

## Request for Proposal

BID NO: 243-1920-Student\_Chromebooks  
TITLE: Student Device Program  
CONTACT: Karen Cook  
Technology Director  
PO Box 2340  
Bryson City, North Carolina 28713  
[kcook@swainmail.org](mailto:kcook@swainmail.org)

Swain County Public Schools (SCPS) seeks Proposals for the above referenced project.

### SCOPE OF WORK

Scope/Specifications are described on Exhibit 1. Any applicable plans and specifications are referenced therein.

INSTRUCTIONS ARE AS FOLLOWS:

- **BID SUBMITTAL**

Bids will be received no later than: June 27, 2019 by 4 p.m.

Refer to Bidder's Checklist for documents required for bid submittal.

Bid shall be submitted in the manner indicated below:

Sealed Proposals will be received no later than 4 p.m. on June 27, 2019 at the Swain County Schools Central Office, 50 Main Street, Suite 2, Bryson City, North Carolina 28713.

All sealed proposals must be in an opaque envelope or box marked with the Proposal number 243-1920-Student\_Chromebooks.

**IMPORTANT NOTE:** All proposals shall be physically delivered to the office address listed above on or before the proposal deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service is entirely on the Vendor. It is the sole responsibility of the Vendor to have the proposal physically in this Office by the specified time and date of opening. The time of delivery will be marked on each proposal when received, and any proposal received after the proposal submission deadline will be rejected. Sealed proposals, subject to the conditions made a part hereof, will be received at the address indicated in this Section, for furnishing and delivering the commodity as described herein.

All Vendors are urged to take the possibility of delay into account when submitting a proposal. **Attempts to submit a proposal via facsimile (FAX) machine, telephone or electronic means, including but not limited to email, in response to this RFP shall NOT be accepted.**

Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in this section. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.

**IMPORTANT NOTE: Evaluation of Proposals will determine which Vendors will be requested to send samples or attend a demonstration meeting. SAMPLES SHALL NOT BE SENT UNLESS A SPECIFIC REQUEST HAS BEEN MADE.**

- **COMMUNICATIONS**

During the Proposal processes all communications shall be directed to the Project Contact as identified above. Failure to meet the requirement may consider your bid non-responsive. Make sure your subject line contains "243-1920-Student\_Chromebooks" on all email questions submitted.

**All questions relating to this project shall be directed to the Project Contact identified above in the form of an email no later than June 25 by 4 p.m. ET. Responses will be provided to all bidders via the Swain County Schools website at <http://www.swain.k12.nc.us/financeandpayroll/rfps-bids/>.**

- **AWARD**

SCPS reserves the right to award this project in a method considered to be most advantageous.

This includes the right to issue single award, multiple awards, or reject all proposals.

SCPS is not required to award a contract. Note: Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation.

## PROPOSAL CHECKLIST

- Executed Cost Proposal Form
- Supporting Documentation
  - Warranty information, including any applicable self-maintainer information
  - Accidental Damage Protection (ADP) information
- Lease Information (Maintenance Schedule, Replacement Parts, Percentage of Loaners on Hand)
- Offeror Information (Experience, Business Ratings, etc.)
- Product Literature (Manufacturer, Parts Availability, Warranty, etc.)
- Additional Information as to why SCPS should award your company the contract (e.g., rebates)
- Sample of Device, only if requested (include instructions for return)

## Exhibit 1

### SCOPE/SPECIFICATIONS

Swain County Public Schools is soliciting Proposals for the lease of 900 Chromebooks. The Proposal should include options for both a Standard Lease Option (Fair Market Value) and a Finance Lease Option (\$1 Buy Out).

Swain County Public Schools would also like pricing to “Out Right Purchase” 900 Chromebooks.

Listed below are our device specifications/minimum requirements. Proposals should not contain equipment with less than these specifications.

SCPS is projecting a four-year life cycle for these devices.

### DEVICE SPECIFICATIONS/MINIMUM REQUIREMENTS

- 11.6" Non Touch Screen (Corning Gorilla Glass preferred) Chromebook
- Google Chrome OS
- Dual Core Processor (Minimum)
- 4GB RAM
- 16GB SSD (Minimum)
- 802.11AC Wireless NIC
- 3 Cell 42WHr battery (Minimum)
- 10+ hours battery life as listed in manufacturers specs
- Combo headphone/microphone jack
- USB 3.0 (Minimum)
- Integrated Camera
- Spill Resistant/Tamper Resistant Keyboard
- USB-C Charging
- Provide only OEM power bricks and power cords
- ACAD Google Chrome OS Management Licenses

### WARRANTY

- Products shall be new with full manufacturer’s warranty.
- Minimum of 4-year accidental damage protection for student devices.
- All defective products shall be replaced with a new product within 72 hours of notification by Owner for leased devices.
- Product replacement within the warranty period shall be replaced at no cost to SCPS. No cost shall include, but not be limited to, material, labor, and freight.
- Contractor shall provide contact information for Warranty including, but not limited to, Personnel Name, Telephone Number, Email Address, and Physical Address.

VALUE ADDED SERVICES TO BE INCLUDED (PLEASE LIST AND PRICE SEPARATELY. SCPS RESERVES THE RIGHT TO LEASE OR PURCHASE DEVICES WITH OR WITHOUT THESE SERVICES)

- Enrollment of all devices in SCPS Google Admin Console.
- Asset tag all devices using district provided asset tags.
- Etching services
- Information on each device, including Device name, model number, asset tag number and serial number in a Microsoft Excel or CSV type electronic file provided to SCPS upon delivery of inventory.

QUANTITY

- The Lease submitted should include the leased device items and costs only. For the buy outright plan, please provide a stand-alone quote for the specified quantity of the device proposed.

DELIVERY

- Pricing MUST include Lift Gate Service Delivery - there is no loading dock at the delivery location so Lift Gate Service Delivery is required - Shipping to: Swain County Schools, 135 Arlington Ave, Bryson City, North Carolina 28713. Attention – Karen Cook.
- **Delivery required no later than 28 calendar days** from submission of a signed lease agreement and/or purchase order

## Cost Proposal/Execution of Proposal

By submitting this proposal, the potential contractor certifies the proposal is signed by an authorized representative of the firm.

- 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.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- Other costs, including but not limited to, property taxes and insurance, if required by lease, must be included in the proposed cost
- The offeror is aware of prevailing conditions associated with performing these services.
- The potential contractor has read and understands the conditions set forth in this bid and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposal, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within **120 days** from the date of the opening, to furnish the subject services for a cost not to exceed the amounts below.

The Proposal amount shall be all inclusive with the exception of sales tax. SCPS is not tax exempt; therefore, taxes are to be itemized on the invoice. Payment options will be discussed with winning bidder. Vendor may furnish options as part of proposal documents.

Item	Cost	TAX	Cost/Cash/Price with Tax	Payment Factor	Payment Amount	Rate	Total of Payments	Payment at Quantity	Total of Payments at Quantity
4 year Standard Lease with ADP (900 Devices)		.07	\$0.00	0.000	\$0.00	%	\$0.00	\$0	\$0
4 year \$1 Buyout Lease with ADP (900 Devices)		.07	\$0.00	0.000	\$0.00	%	\$0.00	\$0	\$0
Buy Outright Purchase with ADP (900 devices)		.07	\$0.00						

**Terms of Lease:** \_\_\_\_\_

(Use separate document to detail the parameters of a Lease Agreement. This Proposal must include Maintenance and Equipment. Please include Form of Lease with Terms.

**OFFEROR:** \_\_\_\_\_

EXECUTION:

Offeror: \_\_\_\_\_

Federal ID No. \_\_\_\_\_

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

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

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

Signature

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Typed or Printed Name

\_\_\_\_\_

## Vendor Scorecard

<b>CRITERIA</b>	<b>SCORE WEIGHT</b>	<b>POINTS AWARDED</b>
Price and other lease terms	25	
Specifications/Durability	20	
Strength of Warranty	20	
Relationship History	20	
Meet Delivery Deadline	10	
Value Added Options	5	
<b>Grand Total</b>	<b>100</b>	



## **IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. 143C-6A-5(A)**

RFP: 243-1920-Student\_Chromebooks

**DUE DATE: THURSDAY, JUNE 27 AT 4:00 PM**

Proposals are subject to rejection if this form is not fully completed.

As of the date below, the vendor or bidder listed on this form is not on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed on this form to make the foregoing statement.

BIDDER/VENDOR	
SIGNATURE	DATE
PRINTED NAME	TITLE

*Notes to persons signing this form:*

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address [www.nctreasurer.com/iran](http://www.nctreasurer.com/iran) and will be updated every 180 days.