



Solicitation # RFP1820

Bid Opening Location: Spartanburg School District 2  
3231 Old Furnace Road  
Chesnee, SC 29323

**Request for Proposals**  
**Description: HP Google Chromebooks and Accessories**  
 Issue Date: March 30, 2018

**Bids Due 2:00PM April 17, 2018**

Submit questions to: Kacey Austin – 864-515-5135 or [Kacey.austin@spartanburg2.k12.sc.us](mailto:Kacey.austin@spartanburg2.k12.sc.us)

QUESTIONS MUST BE RECEIVED BY: April 9, 2018, 12:00PM

**Mail/Hand Carry Bid To -** Spartanburg School District Two  
 (No Electronic/Facsimile Submissions) Attn: Kacey Austin  
 3231 Old Furnace Road  
 Chesnee, SC 29323

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original and Four (4) Copies

\*\*\*Solicitation Number and Opening Date must be shown on sealed envelope\*\*\*

The award, this solicitation, any amendments, and any related notices will be posted on our website  
<http://www.spart2.org/departments/finance/procurement>

**Must Be Signed to be Valid**

Authorized Signature		Printed Name/Title		Date	
Company Name				State Vendor No. (If Known)	
Mailing Address				Social Security or Federal Tax No.	
City		State		Zip	
Phone Number		Fax Number		Email Address	
Buyer Signature and Date (District Use Only)				Purchase Order Number (District Use Only)	

SC Certified Minority Vendor? Yes or No (circle one)

ACKNOWLEDGEMENT OF AMENDMENTS: Acknowledge receipt of amendments by initialing below.

Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

**Spartanburg County School District Two  
Request for Bid Invitation**

Date: March 30, 2018

**HP Google Chromebooks and Accessories**

Spartanburg School District Two invites qualified vendors to submit proposals for the purchase and delivery of 6,000+ HP Google Chromebook X360 11 EE G1, with an option to purchase cases and accidental protection plans.

Sealed proposals will be received until April 17, 2018 at 2:00PM **at Spartanburg School District Two District Office** at which time they will be opened.

Bids may be delivered (i.e., hand deliver, express mail services, etc.) or mailed to:  
(**NO** electronic submissions)

SPARTANBURG SCHOOL DISTRICT TWO  
ATTENTION: KACEY AUSTIN  
RFB1820 CHROMEBOOKS  
3231 OLD FURNACE ROAD  
CHESNEE, SC 29323

No bids will be accepted after the stated bid opening date and time.

SPARTANBURG SCHOOL DISTRICT TWO RESERVES THE RIGHT TO CANCEL THIS SOLICITATION  
IN WHOLE OR PART AND REJECT ANY OR ALL BIDS IN WHOLE OR IN PART.

\*\*\*\*\*

**SOLICITATION TABLE OF CONTENTS**

- I. INSTRUCTIONS TO BIDDERS
- II. GENERAL CONDITIONS
- III. SPECIAL CONDITIONS
- IV. SCOPE OF SOLICITATION
- V. INFORMATION FOR PROPOSERS TO SUBMIT
- VI. BIDDER INFORMATION FORM
- VII. NO BID FORM

\*\*\*\*\*

**I. INSTRUCTIONS TO BIDDER**

- 1. Bid Documents:

Each bidder should carefully examine the "Request for Bid" documents, including any addenda. Should the bidder identify any discrepancies or ambiguities, he shall at once notify the undersigned. No allowance will be made for oversight or misunderstandings by the bidder after bids are received.

Spartanburg County School District Two's Procurement Code and Regulations govern and supersede any and all documents, proposals and policies, whether stated or implied.

2. Preparation of Bids:

The bid form must be either typewritten or handwritten in ink to show prices and notations. No erasures will be permitted. Errors must be crossed out, corrections entered, and initialed by the person signing the bid. Erasures or use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after specified time for opening. Signatures on bids must be by a principal, duly authorized to make contracts.

A. Evidence of liability insurance carried along with worker's compensation documentation for each employee must be submitted with the bid and maintained throughout the contract. The District reserves the right to accept or reject bids on the basis of adequacy of liability and worker's compensation coverage.

B. A minimum of (3) three references must be submitted in writing (on company letterhead if available) with the bid. References should be provided for previous employment by public schools or commercial entities if available. The District reserves the right to accept or reject bids based on references if deemed to be in the best interest of the District.

C. The prices specified in the bid must be F.O.B. Destination with all freight charges prepaid. On the Bid Forms, please indicate the delivery time after receipt of an order for the service/materials you have bid. No hidden or undisclosed prices will be acceptable.

D. Do not include sales or use taxes in your price that the District may be required to pay. Any taxes in your bid that the district may be required to pay, shall be provided as a separate line item.

3. Bid Expenses:

The District or any of its representatives shall not be held responsible for any expenses incurred in the preparation or subsequent presentation of the vendor's response to this solicitation.

4. Submission of Bids:

The bid package must be delivered in a sealed envelope, clearly marked with RFB Number. Bidders are responsible for the actual delivery of bid during business hours. No bid will be accepted after the stated bid opening.

The District assumes no responsibility for the delivery of any solicitation, addendum, solicitation response, or any other such correspondence by the US Postal Service, electronic transmission, facsimile, or any other method.

5. Failure to respond:

Failure to respond without advising the district-purchasing agent may result in the removal of your name from our bidder's list. If not submitting a bid, respond by returning the enclosed No Bid Reply form no later than the scheduled bid opening.

6. Withdrawal of Bid Response:

A bid response cannot be withdrawn after it is filed, unless the respondent makes a written request to the Procurement Officer prior to the last date and time set for receipt of the bid responses. If the District fails to accept the response or award a contract within 30 (thirty) days after the bid opening date, the respondent must inform the District, in writing, that they do not wish for their response to continue to be considered.

7. Bid Opening:

The bid opening shall be public on the date and at the time specified. Bids will be opened and tabulated. Bid files may be examined during normal working hours after award and upon receipt of request. No bids shall be altered, amended, or withdrawn after the scheduled bid opening. Negligence on the part of Bidders in preparing bids confers no right for the withdrawal of bid after opening.

**II. GENERAL CONDITIONS:**

1. Acceptance of Bids:

The District reserves the right to accept, or reject, in part or in entirety, any or all bids, to negotiate with all qualified bidders and to cancel in part or in entirety this solicitation if it is in the best interest of the District. Further, the District reserves the right to waive any or all informalities or technicalities in order to serve the best interest of the District. If a bidder fails to state the time within which a bid must be accepted it is understood and agreed that the undersigned shall have sixty days to accept.

2. Addenda:

At the discretion of the District, if it becomes necessary to revise or clarify any part of this solicitation, an addendum will be posted under “**Available Bids**” at <http://www.spart2.org/departments/finance/procurement>

- a. Because this solicitation is posted electronically, the Owner may not be aware of all potential proposers, particularly those that attained a copy from this web site or other unknown sources. It is the proposer’s responsibility to check this web site periodically to determine if any addenda have been issued.
- b. Any addenda issued by the District shall become a formal part of this quote/bid/proposal. Bidders shall acknowledge receipt of any Addenda by (1) signing and returning the amendment, (2) by letter, or by (3) initialing the cover page of the bid form under the appropriate column.
- c. The District, Procurement Officer, or other District employee, shall not be legally bound by any amendment or interpretation that is not in writing. No addenda shall be issued later than four (4) days prior to the RFB submittal date except to:

Withdraw the RFB or Postpone the RFB

- d. Such addenda shall take precedence over the original portion of the RFB documents concerned.

3. Awards:

- a. Awards will be made to the Bidder whose bid, in the opinion of the District, best meets the requirements of this RFB and the objectives of the District, except as otherwise specified in the RFB. Where more than one item is specified in the RFB, the district reserves the right to determine the successful bidder(s) either on the basis of the individual items or on the basis of all items included in the RFB, unless otherwise expressly provided in Section III (Special Conditions).
- b. The district reserves the right to modify or cancel in whole, or in part, it’s RFB’s.
- c. A written purchase order mailed, or otherwise furnished, to the successful bidder within the time of acceptance specified in the RFB results in a binding contract without further action by either party. The

contract shall not be assignable by the bidder in whole or in part without the written consent of the District.

Awards will be posted on our website <http://www.spart2.org/departments/finance/procurement>

4. Background Checks:

- a. As a minimum, the Bidder shall obtain a complete South Carolina statewide criminal background investigation for all individuals and employees performing work or services for Bidder or any other entities such as subcontractors, sub-sub-contractors, and consultants who will perform work or a service on this project. In the event that the individual being investigated is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of South Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. In addition, the Bidder shall check employees against the National Database of Registered Sex Offenders. Any individual that is registered as a sex offender will not be permitted on school property.
- b. All costs associated with these criminal background checks are the responsibility of the bidder.
- c. The Bidder shall be responsible and liable for the conduct and actions of their employees and all individuals working under them.
- d. Any individual with the following criminal convictions or pending charges will not be permitted on any school project or property.

Rape or Criminal Sexual Conduct  
Child Molestation or Abuse  
Any Sexually Oriented Crime  
Drugs: Felony use, possession or distribution.  
Violent crimes  
Robbery  
Felony

- e. Any individual with a prior conviction or pending charges contained in the aforementioned list shall not be permitted on the District's property.
- f. The District may, at any time, request verification of criminal background investigation for any employee or subcontractor on school property.

5. Clarifications:

The District reserves the right, at any time after opening and prior to award, to request from any Bidder clarification, address technical questions, or to seek or provide other information regarding the Bidder's bid. Such a process may be used for such purposes as providing an opportunity for the Bidder to clarify his bid in order to assure mutual understanding and/or aid in determinations of responsiveness or responsibility.

6. Confidentiality:

Ownership of all data, material and documentation originated and prepared pursuant to this bid shall belong exclusively to the District and be subject to public inspection in accordance with the Freedom of Information Act. However, commercial and/or financial information which is confidential or privileged included in bids will not be disclosed if such information has been identified by the firm as confidential. All firms who wish to have selected information in their bids remain confidential must visibly mark as "Confidential" each page of the bid they consider to contain proprietary information.

7. District or School Regulations:

The bidder(s) and his representatives shall follow all applicable regulations while on District property, including the NO SMOKING, no weapons, and drug-free policies. No work shall interfere with school activities or environments unless an authorized employee for that location gives permission. All representatives of winning bidder must display identification tags (picture ID) at all times while on school grounds.

8. Drug-free Workplace:

By signing and submitting a bid, a Bidder is certifying that it will comply with all requirements of the South Carolina Drug-Free Workplace Act, Section 44-107-10, ET Seq., S.C. Code Ann, (1976).

9. Equal Opportunity:

Bidder shall comply with all Federal and State requirements concerning fair employment, and concerning the treatment of all employees without regard to or discrimination by reason of race, color, religion, sex, national origin, ancestry, or physical handicap.

10. Ethical Standards:

It shall be a breach of ethical standards of any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

11. Indemnification:

The bidder(s) shall agree to hold the District harmless and to indemnify the District from every expense, liability, or any payment arising out of or through injury (including death) to any person(s) or damage to any property of any location in which work is located arising out of or suffered through any omission of the bidder(s)

12. Information:

- a. Any explanation desired by a Bidder regarding the meanings or interpretation of the bid schedule, attachments, specifications, etc. **must be requested in writing and with sufficient time allowed for a reply to reach Bidders before the submission of their offer.** All written requests should be directed to the attention of:

Spartanburg School District Two  
ATTN: Kacey Austin  
3231 Old Furnace Road  
Chesnee, SC 29323  
Kacey.Austin@spartanburg2.k12.sc.us

- b. All contact should be directed to Kacey Austin, Procurement Officer. No company should contact District staff directly.
- c. Oral explanation or instruction given before the award of the contract will not be binding. Any information given to a prospective bidder concerning the bid schedule will be furnished to all prospective Bidders as an amendment to the Request For Bid, if such information is necessary to Bidders in submitting offers on the bidder schedule if the lack of such information would be prejudicial to uninformed Bidders.
- d. The District seeks to permit maximum competition. Offerors are urged to advise the Procurement Official, as soon as possible, regarding any aspect of this procurement, including any aspect of the Solicitation, that unnecessarily or inappropriately limits full and open competition.

13. Insurance:

The awarded Contractor shall provide General Liability and other Insurance as listed herein. The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in South Carolina. The Contractor/vendor shall not cause any insurance to be canceled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be canceled or reduced, restricted or limited until fifteen (15) days after the School District has received written notice, as evidenced by return receipt of registered or certified letter. Further, Spartanburg School District Two will be named as an additional insured on all policies.

Workers Compensation

The contractor shall procure and maintain during the life of the contract, Worker's Compensation Insurance as required by applicable State law for all of his/her employees to be engaged in work at the site of the project under the contract.

Commercial General Liability Insurance

The contractor shall procure and maintain during the life of the contract, Commercial General Liability Insurance, including premises and operations, completed operations and products, on a per occurrence basis, with at least the following limits:

- General Aggregate - \$1,000,000
- Products- Completed Operations Aggregate - \$1,000,000
- Personal & Advertising Injury - \$1,000,000
- Each Occurrence - \$1,000,000 (Bodily Injury and Property Damage)
- Fire Damage - \$1,000,000 per fire
- Medical Expense - \$10,000 per person

Coverage for explosion, collapse and underground property damage shall not be excluded from the policy. Completed operations liability coverage shall be in force for one year after completion of work.

Comprehensive Automobile Liability

If a contractor owned vehicle is used on District property under this contract, the Contractor shall maintain Comprehensive Automobile Liability insurance (including all automotive equipment owned, non-owned and hired, operated, rented, or leased) Minimum coverage shall be:

- Bodily Injury - \$1,000,000 per person, \$1,000,000 per accident
- Property Damage - \$1,000,000 each occurrence OR combined single limit bodily injury and property damage liability - \$1,000,000

14. Invoices:

Invoices must be submitted to:  
Spartanburg School District Two  
1820 Old Furnace Rd  
Boiling Springs, SC 29316

Delay in receiving invoices, as well as errors and omissions on the invoices; will be considered just cause for withholding payment without losing discount privileges. The district reserves the right to withhold payment or make such deductions as may be necessary to protect the district from loss of damage because of defective work, claims, damages, or to pay for repair of correction of materials furnished hereunder.

15. Iran Divestment Act:

By submission of this bid, each bidder and each person signing on behalf of any Bidder certifies, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Section 11-57-310.

16. Offeror Qualifications:

Bidder must, upon request, furnish satisfactory evidence of its ability to furnish products or services in accordance with the terms and conditions of this bid. The District reserves the right to make the final determination as to the Bidder's ability to provide the products or services requested herein. No bid shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that is deemed irresponsible or unreliable to the District.

17. Publicity Release:

The bidder shall not have the right to include the District's name in its published list of customers, without prior approval of the District. The bidder agrees not to publish or cite in any form any comments or quotes from District staff. Bidder further agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply the products or services provided are endorsed or preferred by the District.

18. Right to Protest:

Any prospective Bidder or subcontractor who is aggrieved in connection with the solicitation of a contract may exercise protest rights under Section 4210 of the District Procurement Code within ten (10) days of the date of issuance of the Intent to Award.

19. Save Harmless:

(This clause does not apply to solicitations for service requirements). The successful bidder shall indemnify and save harmless the District, all officers, agents and employees from all suits or claims of any character brought by reason of infringing on any patent trade mark, or copyright. Bidder shall have no liability to the District if such patent, trademark or copyright infringement or claim is based upon the proposer use of material furnished to the bidder by the District.

20. South Carolina Law Clause:

Upon award of a contract under this bid, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, license, or fees levied by the state. All bid documents submitted in response to this solicitation are governed under the laws of the State of South Carolina.

21. Specifications:

- a. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s).
- b. Brand names shall be used at times as part of the specifications to establish a desired level of quality and performance. Alternative brands of comparable quality may be bid provided the brand name, model number, etc., is clearly indicated in the bid. However, the District reserves the right to insist upon the specified name brands.
- c. The Bidder alone will be held solely responsible to the District for performance of all Bidder obligations under any contract resulting from their bid.



## 22. Subcontracting:

- a. If any part of the work covered by this bid is to be subcontracted, the Bidder shall identify the subcontracting organization and the contractual arrangements made therewith. The District must approve all subcontractors. The successful Bidder will also furnish the corporate or company name and the names of any subcontractors engaged by the Bidder. If at the time of the bid, it is the intent of the Bidder to subcontract any part of the work, the area(s) to be subcontracted should be detailed in the bid. The subcontractor's qualifications to perform along with three references must be submitted.
- b. The bidder alone will be held solely responsible to the District for performance of all Bidder obligations under any contract resulting from their bid. The subcontractor is subject to the same terms and conditions of this agreement.

## 23. Termination

### Termination for Cause:

The District reserves the right to cancel the contract without advanced notice should there be default or negligence on the part of the bidder. The thirty (30) days advance notice requirement is waived and the default provision in this proposal shall apply.

The District may, by written notice of default to the bidder, terminate this contract in whole or in part if the bidder fails to deliver supplies or to perform the services within the time specified in this contract or any extensions.

### Termination for Convenience:

The district may cancel the contract for convenience upon a thirty (30) day advance written notice of intent to cancel the contract. In the event that this contract is terminated or cancelled upon request and for the convenience of the District without the required thirty (30) day advance written notice, then the District may negotiate reasonable termination costs, if applicable.

### Default:

The District reserves the right to terminate this contract with a bidder due to unsatisfactory performance. In the case of default, the District reserves the right to purchase any or all items in default in the open market, charging the vendor with any additional costs. The defaulting vendor shall not be considered a responsible bidder until the assessed charge has been satisfied.

### Non-Appropriations:

Any contract entered into by the District or its departments, employees or agents resulting from this Request for Bid shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

## 24. Unlawful Acts:

The District interprets a signed bid as signifying that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under the state of South Carolina or United States laws.

## **III. SPECIAL CONDITIONS**

1. The District intends to award contracts by lot from this Request for Proposals to the most responsive and responsible Offeror(s), whose proposal, in the sole opinion of the District, is determined to be the most advantageous to the District, based on the evaluation criteria.

2. All proposals will be reviewed for purposes of determining responsiveness and proposer responsibility. Any proposal that does not meet the essential requirements of the RFP and the District will be deemed non-responsive. To determine responsibility, all information provided by the proposer concerning its capability to perform fully the contract requirements, including the integrity and reliability of the proposer, will be reviewed.
3. The evaluation team may request written or oral clarifications of any proposal received. However, the District may, at its sole discretion, refuse to accept in full or in part the response to a clarification request given by any vendor. Vendors are cautioned that the evaluators are not required to request clarification; therefore, all offers should be complete and reflect the most favorable terms. The District reserves the right to reject any and all offers when such rejection is deemed to be in the best interest of the District.
4. The District may conduct discussions with responsible proposers who submit proposals for the purpose of clarification to assure full understanding of the requirements of the RFP and for the clarification of any proposal.
5. The District is not required to conduct discussions or negotiations with any proposer and reserves the exclusive right to determine if and when firms shall be involved in any discussion or demonstration.
6. If requested by the District during the evaluation process, Offeror's meeting requirements of the proposal may be required to provide a presentation/demonstration. This will provide the opportunity for Offeror's to clarify their proposals and to ensure a thorough understanding of the system functionality. The presentation/demonstration will be provided either on-site or web-based. Any cost incurred for the presentation/demonstration/webinar shall be provided at the Offeror's expense.
7. Evaluation Factors are as follows:
  - Cost – 50%
  - Responsiveness to RFP/Ability to Meet District's Needs – 20%
  - Technical Experience/References – 15%
  - Implementation Ability and Schedule – 15%

Award will be made to the highest ranked, responsive, and responsible Offeror(s) whose offer meets the requirements of this proposal and is determined to be the most advantageous to the District.

8. The initial term of any contract resulting from this RFP shall be for one (1) year, with initial services to begin on or about **May 4, 2018** through **May 3, 2019** (or one year from start date). The district, at its discretion, may extend the contract for two additional period of one (1) year ending the contract on **June 30, 2021**. The price for any additional units MUST be available at the contracted price. It is to be understood that in no way is the District guaranteeing a minimum or maximum number of Google Chromebooks, Cases, and/or Unlimited Accidental Protection Plans to be purchased at any time throughout the term of the contract.
9. The contract will automatically renew on each anniversary date as long as both parties desire to maintain said contract. Renewal on the part of the District will be based upon satisfactory Contractor performance. Should either party wish not to renew the contract at the end of a contract period, notification shall be submitted in writing to the other party as follows: notification by the successful firm shall be given to the District no less than ninety (90) calendar days prior to the contract renewal date, and, should the District elect not to renew the contract, a minimum thirty (30) days' notice shall be

provided to the contracted firm.

#### **IV. SCOPE OF SOLICITATION/SPECIFICATIONS**

Spartanburg School District Two invites qualified vendors to submit proposals for the purchase and delivery of 6,000+ Google Chromebook, with an option to purchase cases and accidental protection plans.

The District reserves the right to purchase additional units that may be needed throughout the year through **June 30, 2021**. The price for any additional units **MUST** be available at the contracted price. It is to be understood that in no way is the District guaranteeing a minimum or maximum number of Google Chromebooks, cases and/or accessories to be purchased at any time throughout the term of the contract.

##### **1. CHROMEBOOKS**

Spartanburg School District Two requires the following model/specifications:

HP Chromebook X360 11 EE G1

- Intel Celeron N3350 processor
- 4GB RAM
- 32GB eMMC SSD
- With keyboard camera

A Chromebook Device Management License for each unit purchased is required.

White Glove Service to include the following must be included:

Adding to Google Management Console in the specified OU

Verifying that the school district's wireless network configuration gets applied from the Google Management Console

Asset tagging with district-provided tags and adding the asset tag number to the Asset ID field in the Google Management Console

Providing an inventory spreadsheet model with serial number and asset tag and shipping to each individual school.

Shipping to individual school locations must be included on all Chromebook purchases. Delivery for the first 6000 devices must be made by August 1, 2018.

##### **2. CHROMEBOOK CASES**

Case must be compatible with Google Chromebook X360 11 EE G1, similar to the Gumdrop DT-HPCB11360.

Shipping to individual school locations must be included on all case purchases. Delivery for the first 6000 cases must be made by August 1, 2018.

##### **3. UNLIMITED ACCIDENTAL PROTECTION PLANS**

Plans must provide unlimited accidental protection coverage for 11" minimum Chromebooks.

Plan must include no deductible, theft/loss coverage up to 2% of the order, 3 full years of battery coverage, no limit on ADP (including continued coverage after full replacement of a device and no per year limit)

Quantity: 6000 with the option to purchase additional units at the contracted price through 6/30/2021.

Must include a coverage of a 3 year timeframe, beginning from the delivery date.

Must include both off-site and on-site repair options with maximum 72 hour turnaround time.

Cases with Accidental Protection plans that meet the above criteria will also be considered as part of this proposal.

#### **4. CHROMEBOOK CHARGERS**

The District will need to purchase additional chargers for the Chromebook throughout the life of the contract due to loss. The charger must be HP branded.

### **V. INFORMATION FOR OFFERORS TO SUBMIT**

#### **A. Proposal Format**

The District requests that **one (1) original, four (4) copies** of the proposal be submitted.

#### **B. Two Separate Volume Proposal Submission**

Offerors shall submit original proposals to the District in two (2) parts: one (1) “**TECHNICAL PROPOSAL**” and the second part submitted as a separate sealed package and clearly marked “**COST PROPOSAL**”.

#### **1. Technical Proposal**

The Technical Proposal shall address and incorporate the elements listed below:

##### **i. Cover Letter – Cover Page**

A maximum of one (1) page, dated Cover Letter to include the legal name of the Offeror, address telephone and facsimile numbers, shall be provided that contains a summary of the Offeror’s ability to perform the services described in the proposal and confirm that the Offeror is willing to perform those services and enter into a contract with the District. The letter shall be signed by a person having the authority to commit the Offeror to a contract. Place the completed and signed RFP Cover Page should be submitted behind your cover letter.

##### **ii. Table of Contents**

A Table of Contents of the material contained in the proposal should follow the Cover Letter. The Table of Contents should identify major points of discussion by page and should clearly cross reference the technical discussion to any related tables in the proposal.

##### **i. Work Plan**

The Work Plan should describe in detail the specific methods, tasks, and activities proposed to be undertaken from system selection to system maintenance. Any anticipated theoretical or practical problems associated with the completion of each requirement should be discussed. Solutions, alternatives, or contingency plans related to these problems should also be proposed if appropriate. Additionally, the Work Plan should include task initiation and completion schedules and Offeror’s proposed staff assignments. Provide an overview of the professional services you offer, note any third party is involved in the implementation process. Include your project management process.

##### **ii. Company Background and Experience**

Provide information on company background to include number of years in business, size of firm, location of main office, and resumes of key personnel (include the individual resumes for the individual personnel that are to be assigned to the project if the Offeror is awarded the contract.

iii. **References**

The “Reference” section should describe selected engagements for other clients involving services similar to those requested by this RFP. References should be other public school district (preferably in SC). Response should include: (1) name of the district and primary contact; (2) address, telephone number; (3) e- mail address of the primary contact; (4) number of students in the referenced district or number of students transported, (5) identify the Student Information system employed by the referenced district; (6) what modules were implemented and state the month and year of completion.

iv. **Financials**

Proposals shall include the Offeror’s most recent certified annual report, financial statement, or other evidence of the company’s financial status.

v. **Licenses & Permits/Insurance**

The successful Offeror(s) shall have and maintain any/all necessary licenses, permits, etc. necessary to conduct business in South Carolina.

Submit a copy of the requested insurance and it must be maintained at all times.

vi. **Schedule**

Offeror must submit a detailed project delivery schedule upon contract award.

2. **Cost Proposal**

The Cost Proposal shall be provided under separate cover in a sealed envelope for the original and copies requested.

Please include any value added services (such as professional development, etc.) that would be available.

**Do not provide any cost information in any section of the Technical Proposal.**

**COST PROPOSAL FORM  
TO BE SUBMITTED IN A SEPERATE SEALED ENVELOPE  
RFP 1820 GOOGLE CHROMEBOOKS**

OFFEROR'S NAME: \_\_\_\_\_

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>BID TOTAL</u>
<u>LOT 1</u>			
11 inch HP Chromebook X360 11 EE G1 – To Include White Glove Service	6,000	\$	\$
11 inch HP Chromebook X360 11 EE G1 No White Glove Service Purchased Individually on an as needed basis	Estimated qty of 150 in three year period		
<u>LOT 2</u>			
Chromebook Cases Please send literature	6,000	\$	\$
Chromebook Cases Purchased on an as needed Basis	Estimated qty of 150 in three year period		
<u>LOT 3</u>			
Chromebook Accidental Protection Plan – Please send literature	6,000	\$	\$
Additional Accident Protection Plans Purchased on an As Needed Basis	Estimated qty of 150 in three year period		
<u>LOT 4</u>			
HP Chromebook X360 Charger	Est qty of 1000 in 3 year period		

**Please include any value added services that you are able to offer with the initial 6,000 order.**

**VI. BIDDER INFORMATION**

I, the undersigned, certify that this bid does not violate any Federal or State antitrust laws.

Bidder's Federal ID or Social Security Number: \_\_\_\_\_(Please attach W-9 form)

All bidders who are authorized to collect South Carolina sales tax must state their South Carolina tax registration number.

South Carolina Tax Registration Number: \_\_\_\_\_

Is your company a minority-owned company? Yes \_\_\_ No \_\_\_ OSMBA Cert # \_\_\_\_\_

Bidder Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

---

In compliance with the invitation and subject to all conditions thereof the undersigned offers and agrees, if this bid is accepted within 60 days from the date of opening, to furnish any or all items quoted on at prices as set forth after the item and make delivery, immediately after receipt of order, delivered, all transportation costs included and prepaid and unless otherwise stated and accepted herein.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same services, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Iran Divestment Act: By submission of this bid, vendor and each person signing on behalf of this vendor certifies that to the best of its knowledge and belief that this vendor is not on the list created pursuant to Section 11-57-310. This chapter does not apply to a procurement or contract valued at one thousand dollars or less; Section 11-57-40.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Printed or Typed)

**VII. NO BID FORM**

BID NUMBER 1820

Bidder \_\_\_\_\_

To assist us in obtaining good competition on our requests for bid, we ask that each firm that receives a request but does not wish to make a bid, state their reason(s) below. This information will not preclude receipt of future invitations unless you request removal from the Bidder's list.

We hereby submit a "No Bid" because:

- 1. We do not wish to bid under the terms and conditions of the invitation for bid documents.
- 2. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- 3. We do not sell the item(s) on which bids are requested.
- 4. Other: (Please explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. Delete us from the Bidder's list.

Firm \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative