



Benton County School District ITB #061223. – Computer Tablets & Accessories

**Benton County School District**  
231 Court Street  
Ashland, MS 38603  
(662) 224-6252 [www.benton.k12.ms.us](http://www.benton.k12.ms.us)

**ITB #061223 – Computer Tablets & Accessories**

**Bid Submission Deadline**

Friday, May 19, 2023 – 10:00am

**Bid Opens**

Wednesday April 26, 2023 – 10:00am

**Contact**

Dr. Roxanne Hall, Purchasing Agent  
& Chief Financial Officer  
[rhall@benton.k12.ms.us](mailto:rhall@benton.k12.ms.us)

# **Benton County School District (BCSD)**

## **ITB #061223 – Computer Tablets & Accessories**

### **To All Interested Bidders:**

The Benton County School District is soliciting bids by reverse auction for Computer Tablets until 10:00am on Friday, May 19, 2023 at [www.centralbidding.com](http://www.centralbidding.com) or vendors may participate in the reverse auction bid process by Zoom invite. The Zoom information will be posted to <https://www.benton.k12.ms.us/rfps> by May 19, 2023. Bids received after the deadline will not be accepted. Bids open on Wednesday, April 26, 2023.

### **Do Not Fax or Email Bids.**

Discussions and negotiations may be necessary but are not a required component of this procurement. The successful bidder will be notified in writing and/or by phone call. Equipment shall not be shipped until Benton County School District issues an official purchase order.

We reserve the right to reject any and all submitted bids. The District reserves the right to conduct discussions with bidders regarding bids determined to be potentially selected for award, but bids may be accepted without such discussions. The award will be made to the bidder submitting the lowest and best bid as determined by the Benton County School District and as approved by the Benton County School District Board of Trustees. The District reserves the right to waive informalities, as it deems appropriate.

### **Schedule of Events**

<b>Event</b>	<b>Date</b>
ITB Release	April 26, 2023
Newspaper Advertisement	April 26, 2023 May 3, 2023
Bids Close	May 19, 2023
Reverse Auction	May 31, 2023 - 10am
Bid Awarded	June 13, 2023 10:00am

### **Inquiries**

All inquiries or correspondence regarding this ITB process must be sent via email to Dr. Roxanne Hall at [rhall@benton.k12.ms.us](mailto:rhall@benton.k12.ms.us). All questions and answers will be posted on the Benton County School's Requests for Proposals website at <https://www.benton.k12.ms.us/rfps>.

If a vendor does not receive a response within 48 hours, it is the responsibility of the vendor to call Roxanne Hall at (662) 224-6252 to confirm that the email was received.

### **Criteria for Selection**

BCSD will utilize the following criteria as the basis for bid evaluations and selection.

<b>Factor</b>	<b>Weight</b>
Total Bid Price	70%
Bidder Experience	30%
<b>Total:</b>	<b>100%</b>

**Benton County School District reserves the right to reject any and all bids, and the right to award by line item.**

This ITB package consists of the following sections:

- I. General Conditions
- II. Technical Specifications
- III. Bid Forms

## **I. General Conditions**

The following are General Conditions for the equipment to be purchased as outlined in the Technical Specifications.

### **1. Scope of Work**

1. 35 10.9 inch Computer Tablets with 3-year warranty each
2. 2 Charging Carts
3. 35 Computer Tablet Covers compatible with tablets

Modifications to this ITB are not permitted without prior written approval from Benton County School District.

### **2. Pricing**

All pricing must be clearly stated and must include any and all additional charges for shipping, handling, transportation, etc. Please be advised that public schools are specifically exempted from the payment of Mississippi Sales Tax.

It is the intent of Benton County School District to purchase new equipment. Bids will only be considered valid if the quoted items are in new, unused condition. Additionally, BCSD desires to purchase the latest version of the specified computer equipment.

In the case of discrepancy in computed bid pricing, the unit price shall govern and the total price shall be revised accordingly.

Bid prices shall remain valid for 120 days after the scheduled opening date.

### **3. Withdrawal of Bid**

Requests to withdraw a bid after it has been submitted must be made in writing and received by BCSD prior to the scheduled bid award date. Bids may not be withdrawn after the scheduled award date.

### **4. Delivery of Equipment**

Delivery must be scheduled in advance with the Benton County School District Technology Department by calling 662-224-6252 during normal business hours of 7:30am to 4:30pm (Central Time), Monday-Friday.

## **II. Technical Specifications**

### **1. Computer Tablet**

35 - 10.9" tablet in yellow or comparable color Wi-Fi, 64GB, 3-year warranty for schools

### **2. Charge Carts**

Two Chargers that meet tablet specifications

### **3. Protective Covers/Cases**

35 protective covers/cases in yellow or comparable color

### III. Bid Forms

#### 1. Bid Submission Form

##### Bid Submission Form

##### ITB #061223 – Computer Tablets & Accessories

Quantity & Description	Unit Price	Total Price
35 10.9" Computer Tablet Wifi 64GB Yellow/Comparative Color (Packaged in a 10-pack)	_____	_____
35 3-Year Warranty for Schools	_____	_____
35 Protective Cases/Covers for 10.9" Computer Tablet Yellow/Comparative Color	_____	_____
2 Charging Carts Per Specifications	_____	_____

Company Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

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

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