



**REQUEST FOR LEASE PROPOSAL**

**Section A. Background**

Alexander County Schools (ACS) is requesting each vendor provide leasing options along with their equipment quotes. ACS has leased in the past and has specific parameters that should be followed. As such, this document is provided in Word format for each respondent to use. Simply insert your answers under each question and in the tables provided. Please do not revise the existing data. If you need to submit a detailed explanation of an answer, attachments or appendices are acceptable.

**Section B. RFP Criteria & Contact Information**

Please read this RFP carefully and **respond completely**. Failure to complete any of the questions may result in respondent's proposal declared non-responsive, leading to disqualification from consideration.

1. Respondents shall submit their response to the RFP via email in PDF format. All responses must be received no later than March 12, 2026. Our decision will be made no later than March 13, 2026
2. ACS reserves the right to accept or reject any or all proposals received in response to this RFP. ACS will make their decision based on both lease payment **and** terms and conditions.
3. Lessor agrees that responses herein, negotiated or stipulated terms will apply on ALL future equipment lease schedules unless otherwise authorized by ACS.
4. Failure to provide copies of ALL Lessor documentation that will require signature may result in immediate disqualification. This includes but not limited to proposal, master lease agreement, lease schedules, addendums, casualty/loss tables & attachments to lease schedules. Please submit these items via a separate attachment.

**Contact Information**

Name: Danny Stikeleather  
 Title: Director of IT  
 Email: dstikeleather@alexander.k12.nc.us

**Section C. Scope of Work**

Devices (Quantity):	720
Software & Soft Costs:	Chromebooks, Chrome Licenses, Zero-Touch Enrollment, Cases, ADP, Pack and ship
Requested Lease Terms:	3 & 4 years, two schedules needed
Requested Lease Types:	Fair Market Value (3yr) & \$1 Buyout (4yr)
Billing Frequency:	Annually, in advance
Order Date:	March 20, 2026
Delivery Date:	April or May 2026
Delivery Location:	700 Liledoun Road, Taylorsville, NC 28681
Base Lease Term Start Dates:	July 1, 2026, no earlier & no later
Total Rent:	3 and 4 annual payments (matching lease term). Payments starting 7/1/26, and no other accrued payments, rent or fees will be due

### Section C. LEASING COMPANY BACKGROUND

1. **Overview:**
  - a. Brief history about your company and what differentiates it from other Lessors.
2. **Documentation:** Under separate cover, please provide copies of all documentation that will require signature by ACS throughout the lease term, including schedules, opinion of counsel, addenda and/or riders. Master Lease must have non-appropriation language.
3. **Amortization Table:** Please provide an amortization table of any and all payments that will be due. No other payments, rents, or fees will be paid by ACS throughout the lease life cycle and/or after the last annual payment or lease end date of 6/30/2030. Amortization table should reflect the four (4), even annual payments only.

### Section D. PROCESSES

1. **PO's/Documentation:** ACS' target date to select a Lessor is approximately March 13, 2026.
  - a. What does your company need from ACS to issue a PO to the vendor?
  - b. Once you receive these items, how long will it take to issue the POs?
2. **Single Point of Contact:** We request one point of contact that is knowledgeable and experienced in handling matters about our transactions from the beginning to lease end. That person would be liaison for ACS to communicate our needs with the appropriate departments within your organization. Please include the name and contact information for this person.

### Section E. – LEASE TRACKING & MANAGEMENT

1. Does your company currently provide a web-based asset management tool? If not, you may skip the remaining questions in this Section.
2. Does the website provide email notifications for upcoming maturing leases? If so, how far in advance?
3. Can we make serial number substitution changes, add notes and add attachments to individual devices?
4. Can documents & invoices be located and downloaded from this site?
5. Can we edit and add to create our own fields to import and track other information?
6. Can we give end of lease notice using this site?
7. How does the website assist with the refresh process?
8. Does it list devices by serial, location, description?

### Section F. – END OF LEASE LOGISTICS

ACS requires the leasing company to send a team to pack and ship the devices back at lease end.

1. Does your company provide complete pack and ship services at lease end?
2. If so, please include these services in your lease payment.
3. Explain the process around pack and ship services.

**SECTION G. LEASE PAYMENTS**

Please provide your annual lease payments in the tables below, using equipment costs and incorporating the requirements in Section H on the following page. **Failure to use parameters listed in Section H, could result in disqualification.**

<b>3-year FMV Lease – Quantity 329</b>	<b>Equipment Cost</b>	<b>Annual Payment</b>
Device description: Acer Chromebook 511 C737 C737-C0QCNA 11.6" Chromebook - HD - 60 Hz - Intel N-Series N150 - 8 GB - 64 GB Flash Memory - English (US) Keyboard - Black	\$0.00	\$0.00
Software description: Chromebook OS Licenses for 329 devices	\$0.00	\$0.00
Cases description: UZBL Case - Rugged Hard Shell Air Style Case for Acer Chromebook 511 (C737 / C737T) SKU: ACER7190AIR	\$0.00	\$0.00
Zero-touch enrollment description: Enroll Chromebooks in our Google admin console.	\$0.00	\$0.00
ADP description: covers unexpected damage like cracked screens, liquid spills, and drops for electronics (phones, laptops, tablets) not covered by standard manufacturer warranties.	\$0.00	\$0.00
Total:	\$0.00	\$0.00

<b>4-year \$1 Buyout Lease – Quantity 391</b>	<b>Equipment Cost</b>	<b>Annual Payment</b>
Device description: Acer Chromebook 511 C737 C737-C0QCNA 11.6" Chromebook - HD - 60 Hz - Intel N-Series N150 - 8 GB - 64 GB Flash Memory - English (US) Keyboard - Black	\$0.00	\$0.00
Software description: Chromebook OS Licenses for 391 devices	\$0.00	\$0.00
Cases description: UZBL Case - Rugged Hard Shell Air Style Case for Acer Chromebook 511 (C737 / C737T) SKU: ACER7190AIR	\$0.00	\$0.00
Zero-touch enrollment description: Enroll Chromebooks in our Google admin console.	\$0.00	\$0.00
ADP Description: covers unexpected damage like cracked screens, liquid spills, and drops for electronics (phones, laptops, tablets) not covered by standard manufacturer warranties.	\$0.00	\$0.00
Total:	\$0.00	\$0.00

**Section H. MASTER LEASE TERMS & CONDITIONS**

ACS has identified the items below as critical components to control and gain visibility to its “total cost of leasing”. “Agreed” provisions must be included in Master Lease and/or schedule where applicable and these terms will apply to ALL lease schedules under the Master Lease unless otherwise specified by ACS. Annual payments should be reflective of these terms. If the Lessor is unable to provide the terms listed, respond with “not agreed”.

ACS Requested Items (Please mark the appropriate box)	Agreed	Not Agreed
<b>BEFORE ACCPETANCE (ALL LEASES):</b>		
1. Lessor agrees not to charge or accrue daily rent, pro-rated rent, interim rent or any other rents outside of the initial base lease term, between order and start date, during the installation period or otherwise.		
2. Lessor agrees to not charge advance lease deposits and/or good faith deposits of any kind, have an ACH requirement, or charge UCC filing fees. (If not “agreed”, indicate amount of such charges)		
<b>DURING LEASE TERM (ALL LEASES):</b>		
3. Lessor will provide ACS access to online lease tracking portal at no charge to charge to ACS.		
4. Lessor agrees to provide ACS notice to expiring leases twelve (12), six (6) and (3) months in advance.		
<b>END OF LEASE (FMV LEASES):</b>		
5. Lessor agrees that no terms and conditions will be contingent on a replacement lease or giving proper notice.		
6. Lessor agrees that there will be no optional or mandatory “rent free” transition periods at lease end. No subsequent riders, addenda or schedules will include this language.		
7. Lessor will not charge ACS shortfall between assumed residual and Lessor’s remarketing proceeds.		
8. Lessor agrees there will be NO automatic lease extensions for not providing proper notice to terminate the lease. The lease will extend in 30-day increments if ACS has not provided notice or terminated the lease.		
9. Lessor will require no more than a 90-day notice to terminate the lease, with no notice windows		
10. Lessor shall allow for a 7-day grace period (beyond termination date) at the end of the initial term to receive equipment at their return center without penalty or further rental obligation.		
11. Lessor agrees not to require original packing materials for lease returns or charge restocking fees at lease end.		
12. Lessor agrees to accept 100% like-kind equipment / different serial numbers for devices at the end of lease term, as long as specifications are like or better models. This shall not be contingent on giving notice.		
13. Lessor agrees that ACS will have the flexibility to purchase, renew, return or extend the lease on a month-to-month basis for <u>all or any</u> devices listed on the lease schedule. This shall not be contingent on giving notice.		
14. Lessor agrees that month-to-month rent will decline each month after the initial term to reflect any partial equipment returns by ACS to lessor.		
15. Lessor agrees that ACS can continue to use any leased soft costs/services without restriction from lessor at the end of the initial base lease term and not be subject to paying a fair market value buyout or renewal in order to do so.		
16. Lessor agrees that there will be no early buyout option at a predetermined buyout option, or automatic 12-month renewal at lease end in any form		
17. Lessor agrees not to use stipulated loss/casualty schedules for missing or damaged equipment. FMV buyout will be used to determine the value.		
<b>END OF LEASE (\$1 BUYOUT LEASES):</b>		
18. Lessor agrees that ACS will automatically own equipment outright at lease end (on dollar buyouts), with no requirement to pay \$1 or any other amount.		

We have read this entire RFP and our responses, quoted rates, lease proposal terms, supplemental data and supporting documentation are what our company agrees and attests to. If Lessor fails to execute on data provided herein, ACS will refer back to this document throughout the lease term and end of lease.

Name & Company \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_