

North Harrison Community Schools

Request for Quotes Chromebook Purchase for Middle School 1:1

The purpose of this document is to provide the vendor with enough information to quote fixed prices for equipment and delivery.

A total of **545** Chromebooks are requested. All prices will include delivery to North Harrison Middle School, 1180 Highway 64 NW, Ramsey, Indiana 47166

Quotes will be received by the Superintendent at 1260 Highway 64 NW, Ramsey, Indiana 47166 on or before 1 p.m. local time on Monday, September 10, 2018. A public bid opening meeting will be held on Monday, September 10, 2018 at 1:05 p.m. local time. The bid opening meeting will be held in the Superintendent Office at 1260 Highway 64 NW, Ramsey, Indiana 47166.

All quotes must be addressed to:
Lance Richards, Superintendent
North Harrison Community Schools
1260 Highway 64 NW
Ramsey, IN 47166

All quotes must be submitted in sealed envelopes, which shall clearly be marked "Quotes - Google Chromebooks"

Quotes received after this date and time will be returned to bidder unopened.

Faxed or emailed quotes **will not** be accepted.

If the quotes are mailed, the carrier the vendor selects becomes the agent of the vendor and not that of the North Harrison Community Schools.

Vendor to quote only brand new (no refurbished) Chromebooks.

Be certain to quote on the exact quantity, services, and other items specified. **NO SUBSTITUTIONS WILL BE ACCEPTED.**

The school corporation is tax exempt and as such will not pay any sales, use or property tax. Tax exemption certificate available upon request.

Delivery charges must be included.

All proposals submitted shall remain firm for a period of ninety (90) days of receiving.

The vendor shall include warranty information for all equipment offered with the proposal.

For the purpose of assuring the North Harrison Community Schools of the quality of workmanship, materials, equipment and service, the school corporation will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project.

The following information must be included with each quote:

- description of the company location and the number of years in business.
- description of experience for similar projects.
- a list of not less than three (3) references for similar projects performed.

All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.

The school corporation reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.

The quotes will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the quotes have been awarded by the school corporation.

Vendors shall furnish school corporation with brochures, documentation and specification sheets, if requested.

Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to the school corporation, taking into consideration price and other evaluation factors set forth in the specifications, lowest responsible and responsive vendor.

The school corporation reserves the right to reject any or all quotes and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.

The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by the school corporation official who is authorized to issue orders.

Any quote may be rejected if it contains any alterations or erasures without being properly initialed by the person submitting the bid.

The vendor shall file and invoice upon acceptance of services, payment will be made within forty-five (45) days.

Questions regarding specifications should be directed to Lance Richards via email lrichards@nhcs.k12.in.us with subject line of Google Chromebook Quote.

Instructions to All Vendors

Read all the general conditions carefully before submitting your quote to be certain that you completely understand all requirements.

Unit cost and extensions should be verified and thoroughly checked before submitting your quote. If an error is made on the unit pricing, the school corporation cannot accept any responsibility. It is assumed that the pricing submitted is the price you will be honor. Therefore you will be legally held to this price.

The Quote Proposal Forms must be completed, properly signed and returned with your quote.

All packing slips and invoices must reference the purchase order number assigned to any items awarded to your company. Also, any back orders must be noted on invoices

The school corporation will not be responsible for any deliveries that are not signed for by an authorized employee or employee of the school's technology managed services provider

The school corporation reserves the right to reject any or all quotes and to make an award deemed to be in its best interests.

Required Quote - Qty 545

Dell Chromebook 3189, Touch Screen

Intel Celeron N3060 Processor with 4GB Memory and 32GB SSD, 11.6" HD Touch LCD with a 1 year warranty. Please provide details regarding the warranty.

Required Quote - Qty 545

Google Management Console license

Required Quote - Qty 24

Joey 30 Cart with Large Baskets. Product Code 10196

Optional Quotes

Submit a quote or quotes that includes an additional 2 and/or 3 year extended warranty on the Chromebook. Please provide details regarding the extended warranty.

All quotes should include detailed line items and subtotals along with the total purchase price.

Appendix A
North Harrison Community Schools

Chromebooks Proposal Form
To Be Returned with Quote Sheets

We, the undersigned, have reviewed the specifications herein for the supply of the above listed items(s). We propose to furnish and deliver all materials and accessories to complete the project, in accordance with the attached quote Specifications and general conditions. We understand that the North Harrison Community School reserves the right to reject any and all quotes and to make awards on the basis of quality as well as price.

Company Name

Address

Authorized Signature

Printed Name

Title

Telephone Number

Email Address

Date