



Invitation to Bid (ITB) #060822 by Reverse Auction

**for WINDOW UNITS & INSTALLATION
ASHLAND ELEMENTARY SCHOOL**

**Benton County School District
231 Court Street
Ashland, MS 38603**

First Day to Submit Bids: May 8, 2022

Bids Due: May 25 2022, 10:00 AM

Contact: Dr. Roxanne Hall, rhall@benton.k12.ms.us

Authorized Purchasing Agent: Dr. Roxanne Hall

**BENTON COUNTY SCHOOL DISTRICT
OFFICE OF SUPERINTENDENT | INVITATION TO BID
PROCUREMENT OF WINDOW UNITS & INSTALLATION
ITB#060822**

This Invitation to Bid (ITB) will be conducted by Reverse Auction. Bidders should carefully read the Description of the Reverse Auction Process and Invitation to Bid Timeline below prior to proceeding. The responses received will be for submission of documentation only, to pre-qualify Bidders to participate in a Reverse Auction. The Reverse Auction will tentatively be held on June 6, 2022 @10 AM CST (*all time references are in CST*). Time frames will be determined and stated in the official invitation to the Reverse Auction that will be issued to Bidders upon verification of qualifications. Products solicited in this document will be the same products bid upon during the Reverse Auction. Prospective Bidders shall complete all requested information in the ITB to be considered for participation in the Reverse Auction.

Benton County School District (hereinafter referred to as the “District” or “BCSD”) is seeking bids, through the reverse auction process, from experienced and qualified WINDOW INSTALLATION vendors.

INVITATION TO BID TIMELINE

Event	Date
ITB Release	May 8, 2022
Newspaper Advertisement	May 8, 2022 May 15, 2022
Deadline for submission of Bidder Qualification Summary	May 25, 2022 – 10:00am
Vendor Site Visit	May 23-25, 2022
Vendor Response Evaluations	May 30 - 31, 2022
Vendor Reverse Auction Invitation Issued	June 1, 2022
Itemized Price Deadline per Specifications	June 3, 2022
Reverse Auction	June 8, 2022, 10am – 11am
Bid Award Recommendation	June 13, 2022
Public Award Notice/Results	June 14, 2022

Responses may be submitted to:

Benton County School District
Office of the Superintendent
Attention: Dr. Roxanne Hall
231 Court Street
Ashland, MS 38603

All mailed or hand delivered responses must be received in the Administrative Office of the Superintendent above no later than 10:00am on May 25, 2022. All mailed and hand delivered responses must include 2 copies of the bid documents. The bid packet must be clearly marked in the lower right corner with the following: **WINDOW UNITS & INSTALL ITB 060822..**

Electronic responses can be submitted at <http://www.centralbidding.com>. Bid documents can be retrieved from www.benton.k12.ms.us/districtbidproposals or <http://www.centralbidding.com>.

REVERSE AUCTION PROCESS

Definition of Reverse Auction. Reverse Auction is a purchasing process in which offerors submit Bids in competition to sell commodities in an open environment via the Internet. The auction itself is an invitation-only timed event that is open to Bidders who have been prequalified.

Definition of Bid. In the context of Reverse Auction, the Bid or Bid Response means all documents (whether attached or incorporated by reference) supplied by the Bidder in response to an ITB by Reverse Auction, including a Qualification Summary and the lowest price submitted by the Bidder during the auction event.

Chronology of the Reverse Auction Process.

The Reverse Auction process includes the steps listed below:

1. Notice of ITB by Reverse Auction
2. Bid Preparation
3. Qualification Summary Submitted
4. Evaluation of Qualification Summary
5. Invitation to Reverse Auction Issued
6. Itemized Price list per specification
7. Auction Event
8. Evaluation of Bids
9. Bid Awarded

INTRODUCTION AND GENERAL INFORMATION

1. Introduction

Benton County School District is soliciting sealed bids, using the reverse auction process, from vendors licensed to procure WINDOW units and install them. Each vendor shall be responsible for expenses incurred in connection with the preparation and submission of any bid in response to this ITB. Benton County School District will not be liable in any manner or to any extent for any cost or expense incurred by any vendor, whether directly or indirectly, in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this ITB. Vendor bids, and all materials associated with, attached to, or referenced therein, will become the property of Benton County School District.

This ITB is not an offer by Benton County School District to enter into an agreement with any vendor. This ITB is a request to receive bids from vendors interested in providing the commodities and services described herein, using the reverse auction process. *Benton County School District reserves the right to reject any and all bids, in whole or in part, for any or no reason, to waive formalities, and to enter into negotiations with any third party (including but not limited to one or more of the prospective vendors) to provide the commodities and services described herein. Benton County School District may withdraw or cancel this ITB at any time, without penalties.*

OBJECTIVES AND SCOPE OF SERVICE

1. Overview and Objectives

Benton County School District is requesting sealed bids, using the reverse auction process detailed above, from qualified vendors who will procure and install WINDOW units at the districts specified location per published specifications as stated in this ITB. The specified location is Ashland Elementary School.

2. PROOF OF INSURANCE

Any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of the Bidder's performance or failure to perform duties pursuant to this ITB shall be the Bidder's sole obligation and the Bidder shall indemnify and hold harmless the District from and against any and all claims, losses, damages, liabilities, costs, and attorney's fees, arising out of or in any way connected with the Bidder's performance or failure to perform under this ITB.

The Bidder shall provide the District with a Certificate/s of Insurance (COI) by a company licensed to do business in Mississippi for the following amounts *WITH Benton County School named on the COI.*

Commercial General Liability	\$1,000,000 Each Occurrence
\$1,000,000 General Aggregate	
Commercial Automobile Liability	\$1,000,000 Each Accident
Umbrella Liability	\$1,000,000 Each
Occurrence Workers Compensation	Statutory
Employer's Liability	\$1,000,000 Each Accident
\$1,000,000 Each Employee	
\$1,000,000 Policy Limit	
Owner's & Contractor's Protective Liability	\$1,000,000 Combined Single Limit

3. The COI must be received within 7 days of award. The COI shall contain a provision that coverage afforded under the policies will not be cancelled until at least thirty (30) days post completed installation, prior written notice must be given to Benton County School District, and Benton County School District must be named as a certificate holder on the COI.

ITB REQUIREMENTS

1. **Response Requirements:** All bids must include a response in the sequence specified below and should include as much detail as possible. Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information required to accompany the bids may cause a rejection of the bid as non-compliant. Benton County School District reserves the right to request additional information and/or presentations, if clarification is needed.

Specific Response Requirements:

- Name and address of your location, or the location of the branch that would be serving the Benton County School District.
- Please specify how many years of experience you have selling and installing WINDOWS & equipment for commercial use. How long has your company been in this business? Has it been your primary business focus? Explain.
- Verify that you are capable of providing:
 - a) Providing details on the proposed ordering process, ordering lead times, and logistics
 - b) Documented experience in providing the product and installation of the products
 - c) A list of vendor's employees and representatives you plan to employ to service the Benton County School District account
 - d) Warranty details
 - e) Copy of Certificate Insurance
 - f) Worker Compensation Insurance, if applicable
 - g) Contact information for at least three current or former clients as references

Responses to all the items under the ITB Requirements heading are mandatory.

PAYMENT

Benton County School District will purchase items/services from the awarded bid with a *Purchase Order*. Vendors must be able to accept purchase orders. No items may be shipped without first securing a purchase order from Benton County School District. All purchases made by Benton County School District shall be tax exempt pursuant to Mississippi Code Ann. § 27-65-105.

SUBMISSION OF QUESTIONS

Vendors may submit questions via email to the Director of Finance to rhall@benton.k12.ms.us. The deadline for submission of questions is 4:00 PM CST on Friday, May 20, 2022. All questions and their answers shall be published as an addendum.

EVALUATION OF BIDS

Benton County School District's objective is to identify the bid(s) that offer the greatest overall benefit to Benton County School District. Each bid will be evaluated on the basis of all of its content, with primary consideration given to the following:

- Price and other financial considerations
- Demonstrated ability to effectively perform the specified work
- The vendor's overall performance record as assessed by current and former clients
- Evidence of corporate capability and commitment to sustainability
- Whether the vendor has presented a quality and innovative product/service that demonstrates the vendor's understanding of the needs of Benton County School District, as identified in this ITB

BID PROCESS EXPLAINED

- Interested bidders will submit the qualification summary by the stated deadline
- Selected bidders will receive an invitation to participate in the reverse auction
- Selected bidders must have the specifications completed per line item with pricing in time to submit the total price during the reverse auction
- Selected bidders will participate in the reverse auction and provide the total price of all specification during the reverse auction process

- Selected bidders **MUST** submit the completed specifications, in its entirety, to Benton County School District by ***June 3, 2022*** in a sealed envelope, marked clearly in the right lower corner, **WINDOW UNITS & INSTALL ITB 060822**.

Itemized prices must equal the total price submitted during the reverse auction.

CONFLICT OF INTEREST

Benton County School District's policies require the avoidance of real and apparent conflicts of interest. No employee, officer or agent of Benton County School District shall knowingly participate in the selection of a vendor if, such individual's immediate family member has a material financial interest in such vendor, or is negotiating, or has any arrangement concerning prospective employment with such vendor. No officer, employee or agent of Benton County School District shall either solicit or accept gratuities, favors or anything of monetary value from any vendor, including any contingency fee. If a vendor has reason to believe any officer, employee, or agent of Benton County School District has violated any provision of this paragraph, vendor shall immediately notify Benton County School District of the suspected violation by sending notice thereof to the Director of Finance, at rhall@benton.k12.ms.us.

VENDOR QUALIFICATION SUMMARY

Please provide responses to the following vendor qualification items. Vendors will be evaluated to determine if they will receive an invitation to participate in the reverse auction, based on the responses given to qualification item. Responses to these items are due no later than May 25, 2022, at 10 AM. Responses may be mailed to the address on the cover page or submitted electronically at www.centralbidding.com.

Evaluation Criteria	Yes	No
Capable of providing details on the proposed ordering process, ordering lead times, and logistics		
Verify that you are capable and experienced in providing the product and installation of the products		
Prepared to provide a list of vendor's employees and representatives you plan to employ to service the Benton County School District account		
Will provide contact information for at least three current or former clients as references		
Understands that responses to all of the items under the ITB Requirements heading are mandatory		
Will provide warranty details		
Will provide of copy of Certification of Liability		

PRODUCT SPECIFICATIONS

The following specifications are a listing of the HVAC units Benton County School District is seeking to purchase. Vendors are NOT required to submit prices for the specified products for qualification purposes. Total Price will be submitted during the Reverse Auction event and individual prices will be submitted per the instructions in this Invitation to Bid. ***The following specifications pricing must be received prior to the reverse auction per this ITB by April 4, 2022.***

Commodity/Service	Quantity	Price
Double hung windows Approximately 8ft x3ft Slider (1/4, 1/2, 1/4)	98	
Energy Star rated with low-E glass	98	
Steel Windows & Removal	98	
Aluminum frames & insulated panels	Per specifications	
Onsite Project Management Foreman	NA	
Complete clean removal of old windows	NA	
Installation Fee	NA	
TOTAL PRICE		