

QSYS Conferencing System for Boardroom

Invitation for Bids: 25-010-073
Georgia Procurement Registry:
PE-65615-NONST-2025-000000044



Objective

The Fayette County Public Schools Purchasing Department (hereinafter FCPS) invites you to participate in an invitation for bid (IFB). This IFB will consist of providing and delivering a QSYS Conferencing System for the Fayette County Board of Education District Boardroom located at the LaFayette Educational Center in downtown Fayetteville, Georgia. The most responsive and responsible bidder will provide installation and demonstration upon delivery to each facility.

Responses Due

Responses to this invitation for bid are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, GA, 30214. Bids received after the specified date and time will not be considered.

Vendors are instructed to carefully read all items, conditions, terms, specifications, and attachments herein and referenced before completing their bid. Failure to comply with any requirements of the IFB may be a cause for rejection.

Schedule of Events

IFB Released	October 3, 2024
Questions Due	Before 9:00 AM (ET), October 11, 2024
Addenda Issued if Applicable	October 16, 2024
Bids Due	Before 9:00 AM (ET), November 1, 2024

Section A: Instructions to Bidders

1. *Bidder Registration*
 - 1.1. Bidders are encouraged to register with the issuing agent, Matthew Roberts, by sending an email to roberts.matthew@fcboe.org after reviewing this solicitation. Bidders who register will automatically receive any email update with additional documents such as addenda and be notified of award issuance, even if they choose not to submit a response.
2. *Project Documents and Forms*
 - 2.1. Documents and forms required for submission as part of this IFB can be found on the FCPS Purchasing Department website. Failure to include required submissions listed herein may result in a rejection of the response. A list of required forms is contained herein and additional submissions may be required per the specifications contained herein.
3. *Response Delivery*
 - 3.1. Responses may be submitted electronically, by mail, or hand-delivered to the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, Georgia 30214, Attention: Purchasing Department.
 - 3.2. Bid openings will occur at the date and time specified at the address above.
 - 3.2.1. No faxed or telephone responses will be accepted or considered.
 - 3.3. Responses may be emailed to the issuing agent if meeting the following guidelines:
 - 3.3.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred)
 - 3.3.2. All response documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.
4. *Attachments*
 - 4.1. Any specification listed with “Must Include Attachment” should include a document within the response conforming to standards set forth.

- 4.2. All attachments must be marked and labeled using the following format: Attachment #, Solicitation Reference, Bidder Name, Solicitation Title, and Number.

5. *Response Format Requirements*

- 5.1. The solicitation document has been carefully organized. All sections, specifications, requirements, and appendices are numbered; therefore responses should be organized in the same manner referencing the solicitation document when necessary.
- 5.2. All pages should be numbered and contain page headings or footers with the bidder's name and the solicitation title and number.
- 5.3. Multiple Response from the Same Bidder
 - 5.3.1. Bidders may submit more than one response when offering multiple alternatives.
 - 5.3.2. Responses must be separate and each should conform to all terms and conditions within the solicitation.
 - 5.3.3. Responses must be labeled separately to easily identify differing responses from the same bidder.

Section B: Scope of Work and Specifications

6. *Scope of Work*

- 6.1. The selected vendor will be responsible for the acquisition and installation of a new QSYS Conferencing System for the Fayette County Board of Education boardroom located at the LaFayette Educational Center. The selected vendor shall also provide system configuration and training in coordination with the Technology Services Department. This is considered a "turn-key" project and must meet the satisfaction of FCPS Technology Services personnel.

7. *Technical Specifications*

- 7.1. Vendor must provide a new QSYS Conferencing System with the following components at a minimum:
 - 7.1.1. Two (2) Cameras

- 7.1.2. Six (6) Board Member Microphones
- 7.1.3. One (1) Podium Microphone
- 7.1.4. Two (2) Wireless Lavalier Microphones
- 7.1.5. Two (2) Wireless Handheld Microphones
- 7.1.6. Four (4) Ceiling Mounted Microphones
- 7.1.7. System will need four (4) HDMI source inputs which also carry audio. One each for the training computer input, presentation computer input, productions computer input, and the podium input. All to be controlled by the QSYS system.
- 7.2. System must integrate with StreamVue for providing streaming audio-visual services of Board Meetings.
- 7.3. System must be able to record the program out from the Blackmagic to an SD card or hard drive similar to a Hyperdeck device.
- 7.4. Live switching functionality utilizing Blackmagic switcher
 - 7.4.1. QSYS needs to control the displays and audio in the room while the Blackmagic switcher will control the video and audio going out to the Livestream.
- 7.5. System must have a video conferencing solution similar to the Crestron controlling the displays for the board members and the Blackmagic switcher chooses which video component goes out to the Livestream.
 - 7.5.1. Need to be able to press "Zoom" on the QSYS panel and the room goes into "Zoom" mode where the correct camera and microphones are already selected.
- 8. *Service Specifications*
 - 8.1. Vendor will provide turn-key installation services including the proper installation of all components, configuration and testing, and removal of installation/project debris from the work site. (see Special Terms and Conditions below for additional information)
 - 8.1.1. The selected vendor will be responsible for the deinstallation of the current system in place.
 - 8.1.2. All deinstalled equipment must be returned to the Technology Services Department with corresponding cords and peripherals.

- 8.2. Vendor and any subcontractor must meet the insurance requirements set forth in FCPS General Terms and Conditions as well as all applicable licensing requirements.
- 8.3. The selected vendor will provide ongoing warranty and support services for a minimum of five (5) years following the date of installation acceptance. (Bidders must attach a description of these services to their bid.)

Section C: General Terms and Conditions

FCPS's General Terms and Conditions are posted on the Purchasing Department website under the heading of Vendor Terms, Conditions, and Forms at www.fcboe.org. By submission of a response, the bidder acknowledges they have read and understood these General Terms and Conditions as well as any terms and conditions contained herein.

Section D: Special Terms and Conditions

9. *Required Site Visit*
 - 9.1. Bidders to this IFB must schedule a site visit with Technology Services before the due date listed in the Schedule of Events above by contacting Josh Watson at watson.josh@fcboe.org.
 - 9.2. Failure to schedule and attend a site visit will result in your bid being labeled non-responsive.
10. *Bid Opening*
 - 10.1. Bids will be opened at the date and time provided in the schedule of events. All results will be publicly posted on the FCSD website once an award recommendation is made.
 - 10.2. Bid openings are open to the public.
 - 10.3. Bids must be marked with the IFB number.
 - 10.4. Electronically delivered bids will utilize the timestamp generated on the email.
 - 10.5. Bids must conform to the guidelines listed herein.
 - 10.6. Bids received late will be marked "non-responsive" and may not be considered at the sole discretion of the FCPS Purchasing Department.

11. *Questions*

- 11.1. All questions concerning this solicitation must be submitted in writing by email to the issuing agent.
- 11.2. No questions other than written will be accepted and only answers provided via addenda shall be binding.

12. *Award Oversight*

- 12.1. The awarded bidder will report to the Chief Technology Officer or their designee.

13. *Cooperative Purchasing*

- 13.1. This solicitation allows for other Fayette County, Georgia government entities, including local municipalities, to purchase from the awarded contract at the same price during the effective term pending an agreement between the awarded bidder(s) and the third party.

14. *Bid Evaluations*

- 14.1. According to the Fayette County Board of Education policy, DJE “lowest price alone will not be the sole determining criteria in the selection process” .
- 14.2. Factors that may be used in evaluating responses may include but are not limited to, the following: price/cost, warranty, service guarantees or past performance, costs of ownership analysis, business capabilities analysis, delivery schedules and methods, and product-specific manufacturer/quality standards.
- 14.3. Bidders may inquire as to specific evaluation methods and may request in writing an explanation of evaluation methods used to determine an award. See General Terms and Conditions regarding award protests.

15. *Delivery and Installation*

- 15.1. Delivery is expected on or about the date requested ARO.
- 15.2. Freight is FOB destination, freight prepaid (allowed).
- 15.3. The bidder must contact the end-user listed on purchase orders at least 24 hours before delivery to confirm the delivery date and time.

- 15.4. FCPS standard hours of operation are 7:30 AM to 3:30 PM (EST), Monday through Friday, except for school holidays.
- 15.5. The delivery location does not have a loading dock; therefore, all deliveries must be made as a tailgate or inside delivery as defined in the solicitation, any resulting purchase order, or resulting contract.
 - 15.5.1. Tailgate delivery will be defined as follows: the driver will be required to move the pallets from the interior bed of the truck to the edge of the bed. The FCSD will use a forklift to move the pallets from the edge of the truck bed to the warehouse.
 - 15.5.2. Inside-delivery will be defined as follows: the driver will be required to move the material from the interior bed of the truck to the interior of the facility.
- 15.6. Any pallets must be covered or shrink-wrapped to protect cartons from dirt and moisture during shipment and pallet construction should allow for four-way entry of handling equipment and surface/platform board approximately one inch apart minimizing carton damage.
- 15.7. Failure to deliver per the response could result in the awarded bidder being declared in default.
- 15.8. The awarded bidder shall be responsible for the delivery of items in good condition at the point of destination.
- 15.9. Bidder shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices.
- 15.10. Back Orders: Back orders may be made only when specifically authorized to do so by the project administrator. The necessity to back-order may be deemed a breach of contract.
16. *Cost Escalation/Price Change*
 - 16.1. The Purchasing Department recognizes that independent market factors may result or necessitate the need for price changes. Through the submission of a bid, the bidder agrees to the following:
 - 16.2. All price increases must be based upon product cost ONLY, and documentation of the price increase is required.

- 16.3. Bid prices must be held firm for the term of the solicitation or December 31st of the issuing year, after which an escalator can be invoked.
- 16.4. The awarded bidder must provide the FCPS Purchasing Department written notification at a minimum of 30 days before a price escalation change.
- 16.5. Single changes of no more than 10% are allowed. There are exceptions only when market conditions dictate a revised escalator for a particular commodity.
- 16.6. FCPS reserves the right to accept or reject any price escalation. A rejection of a price escalation may result in the termination of any agreement, contract, purchase order, or other agreement without fault or obligation.

17. *Term*

- 17.1. The term of this IFB and resulting agreement is from the date of resulting award issuance until December 31, 2024, with the option to renew for four (4) additional one-year terms beginning January 1st and ending December 31st of each year.
- 17.2. The IFB and resulting agreement will automatically renew each year beginning January 1st with the awarded pricing structure unless a cost escalation/price change process is initiated per the General Terms & Conditions.
- 17.3. Per the General Terms & Conditions, should the Fayette County Board of Education fail to appropriate funding for each fiscal year beginning July 1st, this solicitation and resulting contract or purchase orders will be canceled with no-fault or obligation beyond products or services already received and properly invoiced.
 - 17.3.1. FCPS may notify the awarded bidder in writing thirty (30) days prior to cancellation for non-appropriation.

18. *Required Forms*

- 18.1. The forms listed below are required for submission and included as attachments. They may also be located on FCPS's Purchasing Department website at www.fcboe.org.

- 18.1.1. Solicitation Response Form

18.1.2. Reference Form

- 18.2. Failure to include any form may result in a reduction in evaluation scoring or the submitted bid being declared non-responsive at the sole discretion of the FCPS Purchasing Department.
- 18.3. This invitation for bid, any addenda, and the awarded bid will be incorporated into any resulting contract and/or purchase order.

19. *Bid Formats*

- 19.1. Bids must be in line-item format with unit cost, quantity, and line pricing to also include installation and support services.
- 19.2. Bid must include a total project price based on turn-key solutions with required support as specified above.

Solicitation Response Form

Place this form on top of your response.

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCPS General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____ Date: _____

FCPS Purchasing Department Reference Form

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	