

REQUEST FOR PROPOSAL
For
CHROMEBOOKS FOR STUDENT USE

Proposal Due: May 1st, 2024



Port Angeles School District #121
905 West 9th Street
Port Angeles, WA 98363

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Overview

The Port Angeles School District is seeking bids to purchase Chromebooks to replace aged devices for students use.

INSTRUCTIONS TO VENDORS

1) INTERPRETATION OF PLANS AND DOCUMENTS

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the plans, specifications, or other contract documents, or find discrepancies in, or omission from, the plans or specifications, the person may submit to the authorized representative a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Such request must be submitted not less than five (5) days prior to the proposal due date. Any interpretation or correction of the contract documents will be made only by written addendum duly issued and a copy of such addendum will be posted on the district website next to the original RFP document. The District will not be responsible for any other explanations or interpretations of the contract documents. No oral interpretation of any provision in the contract documents will be made to any Vendor or binding on the District.

2) PREPARATION OF PROPOSAL

Each proposal must be signed by a person authorized to provide pricing and enter contracts, with the signature in full. The address and telephone number of the vendor shall be included with the proposal. Failure to sign the RFP form may result in a non-responsive RFP.

Any omission of prices on required items shown in the proposal form may render the proposal as being incomplete and may become cause for rejection of the proposal, in sole discretion of the District. When not responding on an item, specify by a N/A in the appropriate space.

3) DELIVERY OF PROPOSAL

- A. It is the sole responsibility of the vendor to see that the proposal is delivered on time. Any proposal received after the scheduled closing time for receipt of proposals may not be considered.
- B. Upon delivery, proposals become the property of the Port Angeles School District.

PROPOSALS ARE DUE May 1st, 2024 at 10:00am PST and clearly marked “**Chromebook Purchase 2024 RFP**”

Port Angeles School District Lincoln Center

Attention: Kira Acker

905 W 9th Street

Port Angeles Wa 98363.

4) TAXES

Proposals shall include sales tax. The District is not tax exempt.

5) VENDOR/PORT ANGELES SCHOOL DISTRICT RELATIONSHIP

Vendor's relationship to the District in the performance of services that may be required for certain items shall be that of an independent contractor. Any personnel performing services under this contract shall at all times be under vendor's exclusive direction and control and shall be employees of vendor and not employees of the District. Vendor shall cover or insure all of its employees performing services under this contract in compliance with the applicable laws relating to workman's compensation and employers' liability insurance.

6) NON-DISCRIMINATION AGREEMENT

Vendor agrees not to discriminate against any client, employee or applicant for employment because of on the basis of race, creed, color, political and religious beliefs, national origin, gender, sexual orientation, marital or parental status, socioeconomic status, health status, or the presence of physical, sensory or mental disability. The vendor must also comply with any applicable affirmative action programs. This provision shall become a material part of the contract and shall be grounds, if violated, for termination of the contractual relationship at the discretion of the District.

7) REJECTION OF PROPOSALS

The District reserves the right to reject any or all proposals and to not make an award. The award proposal, if made by the District, will be made to the qualified vendor submitting the most satisfactory proposal based on the

criteria 8, if it is to the district's best interest to accept such a proposal. The right is reserved by the District to waive any informalities or errors in the RFP: that, in the sole opinion of the District, do not materially affect the RFP (RCW 43.19).

8) PROPOSAL AWARDING BASIS

The District reserves the right to choose multiple vendors to fulfill the RFP requirements and will award the proposal/s on the following basis:

<u>Factor</u>	<u>Weight</u>
Price	25%
Delivery Timeline (The district would like to receive materials as soon as possible)	20%
Technical Specifications	15%
Existing Relationship with Vendor	15%
Customer References	15%
Local provider preference	10%

The District reserves the right to award the contract to one or more vendors.

9) CONFLICTS OF INTEREST

No director, employee or agent of the vendor shall give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with the work, or enter into any non-consumer business arrangement with any director, employee representative of the District, other than as a representative of the District, without prior written notification thereof to the District. Any representative(s) authorized by the District's Superintendent may audit all records of the Vendor, that pertain to the District, for the sole purpose of determining whether there has been compliance with this paragraph. Information obtained through this process shall be administered confidentially.

10) PRICE GUARANTEE

Prices must remain firm for the duration of the purchase process as specified in Section 11.

11) DURATION OF QUOTE:

Pricing on the quoted equipment must be valid through June 31st, 2024.

The District anticipates making purchases after the bidding process is complete.

12) ADVERTISING

Award of this proposal does not grant the right to the vendor to utilize the award in advertising media without written consent of the District.

13) CONTRACT INFORMATION

For information about this RFP, please contact IN WRITING/EMAIL/FAX:

Jarred Blauser

Director of Educational Technology

jblauser@portangelesschools.org

Port Angeles School District

905 West 9th Street

Port Angeles, WA, 98363

Fax: 360-452-9005

Questions on these documents will be routed to an appropriate staff member for response, and the response will be emailed. Vendors are reminded that questions must be submitted in writing or email.

PROJECT SCOPE TECHNICAL REQUIREMENTS

The Port Angeles School District is seeking bids to purchase Chromebooks with Google domain licensing (Google Chrome Education Upgrade). The district has been using Chromebooks with students for seven years. The district is requesting quotes to purchase 700 Chromebooks. We are planning to deploy these devices in September 2024. Please include your estimated timeline for delivery on the bid.

Below is a list of specifications for vendors to follow when quoting Chromebooks.

Specifications

- At least 4Gb of memory
- At least 32 Gb of storage
- At least 2 USB ports
- Stereo Microphone/headphone jack
- USB Type-C charging port with power adapter
- Webcam with LED and Microphone
- 5+ years before reaching the Auto Update Expiration date with Google:
<https://support.google.com/chrome/a/answer/6220366?hl=en>
- Wireless support for 802.11a/b/g/n/ac
- Support for Bluetooth connectivity
- Include Google domain licensing for each device (Google Chrome Education upgrade).