



**Nampa School District No. 131
Technology Services
Invitation to Bid: Higher Ground Laptop/Tablet Sleeves
May 2018**

Nampa School District Technology Services is seeking bids from authorized sellers of Higher Ground laptop/tablet cases and accessories, for the goods described herein.

General Conditions & Requirements

1. Bids will be accepted by Nampa School District No. 131 until 2:00 pm local time Thursday, May 31, 2018 for a **Higher Ground Laptop/Tablet Sleeve**. Bids should be sent to:

Clerk of the Board
Nampa School District No. 131
619 South Canyon St.
Nampa, ID 83686

All bids should be submitted in a sealed envelope or other container. Such envelope/container should be clearly marked "**Bid: Higher Ground Laptop Sleeve.**" A cut-out label is provided for bidder convenience with this packet; bidder may or may not use this label at its own discretion. Bids may also be submitted in person at the address listed. Bidders are encouraged to verify receipt by the District of any bid.

Bids received after the stated date and time will not be considered and will be returned unopened to the sender. Bids may be withdrawn or amended prior to the due date and time, either in person or by written request. No bid may be withdrawn after the time of opening.

At the stated date and time, the bids will be publicly opened. Bids will be evaluated and a recommendation for purchase award made to the Board of Trustees.

2. Questions regarding bid procedures or specifications must be received by the District by 5:00 pm local time, Thursday, May 24, 2018. Questions may be submitted

by email to:
bids@nsd131.org

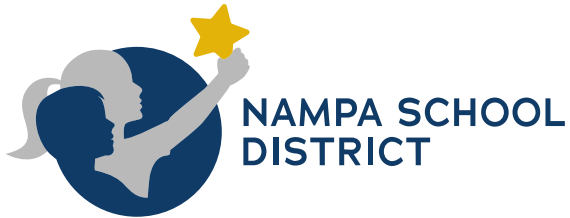
by postal mail to:
Nampa School District No. 131
619 South Canyon St.
Nampa, ID 83686
Attn: Scott Jacobsen

Any inquiry should be clearly identified as pertaining to this invitation to bid.

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www.nsd131.org





All submitted inquiries and subsequent responses will be publicly posted on the District's website as an Addendum to the bid specifications. This addendum document may be found on the District website at <https://goo.gl/QfLjDJ>; interested parties are encouraged to regularly check for addendum updates, as notification of updates will not necessarily be provided to any party.

3. In submitting a bid, a bidder represents that it has read and understands the requirements for the goods and/or services being requested, including applicable laws and regulations. The failure of any bidder to examine any form, addendum, or other document shall in no way relieve the bidder from any obligations with respect to the bid or any resulting contract.
4. Bid pricing shall include all applicable shipping, handling, installation, labor, and other costs necessary to deliver the merchandise to the District, at an address to be specified by the District. Bid pricing should not include any sales, excise, or other taxes from which the District would be exempted.
5. The bid must be signed, in ink, by a representative of the bidding company who is authorized to legally obligate the bidder.
6. Bid pricing is to be held firm for sixty (60) days from the submission deadline.
7. The District reserves the right to accept or reject any and/or all bids or portions thereof, and to waive any technicality should such be deemed in the best interest of the District.
8. Objections to specifications or procedures or protests of award may be lodged as stipulated under Title 67, Chapter 28, Idaho Code. Written objections to specifications or procedures must be received by the Clerk of the Board no less than one (1) business day prior to the date and time at which bids are due. A bidder who wishes to object to the project award must do so within seven (7) calendar days of the posting of the award. This objection should be submitted to the District's coordinating party as listed in the publicly posted bid documents. This objection must set forth the express reasons(s) for the objection and why the award has been made in error. Upon receipt of a proper objection, the governing party for the bid in question will stay its award decision and any procurement under the award until it has addressed the particular objection(s) submitted. This governing party will review its decision and will determine to (1) affirm the award, (2) modify the award, or (3) repeat the bid process, setting aside its award, and will set forth the reasons therefor. After completion of the review process, the District may proceed as it deems in the best interest of the District.

Bid Specifications & Requirements

1. The District is seeking two proposals and one optional add for Higher Ground Gear laptop/tablet sleeves as specified and in the quantities herein listed. The District intends to select one proposal deemed most advantageous to the District, with consideration to pricing and promised delivery. The Optional Add will be considered for award separately and in the context of available budget for the purchase; the final award decision with respect to pricing will take into account the total cost of the purchase order to be issued.

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2. Bids should be returned using the accompanying bid form. Bidder may write, in ink, or type its response; this bid form may also be downloaded in Excel format from the District website folder for this bid, found at <https://goo.gl/QfLjDJ>. The bid form should be filled in completely.
3. Each proposal must include estimated delivery date(s) based on a June 13, 2018 expected order date.
4. The proposed bag must be delivered to the District no later than August 15, 2018. All quoted prices must include freight costs F.O.B. Nampa, Idaho, to an address of the District's choosing. Freight costs may be included with the bag price or listed separately.

Proposal 1: Higher Ground Flak Jacket Slim 11" Laptop/Tablet Sleeve

Quantity: 8000

The offered bag must meet the following specifications:

- Sleeve style case
- Sized for 11.6" Devices (HP Probook x360 G1 11 EE and Dell Latitude 3189)
- Vertical loading
- Corrugated plastic stiffener
- Shock absorbing foam
- Frontal and perimeter protection
- Grey polyester exterior with orange highlights
- Hydrophobic coating
- Loops/connectors for strap attachment
- ID Window
- Integrated hand grip

The described case may be viewed on the manufacturer's website at <https://hggear.com/collections/laptop-cases/products/flak-jacket-slim>

Proposal 2: Higher Ground Capsule Laptop/Tablet Sleeve

Quantity: 8000

The offered bag must meet the following specifications:

- Sleeve-style case
- Sized for 11.6" Devices (HP Probook x360 G1 11 EE and Dell Latitude 3189)
- Vertical loading
- Thermoformed EVA material
- Grey exterior
- Hydrophobic coating

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- Loops/connectors for optional pocket
- Loops/connectors for shoulder strap
- ID Window
- Single carrying handle

The described case may be viewed on the manufacturer's website at
<https://hggear.com/collections/sleeves/products/capsule>

Optional Add 1: Higher Ground Shoulder Strap for Flak Jacket/Capsule

Quantity 4000

The offered strap must meet the following specifications:

- Grey polyester material
- Padded shoulder area
- Length adjustable
- Must attach to either bag offered under Proposal 1 or Proposal 2 above

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Technology Services
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May 2018

BID FORM

Please use shaded areas below to insert necessary notes

BIDDER NAME:

Proposal 1: Higher Ground Flak Jacket Slim 11" Laptop/Tablet Sleeve **Quantity 8000**

Price Per Sleeve \$ _____

Added Shipping & Handling \$ _____

Total Bid Amount, Proposal 1 \$ _____

Anticipated lead time, days _____

Proposal 2: Higher Ground Capsule Laptop/Tablet Sleeve **Quantity 8000**

Price Per Sleeve \$ _____

Added Shipping & Handling \$ _____

Total Bid Amount, Proposal 2 \$ _____

Anticipated lead time, days _____

Optional Add 1: Higher Ground Shoulder Strap for Flak Jacket/Capsule Sleeve **Quantity 4000**

Price Per Sleeve \$ _____

Added Shipping & Handling \$ _____

Total Bid Amount, Optional Add 1 \$ _____

Anticipated lead time, days _____

In submitting this offer, bidder affirms it can furnish the requested items to Nampa School District no later than August 15, 2018, except as noted.

Authorized Signature _____

Printed Name _____

Title _____

Date _____

Sealed Bid Label—Cut Out

This label may be cut out along its border and affixed to the sealed envelope/package, to assist the bidder with the proper submission of its sealed bid. Use of this label is not required; it is provided as a convenience to bidders. If the label is not used, bidders should take care to see that the envelope or container is clearly marked with its company name and return address, properly addressed for delivery, featuring the title of the proposal being submitted as well as the words “Sealed Bid – Do Not Open” prominently marked on the container.

Should the sealed envelope or other container be enclosed within a shipper’s container, the outside of said shipper’s container should be marked with “Sealed Proposal Enclosed”.

No responsibility will attach to the school district or any district employee for the pre-opening of, post opening of, or the failure to open a proposal not properly addressed and identified.

<p><i>Bidder Name & Address</i></p> <hr/> <hr/> <hr/> <hr/> <p>SEALED PROPOSAL – DO NOT OPEN Bid: Higher Ground Laptop/Tablet Sleeve Opening date/time: May 31, 2018 at 2:00 pm</p> <p>Tammy Wallen, Clerk of the Board Nampa School District 619 S. Canyon Street Nampa, ID 83686</p>
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