

REQUEST FOR PROPOSAL
RFP # - Tech 25-001
Chromebooks and Chrome Management License.

For the purchase of:
Chromebooks and Chrome Management License.
Minimum of 3250

Proposals will be accepted until 10:00 a.m. on April 17, 2024 at the following location:

Ball-Chatham District Office
201 West Mulberry Street
Chatham IL 62629

For inquiries please contact:
Josh Mulvaney
Director of Technology
Ball-Chatham CUSD 5
201 West Mulberry Street
Chatham IL 62629
217-483-2416 ext 1820

Sealed proposals **plainly marked with “CHROMEBOOK PROPOSAL” ON THE OUTSIDE OF THE MAILING ENVELOPE AND ON THE SEALED PROPOSAL ENVELOPE**, delivered to Ball-Chatham District Office, 201 West Mulberry Street, Chatham, IL 62629 will be accepted until the date and time identified on page 1 of this RFP. The enclosed bid proposal form, certifications, and this document must be received in a sealed envelope by the date/time specified.

The Ball-Chatham CUSD #5 is interested in receiving proposals from vendors selling **new** Chromebooks. It is the desire of the district to purchase a minimum of 3250 Chromebooks and Chrome management licenses. The district will consider a larger quantity depending on unit price. If the price would change for 3500 or 4000 please provide that price per unit. Due to inventory constraints on Chromebooks, the District is seeking to secure the order by April 26th, 2024 . The district will provide a purchase order at that time. **INVOICE FOR THE DEVICES MUST BE DELAYED UNTIL JULY 1st, 2024. Vendor must be able to guarantee delivery no later than July 8th, 2024. *BCSD5 will accept shipment prior to that date, but invoicing cannot occur earlier than July 1st, 2024. Also warranty must be inactive with a future start date of August 1st, 2024.*** All pricing/terms must be valid for until August 1st 2024, regardless of quantity ordered.

Tax:

Do not include Federal and State Sales Tax as the school district is tax exempt.

The equipment being leased will meet or exceed the following specifications:

MAKE/MODEL	Preferred models: Lenovo HP Asus Acer District will consider other models. Chromebook must be ruggedized.
MEMORY	4 GB Ram
HARD DRIVE	32 GB SSD
CHARGING	USB C (preferred to have at least 2)
BATTERY	At least 10 hour
GOOGLE AUP DATE	No sooner than June 2030
WARRANTY	District wants a 3 year warranty. Warranty must provide depot warranty where all shipping is paid and handled by the warranty provider.
SHIPPING	District prefers bulk shipment instead of 3250 individual sealed boxes. This could be included as part of White Glove.
WHITE GLOVE	District is asking for these devices to be white gloved including: <ul style="list-style-type: none"> ● Enrollment ● Asset Tagging (tags provided by district) ● Itemized list of serials and tags ● Bulk shipment
MANAGEMENT	Google Chrome OS Management Console License - academic
TOUCH	Not needed but will consider
FLIP	Not needed but will consider
**OPTIONS TO BE BROKEN OUT AS OPTIONAL:	Accidental Warranty (3 years) Cases Any additional services provided eg. Filtering

** If including optional services please provide the following:

- Accidental Warranty:
 - Price per device and total
 - Limits and restrictions of accidental warranty eg. parts excluded, limit on claims
 - Warranty process in general
 - Estimated turnaround time
 - Any and all obligations of the district for this service
 - Shipping procedure including cost to district

- Additional Services:
 - Description and explanation of any additional services.
 - eg. Filtering service (features, terms of service)

Section 1

B. Bidding Instructions

1. All bids must be sealed in an envelope. We will not accept any bid that is not sealed in an envelope.
2. Each bidder, by submitting a bid, represents that the bidder “understands fully” the bidding documents and is able to fulfill the requirements of the bid. Oversights and errors will not relieve the bidder of requirements contained in the bids.
3. Written inquiries relating to the bid item specification should be directed to:

Josh Mulvaney
Director of Technology
Ball-Chatham CUSD #5
201 W. Mulberry Street
Chatham, IL 62629
Email: jmulvaney@bcasd5.org

C. Bidding Conditions & Instructions

1. Ball-Chatham CUSD #5 reserves the right to accept or reject any and all bids, or any part thereof, to waive immaterial technicalities, and to accept the bid deemed most favorable to the interest of the district, after all have been examined and evaluated. Ball-Chatham CUSD #5 reserves the right to accept one or none of any item that is bid upon.
2. The Board of Education is not obligated to accept the lowest dollar quote and reserves the right to reject any and all quotes.
3. Bids received late will not be considered.
4. Bids shall be for the brand name product specified.
5. All Public School districts in Illinois are exempt from federal, state, and local municipal taxes. On articles that are subject to such taxes, the district, upon request, will furnish exemption certificates.

C. Delivery and Payment

1. SHIPMENT OF PRODUCT MUST BE NO LATER THAN JULY 8th, 2024. Failure to provide shipment by date listed will allow Ball-Chatham CUSD5 to cancel the purchase. Payment will not begin until after product is received. The payment must be payable no sooner than July 31, 2024.
2. Due to timing of Board of Education monthly approval of invoices, bidder invoice should read net 45 days.

D. Warranty

1. Bidder guarantees equipment to be free from defects in material and workmanship and provides a warranty for a period of one year from the date of purchase.
2. Payment for defective equipment will be held until bidder delivers an replacement free of defects.

Section II

A. Equal Employment Opportunity Clause

Bidder shall comply with E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

B. Sexual Harassment Policy

Successful bidder does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (it) has a written sexual harassment policy that includes, at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal course, investigative and complain process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

C. Illinois Drug-Free Workplace Act

Successful bidder, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 58073) that (it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certifies, that (it) is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

D. Discrimination Policy

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, and Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

E. Prevailing Wage

All bidders are required to pay the current prevailing rate of wages as determined by the Illinois Department of Labor prevailing rate of wages for the county where the contract is being performed, and for each craft or type of worker needed to execute the contract.

The complete specification list and bid forms are available electronically at www.chathamschools.org under Board of Education, then Requests for Bids/Proposals. The Ball-Chatham Board of Education reserves the right to reject any or all proposals, to waive any technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Ball-Chatham School CUSD #5 (District).

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The undersigned hereby certifies that he has read, understands, and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order or other documents will create a binding contract. Further, bidder agrees to comply fully with all terms and conditions as set forth in the Board of Education purchasing Rules and Regulations as amended October 3, 1988, together with the specifications and other documentary forms and regulations herewith made a part of this specific procurement or contract. The Ball-Chatham CUSD #5, Board of Education reserves the right to reject any or all bids or portions thereof.

Company Name _____ Telephone _____

Contact Name _____ Email address _____

Address _____ City _____ State _____ Zip _____

Submitted By _____