



**Request for Quote
for
Chromebook Purchasing**

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 the Chromebooks for the middle and high 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.

This document includes information to provide the vendor with enough information to quote fixed prices for equipment and delivery as specified.

- A total of 820 Chromebooks is requested.
- All prices shall include delivery to the address below:

North Putnam High School
#1 Cougar Drive
8869 N. County Rd. 250 East
Roachdale, IN 46172

- Vendor to quote only brand new (no refurbished) Chromebooks.
- Be certain to quote on the exact quantity, services, and other items specified. **NO SUBSTITUTIONS WILL BE ACCEPTED for the required quotes.**
- 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.
- The vendor shall include warranty information for all equipment offered with the proposal.

PROPOSAL SPECIFICATIONS

Scope of Project

- Read all the general conditions carefully before submitting your quote to be certain that you completely understand all requirements.
- Unit cost and extensions should be verified and thoroughly checked before submitting your quote. If an error is made on the unit pricing, 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.
- All packing slips and invoices must reference the purchase order number assigned to any items awarded to your company. Also, any back orders must be noted on invoices.
- The school corporation will not be responsible for any deliveries that are not signed for by an authorized employee or employee of the school's technology managed services provider
- 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 - Qty 820

Part # 20HY0000US - LENOVO : ThinkPad Yoga 11e Chromebook (4th Gen), Celeron N3450 (4C, 1.1 / 2.2GHz, 2MB), 11.6 HD 1366x768 Multitouch, Google Chrome, 4GB Memory, 32GB EMMC, Intel Graphics Chipset, Bluetooth 4.2, 720p HD Camera, 3 Cell battery, 1 Year Depot

Required Quote B - Qty 820

Google Management Console license

Optional Quote C - Qty 820

Submit a quote that includes vendor-recommended case for the Lenovo ThinkPad 11e keeping in mind that units will be used by middle and high students both at school and at home on a daily basis. While the school does have a couple specific cases in mind, they are open to reviewing other options that meet their needs. They are looking for something that is available in multiple colors, with school logo, and provides strong protection from drops.

Cases that are being considered include the Flak Jacket Plus 3.0 (FJ3.0-11PLGRY) with shoulder strap and the Brenthaven Tred Sleeve 13" 2017 with pouch and shoulder strap. (Brenthaven part # 2690000 with 7612001).

Optional Quote D - Qty 820

Submit a quote that includes an additional extended warranty options and warranty options that cover accidental damage.

All quotes should include detailed line items and subtotals along with the total purchase price.

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 Purchasing**" 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 proposals should include a pricing summary on the the first page of the proposal using the template provided at the end of this document.
6. 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.
7. 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.
8. Structure your proposal based on the information requested above. Please insure to address each section and item; it is your responsibility to address all questions in this quote. 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 Purchasing 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	

Required Items:

Item	Unit Price	Total Price (Qty 820)
Part # 20HY0000US - LENOVO : ThinkPad Yoga 11e Chromebook (4th Gen)		
Google Management Console license		
TOTAL		

Optional Items

Item	Unit Price	Total Price (Qty 820)
Extended Warranty Option 1 (Specify here)		
Extended Warranty Option 2 (Specify here)		

North Putnam Community School Corporation Chromebook Purchasing RFQ

<p>Brenthaven Tred Sleeve 13" 2017 with pouch and shoulder strap.</p>		
<p>Flak Jacket Plus 3.0 (FJ3.0-11PLGRY) with shoulder strap</p>		
<p>Alternative Case 1 (Specify here.)</p>		
<p>Alternative Case 2 (Specify here.)</p>		