

**REQUEST FOR QUOTE (RFQ)
FOR
Cafeteria Projector/Audio with Installation
FOR LAKE PARK ELEMENTARY**

September 29, 2017

TO: All Interested Vendors

You are invited to submit a written quote for a mounted projector and installed audio system for Lake Park Elementary in accordance to the attached Requirements and General Conditions and Specifications.

Any vendor providing a quote for this project must make an onsite visit to take measurements and ascertain the requirements unique to this installation. We will host a walkthrough on Tuesday, October 17, at 9 am at Lake Park Elementary School--604 Marion Ave, Lake Park, GA 31636. You will check in at the main office. Please email alrowell@lowndes.k12.ga.us with the subject RFQ LPE PROJECTOR if you intend to attend this walkthrough. Vendors may request to schedule an alternate time--at the convenience of the Lowndes County Schools--if the request is made prior to October 13.

All questions should be submitted via email to alrowell@lowndes.k12.ga.us and scottforthe@lowndes.k12.ga.us with the subject heading: RFQ LPE PROJECTOR. Inquiries will not be accepted by telephone.

Submission of Quotes

Quotes can be emailed to alrowell@lowndes.k12.ga.us (with subject RFQ LPE PROJECTOR) or hand delivered to Terri Welden, Assistant to Superintendent Wes Taylor, at 1592 Norman Drive, Valdosta, GA 31601.

Quotes must be received by 12 pm NOON on Friday, October 27, 2017.

In order to be considered for the award, all submissions must be received at the appropriate location by the required time. Any quote package not received on time at the noted location may be rejected.

REQUIREMENTS

1. Lake Park Elementary is requesting quotes for the installation of a mounted projector in its cafeteria. The intended use is to display from a computer or media player for large group meetings and for also for constant display of a behavior management program each day during lunch. The projected image must be clearly visible with room lighting on. As the projector might see extended use during the day, we are requesting pricing for both conventional and also for lampless projectors.
2. Vendor will provide connectivity for standard VGA and HDMI at a cabinet provided by the vendor and mounted to the wall in the cafeteria at a location determined by school system technology staff. LCS Technology will also provide a WePresent WICS2100 wireless presenter which will require one HDMI input on the projector
<http://www.wepresentwifi.com/wics2100.html>
3. Vendor will install a wallmount controller for the projector and audio components.
4. The vendor will recommend and install a wide format (16:9 or 16:10) electronic-controlled screen mounted to the face of the wall in the cafeteria . Vendor will make a recommendation on size, but we expect a screen with minimum diagonal of 130". Lowndes County Schools will provide electrical power to the location specified by the vendor.
5. The vendor will provide and install an amplified audio system sufficient to provide sound throughout the cafeteria using ceiling speakers. This audio system will interface with computer/media players and the WePresent device/projector output.
6. The audio system will support two handheld, rechargeable wireless microphones.

GENERAL CONDITIONS

1. Locations of Sites

The location of the work is on the property of Lowndes County School District at Lake Park Elementary School (604 E Marion Ave, Lake Park, GA 31636).

2. Scope of Work

The following are the General Conditions for the work to be performed as outlined in the Specifications.

It is understood that except as otherwise specifically stated in the contract, the Vendor shall provide and pay for all material, labor, tools, equipment (including any lifts), transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses necessary for the execution of the work shall be secured and paid for by the Vendor.

3. Change in Contract

The Owner will not be responsible for any change in the work involving extra cost unless approval in writing is furnished by the Owner before such work is begun.

4. Affidavits

Before acceptance of work by Lowndes County School System, the Vendor will be required to furnish affidavits on enclosed forms.

5. Payments

Payment will be for each job only after inspection and approval by an approved Lowndes County Board of Education employee assigned by the Superintendent. Such approval will be given only after all debris, equipment, materials, etc., are removed from the property, all cleaning completed, and any damage repaired. Provisions for deposits must be clearly explained.

6. Application for Payment

All applications for payment shall be submitted, signed by the Vendor and mailed to:

Accounting Department
Lowndes County Schools
1592 Norman Drive
Valdosta, GA 31601

7. Quote Submission

All responses must include:

- I. Statement of Vendors Qualifications
- II. Completed Affidavit Sheets
- III. Pricing Summary
- IV. Materials List
- V. Statement of Warranty

8. Vendor's Qualifications

Vendors may be required, before awarding of contract, to demonstrate to the complete satisfaction of the Lowndes County School System, that vendor has the necessary facilities, ability and financial resources to execute the work in a satisfactory manner and within the time specified; that vendor has had experience in construction work as same or similar nature; that vendor has past history and references which will assure the Lowndes County School System of his qualifications for executing the work.

9. Warranty terms on the hardware and any associated software should be clearly defined and must include a parts and labor warranty to cover all components for a minimum of three years.

10. Accident Prevention

Precaution shall be exercised at all times for the protection of persons (including employees) and property and hazardous conditions shall be guarded against or eliminated.

11. Contract Form

Upon Contract award, the standard written Purchase Order form or completely executed contract mailed, or otherwise furnished, to the successful vendor results in a binding contract.

12. Indemnification

Vendor agrees to hold the Lowndes County School System harmless and to indemnify the Lowndes County School System from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of the Vendor or subcontractor.

13. Insurance

Contractor shall maintain the following insurance (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000 per occurrence, and property damage with limits of no less than \$1,000,000 per occurrence; and (b) commercial automobile liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000 per occurrence, and property damage with limits of no less than \$1,000,000 per accident (c) statutory worker's compensation insurance, including \$1,000,000 employer's liability insurance (d) employee dishonesty and/or crimes coverage with respect to personnel of Contractor having access to County buildings, with limits of no less than \$50,000 per occurrence. All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon request, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

14. Vendor's Representative

Lowndes County School System reserves the right, with sole discretion, to refuse to allow any representative of the Vendor to service the contract in any manner. In this event the Vendor shall furnish another representative that is acceptable to Lowndes County School System. Representatives will be expected to pass a sexual offender check through the system's Keep-N-Track visitor check-in service at the schools.

15. School District Regulations

The Vendor and his representatives shall follow all applicable Lowndes County School System regulations while on school district property, including the no smoking, no weapons and drug-free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or an approved Lowndes County Board of Education employee assigned by the Superintendent.

16. Governing Law

All quotes and related documents submitted to the Lowndes County School System by vendors are governed under the laws of the state of Georgia.

17. Work hours

All work performed will be in coordination with and at the convenience of the Lowndes County Schools.

18. Georgia Open Records Act

All quotes submitted in response to this solicitation may be subject to the Georgia Open

Records Act, which permits any member of the public to inspect and/or copy documents prepared and maintained or received in the course of the operation of the public office or agency.

STATEMENT OF VENDOR'S QUALIFICATIONS

To accompany quotes submitted for installing Projector/Audio System for Lake Park Elementary Cafeteria

Name of Vendor _____

Telephone Number _____

Business Address _____

When Organized? _____

Where Organized? _____

Partnership _____ Corporation _____

Product Certifications of Engineers/Installers:

How many years have you been engaged in this business under the present firm name? _____

Please attach to this statement at least three references, including name, address, title, email or phone number and brief description of work performed (including dates of work). Our preference is for references in K-12 education.

**Lowndes County Schools RFQ for
Cafeteria Projector/Audio with Installation
for Lake Park Elementary**

We propose to furnish and deliver any and all of the deliverables and/or services named in the attached Request for quote (RFQ) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFQ. We further agree to strictly abide by all specifications, terms and conditions contained in the RFQ, all of which are made a part hereof. Any exceptions are noted in writing and included with this quote.

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

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

It is understood and agreed that this quote shall be valid and held open for a period of one hundred and twenty (120) days from the quote due date of October 27, 2017.

Contract Value for ALL Requirements including All Equipment, Materials, Deliveries, Installation, and any other costs Associated with this Quote for Cafeteria Projector/Audio with Installation for Lake Park Elementary

_____ (Dollars) (\$_____)

Vendor Name: _____

Authorized Signature: _____

Print Name: _____ Date: _____

Private Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d) [e-Verify]

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs more than ten employees and has registered with and utilizes 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. § 13-10-90. Furthermore, the undersigned private employer 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 Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 201__ in _____(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 PUBLIC

My Commission Expires:

SCHOOL DISTRICT RESPONSIBILITIES

Access for Installation

The school district will, during the progress of the installation, allow the vendor and its employees access to the premises and facilities at all reasonable hours or at such hours as the school district and vendor agree.

Provide free and clear access to existing conduit or the placement of new conduit if necessary to all work locations, floors, buildings, etc., to support the media installation and provide vendor access to these adjacent areas where and when required.

Hazardous Conditions

Take such action as necessary to ensure that the premises are dry and free from dust and hazardous materials or chemicals, (i.e., asbestos) and in such condition as not to be hazardous to the installation personnel or the material to be installed.

Heating/Cooling

Provide heat or cooling when required and general illumination in rooms in which work is to be performed by the vendor.

Building Plans

If available, furnish adequate detailed drawings of the buildings to allow installation of equipment and cables by the vendor.

Inspections

Promptly make inspections when notified by the vendor that the work is ready for acceptance.

VENDOR RESPONSIBILITIES

Provision

The vendor must: provide all supervision, labor construction tools, equipment, hardware and wiring materials as specified, transportation, erection, construction, unloading, inspecting, keeping inventory, and returning spare or unused material as specified in attached contract documents. Whenever in this RFQ the terms "provide," "furnish," "supply," or "install," etc., can be interpreted as requiring the vendor to both furnish and/or install materials, unless specific provisioning/installation of the materials by the school district is denoted.

Permits

The vendor shall obtain all necessary county, municipal or state work/building permits.

Damage

The vendor will be responsible for and repair all damage to the building due to negligence of its workmen, and report to the school district any such damage to the building that may exist or may occur during the occupancy of the facilities.

Fire Fighting Apparatus

Take necessary steps to ensure that required fire fighting apparatus is accessible at all times. Flammable materials shall be kept in suitable places outside the building.

Installation

Install the wire, cable, and associated hardware in accordance with the manufacturer's specifications, EIA/TIA 568A standards, and the National Electric Code.

Defects

The vendor will promptly correct all defects for which the vendor is responsible.

School District Contact

The vendor must coordinate all work with the school district contact that will be designated at a future date before the commencement of the installation.

Clean Up

Upon completion of the work each day, the vendor must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat.

Ceiling Tiles

Provide for the removal and re-installation of all ceiling tiles required for the installation of all above ceiling wire.

Subcontractors

Should a Contractor use subcontractors for portions of the work, Lowndes County Board of Education reserves the right to reject any subcontractor without explanation or recourse by the Contractor or subcontractor.