AHSTW Community School District
768 S. Maple St
Avoca, Iowa 51521
Request for Proposals
24-005
Spring 2024
Technology Purchase

Response Due:

Nov 13, 2024

REQUEST FOR PROPOSAL

Fall 2024 Technology Purchase

Notice is hereby given that the AHSTW Community School District is requesting written, sealed proposals from qualified vendors for technology equipment across multiple categories. In lieu of separate RFPs for each item category, this request may encompass multiple items as noted below.

INSTRUCTIONS TO BIDDERS

RECEIPT OF PROPOSALS:

All sealed proposals must be delivered to the office of the Secretary of the Board of Education **prior to 3:00 p.m**., Central Daylight Time, on **November 13, 2024**. The vendor assumes the risk of any delay in the mail. Proposals received after the closing time will be returned unopened.

MARK ENVELOPES: RFP-24-005 The proposal must be filled out on the form prescribed and enclosed in a sealed envelope which shall be endorsed on the outside,

PROPOSAL #24-005 – Technology Purchase
Send proposal to:
Secretary of the Board of Education
AHSTW Community School District
768 S. Maple St
Avoca, Iowa 51521

Up to and until 3:00 p.m., Central Daylight Time, on Nov 13, 2024

MODIFICATION OR WITHDRAWAL OF PROPOSAL:

Prior to the time and date for receipts of proposals, contractor proposals may be modified or withdrawn only by notice to the party receiving the proposals at the place and prior to the time designated for receipt of proposals. Such notice shall be in writing over the signature of the contractor.

INQUIRIES FROM BIDDERS:

Inquiries shall be submitted via email to Ryan Smith – Director of Technology (ryan.smith@ahstwschools.org).

If any portion of the specifications are not clear, or conflict, have them explained by the Director of Technology before submitting your proposal.

INSTRUCTIONS TO BIDDERS

IOWA SALES TAX:

The AHSTW Community School District is a tax exempt public educational organization, exempted by the Iowa Code.

PRICING:

The Vendors responding to the RFP for AHSTW Community School District must submit pricing for a single item category. Each item category bid should be listed separately.

AWARD:

The Board of Education reserves the right to reject any or all proposals or to accept proposals, either whole or in part, to award contracts by individual items or by lump sum total, or to waive any irregularities or defects in any proposal, should it deem to be in the best interest of the school district to do so. Any proposal submitted will be binding for forty-five (45) days beyond the BID OPENING.

QUALIFICATIONS OF BIDDERS:

The district may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the district all such information and data for this purpose as the district may request. The district reserves the right to reject any proposal if the evidence submitted by, or investigation of, such bidder fails to satisfy the district that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

NEGOTIATION OF PROPOSAL TERMS:

The District reserves the right to negotiate the pricing, terms or conditions with any contractor with respect to their submitted proposal.

1.1 Key Dates

Issue RFP – 10/28/2024
Bids Due – 11/13/2024
Vendor selection – on or before 11/20/2024
School Board Approval – 11/20/2024
Delivery of requested items required on or near –12/31/2024
*If delivery date is expected beyond 12/31/2024 the vendor must notify the district in writing by 12/1/2024.

1.2 Item Needs

This section lists the requested items included in this RFP. Each item must be listed separately and have it's own pricing.

I. Acer Chromebook Plus 514 CBE574-1T - 14" - AMD Ryzen 3 - 7320C - 8 GB RAM - 256 GB SSD - US Mfg # NX.KRDAA.001 – 120 Units. ***Retail versions will not be accepted***

II. Acer - Extended service agreement (extension) - 1 year - for a total of 2 years with the manufacturer 1 year + the 1 year extension.

III. Barcoding and enrollment. Each Chromebook uniquely barcoded and enrolled into our Google Admin console. ***Submit written details about this process with the bid.***

III. Green Delivery. Chromebooks and chargers are unboxed and shipped on pallets for safe transportation and easy receiving. Chargers may be bundled together and Chromebooks should be packaged in stacks of multiples. ***Submit written details about this process with the bid.***

AHSTW Community School District requires vendors who submit bids to include a Manufacturer Self Maintainer program giving the District the option to directly manage warranty service at no extra cost.

- The Self Maintainer program must be a no cost solution allowing the District to leverage its IT infrastructure and capabilities.
- The Self Maintainer program must include online systems for warranty repairs, dedicated support, discounts on non-warranty part purchases and labor reimbursements for qualified repairs.
- The Self Maintainer program must include access to the vendor's dedicated Self Maintainer support teams, technical resources, training and resource guides.
- The District is willing to assign and train personnel to comply with the vendor's requirements to be a Self Maintainer.

1.3 Conditions of Agreement

Upon selection as the vendor for an item, the bidder agrees in “good faith” to deliver the promised item and not substitute comparable items without written agreement from the district. Failure to deliver promised items within 15 days of the due date will result in cancellation of the contract.

1.4 Evaluation / Selection Process

A number of factors will influence the School District’s decision in selecting the vendor. These factors include the vendor’s ability to deliver these products and services in a timely manner. Please note that the School District will select the vendor(s) based upon the best overall solution and value, and is not obligated to select the lowest price bidder.

Product quality includes but is not limited to: durability, performance, integration, serviceability and adherence to industry standards. Finally, the hardware and/or software solution must be upgradeable to provide increased performance and features as to industry standards as they become available.

The award of the contract, if made, will be made in the best interests of the District. The resulting contract will consist of this document, the response to this document, written letters and agreements modifying or changing the same, and any final contract agreements, memorandums, and written classifications. The District may reject any or all bids or parts of any bids and in its sole discretion may waive irregularities in any bid. "The award of a contract in the best interests of the District" means that the District is not required to award the contract to the lowest cost bidder, even if the bidder is financially responsible, but may award the contract to a bidder with a better service as determined by the District or who is more suitable to the District's intended purpose and whose bid is determined to be in the best interests of the District. Long range implications as well as short range implications will be considered by the District in making its decision.

1.5 Proposal Requirements

Any hardware and software must be of the latest release and carry a manufacturer's warranty. A known end of life and of end of service date must be disclosed if known.

Proposal shall include the following:

1) Company profile: Including name, phone/email address of contact, year company established, estimation of annual revenues (size), location of company headquarters, location of local/regional office, history as a vendor to the District (if applicable), and URL
2) List of the items with a “yes” or “no” next to each representing whether the bid includes each item
3) Proposal(s) for which items would be included at what pricing. Bidders may submit up to ten permutations (“packages”) for different items. Each package should clearly note the price and which items are included for that pricing

4) Please list the procurement methods available to your company for sourcing these products and whether your company physically stocks this product.

1.6 Declaration

The vendor, in compliance with this Request for Proposal, has examined the specifications and related documents and is familiar with the local conditions surrounding this project. Therefore, the vendor hereby proposes to provide these products in accordance with this Request for Proposal and any contract documents within the time frames set forth herein and at prices stated below. The vendor hereby agrees to commence work on this project on or before a date to be specified in a written "Notice to Proceed" by the district and to fully complete the installation and proper required testing within the agreed upon number of consecutive calendar days thereafter.

1.7 Assurances

The following must be signed, and must be submitted as part of the submitted bid. The vendor agrees to the bid requirements as stated in the bid specifications for all equipment bid and / or installed at AHSTW Community School District.

Bidder Company: _____

Printed Name of Representative: _____

Position / Title of Representative: _____

Signature of Representative: _____

Date: _____