



ELMORE COUNTY BOARD OF EDUCATION

100 H.H. Robison Drive
P.O. Box 817
Wetumpka, AL 36092

Phone: 334-567-1200
Fax: 334-567-1405

Richard E. Dennis, Superintendent
Jason M. Mann, CSFO

October 17, 2022

Invitation to Bid #23-004

Sealed bids will be received by the bids and contracts department, Elmore County Board of Education, 809 Micanopy Street, Wetumpka, AL 36092 until:

Wednesday, November 9, 2022 @ 10:00 a.m.

at which time the bids will be opened and read publicly for purchase and delivery of:

Chromebooks – Elmore County Schools

RETURN ENTIRE COMPLETED PROPOSAL TO:

Elmore County Board of Education
Office of Technology
ATTENTION: Chromebook Bid
809 Micanopy St.
Wetumpka, AL 36092

It is the responsibility of the prospective bidder to make certain that the bids are received in the Office of Technology before the scheduled bid opening. Any bids received after the designated date and time will not be considered. Bidder must use this form and return in its entirety. *DO NOT RETURN SHEETS WHICH ARE "NO BID"*

Outside of bid envelope must be marked with the following:

- Bid number
 - Date and time of bid opening
 - General Contractor’s license number, if applicable
- (US MAIL, FEDERAL EXPRESS, UPS, ETC.).

FOR FURTHER INFORMATION RELATED TO THE PRODUCTS OR PROJECT EMAIL:

Barbara Burchard, Technology Director barbara.burchard@elmoreco.com

In subject Line – Put Chromebooks Bid # _____

FOR FURTHER INFORMATION RELATED TO THE BID PROCESS EMAIL:

Jason Mann, Chief School Financial Officer jason.mann@elmoreco.com

In subject Line – Put Chromebooks Bid # _____

Terms, conditions, and criteria applicable to bids and contracts awarded pursuant thereto:

SECTION I – GENERAL INFORMATION

General Criteria for Awarding Bids: In keeping with the guidelines of, this bid will be awarded to the most cost-effective provider. Prices will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may be prior experience, including past performance; personnel qualifications, including technical excellence; management capability, including schedule compliance; environmental objective. Elmore County Public School District does not guarantee award of a contract and reserves the right to reject all bids.

1.

Factor	Weight
Lowest Responsible Price	40%
Prior Experience/Customer Satisfaction - other identifiable objective circumstances or considerations that reasonably reflect or evidence the bidders' ability to meet the requirements of the invitation to bid	20%
Quality of goods or services proposed to be provided and their conformity with specifications, compatibility with existing services, material or equipment	20%
Terms of delivery (including date, point of delivery or pickup, and transportation charges)	20%
TOTAL	100%

1. **Bid Process Governed by Law:** The process of bid solicitation and the awarding of bids and/or contracts based thereupon shall, in all respects, be governed and controlled by applicable law, any provision herein to the contrary notwithstanding.
2. **Eligibility:** Prospective bidders and contractors shall be properly licensed, certified, or registered with appropriate governmental or regulatory authorities and must be prepared to demonstrate to the Elmore County Board of Education ("the Board") their fitness and ability to provide the product, material, or service on the terms and conditions specified. Prospective vendors shall be responsible for advising the Board of their desire to be included in invitations to bid. The Board reserves the right not to solicit, receive, or entertain bids from vendors which have not responded to previous invitations, which have not performed to the satisfaction of the Board in previous

transactions, or which cannot demonstrate to the satisfaction of the Board their willingness or ability to meet the reasonable requirements of the Board.

3. **Insurance Requirements:** Bidders or its contractor shall provide commercial general liability insurance coverage with a minimum aggregate limited of not less than one million dollars for personal injury, bodily injury or death and property damage arising out of any one occurrence. Said liability policy shall be endorsed to include the Elmore County Board of Education as an additional insured on a primary and on – contributory basis and the insurance carrier shall provide coverage and a defense to the Elmore County Board of Education, its agents, servants, officers, board members and employees. Bidders may be required to furnish evidence of appropriate liability, workers compensation, or other insurance as a prerequisite to an award of a bid or contract by the Board with the type and amount of coverage(s) to be specified in the invitation.
4. **Advance Provisions or Samples:** The Board reserves the right to request demonstrations or samples of products or services before an award is made. The vendor must supply a return label or pick up the sample within one month following the bid opening. However, if the vendor does not attempt to pick up the sample within one month, the Elmore County Board of Education will dispose of the product. Pictures, descriptions and other explanatory documents and materials are encouraged and may be submitted with the bid.
5. **Discretion to Reject Bid:** The Elmore County Board of Education expressly reserves the right to reject all bids or parts thereof in its sole discretion.
6. **Hold Harmless:** Contracting party agrees to indemnify, hold harmless and defend Elmore County, Alabama, its elected officers and employees(hereinafter referred to in this paragraph collectively as "County"), from and against any and all loss expense or damage, including court cost and attorney's fees, for liability claimed against or imposed upon County because of bodily injury, death or property damage, real or personal, including loss of use thereof arising out of or as a consequence of the breach of any duty or obligations of the contracting party included in this agreement, negligent acts, errors or omissions, including engineering and/or professional error, fault, mistake or negligence of Integrator, its employees, agents, representatives, or subcontractors, their employees, agents or representatives in connections with or incident to the performance of this agreement, or arising out of Worker's Compensation claims, Unemployment Compensation claims, or Unemployment Disability compensation claims of employees of company and/or its subcontractors or claims under similar such laws or obligations Company obligation under this Section shall not extend to any liability caused by the sole negligence of the County, or its employees. Before beginning work, contracting party shall file with the County a certificate from his insurer showing the amounts of insurance carried and the risk covered thereby. Liability insurance coverage must be no less than \$1,000,000. During performance the company must affect and

maintain insurance from a company licensed to do business in the State of Alabama. Coverage required includes 1) Comprehensive General Liability; 2) Comprehensive Automobile Liability; 3) Worker's Compensation and Employers' Liability.

7. **Equivalent Bids:** Bid specifications which refer to company names, brand names or model numbers shall, unless otherwise provided, be construed to permit bids to be proposed which offer products, materials or services of equivalent (or better) utility and quality. Bids proposing an equivalent product, service or material should include a complete explanation of the nature of any deviation or discrepancy from advertised specifications and the reasons such discrepancies should be deemed equivalent to the advertised specifications. Proprietary specifications may be waived for functional equivalents. *The Board or its agents will be the sole party responsible for determining equal or better bids.*
8. **Delivery Terms:** Purchase orders will be issued as deliveries are required. No back orders will be accepted. Purchase order numbers must appear on all invoices. Failure to deliver as specified and in accordance with the bid submitted, including promised delivery; will constitute sufficient grounds for cancellation of the order at the option of the Elmore County Board of Education.
9. **Taxes:** The Elmore County Board of Education is exempt from all taxes; however, bidder shall be responsible for payment of all sales, use, lease, ad valorem and any other taxes that may be levied or assessed by reason of the transaction.
10. **Bidder's Certification:** Bidder certifies by bidding that it is fully aware of the conditions of service and purpose for which item(s) included in this bid are to be purchased, and that the bid proposal will meet these requirements of service and purpose to the satisfaction of the Elmore County Board of Education.
11. **Disqualification of Bids:** Bids may be disqualified before the awarding of the contract for any of the following:
 - a. Failure to mark envelope as required.
 - b. Failure to sign bid document on any signature line.
 - c. Failure to include requested information (example, deviations).
 - d. Excessive errors.
 - e. Failure to include bid bond (if required).
 - f. Failure to have an original signature on the bid form, a faxed copy is not acceptable.
 - g. Failure to attend the pre-bid meeting (if required).
 - h. This "Invitation" shall not be altered by bidder in any way. Any and all changes from those specified shall be listed as a deviation. Failure to abide by this may result in the bid being disqualified.
 - i. Failure to provide all information requested, as requested.

12. **Reduction in Pricing:** In the event the vendor receives a reduction in cost from their supplier or manufacturer, the Elmore County Board of Education shall receive the benefit of such a reduction on any undelivered portion of the contract.
13. **Waive informality, technicality or irregularity:** The Elmore County Board of Education, or its Agent, shall have the right to waive any informality, technicality or irregularity.
14. **Termination of contract:** The Elmore County Board of Education has the right to cancel any contract, in accordance with Procurement Contract Rules and regulations, for cause, including but not limited to, the following:
 - a. failure to deliver within the terms of contract;
 - b. failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition;
 - c. misrepresentation by the vendor,
 - d. fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state;
 - e. conflict of contract provisions with constitutional statutory provisions by state or federal law;
 - f. substantial change in the financial or economic condition of the Elmore County Board of Education,
 - g. failure to resolve billing issues in a timely manner,
 - h. failure to acquire a purchase order number before the start of work or repairs,
 - i. any other breach of contract. If contract is terminated the contract may be awarded to the next lowest responsible bidder.
15. **Pricing:** Vendor agrees that the Elmore County Board of Education will be charged no more for item(s) bid than the State of Alabama, ALJP, or P.A.C.A. contracts. Prices must be firm for each contract period and must include transportation, handling, packaging, and any service charges. Increase in unit prices, if any, for subsequent periods shall be within the percentage of increase allowed by the "Invitation" and must be submitted thirty days prior to contract expiration date. Notification and documentation of increase shall be submitted to the Bids and Contracts Director for approval. Contract renewal/extension will constitute acceptance of price increases. No additional charges/surcharges allowed other than pricing specified within the bid document.
16. **Alternative Purchasing:** The Elmore County Board of Education reserves the right to purchase any product identified on this bid from another valid governmental bid should the alternate bid pricing be lower than the pricing on this bid.
17. **Smoke Free Policy:** All Elmore County facilities and offices are smoke free environments. All potential and successful bidders must abide by this policy.
18. **Deviation Disclosure:** Any and all deviations must be identified and documented on the appropriate enclosed form. Failure to do so may result in disqualification of vendor.

19. **Collusion:** The Board will not be party to any form of collusion among vendors. The enclosed non-collusion form shall be completed and forwarded with the bid.
20. **Certificate of Eligibility:** All potential vendors must disclose eligibility to bid on project. Complete enclosed Certificate of Eligibility.
21. **Vendor Guidelines:** All vendors doing business with the Elmore County Schools are expected to comply with guidelines for doing work on school premises. Enclose Vendor Guidelines for working in Elmore County Schools when returning your proposal.
22. **Compliance with Bonding Requirements:** Under the Alabama Bid Law it is at the owners' discretion whether or not to ask for bonding requirements for any contract exceeding \$10,000.00. Therefore, bidder is not required to submit bonding with their proposal.
23. **Audit:** For the purpose of verifying pricing, the successful bidder must agree to allow the Elmore County Board of Education to audit related records with 72 hour notice.
24. **Immigration Law:** By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting there from."

SECTION II-GENERAL CONDITIONS

INSURANCE:

The successful bidder will maintain such insurance as will protect him and the County from claim under Workmen's Compensation Acts, and from claims for damage and/or personal injury, including death, which may arise from operations under this contract. Insurance will be written by companies authorized to do business in Elmore County, Alabama and **shall include Elmore County, Alabama as Added Additional Insured by Endorsement including a thirty (30) day(s) written cancellation notice.** Evidence of insurance will be furnished to the Purchasing agent not later than seven (7) day(s) after Purchase Order/contract date. Successful bidder is also required to include the bid number on the evidence of insurance.

Insurance Minimum Coverage:

Contracting party shall file the following insurance coverage and limits of liability with the County's Human Resource Department and Purchasing Department before beginning work with the County.

General Liability:

- \$1,000,000 - Bodily injury and property damage combined occurrence
- \$1,000,000 - Bodily injury and property damage combined aggregate
- \$1,000,000 - Personal injury aggregate

- Comprehensive Form including Premises/Operation, Products/Completed Operations, Contractual, Independent contractors, Broad Form property damage and personal injury.

Automobile Liability:

- \$1,000,000 - Bodily injury and property damage combined coverage
- Any automobile including hired and non-owned vehicles

Workers Compensation and Employers Liability:

- \$100,000 - Limit each occurrence

Umbrella Coverage:

- \$1,000,000 - Each occurrence
- \$1,000,000 – Aggregate

PROPOSAL INSTRUCTIONS

In order to facilitate the analysis of responses to this bid, Bidders are required to prepare their responses in accordance with the instructions outlined in this section. Responses not complying with this format may be considered non-responsive and may be removed from consideration on this basis. All costs incurred by the Bidder in preparing the response or costs incurred in any other manner by the Bidder with regard to this BID will be wholly the responsibility of the bidder. All responses, materials, supporting materials, correspondence and documents submitted by the Bidder become the property of Elmore County and will not be returned.

VENDOR’S COSTS

Costs for developing responses are entirely the responsibility of the Vendor and shall not be chargeable to Elmore County Schools. Responses should be prepared as simply as possible and provide a straightforward, concise description of the Bidder’s capabilities to satisfy the requirements of the Bid. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

SECTION II – GENERAL CONDITIONS

The quality and grade of all products and services provided by low bidder shall meet all Local, State, and Federal requirements and inspection/building codes and test, permits, and license including, but not limited to ADEM, OSHA, Fire & Safety, EPA, American Disability Act and Health Department.

Minimum Qualifications

1. Statutory licensure requirements, if applicable.
2. Successful bidder shall have a minimum of three (3) years providing services of similar size, nature and complexity to that specified and experience doing business under the same firm name in which the bids are submitted. Joint venture contracts **will not** be considered.

3. Successful verifiable history of completing projects or delivering services within the specified time and budget.

Overview: The purpose of this “Invitation to Bid” is to make available to our schools the purchase and delivery of the specified item, as per attached specifications.

Contract Period: The price submitted must be effective for six months from date of award with an option to extend every six months not to exceed five years, with written agreement from both parties. An escalation up to 8% may be allowed at each renewal term with supporting documentation of the price increase. Escalation increase must be approved prior to the renewal.

Continuance of Contract: The continuation of this contract is contingent upon the appropriation of funds from the appropriate government funding sources. If sufficient monies are not provided to allow continuation of this contract, the contract shall terminate on the date when funds are no longer available.

Conformity to Specifications: It is acknowledged that all manufacturers have design differences and that no two products are designed identically. Therefore, products will be evaluated based on the overall quality or design, the quality of materials, the integrity of the construction system as well as functionality, warranty, and end of life date, and conformity to the intended application.

Award: The following criteria will be used in evaluating and awarding this bid:

1. the general criteria for awarding bids, as included in Section I-General Information
2. the total unit cost of the specified item.

Bidder may also include a price scale for orders with high volumes for price breaks to be used throughout the contract period.

Non-specified items may be purchased at the stated discount % plus shipping. Bidder responsible for including a shipping scale with proposal.

Delivery: Delivery of items within 6-8 weeks after receipt of Purchase Order. Bidder will need to communicate any issues with the delivery time on the deviation form.

Quantities: Quantity is unknown; however, Elmore County has 16 schools in the district and plans to purchase 2,000-10,000 annually. Unit price must remain the same should the quantity be more or less for the term of the contract period.

Discontinued Items: In the event the model or item specified is discontinued, replaced or can otherwise no longer be acquired, bidder should submit the generally accepted replacement model or item at the same bid price. Such substitutes should be acknowledged and identified with appropriate model or item numbers.

Substitution: The item, manufacturers or brands listed in this “Invitation to Bid” have proven to be of a grade, quality and availability which are acceptable to the Elmore County Board of Education. Therefore, substitutions for the product specified will not be considered. Only those products that meet or exceed the product and performance specifications as an equal will be considered. When submitting an item as an equal, bidder should provide a comparison of the specifications for the equal versus the product specified on the form included. *The burden of proving a product as an equal to that specified shall fall to the vendor submitting the proposal.*

Product Evaluation: Bidder will deliver, upon request, a sample of each item on which he has bid for evaluation within 7 days(s) if requested. If requested, failure to provide the sample(s) within this time frame will result in rejection of the product from award consideration.

Payment/Procedure Terms - Visa Purchasing Card synopsis

1. Accounts Payable receives Purchase Order for approval.
2. Once PO approval is obtained, the PO is returned to the person making the purchase request.
3. At that time the returned (approved) PO is emailed to the vendor as agreement to make purchase.
4. Accounts Payable receives invoice from vendor (once product is received).
5. The invoices are paid using the credit card (net 30)

By submitting a bid, the vendor/contractor is agreeing to accept payment for invoices via a VISA purchasing card. Successful bidder will receive complete information, once the bid is awarded.

Any problems with collection of payment should be addressed to the Gayle Norris, Accounts Payable Specialist at 334-567-1200. By submitting a signed proposal for this bid, vendor is acknowledging acceptance of these payment procedure/terms.

Authorized Signature

Date

Warranty: Minimum three-year warranty to be delivered through the bidder. Attach all warranties with bid proposal. For the purpose of Chromebooks, a seven-year life on the device quoted.

Unsatisfactory Product: After the award of the bid, on the rare occasion when a substituted product submitted as an equal does not meet expectations for a significant number of schools, bidder must replace this item with one found to be satisfactory. Failure to provide a satisfactory substitute will be sufficient reason to terminate this contract.

Compliance: In the event the lowest bidder refuses to accept all the requirements set forth in this bid without deviation, that bid will then be considered as non-respondent. In this case, the

award of this contract will be rescinded with the new award going to the next low bidder meeting specifications.

Purchase Order: If bidder fails to acquire a Purchase Order prior to any work being performed, Elmore County Board of Education will not be responsible for payment.

Pending Legal Actions: Disclose all past or present legal actions or party to all legal actions involved in for this service or product. Failure to accurately disclose may result in bidder being disqualified.

Additional Purchases: The Elmore County Board of Education reserves the right to purchase this service for additional, yet unidentified schools, under the same unit pricing and specifications as outlined in this bid.

Non Specified Items/%Discount Off List Price: The Elmore County Board of Education has attempted to identify a good variety of products within each group that would be acceptable and useful to our schools; however, the Board, through this “Invitation”, reserves the right to purchase additional non-specified similar units from the successful bidder as the need arises. For these non-specified items, bidders should indicate their **% discount of list price** that will be offered on the non- specified items/packages.

The purpose of identifying the **% discount off list price** is to allow the Elmore County Board of Education to buy from this bid like or similar (non-specified) items that may not have been identified in the original “Invitation to Bid,” or that may not be readily available from the low bidder for that group of items.

QUOTE FORM

Description: Purchase and Delivery of Chromebooks (See Specifications below)

If bidding an alternate, please provide specifications and include all differences on the deviation page.

Item #	Description/Model #	Unit Cost
	Lenovo Chromebook or equal/better	\$

% discount off list price for non-specified items: _____% (Refer to page 10)

Attach shipping scale to be used for all non-specified items.

SPECIFICATIONS OR EQUIVALENT:

- Lenovo 100e Chromebook (3rd Gen)
- Chrome AUE - June 2029
- AMD 3000 Series 3015Ce / Dual-Core
- 1.2 GHz (2.3 GHz) / 4 MB Cache
- 4 GB DDR4 SDRAM 1600 MHz
- 32 GB eMMC - eMMC 5.01
- 11.6" LED backlight 1366 x 768 / HD Anti-glare
- AMD Radeon Graphics
- Integrated Webcam 720p w/ Privacy shutter
- Stereo speakers, microphone
- Realtek RTL8822CE - M.2 Card
- Dual stream (2x2)
- 802.11a/b/g/n/ac, Bluetooth 5.0
- Lithium polymer 42 Wh Battery Up to 11.5 hours
- Gray - Polycarbonate ABS - 2.76 lbs.
- Google Chrome OS

INCLUDES:

- Google Education Upgrade License
- In House (no third party) White glove service to include: quality assurance, WIFI setup and configuration of SSID, Security Type, WIFI Password, Extensible Authentication Protocol and Inner Protocol as required, organizational unit (OU) settings to be applied with district included instructions for enrollment as required, application of the latest updates to the Chrome OS, enrollment into Google Workspace console, a csv or xls file with device make, model, serial numbers, asset tags, mac address, school location, warranty start and end dates as required.
- USB-C power adapter
- Spill-resistant, multi-touch touchpad
- HDMI | microSD Memory Card Reader
- USB-C 3.1 Gen 1 (DisplayPort Alt Mode) (Power Delivery 3.0) |
- 2 x USB 3.2 Gen 1 | Headphone/microphone combo jack
- Vendor must provide a custom purchasing site with district-approved devices for our district where schools/staff can generate their own quotes
- Minimum 3 Year AD (Accidental Damage) Warranty to include:
 - Maintaining a 10 day or less repair SLA (Turnaround)+ shipping time, free shipping to and from district location, unlimited AD claims per serial number including component failure repairs, single and multi-device RMA packaging included by vendor, 24/7 available customer service, 24/7 available technical support, full device replacement if not repairable, name brand clip-on case for every device, case in covered under the device warranty, coverage will include device battery replacement limited to 1x claim per year.
- GumDrop Drop Tech Case - Vendor covers shipping cost

- Vendor must provide online portal to check warranty status, manage/create service requests, and dispatch repairs
- A vendor that also provides a buyback program for retired or aging assets will be strongly considered
- This vendor holds all necessary certifications for the destruction, wiping for security purposes of these returned devices; i.e., ISO Certification.

Authorized Signature

Date

Completion/Delivery date from issuance of purchase order: _____

This "Invitation" shall not be altered by bidder in any way. Any and all changes from those specified shall be listed as a deviation. Failure to abide by this requirement may result in the bid being disqualified from consideration.

IF BIDDER IS NOT FROM THE ELMORE COUNTY AREA, BIDDER SHOULD INDICATE, IN DETAIL, THEIR PLAN FOR PROVIDING SUPPORT SERVICE FOR THE CHROMEBOOKS SHOULD THEY RECEIVE THE AWARD.

All Bidders should have verifiable projects of similar function, size and complexity. Bidder must furnish a sales/service representative to handle all details of order or subsequent service. Bidder is to provide name, address and phone number of representative who will be handling the order and any necessary service or warranty claims.

Name of Sales/Service Representative _____
Address _____ Phone No. _____

Please attach any necessary supporting documentation.

HOW IS THIS PROPOSAL SUBMITTED? (Indicate only one)

- Meeting the exact specifications YES NO -or-
- As an equal/or better to the stated specifications YES NO

Authorized Signature

Date

CERTIFICATION OF ELIGIBILITY

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

Organization Name

Organization Street Address

City, State, ZIP

Name & Title of Authorized Representative

Signature

Date

CERTIFICATE OF NON-COLLUSION

THE BIDDER CERTIFIES THE FOLLOWING TO BE TRUE:

- This bid is the result of independent consideration and no other bidder or competitor has been involved.
- The contents of this bid have not been disclosed, nor will such occur knowingly, prior to the bid opening, to another bidder, potential bidder or competitor.
- There has not been nor will there be any attempt to induce other persons, corporations or partnerships to be involved in or to refrain from involvement in the bid process.
- The signer certifies that the aforementioned statements are accurate to the best of his/her knowledge and the penalties may be implemented to the bidder and/or the signer of violations occur.

Organization Submitting Bid

Date

Authorized Signature

Printed Name

Title

CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS

The Undersigned person declares that he or she is legally authorized to bind the firm hereby represented, and that the firm being represented is authorized to do business in the State of Alabama, and hereby certifies that he or she has examined and fully comprehends the requirements of and specifications for the Elmore County Board of Education.

We propose to furnish said items or services quoted and guarantee that, if the order is placed with us, we shall furnish said items in accordance with your specifications and requirements unless otherwise indicated.

Company Name _____

Address _____

Telephone _____ Fax _____

Email Address _____

DEVIATION FORM

In the event that the undersigned bidder intends to deviate from the specifications, the bidder must fully document and list each deviation in complete detail including reasons for the deviation. General statements may not be acceptable.

If no deviations are submitted, the bidder assures the buyer of full compliance with the specifications and conditions, and assures the buyer that samples accompanying bid meet all specifications.

ANY DEVIATION FROM PUBLISHED SPECIFICATIONS MUST BE IDENTIFIED ON THIS DEVIATION FORM. FAILURE TO ABIDE BY THIS REQUEST MAY RESULT IN A BIDDER BEING DISQUALIFIED.

Authorized Signature

Printed Name

Title

Vendor Guidelines for Working in Elmore County Schools as It Applies

- NO weapons on school grounds.
- NO illegal substances on school grounds.
- NO smoking or vaping on school grounds.
- Visible identification required at all times.
- Sign in upon arrival, sign out on departure.
- NO contact or communication with students.
- Appropriate language used at all times.
- NO cell phones/pagers in occupied classrooms.
- Contract information and bid specifications furnished to Technology Director.
- Work schedule furnished to Technology Director, before starting job/project.
- Project completion date furnished to Technology Director.
- Advance notice given to the Technology Director for all work performed after school hours.
- All equipment and physical plant left DAILY in good working order and securely locked.
- Work debris removed DAILY by vendor.
- School equipment replaced in original location.

Authorized Signature

Date