

# **CHIPPEWA VALLEY SCHOOLS**

## **INVITATION TO BID**

### **Purchase of Laptops ITB No. 16.2021**

Bid Issue Date: September 16, 2020

Sealed Bid Opening: October 1, 2020 at 2:00 p.m.

**CHIPPEWA VALLEY SCHOOLS  
19120 CASS AVENUE  
CLINTON TOWNSHIP, MI 48038**

## **Chippewa Valley Schools Invitation to Bid – Purchase of Laptops September 16, 2020**

### **Purpose**

The Chippewa Valley Schools' Board of Education ("District") will receive bid proposals for the purchase of 9,300 laptops and associated services to be delivered no later than December 30, 2020 that best satisfy the needs of the district's school buildings. Federal grant funding is available only through December 31, 2020, so it is crucial for laptops to be delivered and invoiced by December 30, 2020.

### **Instructions to Bidders**

1. Questions should be directed to Laura Harrington via email to [purchasing@cvs.k12.mi.us](mailto:purchasing@cvs.k12.mi.us) or faxed to 586-723-2128. Questions shall be submitted no later than five (5) business days prior to the receipt of bids.
2. The enclosed Affidavit, Bid Proposal and Pricing Forms must be completed and enclosed as part of the bid proposal. Submit triplicate (3) copies of all documents. Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the ITB requirements and that bidder understands and agrees to abide by every stipulation and requirement contained therein. Bidder must clearly state in the bid any exceptions or deviations to the listed specifications. The listing of exceptions or deviations, if any, is mandatory. Any exceptions found in review but not listed could be a basis for rejection of the bid. Laptop specifications sheets must accompany bid response.
3. Equipment is to be furnished in accordance with the specifications and deliveries are to be made only upon purchase order issued by the District. **Laptops are to be delivered no later than December 30, 2020** to the media centers at each building.
4. The District is a governmental unit, and as such, is exempt from the payment of state sales tax. Therefore, the prices quoted by the Bidder should not include any allocation for state sales tax. The successful bidder shall pay all other taxes required by law.
5. All equipment should be titled in the District's name upon successful delivery.
6. Awarded Bidder shall be required to furnish **Performance and Payment Bonds** in the amount of 100% of their bid proposal. The bonds shall be furnished through a U.S. Treasury-approved surety licensed to do business in the State of Michigan. The Awarded Bidder shall promptly submit evidence to the District that such bonds will be furnished and shall deliver original bonds to the District within 15 days after award. The District shall be listed as obligee on the bond. The cost of the bonds shall be listed separately on the Bid Pricing Form.
7. Awarded Bidder must provide all workers compensation and general liability insurance coverage for all workers involved in delivery of equipment and performance of services.
8. Awarded Bidder agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the District, its officers, and employees, from actions, claims, damages, disabilities or the cost of litigation that are asserted by any person or entity to the extent arising out of the negligent acts or omissions or willful misconduct in the Awarded Bidder's performance hereunder, whether or not there is concurrent negligence on the

part of the District, but excluding liability due to the active negligence or willful misconduct of the District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Awarded Bidder or its agents, under workmen's compensation acts, disability benefits acts or other employees' benefits acts.

### **Addenda**

Addenda will be emailed to all who are known by the District to have a set of contract documents. Each bidder shall ascertain prior to submitting his/her bid that he/she has received all addenda issued. Addenda issued during the time of bidding shall become part of the contract documents and receipt thereof shall be acknowledged on the bid proposal.

### **Laptop Specifications**

Laptops furnished shall include all new parts of standard first grade quality, constructed of 100% new components. District will not accept discontinued, remanufactured, certified remanufactured, newly remanufactured, reconditioned, demonstration models, loaners, previously used laptops, or the like for any reason.

Minimum acceptable laptop equipment specifications to include:

1. Dell, Lenovo, HP or Approved Equivalent Manufacturer
2. Intel Core i5-8250U processor (6MB Cache, based 1.6GHz up to 3.40 GHz)
3. 8.0 GB, DDR4 Non-ECC
4. Single Pointing Non-backlit English Keyboard
5. Integrated Intel HD Graphics card
6. M.2 256 GB PCIe Class 35 Solid State Drive
7. NO Internal Fingerprint Reader
8. Minimum 13.3" HD (1366x768) Anti-Glare Non-Touch, Camera and microphone, WLAN capable
9. LCD HD Cover
10. Windows 10 Professional 64 Bit English, French, Spanish
11. 65W AC Adapter, 3-pin
12. Integrated 720p Webcam
13. Integrated Digital Microphone
14. Intel Dual Band Wireless AC 8265 (802.11ac) 2x2 + Bluetooth 4.2
15. 4-cell 56Whr Battery
16. Battery Service for 12 months
17. Energy Star 7.0 Enabled/E-PEAT/Bronze
18. Minimum of the following ports: two (2) USB 3.1 Gen 1, one (1) USB Type-C, one (1) HDMI, and one (1) Wedge-shaped lock slot
19. Integrated 10/100/1000 Ethernet adapter
20. Integrated SD card reader
21. Integrated sound and stereo speakers, headphones/speaker jack, and mic jacks.
22. Provide five (5) years of on-site system hardware warranty and replacement, including accidental damage.
23. Setup and configuration as specified.
24. Labor for Microsoft InTune documentation services.

### **Project Manager**

Awarded Bidder shall appoint a single point of contact for all activities related to this project, especially in performing proactive oversight to expedite order entry, product delivery, and invoicing process. A single point of contact shall also be responsible for working with District staff to upload laptop information (Asset tag #, hardware hash, MAC address, Serial #, Model, Warranty Date) into

excel-formatted Microsoft InTune system. Manager must commit to working in coordination with District staff's schedule, including during holiday breaks, if necessary. Manager shall also provide documentation and contact information on equipment warranties, technical support, and applicable software assurance.

### **Pricing**

Pricing shall be firm for a minimum of 60 days from the bid opening date. District reserves the sole right to increase or decrease the quantity, up to a 10% variance, without any increase in the bid unit price. Pricing shall be FOB delivered and set-in-place at the media centers in 21 school buildings (zip codes 48036, 48038, and 48044). No additional charges shall be incurred for unpacking, unboxing, uncrating, delivering, or asset tagging new equipment.

The following items must be included in your Base Bid price:

1. Purchase price of laptops, based on a quantity of 9,300 laptops
2. Laptop delivery and set-in-place.
3. Supply and install asset tag for each laptop, placed in the most appropriate location.
4. Provide labor / services to assist District staff to set up Microsoft InTune user policies and software downloads and test on provisional devices.
5. Electronic inventory spreadsheet and spreadsheet with all information to import the devices into InTune.



Each bidder shall submit pricing in the following ways:

1. BASE BID A: Outright Purchase Price for laptops as specified in ITB.
2. DEDUCT ALTERNATE 1: Deduct cost of Year 5 of Laptop Warranty.
3. DEDUCT ALTERNATE 2: Deduct the specified 4-cell battery cost and replace with 3-cell battery cost.
4. DEDUCT ALTERNATE 3: Deduct the specified 256GB Solid State Drive cost and replace with a 128 GB Solid State Drive cost.
5. ADD ALTERNATE 4: Add cost for Year 2 of Battery Warranty.
6. PERFORMANCE AND PAYMENT BOND

Bid Cooperatives: Any bidder that chooses to submit pricing based on a state, regional or national bid cooperative must still complete the Bid Pricing Form in its entirety. District shall not consider a bid proposal without unit pricing. District shall not be held responsible to enter into any separate agreements which may be required by the cooperative or the bidder in order to guarantee bid pricing.

### **Submission of Bid**

Bids shall be submitted in accordance with this ITB. **Sealed bids** clearly labeled "Purchase of Laptops ITB 16.2021" **will be received by the District until October 1, 2020 at 2:00 pm EST**, at which time all bids will be publicly opened and read. Bidder shall submit triplicate (3) copies of the Bid Proposal Form and Affidavit. Proposals sent via email, fax, or received after this date and time **will not be accepted**. Proposals without the required Iran Sanctions Affidavit will also not be accepted.

Sealed proposals are to be delivered to the attention of:

Laura Harrington  
Chippewa Valley Schools  
19120 Cass Avenue  
Clinton Township, MI 48038

**Reservation of Rights**

The District reserves the right to waive irregularities and to accept and/or reject any or all bids and in its sole discretion to be in the best interest of the District. The bidder, in submitting his/her bid, agrees to accept the decision of the District as final. The District retains the right to award all laptops to one bidder or to split out the award to more than one bidder at its own discretion. **The District also reserves the right to cancel the order without penalty if laptops are not delivered by December 30, 2020.**

**Bid Award**

It is the intent of the District to award the bid on October 5, 2020. **It is of utmost importance that the equipment be delivered no later than December 30, 2020.** Other important award criteria includes, in no particular order: equipment cost, conformity to listed specifications, included services, references, or any other criteria deemed important by District.

# BID PROPOSAL FORM

## CHIPPEWA VALLEY SCHOOLS INVITATION TO BID – PURCHASE OF LAPTOPS

The undersigned understands that the District reserves the right to reject any and all bids in whole or in part, and to waive informalities and irregularities in bidding. District also reserves the right to hold bids for a minimum of 60 days from bid opening date. If in the District’s opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Chippewa Valley Schools to furnish products and services, in strict accordance with this proposal, bid documents and all pertinent portions of plans, drawings and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this ITB. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Chippewa Valley Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Chippewa Valley Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Chippewa Valley Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name \_\_\_\_\_

Title \_\_\_\_\_

Company: \_\_\_\_\_

Signature \_\_\_\_\_

### ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addendum # \_\_\_\_\_ dated \_\_\_\_\_ Addendum # \_\_\_\_\_ dated \_\_\_\_\_

**ASSIGNED ACCOUNT / PROJECT MANAGER:**

CONTACT NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ext \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**SUBCONTRACTING:**

Bidder shall indicate proposed use of any third-party subcontract to perform any part of this work:

Company: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**EXCEPTIONS:**

Bidder shall indicate any exceptions to the requirements and/or terms and conditions of this ITB below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Distributor of Equipment:                      YES \_\_\_\_\_ NO \_\_\_\_\_

**LAPTOP MANUFACTURER:**

List the brand name, model number and market implementation date of laptop proposed:

\_\_\_\_\_

**REFERENCES**

Attach the names of three customer references to your bid, preferably Michigan public school districts in which you have supplied the exact same model laptop:

NAME OF SCHOOL DISTRICT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

NAME OF SCHOOL DISTRICT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

NAME OF SCHOOL DISTRICT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

**Bidder shall complete the following section in order to be considered for this bid award.**

We have confirmed that laptops will be delivered no later than December 30, 2020 so long as the District places orders by October 6, 2020.  Yes  No

We will temporarily loan the District, at no cost, an operable model of the proposed laptop to preview within two (2) business days of request.  Yes  No

We have attached complete descriptive literature, official product warranty and specifications, including manufacturer cut sheets for proposed equipment.  Yes  No

We have read the bid instructions, specifications, and requirements thoroughly.  Yes  No

We acknowledge that all bid proposals will be evaluated as “submitted”.  Yes  No

We acknowledge that the District may at their option reject any or all bids, or award to the bidder with the most advantageous proposal.  Yes  No

We acknowledge that we are responsible for all costs associated with the District’s possible order cancellation if the laptops are not delivered by December 30,2020.  Yes  No



# BID PRICING FORM

NAME OF BIDDER: \_\_\_\_\_

Bidder to review Laptop Specifications on page 3 and Pricing requirements on page 4 before completing the below pricing table

MANUFACTURER \_\_\_\_\_ MODEL \_\_\_\_\_

Description	Cost Per Unit	Total Cost for all 9,300 Units
<b>BASE BID A:</b> Laptops:		

Description	Cost Per Unit	Total Cost for all 9,300 Units
<b>DEDUCT ALTERNATE 1:</b> Year 5 of Laptop Warranty		
<b>DEDUCT ALTERNATE 2:</b> Battery Cost		
<b>DEDUCT ALTERNATE 3:</b> Solid State Drive Cost		
<b>ADD ALTERNATE 4:</b> Year 2 of Battery Warranty		

<b>Cost of Performance and Payment Bond</b>	<b>Lump Sum:</b>
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# AFFIDAVIT OF BIDDER

## IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Contractor"), pursuant to the compliance certification requirement provided in the Chippewa Valley Schools' (the "School District") Request For Proposals, hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned Request For Proposal, the Contractor will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

### CONTRACTOR:

\_\_\_\_\_  
Name of Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2020, by  
\_\_\_\_\_.

\_\_\_\_\_  
, Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Acting in the County of : \_\_\_\_\_