



**Request for Quote  
for  
Chromebook Financing**

**December 22, 2017**

## INTRODUCTION

North Putnam Community School Corporation is located just thirty miles west of Indianapolis. The corporation includes one high school, North Putnam High School; one middle school, North Putnam Middle School; and two elementary schools, Roachdale Elementary and Bainbridge Elementary. The 2017-18 student enrollment for the district is approximately 1400 students.

## PURPOSE

North Putnam Community School Corporation recently purchased 640 Lenovo Multitouch Thinkpad Chromebooks (Part # 20GE003US) that will be issued to every student at the elementary schools beginning in January 4, 2018. The school district is planning on purchasing 820 additional Chromebooks in April 2018 for the middle and high school students.. This RFQ is specifically for **leasing options** for the Chromebooks for the high school and middle school students.

## GENERAL TERMS AND CONDITIONS

North Putnam Community School Corporation maintains a technology managed services contract with Five-Star Technology Solutions who provides technical expertise regarding the network infrastructure of the school district. Five-Star Technology consulted in the drafting this RFQ, and may provide a response to this RFQ with a recommended solution.

In a [separate RFQ](#), the district is requesting quotes for the following equipment:

- 820 LENOVO : ThinkPad 11e 4th Gen Chromebooks, part number: # 20HY0000US
- 820 Chrome and Google Management Console licenses
- 820 vendor-recommended Cases for the Chromebooks
- Extended Warranty Options

The deadline on that separate RFQ is also January 24, 2018. Therefore, the exact dollar total for the desired amount financing will be specified at that time. However, the district anticipates the total to be approximately \$325,000-\$350,000 and is seeking financing options to cover that range at this time.

This document includes information to provide the vendor with enough information to quote lease financing options as specified.

The school corporation is tax exempt and as such will not pay any sales, use or property tax. Tax exemption certificate available upon request.

All proposals submitted shall remain firm for a period of sixty (60) days of receiving.

## **PROPOSAL SPECIFICATIONS**

### **Scope of Project**

- Read all the general conditions carefully before submitting your quote to be certain that you completely understand all requirements.
- Pricing and terms should be verified and thoroughly checked before submitting your quote. If an error is made on the proposal, the school corporation cannot accept any responsibility. It is assumed that the pricing submitted is the price you will be honor. Therefore you will be legally held to this price.
- The school corporation reserves the right to reject any or all quotes and to make an award deemed to be in its best interests.

### **Required Quote A**

- 48-month, with \$1 Buyout lease-purchase for \$325,000 worth of computer equipment.

### **Required Quote B**

- 48-month Fair Market Value Lease for \$325,000 worth of computer equipment

### **Required Quote C**

- 48-month, \$1 Buyout lease-purchase for \$350,000 worth of computer equipment

### **Required Quote D**

- 48-month Fair Market Value Lease for \$350,000 worth of computer equipment

### **Optional Quote E**

- Provide additional financing options that you think may be of interest to the district based on the project overview and your past experiences.

### **Additional Specifications**

- For each of the requested quotes, please provide your lease rate factor, interest rate, yearly payment and total lease costs.
- To be considered complete and responsive to this RFP, each proposal packet must include sample lease forms and documentation that your company will require, payment schedules, and amortization schedules.
- Yearly lease payments are preferred.

## **IMPLEMENTATION TIMELINE**

Barring an unforeseen circumstance, North Putnam School Corporation plans to make a recommendation to the School Board of Trustees at the February 15th, 2018 board meeting.

## **QUOTE SUBMISSION**

1. Proposals must be submitted on paper in a sealed envelope and should clearly be marked "**Quotes – Chromebook Financing**" on the envelope. The following individual will be the primary contact person during the bid process.

**Daniel Noel, Superintendent of Schools**  
**North Putnam School Corporation**  
**300 North Washington Street**  
**Bainbridge, Indiana 46105.**  
**dnoel@nputnam.k12.in.us**

2. Questions and/or clarification of items in the RFQ should be communicated via e-mail to Daniel Noel. Responses to these items will be sent via e-mail.
3. It is the responsibility of the vendor to ensure the receipt of their proposal by the school district.
4. Proposals must be received by **2:00 PM EST Friday, January 24, 2018**. Proposals will be opened at the following location:  
North Putnam School Corporation  
300 North Washington Street  
Bainbridge, Indiana 46105
5. All quotes should include detailed line items and subtotals along with the total purchase price. All proposals must indicate that they are valid for no less than sixty (60) days from the proposal due date.
6. The bidder's written proposal will be the basis for selection. However, following an initial screening of all quotes received, North Putnam School Corporation may request additional information, clarification, or an on-site presentation.
7. All proposals should include a pricing summary on the the first page of the proposal using the template provided at the end of this document.

8. Failure to address all aspects of this quote may result in disqualification at sole discretion of North Putnam School Corporation.
9. The additional following information must be included with each vendor's quote:
  - a. description of the company location and the number of years in business.
  - b. description of experience for similar projects.
  - c. a list of not less than three (3) references for similar projects performed.
10. North Putnam School Corporation reserves the right to accept or reject any or all responses to the RFQ and to enter into discussions and/or negotiations with more than one qualified proposer at the same time should that action be in the best interest of the schools.
11. Vendors are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the quote.
12. By submitting a quote, the Bidder represents that it has read and clearly understands this RFQ and that it is capable of providing the required services on the agreed contract commencement date.
13. Failure to submit a quote response on time may constitute grounds for the rejection of the quote.

## **GENERAL RULES APPLICABLE TO THE SELECTION PROCESS**

- Each proposer will be treated equally and fairly, with decisions being made on the stated criteria in meeting the stated goals in this RFQ.
- For the purpose of assuring the North Putnam School Corporation of the quality of workmanship, materials, equipment and service, the school corporation will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project.
- All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.
- The school corporation reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.
- The quotes will be considered and awarded not solely on price, but also in

conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the quotes have been awarded by the school corporation.

- Vendors shall furnish school corporation with brochures, documentation and specification sheets, if requested.
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to the school corporation, taking into consideration price and other evaluation factors set forth in the specifications.
- The school corporation reserves the right to reject any or all quotes and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.
- The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by the school corporation official who is authorized to issue orders.
- Any quote may be rejected if it contains any alterations or erasures without being properly initialed by the person submitting the bid.
- The vendor shall submit an invoice upon acceptance of completed services, payment will be made within sixty (60) days.
- All contact following issuance of the RFP until submission of proposals is through Daniel Noel, Superintendent of Schools. **North Putnam School Corporation may need to consult Five-Star Technologies, the technology managed service provider for the District, to obtain answers for questions technical in nature.**
- Reference checks may be conducted for the selected number of top-ranking vendors.

**Response to North Putnam Chromebook Financing Request for Quote  
(Complete and include as first page in your proposal.)**

**Contact Information:**

Quote Date:	
Company Name:	
Address:	
Sales Rep. Email Address	
Sales Rep Phone Number	

Item	Interest Rate	Total Interest
48-month, with \$1 Buyout lease-purchase for \$325,000 worth of computer equipment.		
48-month Fair Market Value Lease for \$325,000 worth of computer equipment		
48-month, \$1 Buyout lease-purchase for \$350,000 worth of computer equipment.		
48-month Fair Market Value Lease for \$350,000 worth of computer equipment		
Alternative Option (Specify here.)		