

Oak Park Elementary
School District 97
260 Madison Street
Oak Park, IL 60302



RFP
Device Refresh RFP

Submit your proposal to:
Michael Arensdorff
Chief Technology Officer
Oak Park School District 97
260 Madison Street, Oak Park, IL 60302
P. 708.524.3015
marensdorff@op97.org
February 12, 2025
Oak Park Elementary School District 97

LEGAL NOTICE

NOTICE TO THE PUBLIC

The Board of Education of Oak Park Elementary School District #97 will receive a sealed device bid for District 97 schools located in Oak Park, IL, 60302, until 3:00 p.m. on **Friday, February 28, 2025**. At this time sealed responses will be publicly opened and read at the meeting at 3:00 p.m.

Copies of specifications may be secured at the Oak Park Elementary School District #97 District Office, 260 Madison Street, Oak Park, IL 60302, but only be picked up by emailing Michael Arensdorff (marensdorff@op97.org) to schedule a time. The cut-off date for receiving the scope of services is 4:00 pm, Monday, February 24, 2025.

Responses mailed or delivered shall be marked to the attention of:

Oak Park School District 97
Attn. Mr. Michael Arensdorff
260 Madison Street
Oak Park, Illinois 60302

The front of the envelope should be clearly marked "Device Refresh RFP - District 97 Schools". Additional information may be obtained by contacting Mr. Michael Arensdorff at (708) 524-3015 or marensdorff@op97.org. Faxed or electronically submitted bids will not be accepted. Any faxed or electronically submitted bid will disqualify vendors.

Responses Due Date: **Friday, February 28, 2025 at 3:00 P.M.**

Only those responses complying with the provision and specification of the response will be considered. The Board of Education reserves the right to waive any informalities, qualifications, or irregularities and/or reject any or all responses when in its opinion, such action will serve the best interest of the Board of Education of Oak Park Elementary School District 97.

Lonya Boose, Board Secretary

Dear Prospective Vendor:

Oak Park School District 97 will be accepting proposals for a **Device Refresh RFP**.

Proposals must be in accordance with the provisions, specifications and instructions set forth herein and will be received by the Purchasing until the above noted time, when they will be publicly acknowledged and accepted.

Solicitations are available for download please contact Michael Arensdorff at marensdorff@op97.org.

Please read the entire solicitation package and submit the proposal in accordance with the instructions.

The solicitation must be submitted in a sealed envelope addressed to Michael Arensdorff, Chief Technology Officer with the included label by **Friday, February 28, 2025 at 3:00 p.m., local time**.

We sincerely hope that you take the time to submit a proposal. If you choose not to submit a proposal please fill out the enclosed NO SOLICITATION form and return it as soon as possible.

If you need additional information please contact me at 708.524.3015 or email marensdorff@op97.org

Sincerely,

Michael Arensdorff

Michael Arensdorff
Chief Technology Officer
Oak Park Elementary School District 97

INSTRUCTIONS

Proposal Schedule

ACTIVITY:	DATE:
Legal Ad	Wednesday, February 12, 2025
Optional Meeting Zoom Call	Friday, February 14, 2025 at 9:00 A.M. CST
Deadline for Written Requests for Clarification. Must be submitted in writing sent via email to: Michael Arensdorff, marendorff@op97.org	Monday, February 17, 2025 by 4:00 P.M. CST
Responses to Q&A Emailed to Vendor Partners	Wednesday, February 19, 2025 by 4:00 PM (anticipated)
Proposal Due Date and Time Michael Arensdorff Administrative Center 260 Madison Street Oak Park, IL 60302	Friday, February 28, 2025 by 3:00 P. M. CST
Presentations (If Necessary):	TBD (time to be determined)
Board Review and Consideration (tentative)	TBD (anticipated April/May 2025)

Proposal Packet Information/addendum

The proposal packet information/addendum(s) can be obtained by contacting Michael Arensdorff, Chief Technology Officer at marendorff@op97.org or Phone 708.524.3015.

Deadline for Written Requests for Clarification:

Prospective vendors may request to clarify information contained in the Proposal. Deadline for requesting clarification is Monday, February 24, 2025, at 4:00 P.M. All such requests must be made in writing sent by email to Michael Arensdorff, Chief Technology Officer, at marendorff@op97.org.

Proposals Due:

Proposals will be accepted until **Friday, February 28, 2025 at 3:00 P.M. CST**. The proposal must be submitted in a sealed envelope addressed to Michael Arensdorff, Chief Technology Officer with the attached label (Form D). Also list the name, address, and phone number, e-mail and a contact name for the Submitter.

√	SUBMITTAL CHECKLIST
	SIGNED BID DOCUMENTS, EXHIBITS, AND CERTIFICATES
	CERTIFICATE OF COMPLIANCE WITH II DRUG FREE WORKPLACE(SIGNED)
	PROPOSAL SUBMISSION FORM (SIGNED)
	CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

	CERTIFICATE OF ELIGIBILITY TO CONTRACT
	COMPLETED IRS-Form W-9
	MAILING LABEL
	PROVIDE ONE ORIGINAL AND ONE (1) DIGITAL FILE ON CD OR ON USB FLASH DRIVE IN PDF FORMAT WITH YOUR SUBMITTAL.

AWARDED CONTRACTOR REQUIREMENTS	
CONTRACT	PURCHASE ORDER/CONTRACT ISSUED AFTER BOARD APPROVAL
CERTIFICATE OF INSURANCE	DUE AFTER BOARD APPROVAL

1. **Proposal Conditions**

1.1. ***Definitions***

- 1.1.1. "BOARD" or "SCHOOL DISTRICT": The Board of Education of Oak Park Elementary School District 97, Cook County, Illinois.
- 1.1.2. "PROPOSAL DOCUMENTS" include:
 - 1.1.3. Request for Proposals
 - 1.1.4. Project Information
 - 1.1.5. Proposal Submission Form
 - 1.1.6. Proposal Conditions
 - 1.1.7. Proposal Specifications
 - 1.1.8. Proposal Forms and Exhibits
 - 1.1.9. Addenda, if any
 - 1.1.10. Proposed Contract
 - 1.1.11. Qualification Statement/References
 - 1.1.12. All Forms and Documents Submitted by Submitter
 - 1.1.13. Contract executed by the Board and successful Submitter
 - 1.1.14. Proposal Checklist
 - 1.1.15.
 - 1.1.15.1.1. "Submitter": an individual or entity submitting a proposal.
 - 1.1.15.1.2. "SELLER" or "CONTRACTOR": The successful submitter.

1.2. ***Form of Proposal***

- 1.2.1. **Proposal Submission**: The Proposal Submission Form, the Qualification Statement/References, and all other documents listed in the RFP and Proposal Checklist must be submitted to the Oak Park School District Administrative Office at 260 Madison Street, Oak Park, IL 60302, no later than the date and time set forth on the Proposal Submission Form. The proposal must be submitted in a sealed envelope addressed to Michael Arensdorff, Chief Technology Officer with the included label. Also, list the name, address, and phone number and a contact name for the Submitter on the outside of the proposal. The sealed proposal must be submitted on the forms provided.
- 1.2.2. Provide one (1) hard copy and one (1) digital file on CD or on USB Flash Drive in PDF format with your submittal.

- 1.2.3. All communication in connection with this request shall be submitted in writing as follows:
Michael Arensdorff
Chief Technology Officer
Oak Park School District 97 Administration Building
260 Madison Street, Oak Park, Illinois 60302
P. 708.524.3015
E-mail: marensdorff@op97.org
- 1.2.4. **Pre-Bid Meeting:** An Optional in-person/Zoom meeting will be conducted on **Friday, February 14, 2025 at 9:00 A.M. CST.** A link will be sent out to all interested parties who email Michael Arensdorff at marensdorff@op97.org, prior to February 14, 2025 at 8:00 AM.
- 1.2.5. **Alternate Proposals:** An alternate proposal shall not become a part of the Contract unless approved by the Board in writing upon the award of the proposal.
- 1.2.6. **Delivered Price:** Your proposal price must be a delivered price for all goods and a total price for all labor and services. The proposal price must be firm for at least one hundred eight days (180) calendar days after the latest date for submission of proposals.
- 1.2.7. **Qualifications/References:** The submitter shall submit with the Proposal Submission Form a fully completed and executed Qualification Statement/References on the form contained in the Proposal Documents.
- 1.2.8. **Contract:** The submitter shall be required to submit a proposed Contract to cover all goods and services under the Proposal that incorporates all of the terms and conditions provided herein. Any Contract will be subject to review by the Board of Education's legal counsel, and must be on terms fully acceptable to the Board of Education before it is signed. No contract or agreement will be implied, final or in effect between the Board and a selected submitter until acceptable Contract terms have been reached. The successful submitter must enter into an executed contract with the Board in order to finalize the award of the proposal. If mutual agreement on contract terms cannot be reached, the Board will proceed to negotiations with another submitter.
- 1.2.9. **Performance and Payment Bond:** A Performance and Payment Bond in the amount of 100% of the Contract Sum is required of the awarded vendor. It shall be placed with a surety company or companies having a policyholders' rating not lower than "A" and a financial rating lower than "X" in Best's Insurance Guide (current edition). The company but be licensed in the State of Illinois and shall show evidence of same. The vendor shall pay the cost of premium for said bonds.
- 1.3. ***Withdrawal, Cancellation, or Modification of Proposal***
- 1.3.1. **Withdrawal, Cancellation, or Modification of Proposals:** A submitter may withdraw a proposal at any time prior to the time specified in the Proposal Documents as the closing time for the receipt of proposals. Any modification to a proposal may be made only by substitution of another proposal. However, no submitter shall withdraw, cancel or modify a proposal for a period of one hundred eighty days (180) calendar days after said closing time for the receipt of proposals, nor shall the successful submitter withdraw, cancel or modify a proposal after having been notified that said proposal has been accepted by the Board.
- 1.3.2. **Late Proposals:** Proposals received after the time specified in the Proposal Documents will NOT be considered.

- 1.3.3. Termination of the Contract for Cause: Should the contractor fail to comply with any of the terms or conditions set forth in this Contract, or should the District determine the Contractor is in any way unfit, unqualified, or unable to perform all the needs of the District under the Contract, then and in that event with two (2) weeks written notice to the Contractor, this contract may be terminated by the District. Failure to operate in accordance with these specifications shall be deemed sufficient reason for the cancellation of the Contract by the District.
- 1.3.4. Termination of the Contract for Convenience: The Board reserves the right to terminate the Contract for any reason in its sole discretion upon at least thirty (30) calendar days notice to Contractor.
- 1.4. ***Submitter Representations***
- 1.4.1. Complete Understanding: Each submitter warrants and represents that he or she has read and understands the Proposal Documents.
- 1.4.2. Specifications: Each submitter warrants and represents that the proposal is based on the specifications and terms and conditions contained in the Proposal Documents.
- 1.4.3. Authorized Representative: Each submitter warrants and represents that he or she is the authorized representative of the submitter and has the authority to bind the submitter under the terms and conditions contained in the proposal.
- 1.4.4. Project Familiarity: Each bidder warrants and represents that he or she has visited the site for the project and is familiar with the conditions under which the work will be performed.
- 1.4.5. Waiver of Liens: Each vendor warrants and represents that it will furnish, with each request for payment, sworn statements and waivers of lien and any of its subcontractors in form and substance satisfactory to Owner and such other forms as required by Owner, lender or title insurer, in order to assure an effective waiver of mechanic and materialmen liens in compliance with the laws of the State of Illinois.
- 1.5. ***Award***
- 1.5.1. Award of Proposals: Proposals shall be awarded to the submitter whose proposal best meets the needs of the District, as determined by and in the sole discretion of the Board.
- 1.5.2. Proposal Reservation: The Board reserves the right to reject any and all proposals or any part thereof and to waive technicalities in the proposal or proposal process.
- 1.5.3. Interpretation of Proposal Documents: If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the Proposal Documents, he or she may submit to the Senior Director of Technology a written request for an interpretation. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Proposal Documents will be made only by addendum duly issued by the Chief Technology Officer. A copy of such addendum will be mailed or delivered via email (please provide email on proposal submission form) to each person receiving a set of such Proposal Documents and to such other prospective submitters as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective submitter to receive a written interpretation prior to the time of the opening of proposals will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding.
- 1.6. ***Quality of Work/Condition of Goods***

- 1.6.1. Title and Risk of Loss: Title to any goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not limited to, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.
- 1.6.2. Inspection: All material and workmanship shall be subject to inspection and test by the Board. The Board reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet the Project Proposal Specifications contained herein or the Seller's warranties (express or implied). Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of such rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. Upon rejection, the Seller shall immediately return full purchase price to the Board.
- 1.6.3. Payment and Price: Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein, and payment for any services provided hereunder shall not constitute a waiver of any rights to enforce the terms of or standards of service in the Contract.
- 1.6.4. Warranties: The Seller makes the following warranties to the Board and users of the goods herein described: (a) it will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) any and all goods supplied hereunder will be of merchantable quality; (c) any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. The Seller agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to the Board by the Seller. The Seller shall, at its sole cost and expense, promptly repair or replace to the Board's complete satisfaction all goods/services received for a period of one (1) year from date of acceptance, unless the Project Proposal Specifications require a greater warranty period.
- 1.6.5. Patent Infringement: The Seller shall indemnify and hold harmless the Board, its successors, employees, agents, assigns, and users of the goods herein described against any and all loss, damage, or injury arising out of a claim or suit for alleged infringement or any letters patent granted by the United States or any foreign government relating to the goods herein described. The Seller agrees that it will assume, upon request, the defense of any and all such suits and pay all costs and expenses incidental thereto.
- 1.6.6. Maintenance and Repair Services: If the Proposal Documents specify that maintenance or repair services must be provided by the successful submitter, each submitter should explain in the proposal how the services will be provided, whether by the submitter or through another person or firm.
- 1.6.7. Standards of Service. Submitter represents and agrees that services outlined in the Proposal, and provided by successful submitter, are professional services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important role, in accordance with the intent of the bidding provisions of Section 10-20.21 of the School Code, and further represents and warrants that such Services shall be performed and provided in

accordance with the highest professional standards, and in accordance with all licenses, laws, regulations and industry best practices.

1.7. Delivery

- 1.7.1. Rejection and Cancellation: The Board reserves the right to reject any goods or services and to cancel all or any part of this proposal award or ensuing contract if the Seller fails to deliver all or any part of the goods or services as described in the Proposal Documents. Acceptance of any part of the goods or services covered by the invitation to proposal shall not obligate the Board to accept future shipments or work nor deprive it of its right to revoke any acceptance heretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment of or for the benefit of creditors is made by the Seller, the Board may cancel this order without liability except for deliveries previously made or for goods covered by the Proposal Documents then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.
- 1.7.2. Earliest Delivery Time: The submitter must make delivery upon receipt of order unless otherwise specified in the Proposal Documents. The submitter must indicate time required for delivery on the proposal.

1.8. Miscellaneous

- 1.8.1. Taxes: The Board is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the proposal price.
- 1.8.2. Waivers: The failure of the Board to demand strict performance on any one occasion shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The Board shall not have waived any rights under the Proposal Documents unless specifically set forth in writing.
- 1.8.3. Default: If any submitter fails to fulfill any or all terms and conditions of the Proposal Documents, said submitter shall be declared to be in default, shall forfeit the Proposal Deposit, and shall be subject to any and all other remedies available to the Board.
- 1.8.4. Compliance with Applicable Law: The submitter shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code* (720 ILCS 5/1 *et al.*) in performing under the Proposal Documents.
- 1.8.5. Legal Requirements: It shall be the responsibility of the submitter to be knowledgeable of all applicable federal, state, county, and local laws, ordinances, rules and regulations and School Board Policy and Procedures that in any manner affect the items covered herein which may apply. Failure to comply may result in the immediate termination of the successful submitter's contract at the sole discretion of the District. Lack of knowledge by the submitter (s) will in no way be a cause for relief from responsibility. Submitters must confirm their understanding of this responsibility.
- 1.8.6. Assignment: The submitter shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the Board.

- 1.8.7. Indemnification: The submitter shall indemnify and hold harmless the Board and its individual board members, officers, employees, agents, insurers, volunteers, successors, and assigns (“Indemnitees”), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys’ fees and litigation costs) (collectively, “Claims”) brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the submitter; and (2) any breach by the submitter of the terms or requirements of the Proposal Documents.
- 1.8.8. Venue: By submitting a response, bidder agrees that venue for all disputes arising out of the solicitation process, including but not limited to judicial review of any protest decision, will be exclusively in the circuit court for Cook County, Illinois.
- 1.8.9. Invoices/Payment: Invoices shall be sent **directly** to Accounts Payable, 260 Madison Street, Oak Park School District 97, or to email address at marensdorff@op97.org. Payments are processed after the Business Office has been notified that the items have been received in good condition and no unauthorized substitutions have been made. Invoices must detail the items delivered and reference the Oak Park School District 97 **Purchase Order number**. To improve the speed of payment to our business partners (Vendors) and reduce transaction costs the District will make payment pursuant to any contract resulting from this solicitation by Credit Card. The district will not be charged fees for this transaction. If the vendor does not accept credit card payment a check will be issued within 120 days.
- 1.8.10. Insurance: The Contractor shall procure and maintain at its own cost and expense (1) comprehensive general liability on an occurrence basis to insure all loss (including, but not limited to, attorney’s fees and costs), claims, demands, or actions for damage to property, or bodily and personal injury to or death of any one or more persons in the minimum amount of \$2,000,000 per occurrence and in the aggregate, (2) umbrella or excessive liability coverage in a minimum amount of \$2,000,000 per occurrence and in the aggregate, (3) worker’s compensation coverage in the minimum statutory amounts, and (4) comprehensive auto liability insurance, including hired and non-owned vehicles, in the amount of \$1,000,000 per occurrence and in the aggregate for bodily injury and property damage. The Contractor shall name the indemnitees (defined below) as additional insureds on all insurance policies required herein, with the exception of the worker’s compensation insurance. The insurance required of the Contractor shall be primary.
- 1.8.10.1. The Contractor shall provide a certificate of insurance on a form acceptable to the Board evidencing the required insurance. The certificates of insurance and all insurance policies required to be obtained by the Contractor shall provide that coverages afforded under the policies will not be canceled, reduced or allowed to expire without at least thirty days prior written notice given to the Board. If any of the insurance coverages are required to remain in force after final payment, all additional certificates evidencing continuation of such coverage shall be submitted with the final application for payment.
- 1.8.10.2. All insurance required of the Contractor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the additional insureds have other insurance which is applicable to the loss, it shall be on an excess or contingent basis.

2. Proposal Specifications

Requirements

Device Specifications:

- **Quantity:** Up to 2200 devices
- **RAM:** 8GB, and 16GB options
- **Storage:** 64GB or more
- **Screen:** Full flip with two cameras (including a world-facing camera); include a device option that is clamshell (not full flip)
- **Processor:** Intel and MediaTek options
- **Wi-Fi:** Wi-Fi 6 and 6E options
- **Operating System:** Chrome OS with Google Workspace Licensing

Additional Requirements:

- **Warranty:** Please include pricing for both 3-year and 4-year Advanced Device Protection (ADP) warranties. **Option with a case, case and screen protector and option without a case**
- **Technical Specifications:** Please provide detailed spec sheets for each proposed model, including performance benchmarks.
- **Device Roadmap:** Please outline your device roadmap and the specific position of the proposed Chromebooks within this roadmap.
- **Zero Touch Deployment/White Glove Service Option:** Inventory, asset tagging, Google enrollment, casing, OS update, multi-pack boxing, etc.

Proposal Submission:

Please submit your proposals by **February 28, 2024**. Your proposal should include:

- Detailed pricing information
 - Including a proposal for outright purchase and 3-year and 4-year lease options (if applicable for leasing)
 - Vendor Partner can submit proposals for multiple units
- Device specifications and technical documentation
- Warranty information
- Delivery timeline - To be delivered by July 1, 2025, ideally, but can be a little flexible
- Support and maintenance services
- Any additional value-added services or benefits
- References

Following submitting the proposals, our team will review them to ensure they are consistent (i.e., comparing apples to apples) and begin our evaluation process. As part of this, we may schedule meetings with proposed vendors to review proposals for our top two evaluated solutions (however, we could extend this to more proposed vendor partners if we see fit).

2.1 Be advised, references are a major element of the customer's selection criteria.

Reference #1	
Customer Name	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact E-mail	
Installation Date of Comparative Project	
Description of Comparative Project	

Reference #2	
Customer Name	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact E-mail	
Installation Date of Comparative Project	
Description of Comparative Project	

Reference #3	
Customer Name	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact E-mail	
Installation Date of Comparative Project	
Description of Comparative Project	

2.2 Financial Information - Please provide the following financial data:

2.2.1 The response to MUST INCLUDE an itemized schedule of all equipment and software for the proposed system. The pricing quoted must include:

2.2.2. Complete installation of all system components and software

2.2.3 Complete testing of all system components and software prior to delivery

2.3 Any additional charges which apply for shipping and handling. Please specify dollar amount.

2.4 A recommended payment schedule must be included. The customer will not consider any proposal with a final payment, due on acceptance of the system, of less than 25%.

2.5 Add/delete cost schedule for all system components and software.

2.6 Maintenance cost for the devices, after the warranty period. Clearly specify the warranty period for all hardware and software components.

2.3 Maintenance and Warranty

2.3.1 Warranty - Provide a copy of the warranty on the proposed devices or a narrative description of the provisions of the warranty.

2.3.2 Factory-Trained Personnel - Indicate the number of service personnel in the factory-trained to maintain the proposed system, including the street address of the service location.

2.3.3 Qualified Personnel - Indicate the number of service personnel in the area qualified to maintain the proposed system, including the street addresses of the service locations. This should include factory-trained personnel, personnel trained by the vendor and all other individuals who can perform technical services on the system.

2.3.4 Service Centers - Provide the locations and hours of operation of the service centers to be utilized.

2.3.5 The District may wish to conduct a site visit to the contractors' Service Center.

2.3.6 Spare Parts - Provide a general listing of the spare parts available from each of these service centers.

2.3.7 Maintenance Plans - Provide details on maintenance service arrangements for the proposed system and the cost for any alternative available including maintenance contracts and per-call maintenance. The District is capable of performing some basic maintenance routines. Please provide information on any charges associated with customer provided maintenance.

2.3.8 Repair Response Times - Describe the expected and guaranteed response time for "regular" and "emergency" services. Indicate what you define to be "regular" and "emergency" service.

2.3.9 Service Alternatives - Indicate the provisions for service and spare parts if your business terminates, is subjected to a strike, or shutdown for any reason.

2.3.10 Default - State what recourse is available if the proposed system does not perform as quoted and the customer is faced with loss or interruption of service. Be advised that some form of liquidated damages for non-performance and/or system failure will be required in any final agreement.

2.3.11 Performance of Maintenance - Clearly identify if the proposer or a third party will provide maintenance services. The District will require the right to reject any third parties or sub-contractors under this agreement and in any event proposer will be responsible for all maintenance services.

Pricing

2.4 Pricing -

2.4.1 Detailed pricing information

2.4.1.1 Including a proposal for outright purchase and 3-year and 4-year lease options (if applicable for leasing)

2.4.1.2 Vendor Partner can submit proposals for multiple units

2.1.2 Device specifications and technical documentation

2.1.3 Warranty information

2.1.4 Delivery timeline - To be delivered by July 1, 2025, ideally, but can be a little flexible

2.1.5 Support and maintenance services

2.1.6 Any additional value-added services or benefits

2.1.6.1 Zero Touch Deployment/White Glove Service Option: Inventory, asset tagging, Google enrollment, casing, OS update, multi-pack boxing, etc.

2.5 Delivery and Installation

The District anticipates distribution of devices on or by August 1, 2025 and delivery of devices will need to be prior to this date. Please indicate whether this schedule can be met and identify the tasks, including site preparation that the District and the vendor will perform and/or be responsible for in order to accomplish delivery and installation of the system in this time frame. It will be assumed that any task not specifically stated to be our responsibility would be that of the vendor.

2.5.1 Implementation Plan - Within five days of contract award, the vendor must provide a tentative implementation plan with dates necessary to place the system into service. This plan must clearly identify the tasks and resource requirements of the District during the implementation process.

2.5.2 Risk of Loss - Please state when the customer assumes risk of loss or damage.

2.5.3 Equipment Delivery - The vendor will be responsible for making necessary arrangements with the management of the building for delivery of equipment to the premises. The vendor must comply with all building regulations regarding hours, any delivery rigging and method and location of equipment delivery.

2.5.4 Manufacturer Relationship - Please describe your precise relationship with the manufacturer of the proposed system (i.e., dealer, distributor, branch, common parent, etc.) .

2.5.5 Manufacturer's Commitment - The vendor shall make a written commitment to make available maintenance spares, trained personnel, and software support to fully maintain the devices throughout the ADP warranty. **If the vendor is other than the manufacturer, then a letter of similar commitment from the manufacturer must be included in the proposal.**

2.6 Company Background

2.6.1 Please detail the Model, Software Release, and Release Date of the **Device Refresh RFP** your firm is proposing.

2.6.2 What is the roadmap for the proposed **Device Refresh RFP** and how long will the proposed devices will be supported?

2.6.3 Provide an overview of your company including its history, products, benefits, and accomplishments as it would pertain to the the development of the **Device Refresh RFP**.

- 2.6.4 Provide at least 5 references that are currently using the proposed **Devices in your RFP proposal** with at least 3 being school districts of similar or greater size.
- 2.6.5 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? If yes, please provide a summary of such and the case number and jurisdiction in which the matter is pending.

2.7 Evaluation Criteria

2.7.1 The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply the District with the **Device Refresh RFP**. The District will select a committee to formally evaluate each response. The selection committee will consider the following criteria in evaluating the proposals:

2.7.2 Price and value (including device, whiteglove service, service/warranty)

2.7.3 Device specifications and performance

2.7.4 Warranty and detailed support services model and process

2.7.5 Delivery timeline

2.7.6 Vendor reputation and experience

2.8 Oral Presentation

2.8.1 This evaluation process may result in a shortlist of proposals. The shortlisted vendors might be required to make oral presentations to the District tentatively at a time to be determined. The Chief Technology Officer will notify the vendors of the time and place of the oral presentations. The District will not be responsible for any costs incurred by a bidder in preparing and submitting a proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to this solicitation.

2.9 Right to Inspect:

2.9.1 The District reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualifications of the Proposer and to reject any Proposal regardless of price if it shall be administratively determined that in the District's sole discretion the Proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. The District reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this Proposal.

2.10 Best and Final Offer:

2.10.1 The District reserves the right to request a Best and Final Offer from finalist Proposer, if it deems such an approach necessary. In general, the Best and Final Offer will consist of updated costs, as well as, answers to specific questions that were identified during the evaluation of Proposals.

2.10.2 If the District chooses to invoke this option, finalist Proposal will be re-evaluated by incorporating the information requested in the Best and Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer would be determined during evaluation discussions. Turnaround time for responding to a Best and Final Offers document is usually brief.

Proposal Forms

Submitter Instructions

Carefully complete every form that is included in this Proposal Forms Section. All forms and attachments (e.g. Proposal Submission Form, Hold Harmless Agreement) should be included in your sealed proposal envelope.

Provide one copy of all forms, as well as one CD or USB copy, in your proposal envelope. Failure to complete all the required information or providing any incomplete, inaccurate or misleading information will result in disqualification of your proposal.

Please contact Michael Arensdorff, Chief Technology Officer, at marensdorff@op97.org, in writing if you have any questions regarding the proposal forms or RFP requirements.

Proposal Checklist

(All items must be included with the Proposal)

1. _____ Title Page
2. _____ Table of Contents
3. _____ Required Elements of Proposal (Must Answer/Respond to All)
4. _____ Proposal Checklist
5. _____ Proposal Submission Form (Signed)
6. _____ Pricing Form
7. _____ Sexual Harassment Policy Certificate (Form A and Attachment)(Must Be Signed)
10. _____ Certificate of Eligibility to Contract (Form B) (Must Be Signed)
11. _____ W-9 Form (Sample of First Page Is Included as Form C) (The Full Current Version of the Form W 9 From the IRS Website Must Be Completed and Signed)
12. _____ Label (Form D)
13. _____ One (1) Hard Copy of all Documents, and one (1) Digital Copy on CD or USB Drive

PROPOSAL SUBMISSION FORM
BOARD OF EDUCATION OF
Oak Park Elementary School District 97, Cook County Illinois

Proposal Description:

RFP
Device Refresh 2025

Option Zoom Meeting:

Friday, February 14, 2025 at 9:00 A.M. CST

Deadline for Questions and Clarifications:

Monday, February 17, 2025, at 4:00 P.M. CST

Proposal Submission Date and Time of Opening: Friday, February 28, 2025, at 3:00 P.M. CST

Submit your proposal to:

Michael Arensdorff
Chief Technology Officer
Oak Park School District 97 Administration Building
260 Madison Street, Oak Park, Illinois 60302

Presentations (If Necessary):

TBD (time to be determined)

Recommendation for vendor approval to BOE: (Tentative) April/May 2025

Fees for Services:

To be detailed in proposal submission

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its officers, employees, and agents, are not barred from submitting a proposal on this contract as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois *Criminal Code of 1961* (720 ILCS 5/33E-3, 33E-4), or as a result of a violation of any other law, rule, ordinance or regulation. The undersigned further certifies that he or she has read and understands the Proposal Documents and that his or her proposal is in compliance therewith.

The undersigned affirms that the documents and information provided in this proposal are true and complete. The undersigned further affirms that submission of this proposal constitutes an agreement to provide all services and comply with all requirements outlined in this RFP unless expressly disclaimed by the submitter in its proposal. Submitter specifically affirms that it is in compliance with and agrees to the requirements applicable to Intermediaries under Section G of the Procedures to Board Policy 4:30 (included in Exhibit A). Any disclaimer as to compliance with any service or requirement of the RFP must be clearly and separately labeled as a disclaimer.

By: _____

Firm Name: _____

Print Name: _____

Address: _____

Its: _____

City: _____

Telephone: _____

State: _____

Email Address: _____

Date: _____

Subscribed and sworn to before me
this __ day of ____, 20__.

Notary Public:

RFP #
Device Refresh 2025
PROPOSAL PRICE SHEET

PROPOSAL AWARD CRITERIA:

This proposal will be awarded to the most responsive, responsible Proposer meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Proposer agrees to provide the service described above and in the contract specifications under the conditions outlined in attached documents as listed.

TOTAL PRICE:

The Proposal price shall contain all pricing information relative to this solicitation.

Device Refresh 2025 total price.

\$ _____

Performance and Payment Bond

\$ _____

Authorized Representative's Signature

Date

Corporate Name of Respondent (printed)

Date

FORM A
Certificate Regarding Sexual Harassment Policy

_____ (Submitter) does hereby certify (pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (he, she, it) has adopted a written sexual harassment policy that includes at a minimum the following information (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois Law; (iii) a description of sexual harassment utilizing examples; (iv) internal compliant process including penalty; (v) the legal recourse, investigate and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided. Submitter further certifies that it will comply with the Illinois Human Rights Act implementing regulations required for all public contractors and included herein as Attachment to Form B.

By: _____
Authorized Agent of Submitter

Date: _____

Subscribed and sworn to before me this _____ day of

_____, 2019.

Notary Public

Illinois Human Rights Act Regulations

Contractor shall be required to comply with the following provisions only if and to the extent they are applicable under the law. The Contractor agrees to fully comply with the requirements of the *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et. seq.*, including, but not limited to, the provision of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. The Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans With Disabilities Act*, 42 U.S.C. Section 12101 *et. seq.*, and rules and regulations promulgated thereunder. The following provisions are included in this contract pursuant to the requirements of the regulations of the Illinois Department of Human Rights, Title 44, Part 750, of the Illinois Administrative Code (see 44 Ill. Admin. Code 750.20). As required by Illinois law, in the event of the Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the *Illinois Human Rights Act* or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulations. During the performance of this contract, the Contractor agrees as follows:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship status, physical or mental handicap or disability unrelated to ability, military status or an unfavorable discharge from military service, or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship status, physical or mental handicap or disability unrelated to ability, military status or an unfavorable discharge from military service, or arrest record status.

D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Lessor's obligation under the *Illinois Human Rights Act* and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligation thereunder.

E. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the *Illinois Human Rights Act* and the Department's Rules.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with *Illinois Human Rights Act* and the Department's Rules.

G. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting

agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

FORM B

Certificate of Eligibility to Contract

I, _____ (pursuant to Section 5/10-20.21 (b) of the *School Code*)

hereby certify that neither I, nor any of my partners, or officers or owners of (name of Entity)

_____.

1. Have been convicted in the past five (5) years of the offense of proposal-rigging under Section 33E of the *Illinois Criminal Code of 1961*, 720 ILCS 5/33 E-1 *et seq.* as amended;
2. Have ever been convicted of the offense of proposal-rotating under Section 33E-4 of the *Illinois Criminal Code of 1961*, as amended;
3. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or
4. Have made an admission of guilt of any of the above conduct which is a matter of record.

Furthermore, I certify that I, my partners, officers or owners of (name of business)

_____ and its affiliates have and will continue to collect and remit
Illinois Use Tax, to the extent required under the *Illinois Use Tax Act*, 35 ILCS 105/1 *et. seq.*

In certifying to the above, I hereby acknowledge that the school board may declare any contract awarded pursuant to this proposal void if this certification is false.

Date

Authorized Agent of Submitter

Subscribed and sworn to before me this _____ day of

_____, 2019.

Notary Public

FORM C

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ ☐ Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

FORM D
SUBMITTAL LABEL

Company Name:
Address:
City, State, Zip:

Device Refresh 2025

February 28, 2025, at 3:00 PM CST

Oak Park Elementary School District 97
Michael Arensdorff
Chief Technology Officer
Administrative Center
260 Madison Street
Oak Park, IL 60302

PLEASE CUT OUT AND AFFIX THIS LABEL TO THE OUTERMOST ENVELOPE OF YOUR SEALED ENVELOPE TO HELP ENSURE
PROPER DELIVERY

FORM E

No Solicitation Survey

Please Note: This form is only required if you are not submitting.

Title/Solicitation

No: _____

Reason for not submitting (Put a check on the line):

- _____ Not enough time to respond
- _____ Not our business
- _____ Do not provide this service
- _____ Could not get required insurance
- _____ Could not compete
- _____ Too busy right now
- _____ Could not meet Specification/Requirements
- _____ Could not get required bond

Other: _____

Suggestions: _____

Attachment A

Itemized and description of proposal and services as listed in the proposal including estimates for each phase with an estimate for the entire project.