
Fayette County Public Schools Purchasing Department

LaFayette Educational Center, 205 LaFayette Avenue, Building A, Fayetteville, GA 30214
(770) 460-3535 ext. 1041

Request for Proposals 23-015-075

Large Area Projection & Presentation Systems

Fayette County Public Schools (hereinafter FCPS or the District) is soliciting proposals via this Request for Proposals (hereinafter RFP) from interested and qualified respondents to provide WHAT, as specified within this solicitation, for WHERE or WHO.

As is more fully explained in this RFP, an award, if made, will be made to the responsible and responsive respondent who provides the best solution to the described need, taking into consideration multiple evaluation factors as determined by the FCPS and defined herein.

It is the respondent's responsibility to address all elements of this RFP. Any respondent failing to meet the terms and conditions herein may suffer a reduction in their evaluation score up to a complete rejection of their proposal.

Responses to this request for proposals are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, GA, 30214. Proposals received after the specified date and time will not be considered.

Instructions to Respondents

Designated Representative

1. The FCPS Purchasing Department has designated the following staff member as the representative of the Department and District during the solicitation process:
Matthew Roberts, Purchasing Manager (roberts.matthew@fcboe.org)

Schedule of Events

RFP Released	Monday, January 9, 2023
Questions Due	Before 9:00 AM (ET), Monday, January 23, 2023
Addenda Issued	Week of January 30, 2023
Responses Due	Before 9:00 AM (ET), Monday, February 6, 2023
Anticipated Project Start	Spring 2023

Georgia Open Records Act Compliance ([O.C.G.A. § 50-18-70](#))

1. This solicitation and any resulting responses, evaluations, contracts, agreement, or purchase orders are subject to the [Georgia Open Records Act](#) and may be released publicly.
2. Pursuant to the act, for any records or documents marked as "confidential" or "trade secrets" the respondent must submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets according to [O.C.G.A. § 10-1-761](#).
 - 2.1. Failure to attach such an affidavit will result in the record being considered public and subject to release under the Georgia Open Records Act.

- 2.2. If FCPS determines that the specifically identified information does not constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order.
- 2.3. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing.
- 2.4. If the agency determines that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

Respondent Registration

1. Respondents are encouraged to register with the designated representative listed above via email after reviewing this solicitation.
2. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of award issuance, even if they choose not to submit a proposal.

Solicitation Documents and Forms

1. Documents and forms required for submission as part of this RFP can be found on the FCPS [Purchasing Department website](#).
2. Failure to include required submissions listed herein may result in a rejection of the proposal.
3. A list of required forms is contained herein and additional submissions may be required per the specifications contained herein.

Proposal Delivery

1. Proposals should be sent to the FCPS Purchasing Department and must be received before the proposal due date and time specified in the solicitation.
2. Proposals may be submitted electronically, by mail, or hand-delivered to the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, Georgia 30214, Attention: Purchasing Department.
3. No faxed or telephone proposals will be accepted or considered.
4. Proposals may be emailed to the designated representative if meeting the following guidelines:
 - 4.1. Emailed proposals must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred unless specified otherwise)
 - 4.2. All proposal documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.

Attachments

1. Any specification listed with "Must Include Attachment" should include a document within the proposal conforming to standards set forth.
2. All attachments must be clearly marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.

Proposal Format Requirements

1. The proposal should be typed and legible as well as formatted to comply with accessibility standards (refer to ADA and Section 508 compliance).

2. The solicitation document has been carefully organized. All sections, specifications/requirements, and appendices are numbered; therefore proposals should be organized in the same manner referencing the solicitation document when necessary.
3. Proposals must be submitted with the following sections clearly identified and delineated:
 - 3.1. Letter of Interest
 - 3.2. Technical Proposal
 - 3.3. Qualifications and Experience
 - 3.4. References
 - 3.5. Price/Cost

Multiple Proposals from the Same Respondent

1. Respondents may submit more than one proposal when offering multiple alternatives.
2. Proposals must be separate and each should conform to all terms and conditions within the solicitation.
3. Proposals must be labeled separately so as to easily identify different proposals from the same respondent.

Scope of Work and Specifications

Background and Project Overview

The purpose and intent of this RFP is to evaluate solutions to provide new visual and audio projection and presentation systems for large areas. The successful solution should include voice amplification, video and still picture projection, and digital presentation capabilities for large audience areas within a school similar to gymnasiums, cafeterias, and auditoriums.

Design/Technical Requirements and Specifications

1. Sequencing and Scheduling: Provide a detailed project timetable showing from point of award to completion of onsite technical support and warranty support following acceptance of installation.
 - 1.1. Installation and systems testing should be done in accordance with the individual installation location's schedule so as not to interfere with normal school operations, schedules, or testing.
 - 1.1.1. All scheduling must be coordinated with the school administration and the Chief Technology Officer.
2. Design Services and Site Visits: The successful proposal will provide pre-submittal site visits to schools and facilities as follows:
 - 2.1. Braelinn Elementary School, 975 Robinson Rd., Peachtree City, GA 30269
 - 2.2. Oak Grove Elementary School, 200 Log House Rd., Peachtree City, GA 30269
 - 2.3. Site visits must be coordinated with Robin Scarborough, FCPS Technology Services scarborough.robin@fcboe.org or 770-460-3990 extension 1401. Unscheduled visits are not allowed and could result in a rejection of a response.
3. Projections systems should be bulbless or LED in nature;
4. Audio systems should include mounted and/or recessed speakers;
 - 4.1. Systems located in high activity areas such as gyms should include protective and durable systems to withstand regular use.

5. Audio systems should include wireless microphone options both handheld and hands-free; and bluetooth capability.
6. Systems should be turn-key in nature with no assembly or testing required.

Performance and Service Requirements

1. Quality Assurance: The successful respondent should meet the following quality assurance standards included, but not limited to:
 - 1.1. Demonstrated proof of concept analysis or reports from previous installations of equal or similar systems;
2. Maintenance and Service Requirements: The successful proposal should include a commitment to provide regular maintenance and service to installed systems as required.
 - 2.1. Onsite technical support and warranty service (where applicable) for a minimum of six (6) months following acceptance of installations.
 - 2.2. Respondents should submit maintenance requirements and plans for properly maintaining installed systems according to warranty guidelines;
 - 2.2.1. Plans should include contact information with a guaranteed minimum of 24 hour on-site response time to service calls and requests]

Required Submissions

1. Shop Drawings: successful proposals should include diagrams and layouts of proposed solutions showing typical systems placement and arrangements.
2. Product Data:
 - 2.1. Product Certification: Submit manufacturer's certification that products and materials comply with requirements of the specifications.
 - 2.2. Submit manufacturer's catalog cuts, material safety data sheets (MSDS), brochures, specifications;
 - 2.3. Submit preparation, maintenance, and installation instructions and recommendations for initial and continued maintenance;
 - 2.4. Submit equipment handling and operation directions, requirements and recommendations.
3. Warranties: Submit warranty documents for all equipment, installations, and performance standards as requested.
4. Samples and Demonstrations
 - 4.1. During the evaluation process, respondents may be asked to install and demonstrate systems as part of the evaluation committee's efforts.
 - 4.2. Samples of system components may be requested during the evaluation process.
 - 4.2.1. Samples are to be tagged or labeled with the respondent's name, solicitation name, and solicitation number.

Evaluation of Proposals

Evaluation Committee

1. All proposals deemed responsive will be evaluated by a review committee comprised of project administrators and end-users.
2. Criteria based on qualifications and experience, a submitted proposal, and price/cost will be used in the evaluation process.

Evaluation Methodology

1. The committee will perform a complete evaluation and verification process on a rating system of required proposal components contained herein based on an “Excellent”, “Good”, “Fair”, or “Poor” rating.
 - 1.1. Excellent ratings will be issued four (4) points.
 - 1.2. Good ratings will be issued three (3) points.
 - 1.3. Fair ratings will be issued two (2) points.
 - 1.4. Poor ratings will be issued zero (0) points.

Interviews and Presentations

1. Post-proposal interviews and presentations may be required, in person at the committee’s direction or desire.
2. Submission of a proposal does not guarantee an interview or presentation.
3. Selection for interviews and presentations is at the sole discretion of the evaluation committee.

Contract Award and Negotiations

1. The evaluation committee will issue a recommendation to award following the outcome of its evaluation process.
2. The committee reserves the right to reject any or all bids.
3. A recommendation to award does not guarantee a contract. Final approval from the Superintendent and/or Board of Education may be required.
4. Following a recommendation to award, the Superintendent or their designee may engage in final negotiations with the selected respondent.

General Terms and Conditions

The FCPS General Terms and Conditions are posted on the Purchasing Department website under the heading of [Vendor Terms, Conditions, and Forms](#) and attached to this solicitation. By submission of a proposal, the respondent acknowledges they have read and understood these General Terms and Conditions as well as any terms and conditions contained herein.

Special Terms and Conditions

Contract Incorporation

1. This solicitation will be incorporated into any resulting contract.
2. When this solicitation and any resulting contract are in conflict, Fayette County Public Schools will determine the controlling method.
3. Only the Superintendent or his direct designee may sign or enter into a contract on behalf of Fayette County Public Schools.

Term

1. The proposal term will begin from the time of award through June 30, 2023, with an option to renew for four (4) additional terms.
 - 1.1. Terms are defined as the fiscal year from July 1st to June 30th of each calendar year.

Cooperative Purchasing

1. This solicitation allows for other Fayette County, Georgia government entities, including local municipalities, to purchase from the awarded contract at the same prices quoted during the effective term pending an agreement between the awarded respondent(s) and the government entity.

Substitutions and Alternates

1. Products similar to or other than specified may be acceptable if in compliance with all requirements of these specifications and are of the same or better quality.
2. The respondent must provide substantiation that proposed substitution or alternate does not violate any other manufacturer's patents, patents allowed, or patents pending and that the alternate proposed meets the same specifications contained herein.
3. The FCPS shall be the sole determiner of specification compliance and alternate acceptability.
4. No pre-proposal approval will be given for a proposed alternative.

Insurance Requirements

1. Respondents are required to submit a current and valid Certificate of Insurance (COI) per the General Terms and Conditions and any specification contained herein.
2. Should the respondent choose to utilize subcontractors for installation or other matters, the respondent must provide a valid COI for the subcontractor per the requirements of the General Terms and Conditions.

Sequencing and Scheduling

1. Sequencing and scheduling of installations once project is awarded will be coordinated through the Technology Services Department.

Required Forms and Submissions

Required Respondent Submissions

1. Product Data: Fayette County School District must receive all product data that pertains to solicitations work scope, this includes but is not limited to;
2. Product Certification: Submit manufacturer's certification that products and materials comply with the requirements of the specifications.
3. Submit manufacturer's catalog cuts, material safety data sheets (MSDS), brochures, specifications;
4. Preparation, maintenance, and installation instructions and recommendations;
5. Storage, handling requirements, and recommendations.
6. Warranties: Submit warranty documents according to specifications (if applicable).
 - 6.1. Include any and all manufacturer's warranties for each item.

Cost Proposal

1. All respondents must include a separate cost proposal.
2. The cost proposal should be separated from the proposal as outlined in point 3 of [Proposal Format Requirements](#) above.
3. Pricing not entered in the cost proposal form will not be considered.
4. If pricing variations exist for different finishes/materials/options the respondent must include an attachment describing variations and associated costs.
5. Costs should be in line-item format detailing all costs applicable to the proposed solution and a grand total cost to execute the proposed solution fully.

Letters of Recommendation

1. The respondent must include a minimum of three (3) letters of recommendation dated within the previous two (2) calendar years.
2. Letters must be from clients/customers who have engaged the respondent in previous services and must include details such as a description/scope of work,

timeline and budget parameters, and assessment of the respondent's ability to complete work/service as specified.

3. Each letter must contain contact information including organization/firm, contact name, telephone, and email.
4. Letters from organizations and projects similar to the scope and size of Fayette County Public Schools are preferred.

Respondent Information Form

1. Respondent must complete a Respondent Information Form attached hereto and available online at the Purchasing Department website.
2. This form must be placed on top, or as the first page of your proposal.
3. Failure to attach could result in a reduction in score or a rejection of your proposal.

Certificate of Insurance

1. The respondent must submit a current certificate of insurance detailing coverage limits as defined in this RFP and the FCPS General Terms and Conditions.
2. Failure to attach could result in a reduction in score or rejection of your proposal.
3. The selected respondent will be required to submit a COI naming Fayette County Public Schools as an additional insured party.

W-9 Form

1. The respondent must submit a current [Internal Revenue Service W-9 Form](#) complete with proper signature.
2. Failure to attach could result in a reduction in score or rejection of your proposal.

E-Verify Documentation

1. The respondent must submit a completed E-Verify Compliance Form and Affidavit as attached below.
2. Failure to attach could result in a reduction in score or rejection of your proposal.

Respondent Information Form

Place this form on top of your response.

Large Area Projection and Presentation Systems (RFP 23-015-075)

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCSD General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____ Date: _____

FAYETTE COUNTY PUBLIC SCHOOLS - PURCHASING DEPARTMENT
GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT FORM

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006, AS AMENDED BY
THE ILLEGAL IMMIGRATION REFORM ACT OF 2011, OCGA 13-10-90, ET SEQ.

TO ALL PROSPECTIVE CONTRACTORS:

If you are providing services to Fayette County Public Schools, this completed document, as well as the applicable Georgia Security and Immigration Compliance forms and affidavits referenced herein must be completed, signed, notarized and submitted with your bid, proposal or contract.

Fayette County Public Schools shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A., ~13-10-90 et seq. In order to ensure compliance with the Immigration Reform and Control Act of 1986 (IRCA, P.L. 99-603 and the Georgia Security and Immigration Compliance Act of 2006, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. ~ 13-10-90 et seq. (collectively the "Act") the contractor ("Contractor") **MUST INITIAL** the statement applicable to Contractor below:

INITIAL ONLY ONE CHOICE BELOW

___ (Initial here) Contractor represents and warrants that Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; Is authorized to use and uses the federal authorization program; and will continue to use the authorization program throughout the contract period. Contractor further represents, warrants and agrees that it shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-01 et seq. In accordance with the terms thereof; (Complete and submit the Contractor Affidavit and Agreement); **OR**

___ (Initial here) Contractor represents and warrants that it has no employees and does not intend to hire employees to perform contractual services, and that Contractor has therefore provided a U.S. state-issued Driver's license or ID card in lieu of an affidavit and that such license or ID card was issued by a State that verifies lawful Immigration status before issuing the license or ID card. If my status changes I will, before hiring any employees, immediately notify the School District in writing and provide all affidavits required under the Act; **OR**

___ (Initial here) Contractor represents and warrants that it does not physically perform any service within the State of Georgia as defined in the Act and thus does not have to comply with foregoing Georgia law; **OR**

___ (Initial here) Contractor is a foreign company and therefore not required to provide the affidavit as required by the Act. The Contractor must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

USE OF SUBCONTRACTOR(S) and COMPLIANCE AS ABOVE

____(Initial here) Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, is authorized to use, and uses the Federal Work Authorization Program and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of labor as set forth at Rule 300-10-01 et seq.

____(Initial here) Contractor covenants and agrees that, if Contractor employs or contracts with any Subcontractor in connection with the covered contract under the Act and DOL Rule 300-10-1-02, then in such event Contractor will secure from each subcontractor at the time of the subcontract, the subcontractor's name and address, the employer identification number/taxpayer identification number applicable to the subcontractor; the date the authorization to use the Federal Work Authorization Program was granted to subcontractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor's agreement not to contract with subcontractors unless the subcontractor is registered, authorized to use, and uses the Federal Work Authorization Program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-01 et seq. (Complete and submit the Subcontractor Affidavit and Agreement)

____(Initial here) Contractor agrees to provide Fayette County Public Schools with all affidavits of compliance as required by the Act and Georgia Department of Labor Rule 300-10-1-02, 300-10-1-03, 300-10-1-07 and 300-10-1-08 within five (5) business days of its receipt of any such documents.

Company Name: _____

SIGNATURE: _____

DATE: _____

**FAYETTE COUNTY PUBLIC SCHOOLS - PURCHASING DEPARTMENT
CONTRACTOR AFFIDAVIT PROVIDED PURSUANT TO O.C.G.A. § 13-10-91(b)(2)**

(Rev. 4/18/2019)

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 under a contract with Fayette County Public Schools, 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 covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned contractor will contract for the physical performance of services in the performance 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), and that the contractor shall forward any subcontractor's affidavit to the School District within five (5) days of its receipt of the same.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

EEV User Identification Number (4 to 6 Digit Number) _____

Date of Authorization _____

Contractor/Company _____

Email Address _____

Telephone Number _____

Name of Project _____

Project Number _____

Name of Public Employer _____

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

Executed on _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent

NOTARY INFORMATION

Sworn to before me this __ day of _____, 20_____.

Notary Public Signature

My Commission Expires: _____



**FAYETTE COUNTY PUBLIC SCHOOLS - PURCHASING DEPARTMENT
SUBCONTRACTOR AFFIDAVIT PURSUANT TO O.C.G.A. § 13-10-91(b)(3)**

(Rev. 4/18/2019)

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 _____, which has a contract with Fayette County Public Schools, 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 covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned subcontractor will contract for the physical performance of services in the performance 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), and that the subcontractor shall forward any sub-subcontractors affidavit to the contractor and School District within five (5) days of its receipt of the same.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

EEV User Identification
Number (4 to 6 Digit Number) _____

Date of Authorization _____

Subcontractor/Company _____

Email Address _____

Telephone Number _____

Name of Project _____

Project Number _____

Name of Public Employer _____

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

Executed on _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent

NOTARY INFORMATION

Sworn to before me this __ day of _____, 20____.

Notary Public Signature

My Commission Expires: _____

