

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010



RFP #1274
WILLIAMSON COUNTY SCHOOLS
CTE Information Technology: Autonomous Robot
Tuesday, November 9, 2021

Williamson County Schools, (WCS) is currently accepting sealed proposals from qualified dealers for the purchase of an Autonomous Robot for the WCS – CTE Information Technology Department. This robot will be used for numerous applications including mapping of terrains/sites, tracking, cleaning using apparatus and inspection of various sites, negotiating obstacles, teaching students real world programming, and for research with GUI/payloads. WCS plans to push the envelope on what this robot and our students can do.

Proposals must be submitted in a sealed envelope, mailed or hand delivered to WCS Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064, Attn: Joan Breeding. Faxed or emailed proposals will **not** be accepted. **Sealed proposals will be received until 2:30 pm on Tuesday, November 9, 2021** at which time they will be publicly opened. Attendees are required to wear a mask in order to attend the bid opening. Any proposal received after the specified opening time will **not** be accepted. In the event WCS must reschedule a RFP opening date or time, the specifications obtained from the Purchasing Dept. shall reflect the actual date and time. Once the sealed RFP envelope is submitted to WCS, the Purchasing Department will stamp the face of the envelope to authenticate the actual date and time it is received.

The Outside of the sealed Proposal envelope must list the following information:

- **RFP #1274 Autonomous Robot**
- Date and Time of Bid Opening
- Proposers Name and Address

The sealed Proposal envelope must contain the following items in order to be accepted, failure to include all of these items will result in disqualification:

- Completed, signed, and dated proposal form.
- TN Drug Free Workplace Affidavit (as required by TCA 50-9-113)
- Criminal Background Check Affidavit (as required by TCA 49-5-413)
- Certification of Compliance with the Iran Divestment Act

It is the Proposer's responsibility to acknowledge and understand the specifications, scope, requirements, terms, and conditions of this proposal project. This request for proposal was prepared by the WCS Purchasing Department. Should any terms or conditions on the attached specifications differ from the RFP, then the terms and conditions of the RFP shall govern the process. Any questions concerning this document should be addressed in an email and sent to Joan Breeding with the WCS Purchasing Department.



INTRODUCTION TO THE PROPOSAL

PLEASE READ THE FOLLOWING PAGES CAREFULLY

RFP Documents for WCS - RFP #1274 Autonomous Robot contain important details along with precise specifications. “Proposers Beware” and be certain that you understand the scope and significance of your proposal. If a proposer needs additional information then it must be submitted in an email to joanb1@wcs.edu before the deadline of Tuesday, November 2, 2021, at 3:00 pm. If an Addendum is necessary, it will be released to proposers by/before 11:30 am on Wednesday, November 3, 2021. Absolutely no questions will be accepted, and no additional addendums will be made after these deadlines.

WCS has compiled a complete and straight forward list of specifications which are detailed in these documents. In releasing this Request for Proposal our expectations are to receive proposals that will provide this unique Autonomous Robot at a reasonable price. Therefore, WCS welcomes any company that is able to fill these requirements. It will be up to the individual proposers to come up with the Robot unit that meets the districts needs while staying within the budget limitations. All companies who are submitting a proposal should note that if they cannot meet the goals of the CTE IT Department who is requesting this instructional robot, then their proposal probably will not be considered.

PART ONE: Details of the Districts Goals and Expectations from this project.

- 1.1 District Goals:** WCS is tasked with providing the highest possible level of education possible for our students, including new and exciting technology while keeping the cost of doing so at the lowest price possible. The awarded proposers of this RFP will be challenged to find an Autonomous Robot that will meet those needs.
- 1.2 Experience in Robotic Technology:** Companies submitting a proposal for this contract should have a minimum of five (5) years’ experience in this type of autonomous robotic technology. Proposals submitted should be from companies that have the experience, fortitude, determination, and financial backing to make a robot that will challenge our student’s imagination.
- 1.3 Previous Experience and Sales to other Entities:** Previous experience with other School Districts, College and Universities is critical. During the evaluation process any such experience will be discussed shall have a bearing on the overall score. If a proposer has less than a desirable track record with other school districts or higher education entities, overcoming those obstacles will be required in order to be considered for this award.
- 1.4 Manufacturer’s Names or Special Brands:** The use of a manufacturer’s name: Use of any special brand, model, or make in describing an item, or the use of detailed descriptive specifications pertinent thereto, does not restrict vendors to that manufacturer or specific article or such detailed descriptive specifications. This means or method being used is simply to indicate the character or quality of the article desired.



The articles or services on which proposals are submitted should be of such character, quality and design that will serve the purpose for which it is intended.

- 1.5 Indemnification/Hold Harmless:** Awarded proposer shall indemnify, defend, save and hold harmless Williamson County Schools, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by awarded proposer, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of contractor, its subcontractors, suppliers, agents or employees.

PART TWO: Evaluations of Submitted Proposals

- 2.1 Evaluation Team & Award of RFP:** The Project will be awarded to the lowest and best overall proposal that meets or exceeds the specifications set forth by the WCS – CTE Information Technology Department. Any proposal that clearly does not meet specifications will not be considered. It is important to note that WCS will evaluate all submittals using the proposer's ability to complete and follow instructions when providing the required data in the correct format. The proposal will be weighted and evaluated by a team of WCS Staff Members who have various roles in the school district. Each person on the WCS team is highly qualified and has the knowledge and expertise to perform their due diligence in completing the evaluation. All WCS team members have a desire to find the most responsive and compelling candidates for this award and their own success is linked with the success of this program. Therefore, the decisions made by this evaluation team carries a considerable amount of respect with the community and school board members. All proposals will be judged on meeting or exceeding the specifications of the type of robot desired and the cost which is also a major determinant factor. However, the level of technology, materials, past experience and overall quality of this autonomous robot are extremely important and shall play a very large role in the award.
- 2.2 Acceptance or Rejection of Proposals:** Williamson County Schools reserves the right to waive any formalities and accept or reject proposals, upon the evidence (or determined by WCS) before or after the proposal opening, that a proposer is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice. All proposals are to be complete in every detail as required. Those that are incomplete, contain irregularities or are not in accordance with the specifications may be rejected.
- 2.3 Funding:** This RFP project is ultimately subject to funding as with all WCS RFP projects. WCS is a tax-exempt organization: Proposal costs must include all related sales and use tax... Although WCS is tax exempt the Proposer(s) are responsible for any / all sales and use tax for the materials and or equipment.



- 2.4 Codes & Regulations:** The awarded proposer shall be responsible to comply with any / all local, State and Federal laws, regulations, codes, licensing, permits and other requirements if such exist regarding using this type of technology.
- 2.5 U. S. Citizens:** All proposers must ensure that their employees are authorized to work in the U.S. and maintain such documentation as required by IRS, Federal and or State regulations or laws, including but not limited to all properly executed forms. Violations of this may/can result in termination of the company's contract.
- 2.6 Background Checks:** A successful completion of a background check and a drug free affidavit is required for all employees providing services at any WCS locations. This includes the Central Office or other ancillary building. Successful completion is hereby defined by the absence of a felony conviction.
- 2.7 Proposer Training to be provided:** Williamson County Schools will require (no exceptions) the awarded proposer to provide complete set up, demonstration and training of this autonomous robot when it is delivered to our school district. The Awarded Proposer must include the cost of this live-in person demonstration in the proposal cost. This shall include at least one representative coming to our location and providing the service including the employees travel, airfare, hotel, meals etc...and all such cost must be included in the overall price of the unit.
- 2.8 Extra or Added Cost:** The awarded vendor will make available to WCS in the final proposal price... 100% of the cost of obtaining one of these autonomous robots and no other added cost, regardless of what the nature is will be paid. Each proposer should use caution to be sure that they have included this ancillary cost in their submitted proposals. If the awarded vendor fails to comply WCS will not be obligated to pay any additional cost incurred by the proposer.
- 2.9 Demonstration of the Autonomous Robot for the Evaluation Committee by zoom or other electronic means:** After the sealed proposals have been accepted the Evaluation Committee will choose the 2 most competitive proposals and will require that company to provide a demonstration of their robot by using an electronic format such as zoom. An interview and demonstration will be scheduled during Williamson County Schools operating hours which 8:00 am – 3:00 pm CST. All demonstrations must be scheduled during this time in order to accommodate the WCS staff. This will allow each committee member to view the robot before completing the final evaluation process and determining the best fit for the district.

PART THREE: Award of Proposal

- 3.1 Award of RFP:** WCS anticipates the due diligence to be completed and evaluations of all the submitted proposals finalized *approximately* by or before Monday, November 29, 2021. Proposers should take note that this date is approximate and circumstances beyond WCS control could push this date back. However, after the recommendations from the evaluation committee is complete, WCS Purchasing will prepare a bid tabulation and will send out the intent to award notice to all proposers.



3.2 Vendors Performance: If at any time the awarded proposer fails to perform over the terms of the agreement then, WCS reserves the right to negotiate with the next best proposer or if the proposer to complete the order / contract for any reason. WCS Custodial Contract Administrators, WCS Purchasing Department and the Maintenance Director shall grade, check, and enforce these contracts of behalf of the WCS.

3.3 Invoicing / Payments: Payments will be made within (30) days of the date the awarded proposer delivers the Autonomous Robot to the complete satisfaction of the WCS CTE Director. The invoice is stamped when received by WCS Accounts Payable. All invoices must be reflective of the original RFP and vendors proposal. WCS will pay from (1) itemized invoice. That invoice must include a WCS PO. As previously stated WCS will not be responsible for any "added" expenses.

3.4 After the Proposal is Awarded: Once the successful proposer is established through the competitive RFP process, and the WCS Evaluation Team has chosen the awarded proposer, WCS Purchasing will notify in an email the awarded proposer with our intent to proceed with award of the proposal. WCS will send out an intent to award notification that includes the bid tabulations to all proposers who submitted a proposal. After this intent to award has been issued, in approximately 10 days the Official Award will be issued to the awarded proposer. The awarded proposer will have (15) consecutive days from the date of the PO notification to provide to WCS Purchasing the following item:

- A certificate of liability insurance for an amount no less than \$2,000,000 naming WCS as an additional insured.

PART FOUR: Acceptance & Evaluation of Proposals

4.1 Accepting Proposals: The evaluation team shall accept all proposals that are properly submitted. However, it reserves the right to request clarifications or corrections to proposals. Acceptance of a proposal by Williamson County Schools or a submission of a proposal to the school district offers no rights upon the proposer nor obligates Williamson County School District in any manner.

4.2 Evaluation of Proposal: Williamson County Schools District reserves the right to deny any or all proposals at its own discretion. Proposer should complete all changes and clarifications to proposals before submitting for evaluation.

A. Evaluation of Proposals: The evaluation of proposals submitted in response to this solicitation will be conducted by a committee of WCS Purchasing Staff and other WCS Employees and Staff members for the purpose of determining the most competitive and responsive proposal for the district. WCS expects proposers to submit competitive responses to this RFP that will meet WCS requirements as identified in the RFP Specifications. Based on proposer's responses to this RFP, Williamson County School District plans to negotiate final terms and details with 2 vendors for this project.

B. Subjective and Qualitative Analysis:
Points Criteria



- Executive Summary
- Proposer Qualifications,
- Client References
- 30 Proposed Autonomous Robot demonstration. Approach to servicing WCS...(understanding of WCS requirements).
Illustration of how bidder will meet scope of services, management plan).
How well does this solution meet the needs of WCS.

C. Objective and Quantitative Analysis

Points	Criteria
70	Proposed Cost to WCS (Graded in 3-point increments — lowest cost receiving highest score, _____ next lowest and so on.)

100 pts maximum (for both sections)

After completion of the evaluation — WCS will begin to negotiate and select a proposer that is determined to be the best value, interest, and best solution for WCS District.

References and Qualifications: Each proposer shall submit 3 references and evidence of abilities which would influence the capacity to perform satisfactorily the specifications of this proposal.

SPECIFICATIONS

WCS is seeking to purchase an Autonomous Robot for the CTE Department. The robot that is being solicited should meet or exceed the following requirements in this specification segment.

1. Robot must be able to navigate multi terrain surfaces with mobility, agility and also capture data frequently.
2. Robot must be capable of being programmed to be autonomous.
3. Robot must fit through typical door school door passageways (no less than approx. 34 inches wide).
4. Robot must be able to carry a payload up to 30 lbs. for use in future applications.
5. Robot should include the capability of having a software development kit that students will have access to and 360 degree mapping capabilities.
6. Trained bystanders must be aware of the robot with configurable warning sounds.
7. Robot should have depth perception vision system.
8. Robot should have the ability to use sports performance mobility.
9. Robot should be capable of walking up to a speed of 1.5m/s
10. Robot must be capable of carrying its own modules such as a vision camera, lidar, robotic arm, GPS system etc...for interactive control.
11. Robot should have a depth camera with global shutter and wide field of view, minimum sensing dept about 0.11m and up to 1280 x 720 depth resolution.
12. Robot should include a base platform with current software release.
13. Robot should include a docking/recharging station.

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14. Robot should come equipped with one primary battery and one extra battery. These batteries must have a long-lasting charge/life of up to 4 hours or more.
15. Robot should have a tablet controller with current software release.
16. Robot should have a storage and transportation case for robot and accessories.
17. Robot should come with an Extended Service Plan.

The Autonomous Robot and the software must:

- Allow students and teachers to control remotely as well as the ability to see through the perspective of the robot in real time.
- Record maps and the ability to create autonomous missions.
- **If the robot must use the Williamson County School wireless network, it must support WPA-2 Enterprise security protocol to join the network. If the device has built-in WIFI, it must operate in the 2.4 GHz band on a standard wireless channel.**
- Have a customizable payload area.
- Have customer support and training included.

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Autonomous Robot
COVER SHEET

This Proposal Cover Sheet must be attached as the first page of the submitted RFP packet.

I, _____, (Name) _____ (Title),
verify that I have carefully read the specifications, terms, conditions, and instructions contained within this RFP document and that I understand, acknowledge, and agree to all the language set forth in this document. By signing this document and submitting my proposal to Williamson County Schools, I fully acknowledge, understand, and accept the language contained within this RFP document.

Notice to Proposer – *If you find any of the language, terms, conditions, or specifications unacceptable then please do not submit an electronic bid package for this project.*

Company Name: _____
Address: _____

Phone Number: _____ Cell Phone Number: _____

E-Mail Address: _____

Signature: _____ **Date:** _____

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Print Name: _____ Date: _____

BASE BID:

1. **Provide the total 100% turn-key cost of one Autonomous Robotic Unit. Price must include delivery, set-up, and training session. \$ _____**
2. Annual Licensing Fee (if any) \$ _____
3. Annual Service Fee (if any) \$ _____
4. Delivery Date _____

Robot unit must be delivered, set-up and ready to demonstrate by or before Tuesday, January 25, 2022 to avoid liquidated damages. If the unit is not delivered and complete, Liquidated Damages of \$100.00 per consecutive calendar day will begin on Wednesday January 26, 2022 and continue until the unit is delivered and set up. The demonstration should also be scheduled and planned by or before January 25, 2022 with a Company Representative prepared to arrive at our physical location ready to begin the training.

Deliver to and plan the training to take place at this address:

**Career & Tech. Building
104 Claude Yates Drive
Franklin, TN 37064
Attn: Jeremy Qualls**