

REQUEST FOR PROPOSAL

Laptops and Chromebooks for Leland School District

Leland School District
Federal Programs Department
408 E. 4th Street
Leland, MS 38756
Phone: (662) 686-5000
Fax: (662) 686-5029

Contact: Nehru Brown
Telephone: (662) 686-5000
Fax: (662) 686-5029
E-mail: nehrubrown@lelandk12.org

Bid Due Date: July 22, 2024, at 10:00 a.m.
Bid Opening Date: July 22, 2024, 4:00 p.m.

Request for Proposal

PROJECT: The Leland School District, Technology Department will accept sealed statements and proposals from qualified vendors to provide services necessary to meet technology specifications.

Leland School District, with guidance from the technology department, will consider each proposal received. By issuing this RFP for **“Laptops and Chromebooks”**. and collecting responses, LSD is not under any obligation to accept proposals or to proceed with the services requested and reserves the right to reject any or all proposals. Questions concerning the RFP should be directed to Nehru Brown, Federal Programs Director.

SPECIFICATIONS: We are seeking the following services for the proposal.

- **Technology Equipment is for the following schools:** Edna M. Scott Elementary School, Leland School Park, Leland High School, and Leland Career & Technical Center
- Vendor will own and maintain all on-premise equipment required to fulfill these specifications.
- Please request an invitation by emailing the Federal Programs Director nehrubrown@lelandk12.org. No exceptions will be made.
- Vendor must be an approved Technology provider for according to SAM.gov.

PROPOSAL SUBMISSION: Companies interested in participating in this RFP should submit written proposals no later than **July 22, 2024, at 10:00 a.m.** Proposals should address the Services requested for the district. All proposals must be sealed with two paper copies and one copy on a Jump Drive, original signature(s), and sent by mail or hand-delivered with outside of envelope clearly identified as follows:

“Laptops and Chromebooks”

Leland School District
Attn: Nehru Brown
408 East 4th Street
Leland, MS 38756

Faxed, emailed, oral, and telephone bids will not be considered, nor will modifications of proposals by such communication be considered.

Inquiries

We reserve the right to reject any or all proposals submitted. The District reserves the right for discussions to be conducted with “offerors” who submit proposals determined to be reasonably susceptible of being selected for the award, but proposals may be accepted without such discussions. Envelopes will be submitted in a sealed envelope within the due date and time. The proposal will be awarded as the lowest or best proposal as determined by the Leland School District and as awarded by the School Board of Trustees. The District reserves the right to waive informalities, as it deems appropriate. All information and offers will be held confidential as prescribed by “Request for Proposal” procedures.

VENDOR/CONTRACT Statement:

My proposal submitted includes **one** original and one copy delivered at the location in Leland identified on each purchase order. By signing this page, I agree to abide by all requirements as written in this request for proposals. (Please be sure we can contact you if we have questions.)

Firm Name:
Address:
Telephone #:
Vendor SPIN # (Service Provider Identification Number)
Signature:

Questions must be submitted to the email address nehrubrown@lelandk12.org no later than **Monday, July 22, 2024.**

GENERAL INFORMATION:

The Leland School District is interested in securing sealed proposals for **“Laptops and Chromebooks**, to be provided for all sites in our district. These items shall include inside delivery of equipment and supplies to specified locations when purchase orders are issued.

1. The Leland School District is herein referred to as **LSD**.
2. The party/vendor responding to this RFP is referred to as a **bidder**.
3. The term Services shall include all warranty services, equipment, and supplies.

Good Faith Statement

All information provided by LSD in this RFP is offered in good faith. Individual items or quantities are subject to change at any time. LSD makes no certification that any item is without error. LSD is not responsible or liable for any use of the information or for any claims asserted therefrom.

Evaluation Methodology

The Leland School District Board will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, contract terms, future growth, RFP specifications, and not necessarily the lowest price even though the price will be the priority factor. The following factors will be considered when evaluating responses:

- Price of goods and services – 40 points
- Preference will be given for prior positive experience with Vendor – 40 points
- Preference will be given to Mississippi-based vendors - 10
- Vendor Technical Qualifications - 10

LIABILITY INFORMATION AND ASSURANCES: (SIGNATURE REQUIRED)

By **signing** after item 5, the bidder is indicating that his company meets, will comply, and understands all the assurances identified in items 1 through 5.

1. Bidder represents and certifies that it has not paid or agreed to pay any other company or person any fee, commission, percentage, or brokerage fee contingent upon or resulting from this order.
2. Bidder represents and certifies that prices for this bid have been arrived at independently without consultation, communication, or agreement for the purposes of restricting competition or any matter relating to such prices with any competitor or other vendor and certifies that the prices contained in this proposal have not been knowingly discounted.
3. Bidder represents and certifies that no attempt has been made to induce any other company or person to submit or not to submit a proposal for the purpose of restricting competition.
4. Bidder agrees to indemnify, defend, and hold LSD harmless, at its own expense, from any suit or claim or proceeding brought against LSD, so far as such is based upon a claim that any part of the items furnished by the bidder constitutes an infringement of any patent granted by the United States of America.
5. These conditions and any orders shall be governed by the laws of the State of Mississippi.

BIDDER AUTHORIZED SIGNATURE _____

COMPANY BIDDING _____

BID REQUIREMENTS AND CONDITIONS:

1. Sales tax shall not be applicable to this order. If necessary, LSD shall supply the successful bidder with its tax exemption letter.
2. LSD's failure to exercise any of its rights contained within this document shall not constitute or be deemed a waiver or forfeiture of such rights.
3. Any headings preceding the text of the sections herein shall be exclusively for reference and shall not be deemed to affect the meaning or effect conditions stated.
4. These conditions and this order shall supersede all proposals, whether oral or written and any and all negotiations prior to same.
5. The LSD reserves the unqualified right to reject any and all bids or to waive any formalities or technicalities in any bids in the best interest of the LSD.
6. The bidder shall not have the right of assignment of this contract either in full or in part without the prior written consent of the LSD.
7. Where specific terms or conditions of this bid are inconsistent with the bidder's or any subcontractor's or original equipment manufacturers' standard terms of sale or trade custom, then these specific conditions shall prevail. LSD shall not be required to sign the bidder's standard service agreement to implement the service but shall order such services on a school district purchase order. The purchase order shall be the recognized binding document with the exceptions and alternatives given within this document.

AVAILABILITY OF FUNDS: It is expressly understood that the fulfillment of the conditions of the Agreement between the LSD and Vendor is conditioned upon the receipt of government funding and the availability of local district funds and that any cessations or reduction of such funds shall constitute grounds for voiding the Agreement. In the event of the contingency herein described, the Agreement shall terminate on the last day for which funds were available, without penalty or expense to Customer of any kind whatsoever, except as to payment for services or performances actually received or rendered for which funds are available. LSD has no obligation until LSD issues a Purchase Order to the vendor.

VOIDANCE OF CONTRACT:

If at any time during the term the service fails to meet the requirements of the bid and within a reasonable period of time, the service is unable to correct the failure, the customer may abandon the service agreement altogether with written 30-day notice without penalty. Payment may be affected by poor services and may be withheld if the bidder causes other monetary arrangements to be made by the school district.

8. Any changes, additions, deletions, or interpretations of these conditions will not be binding upon the LSD unless agreed upon in writing and signed by a duly authorized agent of LSD. This includes any and all portions of these conditions.

Vendor Qualifications

The Leland School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the Leland School District all such information and data for this purpose as the Leland School District may request. The Leland School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the Leland School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm, or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Leland School District.

The successful vendor (contractor) must have or be certified with the following:

- Be able to supply all products and services.
- Be an authorized dealer in the State of Mississippi for all products.
- Have current liability insurance and workers compensation insurance (please enclose a copy of each with your bid).
- Provide documentation of the vendor's certifications of setup and installation.

Disqualification of Bidder

The Leland School District reserves the right to award to someone other than the lower bidder when, in the judgment of the district administration, it is in the best interest of the district to do so. A bidder may be disqualified for such reasons as

- A. Bidder's failure to comply with requirements regarding the Certificate of Responsibility.
- B. Bidder being in litigation with the Leland School District.
- C. Bidder having defaulted on a previous contract.
- D. Bidder having performed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the Leland School District.
- E. Bidder's failure to include documentation for required certifications and authorizations.

Objective:

Leland School District's objective is for vendors to provide technology equipment for all schools to promote long distance learning, virtual learning and in-person learning.

BID SHEET AND WORKSHEET EXPLANATION:

This bid includes a **BID SHEET** for prices.

ADDITIONAL INFORMATION REQUIRED TO SUPPORT PROPOSAL:

PROVIDE a list of at least 3 current customers with similar services and sales.

Name of Company	Contact Person	Telephone	Address	City/State/Zip Code

PAYMENT:

A packing slip should be included with the serial numbers of each device. An invoice with the Leland School District purchase order number must be completed with a detailed cost for the RFP clearly identified. The invoice shall be submitted to Accounts Payable. Once the invoice is approved for payment, payment shall be made in net 45 days. Failure to provide clear, concise invoices with a Purchase Order Number (PO#) may hold up payment. All invoices must be approved with a district signature for a check to be cut.

Leland School District

	Description	Qty
	Device – Dell Chromebook Chromebook Dell Chromebook 3110 Intel Celeron N4500 (Dual Core, up to 2.8GHz, 4M Cache, 6W), 4GB Memory, 64GB Storage 4GB 2933MHz LPDDR4 Non-ECC 64GB eMMC Hard Drive 11.6" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone Capable Single Pointing Non Backlit, US English Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz 3 Cell 42Whr Longlife Battery 65W TYPE-C EPEAT Adapter E4 Power Cord 1M for US Quickstart Guide LCD, Non Touch Dell Limited Hardware Warranty Initial Year ProSupport Plus Accidental Damage Service, 3 Years ProSupport Plus Next Business Day Onsite, 1 Year ProSupport Plus Next Business Day Onsite, 2 Years Extended ProSupport Plus 7x24 Technical Support, 3 Years Absolute Visibility (Standard) for Chromebooks for Education, 3 year Configuration - Imaging Configuration - Asset Tag Protective Case	750

	Description	Qty
	<p>Dell Laptop</p> <p>Laptop Dell Latitude 3550 13th Gen Intel® Core™ i7-1355U (12 MB cache, 10 cores, 12 threads, 4.70 GHz max Turbo) Windows 11 Pro, English, Brazilian Portuguese, French, Spanish Memory 16 GB Hard Drive 512GB Screen 15.6" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD Camera FHD HDR RGB Camera, TNR, Camera Shutter, Microphone English US backlit Copilot key keyboard with numeric keypad, 99% Wireless Intel AX211 WLAN Driver MOD-SRV, + Bluetooth Wireless Intel Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth 3- cell, 54Wh Battery, Express Charge, Express Charge Boost capability 65W AC adapter, USB Type-C, EcoDesign ProSupport Next Business Day Onsite Service after remote diagnosis Support, (36 months) Accidental Damage Service, 36 Month(s) Absolute Visibility (Standard), 3 years Configuration - Imaging Configuration - Asset Tag Protective case</p>	150

I, we, propose to provide equipment as specified in general instructions at the indicated amount.
I, we, the undersigned do hereby understand and accept the instructions and conditions under which this proposal is being submitted.

Authorized Signature

Company Name

Contact Person (Please Print) _____

Phone Number _____

Email Address _____

BE SURE THAT **All COSTS** TO THE DISTRICT ARE GIVEN ON THIS SHEET.

PROPOSAL EVALUATION: All proposals will be evaluated using weighted criteria including cost of the eligible products and services, prior experience, references, support and maintenance and value-added for any extra incentive provided by vendor. The proposal that is deemed to be in the best interest of the applicant will be accepted.

I. General Conditions

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

1. Location of Sites:

The location of the work is on property owned by The District and through negotiated services on right-of-ways.

2. Scope of Work:

It is understood that, except as otherwise specifically stated in this RFP, The Service Provider shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature, and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by The Service Provider. This would include all pole rights needed for fiber services obtained through local utilities.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to The District unless the weekend or holiday work due to a delay caused by The District.

The Service Provider will be fully responsible for securing all required right-of-ways, construction permits, and cross connects required to complete this project.

3. Protection in General:

The Service Provider shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns, and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the Service Provider's expense. Labor shall include all restoration (leveling, sod replacement) of grounds broken up during the installation of this network.

4. Workmanship

All work shall be performed in a professional manner. Personnel from The District may observe the work procedures and workmanship of the Service Provider, but such observation will not relieve the Service Provider from any responsibility of performance or constitute acceptance of the work performed.

5. Financing

The Service Provider will provide a binding contract to The District. After notification of award from the Schools, The Service Provider will receive a Purchase Order for the product and services for which The Service Provider will be responsible as a result of this RFP. This Purchase Order will show the amount that is the responsibility of the local school system.

6. Application for Payment

All applications (invoices) for payment shall be submitted to The District according to state purchasing regulations.

7. Time of Completion

Work must be completed and operational within 10 days after receiving the Purchase Order, presuming the Service Provider is selected,

8. The District Regulations

The Service Provider and his representatives shall follow all applicable school district regulations while on The District property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless the Principal or Administrator in charge gives permission. All Service Provider personnel shall be easily identified by the use of identification badges and uniforms or shirts with The Service Provider's logo clearly visible.

9. The District reserves the right to:

Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such Service Provider it deems unqualified to provide the services requested.

- a. Reject any and all proposals if deemed necessary.
- b. Accept any alternative proposal believed to be in the best interest of the district.
- d. Waive any formality in the quote submission.
- e. Cancel any awarded bid if the service proves unsatisfactory.

10. Price Quotations

Price quotations are to include the full cost for all technology equipment. The District will not be liable for any costs beyond those proposed herein. Please be advised that public schools are specifically exempted from the payment of Mississippi Sales Tax.

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

REQUIREMENTS

Proposals are due no later than 10:00 a.m. on July 22, 2024. Proposals may be mailed or hand-delivered to Leland School District, 408 E. 4th Street, Leland, MS 38756.

Faxed or electronic proposals will not be accepted.