

REQUEST FOR PROPOSALS FOR CHROMEBOOKS
(Due Date –February 6th, 2023)

The Talawanda City School District Board of Education (hereafter the “Board of Education” or the “Board”) is requesting sealed bids for 1100 Chromebooks that meet the specifications described herein.

Specifications

Interested vendors must submit written evidence and documentation in their Proposals to verify that the following specification is met in order to be considered for selection:

Model: Lenovo 500e Chromebook with 4 GB RAM, 11.6” Touchscreen, 32GB eMMC, Wifi 5

AND a Google Apps management license for each machine.

All standard manufacturer warranties apply.

Chromebooks Needed: 1100

Chromebook Services:

The vendor will unbox the units; apply a Board of Education asset tag; inventory their serial number, MAC address, and Board of Education asset tag number; and enroll them in the Board’s Google Apps domain. This is also known as "white glove service." The vendor will deliver the units to the High School located at 5301 University Park Blvd., Oxford, OH 45056. Attention: Mr. Matthew Rand.

Submission Requirements and Deadline

If you are interested in being considered as a vendor for the school district, please submit a written proposal to Shaunna Tafelski, Treasurer, by 12:00 p.m. on Friday, February 6, 2023. Please provide two copies of your proposal in a sealed envelope labeled “Proposal for Chromebooks”. Proposal submissions should be in strict response to the following questions and may also include additional promotional materials. Bids shall be opened publicly on the due date at 12:15 PM at the Board office located at 131 W. Chestnut St. Oxford, OH 45056.

The proposal should be addressed to:

Talawanda City Schools- Board of Education
131 West Chestnut St.
Oxford, OH 45056
Attention: Ms. Shaunna Tafelski, Treasurer/CFO

Proposal Questions

Proposals may be evaluated based on your responses to the questions listed below. Please provide answers to the following questions on a separate typed sheet. Responses should be concise and to the point, but should include the information necessary to communicate the information you wish to provide.

1. Name of Company:
Address:
Telephone No.:
Fax No.:
Business Structure:
Contact Person:

Do you have more than one office? If so, which office will be assigned to work with our project and what is the name and telephone number of the individual who will be assigned to work with our project?

2. How many years has the company been doing business?
3. Provide a brief history of the company as it relates to the provision of computer hardware to public entities and schools.
4. Please provide a list of clients your firm has worked with in the past who might serve as references (include phone numbers of clients).
5. Please specify the total cost for your company to provide the units and services described above under "Specifications". Include all relevant terms and conditions under which such cost would be paid. If available, please provide a completed copy of the contract that you would propose the Board of Education and your company enter into if your company is selected as the vendor for the Chromebooks and services described herein.
6. Please include an explanation of any other fees, charges or costs that the Board of Education would incur if your company is selected as the vendor for the Chromebooks and services described herein.
7. Please describe in detail the terms of any warranties that will benefit the Board of Education if your company is selected as the vendor for the Chromebooks and services described herein.

Additional Terms

This RFP is not an offer for a contract but is rather a solicitation inviting interested firms to provide a proposal for the work. Neither the Board nor its representatives will be liable for any expenses incurred in connection with the preparation of a response to this invitation.

None but the lowest responsible bidder shall be awarded the contract.

The Board of Education, through its duly authorized officials, reserves the right to reject any, part of, or all proposals and to waive any formality pertaining to any proposal, without the imposition of any form of liability. The vendors whose proposals are not accepted will be notified after a binding agreement between the successful vendor and the Board of Education is executed, or upon the Board's rejection of all proposals.

The successful bidder must comply with all Federal, State and local statutes and codes as may be applicable to the scope of work detailed herein, including all applicable labor laws.

Proposals and prices must remain valid for sixty (60) days.

The successful bidder will enter into a contract with the Board, the form of which will be determined at a later time.

The Board is a political subdivision of the State of Ohio and is exempt from state sales and use taxes if the successful bidder provides a properly completed sales tax exemption certificate, executed by the successful bidder and the Board, to the vendors or suppliers when the materials are acquired. The Board will execute properly completed certificates on request.

Interested firms should be advised that the Board is subject to Ohio's public records laws. The Board cannot guarantee the confidentiality of statements, financial records, or business records that are submitted by a firm to the Board. The Board may be required to make such records publicly available. The law does provide for certain exemptions from disclosure requirements, including an exemption for confidential proprietary information and for proposal submissions prior to acceptance. While this exemption may not always include a firm's financial and business records, we ask that you clearly stamp "Confidential and Proprietary Information" upon each page of each financial and/or business record that you believe to be confidential information. Such a stamp does not guarantee that your documents will be exempt from disclosure requirements, but will assist the Board in responding to any public records requests.