devices with enrollment and deployment.

Any deviations from these specifications must be clearly noted by the Offeror. Adequate information to allow SCCPSS to evaluate those exceptions must be submitted with the proposal. If proposing solutions other than specified, Offeror must clearly describe the nature of those solutions.

The District intends to award an annual contract to a qualified firm(s) for these services as a result of this Request for Proposal. The award will be made as outlined in the evaluation criteria, the functional and technical plan/checklist, including cost and other factors in the proposal submitted.

2.0 SCOPE OF WORK

Successful Offeror(s) must be qualified and certified to provide the required services. Offerors response must state and provide for both quality and timely services that will insure all chrome devices, software and installation are capable to perform specified tasks as required by this RFP document. No minimum number of devices can be guaranteed; services will be required on as “as needed basis”.

3.0 SILENCE OF SPECIFICATIONS

The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

4.0 INSTRUCTIONS TO OFFERORS

- Offerors must provide a description of their company including the information below. This will be considered in the evaluation process. Failure to list information below will result in a loss of assigned evaluation points.
  - Description of company locations.
  - Description of personnel, with industry certifications by location.
  - Description of any plans for outsourcing.
  - Description and specifications of all proposed models and related software.
  - Detail how services requested will be met and performed
  - There will be no exceptions to "Mandatory Support Items". Must meet or exceed these requirements.
- Responses must include a detailed statement of work/deployment plan for the installation of the equipment. This plan will be part of the evaluation of the Request for Proposal.
- “Offeror should demonstrate that each software and/or hardware conforms to the accessibility guidelines established by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794D), as amended by the Workforce Invest Act of 1998 (P.L. 105-220), August 7, 1998. Section 508 is the section of the 1973 Rehabilitation Act that states that all electronic and information technology procured, used, or developed by the federal government after June 25, 2001, must be accessible to people with disabilities. Affected technology includes hardware such as copiers, fax machines, telephones, and other electronic devices as well as application software and websites.”
- Offerors are to complete the Functional, Technical and Cost submittal forms. Cost Submittal Form must be returned in a separate sealed envelope. No cost information should be listed on the outside of that sealed envelope. Envelope should be identified as "RFP 18-06 "SEALED COST SUBMITTAL FORM"."
5.0 BACKGROUND INFORMATION

The Savannah-Chatham County School System (SCCPSS) is a medium-sized school district with an enrollment of approximately 38,200 students in grades kindergarten through twelve. The school district is currently comprised of twenty-three (23) elementary schools, eight (8) middle schools, eight (8) K-8 schools, five (5) charter schools, eleven (11) high schools, and nine (9) other alternative educational facilities. The District employs approximately 5,859 staff members, which are assigned to sixty-four (64) work sites. Approximately 3,438 are professional administrators or teachers and the remaining 2,421 represent support service employees including custodians, food service workers, maintenance staff, paraprofessionals, secretaries/clerks, bus drivers, bus monitors, and others.

The successful Offeror(s) shall furnish all necessary resources to provide the services required by SCCPSS. SCCPSS’ Senior Director of Technology shall serve as the contract administrator and will decide all questions which may arise as to the quality and acceptability of any work performed under the resulting contract. If, in the opinion of the Senior Director of Technology, performance becomes unsatisfactory, SCCPSS shall notify the Offeror(s).

6.0 “CONCEAL SILENCE” REQUIREMENTS

A “Cone of Silence” is imposed upon this Request for Proposals (RFP) after advertising, and terminates at the time the Board of Education awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by, or on behalf of, a prospective Offeror for this solicitation, including any persons affiliated with or in any way related to a prospective Offeror, and any member of the Board of Education, the superintendent or his staff, any persons involved in evaluating the bid, program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective Offerors from circumventing the process for selection set forth in this RFP.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing’s designee, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, or contract negotiations with Offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the bid packet itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the Offeror(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing’s designee. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.

In addition to any other penalties provided by law, violation of the Cone of Silence by any prospective Offeror may result in the rejection of the prospective Offeror’s bid response and disqualify the prospective Offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District’s Purchasing Department.

7.0 GRATUITY PROHIBITION

The successful Offeror shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District for the purpose of influencing consideration of this proposal.

8.0 AUTHORITY

Each party warrants that such party has full power and authority to enter into and perform this contract. The person signing on behalf of each party represents that such person is duly authorized to enter into this Contract on behalf of such party.

9.0 SUBMITTALS AND ATTACHMENTS

Offerors are required to enclose with their proposal the following forms, certifications and licenses to perform services. Failure to do so may result in your proposal being deemed as non-responsive.

A. Forms 1 through 7
B. Certificate of Insurance (Limits stated in the Section on Insurance; Firm will list the District as additional insured and Certificate Holder)
C. Copy of Current Business License/Tax Certificate
D. State of Georgia License (As applicable)
E. Copy of Manufacturer Data Sheets/Specifications (As applicable)
F. Standard Manufacturer’s Warranty (minimum 1 year) (As applicable)
For proposals or bids to be considered, Offerors shall have any and all licenses and permits required by Federal, State and Local Government and those requested within this RFP document.

A. FORMATTING REQUIREMENTS:

All proposals shall be:

- Submitted on 8 ½” x 11” paper, and prepared simply and concisely.
- Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.
- Submitted in a sealed envelope, which is plainly marked with the proposal number and title, and date and time of proposal opening. Elaborate artwork, expensive paper, bindings, visual, and other presentation aids are not required. If proposal materials require additional envelops, then the proposal package must be combined together with the envelope on top.
- Through and detailed as possible so that the Board may properly evaluate the offeror’s capability to provide the required services.
- Submitted on proposal forms as included in this Request for Proposal and in accordance with instructions stated above.
- Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Register of Offerors date and time. Whether sent by mail or by means of personal delivery, the proposer assumes the risk for having the proposal deposited on time and at the place specified on the first page of this RFP. Late proposals will be returned unopened to the proposer.
- Proposals submitted by facsimile transmission or e-mail will not be accepted.
- Considered an irrevocable offer for a period of ninety (90) days from the date of public proposal opening.

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

In order to be considered for selection, proposer must submit complete a response to this RFP; one (1) unbound original and five (5) copies of each proposal shall be submitted to the Board as indicated on the cover sheet. Proposers must also submit one reproducible CD-ROM or flash drive of the proposal. Its content must be constructed from commercial grade software such as Microsoft Word. No other distribution of the proposal shall be made by the offeror.

The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

B. PROPOSAL FORMAT

To be considered, Offerors must submit a complete response to the Request for Proposal (RFP). Offerors shall prepare their proposals using the following format. Offerors who submit a proposal that does not address each of the sections specified below may be deemed non-responsive and the proposal submission deemed incomplete. Offerors are required to label their submittal using the headings given below:

The return of this Request for Proposal document, signed and filled out as required.

1. EXECUTIVE SUMMARY (Not Scored)

   This section shall provide a summary of the Offeror’s proposal to provide the services detailed in the specifications. The Offeror shall clearly specify its ability to meet specifications as defined in the RFP. Location of Offeror’s headquarters; nearest office; applicable telephone and facsimile numbers; email addresses, and any other pertinent information relative to the size and organizational structure of the company. There shall be one point of contact for the development services.

2. COMPANY EXPERIENCE AND CERTIFICATIONS (POINTS = 20)

   Provide a brief history of the company including the number of years in business providing the requested solutions and services. This will be considered in the evaluation process. Failure to list this information will result on loss points.
3. **K-12 EXPERIENCE AND REFERENCE (POINTS = 10)**

Describe the Offeror’s prior related experience of providing services to school divisions of similar size and scope, governmental agency, or institutions(s) of higher learning. Information provided should include complete name and title, telephone number, fax number, and email address of contact persons, telephone number of schools supplies, size and scope (magnitude and complexity) of that served, dollar value of contract, date of award, and period of performance. Offerors must provide a minimum of three (3) references to be contacted.

Reference checks will be used to verify experience, qualifications and customer satisfaction. The District will send a questionnaire to the person listed for a written recommendation. Please ensure those individuals listed are available and willing to provide a written statement.

4. **FUNCTIONAL PLAN (POINTS = 20)**

Offeror’s solution must meet as a minimum all the Functional Areas and support service requirements listed on the attached document. Functional Plan must meet or exceed all stated requirements as listed and as outlined in the solicitation. Offerors are encouraged to submit other documentation which supports the effectiveness of the proposed Functional Plan.

5. **TECHNICAL PLAN (POINTS = 20)**

Offeror’s solution must meet as a minimum all the Technical Area requirements listed on the attached document. Technical Plan must meet or exceed all stated requirements as listed and as outlined in the solicitation. Offerors are encouraged to submit other documentation which supports the effectiveness of the proposed Technical Plan.

6. **COST (POINTS = 30) **

**COST MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE**

ENVELOPE SHALL BE MARKED “COST PROPOSAL”

Clearly outline the total cost for providing chrome device hardware, software and installation services. All cost stated shall be firm for the implementation period of one (1) year, beginning with contract execution.

**10.0 BASIS OF CONTRACT AWARD**

The District reserves the right to reject all Proposals or any Proposal that is nonresponsive or not responsible and to waive technicalities and informailities. The District reserves the right to not award a contract to any Offeror, to cancel this RFP, and re-advertise the project using a similar or different competitive process at any time before the Board of Education votes to award the contract as a result of this RFP.

A contract, if any is awarded, will be awarded by means of the process described in this paragraph. The District intends to award an annual contract to a qualified Offeror(s) for these services as a result of this Request for Proposal. The award will be made as outlined in the evaluation criteria including cost and other factors in the proposal submitted. Proposals received after the time and date for submittal stipulated herein this RFP will not be opened, reviewed, or considered. Proposed services, cost, and other factors, must be met to the satisfaction of the District in order for a Proposal to be considered responsive.

The Purchasing Department will review the submitted Proposals to determine whether they are responsive and meet the formatting required by this RFP. A Selection Committee assembled by the Purchasing Department will then review and evaluate all Proposals submitted in response to this RFP using the evaluation criteria set forth below. After evaluating Offerors using these criteria, the Selection Committee will create a short list of Offerors found to be reasonably susceptible of being selected for award and rank them in order of preference based on the evaluation criteria set forth below.

The District shall be the sole judge of the suitability of the items or services to be provided pursuant to this RFP. The Offeror's firm must have experience in providing the required services. SCCPSS reserves the right to award to multiple vendors. The Board of Education has discretion to accept the recommendation or reject it.

**11.0 EVALUATION CRITERIA**

The Board will initially evaluate proposals using the following criteria. As explained above, the Board may determine that additional information or interviews are needed to help further differentiate offerors after the initial evaluations of proposals. If such additional information or interviews are requested, different or additional evaluation criteria may be used to re-evaluate short-listed Offerors determined to be reasonably susceptible for award. These short-listed Offerors will be notified of any different or additional criteria before additional submissions are due or interviews are held.
| 1. Company experience and certifications | 20 points |
| 2. Functional Plan | 20 points |
| 3. Technical Plan | 20 points |
| 4. References | 10 points |
| 5. Cost | 30 points |
| **TOTAL POINTS ALLOWED** | **100 points** |

12.0 REQUEST FOR INTERPRETATION

Interested Offerors may contact the District to obtain clarification of the request for proposal. All questions should be directed to Sabrina L. Scales, Purchasing Director, in writing, to SCCPSS, Purchasing Department, 208 Bull Street, Savannah, GA, 31401 by fax at (912) 201-7648 no later than 5:00 PM, Wednesday, September 6, 2017. No employee of the District is authorized to interpret any portion of the bid or to give information as to the requirements of the bid in addition to that contained in the written document. Interpretations of the bid or additional information as to its requirements, where necessary, shall be communicated to Offerors by written addendum to all Offerors who requested the bid. **No questions will be answered by telephone or emails.**

Due to the large number of vendors listed in certain categories of the SCCPSS vendor's list, not all vendors will necessarily be sent a notice each time an Invitation to Bid is issued. The onus rests on the vendor to view the SCCPSS website, [www.sccpss.com](http://www.sccpss.com), frequently for a listing of solicitations. To view on the Internet, go to the SCCPSS website; [www.sccpss.com](http://www.sccpss.com), click on "Divisions>Finance>Purchasing Department>Active Bids & RFPs", click on Bid Name to view the solicitation document. Click Supporting Docs to view additional information.

13.0 CONTRACT CHANGES

By written notice to the contractor, SCCPSS may make changes, within the general scope of the contract.

14.0 ASSIGNMENT OF CONTRACT

The contract shall not be assignable by the Offeror in whole or in part without the written consent of the Savannah-Chatham County Public School System.

15.0 SAMPLES

Upon notification by the Board the apparent successful Offeror shall provide, within three (3) days, samples as requested. Samples will be provided at the expense of the Offeror.

16.0 PERFORMANCE PERIOD

If awarded, this proposal will establish a contract to be put in place and remain open for a period of three (3) years beginning with contract execution and two (2) additional one-year (1) renewal periods for all hardware, software manufacturers included in the awarded responses.

17.0 PERMITS AND LICENSES

Offeror(s) shall, without additional expense to the District, be responsible for obtaining and maintaining all necessary licenses and permits required by the State of Georgia, a municipality or by the County or any other authority having jurisdiction. Offeror(s) must certified and authorized to must provide a proposed training plan. Include type of delivery and materials provided. Offeror must provide a proposed support plan that covers hours and days of support service, who can call, type of support and any restrictions.

18.0 DEMONSTRATION/TRAINING

Successful Offeror may be called upon to provide in-house training to Board personnel to demonstrate the most cost effective use of their products. Demonstrations and training shall be provided by the successful Offeror at no cost to the district.
19.0 WARRANTY

A standard manufacturer warranty shall apply to all equipment, parts, and supplies provided under a resulting contract. The Offeror(s) will guarantee that all labor, products/equipment, software are free of material defects and/or workmanship for a minimum period of twelve (12) months from date of acceptance. Any extended warranties offered after the standard manufacturer's warranty shall be stated in RFP submittal and any cost associated therewith shall be clearly stated in RFP documents.

If, during the warranty and/or extended warranty period, such faults develop, the successful Offeror(s) agrees to immediately replace the unit or the part affected without additional cost to the District. All equipment provided will be “new”. Factory seconds, discontinued, re-manufactured, re-built, used and or surplus equipment will not be accepted. Offeror must provide a copy of the manufacturer warranty to the District upon delivery, installation, and acceptance of the commodity or service.

20.0 TAXES

Offeror(s) will timely pay all taxes lawfully imposed upon Offeror(s) with respect to this Contract. Offeror(s) make no representation whatsoever regarding any tax liability of Offeror(s), nor regarding any exemption from tax liability related to this RFP or the resulting awarded Contract.

21.0 DELAYS AND EXTENSION OF TIME

If the Offeror(s) is delayed at any time in the progress of providing commodities/services by an act of or neglect by the District, or by changes ordered in the work, or by labor disputes, strikes, insurrections, fire, acts of God; unusual but well documented and excusable delays in performance, or other causes beyond the Offeror(s) control, or by delay authorized by the District, then the contract term of service may be extended by a contract amendment for such reasonable time as the District and the Offeror(s) may agree.

22.0 LIQUIDATED DAMAGES

The District will reduce the Offeror(s) invoice in the amount of $100.00/PER DAY for any sub-standard work that does not comply with the Scope of Work requirements. Accordingly, The District will also reduce the Offeror(s) invoice for failure to provide services as specified to include late performance.

In the event of any delayed Work completion and the Offeror(s) failure to achieve substantial completion of the Work within the contract agreement listed herein, the District may have cause to assess and recover liquidated damages. The Offeror(s) therefore agrees that liquidated damages may be assessed and recovered by the District and will be paid in lieu of performance. Repeated service problems may result in contract termination and possible debarment from participating in future District contracts.

23.0 DAMAGES

The Offeror(s) shall be held responsible for, and shall be required to make good, at his own expense, any and all damages that are done by or caused by him or his agents in the execution of this contract.

24.0 MINIMUM OFFEROR QUALIFICATIONS

A. Offeror must be an organization existing for the purpose of providing chrome device hardware, software and installation services.
B. Offeror must have a minimum of five (5) years continuous years prior experience in providing the requested services to educational, governmental or municipal agencies (preferably located within the State of Georgia) with scope of service requirements that are similar to or the same as that requested by the District.
C. Offeror must be authorized by equipment manufacturer to sell equipment, software and provide installation services to the District.
D. Offeror must demonstrate its ability to commence services within thirty (30) days of contract award and that it has sufficient technical and support staff to comply with the District's requirement upon the award of a resulting contract.
E. The Offeror will follow all guidelines, rules, and regulations as set forth in the most recent and any future Local, State, or Federal codes.
F. The Offeror must demonstrate its ability to meet all Bonding and Insurance requirements (as applicable) and all Warranty Requirements.
G. The Offeror must demonstrate its financial stability by providing to the District (upon written request only) a copy of their most recent Audited Financial Statement.

H. Offeror must demonstrate its ability to meet all insurance requirements including an Errors and Omissions Policy with a minimum of $500,000 per occurrence.

I. The Offeror must comply with all licensing, insurance, and registration requirements.

25.0 OFFEROR PERSONNEL

Offeror’s staff is expected to present a professional appearance. All personnel of the Offeror will be neat, well groomed, properly uniformed in industry standard uniforms and are expected to conduct themselves at all times in a responsible and courteous manner while performing any work under a resulting contract and/or whenever they are on District property. The following code of conduct will be adhered to by the Offeror, his agent(s) and/or his employees.

A. Offeror will submit with its RFP in response to this solicitation a list of all employees, including back-up personnel that will be providing services under a resulting contract. If Offeror is selected for a contract with the District, any additional employees assigned to the project must be approved by the District before those employees will be allowed to enter on District property to supply services.

B. All employees of the Offeror shall wear a recognizable uniform. No hats will be worn inside the building. All service technicians performing work must carry a government-issued photo ID. Service technicians(s) will present ID to district staff upon request. This provision will be strictly enforced.

C. The use of tobacco or tobacco products on Board property is prohibited by State Law.

D. The Offeror will not be permitted to utilize Day Labor or Temporary Workers to provide any services at any District facility. This includes any service technicians that are hired prior to contract award. Failure to comply with this requirement could result in immediate termination of contract with the Offeror liable for any liquidated damages and/or forfeiture of Performance Bond.

E. The Offeror or employees of the Offeror are not permitted to play loud music, to make unnecessary noises, or to use vulgar or inappropriate language that causes offense to others.

F. The employment of authorized or illegal aliens by the Offeror is considered a violation of Section 247A of the Immigration and Naturalization Act. If the Offeror knowingly employs unauthorized aliens, such a violation shall also be cause for termination of contract.

G. Possession of firearms will not be tolerated on Board property. No person who has a fireman in their vehicle will be permitted to park on District property. Any employee of the Offeror found in violation of this policy will be immediately asked to leave, and will not be allowed to return to perform further work without the consent of the District.

H. By submission of RFP, the Offeror certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the Offeror’s employees during the performance of the contract.

I. The Offeror also certifies that he will secure from any subcontractor who seeks works on the contract, written certification of the drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. § 50-24-3 may cause suspension, termination of contract, or debarment of such Offeror.

Please Note: If any employee of the Offeror or Sub-Contractor is found to have brought a firearm on District property, said employee will be terminated from the District contract by the Offeror or Sub-Contractor. If the Sub-Contractor fails to terminate said employee, the Sub-Contractor’s agreement with the Offeror for the District’s contract will be terminated. If the Offeror fails to terminate said employee or fails to terminate the agreement with the Sub-Contractor who fails to terminate said employee, the Offeror’s agreement with the Board shall be terminated.

26.0 SUBCONTRACTING

The Offeror shall not subcontract any part of the work to be covered by this contract without the District’s prior written approval. All approved subcontractors Providers and their personnel assigned to this contract shall be listed as Attachment A “Personnel Listing” of this document. The District will permit sub-contracting of work performed under this contract providing the following conditions are met:

- A list of all sub and sub-contractors to be used must be submitted with this Contract.
- Proof of insurance must be attached for each sub and sub-contractors.
- A copy of each sub and sub-contractor’s manufacturer training and approval to install and/or repair their equipment must be submitted with this RFP document.
27.0 OCCUPATIONAL SAFETY AND HEALTH ACTS

Offeror(s) who perform any work under this contract shall fully comply with the provisions of the Federal Occupational Safety and Health Act of 1970 and any amendments thereto and regulations pursuant to the act.

28.0 PROTESTS

Any Offeror/contractor who wishes to protest the handling or fairness of the solicitation shall express their concerns in writing to the Director of Purchasing within five (5) working days of the matter being protested. The formal written protest shall state with particularity the facts and law upon which the protest is based. The Letter of Protest shall be taken under consideration by the Chief Financial Officer and the District’s Superintendent. The protesting Offeror shall be notified within ten (10) business days the result of such consideration.

29.0 RIGHTS OF REJECTION

The District reserves the right to reject all bids or proposals or any bid or proposal that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to re-advertise or terminate this invitation to bid at any time before the Board of Education awards a contract for any reason.

30.0 CONFIDENTIALITY AND OWNERSHIP

All data, student information, school information, data from field tests, and assessment instrument series shall be strictly confidential and shall be the property of the SCCPSS. Assessment tasks/items developed by or for the SCCPSS shall also be strictly confidential and considered the property of SCCPSS unless otherwise agreed to in a written agreement. The Offeror will maintain ownership of the items that been previously developed by and are copyright of the Offeror.

The Offeror may not communicate or transfer said data, student information, school information, assessment materials, data from field tests, and assessment instrument series, in whole or in part, to any third party without the express written consent of the SCCPSS or its designee. In the event said written consent shall be granted by the SCCPSS or a designee, the Offeror shall comply with all requirements of law respecting confidentiality of student records.

31.0 GEORGIA OPEN RECORDS ACT

All documents submitted as part of the Offeror’s proposal will be deemed confidential during the evaluation process. Offeror proposals will not be available for review by anyone other than the SCCPSS Proposal Evaluation Team or its designated agents. There shall be no disclosure of any Offeror’s information to a competing Offeror prior to award of the contract. The Savannah-Chatham County Public School System is a public agency as defined by state law, and as such, it is subject to the Georgia Open Records Act section 50-18-70. Under the law, all the SCCPSS’ records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Offeror(s) are advised that once a proposal is received by the SCCPSS and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Offeror(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If an Offeror feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Offeror(s) must submit such information in a separate, sealed envelope labeled “Proprietary Information’ with the RFP number.

The envelope must contain a letter from the Offeror’s legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not “public record”, and briefly stating the reasons that each document meets the said definitions.

32.0 FISCAL FUNDING

Notwithstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the contractor by the Savannah-Chatham County Public School System (SCCPSS) solely from appropriations received by the Savannah-Chatham County Public School System. In the event such appropriations are determined by the Chief Financial Officer/Comptroller of SCCPSS to no longer exist or to be insufficient with respect to the charges payable
hereunder, this agreement shall terminate without further obligation of SCCPSS at the end of any fiscal period (hereinafter referred to as “Event”). In such Event, the Purchasing Director of SCCPSS shall certify to the Contractor the occurrence thereof.

33.0 INDEMNIFICATION

Offeror (Contractor) hereby agrees to indemnify and hold harmless the Savannah-Chatham County Public School District (the “SCCPSS,” the “District,” or the “Owner”), the Board of Education for the City of Savannah and the County of Chatham (the “Board of Education”), and any Program Manager serving as the Owner’s representative for a project and all of their respective board members, officers, and employees (hereinafter collectively referred to as the “Indemnitees”) from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys’ fees, made by a third party or parties, for any loss due to bodily injury (including death), personal injury, and property damage to the extent they are caused by the Offeror (Contractor), its agents, employees or others working at the direction of Offeror (Contractor) or on its behalf, or due to any breach of a contract resulting from this RFP by the Offeror (Contractor), or due to the application or violation of any pertinent Federal, State or local law, rule or regulation. This indemnification extends to the successors and assigns of the Offeror (Contractor). This indemnification obligation survives the termination of the Contract and the dissolution or, to the extent allowed by law, the bankruptcy of the Contractor. The parties do not intend for this indemnification provision to extend to claims for losses or injuries or damages caused solely by the negligence of the Indemnitees.

Suits or Claims for Infringement. The Offeror (Contractor) shall indemnify and hold the Owner harmless from any suits or claims of infringement of any patent rights or copyrights arising out of any patented or copyrighted materials, methods, or systems used by the Contractor.

34.0 INSURANCE REQUIREMENTS

The Contractor shall procure, and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his Agents, Representatives, and Employees. The cost of such insurance shall be included in the Contractor's bid. Prior to the commencement of any work, the Contractor shall obtain and furnish certificates of insurance to the District indicating the minimum lines of coverage shown below. The District, its officers and/or officials, employees and volunteers shall be named as insured under the Contractor's insurance policy for the duration of the contract term.

The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required hereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

a. Commercial General Liability- Including but not limited to bodily injury, property damage, contractual and personal injury with limits of not less than $100,000 combined single limit per occurrence, $500,000 per project aggregate covering all work performed under this contract.

b. Automobile Liability-Including but not limited to bodily injury and property damage to all vehicles owned, leased, hired, and non-owned with a limit of not less than $1,000,000 combined single limit covering all work performed under this contract. Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of $1,000,000. Contractor will submit a Certificate of Insurance and provide Liability/Collision coverage for all drivers who will transport vehicles to and from District property.

c. Worker's Compensation Insurance- Statutory limits in accordance with O.C.G.A.34-9-120 et. seq..

d. Umbrella Liability- Limits of not less than $1,000,000 per occurrence covering all work performed under this contract.

Upon notification of award the successful Offeror will be given seven (7) days to supply insurance certificates with the Board named as certificate holder. Failure to provide proof of insurance coverage will result in rejection of the submitted bid. Failure to provide and maintain insurance coverage during the life of the contract will be grounds for termination of the contract.

35.0 SCHEDULING OF WORK

All work will be scheduled with the District’s Contact Representative, Carl Eller, Senior Director of Technology, or his designee. All Work will be performed during normal business hours unless RFP option for evening, weekend and holiday work schedule is accepted and awarded by the District.
36.0 E-VERIFY REGISTRATION REQUIREMENTS AND INFORMATION

Vendors are required to complete the Contractor Affidavit Form verifying its compliance with Georgia state law. The State law requires that every public employer and every private employer that contracts for the physical performance of services for all contracts with a county must be registered with and use the E-Verify program.

Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed $2,499.00; provided, however and an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual.

Please note that all E-Verify numbers must be four-six digit numbers. All forms must be notarized and all affidavits are subject to open records.

37.0 LITIGATION HISTORY

Provide details of any federal, state or local government regulatory investigations, findings, actions, or complaints that your firm and/or any organization affiliated with your firm has received within the past three (3) years. This includes any lawsuits filed by current or former clients or customers within the past three (3) years. If the issue(s) has been resolved, state the corrective action taken.

38.0 COMPLIANCE WITH LAWS

Offeror will, at its own expense, obtain all necessary permits, give all notices, pay all license fees and taxes, and sales taxes, and to comply with all applicable local, State and Federal Laws, ordinances, rules and regulations. Contractor shall agree that in the performance of the contract that he/she will comply with all laws, regulations, rules and policies which may apply to public education in general and the operation of the Savannah-Chatham County Public School System in particular, such as regulations issued by the Georgia Department of Education.

39.0 CONTROLLING LAW AND VENUE

The contract, which will be issued upon award, shall be construed under the laws of the State of Georgia, irrespective of any of Georgia’s choice of law rules that might otherwise result in the application of the law of another jurisdiction.

Contractor agrees that any claims arising out of this solicitation or any resulting contract be brought in a state court of competent subject matter jurisdiction located in Chatham County, Georgia, or a federal Court of competent subject matter jurisdiction located in the Southern District of Georgia. Contractor consents to personal jurisdiction in any such court and agrees to waive in advance the defenses of lack of personal jurisdiction or improper venue in any such court.

40.0 OWNER’S RIGHTS TO TERMINATE FOR CAUSE/DEFAULT

In case of failure to deliver goods or supply services in accordance with the contract’s terms and conditions, the District, after due oral or written notice, may procure them from other sources and hold the successful bidder(s) responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the District may have. Specifically, if, through any cause, the successful bidder(s) shall fail to fulfill in a timely and proper manner their obligations under this contract, or if the successful bidder violates any of the covenants, agreements, or stipulations of this contract, the District shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination. Notwithstanding the above, the successful bidder shall not be relieved of liability to the District for damages sustained by the District by virtue of any breach of contract by the successful bidder. The District may withhold any payments to the successful proposer for the purpose of set off until such time as the exact amount of damages due to the District from the vendor is determined.

41.0 OWNER’S RIGHTS TO TERMINATE FOR CONVENIENCE

The District reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever the Director of Purchasing determines that such a termination is in the best interest of the District. Any Notice of Termination shall be issued in writing to the successful bidder at least ten (10) working days prior to the termination date.

After receipt of a notice of termination, successful bidder must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve successful bidder of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. An equitable adjustment in the contract price shall be made for completed service but no amount shall be allowed for anticipated profit on unperformed service.
Before performing any work on the awarded contract, the successful bidder shall procure and maintain, during the life of said contract, insurance coverage as listed below. The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

1. Worker's Compensation Insurance. Statutory in accordance with OGGA 34-9.

2. Commercial General Liability. Including but not limited to bodily injury, property damage, contractual and personal injury with limits of not less than $100,000 combined single limit per occurrence, $500,000 per project aggregate covering all work performed under this contract.

3. Automobile Liability. Bodily injury and property damage including all vehicles owned, leased, hired and non-owned with limits of not less than $1,000,000 combined single limit covering all work performed under the contract. (Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of $1,000,000). Each bidder shall submit a certificate of insurance and liability/collision coverage for drivers who will transport vehicles to and from Board property. The successful bidder shall be required to list the Board as additionally insured.

4. Umbrella Liability. With limits of not less than $1,000,000 per occurrence covering all work performed under this contract.

5. The Board, its officers and/or officials, employees and volunteers shall be named as additional insured under awarded bidder's insurance policy for the duration of this contract.
ATTACHMENT “C” LMWBE BUSINESS PARTICIPATION PROGRAM
RFP# 18-06

It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises ("LMWBES") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. Prime contractors on district construction projects shall make and document good faith efforts to maximize the utilization of qualified LMWBES as subcontractors and suppliers and provide proof of such efforts and contracts with and payments made to LMWBES upon request. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBES with relevant and necessary experiences to grow their business.

The following completed documents are to be submitted with all bids:

1. Proposed schedule of LMWBE participation (Exhibit #1)
2. Documentation of Good Faith Efforts (Exhibit #2)

The following completed documents are to be submitted with all bids if applicable:

1. Joint Venture disclosure requirement form (Exhibit #3)

The successful bidder will be required to submit in duplicate and one copy submitted with contractor's request for monthly and final payments and the second copy directly to the cooperative minority and women business development program.

1. LMWBE monthly payment form (Exhibit #4)

DEFINITIONS OF LMWBE

For the purposes of this policy, a Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority or persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African American: A person with origins in any of the Black racial groups of Africa;
2. Hispanic American: A person with origins from Mexico, South America, Central America or the Caribbean Basin, regardless of race; and
3. Asian American: A person with origins from the Indian subcontinent, countries of the Asian Pacific region, and surrounding countries; and

For the purposes of this policy, a local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah, Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

For the purposes of this policy, a Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
Phone: (912) 692-3982

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFP.
NAME OF PROPOSER: ________________________________

RFP #: 18-06 PROJECT TITLE: Chrome Device Hardware, Software and Installation (Annual Contract)

TOTAL AMOUNT: $ __________________

<table>
<thead>
<tr>
<th>NAME OF LMWBE PARTICIPANT</th>
<th>ADDRESS</th>
<th>TYPE OF WORK SUB-CONTRACTED</th>
<th>SUBCONTRACT VALUE</th>
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AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE: _______ % $ _______________

WOMEN PARTICIPATION TOTAL VALUE: _______ % $ _______________

OTHER MINORITY PARTICIPATION TOTAL VALUE: _______ % $ _______________

The undersigned will enter into a formal Agreement with the LMWBE Sub-contractors/Proposers identified herein for work listed in this schedule conditioned upon execution of a contract with the Savannah-Chatham County School Board.

______________________________
Signature

______________________________
Title

Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

______________________________
Date

______________________________
Signature

______________________________
Title

NOTE: The Savannah Entrepreneurial Center is available to identify qualified LMWBE's. Please contact the Office at (912) 652-3582.
Vendors are required to submit with bidding documents evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

<table>
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<tr>
<th>Activity</th>
<th>Yes or No</th>
<th>If no, please explain:</th>
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<tr>
<td>Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.</td>
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<td>Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.</td>
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<tr>
<td>Communicating with the Savannah Entrepreneurial Center to identify available qualified LMWBEs.</td>
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<td>If no, which agencies were used to identify potential LMWBE Subcontractors?</td>
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<tr>
<td>Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.</td>
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<tr>
<td>Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.</td>
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<tr>
<td>Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.</td>
<td>Please explain efforts:</td>
<td></td>
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</table>
NAME OF PROPOSER: ___________________________________________ RFP #: 18-06

If the prime offeror is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

<table>
<thead>
<tr>
<th>Joint venture firms</th>
<th>Level of work</th>
<th>Financial participation</th>
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</table>
NAME OF CONTRACTOR/CONSULTANT: ________________________________  RFP #: 18-06

PROJECT TITLE: Chrome Device Hardware, Software and Installation (Annual Contract)

DATE: ___________________________  PROJECT LOCATION: ________________________________

CONTRACT AMOUNT: $ ___________________________

<table>
<thead>
<tr>
<th>NAME OF LMWBE PARTICIPANT</th>
<th>ADDRESS</th>
<th>TYPE OF WORK SUB-CONTRACTED</th>
<th>MONTHLY PAYMENTS</th>
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CUMULATIVE LMWBE MONTHLY REPORT: $ ___________________________

PERCENTAGE OF TOTAL CONTRACT: ________%

PERCENTAGE OF OVERALL CONTRACT COMPLETION: ________%

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: ___________________________  Signature: ______________________________________  Title: ___________________________

NOTES:

7. Contractor/proposer shall attach to this report a typewritten explanation of any differences in LMWBE participation between this report and LMWBE Exhibit 1, including an accounting for any changes in LMWBE firms employed.

8. This report must be completed in duplicate and one copy submitted with CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS and the second copy directly to the district’s Purchasing Department.