

**Bid Specifications
For Lease of 2000
Chromebooks**

For
CLAY COMMUNITY SCHOOLS

Prepared by:

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Clay Community Schools
1013 South Forest Ave
Brazil, IN 47834
(812)443-4461 ext. 1101

CLAY COMMUNITY SCHOOLS
One to One Hardware
Instruction to Bidders

Notice is hereby given that the Board of School Trustees of Clay Community Schools, Clay and Parke Counties, Indiana will receive sealed bids for the Purchase of replacement computer hardware for Clay Community Schools.

Sealed bids will be received by Clay Community Schools; Brazil, Indiana at the time and place mentioned in the published legal Notice to Bidders at which time and place all bids will be opened and publicly read aloud.

All bids must be submitted in a sealed envelope with a statement on the outside of the envelope reading “Sealed Bid: One to One Hardware for Clay Community Schools.” All bids received after the designated time will be returned unopened. The bids must be submitted on or before 2:00 p.m. on May 26, 2020 to Mark Shayotovich, Clay Community Schools, 1013 South Forest Ave Brazil, Indiana 47834. The Board of School Trustees will award contracts for the products on May 28, 2020.

Each bidder shall furnish the following with his bid:

1. Non-Collusion affidavit must be executed.
2. Place bid prices on the appropriate specification form.
3. A cover letter with a brief statement on the history of the firm
4. Reference of at least two (2) other school corporations in Indiana using equipment provided by the bidder.

Any bidder may withdraw his bid at any time prior to the scheduled time for receipt and opening of bids. No bids shall be withdrawn after the opening of bids without the consent of the owner.

Acceptance of any bid will be based on the assumption that the bidder fully understands the specifications and conditions, and accepts them without reservation.

Should any person submitting a bid have a question as to the true meaning of specifications; he may request interpretation from the owner. Failure to request clarification shall be the sole responsibility of the bidder.

The Board of School Trustees reserves the right to reject any and all bids and waive any informalities. Any such decision shall be considered final and not subject to further recourse. The Board of School Trustees may accept bids for the various categories of computer hardware and software from different vendors. If a vendor wishes to bid only certain categories, they are not restricted from bidding.

DELIVERY:

All equipment shall be delivered in accordance with owner's directions at the time the purchase order is issued. Payment will be made after successful delivery and testing of all equipment.

Successful bidder shall include as part of the bid the cost of freight and transportation of said items of equipment. Freight prices shall include all costs of unloading the trucks and the placement of all boxes, crates, packages and parcels within the building.

The seller shall assume all responsibility on all items damaged in shipment. The owner shall not assume any obligations concerning damaged equipment.

EQUIPMENT SAFETY STANDARDS:

All items bid, where applicable must meet Federal (IOSHA) and State safety standards and specifications.

WARRANTY/MAINTENANCE

Successful bidder shall provide a minimum warranty for all equipment as stated on the bid specifications form and shall be responsible to repair or replace all broken or unusable pieces of equipment.

The successful bidder shall have a self-maintainer program that Clay Community Schools may participate in. This program shall allow Clay Community Schools' technology personnel (with the proper certification) to order parts or pieces of equipment and replace or repair such parts and equipment. All details of the bidders self-maintainer program shall be included as part of their bid.

QUALITY:

All Equipment being bid shall be new and all computers must contain identical components

Specifications have been organized in such a manner that bidders may be able to determine quality. A manufacturer's number and /or name may be used to indicate quality standard; this information is not an attempt to limit bidders in any way. Bidders may submit bids for items of proven superior quality or of equal quality specified, provided that the bid is clearly marked "alternate bid" and a full description of the item shall accompany the bid.

SELECTION FACTORS:

All items bid will be reviewed and compared for quality, conformity to specifications, and price. Factors that will be given consideration by the owner in making this award are listed below:

1. Compliance with bid specifications.
2. Costs in relation to benefits and value to Clay Community Schools
3. Sufficiency and expandability of the proposed hardware.
4. Compatibility with existing equipment, software and networking.
5. Bidder qualifications and experience in educational applications and installations.
6. Bidder's commitment to continue in the area of educational applications and provide additional hardware and software at reasonable costs over the time of the bid period.
7. Bidder's implementation, training and support commitments.

SUBMIT BIDS TO:

Mark Shayotovich
Clay Community Schools
1013 South Forest Ave
Brazil, IN 47834

Questions regarding Hardware and Software Specifications should be directed to:

Mr. Bill Milner
Clay Community Schools
1013 South Forest Ave
Brazil, IN 47834
812-443-4461, ext. 1101
milnerw@clay.k12.in.us

HARDWARE and SOFTWARE SPECIFICATIONS

Clay Community Schools shall receive bids in the following categories of computer hardware and software:

- A. Lease of Chromebook Touch
- B. Value Add Services

Manufacturers of CPU's must meet criteria of Gartner Group Global Enterprise Desktop Quadrant Vendors and Clay Community Schools will only accept bids for PCs produced by Global Enterprise Desktop Quadrant manufacturers. CPU's bid must be models intended for commercial use, rather than home use. Clay Community Schools in no way desires to limit competition, however, it is our opinion that this requirement is necessary to ensure that our technology project is completed correctly and warranty service, continued service, and parts availability is ensured.

FORM A	VENDOR RESPONSE (Specify Price)
Chromebook 4 Year Lease Price	\$
Shipping/Handling	\$
Total Price per unit	\$

WARRANTY AND SERVICE:

Please state the terms of the warranty on the Equipment in Bid:

1. Length of warranty on Equipment Bid.

2. Source of Warranty and Non-warranty Service.

**ESTIMATE THE TIME REQUIRED FOR DELIVERY AFTER RECEIPT OF
PURCHASE ORDER:**

**Clay Community Schools would like to receive delivery of all 2000 laptops by no later than
July 10, 2020.**

ALTERNATE BID #1
FORM B – Value Add Services

Cost per Unit to:

- A. Provide necessary training / documentation for self-maintainer program.
\$ _____
- B. Cost of adding additional Warranty up to 4 years. \$ _____
- C. Cost of Google Chrome OS Management Console License. \$ _____
- D. Cost of Education Work-In-Case for Chromebook \$ _____

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
)
_____ COUNTY)

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Subscribed and sworn to before me this _____ day of _____, 2020.

My Commission Expired: _____
Notary Public

County of Residence _____

LEGAL NOTICE

Notice is hereby given that the Board of School Trustees of Clay Community Schools, Clay and Parke Counties, Indiana will receive sealed bids at the Office of Superintendent of Schools, Administration Building, 1013 South Forest Ave, Brazil, IN 47834, not later than 2:00 p.m. prevailing local time, on May 26, 2020. Bids will be opened and publicly read on May 26, 2020 at 3:00 p.m. for the following items:

PURCHASE OF COMPUTER HARDWARE

Bids received after the designated time will be returned to the sender. The Board of School Trustees will award contracts for the products on May 28, 2020.

Bids shall be submitted in sealed envelopes bearing the title of the bid and shall clearly show the name of the bidder. Non-Collusion affidavit must be executed.

Detailed specifications may be obtained from the Office of Superintendent of Schools, Administration Building, 1013 South Forest Ave, Brazil, IN 47834.

Mailing address for the bids is Mark Shayotovich, Clay Community Schools, 1013 South Forest Ave, Brazil, IN 47834

The Board of School Trustees of Clay Community Schools reserves the right to reject any, all, or part of any or all bids.