

PELL CITY SCHOOL SYSTEM
Chromebook
BID # 22-01

1.0 GENERAL INFORMATION AND CONDITIONS OF BID

The Pell City School System is soliciting proposals for Chromebooks. Sealed bids will be accepted for Chromebooks hereinafter described and specified. All bids shall be in sealed envelopes when received and will be opened at the date and time specified. Bids will not be accepted after the time and date specified.

Pricing submitted by vendors should reflect the lowest total cost to the Pell City Board of Education. This bid requests pricing for the total quantity to be purchased upon award of the bid and pricing for additional Chromebooks above the award. Chromebook models and specs are given to describe the hardware considered best adapted to the Board of Education's intended use. All questions should be directed in writing to Matt Black, Technology Coordinator, 3105 15th Ave. No., Pell City, AL 35125 or matt.black@pellcityschools.net.

All vendors should thoroughly investigate this document in order to provide in their proposal sufficient substance for total evaluation. The proposal should include sufficient data to allow technical evaluation and cost computation of submitted proposal. It is not the policy of the Pell City Board of Education to purchase on the basis of low bid only. Quality, conformity with specifications, services available, purpose for which required, terms of delivery, and dates of delivery are factors, may be used to determine the low responsible bidder. A rubric is provided outlining factors considered most important to the PCBOE. The award will be made **in the best interest of the Pell City School System.**

Bidders providing services under this invitation to bid herewith assure the Pell City School System of their adherence to all provisions of the Alabama Competitive Bid Law. Bidders must abide by the provision of the Americans with Disabilities Act of 1990 and assure that, in connection with the performance of work under this agreement, they are an equal opportunity employer and do not discriminate on the basis of race, sex, creed, age, disability or national origin.

1.1 CALENDAR OF EVENTS

The Sealed Proposal process will be used in this acquisition. The calendar of events is as follows.

1. Release Request for Proposals (RFP): **Monday, April 11, 2022**
2. Deadline for receipt of Proposals: **2:00p.m. Tuesday, April 26, 2022**

NOTICE: LATE PROPOSALS WILL NOT BE ACCEPTED.

4. Submission of recommendation for Board Approval **Wednesday, May 11, 2022**
5. Board Meeting **Tuesday, May 17, 2022**

1.3 PROCEDURAL INSTRUCTIONS

The supplier, as a result of any discussion, with any Board of Education employee shall execute no negotiations, decisions, or actions. Only those transactions that are in writing from the Board of Education Purchasing Department may be considered as binding. The Board of Education will consider only those transactions from suppliers, which are in writing and signed by an authorized official.

The vendor's response to this RFP should be addressed to:

***Mr. Matt Black
Technology Coordinator
Pell City Board of Education
3105 15th Avenue North
Pell City, AL 35125***

Proposal should be marked Chromebook Hardware Bid #22-01

1.4 PROPOSAL SUBMITTAL

An original and one (1) copy of the proposal must be submitted.

Suppliers mailing proposals shall allow for normal mail time to insure the timely receipt of their proposal. Proposals submitted will become the property of the Board of Education. All costs associated with supplier's proposal shall be expressly the supplier's responsibility.

1.5 PROPOSAL CONTENTS

Any proposal submitted must contain the original and one copy of:

- (a) Vendor proposal marked Chromebook Hardware Bid #22-01
- (b) Technical Specifications for hardware proposed

1.6 PRICING DATA (COST DATA)

Pricing data submitted by suppliers must reflect extended and total lowest cost to the Board of Education for a finished product. **Bidders must use pricing grid format to submit the proposed cost for hardware requested.**

WARNING: Bidders are cautioned to check quantities, units and prices carefully. No errors will be corrected after bids are opened. It is the bidders responsibility to fully understand the bid document in order to submit accurate pricing.

1.7 PROPOSAL OPENING

All proposals are due in at the Purchasing Department of the Board of Education on 3. or before **2:00p.m. Tuesday, April 26, 2022** local Central Time.

LATE PROPOSALS WILL NOT BE ACCEPTED.

1.8 REJECTION AND/OR ACCEPTANCE OF PROPOSAL

The Board of Education reserves the right to reject any portion of any or all proposals received by reason of this request. Acceptance shall be at the sole discretion of the Board of Education as determined to be ***in the best interest*** of the Board of Education. The Pell City Board of Education reserves the right to determine low bid by item or by total bid. The Board of Education does not intend to pay for information solicited prior to entering into a contract with the successful vendor(s). Past services will be used in the evaluation of the bid.

The Board of Education reserves the right to waive technicalities and minor irregularities in proposals at its sole discretion. Grounds for the rejection of a proposal include, but shall not be limited to:

- (a) Failure of a proposal to conform to the required specifications of the solicitation;
- (b) A Proposal imposing conditions which would modify the terms and conditions of the solicitation;

- (c) A Proposal to limit the supplier's liability to the Board of Education beyond the solicitation requirements;
- (d) Proposals received that are determined to be from suppliers who are not responsible;
- (e) Unsigned Proposals;
- (f) All documents with a signature line must be signed and returned. Signature must not be in pencil.

1.9 TERMS AND CONDITIONS

- 1.9.1 The Laws and Constitution of the State of Alabama and St. Clair County, AL govern this request for proposals and any subsequent contract award.
- 1.9.2 During the period of the contract, and/or renewals, no changes will be permitted in any of the conditions and specifications unless the supplier receives written approval from the Board of Education through the Purchasing Department.
- 1.9.3 Any bid award is subject to cancellation if any part of the general or item specifications are not met, or it is determined that the successful bidder or his product is not serving the best interest of the schools.
- 1.9.4 All prices as quoted in the bidder's responses must not increase but may decrease during the life of the bid. Pricing must be for new materials only.
- 1.9.5 The Pell City Board of Education reserves the right to determine the lowest bid by item or by total bid.

2.0 Hardware Specifications (45 points)

Chromebook the same or better than HP Chromebook 11MK G9 Education Edition (MT8183)

- **2 GHz Chrome OS 64 (Google Chrome OS Management Console licensing should either be included in price or broken out.)**
- **4 GB RAM**
- **32 GB eMMC**
- **11.6" SVA 1366 x 768 (HD)**
- **Mali G72 MP3**
- **WiFi 5**
- **Bluetooth**
- **3 year warranty**

Proposed Equivalent: Manufacturer _____ Model _____ (attach technical specifications)

Factor	Unit Price (1)	Extended Price (250)	Google Chrome OS Management Console Licensing (if priced separately)
Price: 250 + Chromebooks (worth up to 20 points)			

3.0 Service Factors to be Considered

With the exponential increase in instructional activities dependent upon technology, it is imperative that equipment is available in the classroom. The PCBOE recognizes that some issues are expected and has decided to include warranty and service when determining the lowest responsible bidder. Please respond to the questions below. If responses to a question are not complete no points will be awarded.

- A. Where is company office located? _____
Distance from PCBOE: _____ miles
- B. Does the company have a repair facility at the same address as listed above?
Yes ___ No ___
If no, what is the address of the company's nearest repair facility? _____
Distance from PCBOE: _____ miles

- C. Does this repair facility have a full-time tech to conduct repairs? Yes ___ No ___
- D. Does this repair facility maintain inventory of parts needed for the proposed model of equipment in this bid? Yes ___ No ___
- E. Does the company offer on-site repairs and/or hardware pickup?
On Site Repairs _____ Pickup _____
- F. If yes to on site repairs, what is the average response time for technician to arrive at PCBOE after repair ticket is completed? Mark answer below.
 - o 1-2 business days
 - o 3-6 business days
 - o 7-10 business days
 - o 11-14 business days
 - o 15 or more business days
- G. If yes to hardware pickup from PCBOE for warranty repairs, what is the average response time for technician to arrive at PCBOE to pickup equipment for repair at repair facility or return to manufacturer? Mark answer below.
 - o 1-2 business days
 - o 3-6 business days
 - o 7-10 business days
 - o 11-14 business days
 - o 15 or more business days
- H. For repairs that cannot be handled on-site or at the repair facility, company will take care of returning equipment to manufacturer for repair or replacement. System is not responsible for shipping charges or time/labor for packing return.
- I. For returns to manufacturer, what is the average turn around time from the time the equipment is received at manufacturer? Mark answer below.
 - o Less than 5 business days
 - o 5-9 business days
 - o 10-14 business days
 - o 15 or more business days

4.0 Vendor Experience

- A. Has this company sold computer equipment to Pell City Board Of Education within the last 3 years? Yes ___ No ___
- B. If yes, how many years has this company made equipment sales to Pell City Board of Education? _____
- C. Is this company part of the Alabama Joint Purchasing Program? Yes ___ No ___
- D. Has this company been sold or merged in the last 5 years? Yes ___ No ___
If yes, explain.

5.0 Evaluation of Bids

Factor	Points Available
Hardware Specifications Met	45 points
Hardware Pricing	Up to 20 points
Service – Distance from PCBOE	Up to 5 points
Service – Repair Options	Up to 10 points
Service – Response Time	Up to 10 points
Vendor Experience	Up to 10 points
Total Points	Up to 100

6.0 SIGNATURES AND ASSURANCES

I, _____ (name), authorized agent of

_____ (company), have read the above conditions and
provisions of this request for proposal. I do hereby attest to the accuracy of the information
provided.

Address: _____

Phone: _____ Fax: _____

Company Official Signature: _____