

PROCUREMENT SOLICITATION DOCUMENT



The Interlocal Purchasing System (TIPS)

A Cooperative Purchasing Program available for membership by Government and Other Entities in in all fifty US States.

Lead Agency



Region 8 Education Service Center

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Pittsburg, Texas 75686

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Website: www.tips-usa.com E-mail: bids@tips-usa.com

NOTICE TO PROPOSERS

DEADLINE DATE FOR ALL PROPOSALS TO BE RECEIVED ELECTRONICALLY:

<https://tips.ionwave.net>

Friday, October 14, 2016 at 3:00 p.m. (local time)

FOR THE CATEGORY –

Request for Competitive Sealed Proposals (RCSP):
Scoreboard Equipment and/or Scoreboard Related Services #160903
(includes a possible JOC component)

About TIPS

TIPS is available for use by all public and private schools, colleges, universities, cities, counties and other government entities in all fifty states.

It is the intention of TIPS to establish vendor awarded contracts to satisfy the procurement needs of participating member entities in this particular category. These awarded contracts will enable member entities to purchase on an “as needed” basis from competitively awarded contracts with high performance vendors. Proposers are requested to submit a proposal for offering their line of available products that are commonly purchased by government agencies, cities, counties and educational entities.

- Awards will be made to the successful proposer(s) for the products submitted based on the scored published evaluation criteria. (Unless bidder has submitted inappropriate items for the category. Those items will not be awarded.)
- Awarded contracts will be automatically renewed on the annual contract award date for two consecutive year terms (as listed in the original awarded contract), if sales have been successfully reported to TIPS and if both parties agree. (Exception: There is one category, Trades, Labor and Materials that will not have an automatic renewal. This category will be rebid annually and will not be subject to a renewal.)
- TIPS reserves the right to award multiple vendors if vendors offer items that are unique or serve different geographic regions and have best value to TIPS participating entities.
- This proposal is requested for the benefit of the attached list of members and other new members as they execute membership agreements.

Member List: <http://www.tips-usa.com/assets/documents/docs/membership.pdf>

Benefits of TIPS

- Provide government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively bid vendor contracts.
- Provide comprehensive purchasing practices with the assurance of the most competitive contracts.
- Provide competitive priced solicitation and bulk purchasing for multiple government entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services by contracting with “high performance” vendors.
- Equalized purchasing power for smaller entities.
- Assist government entities in maintaining the essential controls for budget and accounting purposes.
- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with purchasing laws and ethical business practices.
- Provide document retention for competitively bid process for all TIPS Awarded Contracts.

Customer Service

- TIPS staff is available to members for assistance in viewing/contacting awarded vendors for categories to make purchases and contract decisions.
- TIPS provides a way for government entities to avoid the time and expense of seeking competition for purchases on an agency-by-agency basis.
- TIPS enables vendors to become more efficient and competitive by reducing the number of proposals that require responses to be made to individual districts.

Financing of TIPS

- The total cost of the TIPS program is funded through an administration fee paid to TIPS by the awarded vendors. The fee is based on actual vendor invoiced sales. Fee schedule for this solicitation is 2%. Vendor will pay the fee on the actual invoiced and paid sales to TIPS members.
- TIPS does not charge any fees to participating school districts or government entities.

Purchasing Procedures

- Contracts are established through open competition as described by the laws of the State of Texas and are available for piggy-back by other states. Purchase orders are issued by participating governmental entities directly to the Vendor or vendor assigned dealer. Purchase orders are sent to the TIPS office where they are reviewed and edited by the TIPS staff and forwarded to the Vendor within one working day.
- Vendors deliver goods/services directly to the participating member agency and then invoice the participating member agency. The Vendor receives payment directly from the participating member agency.

It is the intention of TIPS to establish a contract to furnish and/or deliver scoreboards and/or services to participating TIPS Members. Proposers are requested to submit a proposal for offering their total line of available products and services that are commonly purchased by governmental entities and school districts.

Conflicting Clauses and Determination of Which Clause Controls

- In the event of a conflict among applicable documents related to the instant transaction or any related transaction, TIPS alone shall determine which conflicting clause shall control. TIPS will consider the needs of the members and those concerns of the vendor and make the determination based on the best interest of the members in contracting with the vendor.

Felony Conviction Notice (Required in Texas) -Notification of Criminal History “A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.” This notice is not required of a publicly held corporation. Texas Education Code § 44.034. See FELONY CONVICTION NOTICE document on the “Attachments” tab. Felony conviction notice document must be uploaded to the “Response Attachments” FELONY CONVICTION NOTICE section.

References

The proposal response should contain a minimum of Three (3) references of customers you have served that would be considered eligible for membership in TIPS (i.e. K-12 School Districts, College/Universities, and/or City/County Government Entities). In addition to the name of the entity, a contact name, email and phone number shall be included. The references document must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” REFERENCES section.

Resellers/Dealers

Vendors with Resellers/Dealers must download the Resellers/Dealers document from the “Attachments” section, complete and uploaded to the “Response Attachments” RESELLERS/DEALERS section.

Vendor Certifications

Vendor certifications will include applicable D/M/WBE, HUB and manufacturer certifications for sales and service (if applicable). Certificates must be scanned and uploaded to the “Response Attachments” D/M/WBE, HUB and/or ALL OTHER CERTIFICATES section.

Vendor Contract

Vendor Contract must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” VENDOR CONTRACT section.

Contract Signature Form

Contract Signature Form must be downloaded from the “Attachments” section, completed, signed, scanned and uploaded to the “Response Attachments” CONTRACT SIGNATURE FORM section.

Warranty (If applicable)

Warranty documentation must be scanned and uploaded to the “Response Attachments” WARRANTY section.

Proposal Scoring

Scoring of Proposal: Criteria and Relative Weights

A Review Committee will evaluate and score all proposals. Recommendations for award will be made to the Region 8 Education Service Center Board of Directors. Awards will be granted or denied at the monthly stated meeting of the Region 8 ESC Board of Directors. TIPS will base a recommendation for contract award on several factors. The factors which will be considered are weighted points in each area as follows:

1. **Purchase price.** (Pricing factors as determined by TIPS using a market basket study of randomly selected items or other price consideration method.) Respond to the “PRICING SECTION”(30 points)
2. **Reputation** of the vendor and the vendor’s goods or services. References may be contacted. Knowledge of the committee members of the proposer and other information gleaned from other sources may be used to determine reputation score.(1 point)
3. **Quality** of the vendor’s goods or services. Knowledge of the committee members of the proposer and other information gleaned from other sources may be used to determine score including, but not limited to, quantity of line items available that are commonly purchased by member entities and electronic on-line catalog, quality of goods or services sold, order entry use by and suitability for the entity’s needs and quality of catalog(s) for use by entity’s employees that do not have electronic access.) (20 points)
4. **Extent to which the goods or services meet needs** outlined in SOLICITATION category submitted. (29 points)
5. **Vendor’s past relationship** with TIPS and TIPS members. (10 points) Positive relationships will be scored above the midpoint of the percentage weight and negative relationships will be scored below the midpoint.
6. **The total long-term cost** to acquire the vendor’s goods or services. Length of price guaranty. (10 points)
7. **Residency** - for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
 - (A) has its principal place of business in this state; or
 - (B) employs at least 500 persons in this state;NOTE: This factor is prohibited by federal regulation and because members of TIPS are in many locales, this factor has been considered and is determined to have a weight of 0 points.

8. **HUB/MWBE** The impact on the ability of TIPS to comply with laws and rules relating to historically underutilized businesses; Certification is considered, but being certified or not will not impact our ability to comply with laws and rules relating to historically underutilized businesses, as a result, a weight of 0 points is given to this criterion. Some of our members, such as state agencies, have MWBE and HUB programs and require a utilization plan. The forms are provided for you to complete and submit to be considered for use by those member entities. You may elect not to provide at this time and provide it when contracting with the entity, but the entity rules will apply for this factor and they may or may not accept one completed after the proposal period.

PROPOSERS FALLING BELOW AN 80-point THRESHOLD WILL NOT BE CONSIDERED FOR AN AWARD.

SAMPLE SCORING GRID

The Interlocal Purchasing System (TIPS) Bid Criteria and Relative Weights

BID CATEGORY: Appropriate Category will be listed here.

THIS PAGE WILL BE COMPLETED BY TIPS REVIEW COMMITTEE)

Company Name	Purchase Price 30	Vendor Reputation 1	Quality of Goods 20	Meets Needs Criteria 29	Past Relationship 10	Long-Term Cost 10	Total Points Scored
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

TIPS Authorized Review Representative Signature

Date

Approved by Region VIII ESC Board of Directors

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SPECIFICATIONS AND PRICING

Specifications developed by TIPS shall indicate the minimum standards as to category of goods and/or services, suitability for purpose in the named category, performance, materials and based on the needs of TIPS and its members. Brand name specifications included are not meant to restrict competition, but are merely illustrative of the needed type, design, functionality or other relevant descriptor of quality and functionality of the desire category of goods or services. Proposals submitting substantially equivalent quality and functionality to meet the end user needs will be considered, unless otherwise specified.

Category of goods and services sought by this Request for Competitive Sealed Proposals (RCSP):
Scoreboard Equipment and/or Scoreboard Related Services RFP #160903

This RFP category may include all types of Scoreboard equipment, inclusive signage, supplies, software, support services and installation. Please submit pricing for equipment in the following format:

Manufacturer's Name(s)	Manufacturer's Part #	Description	List Price	% discount	TIPS equipment contract Price	Installation or configuration prices (if installation or configuration pricing is not conducive to this format, please submit another document outlining clear and calculable pricing for the installation of your proposed equipment (this price is not inclusive of sections of a project that requires electrical, mechanical or structural engineering, if applicable) Please address that is section 2 of the pricing and specifications.
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In some circumstances, a scoreboard project may require, by statute, engineering or architectural services (A&E) in the jurisdiction of the member/customer. It those circumstances, the member may be required to engage independent A&E professionals to perform those services for the project and in Texas any public work portions of a project must be procured using Texas Government Code § 2269 methodology. TIPS is permitted to solicit Competitive Sealed Proposals for the services using a Unit Price Book, and TIPS has chosen R.S Means. This section of your proposal must be addressed in Section 2 below.

Section 2:

Job Order Contract (JOC) Section :

For additional scoreboard support construction/installation work requiring JOC method and utilizing R.S. Means Price Book

In order to perform some large scale scoreboard projects, the customer is required to use procurement methods for public works projects. In Texas, this type of work may be performed with a Job Order Contract or JOC. While the sale of or mere installation of a scoreboard is not considered a public work, some projects are of sufficient scope to trigger the public work designation. For that reason and to integrate all possible work involved with a scoreboard project, TIPS has incorporated this section for proposers that provide construction of bases and mounts or more elaborate scoreboard installs to be able to provide those services under this contract.

A job order contract (JOC) is a contract for a fixed term or maximum dollar value, whichever occurs first, in which a contractor is selected based on a competitive proposal to perform various separate job orders in the future, during the life of the contract. Contract award is based on the bid coefficient factor which the contractor will multiply against “pre-priced” unit price book, in this instance, the R.S. Means price book. The adjustment factor represents all of the contractor’s costs (indirect and direct) and profit not included in the pre-priced unit price book. The adjustment factor is updated annually based on the City Cost Index published for the closest location.

The Contractor shall furnish all necessary labor, materials, tools, supplies, equipment, transportation, supervision, management and shall perform all operations necessary and required for construction work. All work shall be performed in accordance with the requirements set forth in the resulting contract and each mutually agreed upon work request or purchase order issued by TIPS participating members. Depending on the scope and value of the project, most often, the owner/customer (TIPS member) is required to use independent engineering and/or architects for the project which the owner/customer retains independently from the JOC contract.

A contract will be established with standard specifications and pricing based upon a coefficient that is applied to the R. S. Means Unit Price Book (UPB). When a specific project or job order is issued, TIPS member and the contractor will agree on the scope of work and the cost is determined by applying the coefficient to the appropriate units in the UPB. Pricing proposals to this RFP will be evaluated based upon completion of Pricing Exhibit.

Pricing Exhibit must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” PRICING section.

Section 2:
JOC SECTION PRICING EXHIBIT

For additional scoreboard support construction work requiring R.S. Means Price Book (UPB)

Price information – proposers are welcome to submit a proposal for region(s) or statewide. The table below has been created with four columns to address the following:

- **STATE / REGION** is the listing of the contractor’s contract area preference
- **CITY COST INDEX** is the city that is priced along with the cities cost index. (See R.S. Means)
- **COEFFICIENTS REGULAR HOURS** the priced coefficients for each area that you are willing to work in shall be listed for both regular hours (7A.M. to 6 P.M.)
- **COEFFICIENT AFTER HOURS** the priced coefficient for weekends, holidays and hours outside of regular hours.

Proposer may list all states if desired.

State and/or Region	City & Cost Index	R. S. Means Coefficient Regular Hours	R. S. Means Coefficient After Hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Provide Markup Percentage for Non-Pre-Priced R.S. Means UPB Items: _____ %