



DALTON PUBLIC SCHOOLS

TECHNOLOGY DEPARTMENT

REQUEST FOR PROPOSAL

FOR

FY19 HVAC Technology Modifications RFP

RFP NUMBER (FY19 HVAC Technology Modifications RFP)

ISSUED 04/17/18

Request for Proposal

To: All Proposers

The Dalton Public School System invites you to submit a proposal to de-install, store, and re-install Technology for Dalton Public Schools (see specifications) in Dalton, Georgia. Proposed pricing quoted shall remain effective through 2019.

Responses to this request shall be submitted in a sealed envelope marked “**FY19 HVAC Technology Modifications RFP**” Proposals may be mailed or delivered to the Dalton Public School System, Technology Department, 201 E Franklin St., Dalton, Georgia 30720 Attn: Irene Jones or hand delivered to the Technology Department prior to proposal opening time.

Proposals will be opened at the Dalton City Schools Technology Department @ 201 E Franklin St. on **05/17/2018 at 2PM**. (No awards of any kind are made at the time of RFP opening)

Proposers are required to use the enclosed specifications’ forms. They are instructed to read carefully all items, conditions and specifications in this letter and the attached pages before completing their proposal.

The Dalton Public School System reserves the right to accept or reject any and all proposals, and to waive any irregularity in proposals received to award the entire RFP to one vendor or to make awards by groups or line items, whichever is in the best interest of the Dalton Public School System.

Any questions concerning this RFP may be forwarded to:

Irene.Jones@dalton.k12.ga.us, Mike.Leonard@dalton.k12.ga.us and Tony.Miller@dalton.k12.ga.us

Your interest and participation are solicited and appreciated.

Sincerely,

Stuart Davis
Director of Technology

General Terms and Conditions

1. RFPs should be mailed in ample time to assure delivery prior to the RFP opening date and time.

Mailing Address:

Dalton Public School System
201 E. Franklin St.
Dalton, Georgia 30720
Attn: Irene Jones

RFPs may be hand delivered to the Technology Department, Dalton Public School System prior to bid opening time.

2. Responses must be submitted in **searchable PDF format on flash drive**, as well as a printed copy.

The **flash drive** must also contain an **excel file** (.xls, .xlsx format) template with an itemized list of the items being bid and their respective cost(s).

The **excel file** is located on the Dalton Public Schools web site (RFP page) and must be completed and included with your submission to be considered.

3. RFPs must be on the specifications forms provided within the Request for Proposals, sealed within an envelope marked as shown in the cover letter.

4. A mandatory walk-through will be held on the following day:

- **April 26th 2018 @ 3 PM**
- We will meet and begin at 201 E. Franklin St. Dalton, GA 30720
- All questions are to be submitted electronically

5. **No awards of any kind are made at the time of RFP opening.** A copy of the RFP tabulation and/or the awards will be available upon request for any vendor who submitted a RFP. This information may be obtained after the bid has been awarded. Results will be placed on our website once evaluations are complete and board approval has been.

6. RFPs submitted must include any AND all freight and handling cost. The Dalton Public School System will pay no additional charges.

7. The proposer's and manufacturer's representative's responsibilities to the Dalton Public Schools include, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep.

8. When an article of particular make or trade name is specified, it is meant to establish a quality standard and is not intended to eliminate competing articles of equal quality. Proposers are at liberty to quote on substitutions provided complete specifications are included with the RFP. Vendor is also required to describe all exceptions to our specifications and include a color photo. We need the URL for the manufacturer website for the product listed. If no substitutions are indicated, it will be assumed the quotations are based on our specifications.

9. Sample items will not be required for this RFP.

10. No partial payment will be made. The total amount of each purchase order will be paid only after the complete order has been received in good condition. The final inspection and approval must be made by an authorized representative of the Dalton Public School System.
11. The proposer, by submitting their proposals, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.
12. Quantities may vary due to budget and student enrollment.
13. Dalton Public Schools has the right to award the entire RFP to one vendor or to separate the RFP and order by line item. We will do whatever is in the best interest of the school system.
14. All vendors must have an office within 100 miles of the school system. Preference will be given to vendors that are centrally located within Dalton/Whitfield County.
15. All questions may be submitted to Irene Jones at the above e-mail addresses.
16. Please include 3 outside references where you have done work similar to the specifications in this bid within the last 5 years. Please include a name and phone number that we might contact. See attached form.
17. Proposals must include proof of relevant qualifications such as certifications, etc. for personnel working on the project.
18. Winning bidder agrees to provide recent background check information to Dalton Public Schools for all contracted and subcontracted personnel required to work at any of Dalton Public School facilities.
19. All bidders must include a name and phone number that we might reach someone in your organization with any questions about your proposal.
20. Please include the name of the sales person or account executive that will be handling our account after the RFP is awarded and we submit purchase orders.
21. The Contractor shall keep himself fully informed of all existing and future State and Federal laws, all regulations of the various departments and agencies of the State of Georgia, local ordinances, codes and regulations in any manner affecting those engaged or employed in the work, or the materials used in work, or in any way affecting the conduct of the work and of all such orders and decrees of bodies or tribunals having jurisdiction or authority over the same.
22. The contractor shall notify the Owner in writing of the names and addresses (in the RFP packet) of all proposed subcontractors necessary to execute specifications of this RFP. Subcontractors will not be recognized as having a direct relationship with the Owner. The person engaged in the work, including employees of subcontractors and suppliers will be considered employees of the provider and their work shall be subject to the provisions of the agreement. References in the documents to actions required of the subcontractors, manufacturers, suppliers, or any person, other than the provider or the owner shall be interpreted as requiring the provider shall require such subcontractor, manufacturer, supplier, or any person to perform the specified action. A subcontractor for any part of the work must have experience on similar work and, if required, furnish the owner with a list of projects.
23. The company shall not assign any interest in this contractual agreement and shall not transfer any interest in the same without prior written consent of the Board.

24. No reports, information, or data given to or prepared by the company under this contractual agreement shall be available to any individual.
25. No costs can be involved which are not specifically addressed in the proposal.
26. Pricing of goods must be itemized and clearly indicate manufacturer, model, and warranty and include a clear specification summary.
27. Pricing of services must be itemized and clearly indicate the service proposed
28. Proposal will include no obligations for Dalton Public Schools to purchase a specific number of units or to purchase additional units from the awarded vendor of this contract.
29. If additional units are needed, pricing quoted shall remain effective for the entire length of the agreement.
30. There is no estimated budget or minimum quantity order for this project.

Information on person preparing RFP packet for telephone services:

Name of Company_____

Address of Company_____

Phone number of Company_____

Name of person preparing RFP_____

Address of person preparing RFP_____

Phone of person preparing RFP_____

Name of person in charge of our account_____

Phone Number of the person in charge of our account_____

Vendor Reference Sheet

Reference 1:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Reference 2:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Reference 3:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Completed By (Name):		Completed Date:	

PROPOSERS DECLARATION

The proposer understands, agrees and warrants:

That the proposer has carefully read and fully understands the full scope of the specifications.

That the proposer has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the installer must have million dollar general liability policy, proof of workers compensation on all workers, and proof of vehicle insurance that covers all vehicles on school property and proof of all insurances must be included in the RFP.

That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **the Bid Opening**, but may not be withdrawn after such date and time.

That the Dalton Public School System reserves the right to reject any or all RFPS and to accept that RFP which will, in its opinion, best serve the public interest. The Dalton Public School System reserves the right to waive any technicalities and formalities in the proposals.

That by submission of this RFP the proposer acknowledges that the Dalton Public School System has the right to make any inquiry or investigation they deem appropriate to substantiate or supplement information supplied by the proposer.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

PROPOSER

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the proposer agrees as follows:

The proposer agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the proposers' non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the Dalton Public School System. The proposer may be declared, by the school system, ineligible for further contracts with the Dalton Public School System until satisfactory proof of intent to comply shall be made by the vendor.

The proposer agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

PROPOSER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the RFP:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the proposer to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to propose at a fixed price or to refrain from proposing; or with any officer of the Dalton Public School System, or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between proposers and any official of the Dalton Public School System, or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed RFP for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this ____ day of _____ 20__.

NOTARY PUBLIC

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE RFP

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 10 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name _____

Signature _____

Title _____

Subscribed and Sworn to before me this _____ day of _____, 20_____

Notary Public

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number																				
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Dalton Public Schools has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Dalton Public Schools, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Dalton Public Schools at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 201_

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

Project Details

THERE IS NO ESTIMATED BUDGET FOR THIS PROJECT.

THERE IS NO MINIMUM ORDER QUANTITY

Project background and goal:

Background:

Two (2) schools will simultaneously undergo renovation for a new HVAC system. The HVAC project will be divided in eighteen (18) phases over the course of eighteen (18) months. The typical area under construction at any given time will contain between three (3) to five (5) classrooms. Common areas will be addressed as a single phase. Any area under construction must be clear of all technology assets.

Goal:

Our project goal is ensure all technology assets are removed from an area prior to any demolition taking place and to have all technology assets re-installed and fully operational when construction is near completion and prior to final occupancy.

With any project, scheduling issues may arise. An area may require technology assets to be removed or re-installed either later, or earlier than anticipated. With this in mind, DPS would prefer to work with the winning bidder to resolve any scheduling issues, however DPS may choose to either perform any work in-house or use another vendor to maintain project time-lines.

For the purpose of this project, the winning bidder will only be responsible for the removal, transport (to-and-from) and reinstallation of any wall mounted flat panel televisions, interactive flat panels, smart boards, DVD players, Apple TV devices and classroom projection systems including screens (if applicable). Cabling requirements are outlined in the specifications below.

Specifications:

Contact Information:

DPS will provide to the winning bidder the following information:

- DPS Technology Department representative(s) contact information
- On-site person(s) in charge of facilities for the specific school contact information
- Superintendent of the job site contact information
- Site maps
- Detailed asset inventory information

Important: The information in this RFP is accurate at the time of release, however the number of assets to be addressed may increase or decrease until project start. Please refer to figure 1.0.

Scheduling & Building Access:

The winning bidder must include as part of their proposal, the minimum lead time needed for both removal and reinstallation of technology assets.

The winning bidder will coordinate with the Superintendent of the job-site for the following:

- Notification of being onsite prior to beginning any work
- Requests for building access outside of normal job-site working hours
- Building drawings

A DPS Technology Department representative will typically be present on-site or readily available during de-installation and re-installation phases of the project.

The renovation schedule is currently being finalized at this time.

The final scheduling information will be communicated to the winning bidder.

Transport & Storage:

The winning bidder will transport all technology assets de-installed from a given site to a designated storage location.

The winning bidder will transport all technology assets from the designated storage location to the site for re-installation.

DPS will work with the winning bidder to identify the storage location within our school district.

All technology assets removed from an area (ex:classroom) must be kept together as a unit and clearly labeled with a room number prior to removal to ensure DPS inventory control. Both the individual assets and the unit are to be labeled.

De-installation:

The winning bidder will test all existing technology assets for proper operation prior to removal. Any operational deficiencies discovered must be communicated to the DPS Technology Department representative(s) prior to the de-installation of that asset(s).

Please refer to figure 1.0 for a chart displaying device counts by site and type.

Cabling will be handled in the following manner:

- Projection systems
 - Projector cables are to be coiled back to the wall where the pixie is located. The coiled wire is to be zip-tied, bagged and clearly labeled with 1) TECHNOLOGY 2) DO NOT DEMO
 - Power cables (120V) are to be coiled back to the wall where the pixie is located. The coiled wire is to be zip-tied, bagged and clearly labeled with 1) TECHNOLOGY 2) DO NOT DEMO
 - The Panduit going from the pixie to the ceiling will be clearly marked using masking tape with DO NOT DEMO
 - Any loose cables connected to the wall controller are to be clearly labeled with the room number and disconnected in preparation for transport off-site
- Televisions
 - All cables associated with a television installation will be disconnected and labeled with the room number in preparation for transport off-site.

Mounts:

- Projection systems
 - There may be a variety of mounting scenarios with both drop in trays or poles being mounted directly to concrete.
 - All projector mounts and associated hardware are to be labeled with a room number
- Televisions
 - There may be a variety of mounting scenarios with either being mounted directly on the block wall or over a white board.
 - All television mounts are to be labeled with a room number
 - All hardware will be bagged and labeled with a room number and be affixed to the mount
 - The winning bidder may choose to use disposable fasteners to prevent the filing and painting over of the television mounting locations

Reinstallation:

At the time of reinstallation, all labels are to be removed from all technology assets including mounts and cabling.

The winning bidder will fully test all technology asset installations for proper operation. Proper operation of all installations will be demonstrated to DPS prior to project sign-off.

BROOKWOOD		CITY PARK	
Quantity	Device Type	Quantity	Device Type
25	DVD/VCR Players	26	DVD/VCR Players
21	Projectors Systems	47	Projection Systems
17	Televisions <Flat Panel>	7	Televisions <Flat Panel>
7	Interactive Flat Panels	46	Interactive Flat Panels
4	Apple TV boxes	0	Apple TV Boxes
3	Interactive White Boards	4	Interactive White Boards

Figure 1.0

For the purpose of this RFP, please assume the following:

- Projection systems are typical classroom installs
 - Projector
 - Wall controller
 - Speakers
- Every classroom does not have a projector screen
- Flat panel televisions are a minimum of 37”
- Interactive Flat Panels are a minimum of 70”

BID EVALUATION RUBRIC

Criteria	5	4	3	2	1	0
Pricing 50%	All proposals will be ranked based on total cost. The proposal with the lowest total cost will get the highest score. The proposal with the highest total cost will get the lowest score on a scale of 1 to 10.					
Technical Specifications 40%	All proposed equipment exceeded stated minimum technical specifications.	All proposed equipment met stated minimum technical specifications. All proposed equipment was the brand listed.	Proposed equipment met stated minimum technical specifications, but proposed equipment was not the preferred brand listed.	More than half, but not all of the proposed equipment met stated minimum technical specifications.	Less than half of the proposed equipment met stated minimum technical specifications.	Proposed equipment did not meet stated minimum technical specifications.
DPS Prior Experience 10%	DPS experience with vendor was very positive. Vendor exceeded the expectations by completing the project before deadline. Customer service was exemplary. Vendor provided satisfactory on-site management. Additional solutions were proposed.	DPS experience with vendor was positive. Vendor completed work as requested in the time frame agreed upon and was done to the satisfaction of the District. Vendor provided satisfactory on-site management. Additional solutions were proposed.	DPS has had no experience with this vendor	DPS experience was negative. Vendor completed work as requested in the time agreed upon but not to the satisfaction of the District.	DPS experience with vendor very negative. Vendor did not complete work as expected/agreed upon to the satisfaction of the District.	DPS experience with vendor was extremely negative. Vendor did not complete stated work.