	<p align="center"><b>GUILFORD COUNTY SCHOOLS</b>  <b>Invitation for Bids</b></p> <p align="center">Purchasing Department  501 W. Washington Street  Greensboro, NC 27401</p>
<b>Direct all inquiries to:</b>	<b>Invitation for Bids: 6619</b>
Velicia Moore	<b>Bid due date: February 12, 2024</b>
<a href="mailto:gaddyv@gcsnc.com">gaddyv@gcsnc.com</a> 336-370-3240	<b>Commodity: Playground Equipment</b>

**NOTICE TO BIDDERS**

Sealed bids, subject to the conditions made a part hereof, will be received by the Guilford County Schools Purchasing Dept. until **2:00 pm EST on Monday, February 12, 2024** at [gaddyv@gcsnc.com](mailto:gaddyv@gcsnc.com) for the scope of work described herein. Bids submitted via facsimile (FAX) machine in response to this Invitation for Bid **will not** be accepted.

**EXECUTION**

In compliance with this Invitation for Bids (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, the undersigned Vendor certifies that this bid is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this bid, the undersigned certifies to the best of Vendor’s knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

**Failure to execute/sign bid prior to submittal shall render bid invalid and it WILL BE REJECTED. Late bids will not be accepted.**

BIDDER:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	FAX NUMBER:
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		TITLE	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

Offer valid for **120 days** from date of bid opening, unless otherwise stated. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

## **1.0 PURPOSE AND BACKGROUND**

This work includes the purchase and installation of playground equipment at various sites.

## **2.0 GENERAL INFORMATION**

This IFB is comprised of the base bid document, any attachments, and any addenda released before contract award. All attachments and addenda released for this IFB in advance of any Contract award are incorporated herein by reference. Bids shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

### **TAXES**

Guilford County Schools is **NOT** tax-exempt. Unless otherwise indicated, tax must be computed and added to your bid. Any itemized shipping charges are also subject to tax. When invoiced, tax should be invoiced as a separate line item.

### **MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE)**

The Board of Education awards public contracts without regard to race, religion, color, creed, national origin, sex, age or handicapped condition as defined by North Carolina General Statutes, 168A-3. GCS Board of Education promotes full and equal access to business opportunities with Guilford County Schools. Minority businesses are encouraged to submit bids for this project. All vendors shall have a fair and reasonable opportunity to participate in GCS business opportunities.

## **INSURANCE**

### **Certificate of Insurance**

Each vendor shall furnish GCS a certificate of insurance showing that the required workmen's compensation and public liability insurance are carried by the Contractor. The certificate of insurance should show that it is issued to or at the request of the Guilford County Board of Education, High Point, North Carolina. All insurance carriers shall be licensed to do business in North Carolina or approved to issue insurance coverage by the Commission of Insurance of North Carolina.

The certificate of insurance shall include substantially the following provision: The insurance policies to which this certificate refers shall not be altered or canceled until after ten (10) days' written notice of such cancellation or alteration has been sent by certified mail to the Guilford County Board of Education, High Point, North Carolina.

### **Public Liability Insurance**

The vendor shall maintain public liability insurance covering his liability for bodily injury and property damage which may arise from his operations, contractual obligations, products and completed operations, as well as operations performed by independent contractors, in not less than the following amounts:

1. A combined single limit (CSL) of \$1,000,000 each occurrence, or
2. A \$1,000,000 limit for Bodily Injury Liability, and \$1,000,000 limit for Property Damage Liability.

An occurrence form of policy will be required, and the certificate of insurance submitted by the Contractor must be personally signed by a resident licensed agent of each of the companies listed on that form.

### **Worker's Compensation Insurance**

The Contractor shall maintain during the life of his contract all such workmen's compensation insurance as is or may be required by the laws of North Carolina.

### **Terms and Conditions**

It shall be the vendor's responsibility to read the instructions, terms and conditions, all relevant exhibits and attachments, and any other components made a part of this IFB and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued relating to this IFB.

## **3.0 SPECIFIC INFORMATION**

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### **BID QUESTIONS**

Upon review of the IFB documents, vendors may have questions to clarify or interpret the IFB to submit the best bid possible. To accommodate the bid questions process, vendors shall submit any such questions by 5:00 pm Wednesday February 7, 2024.

**Instructions:**

Written questions shall be emailed to Velicia Moore by the date and time specified above. Vendors will enter “IFB #6619 – Questions” as the subject for the email. Question submittals will include a reference to the applicable IFB section and be submitted in a format shown below:

Reference	Vendor Question
IFB Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, GCS’s response, and any additional terms deemed necessary by GCS will be posted in the form of an addendum. No information, instruction or advice provided orally or informally by any GCS personnel, whether made in response to a question or otherwise regarding this IFB, shall be considered authoritative or binding. Vendors shall be entitled to rely **only** on written material contained in an addendum to this IFB.

**BID SUBMITTAL**

Sealed bids, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at [gaddyv@gcsnc.com](mailto:gaddyv@gcsnc.com), as described herein. It is the responsibility of the bidder to have the bid in to the Guilford County Schools Purchasing Agent by the specified time and date of opening. Bids shall be marked in the subject line of the email IFB #6619

Attempts to submit a bid via facsimile (FAX) machine, or telephone in response to this Invitation for bids will **not** be accepted.

**REFERENCES**

Guilford County Schools reserves the right to require upon request a list of references from other school districts or similar service agencies for which the company has provided the services or goods solicited in this IFB. GCS may contact these users to determine quality level. Such information may be considered in the evaluation of the bid.

**WARRANTY**

Please provide the Manufacturer’s warranty for the product bided.

**TRANSPORTATION CHARGES**

Free on board (FOB) to designated sites in Guilford County, NC, with all transportation charges prepaid and included in the bid price.

**DELIVERY**

All product to be delivered to the specified school location.

## **4.0 AWARD AND BID EVALUATION**

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### **REVIEW AND AWARD**

It is the intent of Guilford County Schools (GCS) to award this Invitation for Bids to the responsible bidder(s) who best matches the needs of GCS. Guilford County Schools reserves the right to reject any or all bids presented and to waive any informalities and irregularities. Award of this bid may be in whole or in part as deemed to be in the best interest of GCS. All projects are awarded contingent upon funding. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 120 days.

### **EVALUATION CRITERIA**

All qualified bids will be evaluated, and award will be made based on consideration of the following criteria; the lowest responsive, responsible bidder or best value analysis.

## **5.0 INVITATIONS FOR BID DOCUMENT**

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### **Scope of Work:**

This work includes the procurement and installation of playground equipment. As referenced above: ***Award of this bid may be in whole or in part as deemed to be in the best interest of GCS.*** Please provide a full description and illustration of the equipment proposed at each site.

## Playground Equipment Specifications

Item	Description
Northwood ES	Remove and replace two old play pods in existing bordered space and add two benches. No mulch needed.
<b>TOTAL EQUIPMENT and INSTALLATION BID PRICE</b>	
<b>6.75% SALES TAX</b>	
<b>TOTAL COST</b>	

Item	Description
Shadybrook ES	Remove old play pod next to Project Fit space and replace with new pod with pod that has 6ft slide. This space can be shrunk down from the existing space to make it a little smaller and should be bordered. Include mulch.
<b>TOTAL EQUIPMENT and INSTALLATION BID PRICE</b>	
<b>6.75% SALES TAX</b>	
<b>TOTAL COST</b>	

Item	Description
Christine Joyner Greene Ed. Center	Provide a swing and play pieces in existing space. Note this equipment is to be used for older/larger students. No mulch needed. In addition, please recommend additional play options for the existing open areas.
<b>TOTAL EQUIPMENT and INSTALLATION BID PRICE</b>	
<b>6.75% SALES TAX</b>	
<b>TOTAL COST</b>	

Item	Description
Alderman ES	Replace the pod at the back that is used infrequently. No mulch needed. Include in the scope of work, provide a border for the Lil Tikes play pod.
<b>TOTAL EQUIPMENT and INSTALLATION BID PRICE</b>	
<b>6.75% SALES TAX</b>	
<b>TOTAL COST</b>	

Item	Description
Frazier ES	Provide a new play pod with borders in the general vicinity of existing playground. Include mulch.
<b>TOTAL EQUIPMENT and INSTALLATION BID PRICE</b>	
<b>6.75% SALES TAX</b>	
<b>TOTAL COST</b>	

Item	Description
Rankin ES	Provide a new play pod with borders next to Project Fit area. Note: the space is limited, and the bottom field area is not an option. Include mulch.
<b>TOTAL EQUIPMENT and INSTALLATION BID PRICE</b>	
<b>6.75% SALES TAX</b>	
<b>TOTAL COST</b>	

Item	Description
Madison ES	Remove two old climbing pieces (monkey bars and the dome) and replace with new pod including borders in same general area, include mulch. Place borders around the current play pod.
<b>TOTAL EQUIPMENT and INSTALLATION BID PRICE</b>	
<b>6.75% SALES TAX</b>	
<b>TOTAL COST</b>	

## Identification of MWBE Participation

**Submission of Affidavits which include statements of “To Be Determined” or failure to submit the required information as outlined in the Specifications shall cause the Bid be deemed non-responsive and subject to rejection.**

I, \_\_\_\_\_,  
(Name of Bidder)

do hereby certify that on this project, we will use the following minority business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #

Work type

\*MWBE  
 Category

Firm Name, Address and Phone #	Work type	*MWBE Category

\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)



The total value of minority business contracting will be (\$)\_\_\_\_\_.

## AFFIDAVIT A

This Affidavit and **ALL THREE (3) SECTIONS** Herein Must Be Completed By **ALL BIDDERS** and Submitted with Bid.

### Section I - Listing of the Good Faith Effort

**Bidder must earn at least 50 points from the Good Faith Efforts list for their Bid to be considered responsive and must submit documentation supporting all items checked within the timeframes set forth in Section III below.**

I have made Good Faith Effort to comply under the following areas checked:

- 1 - Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed. "Contact" means contact by letter, fax, e-mail or other means to a viable and active address. **CONTRACTOR MUST ATTACH EVIDENCE OF CONTACT TO THIS AFFIDAVIT AND SUBMIT WITH BID.** Value = 10 points.**
- 2-Made the construction plans, specifications and requirements available for review by prospective MWBE businesses, or providing these documents to them at least 10 days before the bids are due. Value = 10 points.**
- 3 - Broken down or combined elements of work into economically feasible units to facilitate minority participation. Value = 15 points.**
- 4 - Worked with MWBE trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of MWBE'S. Value = 10 points.**
- 5 - Attended prebid meetings scheduled by the public owner. Value = 10 points.**
- 6 - Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors. Value = 20 points.**
- 7 - Negotiated in good faith with interested MWBE'S and did not reject them as unqualified without discussing with MWBE'S sound reasons based on their capabilities. **CONTRACTOR MUST ATTACH TO THIS AFFIDAVIT AND SUBMIT WITH BID COPIES OF QUOTES OR RESPONSES FROM ALL FIRMS SUBMITTING QUOTES OR RESOPNSES, AND, IF APPLICABLE, WRITTEN JUSTIFICATION FOR ANY REJECTION OF A MWBE BASED ON LACK OF QUALIFICATION.** Value = 15 points.**
- 8 - Provided assistance to an otherwise qualified MWBE in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help MWBE businesses in establishing credit. Value = 25 points.**
- 9 - Negotiated joint venture and partnership arrangements with MWBE businesses in order to increase opportunities for MWBE business participation on the construction or repair project when possible. Value = 20 points.**
- 10 - Provided quick pay agreements and policies to enable MWBE contractors and suppliers to meet cash-flow demands. Value = 20 points.**

The undersigned hereby certifies that he or she has read the terms of the MWBE business commitment, that the bidder has made the Good Faith Efforts in the areas checked above, and that he or she is authorized to bind the bidder to the commitment herein set forth.

Date:\_\_\_\_\_ Name of Authorized Officer:\_\_\_\_\_

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

## Section II - Portion of the Work to be Performed by Minority Firms

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with MWBE. MWBE will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if necessary)

Name and Phone Number	*MWBE Category	Work description	Dollar Value

\*MWBE categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

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

### Section III – Documentation of Good Faith Efforts

**ALL BIDDERS**, regardless of percentage of MWBE participation, **MUST** provide documentation of all Good Faith Efforts checked in Section I within the timeframes set forth in Parts A and B below.

Failure to submit these documents / information shall be grounds for deduction of Good Faith Points. In the event such a deduction results in a failure to achieve the required number of Good Faith Points, the Bid shall be rejected unless the bidder has otherwise demonstrated Good Faith Efforts.

#### **PART A (Documentation Required to be Submitted With Bid)**

Documentation **MUST** be provided **WITH THE BID** in order for the bidder to receive credit for certain items checked. If the bidder checked Items 1 or 7 in Section I, the bidder **MUST** provide documentation supporting those Good Faith Efforts **WITH THE BID**.

Examples of such documentation include, but are not limited to, the following:

#### **ITEM 1**

- Copies of solicitations for quotes to at least three (3) MWBE's from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- Copies of quotes and responses received from each firm responding to the solicitation.
- A telephone log of follow-up calls to each firm sent a solicitation.

#### **ITEM 7**

- Copies of quotes or responses received from all firms submitting quotes or responses for each subcontract, and, if applicable a letter detailing the reason(s) for any rejection of minority business(es) due to lack of qualification.

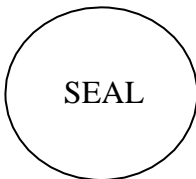
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I do certify the attached documentation as true and accurate representation of my good faith efforts.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

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

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**PART B (Documentation Required to be Submitted Within 72 Hours of Notification)**

Certain documentation **MUST** be provided within 72 hours of notification of being the apparent lowest responsible, responsive bidder in order to receive credit for certain additional Items checked. If the bidder checked Items 2, 3, 4, 5, 6, 8, 9 or 10, the bidder **MUST** provide documentation supporting those Good Faith Efforts within 72 hours of notification of being the apparent lowest responsible, responsive bidder.

Examples of such documentation include, but are not limited to the following:

**ITEM 2**

- Invitation to view construction plans, specifications and requirements.
- Cover letter enclosing construction plans, specifications and requirements.

**ITEM 3**

- Copies of all bid solicitations or request for proposals broken down by scope of work.
- Letter detailing contractor's efforts to break down or combine elements of work into economically feasible units to facilitate minority participation.

**ITEM 4**

- Documentation of any contacts or correspondence to MWBE, community, or contractor organizations in an attempt to meet the goal.

**ITEM 5**

- Copy of pre-bid roster.

**ITEM 6**

- Letter documenting efforts to provide assistance in obtaining required bonding or insurance for MWBE.

**ITEM 8**

- Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

**ITEM 9**

- Letter documenting negotiations with MWBE businesses to create joint venture or partnership arrangement for the construction or repair project.

**ITEM 10**

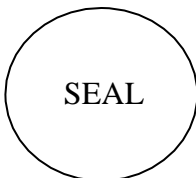
- Copy of quick pay agreements.
- Copy of quick pay policies.

I do certify the attached documentation as true and accurate representation of my good faith efforts.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

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

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

## AFFIDAVIT B Intent to Perform Contract with Own Workforce.

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_  
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the \_\_\_\_\_  
\_\_\_\_\_ contract.  
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

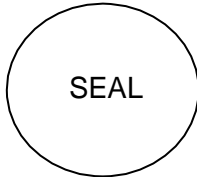
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

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

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

## APPENDIX E

### MWBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

Pay Application #: \_\_\_\_\_ Period: \_\_\_\_\_

The following is a list of payments made to Minority and Women Business Enterprises on this project for the above-mentioned period.

A	B	C	D	E	F	G	H
MWBE FIRM NAME	* TYPE OF MWBE	ORIGINAL CONTRACT AMOUNT	PREVIOUS PAYMENTS	PAYMENT THIS PERIOD	TOTAL CHANGE ORDERS TO DATE	TOTAL AMOUNT COMMITTED (C + F)	TOTAL RETAINED TO DATE

\*Minority categories: Black (B), Hispanic (H), Asian American (AA), American Indian (AI), White Female (WF), Socially and Economically Disadvantaged (SED)

Approved/Certified By: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**SUBMIT WITH EACH PAY REQUEST - FINAL PAYMENT - FINAL REPORT**