JACKSON
PUBLIC SCHOOLS
Transforming lives through excellent education

Bid 26-3274

Title: Interior Air Filters Replacement Services for JPSD

Issue Date: Thursday, September 18, 2025

Submission Deadline: Monday, October 03, 2025

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

Office at 601-973-8582 for assistance. Questions regarding proposal specifications are to be addressed to the Project Administrator listed in the proposal.

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 33.

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 (2) 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 (17).

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.

Performance Dates:

- 1st Advertise: 18 September 2025 (Clarion); 18 September 2025 (Jackson Advocate, MS Link)
- 2nd Advertise: 26 September 2025 (Clarion); 26 September 2025 (Jackson Advocate, MS Link)
- Pre-bid Conference: 29 September 2025 (TEAMS)
- Final Date for Questions: 03 October 2025
- Answers to Questions: 06 October 2025
- Bid Opening Day: 13 October 2025 @ 10:00 A.M.
- Vendors may be notified of Board Review and Potential Award after the Bid Date

All questions that are submitted and answered will be posted on the google document link below for review through the duration of the bid.

https://docs.google.com/document/d/15TzfE-yZMx-nGZgUh3ybQBV3MCJHXuKs5v-XnxP5QB0/edit?usp=sharing

Interior Air Filter Replacement Services

Introduction

The Jackson Public School District (JPSD) is soliciting proposals from a qualified vendor to provide interior air filter replacement services across all JPSD facilities. This includes scheduled filter changes, inventory tracking, onsite disposal, and documentation for all filter changes.

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 categories if applicable to their proposal.

Best and Final Offers (BAFO)

The Jackson Public School District (JPSD) reserves the right to request Best and Final Offers (BAFO) from one or more proposers. A BAFO is intended to clarify or refine pricing, timelines, or technical elements without altering the fundamental approach of the proposal, in accordance with Mississippi procurement law and the Mississippi Department of Finance and Administration (DFA) and Public Procurement Review Board (PPRB) guidelines.

BAFOs must be submitted in writing by the specified deadline. Vendors must not change the substance of their original proposal; they may only refine details as requested. Failure to submit a BAFO response when requested may result in disqualification from further consideration.

The District is under no obligation to request or consider a BAFO and may award based on original submissions. The issuance of a BAFO does not obligate the District to adjust the final award.

Scope of Work – HVAC Interior Filter Replacements

Notice to Vendors

The quantities and locations included in this RFP are based on the Jackson Public School District's facility configuration for the 2024–2025 school year. JPSD may open, close, consolidate, or repurpose school or administrative sites during the term of this RFP due to shifts in student enrollment, facility needs, or operational planning. As a result, the number of buildings requiring filter services may increase or decrease. Vendors must agree to honor unit pricing submitted in this proposal for any added or removed sites during the term of the agreement.

The selected vendor(s) shall:

- Provide turn-key services for changing interior HVAC air filters in all district buildings.
- Remove and dispose of used filters in the onsite JPSD dumpsters.
- Conduct filter changes three times per year or on a schedule specified by JPSD.
- Maintain and submit written service reports after each scheduled filter change, including service date, location, filter types used, technician, and any noted system concerns based on a visual inspection of the equipment while changing the filter that should include but are not limited to:
    - Damaged exterior panels
    - Damaged filter compartments
    - Signs of electrical problems
    - Clogged drains, drain pans, or condenser coils
    - Excessive noise or vibrations
- Coordinate scheduling with JPSD to avoid disruption of instruction or operations.
- JPSD has made every effort to provide accurate filter sizes and quantities by location. However, due to the presence of custom units and changes over time, vendors should anticipate possible discrepancies. It is the vendor's responsibility to verify field conditions and ensure all filters are correctly sized, including the identification and sourcing of non-standard filters. The list of locations and filter sizes in Appendix 1 represents the District's best effort.
- JPSD reserves the right to add or remove buildings, facilities, or individual units from the scope of work during the term of the contract. In such cases, pricing for added locations shall be consistent with the unit costs provided in the original proposal.

Specifications for Filters and Installation Services

- Supply all standard interior filters for district HVAC units that meet or exceed MERV 13 standards
- Filters must be new and unused.
- Each new filter must be marked with the installation date to allow for easy verification of maintenance intervals
- Filters must be UL tested and labeled for flammability to ensure fire safety compliance
- Vendors must have the ability to identify and match filters across various HVAC units and brands in use throughout JPSD buildings
- Filters shall be delivered to each project site on the same day as installation. No storage of filters will be allowed on JPSD property prior to installation.

- Only skilled and experienced personnel may perform filter replacements. All labor and materials must conform to recognized HVAC maintenance standards.
- Equipment shall be left in working order when the work is complete. Any non-working equipment must be reported to the JPS HVAC staff and noted in the required service report.

Pricing Requirements for Filters and Installation Services (Required)

Vendors must provide:

- Cost per filter change that shows the labor and filter cost by standard filter size.
- Pricing must be fixed through June 30, 2026.
- Pricing must be inclusive of labor, materials, transportation, and disposal.
- The cost of all incidental materials and supplies, including but not limited to shop supplies such as spacers, adhesive, hardware, and sealants, must be included in the proposed installation cost. **JPSD will not accept separate charges for these items**.

Vendors must attach a completed pricing worksheet showing per-school and per-change costs, including separate costs for materials and installation. Vendors may use the provided template or submit an equivalent format.

The size and quantity of filters at each location are outlined in Appendix 1.

	One Change			**Annual (3 Changes per Year)**		
School Name	**Materials**	**Labor**	**Total**	**Materials**	**Labor**	**Total**
Bates						
Blackburn						
Boyd						
Brinkley						
Callaway						
Capital City						
Cardozo						
Career Development Center						
Casey						
Clausell						
Dawson						
Forest Hill						

	One Change			Annual (3 Changes per Year)		
School Name	**Materials**	**Labor**	**Total**	**Materials**	**Labor**	**Total**
Galloway						
Green						
Isable						
Jim Hill						
John Hopkins						
Johnson						
Key						
Kirksey						
Lake - REAP						
Lanier						
Marshall						
McLeod						
Murrah						
North Jackson						
Northwest						
Oak Forest						
Obama						
Pecan Park						
Peeples						
Provine						

	One Change			Annual (3 Changes per Year)		
School Name	**Materials**	**Labor**	**Total**	**Materials**	**Labor**	**Total**
Raines						
Shirley						
Smith						
Spann						
Timberlawn						
Walton						
Wells APAC						
Wilkins						
Totals						

Pricing Model for Custom Filters (Required)

Vendors must provide a detailed explanation of the pricing methodology used for custom-sized filters. **This should include the formula or unit-based pricing structure** your company uses to determine costs (e.g., per square inch, per square foot, fixed surcharge, or tiered size brackets).

Vendors are encouraged to include sample quotes, cut sheets, or pricing tables that illustrate how custom filter costs are calculated. Any supplemental documents should be clearly labeled and referenced in the proposal.

JPSD may request clarification or documentation before approval of custom filter costs.

Proposal 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. Any 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:

1. Client Organization Name
2. Brief Description of Services Provided
3. Start and End Dates of the Service Period
4. Contact Name and Title

5. Contact Phone Number
6. 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:

Cost of Services (Turnkey, Unit, and Custom Filter Pricing) – 40%

Proposals will be assessed based on clarity, competitiveness, and structure of pricing. This includes, but is not limited to:

- Turnkey pricing for scheduled bulk filter changes
- Pricing for materials
- Clearly itemized costs for any custom or non-standard filters
- Explanation of any trip charges, service call minimums, or after-hours premiums
- Transparency in labor and material pricing structures

Technical Staff Availability and Certifications – 25%

Evaluation will focus on the vendor's ability to support district-wide filter changes efficiently and professionally. This includes:

- Staffing capacity to complete large-scale filter replacements
- Experience in HVAC systems and filter installation
- Relevant training, licenses, or OSHA compliance certifications

Vendor Experience with K–12 or Public Sector – 20%

Proposals should demonstrate experience in school districts or similar public-sector environments. This includes, but is not limited to:

- Prior work with school districts or large public institutions
- Familiarity with safety, scheduling, and regulatory requirements in educational settings
- Experience managing multi-site logistics for routine maintenance tasks

References and Client Satisfaction – 10%

Vendors must provide at least three references from similar public-sector clients. Evaluation will consider, but is not limited to:

- Relevance and scope of past projects

- Overall client satisfaction
- Responsiveness, reliability, and professionalism

Clarity and Completeness of Proposal – 5%

Proposals will be judged on their organization and adherence to RFP requirements. This includes, but is not limited to:

- Compliance with all submission instructions
- Inclusion of all required documentation and forms
- Logical layout and professional presentation
- Clarity and accuracy of service descriptions and pricing appendix 1 – Location Estimates

Project Administrator:

Sandra Robinson
Executive Director Facilities Operations
101 Dr. Dennis Holloway Dr
Jackson, MS 39203
Phone: (601) 960-8784
Email: sarobinson@jackson.k12.ms.us

End of Proposal

PROPOSAL FORM

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
☐ IRS W-9 Form Request for Taxpayer Identification Number and Certification

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)

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

Vendor must provide a summary of the main component of the services offered in this proposal using 100 words or less.

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.*

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)**	

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.

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*

Jackson Public Schools Submission Price Page

Jackson Public School District
662 South President Street
Jackson, MS 39201

RFP Proposal _____

RFP Title _____

_____

Submission Deadline Date and Time: _____

Participating Vendor Name_____

Address_____

Handwritten Signature_____

Addendums Acknowledge Yes_____ or No _____

Combined Proposal Price total 1 year: _____

Combined Proposal Price Toal 3 years:_____

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.