



**GUILFORD COUNTY SCHOOLS  
Invitation for Bids**

**Purchasing Department  
501 W. Washington Street  
Greensboro, NC 27401**

**Direct all inquiries to:**

**Invitation for Bids: 6650**

Velicia Moore

**Bid due date: April 25, 2024**

[gaddyv@gcsnc.com](mailto:gaddyv@gcsnc.com) 336-370-3240

**Commodity: Audio Visual Equipment**

**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 Thursday April 25, 2024** at [gaddyv@gcsnc.com](mailto:gaddyv@gcsnc.com) for furnishing and delivering the commodity as 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**

Audio Visual Equipment as described. **NO SUBSTITUTIONS**

## **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 April 17, 2024**.

**Instructions:**

Written questions shall be emailed to [techrfpq@gcsnc.com](mailto:techrfpq@gcsnc.com) by the date and time specified above. Vendors will enter “IFB #6650 – 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 #6650

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

**Note: The vendor must be an authorized dealer for Promethean Interactive Displays.**

**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 241 Burgess Road, Greensboro, NC 27409. **PLEASE PROVIDE LEAD TIME ON DELIVERY!**

## **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

QTY	DESCRIPTION	MFG. PART #	ADDITIONAL INFO	UNIT PRICE (EA)	TOTAL PRICE
340	Promethean 9 Premium 75" Interactive Display	AP9-B75-NA-1			
8	Promethean 9 Premium 86" Interactive Display	AP9-B86-NA-1			
340	Promethean 5 Year Warranty for 75"	APM5YROSS			
8	Promethean 5 Year Warranty for 86"	APL5YROSS			
358	Promethean Stand - Non Adjustable for 75" and 86"	AP-FSM-TR			
362	Promethean OPS-M (OS preinstalled)	OPS3-7P16R256S-WIN			
358	Laptop/keyboard Tray	AP-FSM-Tray-TR			
362	Tripp Lite 15 foot Surge Protector (Black)	TLP615B			
362	Logitech MK540 Keyboard and Mouse Set	920-008671			
362	Logitech HD Pro Webcam C922	960-001087			
14	50 Foot HDMI Cable	50636			

	<b>TOTAL EQUIPMENT BID PRICE</b>	
	<b>SHIPPING CHARGES</b>	
	<b>SUBTOTAL</b>	
	<b>6.75% SALES TAX</b>	
	<b>TOTAL COST</b>	

**BIDS MUST BE SUBMITTED ON THIS FORM.**

**Note: The vendor must be an authorized dealer for Promethean Interactive Displays.**