

**Dothan City Schools  
(DCS)  
Request for Proposal (RFP) IT042419A  
Interactive Board/Panel Removing/Mounting/Transporting Pricing**

**Inquiries and requests regarding this RFP should be directed to:**

Mark Williams  
Director of Technology Services  
Dothan City Schools  
500 Dusy Street  
Dothan, AL 36301  
(334) 791-0945 PHONE  
mwilliams@dothan.k12.al.us

**Sealed proposals and bids must be delivered no later than 2:00 PM on Friday May 10, 2019 to:**

Dothan City Schools Technology Department 507 South Lena Street Dothan, AL 36301 **and clearly marked as RFP #IT042419A.**

Please note that all proposals must be received at the designated location by the stated deadline. Late proposals will be returned unopened and shall be considered void and unacceptable.

**DOTHAN CITY SCHOOLS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS AND TO AWARD IN PART OR IN TOTAL WHICHEVER IS DEEMED TO BE IN THE BEST INTEREST OF THE SCHOOL DISTRICT.**

## **SECTION 1—GENERAL INFORMATION**

### **1.1 – Background**

We currently have seven elementary schools, four middle schools, two high schools, one alternative school, and one pre-school in our school system. We have three additional locations - Wells Fargo Bank Tower, Technology Department at 507 South Lena Street and Transportation/Maintenance on Third Avenue . We enroll approximately 9200 students and employ over 1000 employees. We will be closing three elementary schools and one middle school this summer.

DCS has Promethean interactive boards and/or Viewsonic interactive panels in nearly every classroom. With the restructuring of DCS schools many of the boards will have to be moved to different buildings or classrooms within the same building. There are also a lot of new Viewsonic panels that have never been installed.

### **1.2 – Intent of the RFP**

It is the intent of this Request for Proposal (RFP) to provide bidders with sufficient information to prepare a proposal for the labor and materials involved in removing/mounting/transporting interactive panels and boards as required by DCS prior to August 9, 2019.

Our goals for this project are as follows:

- 1 remove all boards and panels from the four closing schools and transport them to new locations for remounting
- 2 mount all new interactive panels that have never been installed
- 3 mount interactive boards and panels in all newly constructed classrooms
- 4 move and remount panels and boards within schools as needed

### **1.3 --Evaluation Criteria**

The interested parties from hereinafter will be referred to as the vendor, respondent, or bidder. Selection will be based upon technical quality, past experience, and costs. The evaluation criteria will consider the following factors:

	Points
1 Bidder's total proposed price	6
2 Bidder's qualifications/experience with DCS	3
3 Submission of satisfactory reference checks	2
4 All specification terms and conditions as outlined in the RFP are complied with and met	2

DCS reserves the right to seek clarification of any or all bidders in order to assist in the evaluation process.

## **1.4 --Contract Negotiation**

DCS reserves the right to negotiate with any company/supplier submitting a response to alter, clarify, or further enhance the company's proposals and/or any contract arising out of the acceptance of the response. In the evaluation of the proposal, the pricing submitted will be considered the best and final pricing.

## **SECTION 2 –SUBMITTAL REQUIREMENTS**

### **2.1 – Company Experience and/or References**

DCS reserves the right to fully investigate the qualifications of any bidder(s) based on references supplied and publicly available information.

Bidder(s) are encouraged to supply evidence of experience on projects of similar nature and/or magnitude listing: customer name, address, contact names, and telephone/fax numbers.

### **2.2 – Confidential Material**

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by DCS to the extent allowable.

### **2.3 – Supplemental/Supporting Materials**

Please include any descriptive literature/brochures, if available, in the proposal. All user/owner/technical reference manuals should be included with and submitted upon delivery of equipment.

## **SECTION 3 –TECHNICAL REQUIREMENTS**

### **3.1 --General Requirements**

**Interactive Boards/Panels** – All boards and panels that are mounted should be affixed to the wall with a 300 lb. or greater support capacity with no exceptions. **All required hardware for said installation or mounting will be furnished by vendor. Any lift needed to mount boards/panels in high locations will be furnished by DCS.**

All removed existing hardware (bolts, fasteners, etc.) should be discarded.

### **3.2 – Technical**

#### **3.2.1 Current Equipment Status**

**Promethean 87” Interactive Panels** - DCS has tried to predominately purchase 87” Promethean interactive boards in the past that weigh 125 lbs. each.

**Viewsonic Interactive Panels** – DCS uses 65” and 75” Viewsonic panels with the heaviest weighing approximately 125 lbs. each.

### **3.2.2 - Needs Assessment**

The respondent may request school drawings to determine the locations and type of wall construction for buildings. Information for accessing floor plans and building maps will be available for downloading when scheduling site surveys if requested.

### **3.3 – Financial**

**Pricing Submittal** - Please submit your pricing on the attached pricing sheet.

**Purchase Orders Required** – DCS purchase orders are required for all works performed.

**Vendor Invoicing** – All invoices submitted by awarded vendor shall detail type of labor, building and room number of works performed.

### **4.0 – Questions**

All questions and inquiries regarding this RFP shall be directed to Mark Williams via email at [mwilliams@dothan.k12.al.us](mailto:mwilliams@dothan.k12.al.us) to ensure that all respondents get the same information. Any applicable addendums shall be posted on the DCS web site at:

<http://www.dothan.k12.al.us/?DivisionID=2798&DepartmentID=6940&ToggleSideNav=ShowAll>

Any communications, not approved by Mr. Williams, with other DCS employees shall be grounds for rejection of any submitted response to this RFP.

### **5.0 – Intent to Respond**

**Any vendor that intends to respond to this RFP should notify Mr. Williams via email at [mwilliams@dothan.k12.al.us](mailto:mwilliams@dothan.k12.al.us) by May 7<sup>th</sup>. Said vendor should expect a reply email from Mr. Williams to verify that their email was received. If no reply is received within 24 hours vendor should call him at 334-791-0945.**

**Dothan City Schools  
(DCS)  
Request for Proposal (RFP) IT042419A  
Interactive Board/Panel Removing/Mounting/Transporting Pricing**

Promethean Board Removal ..... \_\_\_\_\_ per board

Viewsonic Panel Removal ..... \_\_\_\_\_ per panel

Promethean Board Installation (labor and material) ..... \_\_\_\_\_ per board

Viewsonic (labor and material) ..... \_\_\_\_\_ per panel

Transport of Board or Panel (labor only)..... \_\_\_\_\_ per device

References

1)

2)