

# DOUGLAS COUNTY SCHOOL SYSTEM

*The Standard of Excellence*

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## REQUEST FOR PROPOSAL

**27-003**

### **SALE OF SURPLUS TECHNOLOGY EQUIPMENT**

CLOSING DATE: **Thursday, July 30, 2026**

CLOSING TIME: **2:00 p.m. EST**

PROPOSALS ARE TO BE SUBMITTED THROUGH THE EUNA/BONFIRE PORTAL:

<https://dcssga.bonfirehub.com>

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*Douglas County School District  
Becky Eigel, Assistant Director of Business Services  
Business Services  
11490 Veterans Memorial Hwy  
Douglasville, GA 30134  
[Becky.Eigel@dcssga.org](mailto:Becky.Eigel@dcssga.org)  
770-651-2376  
770-920-4026 Fax*

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#### ALL PROPOSALS ARE SUBJECT TO THE FOLLOWING INSTRUCTIONS WHEN CHECKED:

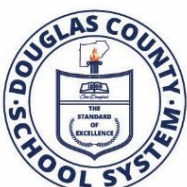
1. ☒ The Instructions, and Standard Terms and Conditions attached.
2. ☒ The attached Agency Insurance Requirements shall apply.
3. ☐ The attached "Additional Terms and Conditions" shall apply ( ) page(s).
4. ☒ In conformance with the attached "Specifications" ( 1 ) page(s).
5. ☐ See attached ( ) page(s) of ( ) line items
6. ☐ Equipment or supplies offered to conform to the attached: ☐ Plans ☐ Drawing(s) ☐ Sample(s)
7. ☐ Respondents must show manufacturer's name and model number for each line item offered.
8. ☐ Respondents to furnish specifications and complete descriptive literature with bid if offering substitute or alternate item.

*Respondent is cautioned to carefully read the instructions and the terms and conditions on the attached sheets.  
Failure to adhere to these instructions and terms and conditions may result in rejection of response.*

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#### ACKNOWLEDGE RECEIPT OF ADDENDUM:

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_  
(Please Initial)



**Dr. Trent North, Superintendent**  
P.O. Box 1077, Douglasville, GA 30133  
11490 Veterans Memorial Highway, Douglasville, GA 30134  
770-651-2000 | [dcssga.org](http://dcssga.org)

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## I. INTRODUCTION

The Douglas County School System is requesting proposals from licensed, qualified firms to provide the school system with the removal and disposal of computers and other technology items in accordance with the plans and specifications as outlined in this proposal package. Sealed proposals for RFP 27-003, Sale of Surplus Technology Equipment, will be received by the Douglas County School District through the Euna/Bonfire portal until 2:00 p.m. EST, Thursday, July 30, 2026.

It will be the responsibility of the Respondent to provide all required components for the removal and disposal of all surplus technology equipment that is included as part of this solicitation.

Proposals will be available to all interested Respondents on June 27, 2026. Proposals can be obtained by visiting the Euna/Bonfire portal for the Douglas County School District:

<https://dcssga.bonfirehub.com>

The Douglas County School District reserves the right to waive technicalities, to accept or reject any and all proposals and to waive any irregularity in proposals received, to award the entire proposal to one Respondent or to multiple Respondents or to make awards by group or location, whichever is in the best interest of the Douglas County School District; hereafter referred to as "DCSD", except where noted for clarity.

**Respondents should note that all specifications listed in this RFP are based on general criteria that the Douglas County School District feels is important for removing and disposing of surplus Technology Equipment. The Douglas County School District is open to reviewing all proposals for these disposal services that may meet or exceed our needs. Our intent in listing these specifications in the RFP is to give the Respondents a general idea of the basic services we expect from this contract. The Douglas County School District is looking to the Respondents to provide us with as much information as possible about their particular program and how it can meet the Douglas County School District needs. Any similarity in the specifications listed in this RFP document and any company's specifications is unintentional and should not be perceived as such.**

The Douglas County School District is an equal opportunity employer.

**Mandatory Pre-Proposal Conference, Thursday, July 14, 2026 at 10:00 a.m. We will meet at the DCSD Central Office so that Respondents may view the surplus equipment. Pre-Proposal meeting attendance is mandatory.**

**FOR THE PRE-PROPOSAL MEETING, ALL VISITORS MUST MEET IN THE FRONT LOBBY OF THE DCSD CENTRAL OFFICE.**

All questions concerning this Request for Proposal should be directed through the Euna/Bonfire portal.

## **II. MINIMUM QUALIFICATIONS**

- It is preferred that each Respondent be registered to do business in the State of Georgia. Each Respondent should provide evidence of their registration with each proposal submittal. For Georgia businesses, a photocopy of your Georgia business license is acceptable.
- Respondents must meet the minimum requirements for liability insurance and worker's compensation coverage as stated in this document.
- Respondents shall submit with their bid, sufficient evidence of a minimum of 5 years' experience in similar projects preferably with public school systems. This information should be included on the Reference Sheet.
- All services provided by the awarded Respondent must be performed by a direct employee or Principal of the firm. Awarded Respondent may subcontract any portion of the services for this project, with approval from DCSD.
- Respondents shall submit all required Vendor information in the Euna/Bonfire Vendor Registration portal.
- Respondents shall also submit the completed "Georgia Security and Immigration Compliance Act OCGA 13-10-91" document, "Respondent Affidavit and Agreement" and "Subcontractor Affidavit" (if applicable).

### III. CALENDAR OF EVENTS

#### **ACTION**

#### **DEADLINE**

Issuance of Request for Proposal (RFP)

Saturday, June 27, 2026

**Mandatory Pre-Proposal Conference  
Meeting will start at:**

**Thursday, July 14, 2026  
10:00 am**

**Douglas County School System  
Central Office  
11490 Veterans Memorial Hwy  
Douglasville, GA 30134**

Submission of Questions by

Friday, July 17, 2026  
2:00 pm EST

Response to Questions

Wednesday, July 22, 2026  
5:00 pm EST

Proposal Submission Deadline

Thursday, July 30, 2026  
2:00 pm EST

Evaluation Period / Interview  
with Selected Respondents

July 30 – August 14, 2026

Submittal of Agenda Item for Board Recommendation

Friday, August 21, 2026

Recommendation to the Board of Education

Tuesday, September 8, 2026

Board Approval of Recommendation

Monday, September 21, 2026

Project Period

September 21 – November 15, 2026

#### IV. **INSTRUCTIONS**

1. Proposals shall be submitted through the Euna/Bonfire portal. See Proposal Submittal Requirements for specific instructions for this RFP.
2. All proposals must be either typewritten or filled in with pen, and must be signed in ink by an officer or employee having authority to bind the company or firm. The signatory of the proposal must initial corrections or changes on any document. Respondents will not be allowed to modify their Proposals after designated closing date and time.
3. Respondents should provide all of the information required on all forms, including the Proposal Form, and shall sign the Standard Terms and Conditions.
4. The offer conveyed by this proposal shall remain open pending award for a period of ninety (90) days from the date of opening.
5. Any cash discount offered to the DCSD must be listed in the Proposal. Cash discounts offered from one percent up to five percent for payment in thirty days or more will be considered for the purposes of evaluation. Any further cash discount will not be considered in the evaluation.
6. Proposal responses containing a minimum order/ship quantity or dollar value, unless otherwise called for in the Request for Proposal, may be treated as non-responsive and may not be considered for award.
7. In the event there is a discrepancy between the unit price and extended price, the unit price shall govern.
8. Any reference to quantities or dollar amounts is provided as an estimate only, and shall not serve to obligate the DCSD to purchase any minimum amount; nor shall any such reference serve to establish any maximum amount the Respondent is required to furnish.
9. Quotes containing provisions for late or interest charges will not be considered.
10. Prepayment and/or progress payment requirements contained in responses will be treated as non-responsive and will not be considered for award.
11. Respondents must specify the manufacturer and/or brand name on each of the items proposed. If an item has a specified manufacturer and/or brand name and the words "or equal" do not follow, substitutions will not be accepted.
12. The DCSD reserves the right to amend this Request for Proposal prior to the due date.
13. Special Instructions:

Manufacturers listed in the proposal document are to establish the general quality required. Items of other manufacturers of equal or better quality will be considered. The DCSD shall be the sole determiner as to whether the substituted item is of equal or better quality than those specified. The DCSD may request samples as needed from Respondents to determine manufacturer equivalence.
14. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if an is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.
15. Purchases of the Douglas County Board of Education are not subject to sales taxes. Tax exempt certificates will be furnished upon request.

**Respondent understands and accepts all Instructions as it pertains to this Request for Proposal:**

\_\_\_\_\_  
Respondent Signature

\_\_\_\_\_  
Date

## **V. STANDARD TERMS AND CONDITIONS**

1. Respondent shall transfer and deliver to the DCSD all of the goods and/or services described herein for the consideration set forth herein.
2. Delivery shall be made to the address listed on the Purchase Order or Contract and within the time specified.
3. Risk of loss shall remain with Respondent until acceptance by the DCSD.
4. Title to the goods shall remain with Respondent until acceptance by the DCSD.
5. Respondent warrants that the goods are merchantable and as described herein.
6. The DCSD shall have the right to inspect the goods at the time and place of delivery.
7. No right or interest in the contract shall be assigned by Respondent without the written permission of the DCSD, and no delegation of any obligation owed or of the performance of any obligation by Respondent shall be made without the written permission of the DCSD. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
8. The laws of the State of Georgia and the policies of the DCSD shall govern this agreement in all respects.
9. All goods and/or services on this order or contract are exempt from Federal Excise Tax and Georgia Sales and Use Tax.
10. All goods and/or services supplied pursuant to this purchase order or contract shall, unless otherwise stated, conform exactly to all of the descriptions and Exhibits contained in the Request for Proposal upon which this order is based, and the terms, conditions, and specification of the Request for Proposal are incorporated herein by reference and made a part hereof.
11. Any goods supplied found not in accordance with the description and specifications set forth in the Item Schedule will be rejected. Goods rejected shall be returned, freight collect to the Respondent.
12. Prices stated are F.O.B. destination. No further allowances shall be made for freight and delivery charges.
13. All proposals submitted shall be in accordance with the terms of the DCSD Request for Proposal and the laws of the State of Georgia.
14. The DCSD reserves the right to cancel this contract for either non- performance or poor performance of the Respondent by giving thirty days written notice in advance to the Respondent of its intent to do so, and shall retain no liability to Respondent based on any such termination except to pay all amounts due Respondent up to the date of termination for services rendered.
15. Successful Respondent will be required to supply an original and one copy of each invoice, and to reference all invoices to the proper purchase order number. No invoice will be processed for payment until all contractual obligations have been met.
16. All invoices and/or financial correspondence should be directed to the Accounts Payable Supervisor, Douglas County School District.
17. Successful Respondent must furnish proof of liability insurance as stated in the "Insurance Requirements" upon contract award. Respondent must maintain insurance coverage for duration of contract with the DCSD, including all renewals.
18. Respondent should submit original response.
19. This project will be awarded subject to the availability of funds.
20. The DCSD reserves the right in its sole and complete discretion to reject any or all proposals and to waive technicalities and informalities. The DCSD anticipates that the contract will be awarded to the most responsive and responsible Respondent who provides the proposal that is within the budget parameters for the project and whose proposal response meets the requirements and criteria set forth in this RFP. In judging whether the Respondent is responsible, the DCSD will consider, but is not limited to consideration of, the following:

- a. Whether the Respondent or its principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any State or Federal agency, department or authority.
  - b. Whether the Respondent or its principals have been terminated for cause or are currently in default on a public works contract.
21. The DCSD reserves the right to award these services in any way economically feasible or in the best interest for matching purposes.
22. The DCSD reserves the right to request clarification of information submitted and to request additional information of one or more Respondents.
23. The DCSD reserves the right to (i) reject any and all proposals in their entirety, for any reason, (ii) award the contract to the most qualified applicant as determined solely by the School District at its discretion and/or (iii) award the contract to another independent review firm if the selected firm does not execute a contract within 30 days after the award of the proposal.
24. The acceptance of a proposal shall be subject to the execution of a definitive agreement between the parties. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the DCSD and shall contain, at a minimum, applicable provisions of this Request for Proposal ("RFP"). The DCSD reserves the right to reject any agreement that does not conform to this RFP and to any DCSD requirements for agreements and contracts.
25. The DCSD assumes no responsibility or obligation to the Respondents and will make no payment for any costs associated with the preparation or submission of a proposal.
26. All proposals submitted become the property of the DCSD.
27. The DCSD standard terms for payment shall be Net 30 days from the date of delivery of goods or services, or date of receipt of correct invoice, whichever is later. All payments will be made in accordance with the DCSD's policies and procedures.
28. The contract shall be governed by the laws of the State of Georgia, regardless of any conflict of law or rules that would require an application of the laws of another jurisdiction. Venue and jurisdiction shall be proper only in the federal and state courts located or serving the Douglas County, Georgia, area.
29. The contract will terminate absolutely and without further obligation on the part of the DCSD on June 30, 2025, and at the close of each succeeding calendar year unless renewed in accordance with the terms of this Agreement.
30. Notwithstanding the foregoing, the contract will terminate absolutely and without further obligation on the part of the DCSD at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed. The contract will automatically renew for additional one year terms, not to exceed five (5) years, unless the DCSD provides written notice to Respondent of its decision not to renew the contract sixty (60) days prior to the end of the calendar year.
31. Either party may, without cause and for any reason, terminate the Contract at any time upon giving sixty (60) days written notice to the other party.
32. Respondents agree to waive any claims they have or may have against the DCSD, its employees, agents, members, representatives and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any bid or qualifications; (2) waiver of any representations under the bid or documents; (3) approval or rejection of any bid or qualifications; and (4) award of a contract.
33. While on campus, Respondents will comply with DCSD policies and regulations. All DCSD policies, regulations and handbooks can be located on the DCSD website at [www.dcssga.org](http://www.dcssga.org).

**Respondent understands and accepts all Standard Terms and Conditions as it pertains to this Request for Proposal:**

\_\_\_\_\_  
Respondent Signature

\_\_\_\_\_  
Date

## VI. INSURANCE REQUIREMENTS

Upon Notice of Award, Respondent may submit this form to their insurance agent as this form contains requirements that may be non-standard in the insurance industry.

Respondent shall furnish the Douglas County School District certificates of insurance as follows from company or companies acceptable to the Douglas County School District.

1) Required Certificates

1. Commercial General Liability Insurance Policy

Respondent shall procure and maintain a Commercial General Liability Insurance Policy, including products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on any "occurrence" basis unless waived by the Douglas County School District. The policy shall include contractual liability coverage. The policy purchased by the Respondent must be issued by a company authorized to conduct business in the State of Georgia or by a company acceptable to the Douglas County School District. The policy must include separate aggregate limits per project. Excess liability coverage may be used in combination with the base policy to obtain the limits listed below.

Limits

\$1,000,000 per Person

\$1,000,000 per Occurrence

2. Business Automobile Liability Insurance Policy

The Respondent shall procure and maintain a Business Automobile Policy with liability limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence or a policy with a combined single limit of not less than \$1,000,000 covering any owned, non-owned or hired autos. Excess liability coverage may be used in combination with the base policy to obtain these limits.

3. Workers' Compensation Insurance

Workers' Compensation Insurance in accordance with applicable state laws with the following limits:

Limits

Bodily Injury by Accident - \$500,000 each accident

Bodily Injury by Disease - \$500,000 each employee

Bodily Injury by Disease - \$500,000 policy limit

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

***IF YOUR COMPANY IS EXEMPT FROM WORKERS' COMPENSATION INSURANCE IN ACCORDANCE WITH GEORGIA LAW, PLEASE HAVE YOUR INSURANCE COMPANY SUBMIT A LETTER VERIFYING YOUR EXEMPTION.***

2) Certificates shall contain the location and operations to which the insurance applies.

3) Certificates shall contain Respondent's insurance coverage. If coverage is included in General Liability, please indicate this on the Certificate of Insurance.

4) Certificates are to be issued to:

Douglas County School District  
P.O. Box 1077  
Douglasville, GA 30133

5) The Respondent shall mail insurance document listed in this form to:

Douglas County School District  
Business Services  
P.O. Box 1077  
Douglasville, GA 30133

## **VII. SCOPE OF WORK AND REQUIREMENTS**

### **A. PROJECT SCOPE**

The Douglas County School System is requesting proposals from licensed, qualified firms to provide the school system with the removal and disposal of computers and other technology items in accordance with the plans and specifications as outlined in this proposal package. Sealed proposals for RFP 27-003, Sale of Surplus Technology Equipment, will be received by the Douglas County School District through the Euna/Bonfire portal until 2:00 p.m. EST, Thursday, July 30, 2026.

It will be the responsibility of the Respondent to provide all required components for the removal and disposal of all surplus technology equipment that is included as part of this solicitation.

The Douglas County School District would like for this project to be completed no later than **November 15, 2026**. If this deadline cannot be met, given the schedule outlined on page 5 of this Request for Proposal, notation must be made on the Respondent Pricing Sheet. The contract period shall be from the date of award until June 30, 2027. Douglas County School District reserves the right to renew the contract beyond the original contract period. Please note that Georgia law only allows agencies to commit funds for a length not to exceed 12 months. An additional renewal will be considered optional at Douglas County School District's discretion.

### **B. BACKGROUND**

The Douglas County School District is the 17th largest school district in the state of Georgia with a student population north of 25,000 and over 3,000 employees. The DCSD's number one goal is to ensure the safety of our students and our employees. We are eager to partner with a firm who will ensure we have cutting edge products and ensure that our staff is well versed and learns how to utilize the entire catalog of features at their disposal.

The Douglas County School District is currently comprised of nineteen elementary schools, eight middle schools, five high schools, two alternative learning locations and three central office locations.

The School District operates under a fiscal year beginning July 1 and ending June 30. More detailed information regarding the School District can be found on the School District's website at [www.dcssga.org](http://www.dcssga.org).

### **C. GENERAL REQUIREMENTS**

1. All equipment must be new.
2. Used or refurbished equipment will not be accepted.
3. All responses should be listed on the Respondent Pricing Sheet and Respondent Response Form.
4. All proposals submitted shall be in accordance with the terms of the DCSD Request for Proposal and the laws of the State of Georgia.
5. All Respondents must include in the proposal package response the specifications and product literature for all items quoted.
6. The work requires the furnishing of all labor, travel, supplies, material, engineering, tools and equipment necessary to perform work as described.

7. Respondents should note that DCSS terms, conditions and specifications supersede any and all Respondent's terms and conditions.
8. All areas of work shall be left in a clean condition. All debris shall be removed on a daily basis.
9. Any damage done by the Respondent's personnel to any part of the building, equipment, furniture, fixtures, landscaping or any other items owned by the Douglas County School District shall be repaired or replaced in an acceptable manner at no cost to the Douglas County School District.
10. All prices quoted are to include any and all charges, including fuel charges.
11. Any deviation from ITB scope of work must be clearly identified in a letter along with the Respondent response.
12. Successful Respondent will be required to supply an original invoice, and to reference all invoices to the proper purchase order number. No invoice will be processed for payment until all contractual obligations have been met.
13. This project will be awarded subject to the availability of funds.
14. The Board of Education reserves the right to accept or reject any part of the proposal submitted, to accept the entire proposal from one Respondent, or to reject all proposals submitted.
15. In making proposal awards, price, past Respondent service, and response from references, as well items meeting our specifications and requirements, will be determining factors.
16. Purchases made by the Board of Education are not subject to Federal Excise Tax or State and Local Sales Tax. Tax Exemption Certificates will be furnished upon request.
17. The duration of this contract shall be from date of award through June 30, 2027. The contract may be extended for up to four (4) one-year terms beyond the original contract period upon written agreement between the successful Respondent and the Board of Education.
18. The contract will automatically be cancelled if not renewed or extended prior to the expiration date.
19. Awarded Respondent shall not subcontract, delegate, assign or otherwise permit anyone other than Respondent awarded to perform any of the services in this contract without the prior written consent of the Assistant Director of Business Services.
20. All Respondent employees and agents working on Douglas County School District property must wear proper identification and must comply with all of the policies and procedures of the school system.
21. Original invoices must be sent by Respondent to School District Accounts Payable Department.
22. All Respondent responses should be listed on the Euns/Bonfire Portal Bid Table.
23. All proposals submitted shall be in accordance with the terms of the DCSD Request for Proposal and the laws of the State of Georgia.
24. The DCSD reserves the right to terminate this contract in whole or in part for either non-performance or poor performance of the Respondent, or because of failure of the Respondent to fulfill the contract obligations in any respect.

25. After award, any changes in the scope of work must be pre-approved by the Business Services staff at the DCSD before being performed. Any work completed without the prior written consent of the DCSD will result in the Respondent being liable for the full cost of the work performed.
26. Successful Respondent must furnish proof of liability insurance as stated in the "Insurance Requirements". Respondent must maintain insurance coverage for duration of contract with the DCSD, including all renewals.

D. **SPECIFIC REQUIREMENTS** (See EXHIBIT A)

Exhibit A contains all of the specifications required for the removal and disposition of the surplus technology equipment. All Respondents must outline their responses to the questions listed in Exhibit B.

E. **GENERAL INSTRUCTIONS**

**Point of Contact**

This RFP is issued by the Douglas County School District Business Services Department. The sole point of contact for this RFP shall be:

Becky Eigel, Assistant Director of Business Services  
Douglas County School District  
11490 Veterans Memorial Hwy  
Douglasville, GA 30134  
Phone: 770-651-2376  
Fax: 770-920-4026  
Email: [Becky.Eigel@dcssga.org](mailto:Becky.Eigel@dcssga.org)

*Failure to restrict contacts/discussion regarding the RFP to the above name Director will be deemed a serious breach of process and may, at the Douglas County School District's sole discretion, result in disqualifying the violating party's firm from further consideration in this RFP opportunity. Additionally, any unauthorized contact with members of the School Board or System employees by a Respondent or a Respondent's representative concerning this proposal may result in the disqualification of the Respondent.*

**Interpretation and Clarification**

No oral interpretation or clarification will be made to any firm or any individual as to the meaning of the RFP document. Requests for interpretation or clarification shall be made in writing and delivered to the RFP Coordinator via the Euna/Bonfire portal on or before 2:00 pm EST on Friday, July 17, 2026. The Douglas County School District will respond in writing to all clarification requests by posting questions and responses on the Euna/Bonfire portal. All responses will be posted by 5:00 pm EST on Wednesday, July 22, 2026. No questions will be answered within 72 hours of bid opening.

**All questions should be submitted through the Euna/Bonfire portal. No questions other than written will be accepted and no response other than written will be binding upon the DCSD.**

**RFP Number**

The Douglas County School District has assigned the following RFP identification number to this document. This number should be referenced in all communications regarding the RFP.

**RFP 27-003**

F. CHANGES OR MODIFICATIONS

Changes or modifications to this Request for Proposal made prior to the date and time of closing will be addressed by addenda from the Issuing Office. Respondents are to acknowledge receipt of addenda in the space provided on the cover page of this Request for Proposal. Oral communications are not a part of the Proposal documents. This RFP and any addenda shall be incorporated, by reference, into any resulting contract.

G. ERRORS AND OMISSIONS

If, due to an error or omission in the design or specifications, where a particular detail or component is required, thereby resulting in a change order for the project, the Respondent shall be responsible for the additional cost(s) in order to meet the full intent of the scope of work.

H. NON-APPROPRIATION OF FUNDS

It is understood and agreed between the parties herein that the Douglas County School District shall be bound hereunder only to the extent that the funds shall have been appropriated. In the event no funds or insufficient funds are appropriated, the Douglas County School District shall immediately notify the Successful Respondent of such occurrence and this Contract shall terminate on the last day funds are available without penalty or expense to the Douglas County School District of any kind whatsoever.

I. WARRANTY/GUARANTEE

Successful Respondent guarantees against defective or faulty material or workmanship for at least one (1) year or for the manufacturer's standard warranty period, whichever is greater, from date of acceptance by the Douglas County School District. To furnish adequate protection from damage for all work and to repair damages of any kind for which Successful Respondent or Successful Respondent's workmen are responsible, to the building or equipment, to Successful Respondent's own work, or to the work of others. Any merchandise or service provided under the contract which is or becomes defective during the warranty period shall be replaced by the Successful Respondent free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment or service (one year or manufacturer's standard warranty period, whichever is greater, from the date of acceptance of the replacement). Successful Respondent shall make any such replacement immediately upon receiving notice from the Douglas County School District.

J. TIME IS OF THE ESSENCE

Time is of the essence in this Contract. Successful Respondent expressly acknowledges that in the performance of its obligations, the Douglas County School District is relying on timely performance and will schedule operations and incur obligations to third parties in reliance upon timely performance by Successful Respondent and may sustain substantial losses by reason of untimely performance.

K. CONTRACT PERIOD

The contract period will be one year from the date of award. All pricing must remain firm during the contract period. The contract period shall begin approximately on September 22, 2026.

Douglas County School District reserves the right to renew the contract annually beyond the original contract period up to four additional years. Please note that Georgia law only allows agencies to commit funds for a length not to exceed 12 months. Any additional renewals will be considered optional at Douglas County School District's discretion. Contract renewals will be based upon funding and the satisfactory performance by the Respondent.

The fiscal year for the Douglas County School System begins July 1 and ends June 30. This solicitation and any resulting contract(s) may contain renewal and extension options. This solicitation, any resulting contract(s), and any renewal and extension options shall terminate absolutely without further obligation on the part of the Douglas County School System at the end of the fiscal year in which this solicitation was issued and at each June 30 renewal anniversary date thereafter unless the successful Respondent is notified otherwise and agrees in writing to the exercise of renewal and extension options.

L. COMPENSATION STRUCTURE

Compensation for this contract is as follows:

**This contract should include all costs required to successfully implement this project. Costs are to include all equipment, supplies, installation, clean up and training required for a successful implementation.**

M. RESPONDENT'S EVIDENCE OF RESPONSIBILITY

The School District reserves the right to require any financial information from a Respondent, including but not limited to financial statement and/or Dun and Bradstreet rating from any Respondent who submits a proposal. The Respondent must submit a current financial statement and/or Dun and Bradstreet rating within 24 hours after notification of such requirement.

N. EQUIPMENT SOLD "AS IS"

The surplus technology equipment is sold as is with no warranty implied or otherwise.

## VIII. GENERAL CONDITIONS

- A. All equipment, materials, and supplies necessary to perform the services contracted herein shall be included by the Respondent and be reflected in the Proposal Pricing.
- B. TOBACCO/ALCOHOL/DRUGS  
All DCSD property shall be free from any tobacco products (smoking or smokeless), alcohol, and illegal drugs. This includes vehicles and personal items. Failure to adhere may result in contract termination without remedy and/or criminal prosecution to the fullest extent of the law. DCSD vehemently defends the safety of DCSD students and staff pertaining to these banned substances. Any vehicle or personal property (lunch box, bag, box etc.) is subject to search at any time by DCSD personnel without probable cause. *Please submit a copy of your company's Drug/Alcohol Policy with your proposal.*
- C. SAFETY AND SECURITY  
At all times, the Respondent (all employees) shall exercise exceptional caution to protect DCSD students, personnel, or visitors from any and all hazards associated with the execution of this contract. Respondent personnel shall exercise extreme caution to not harm or remove any property not owned by Respondent. DCSD employs video surveillance and will prosecute any criminal activity to the fullest extent of the law. Respondent shall not interact with any non-Respondent personnel while on DCSD property unless directly associated with the performance of contract. Personnel shall not, under any circumstances, converse or interact in any manner, with DCSD students or staff. Respondent shall refrain from vulgar language, obscene gestures, and any behavior deemed non-appropriate for the K-12 environment.
- D. UNIFORM AND IDENTIFICATION OF PERSONNEL  
All Respondent personnel shall wear proper uniforms and identification at all times. Shirts and sleeves must be worn at all times.
- E. DAMAGE BY RESPONDENT  
Any damage done to any part of the DCSD property shall be repaired or replaced to the satisfaction of DCSD, at no cost to DCSD. This includes, but not limited to sprinkler heads, vehicles, structures, windows, furniture, technology, instructional items, and other School District property.
- F. WORKMANSHIP  
All work shall be done in a professional manner and must comply with all Federal, State, and Local codes. All work requiring licensed technicians by code or regulation shall be done only by employees having met such criteria.
- G. INSPECTION OF WORK  
Under this contract, the Respondent has assumed the responsibility of furnishing all services, labor, and materials for the work as specified. Any inspection of the work by DCSD personnel shall in no way affect said responsibility of Respondent; nor shall the failure of any of the foregoing to discover or to bring to the attention of the Respondent the existence of any work not in accordance with said specifications.
- H. CORRECTION OF WORK  
Any work deemed unsuitable per contract standards as determined by DCSD shall be corrected within 24 hours. Any corrected work shall be at no additional cost to DCSD.
- I. **Interaction with DCSD Students, personnel, and visitors should be limited to business pertaining only to the performance of this contract.**
- J. Respondent shall faithfully and properly complete the work in accordance with the plans and specifications, and to the satisfaction of the Douglas County School District.

- K. Within fourteen (14) calendar days after receipt of Notice to Proceed, the Respondent shall provide the DCSD with sufficient information on his plan for completing all work under this contract.
- L. The Respondent shall purchase materials, arrange for deliveries, furnish sufficient forces, plant and equipment, and work such hours as necessary to insure execution of the work in conformity with his proposed schedule.
- M. If the Respondent falls behind the approved schedule and is not entitled to any time extension already reflected in the current approved schedule, he shall, upon request of the Douglas County School District, submit within forty-eight (48) hours his plan for bringing his work back up to schedule. This plan shall include a commitment for immediate implementation, unless otherwise approved by the Douglas County School District, for bringing the work up to schedule. If the Respondent fails to provide an acceptable plan in the time required, he will be given a plan by the Douglas County School District.
- N. If other measures will not be sufficient to make up the lag, the Respondent's plan and implementation thereof shall include increasing the number of shifts, days of work, and/or instituting or increasing overtime, all at his own expense.
- O. If the Respondent fails or refuses to implement such measures as will bring his work back up to conformity with the approved schedule, his right to proceed with any or all portions of the Contract Requirements may be terminated under the provisions of the General Conditions:
- 1) If the Douglas County School District determines that the Respondent fails or refuses to implement such measures as will bring his work back up to conformity with the approved schedule, he may contract with others or use his own forces to perform the work and the cost thereof will be charged against the contract price of the Respondent.
  - 2) If completion of the work is delayed by any act or neglect of the Douglas County School District or another Respondent in the employ of the Douglas County School District, by strikes or by other exceptional conditions over which the Respondent has no reasonable control, the time of completion shall upon receipt of the Respondent's written request, be extended by such period as the Douglas County School District may consider reasonable. No extension shall be allowed unless a claim is presented in writing to the Douglas County School District within seven (7) days after the commencement of such delay. In case of continued cause of delay, only one claim is necessary. Nothing in this clause shall be construed to release the Respondent from the obligation to perform at his own expense all overtime necessary to maintain the contract completion date.
- P. DATE OF COMMENCEMENT AND COMPLETION  
The date of commencement shall be established in a written Notice to Proceed issued by the DCSD. Work under the Base Bid and accepted Alternates shall be completed within the time frame and by the date established in the Notice To Proceed. The Respondent is expected to provide the proper amount of manpower to meet this schedule.
- Q. ACCESS TO SCHOOL PROPERTY  
The Respondent shall have access to the work site as necessary to complete the work within the contract time. The Douglas County School District will fully occupy the building for the duration of the work period. The Respondent shall conduct the work in a manner that will minimize the need for disruption of the Douglas County School District's normal operations. Access to the building or work area shall at no time be affected by the work.

R. SUPERVISION

The Respondent shall supervise and direct the Work, using his best skill and attention. He shall be solely responsible for all means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract.

The Respondent shall be responsible to the Douglas County School District for the acts and omissions of his employees, Sub-Contractors and their agents and employees, and other persons performing any of the Work under a contract with the Respondent. Any services being performed by Sub-Contractors shall have the approval of DCSD before work begins.

S. USE OF PREMISES AND REMOVAL OF DEBRIS

The Respondent shall maintain all areas clear of debris, materials and equipment during the course of the Work. All areas and the like where disturbed, removed or damaged shall be replaced, returned or repaired such that the facility and its appurtenances are left in as good condition after completion of the work as it was before operations began. Debris shall be disposed of by the end of "every" working day and not stockpiled. Beverage cans, bottles, lunch refuse, etc. will not be tolerated on the job site except by immediate and proper removal of the same on a daily basis.

T. MATERIALS AND WORKMANSHIP

The Contract Documents describe the character and features of the materials and workmanship required to perform the Work. The Contract Documents require first class work and materials in all particulars. It is understood that the contract includes any and all work that may be necessary to connect the work done with the adjoining work in a proper and workmanlike manner.

The DCSD reserves the right to employ an independent testing laboratory to conduct tests of materials, etc. as the DCSD may deem necessary to assure complete compliance with the requirements of the specifications. The Respondent shall offer full cooperation with personnel in the employ of the DCSD in making these tests.

U. NO DEVIATION

In performing the Work, the Respondent shall not deviate from the Contract Documents without the written consent of the Douglas County School District. If the Respondent does deviate from the Contract, he shall correct the error at his expense in a manner satisfactory to the Douglas County School District.

V. INTERPRETATION OF CONTRACT DOCUMENTS

In case of discrepancy between or among Contract Documents, the DCSD shall make such interpretations as may be deemed necessary for the fulfillment of the intent of the Contract Documents as construed by it and its decision shall be final.

W. DISCREPANCIES

The Respondent shall immediately report to the DCSD, in writing, any discrepancies found between the Contract Documents and site conditions or any inconsistencies or ambiguities in the Contract Documents. The DCSD shall promptly correct such inconsistencies or ambiguities in writing. Work done by the Respondent after his discovery of such discrepancies, inconsistencies or ambiguities shall be done at the Respondent's risk.

X. FINAL INSPECTION

At time of final inspection, the Respondent, if requested, shall provide a knowledgeable representative to assist in the inspection of the completed installation for conformance with specifications. The DCSD or Engineer shall prepare a Punch List. Any deficiencies shall be promptly and permanently corrected prior to final acceptance of the work, and shall be the full responsibility of the Respondent.

Y. CLEAN UP AND REPAIR

Upon completion of work, remove tools, equipment, and other materials from site. Remove protections and leave work site as clean as they were prior to installation.

**Z. TERMINATION FOR BREACH OF NON-PERFORMANCE**

If the Respondent fails to perform the Work promptly and diligently, or if the Respondent breaches the Contract in any other way, the Douglas County School District may:

- 1) after providing the Respondent with fifteen (15) days written notice, supply any workmen, equipment or materials necessary to ensure that the Work is performed promptly and diligently. The Douglas County School District may deduct the cost of supplying additional workmen, equipment or materials from payments due to the Respondent;
- 2) terminate the Contract, enter upon the premises, take possession of all equipment, materials or appurtenances, and employ any person or persons to finish the Work.

In case of termination of the Contract by the Douglas County School District pursuant to this paragraph, the Respondent shall not be entitled to receive any further payment from the Douglas County School District until Completion of the Work has occurred. After completion of the Work, the Douglas County School District shall pay to the Respondent the amount of the unpaid balance due to the Respondent at the time the Contract was terminated minus the cost incurred by the Douglas County School District to complete the Work. If the cost incurred by the Douglas County School District to complete the Work exceeds the unpaid balance due to the Respondent, the Respondent shall be due no money from the Douglas County School District and, instead, the Respondent shall pay to the Douglas County School District the difference between the unpaid balance due and the Douglas County School District's cost to complete the Work.

**IX. DCSD ON-DISCRIMINATION POLICY**

Federal law prohibits discrimination on the basis of age, race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and Americans With Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Douglas County Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following administrative positions have been designated responsible for coordinating the board's effort to implement these policies:

|                          |                                                  |
|--------------------------|--------------------------------------------------|
| Title VI Coordinator:    | Assistant Superintendent of Student Achievement  |
| Title IX Coordinator:    | Assistant Superintendent of Student Services     |
| ADA Coordinator:         | Assistant Superintendent for District Operations |
| Section 504 Coordinator: | Assistant Director of Special Education          |

Inquiries concerning the application of Title II, Title VI, Title IX or Section 504 to the policies and practices of the board may be addressed to the persons listed above at the Douglas County Board of Education, P. O. Box 1077, Douglasville, GA 30133; to the Regional Office for Civil Rights, Atlanta, GA 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

## **X. PROPOSAL PROCEDURES AND GUIDELINES**

### **A. SUBMISSION OF PROPOSALS**

The Respondent must complete and deliver the required documents through the Euna/Bonfire portal by 2:00 pm EST on July 30, 2026.

*A Pricing Schedule has been developed and enclosed for this RFP and must be used for submitting your proposal. Failure to adhere to this requirement may result in the Douglas County School District, at its sole discretion, declaring your Proposal to be non-responsive and eliminated from further consideration.*

**Under no circumstances will proposals be accepted if submitted by fax or email.**

It is the sole responsibility of the Respondent to ensure that its proposal is delivered in accordance with the date, time and place requirements specified in this RFP. Any proposal received contrary to these requirements will be returned to the Respondent unopened. *Any proposals submitted at or after the moment designated for proposal submittal will be deemed to be late and will not be accepted.* The clock-in time will be determined by a clock maintained by the Douglas County School District. No other clock or timepiece will have any bearing on the time of proposal receipt. Respondents are advised to avoid last minute deliveries.

Proposals shall be signed by an authorized representative of the Respondent. Failure to submit all information requested may result in the Douglas County School District requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.

The DCSD assumes no responsibility or obligation to the Respondents and will make no payment for any costs associated with the preparation or submission of a proposal.

All proposals submitted become the property of the Douglas County School District.

### **B. OPENING OF PROPOSALS FOR EVALUATION**

As stated above, no proposals will be accepted once the designated receipt time has passed which is July 30, 2026, 2:00 pm EST. **Proposal opening is not a public event.**

### **C. PROPOSAL AMENDMENT AND RULES FOR WITHDRAWAL**

A proposal may be withdrawn prior to the proposal opening by submitting a written request for its withdrawal to the Douglas County School District, signed by the Respondent and delivered to the Douglas County School District Procurement Department at the address shown on the preceding pages.

### **D. DISCLOSURE OF PROPOSAL CONTENT**

All proposals and other materials accepted in response to this RFP become the property of the Douglas County School District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed budget information, shall be held in confidence during the evaluation process. Only upon the completion of the evaluation of proposals shall the proposals and associated materials be open for review. By submitting a proposal, the Respondent acknowledges and accepts that the full contents of the proposal and associated documents shall become open to inspection.

### **E. OTHER TERMS AND CONDITIONS**

The Respondent shall hold the Douglas County School District, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances, furnished, or used under this proposal. The Respondent further agrees to defend, at his own expense, any and all actions brought against the Douglas County School District or himself for alleged improprieties of these or similar types.

## **XI. PROPOSAL SUBMITTAL REQUIREMENTS**

- A. Each Proposal submission shall be submitted to the Issuing Office and shall include the following documents:
  - 1) Acknowledgement of any addenda on page one (1);
  - 2) The Proposal Instructions signed by an authorized agent of the company;
  - 3) The Terms and Conditions signed by an authorized agent of the company;
  - 4) Respondent Form;
  - 5) Georgia Security and Immigration Compliance Act OCGA 13-10-90;
  - 6) Respondent Affidavit and Agreement;
  - 7) Sub-Contractor Affidavit;
  - 8) Non-Collusion Certificate;
  - 9) Reference Sheet;
  - 10) List of Services and Requirements to be Provided - (Section XV - EXHIBIT A – Specific Requirements and EXHIBIT B – Proposal Questions);
  - 11) Detailed Schedule for Removal of Devices;
  - 12) Pricing Schedules - (Section XVI);
  - 13) Proposal Response Form signed by an authorized agent of the company.
- B. All proposals shall be received and time stamped in the Issuing Office no later than the Closing Date and Time shown on the cover page of this Request for Proposal.
- C. Proposals must include all elements noted in the “Preparation of Proposals” section below.
- D. Proposals are to be organized in the following tabs:
  - Tab 1 – All RFP Documents # 1- 8 from “Proposal Submittal Requirements” Section A
  - Tab 2 – Experience (Include Form # 9 from Section A above)
  - Tab 3 – Capabilities and Skills
  - Tab 4 – Services to be provided (#10 from Section A above)
  - Tab 5 – Schedule for Pick-Ups, Scanning, etc...(#11 from Section A above)
  - Tab 6 – Price (Forms # 12 & 13 from Section A above)
  - Tab 7 – Exceptions

## **XII. EVALUATION OF PROPOSALS**

- A. After the proposal opening, the Douglas County School District will select for further consideration Respondent(s) deemed to be fully qualified and best suited among those submitting proposals based on Respondents' responses to the information requested in this RFP.
- B. The following criteria will be used in the evaluation process:
  - 1) Firm history and capability – 15 points
  - 2) Prior experience in performing similar work – 25 points
  - 3) Quality of solution, including implementation and transition plans, to meet Douglas County School's needs – 30 points
  - 4) References – 5 points
  - 5) Respondent Location – 5 points
  - 6) Respondent Community Engagement – 5 points
  - 7) Payment Amount Offered for Surplus – 15 points
- C. Exceptions/Alternatives will also be considered.
- D. Based on the initial evaluation, the Douglas County School District may request the selected Respondents to make oral presentations. Thereafter, the Douglas County School District will conduct negotiations with each of the selected short-listed Respondents. Individuals representing the Respondent during negotiations shall have the authority to negotiate and contractually bind the company to a contract.
- E. After negotiations are completed, the Douglas County School District will select the Respondent who, in the Douglas County School District's opinion, has made the best proposal and shall award the contract to that Respondent (referred to in this RFP as the Successful Respondent). Should the Douglas County School District determine in writing and in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Respondent.
- F. The Douglas County School District is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

## **XIII. PRESENTATION/DEMONSTRATION**

If in the Douglas County School District's opinion, Respondent presentations or demonstrations of the Respondent's proposed system's features and capabilities are warranted, the Douglas County School District will notify the appropriate Respondents. Such presentation or demonstration will be at a the Douglas County School District site at a date and time mutually agreed to between the Douglas County School District and Respondent and will be at the Respondent's expense.

## **XIV. PREPARATION OF PROPOSALS**

In presenting their proposals, Respondents are encouraged to be thorough in addressing the ***Specific Requirements***, the ***Proposal Submittal Requirements***, and the ***Preparation of Proposals*** as outlined in this RFP.

To facilitate the School District's evaluation of Respondent's proposal, Respondent is to number all pages of its proposal and provide tabs as indicated in the Proposal Submittal Requirements. Respondent must fully address each of the following items and submit proposals using the following format:

- A. **Experience** - Provide a concise description of all work experiences as they relate to the scope of work outlined herein. Said description should include, but not be limited to:
  - 1) Respondent's established experience record in providing comparable services to organizations similar to Douglas County Schools.
  - 2) Number and types of customers the Respondent has served with comparable services.
  - 3) Number of years Respondent has been providing these types of services.
  - 4) A minimum of five (5) references for which Respondent has completed services comparable to those described in this RFP.
    - A. Include references for work performed in an environment comparable to the Douglas County School District. For each reference, detail:
      - Name of firm;
      - Address of firm;
      - Name, title, address, e-mail address, and phone and fax number of a contact for the firm;
      - Number of years Respondent has served the firm; and
      - Brief summary of scope of services provided.
    - B. Information detailing projects of similar scope Respondent is currently engaged in, including:
      - Name of firm;
      - Address of firm;
      - Name, title, address, e-mail address, and phone and fax number of a contact for the firm;
      - Number of years Respondent has served the firm;
      - Brief summary of scope of services being provided;
  - 5) Other available documentation to verify Respondent's experience; and,
  - 6) A statement detailing why the Respondent is the best candidate to provide the Douglas County School District with the services requested in this RFP.
- B. **Capability and skill** - Describe the qualifications and skills of the organization to provide the services. Said description should provide, but not be limited to, the following information:
  - 1) Respondent's qualifications to perform the services, including all resources available to Respondent for the performance of the contract.
  - 2) Qualifications and resumes of the design team and other employees who will be managing and performing the services under this contract.

- C. **Services to be Provided** - Provide a detailed description of the services to be provided under this contract. Said description is to address, at a minimum:
- 1) An introduction - An overview of Respondent's understanding of the scope of work and services to be provided.
  - 2) Best practice approaches to providing services to the Douglas County School District that enhance efficiency and effectiveness. Innovative solutions will be considered by the Douglas County School District.
  - 3) **EACH** of the **Specific Requirements** set forth under the **Scope of Work** specified in this RFP.
  - 4) A detail of any assistance, equipment, or other items the Respondent will require the Douglas County School District to furnish under this contract.
  - 5) A statement explaining why the Respondent's proposed solution would be the most advantageous to the Douglas County School District.
  - 6) Describe the one attribute that places the Respondent ahead of the competition.
- D. **Schedules** – Include the requested schedules as detailed in EXHIBIT C – Scheduling for the production, delivery, installation, and training for this project.
- E. **Price**
- 1) Complete and submit with the proposal the attached Pricing Schedules (Section XV).
  - 2) Complete and submit the Proposal Response Form
  - 3) Respondent is to provide any additional pricing information or alternative pricing structures offered.
  - 4) Respondent's prices will be subject to negotiations.
  - 5) After negotiations and award of this contract, Successful Respondent's pricing for the services provided under this contract shall be a firm fixed-price during the term of the contract.
- F. **Exceptions** - Detail any exceptions taken to the **Scope of Work** and **Terms and Conditions** sections of this RFP. For each exception, specify the RFP page number, section number, and the exception taken. Respondent may not incorporate its standard contract document into its proposal, by reference or in full text, without listing each exception it represents to the terms and conditions of this RFP, as described in the Exceptions section of this RFP.

**Cost of Responding** - This solicitation does not commit the Douglas County School District to pay any costs incurred by the Respondent or any other party in the preparation and/or submission of proposals or in making necessary studies or designs for the preparation thereof, nor is the Douglas County School District obligated to procure or contract for such services.

**XV. EXHIBITS**

## **EXHIBIT A: SPECIFIC REQUIREMENTS**

*This section stipulates the elements of the RFP under evaluation. **Please remember that your solution will be evaluated for content, thoroughness, and clarity of response to all criteria requested in this proposal.** Respond precisely and concisely to each and all specific questions and/or topics by providing the requested information on separate pages, clearly labeled in your response. DCSD is not responsible for locating data included in your response that is not properly identified as instructed.*

*Respondent must include with proposal response a written SOW (Scope of Work) detailing the Respondents plan to implement, service, and manage this service contract in accordance with DCSD specifications, relevant laws, and industry "best practices".*

1. The purpose of this request for proposal is to provide the Douglas County School District (DCSD) with services for the removal and proper disposal of technology items including laptops, desktop computers, monitors, keyboards, mice, Chromebooks, charging carts, telephones and other miscellaneous technology items.
2. Respondents should note that there is not an itemized list of devices, and a list cannot be generated. Awarded Respondent will be required to remove all devices located in surplus at one time and pay the DCSD one flat fee for all items.
3. The devices to be picked up will be located at one administrative site in the District. The winning Respondent will be required to pick up devices from this site **during September, October and mid-November**. These devices have been removed from production and placed in a centralized location at the site as they are replaced as part of the District's technology refresh project. **Storage at this site is limited so devices must be picked up in accordance with the contract documents.** The number of devices to be removed varies.
4. The condition of these systems is unknown, and some systems may be inoperable. All devices are being sold "as-is".
5. AC adapters may not be available for all devices.
6. All markings that identify the Douglas County School District must be permanently removed.
7. Services required for this project will be during normal workday hours between 8:00 am and 5:00 pm. Failure to pick up at identified time will result in storage fees per day.
8. **The winning Respondent is expected to scan devices and monitors and provide a document showing service tags and serial numbers at the time of pick-up. This document will be signed by representatives from both the Respondent and the school system.**
9. Any and or all devices recovered can be resold to other parties or recycled. All hardware will be disposed of or recycled in accordance with EPA laws and regulations. A certificate of data destruction will be provided that shows all data on the devices are wiped to United States Department of Defense ("DOD") 5220.22-M data level data destruction standards. All asset tags, etchings or markings identifying the Douglas County School System shall be removed by the Respondent.
10. Proposers are also asked to propose on several pallets of various technology related items. Due to the age and variety of these items, we are unable to provide an exact inventory of these pallet contents. The items include, but are not limited to, CPS's, monitors, and printers. Any hard drives on these pallets will require physical data destruction.
11. **Payment for all equipment shall be made in advance of receipt of devices. Proper documentation is requested to validate available funds for the purchase.**

**By signing below Respondent agrees to payment terms.**

---

*Respondent Signature*

---

*Date*

## **EXHIBIT B: PROPOSAL QUESTIONS**

Each Respondent should respond to the following as related to this proposal:

1. Describe materials required and amount of personnel to be used for this project. Include types and number of vehicles. The storage location does not have a loading dock and lift gates may be necessary.
2. **Douglas County requires that all serial numbers/service tags for each device are scanned at the time of pickup and a printed copy of this documentation is signed by both the Respondent representative and the DCSD representative. Describe the process the Respondent follows onsite to inventory, scan, secure and remove all items. What documentation is provided to DCSD at the site in relation to this removal? Provide examples of any forms to be delivered to DCSD such as certificate of data destruction, inventory, indemnification, etc. and timelines for each of these forms to be delivered.**
3. Describe what will become of these devices. Include the method of disposal, reuse or recycling.
4. Describe the process by which you propose to meet the data destruction requirement. Include any information related to how you will address drives that cannot be wiped according to your normal procedures.
5. Many devices purchased by the DCSD are etched at the time of purchase with the DCSS logo and information. The Respondent should identify the process by which it will insure that any information that identifies DCSS will be removed. This will include any etchings, asset tags or other labels.

## **EXHIBIT C: EXAMPLES OF THE MISC. DCSD TECHNOLOGY ITEMS**

| Type    | Brand | Series   | Model   |
|---------|-------|----------|---------|
| Desktop | Dell  | Optiplex | 5040    |
| Desktop | Dell  | Optiplex | 5050    |
| Desktop | Dell  | Optiplex | 5060    |
| Desktop | Dell  | Optiplex | 5070    |
| Desktop | Dell  | Optiplex | 7010    |
| Desktop | Dell  | Optiplex | 7020    |
| Monitor | Dell  |          | E170SC  |
| Monitor | Dell  |          | E1715S  |
| Monitor | Dell  |          | E1715SC |
| Monitor | Dell  |          | E177FP  |
| Monitor | Dell  |          | E1916H  |

**XVI. PRICING SCHEDULE**

**RFP 27-003  
Sale of Surplus Technology Equipment**

*Price should be based upon the Specifications of RFP 27-003*

**MUST BE COMPLETED ON THE EUNA/BONFIRE PORTAL BID TABLE**

RESPONDENT \_\_\_\_\_

**Proposed Amount Awarded Respondent Agrees to Pay DCSD for Picking Up All Surplus Technology Equipment (“As Is”) as per the Specifications outlined in RFP 27-003 Sale of Surplus Technology Equipment:**

**\$** \_\_\_\_\_

**Method of Payment to the DCSD:** \_\_\_\_\_

**Lead Time for Scheduling Pick Up of Surplus Technology Equipment After Receipt of Contract:**

\_\_\_\_\_

**Estimated Number of Days Required to Pick Up All Surplus Technology Equipment:**

\_\_\_\_\_

\_\_\_\_\_  
*Respondent Signature*

\_\_\_\_\_  
*Date*

## **XVII. PROPOSAL RESPONSE FORM**

### **Request for Proposal: 27-003 SALE OF SURPLUS TECHNOLOGY EQUIPMENT**

We propose to furnish and deliver any and all of the deliverables and/or services named in the attached Request For Proposal (RFP) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

We further agree to strictly abide by all specifications, terms and conditions contained in the RFP, all of which are made a part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Douglas County School District, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Douglas County School District.

It is understood and agreed that we have read the Douglas County School District's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this bid/proposal meet or exceed any and all such Douglas County School District specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specification.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety (90) days from bid/proposal opening date.

The Total Contract Value for ALL Requirements including All Equipment, Materials, Deliveries, Installation, Training and any other costs Associated with this Contract is outlined on **Proposal Form** pages.

Respondent Name: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

#### **PROPOSAL SIGNATURE AND CERTIFICATION**

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, Respondent, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Respondent. I further certify that the Official Code of Georgia Annotated, Sections 45-10-20 et.seq. have not been violated and will not be violated in any respect.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print/Type Name \_\_\_\_\_

Print/Type Company Name \_\_\_\_\_

Email Address: \_\_\_\_\_

## **XVIII. CERTIFICATE OF NON-COLLUSION**

**DOUGLAS COUNTY SCHOOL DISTRICT  
DOUGLASVILLE, GEORGIA  
BUSINESS SERVICES OFFICE**

### **CERTIFICATE OF NON-COLLUSION**

By responding to this solicitation, the Respondent understands and agrees to the following:

He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

Such Proposal is genuine and is not a collusive or sham Proposal;

Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Certificate, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Respondent, firm or person to fix the price or prices in the attached Proposal or of any other Respondent, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Respondent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Douglas County School District or any person interested in the proposed Contract; and

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this Certificate.

**Respondent's Full Legal Name:** \_\_\_\_\_  
(PLEASE TYPE OR PRINT)

**Authorized Signature:** \_\_\_\_\_

**Printed Name and Title of Person Signing:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## **XIX. REFERENCE SHEET**

Must be completed by all firms and returned with the Request for Proposal response. References must be from customers (at least three (3) public School Districts in Georgia) for whom your firm has provided a similar scope of work during the past twenty-four months.

1. \_\_\_\_\_  
*Company* *Telephone Number/Name of Contact Person*  
\_\_\_\_\_  
*Address, City, State, Zip Code*  
\_\_\_\_\_  
*Scope of Work Completed*
  
2. \_\_\_\_\_  
*Company* *Telephone Number/Name of Contact Person*  
\_\_\_\_\_  
*Address, City, State, Zip Code*  
\_\_\_\_\_  
*Scope of Work Completed*
  
3. \_\_\_\_\_  
*Company* *Telephone Number/Name of Contact Person*  
\_\_\_\_\_  
*Address, City, State, Zip Code*  
\_\_\_\_\_  
*Scope of Work Completed*
  
4. \_\_\_\_\_  
*Company* *Telephone Number/Name of Contact Person*  
\_\_\_\_\_  
*Address, City, State, Zip Code*  
\_\_\_\_\_  
*Scope of Work Completed*
  
5. \_\_\_\_\_  
*Company* *Telephone Number/Name of Contact Person*  
\_\_\_\_\_  
*Address, City, State, Zip Code*  
\_\_\_\_\_  
*Scope of Work Completed*

**XX. RESPONDENT INFORMATION**

# DOUGLAS COUNTY SCHOOL SYSTEM

BUSINESS SERVICES OFFICE  
P.O. BOX 1077, DOUGLASVILLE, GA 30133  
770-651-2000 FAX 770-920-4026

In order to conduct business with and/or receive payments from the Douglas County School System, the following information is required. Failure to provide this information may result in delayed payments.

**VENDOR #** \_\_\_\_\_

*To Be Completed by Douglas County School System*

## VENDOR INFORMATION FORM

**SCHOOL/DEPARTMENT REQUESTING VENDOR BE ADDED**

DCSS Employee #  
(if applicable)

Employee's Location

**Company or Business Name:** \_\_\_\_\_

*(Refer to instructions on the bottom of page.)*

**Individual Name:** \_\_\_\_\_

**Federal ID or Social Security Number:** \_\_\_\_\_

**AND DUNS #** \_\_\_\_\_

*(Please use 9 digit standard format: FEIN XX-XXXXXXX or SSN XXX-XX-XXXX)*

### PURCHASE ORDER MAILING ADDRESS and CONTACT INFORMATION:

Street address: \_\_\_\_\_

*include building/suite number*

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_

Contact Name: \_\_\_\_\_

*(Local Representative in Atlanta Area)*

E-Mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

*(Someone we may contact if we cannot reach the local representative.)*

E-Mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Account/Contract #:

Discount

Shipping Terms

### REMITTANCE ADDRESS and CONTACT INFORMATION (if different from address listed above)

Street address: \_\_\_\_\_

*include building/suite number*

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Doing Business As:

☐ Corporation ☐ LLC ☐ Sole Proprietorship ☐ Partnership ☐ Individual

☐ Educational ☐ Governmental ☐ US Citizen/Resident ☐ Non-Resident Alien ☐ Other

### INSTRUCTIONS

• **Sole Proprietors** : Must enter your individual name (as shown on your social security card) on the Individual Name line.

You may enter your business or "doing business as" name on the Business Name line. For the Taxpayer Identification Number, enter either your Social Security Number or the Federal Employer Identification Number of the business.

• **Business Name** : Enter the name of the entity as it is listed with the IRS on the Form SS-R, Application for Employer Identification Number. This name should be consistent with the name used on tax returns.

**DOUGLAS COUNTY SCHOOL SYSTEM**  
**VENDOR INFORMATION FORM**

**VENDOR** \_\_\_\_\_

How long have you been in business? \_\_\_\_\_

Has your company ever conducted business with the Douglas County School System? \_\_\_\_\_

In what capacity? \_\_\_\_\_

List other school systems you currently service \_\_\_\_\_

**CONFLICT OF INTEREST POLICY**

Does any Officer, Director, Owner or Partner in this company have a relationship with the Douglas County School System?

☐ YES   ☐ NO

The types of relationships include:

1. A spouse/partner or minor child is employed by the Douglas County School System.
2. A financial relationship with a Douglas County School System employee.
3. A personal relationship with a Douglas County School System employee.

If yes, please state the NAME and RELATIONSHIP to individual:

Does any Officer, Director, Owner or Partner in this company hold a position at any Douglas County School System department or school?

☐ YES   ☐ NO

If yes, please state the NAME and RELATIONSHIP to individual:

**GEORGIA IMMIGRATION REFORM AND CONTROL ACT**

\*\*\*\*\* In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, OCGA 13-10-90 et. seq., (collectively the "Act") the Vendor ("Contractor") MUST INITIAL the statement applicable to Contractor below; and Contractor must immediately notify DCSS in writing if the affirmations below change:

(a) \_\_\_\_\_ (Initial here): Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et.seq.; **[Contractors who initial (a) must attach a Contractor Affidavit and Agreement ]**;

OR

(b) \_\_\_\_\_ (Initial here) Contractor represents and warrants that it does not physically perform any service within the State of Georgia pursuant to O.C.G.A. 13-10-90 et al. and thus does not have to comply with the foregoing Georgia law.

**VENDOR APPLICATION VERIFICATION**

*The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law. Further, I affirm that this company's employment practices do not discriminate because of age, race, creed, color, sex, national origin, religion, or disability.*

*I also understand that the Douglas County School System is on a Net 30 day payment schedule and that payment will not be made until 30 days after the date of invoice and/or receipt or completion of goods and services.*

\_\_\_\_\_  
**VENDOR SIGNATURE** (Typing your name certifies information is correct.)

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**PHONE**

\_\_\_\_\_  
**DATE**

| DCSS OFFICE<br>USE ONLY       | CONFLICT OF INTEREST | VERIFIED LICENSED IN<br>STATE OF GEORGIA | VERIFIED NOT LISTED ON<br>EPLS LIST | VERIFIED WORKER'S<br>COMP INSURANCE | GA IMMIGRATION<br>REFORM ACT |
|-------------------------------|----------------------|------------------------------------------|-------------------------------------|-------------------------------------|------------------------------|
|                               |                      |                                          |                                     |                                     |                              |
| (Form<br>Revised<br>5/9/2025) | DATE ENTRY APPROVED  | DATE ENTERED INTO MUNIS                  | DATE DENIED                         | DATE REQUESTOR<br>NOTIFIED          |                              |
|                               |                      |                                          |                                     |                                     |                              |

**DOUGLAS COUNTY SCHOOL SYSTEM**  
**COMMODITY CODE LIST**

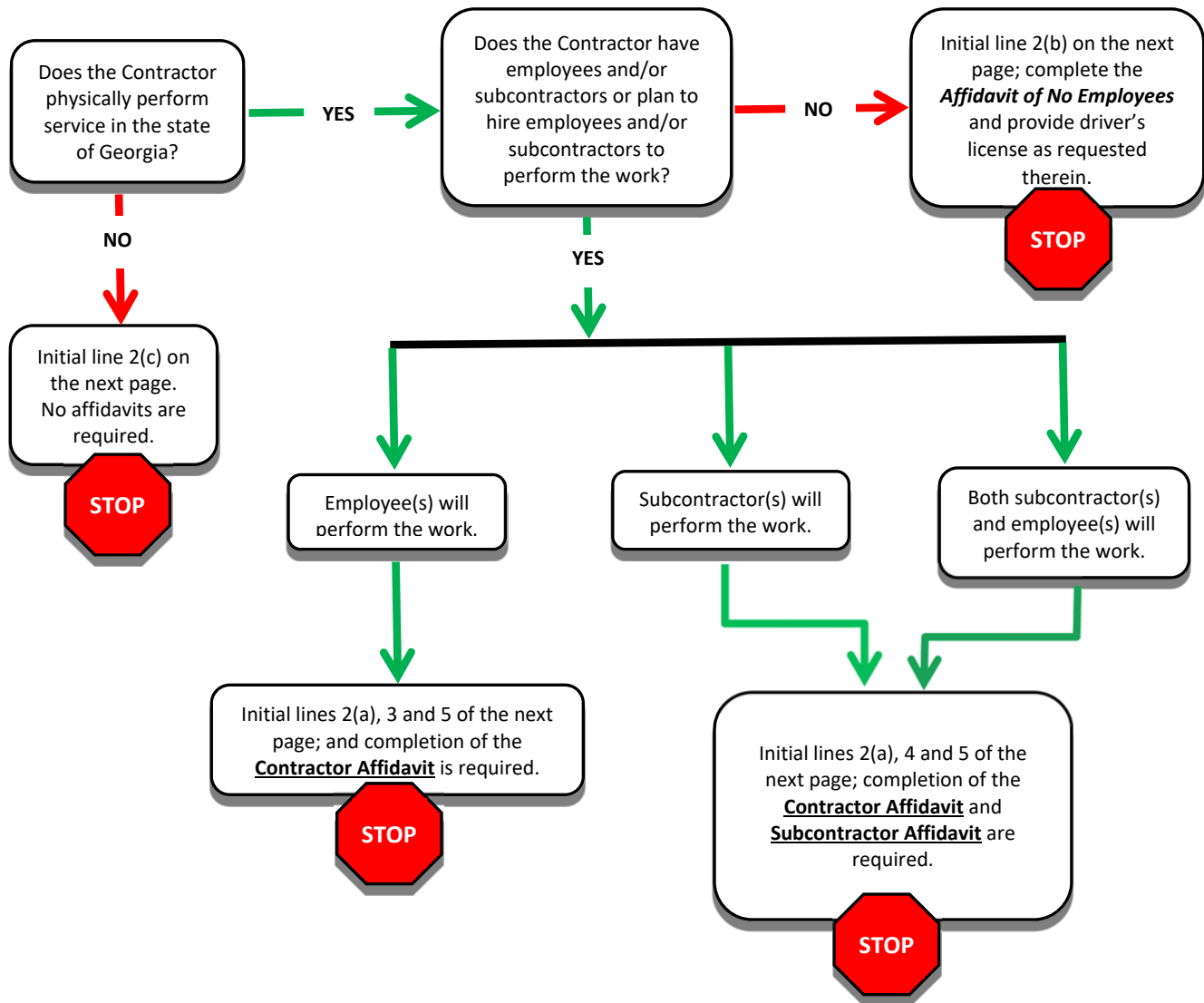
| Vendor Name: |       |                                             |      |                |                                              |
|--------------|-------|---------------------------------------------|------|----------------|----------------------------------------------|
|              | CODE  | AUDIO/VISUAL                                |      | CODE           | EDUCATION AND INSTRUCTION                    |
|              | 803   | Sound Systems & Accessories                 |      | 23355          | Kilns and Furnaces                           |
|              | 840   | Television Equipment                        |      | 493            | Laboatory Equipment, Chemistry               |
|              | 84027 | Television Equip-Carts/Stands               |      | 495            | Laboatory Equipment, Biology                 |
|              | 84030 | Television Equip-DVD/TV Combos              |      | 580            | Musical Instruments                          |
|              | 84067 | Television Equip-Video Camera Recorders     |      | 71505          | Publications and AV-Audio Cassettes          |
|              | 84068 | Televisiонт Equip-VCR/DVD/TV Combos         |      | 71510          | Publications and AV-Books                    |
|              | 880   | Visual Education Equipment                  |      | 71512          | Publications and AV-Reference                |
|              | 88043 | Visual Education Equip-Projection Screens   |      | 71535          | Publications and AV-Electronic               |
|              |       | Other Audio/Visual                          |      | 71590          | Publications and AV-Video Cassettes          |
|              | CODE  | AUTOMOTIVE                                  |      |                |                                              |
|              | 055   | Automotive Accessories                      |      | 785            | School Equipment and Supplies                |
|              | 060   | Automotive Maintenance Items                |      | 78515          | School Equipment-Dry Erase Boards            |
|              | 065   | Automotive Bodies, Accessories              |      | 78589          | School Equipment-Special Education           |
|              | 070   | Automotive Vehicles                         |      | 78590          | School Equipment-Test & Test Scoring Devices |
|              | 075   | Automotive Shop Equipment                   |      |                | Other Education and Instruction              |
|              | 405   | Fuel, Oil, Grease & Lubricants              | CODE | FOOD/NUTRITION |                                              |
|              | 863   | Tires and Tubes                             |      | 019            | Agricultural Crops and Grains                |
|              |       | Other Automotive Miscellaneous              |      | 090            | Bakery Equipment, Commercial                 |
|              |       |                                             |      | 165            | Cafeteria Equipment, Commerical              |
|              | CODE  | COMMUNICATIONS                              |      | 240            | Cutlery, Dishes, Flatware, Glassware, Etc.   |
|              | 725   | Radio Communication, Telephone              |      | 245            | Dairy Equipment and Supplies                 |
|              | 72574 | Radio Communication, Two-Way Radio          |      | 370            | Food Processing Equipment and Supplies       |
|              |       | Other Communications                        |      | 375            | Foods, Bakery Products (Fresh)               |
|              | CODE  | CONSTRUCTION                                |      | 380            | Foods, Dairy Products (Fresh)                |
|              | 135   | Bricks and Other Clay Products              |      | 385            | Foods, Frozen                                |
|              | 150   | Builder's Supplies                          |      | 390            | Foods, Perishable                            |
|              | 155   | Buildings and Structures                    |      | 393            | Food, Staple Grocery                         |
|              | 210   | Concrete and Metal Culverts                 |      | 740            | Refrigeration Equipment and Accessories      |
|              |       | Other Construction                          |      |                | Other Food/Nutrition                         |
|              | CODE  | CUSTODIAL                                   | CODE | FURNITURE      |                                              |
|              | 085   | Bags, Bagging, Ties, Erosion Control Equip. |      | 420            | Furniture - Cafeteria, Library, School       |
|              | 365   | Floor Maintenance Machines                  |      | 425            | Funiture - Office                            |
|              | 485   | Janitorial Supplies, General                |      | 42553          | Lockers, Storage                             |
|              | 48550 | Door Mats, All Types                        |      |                | Other Furniture                              |
|              | 640   | Paper and Plastic Products Disposable       | CODE | LIBRARY        |                                              |
|              |       | Other Custodial                             |      | 125            | Bookbinding Supplies                         |
|              | CODE  | EDUCATION & INSTRUCTION                     |      | 525            | Library and Archival Equipment               |
|              | 050   | Art Equipment and Supplies                  |      |                | Other Library                                |
|              | 232   | Crafts, General                             |      |                |                                              |

|  | CODE   | MAINTENANCE                                     |  | CODE  | SERVICES                                   |
|--|--------|-------------------------------------------------|--|-------|--------------------------------------------|
|  | 010    | Acoustical Tile, Insulating Materials, Supplies |  | 906   | Architectural Services, Professional       |
|  | 025    | Air Compressors & Accessories                   |  | 907   | Architectural Services, Non-Professional   |
|  | 031    | Air Conditioning & Heating Supplies             |  | 909   | Building Construction Services, New        |
|  | 28550  | Light Bulbs                                     |  | 910   | Building Maintenance and Repair Services   |
|  | 295    | Elevators and Escalators                        |  | 91039 | Janitorial/Custodial Services              |
|  | 330    | Fencing                                         |  | 912   | Construction Services, General             |
|  | 335    | Fertilizers & Soil Conditioners                 |  | 915   | Communication and Media Services           |
|  | 340    | Fire Protection Equipment                       |  | 918   | Consulting Services                        |
|  | 360    | Floor Covering                                  |  | 91838 | Consulting Services-Education and Training |
|  | 445    | Hand Tools, Accessories & Supplies              |  | 91843 | Consulting Services-Environmental          |
|  | 450    | Hardware and Related Items                      |  | 924   | Educational Services                       |
|  | 515    | Lawn Maintenance Equipment                      |  | 925   | Engineering Services, Professional         |
|  | 540    | Lumber and Related Products                     |  | 926   | Environmental Services                     |
|  | 57M    | General Maintenance                             |  | 946   | Financial Services                         |
|  | 59595  | Wood Chips and Bark, Composted                  |  | 953   | Insurance, All Types                       |
|  | 630    | Paint and Related Products                      |  | 956   | Library Services                           |
|  | 635    | Painting Equipment and Accessories              |  | 96115 | Vending, Concessions, Catering Services    |
|  | 66M    | Locks and Doors                                 |  | 966   | Printing and Related Services              |
|  | 670    | Plumbing Equipment and Supplies                 |  | 96896 | Water & Wastewater Treatment Services      |
|  | 770    | Roofing                                         |  | 971   | Real Property Rental or Lease Services     |
|  | 801    | Signs, Sign Materials                           |  | 981   | General Equipment Rental or Lease Services |
|  | 885    | Water and Wastewater Chemicals                  |  | 985   | Office Equipment Rental or Lease Services  |
|  | 895    | Welding Equipment & Supplies                    |  | 98854 | Lighting Services for Athletic Fields      |
|  |        | Other Maintenance                               |  | 989   | Sampling and Testing Services              |
|  |        |                                                 |  |       | Other Services                             |
|  | CODE   | OFFICE                                          |  | CODE  | TECHNOLOGY                                 |
|  | 310    | Envelopes, Plain or Printed                     |  | 204   | Computer Hardware-Microcomputer            |
|  | 395    | Forms, Computer                                 |  | 206   | Computer Hardware-Mainframe                |
|  | 600    | Office Machines, Equipment & Accessories        |  | 207   | Computer Accessories and Supplies          |
|  | 60082  | Shredders, Paper                                |  | 208   | Computer Software-Microcomputers           |
|  | 615    | Office Supplies, General                        |  | 209   | Computer Software-Mainframe                |
|  | 620    | Office Supplies, Pens, Pencils, Etc.            |  | 287   | Electronic Components & Replacement Parts  |
|  | 645    | Paper                                           |  |       | Other Technology                           |
|  |        | Other Office                                    |  |       |                                            |
|  | CODE   | SAFETY AND ATHLETICS                            |  |       | OTHER CATEGORIES NOT CLASSIFIED ABOVE      |
|  | 200    | Clothing, Athletic Uniforms                     |  |       |                                            |
|  | 345    | First Aid and Safety Equipment                  |  |       |                                            |
|  | 420004 | Auditorium/Stadium Seating                      |  |       |                                            |
|  | 650    | Playground Equipment                            |  |       |                                            |
|  | 805    | Sporting Goods, Athletics                       |  |       |                                            |
|  | 860    | Tickets, Coupon and Sale Books                  |  |       |                                            |
|  |        | Other Safety and Athletics                      |  |       |                                            |

DOUGLAS COUNTY SCHOOL DISTRICT  
BUSINESS SERVICES / PROCUREMENT DEPARTMENT

**GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS**

*Please follow the chart below to assist with completing the E-Verify documents as required by the Georgia Security and Immigration Compliance Act, O.C.G.A. § 13-10-90 et seq. If in doubt as to whether a document should be completed and submitted, it is recommended that the Vendor submit the information.*



DOUGLAS COUNTY SCHOOL SYSTEM

DOUGLASVILLE, GEORGIA  
BUSINESS SERVICES OFFICE

**E-VERIFY DOCUMENTS (Page 1 of 4)**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT, AS AMENDED BY THE  
ILLEGAL IMMIGRATION REFORM ACT OF 2011, O.C.G.A. 13-10-90, ET AL.**

TO ALL PROSPECTIVE SUPPLIERS:

If you are providing services to the Douglas County School System, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your quote/bid/proposal.

- 1) The Douglas County School System shall comply with the Georgia Security and Immigration Compliance Act, as amended, Act O.C.G.A. 13-10-90 et. seq.,
- 2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. 13-10-90 et. seq., (collectively the "Act") the Supplier ("Supplier") **MUST INITIAL** the statement applicable to Supplier below:
  - (a) \_\_\_\_\_ **(Initial here)** Supplier warrants that, Supplier has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Supplier further warrants and agrees Supplier shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.; OR
  - (b) \_\_\_\_\_ **(Initial here)** Supplier represents and warrants that it has no employees and does not intend to hire employees to perform contractual services and thus has provided a U.S. state-issued driver's license or ID card in lieu of an affidavit if, which license or ID card was issued by a State that verifies lawful immigration status before issuing the license of ID card. If my status changes I will, before hiring any employees, immediately notify the System in writing and provide all affidavits required. (Complete the Affidavit of No Employees); OR
  - (c) \_\_\_\_\_ **(Initial here)** Supplier represents and warrants that it does not physically perform any service within the State of Georgia pursuant to O.C.G.A. 13-10-90 et al. and thus does not have to comply with the foregoing Georgia law.
- 3) \_\_\_\_\_ **(Initial here)** Supplier will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Supplier with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.
- 4) \_\_\_\_\_ **(Initial here)** Supplier agrees that, if Supplier employs or contracts with any subcontractor in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, that Supplier will secure from each subcontractor at the time of the contract the subcontractor's name and address, the employee-number applicable to the subcontractor, the date the authorization to use the federal work authorization program was granted to subcontractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor's agreement not to contract with subcontractors unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.
- 5) \_\_\_\_\_ **(Initial here)** Supplier agrees to provide the Douglas County School System with all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08 within five (5) business days of receipt.
- 6) \_\_\_\_\_ **(Initial here)** Supplier is a foreign company and therefore not required to provide the affidavit as required by O.C.G.A. § 13-10-90 et seq. Supplier must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

Company Name / Supplier Name

Title of Authorized Officer or Agent of Supplier

Date

**DOUGLAS COUNTY SCHOOL SYSTEM**

DOUGLASVILLE, GEORGIA  
BUSINESS SERVICES OFFICE

**E-VERIFY DOCUMENTS (Page 2 of 4)**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) The individual, firm, or corporation ("Supplier") which is contracting with the Douglas County School System has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate 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, as amended. 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).

- (2) Supplier's correct user identification number and date of authorization is set forth herein below.

- (3) Supplier agrees that the Supplier will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Douglas County School System, unless at the time of the contract said subcontractor:

- (a) is registered with and participates in the federal work authorization program;
- (b) provides Supplier with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
- (c) agrees to provide Supplier with notice of receipt and a copy of every subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Supplier agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the Douglas County School System at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

- (4) Supplier further agrees to and shall provide Douglas County School System with copies of all other affidavits or other applicable verification received by Supplier (i.e.: subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

\_\_\_\_\_  
**(E-VERIFY NUMBER)** EEV/Basic Pilot Program User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

\_\_\_\_\_  
Company Name / Supplier Name

\_\_\_\_\_  
Project Name / Solicitation Number

BY: \_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Supplier

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**DOUGLAS COUNTY SCHOOL SYSTEM**

DOUGLASVILLE, GEORGIA

BUSINESS SERVICES OFFICE

**E-VERIFY DOCUMENTS (Page 3 of 4)**

**SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) The undersigned individual, firm or corporation ("Subcontractor") is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of contractor), which has a contract with the Douglas County School System.
- (2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate 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. 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).
- (3) Subcontractor's correct user identification number and date of authorization is set forth herein below.
- (4) Subcontractor agrees that the Subcontractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the Douglas County School System, unless said subcontractor:
  - (a) is registered with and participates in the federal work authorization program;
  - (b) provides Subcontractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
  - (c) agrees to provide Subcontractor with notice of receipt and a copy of every subcontractor Affidavit or other permissible verification procured by subcontractor at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other applicable verification to the Supplier at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

\_\_\_\_\_  
**(E-VERIFY NUMBER)** EEV/Basic Pilot Program User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
*If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.*

\_\_\_\_\_  
Company Name / Sub-contractor Name

\_\_\_\_\_  
Project Name / Solicitation Number

\_\_\_\_\_  
BY: Signature of Authorized Officer or Agent (of Subcontractor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**DOUGLAS COUNTY SCHOOL SYSTEM**

DOUGLASVILLE, GEORGIA  
BUSINESS SERVICES OFFICE

**E-VERIFY DOCUMENTS (Page 4 of 4)**

**AFFIDAVIT OF NO EMPLOYEES**

The undersigned, in connection with a proposed contract or subcontract with the Douglas County School System for the physical performance of service in the State of Georgia (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor.
- (b) I do not employ any other persons.
- (c) I do not intend to hire any employees to perform the Contract.
- (d) A true, correct and complete copy of my driver's license is attached hereto.
- (e) If at any time hereafter I determine that I will need to hire employees to satisfy or complete the physical performance of services under the Contract then before hiring any employees, I will:
  - (i.) immediately notify the School System in writing; and
  - (ii.) register with, participate in and use, a federal work authorization program 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, as amended; and
  - (iii.) Provide the School System with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08.

\_\_\_\_\_  
*Print Company Name / Name of Sole Proprietor*

\_\_\_\_\_  
*Project Name / Solicitation Number*

\_\_\_\_\_  
*BY: Signature of Authorized Officer/Agent*

\_\_\_\_\_  
*Date*

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*Notary Public*

\_\_\_\_\_  
*My Commission Expires*

***[Attach copy of driver's license]***

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3. | <b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                    |
|                                                        | <b>2</b> Business name/disregarded entity name, if different from above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                    |
|                                                        | <b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><br><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<br><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .<br><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.<br><input type="checkbox"/> Other (see instructions) _____ | <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____<br><br>(Applies to accounts maintained outside the United States.) |
|                                                        | <b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                    |
|                                                        | <b>5</b> Address (number, street, and apt. or suite no.). See instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Requester's name and address (optional)                                                                                                                                                                                                                                                                            |
|                                                        | <b>6</b> City, state, and ZIP code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                    |
|                                                        | <b>7</b> 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                       |  |  |  |   |   |  |  |   |  |  |  |
|---------------------------------------|--|--|--|---|---|--|--|---|--|--|--|
| <b>Social security number</b>         |  |  |  |   |   |  |  |   |  |  |  |
|                                       |  |  |  | - |   |  |  | - |  |  |  |
| <b>or</b>                             |  |  |  |   |   |  |  |   |  |  |  |
| <b>Employer identification number</b> |  |  |  |   |   |  |  |   |  |  |  |
|                                       |  |  |  |   | - |  |  |   |  |  |  |

**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 for Part II, later.

|                  |                          |      |
|------------------|--------------------------|------|
| <b>Sign Here</b> | Signature of U.S. person | Date |
|------------------|--------------------------|------|

**General Instructions**

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

## **XXI. RFP CHECKLIST**

### **RFP 27-003 Sale of Surplus Technology Equipment**

The following items must be completed and submitted with your Proposal in order for your response to be considered. Please refer to Sections X: Proposal Submittal Requirements, and XIII: Preparation of Proposals for complete proposal instructions.

- ☐ Acknowledgment of any Addenda
- ☐ RFP Instructions – Signed
- ☐ Standard Terms and Conditions – Signed
- ☐ Respondent Information Forms
- ☐ Georgia Security and Immigration Compliance Act OCGA 13-10-90
- ☐ Respondent Affidavit and Agreement
- ☐ Sub-Contractor Agreement *(if applicable)*
- ☐ Affidavit of No Employees *(if applicable)*
- ☐ Non-Collusion Certificate
- ☐ Reference Sheet
- ☐ Proposal Response to Exhibit A – Specific Requirements
- ☐ Pricing Schedule
- ☐ Proposal Response Form - Signed
- ☐ Copy of Qualification Documents (Licenses, Project Lists, etc...)
- ☐ Insurance Certificate

Company Name: \_\_\_\_\_

Rep Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_