



GUILFORD COUNTY SCHOOLS
Request for Proposals
#6609
 Purchasing Department
 501 W. Washington Street
 Greensboro, NC 27401

Direct all inquiries to:	Request for Proposals: 6609
Velicia Gaddy	Proposal due date: January 12, 2024
gaddyv@gcsnc.com 336.370.3238	Commodity: School Photography Services

NOTICE TO PROPOSERS

Subject to the conditions made a part hereof, proposals will be received at this office, 501 W. Washington St., Greensboro, NC 27401, until **2:00 p.m. EDT** on the opening day for furnishing and delivering the commodity as described herein. Proposals submitted via facsimile (FAX) machine, **will not** be accepted.

EXECUTION

In compliance with this Request for Proposals (RFP), 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 proposal, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal 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 outlined in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of the 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 RFP, 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 the proposal before submittal shall render it invalid and be REJECTED. Late proposals will not be accepted.

PROPOSALDER:		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 proposal opening date unless otherwise stated. After this time, any withdrawal of the offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

1.0 PURPOSE AND BACKGROUND

Guilford County Schools (GCS) is seeking proposals from qualified vendors to provide school photography services throughout the district. The district is comprised of approximately 67,000 students across 124 schools.

2.0 GENERAL INFORMATION

This RFP comprises the base proposal document, attachments, and addenda released before the contract award. All attachments and addenda released for this RFP before any Contract award are incorporated herein by reference. Proposals shall be submitted per the terms and conditions of this RFP and any addenda issued hereto.

TAXES

Guilford County Schools is **NOT** tax-exempt. Unless otherwise indicated, tax must be computed and added to your proposal. 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 proposals 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 with a certificate of insurance showing that the Contractor carries the required workmen's compensation and public liability insurance. The certificate of insurance should show that it is issued to or at the request of the Guilford County Board of Education, Greensboro, North Carolina. All insurance carriers shall be licensed to do business in North Carolina or approved to issue 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, Greensboro, North Carolina.

Public Liability Insurance

The vendor shall maintain public liability insurance covering his liability for bodily injury and property damage that 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 for 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 company listed on that form.

Worker's Compensation Insurance

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

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 of this RFP 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 RFP. All suppliers are hereby notified that they must have the proper license as required under the North Carolina laws. The award of a contract under this solicitation may be paid with federal funding. Funding is contingent upon compliance with all terms and conditions of funding award. All prospective contractors shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award. In addition, contractors providing submittals shall be responsible for complying with state law and local ordinances.

3.0 SPECIFIC INFORMATION

PROPOSAL QUESTIONS

Upon review of the RFP documents, vendors may have questions to clarify or interpret the RFP to submit the best proposal possible. To accommodate the proposal questions process, vendors shall submit any such questions by noon on December 20, 2023.

Instructions:

Written questions shall be emailed to Velicia Gaddy at gaddyv@gcsnc.com by the date and time specified above. Vendors will enter "RFP #6609 – Questions" as the email's subject. Question submittals will include a reference to the applicable RFP section and be submitted in the format shown below:

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

Questions received before the submission deadline, GCS’s response, and any additional terms deemed necessary by GCS will be posted as 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 RFP, shall be considered authoritative or binding. Vendors shall be entitled to rely **only** on written material in an addendum to this RFP.

PROPOSAL SUBMITTAL

Subject to the conditions made apart hereof and the receipt requirements described below, Sealed proposals shall be received at the address indicated below, as described herein. **Two (2) Original, hard copies & and an email (digital copy) of the proposal response to be labeled ‘RFP 6609 Response’ as the subject of the email, shall be received in the GCS Purchasing Department but the close date and time. The original hard copy should be addressed in an envelope with the RFP number as shown below in the mailing instructions. It is the responsibility of the supplier to have the proposal in the Guilford County Schools Purchasing office by the specified time and date of opening.**

****Please be advised that if the original, hard copy of the proposal response is not received in the Guilford County Schools Purchasing Department before the due date and time, regardless of receiving the email version, the proposal will not be considered. We are only asking for an email version to have a digital copy for our records. ****

MAILING INSTRUCTIONS

DELIVERED BY US POSTAL SERVICE OR ANY OTHER MEANS:

RFP No. 6609
Velicia Moore, Director-Purchasing
Guilford County Schools
Purchasing Department
501 W. Washington Street
Greensboro, NC 27401

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 RFP. GCS may contact these users to determine the quality level. Such information may be considered in the evaluation of the proposal.

WARRANTY

The vendor warrants to the owner that all equipment furnished under these specifications will be new, of good material and workmanship, and agrees to promptly replace any part or parts which, because of defective material or workmanship, shall fail under normal use, free of negligence or accident, for a minimum period of 12 months from date put in operation. Such replacement shall include all parts, labor, and transportation costs to the location where equipment is down, free of charge to the owner or his representative.

If applicable, please describe your best warranty offering, any special training or unique benefits at no charge that may be available, and any unique benefits you may offer. The award may be determined by best value analysis—not necessarily the lowest price received.

TRANSPORTATION CHARGES

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

4.0 AWARD AND PROPOSAL EVALUATION

REVIEW AND AWARD

Guilford County Schools (GCS) intends to award this Request for Proposals to all responsible proposer(s) who best match the needs of the district's 124 schools. Proposers will be placed on a photography services vendor list and posted to the purchasing department's website. School leaders will review the list and select the vendor for their photography needs.

Guilford County Schools will retain the right to proposal separately for photography services for the graduation ceremonies. Proposal should not include any graduation ceremony photography.

Guilford County Schools reserves the right to reject any or all proposals presented and to waive any informalities and irregularities. No proposal may be withdrawn after the scheduled closing time for the receipt of proposals for 120 days.

EVALUATION CRITERIA

All qualified proposals will be evaluated based on consideration of the following criteria:

- Content - Quality of products and services offered
- Experience - General reputation and performance capabilities/References
- Completeness - Ability to meet the required specifications and requirements listed in this Request for Proposals
- Prices offered – Packages/Commission

The award will not be based solely on price but on the proposal that provides the best overall package in the best interest of Guilford County Schools.

5.0 INVITATIONS FOR PROPOSAL DOCUMENT

SECTION 01 GENERAL

1. PURPOSE

- 1.1. This School Pictures Agreement (henceforth known as “agreement”) is required to be a part of any contract/agreement between Guilford County Schools (henceforth known as “GCS”) any school picture/photography vendor (henceforth known as “vendor”).

2. APPLICABLE LAW

- 2.1. All applicable laws, whether or not explicitly referenced, are included herein by this reference. It is the vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
- 2.2. All terms in this agreement shall be enforceable as contract terms. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions.
- 2.3. The Guilford County Board of Education is the binding legal entity and authority for contract, arbitration, and other legal matters related to this agreement.
- 2.4. This agreement and any contract, negotiation, claim, or dispute in connection with its subject matter will be governed by and interpreted per the laws of the State of North Carolina and the United States without giving effect to any choice-of-law rule that would cause the application of the law of any other state or nation. Exclusive jurisdiction for any claim or dispute arising from this agreement will reside in federal and state courts within the Middle District of North Carolina.

3. CONTRACT TERM

- 3.1. School picture agreements can be ongoing beginning January 15, 2024. Agreements will be coordinated and signed by school principals.
- 3.2. At the close of any school picture agreement, all photos, compilations, videos, or any other representation of students, schools, or activities shall be the sole property of GCS.

End of Section 01

SECTION 02 VENDOR REQUIREMENTS

1. STUDENT DATA PRIVACY

- 1.1. Vendor agrees to all requirements specified in the Student Data Privacy Addendum included below and by reference.
- 1.2. The vendor shall be required to complete background checks for all personnel who will have direct contact with the students and staff of GCS at the vendor’s expense. Copies of background checks for personnel assigned to the GCS account shall be included in the documentation before performing work in the schools. The vendor shall notify GCS immediately and provide the required information should personnel changes occur.
- 1.3. Vendor agrees to abide by all federal and state student data privacy laws, including the Family Educational Rights and Privacy Act (FERPA) [20 U.S.C. § 1232g; 34 CFR Part 99] and the North Carolina Identity Theft Protection Act of 2005 (SL 2005-414/SB 1048).

2. Services

2.1. Scheduling

- A. Vendor shall mutually establish a schedule for sittings and notification flyer deliveries with the school principal or designee.
- B. When the agreement is signed, a meeting will be scheduled between the vendor and each school to determine the most acceptable picture-taking schedule for the vendor, building principals, and/or principal designee. This schedule would include the required picture re-take sitting date.

2.2. Student Photographs

- A. Student photographs will be taken at least once per school year.
- B. Vendor will photograph all students enrolled in the school during the photographic event.
- C. Senior students can take their yearbook photo at a designated "senior photo day" at each High School.
- D. Photos shall include a "headshot" photo.
- E. Vendor shall give a 100% guarantee on all portraits. A customer service hotline number shall be printed on all advertising that the parents can use when situations arise. The schools will schedule retakes at their location.
- F. Photo packages require delivery no later than four (4) weeks following picture day.
- G. Vendor shall be able to label and sort all packages alphabetically to each school's specifications and furnish a package verification list to determine which packages were purchased by whom.
- H. Student photographs do not include the senior photo taken during the graduation ceremonies.

2.3. Staff Photographs

- A. Staff photographs will be taken at least once per school year.
- B. Vendor shall take a headshot of all school staff members at no additional charge and provide these picture files to the schools using the schools' specified file format of last name and first name.
- C. The building staff will take pictures simultaneously as the students' pictures date.
- D. Vendor shall furnish a package to all teachers, principals, administrators, custodians, and cafeteria staff.

2.4. Online Ordering

- A. Vendor shall provide a secure online ordering option. All pricing and package options for online orders will be consistent with in-person ordering.

2.5. Athletics

- A. The Athletic Department can utilize the vendor's services for student/athlete picture events.
- B. Pricing and packages shall be consistent with those offered to all students. However, the athletic department may request additional services directly with the vendor or utilize a separate vendor for these athletic picture events. If

the athletic department uses the vendor for athletic picture events, the vendor shall provide individual headshots of every athlete and a team photo for each team in electronic format.

2.6. GCS Photo Copies

- A. Vendor will provide headshot photos of all students to the school and GCS within two (2) weeks after the photographic event.
- B. Photos must be submitted to GCS via a secure online portal, flash drive, and/or CD. The preferred method is an online portal to access picture files and other important information and resources. Photos will be licensed for school-related publications and newspaper submissions.
- C. Photos will be in JPG/Exif format with a resolution of 240 x 320.
- D. Photos will be named in the format [student id].jpg.

2.7. Yearbook Photos

- A. Vendor will provide the school yearbook publisher an acceptable CD-ROM or DVD-ROM, within two (2) weeks after the photographic event.
 - 1. One headshot of each photographed student.
 - a) Photos will be uniform in lighting, head size, and resolution.
 - b) Photos will be in JPG/Exif format.
 - c) Photos will be named in the format [student id].jpg.
 - 2. Listing of all students, including
 - a) Student's Name
 - b) Student's ID
 - c) Grade

2.8. Advertising

- A. Color posters publicizing "Picture Day" will be provided at no charge and are to be displayed in high-traffic areas.
- B. "Picture Day" notices will be provided at no charge and distributed one (1) week before the photographic day.

2.9. Headshot Books

- A. The vendor will provide all students with two (2) headshot books at no charge.

2.10. Commission Report

- A. Vendor shall furnish each building principal and the GCS Finance Department a commission report with each commission payment that itemizes the sales information and the commission calculation. Commission settlements shall be provided within 60 days of each picture event. Provide a sample commission settlement report with your response.

2.11. Vendor Experience

- A. The proposal shall provide information as to the qualifications and experience of the company and all professional personnel to be assigned to handle the Guilford County School's account.
- B. Vendor shall provide two to three references for which the company has provided services of similar size and scope. GCS may contact any listed

reference and the information obtained shall be considered in the evaluation of the proposal.

End of Section 02

SECTION 03 SCHOOL REQUIREMENTS

Part 1 GENERAL

- 1.1. The school agrees to provide the vendor with a listing of the student's names and all relevant information it wishes to have included on the Yearbook CD and GCS CD. List will include, at a minimum, last name, first name, and student ID.
 - A. List of students will be provided a minimum of three (3) weeks in advance of photography day.
- 1.2. The school agrees to post posters in high-traffic areas before the photography day.
- 1.3. The school agrees to distribute "Picture Day" notices to students one (1) week before photography day.

End of Section 03

PRICING SHEET

NOTE: This pricing sheet is for proposal comparisons only and must be completed.

Please propose a total of four separate picture packages. The packages should list the content of each package. The package pricing should be tiered from least expensive to most expensive.

Item	Package A	Package B	Package C	Package D
8 x 10	Qty	Qty	Qty	Qty
5 x 7	Qty	Qty	Qty	Qty
3.5 x 5	Qty	Qty	Qty	Qty
2 x 3 Std. Wallet	Qty	Qty	Qty	Qty
8 x 10 Class	Qty	Qty	Qty	Qty
	Qty	Qty	Qty	Qty
	Qty	Qty	Qty	Qty
Package Price				

Commission

The vendor shall pay schools a commission of _____% of the total money collected from all sales, including options, after deducting state and local sales tax.

Exhibit A

Confidentiality Agreement for Student Picture Contract

Confidentiality.

This Confidentiality Agreement is between _____ (“Vendor”) and the Guilford County Schools (“GCS”). The vendor understands that to have access to any information that contains PII, as defined below, the Vendor must agree to the following terms and conditions:

*FERPA. The Family Educational Rights and Privacy Act (“**FERPA**”) is a federal law that protects the confidentiality of a student’s records. The vendor represents and warrants that it is familiar with the basic provisions of FERPA. The vendor may only access student educational records if there is a legitimate educational reason to do so and if that educational reason is directly related to carrying out the duties and responsibilities reflected in this Agreement. The vendor must keep all personally identifiable student information (“PII”) gained from files (whether the files are paper, or computer generated) strictly confidential. The vendor shall not acquire student information that is not needed to perform the work under this Agreement, nor should the vendor exchange information about students that the vendor may have learned while performing services unless there is a legitimate educational reason to do so. The vendor acknowledges that for this Agreement, it will be designated a “school official” with “legitimate educational interests” in GCS’s “education records,” as those terms have been defined under FERPA and its implementing regulations. The vendor agrees to abide by the limitations and requirements imposed by 34 C.F.R. 99.33(a) on school officials. In addition to the protections under FERPA, Vendor acknowledges that it must act per N.C.G.S. §115C-401.1 (which Vendor will familiarize itself with and abide by) and any other applicable federal or state data privacy or security laws and any regulations promulgated thereunder.*

Legal Protections and Prohibited Disclosure. The Data provided to or stored by the Vendor under this Agreement are sensitive, requiring appropriate levels of security to prevent unauthorized disclosure, use, or modification. Vendor shall take reasonable measures to protect the confidentiality of the Data as required by federal and state laws and regulations applicable to Vendor. Vendor has full and final responsibility for the security of all Data in Vendor’s possession while it has such Data. The vendor agrees to implement reasonable administrative, technical, and physical security measures to ensure the confidentiality, integrity and availability of the Data.

- A. Vendor security measures must also include:
 1. Restrictions such that access to the Data is limited to Vendor staff who need such access to carry out the responsibilities of Vendor under this Agreement; *provided* that such parties will not release such Data to any unauthorized party; and *provided further* that such parties shall only have access to Data for which they have a legitimate interest;
 2. All Data must be stored on computer and storage facilities maintained within Vendor or its vendors' computer networks, behind appropriate firewalls;
 3. Access to computer applications and Data must be managed through appropriate user ID/password procedures;
 4. Satisfactory redundant and uninterruptible power supply protections.

- B. Upon the earlier of (i) termination or expiration of this Agreement, or (ii) at such point that the Data are no longer needed for the purpose referenced in this Agreement, the Data must be returned to GCS, destroyed, or erased in compliance with all applicable law. The vendor will submit a written description of the actions taken to return, destroy, or erase the Data within thirty (30) days after the termination or expiration of the Agreement or the date upon which the Data are no longer needed.

- C. Vendor shall limit internal access to education records to those individuals that are determined to have legitimate educational interests or to Service Providers or IT Vendor(s) with a legitimate interest that require such access to perform technical functions for Vendor;

- D. Vendor shall not use the education records for any other purposes than those explicitly authorized in this Agreement;

Breach Notification Costs and Expenses. The Parties agree that Vendor and its representatives and employees may receive Data, including but not limited to PII, under this Agreement. The vendor shall be required to notify COLLABORATORS of any breach of security resulting in unauthorized access, use, or disclosure of such Data. The vendor agrees that it will cooperate and promptly comply with any reasonable inquiries from GCS based upon GCS's receipt of a complaint or other information indicating that an improper or unauthorized disclosure of personally identifiable information may have occurred.

This the ___ day of _____, 20___.

Vendor
By: _____

Its: _____

Agreed and Accepted by:

Its: _____

INSTRUCTIONS TO BIDDERS

1. **READ, REVIEW AND COMPLY:** It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **NOTICE TO BIDDERS:** All bids are subject to the provisions of the Instructions to Bidders, special terms and conditions specific to this Invitation for Bids, the specifications, and the North Carolina General Contract Terms and Conditions.
The Guilford County Schools (GCS) objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any language appearing in or attached to the document as part of the bidder's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of this document, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **DEFINITIONS:**
 - **BIDDER:** Company, firm, corporation, partnership, individual, etc., submitting a response to an Invitation for Bids.
 - **TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities only.
 - **STATEWIDE TERM CONTRACT:** A term Contract for all agencies, unless exempted by statute, rule, or special term and condition specific to this bid.
 - **AGENCY SPECIFIC TERM CONTRACT:** A Term Contract for a specific agency.
 - **OPEN MARKET CONTRACT:** A contract for the purchase of a commodity not covered by a term contract.
4. **EXECUTION:** Failure to sign under EXECUTION section will render bid invalid.
5. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) special terms and conditions specific to this bid, (2) specifications, (3) North Carolina General Contract Terms and Conditions, and (4) Instructions to Bidders.
6. **TIME FOR CONSIDERATION:** Unless otherwise indicated on the first page of this document, bidder's offer shall be valid for 45 days from the date of bid opening. Preference may be given to bids allowing not less than 45 days for consideration and acceptance.
7. **PROMPT PAYMENT DISCOUNTS:** Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
8. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. **The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
9. **INFORMATION AND DESCRIPTIVE LITERATURE:** Bidder is to furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this bid, each bidder must submit with their bid sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
10. **RECYCLING AND SOURCE REDUCTION:** It is the policy of this State to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is practicable and cost-effective.
We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will protect the commodity and contain it for its intended use.
Companies are strongly urged to bring to the attention of the purchasers in the Division of Purchase and Contract those products or packaging they offer which have recycled content and that are recyclable.
11. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the user directly. Any and all revisions to this document shall be made only by written addendum from the Division of Purchase and Contract. The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.

12. **ACCEPTANCE AND REJECTION:** GCS reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
13. **REFERENCES:** GCS reserves the right to require a list of users of the exact item offered. GCS may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.
14. **TAXES:**
 - **FEDERAL:** All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency.
 - **OTHER:** Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.
 - Any applicable taxes shall be invoiced as a separate item.
15. **AWARD OF CONTRACT:** As directed by statute, qualified bids will be evaluated and acceptance may be made of the lowest and best bid most advantageous to GCS as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by GCS to be pertinent or peculiar to the purchase in question. Unless otherwise specified by GCS or the bidder, GCS reserves the right to accept any item or group of items on a multi-item bid. In addition, on TERM CONTRACTS, GCS reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by GCS to be pertinent or peculiar to the purchase in question.

All contracts are awarded contingent upon the availability of funds.
16. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, GCS invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
17. **CONFIDENTIAL INFORMATION:** As provided by statute and rule, the GCS will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.
18. **SAMPLES:** Sample of items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request be returned at the bidder's expense. Request for the return of samples must be made within 10 days following date of bid opening. Otherwise the samples will become GCS property. Each individual sample must be labeled with the bidder's name, bid number, and item number. A sample on which an award is made, will be retained until the contract is completed, and then returned, if requested, as specified above.
19. **PROTEST PROCEDURES:** When an offeror wants to protest a contract awarded pursuant to this solicitation, that is over \$10,000, they must submit a written request to the GCS Purchasing Officer at the address given in the solicitation document entitled "Mailing Instructions". This request must be received in the Purchasing Department within (5) consecutive business days of the e-mail notification to the offeror of GCS' intent to maintain the original award. The offeror must submit a written protest letter to the GCS Purchasing Officer. This letter must contain specific reasons and any supporting documentation for the protest.
20. **MISCELLANEOUS:** Masculine pronouns shall be read to include feminine pronouns, and the singular of any word or phrase shall be read to include the plural and vice versa.
21. **DEFAULT AND PERFORMANCE BOND:** In case of default by the contractor, Guilford County Schools (GCS) may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. GCS reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to GCS.
22. **SPECIAL REQUIREMENTS REGARDING CRIMINAL BACKGROUND**
 - A. Criminal Background Investigations of individuals working on school property (sites occupied with students and sites not occupied with students).

- B. At a minimum, the contractor shall obtain a complete North Carolina statewide criminal background investigation for all employees and subcontractors who will work on this project, covering a period for the last seven (7) years. If the contractor or subcontractor is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of North Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. All costs associated with these criminal background checks is the responsibility of the contractor.

Each prime contractor will be responsible for all their employees and all of their subcontractors working under them.

On sites that are occupied with students and staff, a daily sign-in sheet will be presented by each prime contractor to the principal and SRO – Student Resource Officer by 9:00 a.m. each morning. If there is no SRO – provide to the Principal. This list will contain the name of each person on site and the company they work for.

- C. Any individual with the following criminal convictions or pending charges will NOT be permitted on any school project or property.
1. Child Molestation or Abuse or indecent liberties with a child;
 2. Rape;
 3. Any Sexually Oriented Crime;
 4. Drugs: Felony use, possession or distribution;
 5. Murder, manslaughter or other death related charge; or
 6. Assault with a deadly weapon or assault with intent to kill.
- D. Any individual with a prior conviction or pending charges contained in the aforementioned list, shall be banned (not allowed) from any school project or property.
- E. Each person on site must wear a plastic laminated identification badge that identifies the name of the company and the person's name. These badges are to be computer produced at a font large enough to be clearly visible. All costs associated with these criminal background checks is the responsibility of the contractor. The ID badge template will be made available to the successful prime contractors at the Pre-Construction Meeting.
- F. Guilford County Schools, may, at any time, request verification of criminal background investigation for any employee or subcontractor on school property.

GENERAL CONTRACT TERMS AND CONDITIONS

1. **DEFAULT AND PERFORMANCE BOND:** In case of default by the contractor, Guilford County Schools (GCS) may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. GCS reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to GCS.
2. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the items offered prior to their delivery, it shall be the responsibility of the contractor to notify, in writing, the issuing purchasing office at once, indicating the specific regulation which required such alterations. GCS reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.
3. **AVAILABILITY OF FUNDS:** Any and all payments to the contractor are dependent upon and subject to the availability of funds to the agency for the purpose set forth in this agreement. No goods or services should be shipped or provided prior to issuance of a Purchase Order to the vendor/contractor by Guilford County Schools.
4. **TAXES:** Any applicable taxes shall be invoiced as a separate item.

G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors if the vendor or its affiliates meet one of the conditions of G. S. 105-164.8(b) and refuse to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G. S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the bid document the vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.

5. **SITUS:** The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
6. **GOVERNING LAWS:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
7. **INSPECTION AT CONTRACTOR'S SITE:** GCS reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for GCS determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.
8. **PAYMENT TERMS:** Payment terms are Net 30 days after receipt of correct invoice or acceptance of goods. The using agency is responsible for all payments to the contractor under the contract. Payment by some agencies may be made by procurement card and it shall be accepted by the contractor for payment if the contractor accepts that card (Visa, Mastercard, etc.) from other customers. If payment is made by procurement card, then payment may be processed immediately by the contractor.
9. **AFFIRMATIVE ACTION:** The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
10. **CONDITION AND PACKAGING:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.
11. **STANDARDS:** All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

12. **PATENT:** The contractor shall hold and save GCS, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this contract, including use by the government.
13. **ADVERTISING:** Contractor agrees not to use the existence of this contract or the name of the State of North Carolina as part of any commercial advertising.
14. **ACCESS TO PERSONS AND RECORDS:** The State Auditor and the using agency's internal auditors shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the contract to verify accounts and data affecting fees or performance).
15. **ASSIGNMENT:** No assignment of the contractor's obligations nor the contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority and solely as a convenience to the contractor, may:
 - a. Forward the contractor's payment check directly to any person or entity designated by the contractor, and
 - b. Include any person or entity designated by contractor as a joint payee on the contractor's payment check.In no event shall such approval and action obligate the State to anyone other than the contractor and the contractor shall remain responsible for fulfillment of all contract obligations.
16. **INSURANCE COVERAGE:** - During the term of the contract, the contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:
 - a. **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000.00, covering all of contractor's employees who are engaged in any work under the contract. If any work is sublet, the contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
 - b. **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
 - c. **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment.**REQUIREMENTS:** Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.
17. **GENERAL INDEMNITY:** The contractor shall hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses, with the exception of consequential damages, accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the contractor in the performance of this contract and that are attributable to the negligence or intentionally tortuous acts of the contractor provided that the contractor is notified in writing within 30 days that the State has knowledge of such claims. The contractor represents and warrants that it shall make no claim of any kind or nature against the State's agents who are involved in the delivery or processing of contractor goods to the State. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.
18. **ELECTRONIC PROCUREMENT (APPLIES TO ALL CONTRACTS THAT INCLUDE E-PROCUREMENT AND ARE IDENTIFIED AS SUCH IN THE BODY OF THE SOLICITATION DOCUMENT):** Purchasing shall be conducted through the Statewide E-Procurement Service. The State's third-party agent shall serve as the Supplier Manager for this E-Procurement Service.
19. **THE SUCCESSFUL BIDDER(S) SHALL PAY A TRANSACTION FEE OF 1.75% (.0175) ON THE TOTAL DOLLAR AMOUNT (EXCLUDING SALES TAXES) OF EACH PURCHASE ORDER ISSUED THROUGH THE STATEWIDE E-PROCUREMENT SERVICE** This applies to all purchase orders, regardless of the quantity or

dollar amount of the purchase order. This transaction fee shall neither be charged to nor paid by the State, or by any State approved users of the contract. The transaction fee shall not be stated or included as a separate item in the proposed contract or invoice. There are no additional fees or charges to the contractor for the services rendered by the Supplier Manager under this contract. Contractor will receive a credit for transaction fees they paid for the purchase of any item(s) if an item(s) is returned through no fault of the contractor. Transaction fees are non-refundable when an item is rejected and returned, or declined, due to the contractor's failure to perform or comply with specifications or requirements of the contract.

Contractor or its Authorized Reseller, as applicable, will be invoiced monthly for the State's transaction fee by the Supplier Manager. The transaction fee shall be based on purchase orders issued for the prior month. Unless Supplier Manager receives written notice from the Contractor identifying with specificity any errors in an invoice within thirty (30) days of the receipt of invoice, such invoice shall be deemed to be correct and Contractor shall have waived its right to later dispute the accuracy and completeness of the invoice.

Payment of the transaction fee by the Contractor is due to the account designated by the State within thirty (30) days after receipt of the correct invoice for the transaction fee, which includes payment of all portions of an invoice not in dispute. Within thirty (30) days of the receipt of invoice, contractor may request in writing an extension of the invoice payment due date for that portion of the transaction fee invoice for which payment of the related goods by the governmental purchasing entity has not been received by the Contractor. If payment of the transaction fee is not received by the State within this payment period, it shall be considered a material breach of contract. The Supplier Manager shall provide, whenever reasonably requested by the contractor in writing (including electronic documents), supporting documentation from the E-Procurement Service that accounts for the amount of the invoice.

The Supplier Manager will capture the order from the State approved user, including the shipping and payment information, and submit the order in accordance with the E-Procurement Service. Subsequently, the Supplier Manager will send those orders to the appropriate contractor on State Contract. The State or State approved user, not the Supplier Manager, shall be responsible for the solicitation, bids received, evaluation of bids received, award of contract, and the payment for goods delivered.

Contractor agrees at all times to maintain the confidentiality of its user name and password for the Statewide E-Procurement Services. If a contractor is a corporation, partnership or other legal entity, then the contractor may authorize its employees to use its password. Contractor shall be responsible for all activity and all charges by such employees. Contractor agrees not to permit a third party to use the Statewide E-Procurement Services through its account. If there is a breach of security through the contractor's account, contractor shall immediately change its password and notify the Supplier Manager of the security breach by e-mail. Contractor shall cooperate with the State and the Supplier Manager to mitigate and correct any security breach.

20. **ELECTRONIC PROCUREMENT (APPLIES ONLY TO STATEWIDE TERM CONTRACTS):** Within ten (10) calendar days of notice, the contractor shall provide supplier information, contract pricing and other product-related information requested by the State or the Supplier Manager. This information shall include such information as contractor name, SKU, brand/manufacturer, product name and a brief description, unit of measure, price, and other similar information or properly requested by the State or the Supplier Manager to facilitate purchasing from the contract. This information shall be posted by the contractor in the format provided by the Supplier Manager, or as otherwise provided in a template or format required by the State. No costs or expenses associated with providing this information shall be charged to the State, its agents (including Supplier Manager) or State approved users of the contract. For the purposes of this contract, the contractor warrants that it is authorized and empowered to and hereby grants the State and the Supplier Manager the right and license to use, reproduce, transmit, distribute and publicly display this information. In addition, for the purposes of this contract, the contractor warrants that it is authorized and empowered to and hereby grants the State and the Supplier Manager the right and license to reproduce and display contractor's trademarks, service marks, logos, trade dress or other branding designation that identifies the goods available under the contract. The Supplier Manager shall create and maintain, with contractor's timely assistance, web-based placement of contract information, where appropriate, that includes the contract items distributed by the contractor within the appropriate contract categories. The State shall provide any price adjustment/product modification information that it has approved during the course of the contract, to the Supplier Manager immediately upon such change. If the contractor is not the manufacturer, then it shall be the contractor's responsibility to obtain authorization from the manufacturer to comply with the provisions of this contract, including any appropriate intellectual property rights of the manufacturer. If the contractor is the manufacturer, then the manufacturer shall only authorize dealers, outlets, distributors, value added resellers, etc. (together, "Authorized Resellers") within their network that can comply with the provisions of this contract.

CONTRACTOR IS AND SHALL REMAIN RESPONSIBLE FOR PAYING THE TRANSACTION FEE ON BEHALF OF ITS AUTHORIZED RESELLERS IN THE EVENT THAT THE AUTHORIZED RESELLER(S) DEFAULTS.

21. **CANCELLATION (TERM CONTRACTS ONLY):** All contract obligations shall prevail for at least 180 days after the effective date of the contract. After that period, in addition to the provisions of the paragraph entitled Price Adjustments, for the protection of both parties, this contract may be canceled in whole or in part by either party by giving 30 days prior notice in writing to the other party. Such notice of cancellation, as required herein, shall be transmitted via U.S. MAIL, Certified, Return Receipt Requested. The 30 days' notice for cancellation shall begin on the day the return receipt is signed and dated.
22. **QUANTITIES (TERM CONTRACTS ONLY):** The award of a term contract neither implies nor guarantees any minimum or maximum purchases thereunder.
23. **PRICE ADJUSTMENTS (TERM CONTRACTS ONLY):** Any price changes, downward or upward, which might be permitted during the contract period must be general, either by reason of market change or on the part of the contractor to other customers.
 - a. **Notification:** Must be given to GCS, in writing, concerning any proposed price adjustments. Such notification shall be accompanied by copy of manufacturer's official notice or other acceptable evidence that the change is general in nature.
 - b. **Decreases:** GCS shall receive full proportionate benefit immediately at any time during the contract period.
 - c. **Increases:** All prices shall be firm against any increase for 180 days from the effective date of the contract. After this period, a request for increase may be submitted with GCS reserving the right to accept or reject the increase, or cancel the contract. Such action by GCS shall occur not later than 15 days after the receipt by GCS of a properly documented request for price increase. Any increases accepted shall become effective not later than 30 days after the expiration of the original 15 days reserved to evaluate the request for increase.
 - d. **Invoices:** It is understood and agreed that orders will be shipped at the established contract prices in effect on dates orders are placed. Invoicing at variance with this provision will subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate item.