



SUPERINTENDENT OF SCHOOLS
DR. MARK SCOTT

BOARD MEMBERS
FRED WILSON, CHAIRMAN

HELEN HUGHES, VICE CHAIRMAN
HOKE MORROW
BRYAN UPSHAW

DAVE CROCKETT
LORI JOHNSON
DR. RICK UNRUH

Date Released: October, 07, 2021

Bid Number: 22-016

Bid Name: Chromebooks

The Houston County School District is soliciting bids for Chromebook & professional services. Specifications, terms and conditions are contained herein. It shall be the intent and purpose of this Invitation to Bid (ITB) to cover the terms and conditions under which a successful Bidder shall be responsible to supply and deliver all products listed on the Bid Response Form to the Houston County School District.

BID DUE DATE/TIME/LOCATION: October 27, 10:00 AM EST
Purchasing Department, 200 Jerry Barker Drive, Warner Robins, GA 31088

RETURN BID Via: Mail or hand deliver. Return Attachments A, B, and C with your Bid Response Form to the Buyer listed below. Emailed bids, faxed bids, or copying and pasting of the Bid Response Form into another document will not be accepted.

All Bids and supporting documentation must be enclosed in a sealed envelope and marked "ITB # 22-016, Bid Due Date/Time: October 27, 2021 10:00 A.M. EST."

The Houston County School District is not responsible for bids that are not received by the Buyer in the Purchasing Department at the address below by the due date and time. Late bids will not be considered in bid evaluation.

Questions deadline (in writing only) October 15, 2021, 2:00pm EST submitted to Renee.Langston@hcbe.net
Questions will be posted on www.hcbe.net/purchasing on October 20, 2021 2:00pm EST.

Bids shall be submitted to the attention of the Buyer at the address listed below.

****Our district will be closed October 11-15 for Fall Break.**

L. Renee Langston, CPPB
200 Jerry Barker Drive
Warner Robins, GA. 31088
Phone: (478) 988-6211 ext. 4
Fax: (478) 988-6212
Email: Renee.Langston@hcbe.net

PURCHASING
200 JERRY BARKER DRIVE
WARNER ROBINS, GA 31088
(478) 988-6211 FAX (478) 988-6212

WWW.HCBE.NET

CENTRAL OFFICE
P.O. Box 1850
PERRY, GA 31069
(478) 988-6200 FAX (478) 988-6259

1. GENERAL INFORMATION FOR BIDDERS

- A. From the issue date of this Invitation to Bid (ITB) until an award has been announced, Vendors shall not communicate with any HCSD employee, with the exception of the name stated on page one of this document or the Director of Purchasing, concerning this ITB or any information herein. The Houston County School District reserves the right to reject the bid response of any Bidder violating this provision.
- B. Whenever the terms “shall,” “must,” “will,” or “is required” are used in this ITB, the item being referred to is a mandatory requirement of this ITB and failure to meet any mandatory requirement may be cause for rejection of the bid.
- C. Contracts are non-exclusive as the HCSD reserves the right to purchase any products from any Vendor at any time.
- D. All amendments, addendums, and responses to questions will be posted on the HCSD website at www.hcbe.net , click on “Departments,” “Purchasing.” HCSD is not responsible for information not viewed by bidders, as it is the vendor’s responsibility to check the website regularly.

2. BIDS

- A. The HCSD reserves the right to:
 1. waive formalities and technicalities in any bid.
 2. reject any and/or all bids when it will be in the best interest of the HCSD.
 3. accept the bid that in HCSD’s judgment will be in our best interest.
 4. purchase from any source, in part or in whole, any supplies, equipment or services.
 5. award on individual items or on a lump sum basis.
 6. award this bid to the Vendor who in the HCSD's opinion is most responsive and responsible and will perform in the best interest of HCSD.
- B. Price alone may not be the determining factor in award of this bid.
- C. The Bidder may give bids on any one or more items and must specify brand/manufacturer when requested. No substitutes will be accepted after the bid is awarded without prior written approval from the Director of Purchasing.
- D. In the event of one or more Vendors quoting the exact same price and this being the lowest price bid, the tie will be broken by a coin toss conducted by someone other than the buyer responsible for this ITB.
- E. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- F. The HCSD will not be responsible for any bid responses not received at the correct time/location prior to bid due date/time. It is the responsibility of the Vendor to insure bids are received at the proper time/location regardless of delivery method.
- G. Bids cannot be modified after due date/time. Care should be taken to ensure that information provided is accurate, complete, and consistent. Omission of any of the required information may subject the Bidder to disqualification. The HCSD reserves the right to request information or respond to inquiries for clarification purposes only.
- H. Bidders may withdraw bids at any time up to the scheduled time for receipt of bids. Bidders desiring to withdraw their bid may do so by submitting a request in writing to the Buyer listed on page one of this document. Bidders may resubmit bids provided it is prior to the scheduled time for receipt of bids.

- I. Any Bidder who has demonstrated consistently poor performance with HCSD or other similar entities or has had a contract canceled by HCSD due to poor performance during a current or previous Agreement with the HCSD may be considered a non-responsible Bidder and their bid may be rejected. The HCSD reserves the right to exercise this option as is deemed to be in the best interest of the HCSD.
- J. Once a bid is awarded, if the awarded Bidder declines their award, the Bidder will be considered a non-responsible Bidder and future bids may be rejected for up to three years.

3. PRICE

Prices quoted shall include all costs and charges to include, but not limited to, purchasing, packing, services described herein, and transporting the item(s) to specified location(s). HCSD is exempt from State Sales Tax and Federal Excise Tax. All fees shall be included in the bid price. Bidders must bid based on the bid unit listed using in the Bid Response Form(s) included with this ITB. HCSD reserves the right to reject the bid response of any Bidder violating this provision. Prices bid must remain valid for the duration of the contract.

4. PRICE GUARANTEE

Vendors are required to include the length of time their price(s) quoted are guaranteed.

5. QUESTIONS

Questions regarding this Invitation to Bid shall be directed in writing only to the Buyer listed on page one of this document. All questions and answers will be posted on the HCSD website as they are received at www.hcbe.net under “Departments,” “Purchasing”. It is the responsibility of each Bidder to inquire about any aspect of the ITB that is not fully understood or is believed to be susceptible to more than one interpretation. The HCSD will accept only written inquiries regarding this ITB up to 5 business days prior to bid closing date.

6. AMENDMENTS/ADDENDUMS

All amendments/addendums will be posted to the HCSD website at www.hcbe.net under “Departments,” “Purchasing,” and it is the Bidders’ responsibility to view any posted items. It is recommended that Vendors refer to the website on a regular basis during the course of this bid. No amendments/addendums will be posted within 5 days prior to bid closing.

7. COST OF SUBMITTING RESPONSE

The HCSD is not liable for any costs incurred by Bidders prior to issuance of or entering into a contract. Costs associated with developing the bid, preparing for oral presentations, and any other expenses incurred by the Bidder in responding to this ITB are entirely the responsibility of the Bidder and shall not be reimbursed in any manner by HCSD.

8. AWARD

This bid may be awarded to one or multiple Vendors. Award is contingent upon available funds and necessary approvals. Award will be made within sixty (60) days of the bid opening date. The selected Vendor(s) shall provide products in accordance with the specifications, all terms and conditions, instructions and applicable amendments/addendums in this ITB. Notification will be forwarded by HCSD to the successful Bidder. HCSD has the right to cancel the bid and make no award if it is in the best interest of the HCSD.

9. BRAND NAME

Bidders are required to indicate the brands and models of merchandise and/or services bid. Unless listed as “brand/model only,” brand names and models listed in specifications are used as a standard of quality and/or clarification of desired product and are meant to be descriptive and not restrictive.

10. TRADE NAMES “OR EQUAL” CLAUSE

No product substitutions will be allowed. Houston County School District may accept any bid offered on an all, some, or none basis, within funds Available, whichever is in the best interest of the school system.

11. DELIVERY/INSTALLATION

- A. Vendor is responsible for all delivery costs (FOB Destination).
- B. Vendor shall be responsible for the removal of all packing material and debris when delivering items that need to be unpacked or installed by the Vendor.
- C. Delivery date/installation date may be used as part of the award criteria.
- D. Delivery appointments are appreciated for large deliveries and truckloads. Appointments may be made by calling 478-988-6211 ext. 7.
- E. Delivery of all materials from this bid will be made to:

Houston County Board of Education
200 Jerry Barker Dr.
Warner Robins, Ga. 31088

12. INSPECTION

All merchandise and services shall be subject to inspection after arrival at HCSD or completion of work. In the case any items are found to be defective or otherwise not in conformity with specifications, HCSD has the right to reject such items and/or services and return them at Bidder's expense or require that Bidder return to site (if service is performed on HCSD property to correct the issue). Problems found with products due to concealed damage will be addressed as soon as damage is revealed and on a case-by-case basis.

13. PAYMENT

HCSD shall make payment for goods and services within thirty (30) days upon receipt, inspection, and acceptance by HCSD personnel and receipt of invoice. Payment may be made by check or by credit card. If an additional fee will be added to the invoice for use of a VISA credit card, it must be noted on Attachment A.

14. FACILITIES AND EQUIPMENT

The Bidder shall be responsible for the protection of HCSD premises and property, and will be held liable for any damages caused by the Bidder, Bidder's employee(s) or Bidder's agent(s) during the execution of delivery/installation of goods/services resulting from this ITB.

15. INDEMNIFICATION

- A. The Bidder does hereby indemnify and shall hold harmless HCSD, its Board members, employees, agents, and servants (each of the forgoing being hereafter referred to individually as "Indemnified Party") against all claims, demands, causes of actions, actions, judgments or other liability including attorney's fees (other than liability solely the fault of the Indemnified Party) arising out of, resulting from or in connection with the Bidder's performance or failure to perform this agreement, including but not limited to:
 - 1) All injuries or death to persons or damage to property, including theft.
 - 2) Bidder's failure to perform all obligations owed to the Bidder's employees including any claim the Bidder's employees might have or make for privilege, compensation, or benefits under any HCSD benefit plan.
 - 3) Any and all sums that are due and owing to the Internal Revenue Service for withholding FICA, and unemployment or other State and Federal taxes.
- B. The Bidder's obligation to indemnify the Indemnified Party will survive the expiration or termination of this agreement.

16. TERM OF CONTRACT

Code section 20-2-506 of the laws of the State of Georgia as of this date and as may be amended apply to this agreement.

17. TERMINATION OF AGREEMENT, CONTRACT, or AWARD

Any agreement, contract, or award resulting from this ITB may be canceled by either party for just cause in writing 30 days prior to termination.

18. FAILURE TO BID

If you do not wish to bid, please return this bid and state reason(s).

19. BID SUMMARY

A bid summary shall be sent to all responding Bidders and will be placed on the HCSD website for 30 after award.

20. PRE & POST DEPLOYMENT REQUIREMENTS:

PRE DEPLOYMENT REQUIREMENTS:

1. Units will be enrolled into HCSD Google domain and placed in correct OU.
2. District provided asset tags will be placed on each unit.
3. The supplier will receive a name for each unit and will need to provide a label with that information affixed to bottom of laptop.
4. When large orders are from multiple schools, supplier will group like orders together and mark outside of boxes to help coordinate distribution.
5. A CSV file will be sent with each order to include laptop's serial number, asset tag number, and warranty expiration date.

POST DEPLOYMENT REQUIREMENTS:

1. DOA Warranty: At no additional cost to the district, supplier will immediately replace units that arrive dead on arrival.
2. RMA Services: Supplier will handle RMA's with the manufacturer on behalf of the district
3. RMA Services: Supplier must have an online portal to submit RMA requests.
4. Warranty Services: Supplier must be an authorized service provider and handle all repairs or have HP provide repair work directly.
5. Warranty Services: Supplier will cover all shipping costs to and from repair facility.
6. Software Activation: Any free software that is included with HP Chromebooks will be disclosed and activated by supplier.
7. Professional Services: Any free or discounted services that is included with HP Chromebooks such as professional development, will be disclosed.

SPECIFICATIONS

A minimum of quantity of Chromebooks: 13,000

Specifications are listed on the Bid Response Form (pages 7-8).

Brand names are for descriptive purposes and are not meant to be restrictive. Brands shall be major brands either HP or Dell.

All pages of the Bid Response Form should be submitted with your response. If you do not wish to bid on any item, please write NO BID on that page of the Form.

Delivery information must be included on your Bid Response Forms and must be adhered to if awarded the bid.

SPECIFICATIONS

Brands are for descriptive purposes. Bids will only be accepted on HP or Dell manufactured units. No remanufactured units will be accepted.

Initial purchase will be for a minimum of 13,000 Chromebooks.

Item 1

<u>HP Chromebook 11 MK G9 EE CBK MT8183C</u>
Equal or better than HP 11 MK G9
Processor: Media Tek MT818183c, Eight-Core, 2.0 GHz
Screen size: 11.6” HD Anti-glare Display (1366 x 768)
Operating System: Chrome OS
Memory: 4GB
Hard Drive : 32GB eMMC SSD
Built in camera & mic
Wireless: AC
<ul style="list-style-type: none">• Vendor should provide a digital library of lessons that serve as model instructional material of the pedagogical implementation of the instructional technology included in this bid. Lessons should address ISTE Standards for Students.• Bidder must be an HP authorized service provider.• Warranty must include prepaid shipping and handling for returns• Drop ship to Professional Service awarded vendor’s configuration center (if applicable)
3 Year Hardware Warranty Option – HP Care Pack, service depot, maintenance, parts & labor. Must be serviced by HP or an authorized service provider
Free shipping both ways
****Chrome management license must be included****

Item 2

Initial purchase will be for a minimum of 24,100

<u>Gumdrop Cases</u>
Equal or better than HP G9 EE Chromebook Clamshell 11.6
Reinforced air cell corners
Charging cart friendly for charging
Transparent top and bottom for easy asset tagging and management
TechShell Rugged 4-26 Certified
<ul style="list-style-type: none">• Drop ship to Professional Service awarded vendor's configuration center (if applicable) • Note: 11,100 will be delivered directly to the district. 13,000 will be delivered to bidder awarded for Professional Services

Item 3

Initial purchase will be for a minimum of 13,000

<u>Professional Service</u>
Equal or better than HP G9 EE Chromebook Clamshell 11.6
Unbox all devices and discard trash
Enroll device in Google and add required asset tag information in Google Console
Laser etch approved logo on each device
Attach case and deliver device as directed by district
Provide csv file containing device serial number, asset tag, and AUE date

RESPONSE FORM

ITB # 22-016

This form must be completed and returned with bid.

All prices must include shipping/delivery costs.

Item #	Description	Total Cost
1	Chromebook 14" Cost per each	\$
	Brand Model Bid:	
	Agree to all bid documentation including Item 20 (yes or no)	
	Item bid meets all specifications listed (yes or no)	
	13,000	TOTAL \$
Additional notes:		

Item #	Description	Total Cost
2	Gumdrop Cases	\$
	Brand Model Bid:	
	Agree to all bid documentation including (yes or no)	
	Item bid meets all specifications listed (yes or no)	
	24,100	TOTAL \$
Additional notes:		

Item #	Description	Total Cost
3	Professional Services including unbox all devices & discard trash, attach case & deliver to district, provide csv file containing devices serial number, asset tag, and AUE date	\$
	Enroll device in Google and add required asset tag information in Google Console	\$
	Laser Etch Approved logo each device	\$
	Item bid meets all specifications listed (yes or no)	
	13,000	TOTAL \$
Additional notes:		

RESPONSE FORM

ITB # 22-016

This form must be completed and returned with bid.

All prices must include shipping/delivery costs.

Can payment be made via credit card?	
Credit card fee:	
Prices will be held until:	
Delivery/ ARO:	
Vendor Name:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Email:	
Signature:	
Printed Name:	
Date:	

ATTACHMENT A

Certification Letter

(Form must be completed and returned with bid.)

I certify that I have read and understand the terms and conditions herein. I further state that I am and/or my company is capable, able to, and will provide the requested product(s) and/or service(s) described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this ITB, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this ITB and certify that I am authorized to sign this bid for the Contractor.

SUBMITTED BY _____ DATE _____

TITLE _____ EMAIL: _____

COMPANY NAME _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

COMPANY WEBSITE _____

SIGNATURE _____

ATTACHMENT B

Certificate Regarding Debarment, Suspension, Ineligibility

(Form must be completed and returned with bid.)

The Houston County School District is a recipient of Federal monies. As such we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the Federal government or any agency thereof.

The prospective participant certifies, by submission of the bid, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

Organization Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

ATTACHMENT C
Non-Collusion Affidavit
(Form must be completed and returned with bid.)

Houston County Board of Education (HCSD), Perry, GA 31069

I state that I am _____ of _____
Title Name of Company

And that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid and I state that this bid is made in good faith.

I state that:

1. The price(s) and amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder; neither the approximate price(s) have been disclosed nor will they be disclosed before bid opening to any other contractor, bidder or potential bidder.
2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid.

_____, its affiliates, subsidiaries, officers,
Name of Company

Directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Houston County School District of the true facts relating to submission of bids for this contract.

Name/Date

Title or Position