



WESTERVILLE CITY SCHOOLS

REQUESTS FOR PROPOSALS FOR THE PURCHASE AND INSTALLATION OF CHROMEBOOKS AND SERVICES FOR WESTERVILLE SCHOOLS

1. Proposals for the purchase of Chromebooks and services for Westerville City Schools must be received by Mr. Tim Stiffler, Director of IT. **Proposals must be received by 12:00 noon (EST) on Friday, Nov 17, 2023, at Westerville Schools Early Learning Center, 936 Eastwind Drive, Westerville, OH 43081.** All proposals must be clearly marked as such on the envelope containing the proposal. Proposals received after the deadline will not be accepted. Proposals can be emailed and will be opened privately.
2. Questions concerning the specifications should be addressed to **Mr. Tim Stiffler, Director of IT**, Westerville Schools, 936 Eastwind Drive, Westerville, OH 43081. Phone: 614-797-5780 - email at stiffkert@westerville.k12.oh.us (**Preferred**)
3. In submitting this proposal, it is understood that the right is reserved by the Owner (Westerville City Schools Board of Education) to reject any and all proposals or parts of any proposal, and it is agreed that the Proposal may not be withdrawn for a period of 60 days subsequent to Nov 17, 2024 without consent of the Owner, which the Owner may withhold in its sole discretion.
4. The Owner is exempt from all taxes; therefore, taxes for services shall not be included in the bid.
5. Quotations must be the completed price.
6. The proposal shall be accompanied by a statement citing the names, addresses, and contact persons of at least 3 owners for whom the vendor has installed similar systems to that proposed for the Westerville City Schools.
7. All proposals are deemed to be submitted based upon all of the specifications and form of proposal, including all addenda, if any.
8. **QUOTE FORMS:**
The vendor's proposal and price quotes shall be submitted upon forms furnished by the Owner. (Forms are available in PDF or Microsoft Word upon written request) All words and figures shall be printed in ink or typewritten. The proposal must be signed in ink by the individual, by one or more members of the partnership, or by one or more officers of the corporation, or by an agent of the contractor legally qualified and acceptable to the Owner. Quotes which are not submitted on the required forms will not be considered.



9. CONTRACT AWARDS:

The Owner reserves the right to make contract awards to the vendor or vendors whose system or components of the system is, in the opinion of the Owner, best suited for use in said schools and the best value for the amount expended.

The Owner will not necessarily be bound by the lowest bid. Quality, value, and performance of the system shall be considered at all times and the Owner shall be the sole judge of such.

The purchase, installation, support, and maintenance contracts between the Owner and the successful vendor(s) will be in form and substance acceptable to the Owner, and will include, but not be limited to, the provisions referenced below.

10. REGULATIONS:

All local, state, and federal laws, codes, ordinances, and regulations shall be followed in regard to the preparation of proposals and delivery of items purchased.

11. QUALITY AND DURABILITY:

All equipment shall be new. Workmanship and material shall be of good quality. In general, all equipment mentioned must be in the top grade of their respective kinds for the purpose for which it is intended and must conform to specifications.

12. GUARANTEE:

The vendor warrants that the system, including each of its parts, (i) will be free from defects in design, material, and workmanship; (ii) will conform to the Specifications and to the terms of the agreement; (iii) will be compatible and operate as an interconnected computer network without additional software or hardware; (iv), will operate with reasonable response times using the original hardware configuration described in the agreement; (v) insofar as the hardware is concerned, will be new; and (vi) will be free of all liens, encumbrances, and security interests.

In the event of a breach of any of the foregoing warranties, the vendor will correct the breach. If the breach has a material adverse effect on the operation of the system or its value, the vendor will proceed to begin to correct the breach within five days of written notice of the breach, use its best efforts to correct such breach, and correct such breach in not less than 30 days. The vendor will correct all other breaches within a reasonable time of written notice of the breach. If a breach results in hardware becoming non-repairable, the vendor will replace such hardware without charge. The vendor will be liable to the Licensee for any direct



damages incurred by Licensee as a result of the breach of any of the foregoing warranties. The vendor assigns to the Owner any and all manufacturers' warranties it has with respect to the system.

The vendor warrants that it has sole ownership of and/or the right to license or sublicense the software. The vendor further warrants that the system is non-infringing and free from any rightful claim based on patent or copyright infringement and/or trade secret violation. The vendor shall defend and hold harmless Licensee from and against any claim that any part of the system or any individual component thereof or any service, technique, or property provided to the Owner infringes upon any United States patent, copyright, trade secret, or any intellectual property of any person. The vendor shall pay all amounts, including costs and attorneys' fees, that are finally awarded or that the vendor agrees to in settlement of any such claim.

13. LITERATURE, SPECIFICATIONS, AND SAMPLES:

Descriptive literature and specifications **MUST** be submitted for each item with the proposal, and the same shall be properly labeled as to proposal item number, name, and model. All proposals shall include complete standard hardware and software, as specified, unless substitutes are definitely indicated. Demonstration of equipment shall be provided **only upon the request of Mr. Tim Stiffler**, at no expense to the Board of Education. Said equipment shall be properly labeled as to proposal item number, name, and model.

14. INSTALLATION:

All equipment shall be installed at sites agreed to between the Westerville City Schools Board of Education and Contractor, as discussed later in this document. Prices must be quoted with equipment unpacked, assembled, placed in designated locations, and connected to the Owner's existing wiring infrastructure. Suppliers shall be responsible for cleaning up any debris and repairing any damage done to the building or equipment incident to the installation of the system. Vendor shall not use any district owned dumpster for disposal of any debris. Vendor must work around any summer cleaning schedule the custodial departments have created. Installation shall be completed within 120 days of Owner's submission of signed purchase order. An earlier installation would be acceptable. A later installation date may be acceptable provided it is set forth in the proposal and accepted by the Owner. The proposal shall identify any and all special installation



requirements for the system for which the Owner is responsible for the system to operate in accordance with Specifications, including any electrical and cabling requirements, when such requirements must be met and the availability of, and the cost to the Owner for, the vendor to meet such requirements on behalf of the Owner. **Any delinquency in installation without the advance approval of Mr. Tim Stiffler may result in cancellation of contract or a penalty charge of \$500 per day for each day beyond the scheduled installation.**

15. DELIVERY:

The shipper will notify the carrier that the consignee must be contacted in advance of date and time of arrival. The shipper must assume the responsibility for all shipping arrangements including unloading of equipment and storage. No deliveries shall be made on Saturdays, Sundays, or after 3:30 p.m. Eastern Standard Time weekdays, without the consent of the Owner. All deliveries will be made to each site as indicated in form C.

Shipment shall be made F.O.B. Destination prepaid.

16. ACCEPTANCE TESTING:

After the delivery and installation of the hardware the Owner will have 30 days to test the system, which may include real time usage, and to notify the vendor of any non-conformity between the system as installed and the Specifications. The vendor will commence to correct any non-conformity promptly, will correct any non-conformity which has a material adverse effect on the operation of the system in less than 30 days from the notice of non-conformity, and will correct all other non-conformities in a reasonable time. The Owner's obligation to pay the vendor under any agreement will not commence until the vendor has corrected all material non-conformities.

17. APPLICATION FOR PAYMENT:

The vendor shall submit for payment an itemized invoice for the complete shipment of the order.

18. PAYMENT WITHHELD:

The authorized representative of the Board of Education may withhold or cause the withholding in whole or part of the contract amount, to such an extent as may be necessary to protect the Board of Education from loss due to defective workmanship or equipment.

19. CORRECTION AFTER FINAL PAYMENT:



Neither final payment nor any provision in the contract documents shall relieve the Contractor of responsibility for faulty materials or workmanship. Repairs or replacements shall be made without cost to the Board of Education.

20. PROPOSAL (QUOTE) ITEMS:

References to trade name or manufacturer's name of materials or equipment is intended to specify the referenced items unless any equivalent model (brand) is listed as acceptable or the specified model has been, or is being, discontinued by the manufacturer and replaced with a new version.

21. PROPOSAL (QUOTE) SPECIFICATIONS:

The specifications for the Chromebooks and services are presented in the following pages:



REQUESTS FOR PROPOSALS FOR THE PURCHASE AND INSTALLATION OF CHROMEBOOKS AND SERVICES

SPECIFICATION DOCUMENT

Westerville City Schools are requesting proposals for Chromebooks and services for the establishment of a purchasing program with a vendor. This program will be used by the district to purchase Chromebooks and services for staff members and students in grades K-12. The program will establish a set pricing structure by the vendor that will provide Chromebooks and services to the district during the next year. The program will provide a dynamic system that allows for price reductions in the market and a consistent form of purchasing. The district plans to purchase at least 1200 Chromebooks over the next year. All Chromebooks will be purchased meeting the specifications set in Forms A – C.

Program Outline

The district is looking for an innovative company that will supply Chromebooks and services for the district. Successful proposals will include a detailed description of the company, company's history, and three or more *current* references.

1. Vendor will propose a Chromebook and services solution that meets the Owner's specifications (see attached Forms A - C). These Chromebooks and services will be used by the Owner as a standard to judge the merits of each vendor's proposal.
2. The District will not pay more for these items than the original quote based upon fluctuations in the market.
3. The vendor will deliver and install each Chromebook and service to the District's existing location(s) indicated at the time of purchase (form C). All costs for delivery, freight, packing, unloading, unpacking, AC plug-in, verifying network connectivity and removing all packaging material shall be included. Installation of each Chromebook and service will be under the direction of the Director of Information Management Services (IT), Mr. Tim Stiffler.
4. The vendor shall submit a written narrative, not to exceed three typewritten double- spaced pages, which includes a detailed description of the company, the company's history, and the company's plan for passing any savings along to the Owner as prices change, and three or more current references.
5. The Vendor shall provide an expected life cycle for the proposed model as well as a schedule of future revisions.

The district reserves the right to negotiate a contract in more detail with any selected



vendor proposals. The district reserves the right to request changes and to provide addenda to the vendor proposals during the proposal process.

Documentation

The following documentation will be provided by the vendor to the district upon completion of the project. Documentation will include:

- Warranty information, including contact persons.
- Full documentation of the Chromebooks/services including S/N, Asset Tag number and equipment location.

Warranty and Support

Vendors will provide warranty on all parts and labor involved with this installation. Warranties will be comprehensive and encompass all aspects of this proposal. Warranty information must be included with this proposal.

Application

All applications to this Request for Proposal (RFP) should be thorough and complete. Selected respondents may be requested to meet with district personnel to further discuss the details of their individual proposals.



Form A (Rev. 2/12/21)

VENDOR WORKSHEET – STAFF ACER CHROMEBOOKS

Vendor Name _____

This worksheet must be completed to these specifications. Options may be included on a separate worksheet, using the same format. Vendors who choose to include an item that are either different or outside these specifications may be rejected by the district.

	Requested Items:		
QTY	Description	Part#	Unit Price
~1200	Chromebook Spin 511 R756TN with protective cases and storage/charging carts	R756TN	
~1200	Google Management Console (EDU) Licensing	Licensing	
~1200	3yr total - w/ Accidental Damage (includes drops/cracked screen/liquid spills and battery)	Warranty	
~1200	Apply provided asset tag to each unit, enroll chromebook, setup/configure district WiFi, create spreadsheet with s/n, building and asset tag number. VERIFY prior to delivery that each chromebook is properly enrolled in the correct OU using provided login credentials for admin console. Enter asset tag number, PO # purchased from and enrollment date in "NOTE" field in the GAFE admin Console.	White Glove Service	

Form B (Rev. 2/12/21)



VENDOR WORKSHEET - OTHER OPTIONS

Vendor Name _____

Other Options:			
QTY	Description	Part#	Unit Price
~1200	Remove old Chromebooks from district Erase local drive and remove from Google console OU. Give a detailed report of S/N, building locations, and asset tag numbers.	Asset Removal from district	
~1200	Deliver Chromebooks to media center at each school location. Label each Chromebook (using super adhesive label) Label will include: School Name, Building number and enrollment date.	Delivery / Install / Labeling	

Form C (Rev. 2/12/21)



VENDOR WORKSHEET – CHROMEBOOK LOCATIONS

Various Locations within the Westerville City School District

- (~1200) New Acer Student Chromebooks
- Storage/Charging Carts where required



NARRATIVE DESCRIPTION

Vendor Name _____

This section must provide a detailed description of the company, the company's history, and the company's plan for passing the savings along to the Owner as prices change, and three or more current references. Attach up to two additional typewritten, double-spaced pages. (Descriptive brochures may also be submitted in addition to the typewritten narrative.)



Submission of Proposals

All proposals should be submitted to:

Mr. Tim Stiffler
Director of Information Technology
Westerville Schools
936 Eastwind Drive
Westerville, OH 43081

or email at stiffkert@westerville.k12.oh.us

Proposals must be received by 12:00 noon (EST) on Nov 17, 2023, at Westerville Schools Early Learning Center, 936 Eastwind Drive, Westerville, OH 43081.

Form of Proposal

All proposals must be submitted in duplicate, in a labeled, sealed envelope, on the Forms provided, and typewritten or printed in ink or emailed (preferred).

Opening Statement

Having carefully examined the Request for Proposals, including pages 1-11, Forms A - C, dated October 18, 2023, the undersigned hereby proposes the installation of computers, peripherals, and/or software for Westerville Schools in full conformance with the Request for Proposals and Specification Document.

The undersigned hereby agrees that the information contained in the attached proposal is accurate and complete.

The undersigned hereby agrees to accept the award of the contract if it is made within sixty (60) calendar days after the proposal meeting.

Vendor Name: _____

Address: _____

Authorized Signature: _____

Title and Date:

