Bid 26-3272

Title: Fire Extinguisher Replacement and Service

Issue Date: Monday, July 07, 2025

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Submission Deadline: Friday, July 25, 2025

Time: 10:00 a.m. (Central Standard Time)

Questions regarding proposal specifications are to be addressed to the Project Administrator listed in the proposal or contact Purchasing Office at 601-973-8582 or via email at rfp@jackson.k12.ms.us for assistance.

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal Requests for Proposals (RFP) from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed RFP shall be received by JPSD, in the Business Office of the Jackson Public Schools, 662 South President Street, Jackson, Mississippi, until the time specified on the RFP Opening Schedule (front page of the formal RFP document), at which time all RFP shall be publicly opened and read aloud. Neither dating of the RFP form nor placing the RFP in the mail by this date shall meet legal requirements; the formal RFP document must be **received in the Business Office** of the Jackson Public School District on or before the date and time stated.

JPSD reserves the right to reject any and all RFPs received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this RFP document prior to submitting an RFP proposal. Any agreement generated due to an award may be terminated by the District without cause upon one week's prior notice to vendor.

The vendor must provide a current copy of their company's Certificate of Insurance with Workers Compensation and General Liability Coverage. Jackson Public School District requires coverage for not less $1,000,000.00 dollars. JPSD must be listed as an insurer under the coverage provided. It is imperative that this insurance is maintained throughout the duration of the contract. This coverage must be submitted and kept on file with JPSD.

It is the basic philosophy of JPSD to extend to all responsible Vendors equal consideration and the assurance of unbiased judgment in determining whether their product or service meets specifications and the educational needs of the school district. JPSD shall fairly evaluate all formal RFP proposals submitted and base all decisions on the "lowest and best" RFP concept, purchasing only those products and/or services which meet the specifications as written. All decisions rendered shall strive to achieve the greatest value from every tax dollar expended. JPSD shall make no discrimination based on race, color, creed, religion, or national origin, in either the product evaluation process or in transacting business with Vendors or Vendor representatives.

The advertising and publishing of this RFP has met all legal requirements (Mississippi Code of 1972, Annotated, §31-7-13), hence the requirement to offer public notice of the intent of JPSD to solicit RFPs via this RFP document has been satisfied.

This document is to serve as an invitation to all qualified vendors to extend to JPSD an offer for the sale of all products and/or services specified herein. It is the purpose of this RFP document to clearly define "open" and "competitive" product or service rfp specifications. All items on this RFP are to be **as specified or JPSD approved equal**.

Addendum: Vendor shall acknowledge the receipt of all addendums which were issued during the course of this RFP. If specified in the text of the addendum, in addition to acknowledging receipt of the addenda below, the addenda may require additional information required for the RFP (e.g., pricing), in which case the Add RFP Addendum shall not only be acknowledged below but shall be completed and attached to the RFP at the time the RFP proposal is submitted. Receipt of the following Addendum issued during the course of this formal RFP is hereby acknowledged:

It is acknowledged that this rfp proposal consists of the following sections: **PROPOSAL FORM**, **INSTRUCTIONS AND CONDITIONS**, **SPECIFICATIONS** and any **ADDENDUM** (if applicable). The Addendum chart is located on page 24.

Net Prices

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict

between written and enumerated pricing. Vendors are instructed to **round off all unit pricing and extensions to the nearest whole cent, i.e., round the pricing to two places to the right of the decimal point only.** JPSD will only accept pricing, which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent (more than two places to the right of the decimal) shall be ignored in the RFP analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

Payment and Invoicing
Unless otherwise indicated in the detailed specifications of this RFP document, JPSD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoice for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

It is mutually understood that invoices submitted against Multi-Year or Open Purchase Orders, remittances are processed based on the contracted scheduled agreement prior to the purchase order being generated. Only **Multi-Year** and **Open Purchase Orders** have multiple invoices received for remittance for payment. Professional Services, materials and other such services; invoices are submitted for payment in intervals following satisfactory delivery of ALL services and /or performance of ALL services indicated in the contracted agreement between said vendor and JPSD for that time period, following inspection if applicable. Any freight/shipping cost that may be incurred for tangible items, such as books, pamphlets, handouts, materials needed for presentations, etc. must be included in the total price proposal price submitted if and applicable.

Performance Penalty
The Vendor is subject to a 10% penalty on this agreement for the **2025-2026** school year if the academic objectives of this agreement are not satisfied. The District will withhold 10% of the total contract for final payment to be made after the academic objectives are satisfied.

Default and Delays
Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case JPSD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise. The Vendor shall be charged with any cost occasioned by JPSD whether the said cost is the same as originally accepted or any excess cost.

Damage to School Property
Any damage or loss to JPSD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced with the satisfaction of designated JPSD personnel, at the Vendor's cost, within a reasonable time.

Guarantee
Each Vendor, by presenting a rfp under these specifications, binds himself to make it positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from the date of purchase order or contract that such goods or services are not up to standard, JPSD shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense be borne by the Vendor. The Vendor shall agree to guarantee and warrant all equipment provided as a result of this RFP for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide coverage as indicated in the specifications.

Acceptance and Award of RFP Proposals

The Vendor's RFP proposal, once submitted and accepted as a valid RFP by JPSD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSD as per the terms of the RFP specifications, all

products and/or services contained therein. RFP proposals are subject to acceptance by JPSD at any time within forty-five (45) calendar days following the RFP opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and a maximum period as indicated in the specifications. All RFPs must be valid for the effective dates stated in the specification, if applicable.

The award of contract shall be made to the Vendor responsible whose RFP, conforming to the specifications, is deemed to be the most advantageous to JPSD, price and all other factors considered. The Vendor acknowledges the right of JPSD to reject the RFP, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the rfp is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install, or perform any service as specified in these specifications without written authorization from JPSD (i.e., a duly issued purchase order or signed contract). All RFPs shall be approved by the Board of Trustees prior to the final award.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the RFP proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this RFP. However, if in the opinion of JPSD, a contract document is required to authorize the award of the RFP, Vendor agrees to sign and execute all such contract documents as required in the written specifications. NOTE: If Vendor policy requires that JPSD sign Vendor contract documents, a sample of all such documents shall be included with the RFP proposal and shall become a part of the Vendor's RFP proposal.

All awards are based on the availability of funding. In the event of a reduction of funds, this award can be rescinded at any time.

Hard Copy Instructions for Submission

- Responses, once completed, should be placed in an opaque, sealed envelope.
- On the outside of the envelope, list the Company's name/address, RFP number, title, opening date and addressee information as they appear in the RFP proposal so that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list the required signatures that were noted prior to submitting sealed proposal.
- Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to the appropriate file or received timely. The original documents must be displayed in front of all copies submitted by interested parties.
- Please submit Original RFP Documents in the Format Outlined along with Two (6) Copies and any Documentation submitted with the Proposal when Mailed or Hand Delivered.

Please submit the proposal when mailed or hand delivered to

Jackson Public School District
Business Office
Attn: Michele Mays/Tequia Odom
662 S. President Street
Jackson, MS 39201

- Any proposal not received by the stated deadline/time will not be considered and/or opened. The proposal will be returned to the Vendor at the Vendor's expense.
- The District accepts no liability for late submissions due to the actions of the United States Postal Service, Federal Express, United Parcel Service, or any other delivery methods.

Page (24): Cover page is to be placed on the front of the vendors submitted proposal. In the event this page is not displayed when the opening of proposal occurs; it will not be acknowledged or allowed to be presented or evaluated. Place this page on the very front of the submitted documents. This is required on all submitted proposals whether mailed, hand delivery or electronically Uploaded. The submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

All the other required forms to include in the proposal are listed starting at Page (16)

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted in the evaluation process and will not be returned for revisions. No faxed or emailed copies will be accepted. The Proposal Cover Page is located on page (24) of this document.

Jackson Public School District | Fire Extinguisher Replacement and Services

Bid 26-3272

Due: July 25, 2025
Questions: All questions and answers will be posted online at:
https://docs.google.com/document/d/1rBh_r5fs4VeUm54PmPUPThvMZHJevhEUCwUL2ebC71Y/edit?usp=sharing

Performance Dates:

- 1st Advertise: 03 July 2025 (Clarion); 03 July 2025 (Jackson Advocate, MS Link)
- 2nd Advertise: 10 July 2025 (Clarion); 10 July 2025 (Jackson Advocate, MS Link)
- Pre-bid Conference: 18 July 2025 (TEAMS)
- Final Date for Questions: 21 July 2025
- Answers to Questions: 22 July 2025
- Bid Opening Day: 25 July 2025 @ 10:00 A.M.
- Vendors may be notified of Board Review and Potential Award after the Bid Date

PROPOSAL

Fire Extinguisher Replacements and Services

Introduction

The Jackson Public School District (JPSD) seeks proposals from a qualified vendor to provide comprehensive fire extinguisher services across all district facilities. This will include turnkey replacement of existing extinguishers, routine recharging, annual certifications, on-demand unit purchases, and preventive maintenance. The selected vendor will help ensure full compliance with local, state, and federal fire safety regulations, including NFPA 10 standards, while supporting JPSD's commitment to safety, operational readiness, and uninterrupted instruction across more than 50 campuses. Additionally, the District seeks to establish future purchase options for extinguishers through June 30, 2026, as well as adding other "as needed" services.

The RFP is requesting proposals for four different items and is seeking one vendor to provide all four service types and equipment purchasing options:

1. Replacement project for fire extinguishers in schools and other District locations identified in the RFP.
2. The cost to purchase individual fire extinguishers until June 30, 2026, as needed.
3. The cost to recharge fire extinguishers as needed until June 30, 2026, as needed.
4. Annual inspection and recertification cost for existing fire extinguishers until June 30, 2026, as needed.

JPSD Facilities Work Expectations and General Information for All Vendors

Contractors must use proper installation techniques in accordance with manufacturer specifications and industry best practices. Labor and installation must be performed by qualified technicians as outlined in this RFP. Documentation of services, including invoices, must be submitted to the JPSD Facilities Department within three (3) business days of completion.

Facilities Vendor and Contractor Building Conduct Guidelines

All vendors, contractors, and subcontractors working on or within Jackson Public School District (JPSD) properties must adhere to the following conduct and operational guidelines. These expectations are mandatory for work conducted in school or administrative facilities and are designed to ensure safety, security, minimal disruption to instruction, and compliance with all applicable policies and laws.

1. Check-In and Identification
   - All contractor personnel must check in at the front office upon arrival at each facility.
   - Valid identification must be presented, and staff must inform office staff or other appropriate JPSD personnel of their presence.
   - Contractors and subcontractors must wear company uniforms or other clearly identifying clothing.
   - Visible name tags or company-issued identification badges are always required on-site.
2. Site Operations and Conduct
   - Work must be confined to approved areas in compliance with applicable laws, permits, and JPSD directives.
   - Do not store tools, materials, or equipment in existing building spaces without prior written authorization from JPSD staff.
   - If supplies or equipment must remain onsite, sites must not be unnecessarily cluttered or overburdened with equipment.
   - Contractors are responsible for securing and safeguarding all tools and materials on-site.
3. Access and Safety
   - Emergency exits must always remain accessible and free of obstructions.
   - Provide temporary signage for exits if pathways are modified.
   - Do not block sidewalks, parking lots, roadways, or other thoroughfares without permission from JPS Facilities staff.

4. Utility and Infrastructure Disruption
   - Planned utility outages must be scheduled during non-instructional hours unless directed otherwise by JPSD Facilities staff.
   - Water disruptions must be followed by inspection of all fixtures to detect leaks or other issues.
   - Care must be taken to avoid disruption to utilities serving adjacent or nearby facilities.
5. Environmental and Behavioral Requirements
   - Any work generating excessive noise, vibration, or odors must be coordinated in advance with JPSD Facilities staff to ensure proper notifications to local personnel.
   - Use of tobacco, vaping devices, or controlled substances is strictly prohibited on all JPSD properties.
6. Coordination and Preventive Maintenance
   - Preventive maintenance activities must be scheduled and coordinated with JPSD Facilities staff to minimize instructional disruption.
   - All services and activities must be planned in collaboration with JPSD Facilities to ensure alignment with district safety and instructional priorities.

Standard Work Schedules and Operating Hours
All maintenance and repair services must be performed during Jackson Public School District's standard operating hours, with clear distinctions defined below. Work conducted outside of these hours—including evenings, weekends, and JPSD-observed holidays—requires prior written approval from the JPSD Facilities Department. Any unauthorized work during these times will not be eligible for higher rate compensation.
All services must be scheduled in coordination with JPSD Facilities staff to minimize instructional disruption and align with district policies.
Definition of Service Hours

- **Regular Business Hours**
  Monday through Friday, 7:00 a.m. to 5:00 p.m. (excluding holidays).
  Non-emergency work is expected during this period. Vendors must respond to non-emergency requests no later than the next business day. Same-day response is preferred.

- **After-Hours/Weekends**
  Any time outside of regular business hours, including weekends and JPSD-observed holidays.
  Requires prior written approval. Emergency or premium-rate work performed without such approval will not be compensated at higher rates.

- **Emergency Services**
  Unscheduled, urgent issues requiring immediate resolution.
  Must be available 24/7/365. Vendors must respond within four (4) hours of notification by authorized JPSD Facilities staff.

All vendors must clearly indicate pricing for each of these time categories if applicable to their proposal.

Replacements
The selected vendor shall:

- Provide a general timeline with the proposal response outlining key project phases to help the District anticipate the duration of services and overall project completion.
- Conduct a turn-key installation to replace approximately 1,230 fire extinguishers at locations listed in this RFP.

  - JPSD has made every effort to provide accurate fire extinguisher counts and specifications by location. However, due to building modifications, replacements, and changes over time, vendors should anticipate possible discrepancies. It is the vendor's responsibility to verify the actual number, type, and location of fire extinguishers before installations proceed. Final invoicing must reflect verified quantities as installed and accepted by the District. The number of actual fire extinguishers that need to be replaced may be slightly higher or lower.
  - The selected vendor will coordinate with the JPSD Facilities staff as needed when the number of replacements is higher or lower than the expected number.
- Remove and properly dispose of all existing extinguishers in accordance with federal, state, and local regulations.
- Provide and install new portable fire extinguishers (5 lb. and 10 lb. units), meeting current NFPA 10, OSHA, and Mississippi State Fire Marshal standards.
  - All extinguishers must be new, UL-listed, and labeled with manufacturing dates no earlier than six months prior to delivery.
  - All extinguishers must include a 6-year warranty.
  - Install extinguishers in their designated locations and ensure proper mounting as required.
  - The District does not intend to replace any mounting brackets or any other mounting hardware. If a vendor proposes a fire extinguisher that does not fit the current Amerex mounting brackets, the cost for the new brackets and labor must be included in the cost proposal.
- Include with the proposal response manufacturer technical specifications for all proposed fire extinguisher makes and models. Documentation must clearly identify compliance with NFPA 10 standards and list all relevant certifications, capacities, and performance features.
- Following the installation of the new fire extinguishers, provide documentation to the District identifying:
  - Each installed extinguisher's location, type, weight (lb.), and serial number
  - A verification report with counts and locations
- Coordinate with designated JPSD staff to schedule work at each site without disrupting instruction or daily operations.
- Extinguishers must be delivered fully charged and tagged with service/inspection documentation upon installation.
- All installation labor, materials, transportation, and disposal costs must be included in the base cost per fire extinguisher.
- Locations and counts are listed in Appendix 1.
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Item Two: As Needed Purchase of Fire Extinguishers until June 30, 2026.

JPSD reserves the right to purchase additional extinguishers (without installation or disposal services) through June 30, 2026, on an as-needed basis. Fire extinguishers should be the same manufacturer and make and model as proposed in **Item One** where applicable.

Vendors must include:

- Unit pricing for the following sizes: 2.5 lb., 5 lb., 10 lb., 20 lb.
- Confirmation that pricing remains valid through June 30, 2026
- Minimum order quantities if applicable
- Any applicable shipping costs for additional individual extinguishers
  - JPSD will pick up any additional fire extinguishers as ordered within a 30-mile radius.

- No installation services.

Item Three: As Needed Recharging of Fire Extinguishers until June 30, 2026.

- Unit pricing for the following sizes: 2.5 lb., 5 lb., 10 lb., 20 lb.
- Confirmation that pricing remains valid through June 30, 2026
- JPSD will pick up and deliver fire extinguishers to the vendor within a 30-mile radius.

Item Four: Annual Certification Services

The selected vendor shall provide annual inspection and recertification services for existing portable fire extinguishers as needed located throughout Jackson Public School District facilities. All services must comply with NFPA 10, OSHA standards, and Mississippi State Fire Marshal regulations. The scope of work includes, but is not limited to, the following:

1. Visual Inspection
    a. Examine each extinguisher for signs of physical damage, corrosion, leakage, or other impairments.
    b. Ensure operating instructions on the nameplate are legible and facing outward.
    c. Inspect all seals and gauges and repair or recommend replacement to the District
2. Pressure and Weight Check
    a. Confirm that the pressure gauge indicates the proper charge.
    b. Weigh applicable extinguisher types to verify full agent content.
3. Mounting and Accessibility
    a. Ensure extinguishers are properly mounted and easily accessible per code.
    b. Inspect and tighten mounting brackets or cabinets as needed.
4. Tagging and Certification
    a. Update or replace inspection tags with current date and technician initials.
    b. Apply certification labels as required by regulation.
5. Cleaning and Labeling
    a. Clean each unit as needed to ensure labels and instructions remain visible and readable.
6. Documentation
    a. Maintain a detailed record of each inspected extinguisher, including:
        i. Location
        ii. Type and size
        iii. Serial number
        iv. Inspection outcome and any service performed
    b. Provide copies of inspection reports to JPSD for compliance tracking.
7. Qualified Personnel
    a. All inspections and recertifications must be performed by technicians certified and/or licensed to service portable fire extinguishers in accordance with NFPA and Mississippi state law.

Pricing Requirements

Vendors must submit the **Cost Tables** that include pricing for three parts of the proposal. Vendors must also include:

- Technical specifications documentation for the exact fire extinguisher model being proposed.
- Detailed price quotes for each pricing table, total cost, unit pricing, and recharge pricing.

Item One: Total Cost Table – Replacement Project (Required)

- Total cost for the initial 1,230 extinguisher replacement, that includes:
  - Fire extinguisher – cost per extinguisher (5 lb. or 10 lb.)
  - Labor, materials, installation for each fire extinguisher
  - Removal and disposal of the old extinguishers
  - Detailed quotes must be included
  - Locations and counts are listed in Appendix 1.

Description	Manufacturer	Quantity	Unit Cost	Total Cost
Fire Extinguishers (5 lb.)		955		
Fire Extinguishers (10 lb.)		275		
Labor, Materials, and Installation per Extinguisher		1230		
Removal and Disposal of Old Extinguishers		1230		
			Total Proposal Cost	

Item Two: As Needed Purchasing Price Table – No Installation (Required)

JPSD will pick up extinguishers from the vendor within 30 miles. If there is a fee to pick up and/or deliver the extinguishers, it should be included in the price. Detailed price quotes must be included.

Extinguisher Size	Manufacturer	Unit Price	Minimum Order Quantity (if any)	Shipping Cost (JPSD will pick up within 30 miles)
2.5 lb.				
5 lb.				
10 lb.				
20 lb.				

Item Three: As Needed Recharge Pricing Table (Required)
JPSD will deliver and pick up extinguishers within 30 miles. If there is a fee to pick up and/or deliver the extinguishers, it should be included in the price. Detailed price quotes must be included.

Extinguisher Size	Recharge Price	Delivery or Pickup Charge	Turnaround Time (days)
2.5 lb.			
5 lb.			
10 lb.			
20 lb.			

Item Four: Annual Inspection and Certification (Required)
Vendors should submit the pricing method for annual fire extinguisher certification services and provide the formula or methodology your company uses to determine costs. Proposed pricing should reflect the full scope of services outlined in this RFP, including but not limited to inspection tags, minor repairs, and on-site documentation and reporting (including the creation and delivery of NFPA-compliant reports and asset tracking documentation). All pricing must be transparent and itemized to account for labor, equipment, and any additional service components. Jackson Public School District (JPSD) may request clarification or supporting documentation prior to approving certification service pricing. Replacement brackets and/or mounting hardware will be provided by the District if necessary and should not be included in the proposed price.
Vendors should base their proposals on the assumption that annual fire extinguisher inspections will cover all JPSD locations, not solely the extinguishers identified in Item One of this RFP. While the District reserves the right to adjust the number of participating sites, pricing should be structured to accommodate the potential inclusion of additional JPSD facilities as needed.

Pro**posal Submission Requirements Vendor Checklist**
All proposals must include the following items to be considered complete and responsive. Proposals missing any of these items may be disqualified. This checklist is a courtesy and provides a general list for all RFPs. There may be other requirements listed in the specific scope of work for each RFP that must be included for the proposal to be responsive. It is the vendor's responsibility to carefully read and respond with all required information.

1. Company Overview and Relevant Experience - Provide a brief history of your company, including size, services offered, and years in business. Describe your experience delivering similar services to K–12 school districts or other public-sector clients, especially those with facilities of similar scale and complexity to Jackson Public Schools.
2. Three (3) Valid References (see Reference Submission Guidelines)
3. Proposed Timeline for Initial Project Completion (if applicable and included in the Scope of Work)
4. Pricing Proposals (clearly formatted and aligned with RFP specifications) - Include all relevant documentation to support and clarify your pricing, including pricing tables, itemized quotes, cut sheets, service descriptions, technical white papers, and any other information necessary to explain how pricing was calculated or justified.
5. Proof of Current Licensing applicable to the scope of work in the RFP
6. Applicable Certifications (manufacturer, OSHA, technical, etc.)
7. Documentation of Qualifications for All Technicians (if applicable)
8. Technical Specifications for Equipment (if applicable) - Submit detailed technical information for all proposed equipment, including manufacturer specifications, model numbers, compliance standards, and warranty details.
9. Additional Documents Requested in the RFP Specifications

10. All Required JPSD Business Office Forms - This includes but is not limited to the Certificate of Insurance if required, cover page, signed addendums (if issued), and any other standard forms or documents required by the JPSD Business Office for procurement compliance.

Reference Submission Guidelines

All vendors must submit three (3) references from clients in the public sector or K–12 school district environments for whom they have provided services of similar scope and scale within the last five (5) years. The District reserves the right to contact any or all references to verify vendor's experience and service quality.

References must include the following information to be considered valid:

- Client Organization Name
- Brief Description of Services Provided
- Start and End Dates of the Service Period
- Contact Name and Title
- Contact Phone Number
- Contact Email Address

Proposal Evaluation Criteria

The Jackson Public School District (JPSD) will evaluate all vendor proposals in accordance with the criteria outlined in this section. Each proposal will be scored independently by an evaluation committee using the weighted criteria below to ensure a fair, consistent, and transparent selection process. If this RFP contains optional sections or multiple scopes of work, each section or scope will be evaluated separately based on the same criteria.

Proposals will be evaluated based on the following weighted criteria. Each criterion includes a brief description to guide vendors in aligning their submissions with the District's expectations:

Criteria	Weight	Description
Cost of Initial Replacement (Turnkey)	30%	Total price for replacing all extinguishers, encompassing labor, installation, disposal, and documentation. Emphasis is on competitive and transparent pricing. Detailed quotes are included and clear.
Cost of Ongoing Unit Purchases	20%	Pricing structure for future extinguisher purchases through June 30, 2026, including clarity on any shipping costs or order minimums. Detailed quotes are included and clear
Vendor Experience with K–12/Public Sector	20%	Demonstrated success in providing similar services to school districts or government entities of comparable size and complexity.
Quality of Products and Compliance	15%	Quality of extinguishers, adherence to NFPA and OSHA standards, UL-listing, and compliance with manufacturing date requirements. Make/model clearly identified, and detailed specifications included.
References and Client Satisfaction	10%	Quality and relevance of references provided, focusing on satisfaction from similar public-sector clients.
Clarity and Completeness of Proposal	5%	Overall organization, adherence to RFP instructions, and completeness of submitted materials.

The District reserves the right to request additional information, conduct interviews, or reject any or all proposals.

Appendix 1: Fire Extinguisher Inventory by Location

Location	Zone	5 lb.	10 lb.	Total Number
Boyd	East	20	3	23
Casey	East	13	3	16
Galloway	East	20	8	28
Lanier	East	40	7	47
McLeod	East	15	5	20
McWillie	East	20	10	30
Murrah	East	40	10	50
Obama Magnet	East	10	4	14
Spann	East	15	5	20
Wells APAC	East	20	4	24
Bates	South	9	3	12
Cardozo	South	20	5	25
ELC	South	0	7	7
Forest Hill	South	50	10	60
Key	South	11	4	15
Oak Forest	South	14	4	18
Peeples	South	38	0	38
Shirley	South	30	5	35
South Jackson Field	South	0	10	10
Timberlawn	South	14	3	17
Transportation South	South	0	10	10
Site Care	South	0	10	10
Wilkins	South	13	4	17
Blackburn	West	30	9	39
CDC	West	20	6	26
Clausell	West	20	3	23
Enochs	West	29	2	31
Hughes Field	West	5	0	5
Isable	West	19	2	21
Jim Hill	West	40	8	48
John Hopkins	West	24	4	28
Lake	West	16	2	18
Pecan Park	West	14	4	18
Provine	West	40	9	49
Raines	West	12	2	14
Van Winkle	West	25	10	35

Location	Zone	5 lb.	10 lb.	Total Number
Brinkley	North	30	6	36
Callaway	North	40	9	49
Campus Enforcement	North	0	11	11
Capital City	North	20	5	25
Green	North	19	2	21
Johnson	North	20	2	22
Kirksey	North	31	0	31
Morrison/JROTC	North	14	0	14
North Jackson	North	20	3	23
North Jackson Football Field	North	0	2	2
Northwest	North	30	4	34
Smith	North	10	5	15
Walton	North	15	4	19
North Transportation/Service Vehicle Center	North	0	27	27
Totals		**955**	**275**	**1230**

For questions regarding the RFP Specifications, please contact:

Sandra Robinson
Executive Director, Facilities
Operations Jackson Public School
District
662 S. President
Street Jackson, MS
39201
Phone: 601-960-8784 Email: sarobinson@jackson.k12.ms.us

End of Proposal

Board of Trustees

Jackson Public School District

Jackson, Mississippi

Ladies and Gentlemen: I/We propose to furnish and deliver all items and/or to perform all services according to all sections of this rfp document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the time frame agenda (if applicable).All items contained in this RFP shall be as specified or JPSD approved equal. For any item(s) proposed which is other than as specified, a complete and detailed cut and description for each item(s) must accompany the rfp, if the item(s) is to be considered. Please carefully read each section of this RFP.

Acceptance of Proposals:

The Jackson Public School District reserves the right to:

- Have sole discretion to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal or gives one offeror an advantage or benefit not enjoyed by other offerors or adversely impacts the interests of the school district.
- Accept the "lowest and best" RFP which in their judgment assures JPSD the product(s) or service(s) having the best performance and the highest level of function, quality, and value.
- Not accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFP subject to disqualification. Proposals that do not meet the deadline date/time will be returned to the vendor unopened.
- Request additional information or conduct discussions with one or more respondents after the RFP deadline; to secure a final selection to award RFP should such action be in the best interest of JPSD.

I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS RFP TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS RFP SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSD AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSD AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

RESPECTFULLY SUBMITTED,

COMPANY _____

ADDRESS _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____

PRINTED SIGNATURE _____

WRITTEN SIGNATURE _____

TITLE _____

DATE _____

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED:

WOMAN OWNED NON-MINORITY MINORITY WOMAN AND MINORITY

Acknowledgment of Addendum(s)

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

JACKSON PUBLIC SCHOOLS
Transforming lives through excellent education

REQUEST TO ADD VENDOR

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email form to mmays@jackson.k12.ms.us or todom@jackson.k12.ms.us | Fax to (601-960-8967

School/Department Requesting Vendor Addition _____

To be completed by Vendor: Please complete all sections:

Will your company accept purchase orders? ☐Yes ☐No

Note: As an approved Vendor, you agree not to accept any order from JPS without an approved purchase.

Orders taken and completed without a Purchase Order will be considered a Donation to JPS.

Are you an employee of the Jackson Public School District? ☐Yes ☐No

PRODUCT LINE: _____

Parent Company Name: _____ Doing Business As (DBA) Name: _____

Parent Company Tax #: _____ D/B/A Federal Tax ID/Social Security #: _____

Physical Address: _____ City _____ State _____ Zip-code _____

Remittance Address: **(If Different):**

Address: _____ City _____ State _____ Zip-code _____

Contact Person: _____ Phone: (_____) _____

Fax: (_____) _____ Email Address: _____

Select One: This information will be used to track purchases from minority vendors.

Minority Code: ☐Woman & Minority ☐ Minority ☐Non-Minority ☐Woman

Type of Entity:☐Individual/Sole Proprietor ☐Corporation ☐Partnership ☐Other

Submitted By: Signature _____ Date _____

ADDITIONAL INFORMATION REQUIRED: The following forms must be submitted

FOR INTERNAL USE ONLY

Vendor Number: _____ 1099: ☐Yes ☐No

Completed By: _____ Date: _____

☐ Certificate of Liability Insurance for not less than $1,000,000 as stated in Mississippi Code Section § 31-7-13(v) ☐ IRS W-9 Form Request for Taxpayer Identification Number and Certification

Proposal Cover Page

VENDOR INFORMATION

Name and Title _____

Company Name_____Date_____

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that _____ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

_____ _____

Authorized Signature Date

_____

Printed Signature

CONFIGURATION SUMMARY

The vendor must provide a summary of the main component of the services offered in this proposal using 100 words or le

ASSURANCES AND SIGNATURE FORM

In submitting this application, I certify that:

1. The organization will comply with applicable federal, state, and local policies and procedures.

2. Services will be provided under the supervision of highly qualified teachers and/or administrators.

3. The organization will maintain professionalism and confidentiality.

4. The organization is fiscally sound and will be able to complete services to the local educational agency.

5. The organization will ensure that the services provided are aligned the Mississippi Curriculum Frameworks and scientifically research based practices.

6. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.

7. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503 (18), 2503(19), 2554(25), 2554(26, 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), and 3035.

8. All services will be secular, neutral, and non-ideological.

9. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, parents / legal guardians, and community members can understand.

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

Name of Organization

Printed Name of Authorized Representative

Signature of Authorized Representative

Date Signed

INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If, no please register and provide documentation of registration status. (**State/Other fund requirement)**	

FEDERAL DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for federal debarment on www.sam.gov – System for Award Management.

STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for debarment on www.sos.ms.gov for doing business with the State of Mississippi or with any Mississippi State Agency.

PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certify that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

_____

Original Signature of Contractor or Authorized Official *Date*

INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM*

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

FEDERAL DEBARMENT CERTIFICATION:

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered with www.sam.gov (Yes or No) If yes, attach supporting documentation and DUNS number must be Active with open access. **(Federal fund requirement)**	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If not, please register and provide documentation of registration status. **(Federal and State/Other fund requirement)**	

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS), that the CONTRACTOR is not on the list for federal debarment on www.sam.gov – System for Award Management.

MISSISSIPPI REGISTRATION: CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS),that the CONTRACTOR is not on the list for debarment on www.sos.ms.gov for doing business with the State of Mississippi or with any Mississippi State Agency.

PARTNERSHIP DEBARMENT CERTIFICATION: CONTRACTOR hereby certifies that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

_____ _____

Original Signature of Contractor or Authorized Official *Date*

ire Extinguisher Replacement and Services

This form should be completed by vendors submitting proposals for Information Technology Services Equipment and Device

Vendor Information

Company Name: _____
Contact Person: _____
Phone Number: _____
Email Address: _____

Project References

Please list three (3) references from similar tree removal projects, preferably for schools or public entities.

Organization/School	Contact Person	Phone Number	Email Address	Project Description

Note: The district may contact any or all references to evaluate the vendor's past performance.

Jackson Public Schools Submission Price Page

Jackson Public School District

662 South President Street

Jackson, MS 39201

Bid Proposal _____

Bid Title _____

_____

Submission Deadline Date and Time: _____

Participating Vendor Name_____

Address_____

Handwritten Signature_____

Print Name _____

Addendums Acknowledge Yes_____ or No _____

Combined Proposal Price _____

If this page is not displayed when the deadline opening date occurs, it will not be acknowledged or allowed to be presented. This applies to all submitted proposals whether mailed, hand delivery or electronically emailed.