

**DAVIDSON COUNTY SCHOOLS**

REQUEST FOR PROPOSAL # Chromebook Carts 18-19

FOR

Chromebook Carts

SEALED PROPOSALS TO BE DELIVERED TO THE

DAVIDSON COUNTY SCHOOLS

2065 E Holly Grove Road, Suite A

Lexington, NC 27292

**NO LATER THAN: December 18, 2018 at 2:00 PM.**

ALL PROPOSAL ENVELOPES SHALL BE CLEARLY  
LABELED WITH THE ABOVE INFORMATION

## NOTICE INVITING PROPOSALS

### PC Bid

#### RFP # Chromebooks Carts 18-19 REQUEST FOR PROPOSAL No. Chromebook Carts 18-19

Notice is hereby given that the Davidson County Schools, (DISTRICT), will receive sealed proposals up to but no later than 2:00 PM on **Tuesday, December 18th** for:

#### ***Request for Proposal (RFP) No. Chromebook Carts 18-19.***

The DISTRICT is seeking to purchase 25 Chromebook Carts. Request for Proposals shall be delivered and addressed to the DISTRICT, Technology Department Office, ATTN: Keith Koonts, 2065 E Holly Grove Road, Suite A, Lexington NC 27292 and shall be labeled “**RFP No. Chromebook Carts 18-19**”, **December 18 @ 2:00 PM**. Any Bidder who wishes their proposal to be considered is responsible for making certain that their proposal is received in the Technology Department by the proper time. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered unless specified. Proposals received after the scheduled Submittal Deadline will be returned unopened. It is the responsibility of the Bidder to see that any proposal submitted shall have sufficient time to be received by the Technology Department before the Submittal Deadline. Late proposals will be returned to the Bidder unopened. The receiving time in the Purchasing Office will be the governing time for acceptability of proposals. **Proposals must bear original signatures and figures.**

The DISTRICT reserves the right to accept or reject any or all bids or combination of bids and to waive any informality in bidding as deemed to be in the best interest of the DISTRICT. No objections concerning the application, meaning, or interpretation of these specifications will be considered after the opening of the subject proposals.

Davidson County Schools

### **INTRODUCTION**

The Davidson County Schools seeks proposals for the equipment as described herein. The District is a public school district of the State of North Carolina located in Lexington, North Carolina with an enrollment of approximately 20,000 students in 36 schools.

The District is interested in seeking equipment proposals for 25 Chromebook Carts meeting the specs listed below.

#### **I. Device Specifications**

##### **A. Project Background**

The District has plans to purchase 25 Chromebook Carts for classroom use. The District is interested in seeking equipment proposals for 25 Chromebook Carts meeting the specs listed below.

##### **B. Chromebook Cart Specifications**

**1. Hardware Specifications:**

- Black Box Model: LCC30H-AC
- Ship fully-assembled.
- Cable Management for power cords.
- Locking front doors.
- Removable, locking back access panel.
- Large locking casters.
- UL-approved.
- Adjustable shelves.
- Shelves adjusted to fit selected Chromebooks.
- Power strips and timer are included with cart.
- Primary power cord has a right-angle plug for connection to a wall outlet.
- Storage for 30 devices.
- Two stationary wheels.
- Padded shelves to protect devices.
- Lifetime Warranty on cart.

**2. Delivery Parameters:**

- a. **Lift gate Service Delivery:** All 25 Chromebook Carts to be delivered to their corresponding school site, by February 8, 2019. For school site addresses please visit our district webpage [www.davidson.k12.nc.us](http://www.davidson.k12.nc.us)
- b. All sites are in communities with a 7% tax. See the school site breakdown below:

1. Brier Creek Elementary	1
2. Northwest Elementary	1
3. Churchland Elementary	1
4. Davis-Townsend Elementary	1
5. Denton Elementary	1
6. Fair Grove Elementary	1
7. Friedberg Elementary	1
8. Hasty Elementary	1
9. Friendship Elementary	1
10. Midway Elementary	1
11. Pilot Elementary	1
12. Reeds Elementary	1

13. Silver Valley Elementary	1
14. Southmont Elementary	1
15. Southwood Elementary	1
16. Tyro Elementary	1
17. Wallburg Elementary	1
18. Welcome Elementary	1
19. Technology Department	7

**Grand Total      25**

**II. PROCUREMENT SCHEDULE**

First Advertisement Run Date	December 4, 2018
Deadline for Questions from Proposers	December 11, 2018
Proposal Due Date	December 18, 2018
Expected Date for Contract Award	January 7, 2019

**III. INSTRUCTIONS FOR PROPOSERS**

**A. Examination of Proposal Package and Questions.**

1. Proposers should closely examine and thoroughly analyze all the documents in this Request for Proposal # Chromebook Carts 18-19 (“Proposal Package”).
2. Questions or requests for clarification of these documents, and of bid conditions and specifications generally, must be submitted in writing to the District individual identified in the Notice Inviting Proposals or entered into the “Questions” link found on the District’s websites at [www.davidson.k12.nc.us](http://www.davidson.k12.nc.us) prior to the deadlines specified in the Procurement Schedule.
3. Any interpretation or correction of the Proposal Package will be made solely by means of written addendum(s) issued by the District. Each Proposal shall include specific acknowledgment in the space provided of receipt of addenda issued during the solicitation period. Failure to do so may result in the Proposal being rejected as non-responsive.
4. A copy of addendums will be posted on the District’s website at [www.davidson.k12.nc.us](http://www.davidson.k12.nc.us) within the Request for Proposals section. No person is authorized to make any oral interpretation of any provision in the contract documents to any Proposer, and no Proposer is authorized to rely on any such unauthorized oral interpretation.
5. Proposers are hereby placed on notice that they may not contact any other District employee, officer or representative regarding this Proposal and the District shall not be bound by any communication regarding the Proposal process other than the regular mail

or email notification process described above.

**B. Preparation and Submission of Proposal.**

1. All Proposals shall be submitted in sealed envelopes bearing on the outside of the sealed envelope the name of the Proposer and name of the project for which the Proposal is submitted, including the “Request for Proposal # Chromebook Carts 18-19.”
2. Any Proposal received after the scheduled closing time for receipt of Proposals will be rejected as untimely and returned to the Proposer unopened.
3. Parties submitting Proposals are solely responsible for complying with Proposal submission deadlines and Proposal packet identification requirements. The District will not be responsible for untimely Proposal packet submissions or Proposal packets that are not properly identified as required above.
4. Any Proposal submitted that fails to conform to this Proposal Package, and all related documents, may be rejected in the sole and complete discretion of the District.

**C. Cancellation, Rejection, Waiver of Informalities.**

1. The District reserves the right to waive any immaterial irregularities in Proposals or to deem Proposals non-responsive based on any irregularity, regardless how minor, in its sole and complete discretion.
2. The District reserves the right to reject any or all Proposals, in its sole and complete discretion.
3. The District reserves the right to cancel this Proposal Package at any time.

**D. Erasures, Inconsistent or Illegible Proposals.**

1. The Proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the signature of the person signing the Proposal.
2. In the event of inconsistency between words and figures in the Proposal price, words shall control figures.
3. In the event the District determines that any Proposal is unintelligible, inconsistent or ambiguous, the District may reject such Proposal as not being responsive to the invitation to Proposal. No erasures or corrections may be made after the scheduled closing time for receipt of Proposals.

**E. Modifications.**

Changes or additions to the Proposal form, recapitulations of the work, alternative proposals, or any other modifications of the Proposal form that is not specifically called for in the RFP documents may result in the District’s rejection of the Proposal as not being responsive to the Proposal Package. No oral or telephonic modification, if any, will be considered.

**F. Signature.**

The required Proposal forms must bear the original signature in longhand of the person duly authorized to sign and submit such documents on behalf of the party submitting the Proposal.

**G. Non-Discrimination.**

It is the policy of the District that in connection with all work performed under the contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, marital status, sexual orientation, physical disability, mental disability, or medical condition. The vendor agrees to comply with applicable Federal and North Carolina laws including, but not limited to, the North Carolina Fair Employment and Housing Act.

**MISCELLANEOUS INSTRUCTION AND CONDITIONS**

- 1. Iran Divestment Act Certification form must completed and returned with bid or bid will not be accepted.**
2. All proposals must be typed or written in ink. Corrections may be made but must be initialed in ink by the person signing the Proposal. No oral or telegraphic modification will be considered. Proposals cannot be changed after they have been received.
3. All proposals must bear the company name and be signed by a legally responsible person. Obligations assumed by such signature must be fulfilled.
4. The successful company must save, keep, hold harmless and fully indemnify the District and its officers or agents from all damages or claims for damages, costs or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights, copyright or trademark of any person or person in consequence of the use of the District or items supplied under this proposal.
5. Companies, if requested, must be prepared to present evidence of experience, ability, and financial standing necessary to meet satisfactorily the requirements set forth or implied in this proposal.
6. Companies must bear all costs in developing and submitting the proposal to the District.
7. Companies who do not wish to submit a proposal are asked to return the RFP indicating "no proposal."
8. It is mutually understood that no alteration or variation of the terms of this RFP shall be valid, unless made or confirmed in writing by the District.
9. No Company may withdraw its proposal for a period of ninety (90) days after the date set for opening of proposals and the District will act to accept or reject the proposal within that period of time.
10. Proposals must be sealed and filed with the District at the address shown above on or before the time and date specified in the Notice Inviting Proposals. Envelopes must be plainly marked "Proposal-Chromebook Cart Bid # Chromebook Carts 18-19 RFP." Proposals will be opened at the date and time specified in the Notice Inviting Proposals. Proposals shall not be accepted after the date and time specified and shall be returned to the company unopened.
11. It is the purpose of this document to obtain as complete data as possible from each prospective company to enable the District to determine which company, if any, is best able to serve the District, its students and staff.
12. Proposals must be prepared simply and economically, providing a straightforward, concise description of the company's capabilities to satisfy the requirements of the District. Emphasis should be on completeness and clarity of content.
13. All Proposals shall be limited to 25 pages in length. Each Company must include an original and four (4) copies of Proposal.

14. Organizations may withdraw their Proposal, either personally or by written request, at any time prior to the closing time for the receipt of Proposals.

**H.** If selected, it is expected that 25 Chromebook Carts, with the specifications listed above, will be delivered, ready for deployment, by February 8, 2019.

### **CONTENTS OF PROPOSAL SUBMISSION**

**I. Cover Letter Identifying the Firm and Its Business.**

Include name of Company, address, telephone number, and fax number, type of Company (i.e., corporation, partnership, etc.), North Carolina Registration Number and name of principal contact. Provide a brief history of the organization, including: (1) number of years in business; (2) senior member(s) and length of association; and (3) whether the organization has gone by a different name while under substantially the same management.

**J. Completed Proposal Form.**

**K. List of References.**

1. Provide a list of all educational institutions currently being served by Proposer or that have been served by the Proposer within the last five (5) years. Include with each reference a list of the enrollment for each institution. Include names and telephone numbers of individuals the District may contact for each reference.
2. All Proposers must include a list of references when submitting their Proposals. References are to be listed on the Statement of Experience section of the Proposal Package.
3. The District may contact one or more customers of a party submitting a Proposal for reference-checking purposes. At its option, the District may choose to eliminate any or all Proposals from further consideration after evaluation of references.

### **IV. PROPOSAL EVALUATION CRITERIA AND SCORING SYSTEM**

**A.** Awards will be made to the lowest responsible bidder(s) whose bid or proposal meets the requirements and criteria set forth by the school system, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. Contracts shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority.

1. Organizational Strength (Up to 20 points).
  - (a) Experience in performance of comparable work or delivery of comparable goods
  - (b) References
2. Proposal submission - quality (Up To 20 points)
  - (a) Conformance, and completeness relative to the description given in the RFP
  - (b) Compliance with Technical Requirements

3. Production/Inventory/Deliver (Up to 25 points)
    - (a) Ability to deliver 25 Chromebook Carts, with the specifications listed above by February 8, 2019.
  4. Price Proposal (Reasonableness of Cost) (Up to 35 points)
    - (a) Price for \_\_\_\_\_.
- (For a total 100 points possible)

**B. DETERMINING THE SUCCESSFUL COMPANY**

1. The Davidson County Schools reserves the right to accept any proposal which it deems most favorable to the interest of the District and to reject any or all proposals or any portions of any proposal submitted which, in its sole opinion, is not in the best interest of the District.

**REQUEST FOR PROPOSALS # Chromebook Carts 18-19**

**Chromebook Cart Bid**

**Davidson County Schools**

Proposals will be received until date and time specified in Proposal Package.

TO: Davidson County Schools

In compliance with your request for Proposals, and in strict accordance with the plans and specifications, the undersigned hereby proposes to furnish Chromebook Carts Bid equipment to the District the following sum:

Chromebook Cart Equipment Bid	\$ _____
Taxes	\$ _____
Shipping/Freight	\$ _____
<b>TOTAL BID INCLUDING ALL LINES ABOVE</b>	<b>\$ _____</b>

All costs associated with delivery of these services including, without limitation, all equipment and personnel costs and all federal, state and local taxes are included in the Proposal Price.

**PROPOSAL FORM (Continued)**

All Proposals shall be clearly and distinctly written and submitted WITHOUT ERASURES OR INTERLINEATIONS.

The undersigned agrees that upon written notice of the acceptance of his Proposal, he will execute the Agreement in accordance with the Proposal.

The undersigned has carefully examined the specifications of the equipment and is familiar with the specifications for this project and acknowledges their sufficiency. The specifications are provided primarily as a guide to the vendor as to the nature and scope of the work and are not to be construed as limiting the vendor in his responsibility to Proposal on this Computer Bid.

Addenda Acknowledgment: The undersigned acknowledges receipt of the following Addenda: Number \_\_\_\_\_, Dated \_\_\_\_\_; Number \_\_\_\_\_, Dated \_\_\_\_\_

The undersigned has checked carefully all of the above figures and understands that the District will not be responsible for any errors or omissions on the part of the undersigned in making up this Proposal and that all Proposals may be held for not more than ninety (90) days.

Time is of the Essence: It is understood and agreed that the Agreement Effective Date shall begin with District approval of the Agreement scheduled for January 7, 2019.

(If a Corporation, the Proposal must be signed by the President and the Secretary or other duly authorized officials.)

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor's License No.: \_\_\_\_\_

Federal I.D. No.: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

**“NON-COLLUSION AFFIDAVIT”**

(To be executed by the Proposer and submitted with the Proposal.)

**Project: Chromebook Cart Bid**

**Request for Proposals No. Chromebook Cart 18-19**

I, \_\_\_\_\_, declare as follows:

That I am the \_\_\_\_\_, of \_\_\_\_\_, the party making the foregoing Proposal, that the Proposal is not made in the interest of, or on the behalf of, any undisclosed person, partnership, company, association, organization, or corporation, that the Proposal is genuine and not collusive or sham, that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham Proposal, or that anyone shall refrain from proposing, that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her Proposal price or any breakdown there, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, Proposal depository or to any member or agent thereto to effectuate a collusive or sham Proposal.

Any person executing this declaration on behalf of a Proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Proposer.

I declare under penalty of perjury under the laws of the State of North Carolina that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 2019, at \_\_\_\_\_, North Carolina.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**STATEMENT OF EXPERIENCE**

Davidson County Schools

Request for Proposals #**Chromebook Carts 18-19**

1. Name of Firm: \_\_\_\_\_

2. Address of Firm: \_\_\_\_\_

3. Telephone: \_\_\_\_\_ Age of Firm: \_\_\_\_\_

Fax: \_\_\_\_\_ License: \_\_\_\_\_

4. Type of Organization: \_\_\_\_\_

Officers or Principals of Firm:

NAME	ADDRESS	PHONE #
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_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Have you ever failed to complete any work awarded to you? \_\_\_\_\_

If so, note when, where and why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Experience record of key staff:

NAME	POSITION	YEARS EXP.
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_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Firm Experience:

Please describe the experience your firm has with the Project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Please indicate the earliest date that your firm can have 25 Chromebook Carts prepped, and delivered to our district.

\_\_\_\_\_

9. Please list specific experience your firm has with the Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. References:

Name of Contact \_\_\_\_\_  
Company \_\_\_\_\_  
Project \_\_\_\_\_  
Phone # \_\_\_\_\_

Name of Contact \_\_\_\_\_  
Company \_\_\_\_\_  
Project \_\_\_\_\_  
Phone # \_\_\_\_\_

Name of Contact \_\_\_\_\_  
Company \_\_\_\_\_  
Project \_\_\_\_\_  
Phone # \_\_\_\_\_

Name of Contact \_\_\_\_\_  
Company \_\_\_\_\_  
Project \_\_\_\_\_  
Phone # \_\_\_\_\_

I, (name) \_\_\_\_\_, declare that as (title) \_\_\_\_\_ of (company) \_\_\_\_\_, I am the party making the Statement of Experience and that I have read such statement and know the contents thereof. The same is true of my knowledge.

I declare under penalty of perjury under the laws of the State of North Carolina that the foregoing is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_