

HALE COUNTY SCHOOL DISTRICT**Request for Proposal (RFP)****Student Chromebook Devices****Bid Submittal Deadline: Wednesday, March 27, 2024 at 2:00 p.m. (CST)****I. MISCELLANEOUS**

A.	The Hale County School District/Board of Education is seeking bids for student chromebook devices, Google Chrome Management licenses, and an extended device warranty with the most responsive bidder offering a proposal deemed the most acceptable and advantageous to the Hale County School District.
B.	Vendors with questions regarding bid specifications must submit their questions <i>in writing</i> to Dianne Colburn at email: dcolburn@halek12.org not later than 2:00 p.m. CST on Wednesday, March 13, 2024 . Questions received in any other manner will not be accepted.
C.	Any changes, additions, or modifications to the bid request and any questions, if received, and their answers (Q&A) related to this solicitation will be posted to the home page of the Hale County School District website at www.halek12.org . Click on the “Chromebook Bid/RFP 2024” link. It is the responsibility of the vendor to check the website for any changes to the quote request periodically and before submitting a bid.
D.	Sealed bids must be submitted to Hale County Board of Education, ATTN: Dianne Colburn, 1115 Powers Street, Greensboro, AL 36744 prior to the bid opening scheduled for Wednesday, March 27, 2024 at 2:00 p.m. CST. The sealed bids must include two (2) printed copies and one (1) PDF file on a USB flash drive. Any late bids will not be opened or considered. No faxed or electronic bids will be accepted. <i>Failure to provide the information requested in this RFP in the requested format is reason for disqualification, without consideration.</i>
E.	All bidders must complete and submit the Bid Response Form included with this document, as a minimum, for submitting their bid pricing and company information, as well as all other requested documentation. The vendor’s quote may include additional quote pages in the vendor’s preferred format. However, all pricing must be entered in the Bid Response Form, as a minimum, to enable the district to compare pricing from all bidders using the same form. Reference statements, such as “See Page XX,” “Refer to Page XX,” etc. must not be entered in the Bid Response Form.
F.	It is the bidder’s responsibility to comply with all local, state and federal laws applicable within the context of this bid.
G.	Hale County School District is exempt from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975.
H.	Bid price is to be all-inclusive (including fees, licenses, delivery charges, etc.) with no allowable additional costs to Hale County School District. Prices shall be good for the length of this contract. The effective dates of the contract shall be April 5, 2024 through July 31, 2024.

I.	<p>The entire order will be made in one single purchase, with the option for the district to purchase additional devices at a later date, if applicable. All purchased equipment will be shipped to one (1) location at the following address:</p> <p>Hale County Board of Education ATTN: Dianne Colburn 1115 Powers Street Greensboro, AL 36744</p> <p>The district does not have a loading dock or forklift on hand to unload pallets from the delivery truck. Inside delivery is required.</p>
J.	Hale County School District will review all proposals utilizing guidelines outlined by the Alabama State Bid Law.
K.	The final awarding of this bid will be made by the Hale County Board of Education based on a recommendation from the superintendent. Hale County Board of Education reserves the right to reject any and all proposals, waive any technicalities, and award all or part of the contract in a manner that is in the best interest of Hale County School District.
L.	Hale County School District reserves the right to cancel the contract with the vendor for nonperformance at any time during the contract period. Nonperformance includes, but is not limited to, failure to supply good quality products and services, failure to provide products and services for the full term of the contract, poor billing and customer service services, and failure to maintain status as an authorized representative of the products and services.
M.	The Hale County School District is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.
N.	All requirements specified in this RFP and the vendor's proposal become a part of any awarded contract.

II. REQUIREMENTS SPECIFICATIONS

A.	<p>Description of Requirement:</p> <p>Hale County School District is seeking bids for student chromebook devices, Google Chrome Management Licenses, and a three-year accidental damage protection warranty as specified below.</p> <p>Note: Specifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, model numbers, etc. is for the sole purpose of establishing required capabilities, qualities, and features. Any quote containing the referenced products/services “or equivalent” will be accepted as long as the required capabilities, qualities, and features are met.</p>								
B.	<p>Following are the specific requirements for this RFP:</p> <table border="1" data-bbox="170 693 1528 1465"> <thead> <tr> <th data-bbox="170 693 345 730">Quantity</th><th data-bbox="345 693 1528 730">Description</th></tr> </thead> <tbody> <tr> <td data-bbox="170 730 345 1392">1,100 each</td><td data-bbox="345 730 1528 1392"> <p>Lenovo 100e G3 or Equivalent Chromebook Device to include the following:</p> <ul style="list-style-type: none"> • Intel Celeron N4500 Processor • 11.6” 1366 x 768 non-touch screen • Chrome OS • 4.0GB RAM • 32GB eMMC Hard Drive • Intel UHD Graphics • Bluetooth® 5.0, WiFi6 AX202 2x2 • 720p HD Camera/Webcam and Microphone • Headphone/Speakers & Microphone Input Jacks • 2 Type-A USB ports & 2 Type-C USB ports • microSD Card Reader • Integrated Li-Polymer 42Wh battery with up to 12 hours battery life • US English Keyboard, 6-row, spill-resistant • Moisture-resistant Touchpad • 65W USB-C Power Adapter • Standard 1-year manufacturer’s warranty </td></tr> <tr> <td data-bbox="170 1392 345 1430">1,100 each</td><td data-bbox="345 1392 1528 1430">Google Chrome Management Perpetual EDU License</td></tr> <tr> <td data-bbox="170 1430 345 1465">1,100 each</td><td data-bbox="345 1430 1528 1465">Three-year extended warranty that includes Accidental Damage Protection (ADP)</td></tr> </tbody> </table>	Quantity	Description	1,100 each	<p>Lenovo 100e G3 or Equivalent Chromebook Device to include the following:</p> <ul style="list-style-type: none"> • Intel Celeron N4500 Processor • 11.6” 1366 x 768 non-touch screen • Chrome OS • 4.0GB RAM • 32GB eMMC Hard Drive • Intel UHD Graphics • Bluetooth® 5.0, WiFi6 AX202 2x2 • 720p HD Camera/Webcam and Microphone • Headphone/Speakers & Microphone Input Jacks • 2 Type-A USB ports & 2 Type-C USB ports • microSD Card Reader • Integrated Li-Polymer 42Wh battery with up to 12 hours battery life • US English Keyboard, 6-row, spill-resistant • Moisture-resistant Touchpad • 65W USB-C Power Adapter • Standard 1-year manufacturer’s warranty 	1,100 each	Google Chrome Management Perpetual EDU License	1,100 each	Three-year extended warranty that includes Accidental Damage Protection (ADP)
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C.	<p>All items quoted must be new, packed in manufacturer’s original containers, and shall meet or exceed the specifications as written. All items are to be quoted F.O.B. to the customer’s specified location. The title and risk of loss of the goods will not pass to the Board, departments, or local schools until receipt and acceptance takes place at the F.O.B. point.</p>								
D.	<p>All items quoted shall be delivered within ninety (90) days after the vendor receives the purchase order. If additional time is needed, an estimated delivery date must be provided on the submitted bid.</p>								
E.	<p>Vendor must have been in continuous business for a minimum of three (3) years.</p>								

III. BASIS OF AWARD

This bid will be awarded to the most cost effective provider who submits a complete and accurate submittal that meets the stated requirements. Price of the proposed products will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may be but are not limited to quality of proposed product and services, prior experience and company qualifications, and flexibility of delivery times and arrangements. Hale County School District does not guarantee award of a contract and reserves the right to reject any and all bids.

These factors as well as others may be utilized in weighing the RFP responses as follows:

Factor	Weight
Price of Proposed Products	40%
Quality of Proposed Products/Services	30%
Prior Experience & Company Qualifications	20%
Terms of Delivery	10%
TOTAL	100%

This bid will NOT be awarded on an item-by-item basis.

Alabama laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. **The contractor's E-Verify Memorandum of Understanding must be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption.** An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

IV. REQUIRED CONTENT OF BID AND ATTACHMENTS

The following checklist is only a guideline and may not be all inclusive. It is the responsibility of each vendor/bidder to read and comply with the Request for Proposal (RFP) in its entirety:

- 1) Completed Bid Response Form (all pages)
- 2) Verified unit and total price of all proposed items
- 3) Noted details for substitutions, including technical information for equivalent products
- 4) Noted delivery date if unable to meet the time specified in Section II, Part D
- 5) Vendor specializations/certifications or a brief description of qualifications
- 6) Signed and dated Bid Response Form
- 7) Labeled and sealed bid as per Section 1, Part D
- 8) E-verify Memorandum of Understanding

Failure to provide any of the information requested in this solicitation, in the requested format, or to meet any of the criteria outlined herein is reason for disqualification without consideration.

HALE COUNTY SCHOOL DISTRICT
Request for Proposal (RFP)
Student Chromebook Devices
Bid Submittal Deadline: Wednesday, March 27, 2024 at 2:00 p.m. (CST)

Bid Response Form (Page 1 of 3)

Name of Firm: _____

Address of Firm: _____

Representative’s Name (Type or Print): _____

*Authorized Signature: _____

Date: _____ Telephone: (____) _____

Email: _____

Number of Years in Business: _____

***Signature certifies the proposed products and services meet all specifications and the vendor will comply with all specified requirements unless exceptions are noted below.**

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EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS
(Attach additional pages, if needed)

Bid Response Form (Page 2 of 3)

CHROMEBOOK DEVICES			
Manufacturer			
Model Number			
Part Number			
Processor			
Memory			
Hard Drive			
Wi-Fi Type			
Screen Size			
Battery			
Power Adapter			
Warranty			
Additional Product Information			
Quantity	Unit Cost	Misc. Cost	Total Cost
1,100	\$	\$	\$

***Please include a copy of the manufacturer’s product specifications.**

Bid Response Form (Page 3 of 3)

CHROMEBOOK MANAGEMENT LICENSES			
Manufacturer			
Model Number			
Part Number			
Warranty			
Additional Product Information			
Quantity	Unit Cost	Misc. Cost	Total Cost
1,100	\$	\$	\$

EXTENDED CHROMEBOOK WARRANTY INCLUDING ACCIDENTAL DAMAGE PROTECTION (ADP)			
Extended Warranty Term			
Accidental Damage Protection			
Quantity	Unit Cost	Misc. Cost	Total Cost
	\$	\$	\$