

Merrillville Community School Corporation

6701 Delaware Street, Merrillville, IN 46410-3586

(219) 650-5300 FAX (219) 650-5320

Bid# 562

NOTICE TO BIDDERS

The Board of School Trustees of the Merrillville Community School Corporation with its office located at 6701 Delaware Street, Merrillville, Indiana will receive sealed bids on or before 2:00 PM (local time) on May 3, 2024, at which time they will be opened for the following:

Student/Staff Devices 24

Bids received after the above time and date will be returned unopened.

Specifications are on file at the Merrillville Community School Corporation, 6701 Delaware Street, Merrillville, Indiana, and may be picked up from 8:00 A.M. to 4:00 P.M., Monday through Friday.

Specifications can also be accessed on the website: www.mvsc.k12.in.us/bid

Bids must be submitted in a sealed envelope with a return address. A certified check or a bid bond is to be filed with each bid in the amount of at least five percent (5%) of the total amount of the bid. A non-collusion affidavit must be executed.

The Board reserves the right to accept or reject all or any part of any bid or bids presented, reject all bids, or waive all informalities or irregularities in the bidding.

Dated this 8th day of April 2024

BOARD OF SCHOOL TRUSTEES MERRILLVILLE COMMUNITY SCHOOL CORPORATION

Judy C. Dunlap, President

April 8, 2024

Dear Vendor:

The enclosed packet of information includes an invitation to bid for Student/Staff Devices. This Invitation to Bid should give you important information relative to terms and conditions upon our receiving and awarding of the bid.

Additionally, we have included a Bid Cover Sheet, a Non-Collusion Affidavit, Instructions, and specifications for Bidders. Questions regarding the specifications should be directed to:

Steven J. Kerr, Director of Technology

Email: sjkerr@mvsc.k12.in.us

Ph: 219.650.5355

The bid opening is scheduled for May 3rd, 2024, at 2:00 PM local time. We look forward to receiving a bid from you.

Sincerely

Steven J. Kerr

Director of Technology

Merrillville Community School Corporation

Bid Cover Sheet

Owner:	Merrillville Community School Corporation
Project:	Student/Staff Devices 24
Name of Bidder:	
Agent of Bidder (if applicable)	
Address:	
City/State:	
Telephone:	
Fax:	
Email:	
Total Cost of all Items Bid:	
Anticipated Start Date(s):	

The attached bid(s) conform(s) to the conditions as specified in the Invitation to Bid, the Instruction to Bidders, and the specifications furnished except where noted in the bid documents.

Signature of Bidder

Printed Name/Title

Date

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Bidder (Firm)_____

Signature of Bidder or Agent_____

Subscribed and sworn to before me this____ day of_____ 20____ .

My Commission Expires:_____

Notary Public Signature:_____

County and State of Residence:_____

Instructions and Specifications for Chromebooks

Bid # 562

Due: May 3rd, 2024

I. Scope

This specification aims to furnish the Merrillville Community School Corporation with Chromebooks designated for students across the district, Touch Screen Chromebooks for Kindergarten and Special Education students, and Laptops designated for staff members. These devices will serve as the primary tools for daily use among students and staff within the district. The delivery point for all devices is Merrillville High School at 276 East 68th Place, Merrillville, IN 46410, from where they will be subsequently distributed.

II. Bid Form

The Non-Collusion Affidavit which is part of Bid Form 96 shall be properly completed, signed, and notarized.

III. Bid Deposit

A Certified Check or Bid Bond in the amount of 5% of the Base Bid shall accompany each proposal. The Bonding Company on issuing a Bid Bond, thereby obligated themselves to furnish a Performance, Labor and Material Bond in the full amount to the contract should the subject bidder be the low bidder.

IV. Submission of Bids

Bids shall be submitted in sealed envelopes addressed to the Merrillville Community School Corporation and shall be clearly marked "Student/Staff Devices 24". Bids will be received until 2:00 P.M. on May 3rd, 2024 at 6701 Delaware Street, Merrillville, Indiana 46410 at which time and place all bids will be opened and read aloud. Bids received subsequent to the date and time stated will be returned to the bidder unopened. No bid may be withdrawn for a period of thirty (30) days after the opening of the bids.

V. Board's Right Reserved

The Board of School Trustees of the Merrillville Community School Corporation reserves the right to reject any or all bids and to waive any informality in the bidding. This includes the right to extend the date and time for receipt of the bids.

VI. Award of Contract – Rejection of Bids

The contract will be awarded to the lowest responsible bidder or bidders on an item-by-item basis who comply with the conditions of these specifications provided the bid is reasonable and it is in the best interest of the owner to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The owner also reserves the right to reject the bid of any bidder who had previously failed to perform properly, or complete on time, contracts of a similar

nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded their obligation to subcontractors, material men, or employees. In determining the lowest responsible bidder, the following elements in addition to those previously mentioned will be considered:

1. Maintains a permanent place of business;
2. Has suitable financial status to meet the obligations incident to the work;
3. Has appropriate technical expertise.

VII. Detailed Specifications

- Brand names and Model Numbers are offered for the purpose of comparison only and are in no way intended to limit competition. However, other products must meet and/or exceed the specifications of the ones listed.
- Bid prices must include all delivery charges. Warranty information is to be provided for review. All warranties described in product literature are to be in effect. Warranty information should include all details of the warranty procedure for any warranty claims.
- A list of School corporations/businesses to which the bidder has sold the requested bid item(s) within the last 2 years.
- Merrillville Community Schools reserves the right to purchase additional Chromebooks of the model that is bid and awarded by the vendor at the proposed price or less until one year from the delivery date.
- Delivery of all devices must be no later than July 1st, 2024

Bid Item #1 Chromebooks Qty 1200

- Specifications
 - Dell 3110 Chromebook
 - Intel Celeron Processor
 - 4GB Memory
 - 32GB Storage
 - 11.6" Non-Touch w/ Camera and Microphone, WLAN Capable
 - US Keyboard Non-Backlit
 - Wireless NIC, 1 USB Type C 1 USB Type A 1 Headphone/Mic Combo
 - 3 Cell 42WHr Battery
 - 65W USB C Adapter

Bid Item #2 Chromebooks Qty 400

- Specifications
 - Dell 3110 Chromebook
 - Intel Celeron Processor
 - 4GB Memory

- 32GB Storage
- 11.6" Touch w/ Camera and Microphone, WLAN Capable
- US Keyboard Non-Backlit
- Wireless NIC, 1 USB Type C 1 USB Type A 1 Headphone/Mic Combo
- 3 Cell 42WHr Battery
- 65W USB C Adapter

Bid Item #2 Google EDU Licensing for Chromebooks Qty 1600

- New Google Chrome EDU Perpetual License

Bid Item #3 Staff Laptop Qty 150

- Specifications
 - Dell Latitude 3540
 - 13th Gen i5 Processor
 - 16GB DDR4
 - 256GB SSD
 - 15.6" Display with FHD Camera
 - Integrated Intel Graphics
 - 3 Cell 54 WH Battery
 - 65W AC Adapter
 - WIFI

Bid Sheet

Merrillville Community School Corporation
6701 Delaware Street
Merrillville, Indiana 46410
Student/Staff Devices 24

Bid# 562

Due: May 3rd 2024

Bid Item #1 Chromebooks - Non-Touch

Bid Price \$ _____

Bid Item #2 Chromebooks - Touch

Bid Price \$ _____

Bid Item #3 Google Licensing

Bid Price \$ _____

Bid Item #4 Staff Laptops

Bid Price \$ _____

Optional Add-On Bid Item #3 White Glove Service

Bid Price \$ _____

Optional Add-On Bid Item #5 Screen Protector

Bid Price \$ _____

Total for items bid

Bid Price \$ _____