



# SPARTANBURG SCHOOL DISTRICT 4

## Request for Quotes

Lenovo 300e Chromebook 2<sup>nd</sup> Gen

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## Request for Quotes

### Project Timeline – Questions and Award

Proposal Schedule:	Proposal Opening: Award Announced:	<b>Tuesday</b> <b>Wednesday</b>	<b>06/01/2021 10:00 am</b> <b>06/02/2021 5:00 pm</b>
Physical address for Sealed Proposals:	Spartanburg 4 District Office 118 McEdco Road Woodruff, SC 29388		
Send Questions and Electronic PDF Bids to:	<a href="mailto:tech@spartanburg4.org">tech@spartanburg4.org</a>		
Subject or Address line must contain:	<b>Attn: Lenovo Chromebook Proposal 2021</b>		

Answers and Award details will be posted to the [Spartanburg District 4 Website](#) as noted above.

### **Signature and Company Info- Must Be Signed to be Valid**

Authorized Signature		Printed Name		Date
Company Name			State Vendor No. (If Known)	
Email address			Federal e-rate SPIN	
Mailing Address			Social Security or Federal Tax No.	
City		State	Zip	
Phone Number		Fax Number		
Accepted by District Four with P.O. Number (District Use Only)				
Buyer Signature (District Use Only)				Date (District Use Only)

## General Information

- Bids must include all requested information.
- Bids must be submitted in the official name of the firm or individual under which business is conducted (showing official business address). Please include a completed IRS Form W-9.
- To be valid, bid response must be signed by an individual authorized to bind the Offeror to provide requested services in accordance with the specifications contained in this Request for Bid.
- Bid responses must contain a statement to the effect that your bid is firm for a period of thirty (30) days from the bid due date.
- Bids must be sent as an electronic file in **PDF** format, **OR** as a **sealed and mailed printed document**. No faxed bids will be accepted.
- Spartanburg School District Four is not responsible for lost, damaged, or incomplete bids. The District reserves the right to award contracts on the basis of bids submitted and reserves the right to accept or reject any or all bids.

## Scope of Bid

This document seeks bids to purchase 120 Lenovo 300e ChromeBooks (2<sup>nd</sup> Generation) with AC charging cables as well as 120 Google Chrome Management Console Licenses. No substitutes will be accepted. Unless stated otherwise herein, the basic and governing language of the contract resulting from this solicitation shall be comprised of the Request for Quotes (RFQ), including all documents, attachments and amendments, and the successful Offeror’s signed proposal. In the event of a conflict between the two documents, the RFQ shall govern.

All respondents must be able to meet and/or exceed all of the qualifications listed in this solicitation. Any Offeror who does not meet the qualifications and/or fails to include any of the information requested in the bid package, may be determined non-responsive. Any bids containing non-compliant hardware or software products or services may render such bid non-responsive.

**Bid Constitutes Offer:** By submitting a bid, the Offeror agrees to be governed by the terms and conditions as set forth in this document. Any bid containing variations from the terms and conditions set forth herein may, at the sole discretion of the District, render such bid non-responsive. Any inconsistencies between the RFQ and any other contractual instrument shall be governed by the terms and conditions of this RFQ, except where subsequent amendments to any contract resulting from this RFQ award are specifically agreed to in writing by the parties to supersede any such provisions of this RFQ.

## **Project Description**

### **Lenovo 300e ChromeBook 2<sup>nd</sup> Gen**

Spartanburg School District Four is seeking bids to purchase 120 Lenovo 300e Chromebooks. **No Substitutes Accepted.** Bids must include the cost of the following: 120 Lenovo and 120 Google Chrome Management Console Licenses.

### **Requested System Description**

1. Item Description: Lenovo 300e Chromebook G2 11.6” A4-9120C 4GB RAM 32GB  
Part Number: 82CE0000US
  
2. Item Description: 120 Google Chrome Management Console  
License for Education  
Part Number: CROSSWDISEDU

### **Scope of Work:**

Spartanburg County School District Four Spartanburg School District Four is seeking bids to purchase 120 Lenovo 300e Chromebooks. The winning bidder must be able to guarantee product delivery by **9/1/21**.

### **Requirement of Adherence to Specifications**

No substitutions will be accepted. The District reserves the right to reject any or all alternative offers that do not meet District requirements as determined by the District.

### **Contract Requirements**

### **Bid Content**

For a bid to be considered, the Offeror must submit as a minimum the following information.

1. Completed and Signed Cover Sheet and Original Request for Bids.
2. Provide all requested information.
3. Must be signed.
4. System Specifications

Include a detailed description of proposed laptop specifications.

5. Proposed Pricing and Warranties

Include prices for all products and services, and a description of warranties and support details.

6. References

Please provide Five (5) references. School district and local references preferred.

**Qualifications**

Upon award of the contract, the winning Offer will be expected to:

1. Furnish satisfactory evidence of its ability to furnish products or services in accordance with the terms and conditions of this proposal. The District reserves the right to make the final determination as to the Offeror’s ability to provide the services requested herein.
2. Provide a written statement from contractor stating that they comply with E-Verify requirements.

No bid shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that is deemed irresponsible or unreliable to the District.

**Notification**

The contract resulting from this request shall be awarded to the most responsive and responsible Offeror whose bid is determined to be most advantageous to the District. However, the right is reserved to reject any and all, or portions of, bids received and in all cases, the District will be the sole judge as to whether an Offeror’s bid has or has not satisfactorily met the requirements of the RFQ. The District is not required to furnish a statement of the reason(s) why a bid was not deemed to be the most advantageous nor will it be required to furnish any information regarding the RFQ.

**General Terms & Conditions**

This solicitation does not commit the District to award a contract, to pay any costs incurred in the preparation of the bid or to procure any goods or services.

Spartanburg County School District Four’s Procurement Code and Regulations govern and supersede any and all documents, bid and policies, whether stated or implied.

The District assumes no responsibility for the delivery of any solicitation, addendum, solicitation response, or any other such correspondence by the US Postal Service, electronic transmission, or any other method.

**Addenda:** Addenda shall be issued prior to the RFQ submittal date and time for the purposes of modifying or interpreting the bid instructions through additions, deletions, clarifications, or corrections.

**Clarifications:** The District reserves the right, at any time after opening and prior to award, to request from any Offeror clarification, address technical questions, or to seek or provide other information regarding the Offeror’s bid. Such a process may be used for such purposes as providing an opportunity for the Offeror to clarify their bid in order to assure mutual understanding and/or aid in determinations of responsiveness or responsibility.

**Confidentiality:** Ownership of all data, material and documentation originated and prepared pursuant to this RFQ shall belong exclusively to the District and be subject to public inspection in accordance with the Freedom of Information Act. However, commercial and/or financial information which is confidential or privileged included in bids will not be disclosed if such information has been identified by the firm as

confidential. All firms who wish to have selected information in their bids remain confidential must visibly mark as “Confidential” each page of the bid they consider to contain proprietary information.

**Offeror Responsibility:** The Offeror alone will be held solely responsible to the District for performance of all Offeror obligations under any contract resulting from their bid.

**Correction of Errors on the Bid Form:** All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Erasures or use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after specified time for opening.

**Non-Appropriations:** Any contract entered into by the District or its departments, employees or agents resulting from this RFQ shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

**Bid Expenses:** The District or any of its representatives shall not be held responsible for any expenses incurred in the preparation or subsequent presentation of the offeror’s response to this solicitation.

**Subcontracting:** If any part of the work covered by this RFQ is to be subcontracted, the Offeror shall identify the subcontracting organization and the contractual arrangements made therewith. The District must approve all subcontractors. The successful Offeror will also furnish the corporate or company name and the names of any subcontractors engaged by the Offeror. If at the time of the bid, it is the intent of the Offeror to subcontract any part of the work, the area(s) to be subcontracted should be detailed in the bid. The subcontractor’s qualifications to perform along with three references must be submitted.

**Unlawful Acts:** The District interprets a signed bid as signifying that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under the state of South Carolina or United States laws.

**Withdrawal of Bid Response:** A bid response cannot be withdrawn after it is filed, unless the respondent makes a written request to the Purchasing Agent prior to the last date and time set for receipt of the proposal responses. If the District fails to accept the response or award a contract within 30 (thirty) days after the bid opening date, the respondent must inform the District, in writing, that they do not wish for their response to continue to be considered.

**Equal Opportunity:** The successful firm agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical handicap.

**Governing Laws:** All bid documents submitted in response to this solicitation are governed under the laws of the State of South Carolina.

**Indemnification:** The Offeror(s) shall agree to hold the District harmless and to indemnify the District from every expense, liability, or any payment arising out of or through injury (including death) to any person(s) or damage to any property of any location in which work is located arising out of or suffered through any at or omission of the offeror(s).

**Interpretations:** If any questions arise from this solicitation, respondents must contact the District’s Purchasing Department. Any response to the respondent’s request for interpretation of documents will be made by addendum if the Purchasing Department believes the interpretation is not clear in the bid document. The District will not be responsible for any other explanation or interpretations.

**Right to Protest:** Any prospective Offeror or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest to the Purchasing Agent in writing within **fifteen** days of the date of issuance of the Invitation for Proposal or other solicitation documents whichever is applicable or any amendment thereto, if the amendment is at issue.

**Termination:** Subject to the Provisions below, the contract may be terminated for any reason by the District providing a thirty (30) day advance notice in writing is given to the Offeror.

**Termination for Convenience:**

1. In the event that this contract is terminated or cancelled upon request and for the convenience of the District without the required thirty (30) days advance written notice, then the District may negotiate reasonable termination costs, if applicable.

**Termination for Cause:**

1. Termination by the District for cause, default or negligence on the part of the Offeror shall be excluded from the foregoing provisions, termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this bid shall apply.
2. The District may, by written notice of default to the Offeror, terminate this contract in whole or in part if the Offeror fails to deliver supplies or to perform the services within the time specified in this contract or any extension.

**Thank you for your interest in working with Spartanburg School District 4. We look forward to receiving your bid.**

## Spartanburg School District 4 Project Bid Sheet – Itemized Product List

Products	Unit	Qty	Category Price
Lenovo 300e Chromebook G2 with Charging Cables (Part# : 82CE0000US)		120	
Google Chrome Management Console License- Education (Part#: CROSSWDISEDU)		120	
<b>Total cost of 120 Chromebooks and Management License</b>			

**Project Subtotal before sales tax\*:** \$

(\*Sum of all category costs, prior to applying taxes, shipping, or other fees)

The above figure is a statement of the total cost for all hardware, software, equipment, and services in compliance with the system specifications listed in this document. The District reserves the right to reject any or all alternative offers that do not meet District requirements as determined by the District. Taxes, shipping and other fees should be applied only to Final Project Proposal below. The Final Project Proposal figure will be considered the final proposal amount.

Taxes, Shipping and other Fees Cost

**FINAL Project including all shipping, taxes and other fees** \$

Name of Offerer Entity: \_\_\_\_\_

