

Venus Independent School District

REQUEST FOR PROPOSAL # 1-1 Chromebooks 2020

FOR

Chromebooks

SEALED PROPOSALS TO BE DELIVERED TO:

Venus Independent School

100 Student Drive, Venus, TX 76084

Attn: Daniel D. Domain

NO LATER THAN: June 18, 2020 at 2:00 p.m.

**ALL PROPOSAL ENVELOPES SHALL BE CLEARLY
LABELED WITH THE ABOVE INFORMATION**

NOTICE INVITING PROPOSALS

PC Proposal

RFP # 1-1 Chromebooks 2020 REQUEST FOR PROPOSAL No. 1-1 Chromebooks 2020

Notice is hereby given that the Venus Independent School District, (VISD), will receive sealed proposals up to but no later than 2:00 PM on **Thursday, June 18th** for:

Request for Proposal (RFP) No. 1-1 Chromebooks 2020

The VISD is seeking to purchase 215 Chromebooks. Sealed Request for Proposals shall be delivered no later than **Thursday, June 18th, 2020, at 2:00pm** and addressed to VISD Technology Department, ATTN: Daniel D. Domain, 100 Student Drive, Venus, TX 76084, and shall be labeled "**RFP No. 1-1 Chromebooks 2020**". Any Proposer who wishes their proposal to be considered is responsible for making certain that their proposal is received at the district administration office by the proper time. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered. Proposals received after the scheduled Submittal Deadline will be returned unopened or discarded. It is the responsibility of the Proposer to see that any proposal submitted shall have sufficient time to be received by the Technology Department before the Submittal Deadline (Thursday, June 18th, 2020, at 2:00pm). The receiving time in the Purchasing Office will be the governing time for acceptability of proposals. **Proposals must bear original signatures and figures.**

The VISD reserves the right to accept or reject any or all proposals or combination of proposals and to waive any informality in proposals as deemed to be in the best interest of the VISD. No objections concerning the application, meaning, or interpretation of these specifications will be considered after the opening of the subject proposals.

Venus Independent School

INTRODUCTION

The Venus Independent School district seeks proposals for the equipment as described herein. VISD is a public school district in the State of Texas located in Venus, TX with an enrollment of approximately 2,300 students in 4 schools.

The district is interested in seeking equipment proposals for 215 Chromebooks meeting the specs listed below.

I. Device Specifications

A. Project Background

The district has plans to purchase 215 devices for student use at the high school. The district has selected the Chromebook as its device of choice. VISD is interested in seeking equipment proposals for 215 Chromebooks meeting the specs listed below.

B. Chromebooks Specifications

1. Hardware Specifications (At minimum or equivalent):

**MUST include UNIVERSAL Protective CASE option(s)
and Google Management Licenses!**

Convertible Chromebook 11 inch for Education or of equal to or greater than...

Intel Celeron N4000 1.2 Ghz Processor **OR GREATER (Comparable AMD is acceptable)**

Intel Integrated Chipset (or
comparable AMD is acceptable)

4GB Ram **OR GREATER**

16G SSD hard drive **OR GREATER**

Dual band Wi-Fi 802.11 a/b/g/n/ac/ax

Touch Screen

Integrated webcam

At least 9 hour battery life or better

System Power Cord

HDMI video output port

3.5 mm audio output, built in microphone and speakers

USB ports

Device MUST be “convertible” (able to flip 360 degrees).

2. Delivery Parameters:

a. **Service Delivery:** All 215 Chromebooks to be delivered to 303 W. 3rd St., Venus, TX by **July 24, 2020 No Exceptions! If you are not able to guarantee this delivery date, please do NOT submit a proposal.**

b. Provide VISD with (Excel) file containing the following information for each Chromebook:

- i Device name and model number
- ii Serial Number
- iii MAC Address

3. Support Services:

a. i 4 year extended warranty with accidental damage coverage

II. PROCUREMENT SCHEDULE

First Advertisement Run Date	June 6, 2020
Deadline for Questions from Proposers	June 11, 2020
Proposal Due Date	June 18, 2020
Expected Date for Contract Award	June 23, 2020

III. INSTRUCTIONS FOR PROPOSERS

A. Examination of Proposal Package and Questions.

1. Proposers should closely examine and thoroughly analyze all the documents in this Request for Proposal # 1-1 Chromebooks 2020 (“Proposal Package”).

2. Questions or requests for clarification of these documents, and of proposal conditions and specifications generally, must be submitted in writing to the district individual identified in the Notice Inviting Proposals or entered into the “Questions” link found on VISD’s technology website at www.venusisd.net/technology.html, prior to the deadlines specified in the Procurement Schedule.

3. Any interpretation or correction of the Proposal Package will be made solely by means of written addendum(s) issued by the VISD. Each Proposal shall include specific acknowledgment in the space provided of receipt of addenda issued during the solicitation period. Failure to do so could result in the Proposal being rejected as non-responsive.

4. A copy of addendums will be posted on the VISD’s website at www.venusisd.net/technology.html, within the Request for Proposals section. No person is authorized to make any oral interpretation of any provision in the contract documents to any Proposer, and no Proposer is authorized to rely on any such unauthorized oral interpretation.

5. Proposers are hereby placed on notice that they should not contact any other VISD employee, officer or representative regarding this Proposal and VISD shall not be bound by any communication regarding the Proposal process other than the regular mail or email notification process described above.

B. Preparation and Submission of Proposal.

1. All Proposals shall be submitted in sealed envelopes bearing on the outside of the sealed envelope the name of the Proposer and name of the project for which the Proposal is submitted, including the “Request for Proposal # 1-1 Chromebooks 2020.”

2. Any Proposal received after the scheduled closing time for receipt of Proposals will be rejected as untimely and returned to the Proposer unopened or discarded.

3. Parties submitting Proposals are solely responsible for complying with Proposal submission deadlines and Proposal packet identification requirements. The VISD will not be responsible for untimely Proposal packet submissions or Proposal packets that are not properly identified as required above.

4. Any Proposal submitted that fails to conform to this Proposal Package, and all related documents, may be rejected in the sole and complete discretion of the VISD.

C. Cancellation, Rejection, Waiver of Informalities.

1. VISD reserves the right to waive any immaterial irregularities in Proposals or to deem Proposals non-responsive based on any irregularity, regardless how minor, in its sole and complete discretion.

2. VISD reserves the right to reject any or all Proposals, in its sole and complete discretion.

3. VISD reserves the right to cancel this Proposal Package at any time.

D. Erasures, Inconsistent or Illegible Proposals.

1. The Proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the signature of the person signing the Proposal.

2. In the event of inconsistency between words and figures in the Proposal price, words shall control figures.

3. In the event VISD determines that any Proposal is unintelligible, inconsistent or ambiguous, VISD may reject such Proposal as not being responsive to the invitation to Proposal. No erasures or corrections may be made after the scheduled closing time for receipt of Proposals.

E. Modifications.

Changes or additions to the Proposal form, recapitulations of the work, alternative proposals, or any other modifications of the Proposal form that is not specifically called for in the RFP documents may result in VISD's rejection of the Proposal as not being responsive to the Proposal Package. No oral or telephonic modification, if any, will be considered.

F. Signature.

The required Proposal forms must bear the original signature in longhand of the person duly authorized to sign and submit such documents on behalf of the party submitting the Proposal.

G. Non-Discrimination.

It is the policy of VISD that in connection with all work performed under the contract, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, marital status, sexual orientation, physical disability, mental disability, or medical condition. The vendor agrees to comply with applicable Federal and Texas laws including, but not limited to, the Texas Workforce Commission employment laws.

MISCELLANEOUS INSTRUCTION AND CONDITIONS

1. All proposals must be typed or written in ink. Corrections may be made but must be initialed in ink by the person signing the Proposal. No oral or telegraphic modification will be considered. Proposals cannot be changed after they have been received.

2. All proposals must bear the company name and be signed by a legally responsible person. Obligations assumed by such signature must be fulfilled.

3. The successful company must save, keep, hold harmless and fully indemnify VISD and its officers or agents from all damages or claims for damages, costs or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights, copyright or trademark of any person or person in consequence of the use of VISD or items supplied under this proposal.

4. Companies, if requested, must be prepared to present evidence of experience, ability, and financial standing necessary to meet satisfactorily the requirements set forth or implied in this proposal.

5. Companies must bear all costs in developing and submitting the proposal to the district.

6. Companies who do not wish to submit a proposal are asked to return the RFP indicating “no proposal.”

7. It is mutually understood that no alteration or variation of the terms of this RFP shall be valid, unless made or confirmed in writing by the district.

8. No Company shall withdraw its proposal for a period of forty-five (45) days after the date set for opening of proposals and the district will act to accept or reject the proposal within that period of time.

9. Proposals must be sealed and filed with VISD at the address shown above on or before the time and date specified in the Notice Inviting Proposals. Envelopes must be plainly marked “Proposal-Chromebooks Proposal # 1-1 Chromebooks 2020 RFP.” Proposals will be opened at the date and time specified in the Notice Inviting Proposals. Proposals shall not be accepted after the date and time specified and shall be returned to the company unopened. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered.

10. It is the purpose of this document to obtain as complete data as possible from each prospective company to enable the district to determine which company, if any, is best able to serve VISD, its students and staff.

11. Proposals must be prepared simply and economically, providing a straightforward, concise description of the company’s capabilities to satisfy the requirements of the VISD. Emphasis should be on completeness and clarity of content.

12. All Proposals shall be limited to 10 pages in length. Each Company must include an original and one (1) copy of Proposal.

13. Organizations may withdraw their Proposal, either personally or by written request, at any time prior to the closing time for the receipt of Proposals.

H. If selected, it is expected that 215 Chromebooks, with the specifications listed above, will be delivered, ready for deployment, by/no later than **July 24, 2020**.

IV. CONTENTS OF PROPOSAL SUBMISSION

A. Cover Letter Identifying the Firm and Its Business.

Include name of Company, address, telephone number, fax number, type of Company (i.e., corporation, partnership, etc.), Texas School District Purchasing COOP Number, and name of principal contact. Provide a brief history of the organization, including: (1) number of years in business;

(2) senior member(s) and length of association; and (3) whether the organization has gone by a different name while under substantially the same management.

B. Completed Proposal Form.

C. List of References.

1. Provide a list of all educational institutions currently being served by Proposer or that have been served by the Proposer within the last three (3) years. Include with each reference a list of the enrollment for each institution. Include names and telephone numbers of individuals that VISD may contact for each reference.

2. All Proposers must include a list of references when submitting their Proposals. References are to be listed on the Statement of Experience section of the Proposal Package.

3. The VISD may contact one or more customers of a party submitting a Proposal for reference-checking purposes. At its option, the district may choose to eliminate any or all Proposals from further consideration after evaluation of references.

V. PROPOSAL EVALUATION CRITERIA AND SCORING SYSTEM

A. Awards will be made to the lowest responsible proposal(s) whose proposal or proposals meets the requirements and criteria set forth by the school system, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. Contracts shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority.

1. Organizational Strength (Up to 30 points).
 - (a) Experience in performance of comparable work or delivery of comparable goods
 - (b) Reputation – Better business bureau
 - (c) Longevity of business
 - (d) References
 2. Proposal submission - quality (Up To 20 points)
 - (a) Conformance, and completeness relative to the description given in the RFP
 - (b) Compliance with Technical Requirements and Customer Preferences (i.e. Brand, case options, etc.)
 3. Price Proposal (Reasonableness of Cost) (Up to 50 points)
 - (a) Price for Chromebooks.
 - (b) Price for Google Management Licenses
- (For a total 100 points possible)

B. DETERMINING THE SUCCESSFUL COMPANY

The Venus Independent School VISD reserves the right to accept any proposal which it deems most favorable to the interest of the VISD and to reject any or all proposals or any portions of any proposal submitted which, in its sole opinion, is not in the best interest of the VISD. The decision of the successful company is final and cannot be changed except by the VISD. Questions of why a particular company was not awarded the RFP will not be accepted.

REQUEST FOR PROPOSALS # 1-1 Chromebooks 2020

Chromebooks Proposal

Venus Independent

School VISD

Proposals will be received until date and time specified in Proposal Package.

TO: Venus Independent School VISD

In compliance with your request for Proposals, and in strict accordance with the plans and specifications, the undersigned hereby proposes to furnish Chromebooks Proposal equipment to the VISD the following sum:

Chromebooks Proposal Total \$ _____

All costs associated with delivery of these services including, without limitation, all equipment and personnel costs and all federal, state and local taxes are included in the Proposal Price.

All Proposals shall be clearly and distinctly written and submitted WITHOUT ERASURES OR INTERLINEATIONS.

The undersigned agrees that upon written notice of the acceptance of his Proposal, he will execute the Agreement in accordance with the Proposal.

The undersigned has carefully examined the specifications of the equipment and is familiar with the specifications for this project and acknowledges their sufficiency. The specifications are provided primarily as a guide to the vendor as to the nature and scope of the work and are not to be construed as limiting the vendor in his responsibility to Proposal on this Computer Proposal.

The undersigned has checked carefully all of the above figures and understands that the VISD will not be responsible for any errors or omissions on the part of the undersigned in making up this Proposal and that all Proposals may be held for not more than ninety (90) days.

Time is of the Essence: It is understood and agreed that the Agreement Effective Date shall begin with VISD approval of the Agreement scheduled for **June 23, 2020**.

(If a Corporation, the Proposal must be signed by the President and the Secretary or other duly authorized officials.)

PROPOSAL FORM (Continued)

Firm Name: _____

Signature: _____

Printed Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Date: _____

Vendor's License No.: _____

Federal I.D. No.: _____

Owner's Name: _____

“NON-COLLUSION AFFIDAVIT”

(To be executed by the Proposer and submitted with the Proposal.)

Project: Chromebooks Proposal

Request for Proposals No. 1-1 Chromebooks 2020

I, _____, declare as follows:

That I am the _____, of _____, the party making the foregoing Proposal, that the Proposal is not made in the interest of, or on the behalf of, any undisclosed person, partnership, company, association, organization, or corporation, that the Proposal is genuine and not collusive or sham, that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham Proposal, or that anyone shall refrain from proposing, that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her Proposal price or any breakdown there, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, Proposal depository or to any member or agent thereto to effectuate a collusive or sham Proposal.

Any person executing this declaration on behalf of a Proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Proposer.

I declare under penalty of perjury under the laws of the State of Texas that the foregoing is true and correct.

Executed this _____ day of _____ 2020,

Signature

Printed Name

Title

STATEMENT OF EXPERIENCE

Venus Independent School VISD
Request for Proposals #1-1 Chromebooks 2020

1. Name of Firm: _____

2. Address of Firm: _____

3. Telephone: _____

Age of Firm: _____

Fax: _____

License: _____

4. Type of Organization: _____

Officers or Principals of Firm:

NAME

ADDRESS

PHONE #

NAME	ADDRESS	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Have you ever failed to complete any work awarded to you?

If so, note when, where and why: _____

6. Experience record of key staff:

NAME

POSITION

YEARS EXP.

NAME	POSITION	YEARS EXP.
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Firm Experience:

Please describe the experience your firm has with the Project:

8. Please indicate the earliest date that your firm can have 215 Chromebooks prepped, and delivered to our VISD.

9. Please list specific experience your firm has with the Project:

10. References:

Name of Contact _____
Company _____
Project _____
Phone # _____

Name of Contact _____
Company _____
Project _____
Phone # _____

Name of Contact _____
Company _____
Project _____
Phone # _____

Name of Contact _____
Company _____
Project _____
Phone # _____

I, (name) _____, declare that as (title) _____ of (company) _____, I am the party making the Statement of Experience and that I have read such statement and know the contents thereof. The same is true of my knowledge.

I declare under penalty of perjury under the laws of the State of Texas that the foregoing is true and correct.

Signature _____ Date _____