Chromebook RFP 2019

City of Hazel Park School District
Request for Proposals

Electronic proposals subject to the conditions made a part hereof will be received until 1:00 PM, July 18, 2019, for furnishing goods and/or services described herein. Results of the proposal opening will be available upon approval by the designated School District employees.

Direct all inquiries for this RFP to Brad Wilkins, Director of Technology: brad.wilkins@hazelparkschools.org. The Director of Technology will make a response or determination of each request made by a proposer pursuant to this procedure. The response or determination will be posted on https://www.hazelparkschools.org/Page/1874. The School District has the right to reject any and/or all proposals. Any proposals received after 1:00 PM, July 18, 2019, will not be considered for inclusion.

We are seeking qualified responder(s) to supply the following Goods and/or Services:

- 1307 Lenovo 100E G2 MTK8173 Chromebook 11.6", 4 GB RAM, 32GB eMMC
- Google Management Console Licenses
- Set-up and enrollment and asset tagging

Submit quote with and without a 4 Year warranty (or entity specific duration, please specify) supported by mail-in and/or onsite service, Total Accidental Damage (ADP) and basic extended warranty.

Email proposals to Brad Wilkins, Director of Technology: brad.wilkins@hazelparkschools.org, Subject Line: Chromebook RFP 2019

Delivery of Chromebooks must be by Friday, August 16, 2019. No more bids will be accepted after July 18, 2019 at 1:00 PM.

**Note: Proposals should include shipping charges**
SCOPE OF WORK.

1. Coordinate with designated Hazel Park School District personnel throughout the entire procurement, delivery and post-sale cycle.
2. Clear identification of policies and procedures for returning any items damaged in shipping with estimated turnaround times for replacement items.
3. Clear identification of policies and procedures for warranty return, repair, replacement, and advanced replacement (if offered).
4. All devices must be delivered to Hazel Park School District by Friday, August 16, 2019 and licenses available on same date.

THE PROCUREMENT PROCESS.

The following is a general description of the process by which a firm will be selected to provide the products:

1. Request for Proposal (RFP) is issued to prospective contractors.
2. Proposals will be received from each vendor by email. Proposals shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered. Proposals must be valid for a minimum period of ninety (90) Total Days from proposal submission deadline of July 18, 2019.
3. All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.
4. At their option, the evaluators may request oral presentations or discussion with any or all vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, vendors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the vendor.
5. Proposals will be evaluated according to cost, completeness, content, and past experience. Award of a contract to one vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to Hazel Park School District.
6. Vendors are cautioned that this is a request for offers, not a request to contract, and Hazel Park School District reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the school.
PROPOSAL REQUIREMENTS.

1. The response to this RFP shall consist of the following sections:
   A. Corporate Background and Experience
   B. Cost Proposal Details
   C. Client Support Services
   D. Cost Proposal/Execution of Cost Proposal

A. Corporate Background and Experience. This information should include, at a minimum, the following information:
   A. Proof that the company is an authorized reseller for the product that will be purchased.
   B. Current W-9.

B. Cost Proposal Details. This information should include, at a minimum, the following information:
   A. Itemized cost per unit.
   B. Description of each item, including model number.
   C. Freight, shipping and handling (if any).
   D. Any and all other costs to be incurred by Hazel Park School District.

C. Client Support Services. The vendor must meet the following:
   A. Offer a complete breakdown of the Manufacturer Maintenance Plans included in respective bids.
   B. Must have client service representative that is accessible 24 hours a day, 7 days a week, and 365 days a year (notwithstanding maintenance periods, federal, and state holidays).
   The client service representative at a minimum should be able to provide the following:
      1. Complete purchase history.
      2. Serial numbers for major component items purchased.
      3. Ability to track shipments; get shipping information when items are purchased.
      4. List of all vendor contacts assigned to the account.
   C. Must provide information regarding the location of technical support staff. The location of the technical support staff will be taken into consideration; we would prefer they are located within North America.
   D. Must have the ability to bring in major vendor technical representatives via teleconference as needed

D. Cost Proposal/Execution of Cost Proposal. Complete the information below and submit with the proposal.

<table>
<thead>
<tr>
<th>Unit/Total Cost for Chromebooks</th>
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<tbody>
<tr>
<td>Unit/Total Cost for Google Management</td>
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<tr>
<td>Unit/Total Cost for Warranty</td>
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<td>Set-up, Registration, asset tagging</td>
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<td>and other</td>
<td></td>
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<td>Total Proposal Price</td>
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COST PROPOSAL/EXECUTION OF PROPOSAL.

By submitting this proposal, the potential contractor certifies the following
1. This proposal is signed by an authorized representative of the firm.
2. The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
3. All labor costs, direct and indirect, have been determined and included in the proposed cost.
4. The vendor can and will provide the specified performance bond or an alternate performance guarantee (if requested).
5. The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

If this proposal is accepted, the undersigned (in compliance with this Request for Proposal and subject to all conditions herein) offers and agrees to furnish the products or services (if applicable) by Friday, August 16, 2019.

VENDOR: __________________________________________________________

ADDRESS: __________________________________________________________

CITY, STATE, ZIP: ____________________________________________________

TELEPHONE NUMBER: _____________________ FAX: _____________________

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _________________________

E-MAIL: _____________________________________________________________

Principal Place of Business if different from above:
____________________________________________________________________

BY: ________________________________________  TITLE: ______________________________

Printed Name of Authorized Representative

__________________________________________________________

Signature of Authorized Representative  Date