Request for Bid

For

2027 Student Hardware Rotation

Raytown Quality Schools

Raytown, Missouri

November 10, 2026

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Information

Raytown Quality Schools is seeking sealed bids for “2027 Student Hardware Rotation” to satisfy computer hardware requirements for student Chromebooks.

The Sealed Bid should be submitted in the form of two-sealed copies with title “2027 Student Hardware Rotation” – (1) marked “Original”, (1) marked “Copy”. All submissions must be received at the address below by the date and time listed. Attendance at Bid opening is not required.

All documents will be considered the property of Raytown Quality Schools. The request for Bid does not commit the District to any specific course of action.

School District:
Raytown Quality Schools
10750 E. 350 Highway
Raytown, Missouri 64138

District Contact:
Michele Reed, Server Systems Administrator
Raytown Quality Schools
10750 E. 350 Highway
Raytown, Missouri 64138
816-268-7120
michele.reed@raytownschools.org

Vendor Contact:
Trey Payne
Sr. Account Manager
Acer Commercial / K12
314-541-2612 m.
Email: trey.payne@acer.com

Submit Sealed Proposal:
November 30, 2026, 10:30 am CST
Matt Verlinden, Director of Technology
Raytown Quality Schools
10750 E. 350 Highway
Raytown, Missouri 64138
matt.verlinden@raytownschools.org

A formal opening will take place on November 30, 2026, at 10:30 am CST. Attendance is NOT required.

Overview

Raytown Quality Schools (“District, RQS”) requests sealed Bids from interested vendors (“Provider”, “Contractor”, “Vendor”) for the purpose of acting as an authorized vendor for 2027 Student Hardware Rotation purchases through April, 2028.

The Bid Submitted By signature page shall be completed and submitted with each Provider’s Bid. Providers may choose to offer a Bid on some or all items required by the District, at their discretion.

Bid Due Date and Time

In order to be considered, two (2) sealed copies of the Bid, one marked as “Original”, one marked as “Copy”, must be received by Raytown Quality Schools at the address stated by the following date and time: **November 30, 2026, 10:30 am CST**

District Terms

Vendor Requirements

1. Vendor Bids shall conform to the requirements listed in this Bid.
2. The selected vendor shall have the responsibility to ensure that the products that are delivered to the District match the Bid and the specifications listed on the Purchase Order.
3. The vendor shall have responsibility for any damage incurred during transit.
4. The selected vendor shall not increase the pricing listed in this Bid through April, 2027. If vendor sources reduce pricing, it is expected that this price reduction be passed on to the District.
5. The vendor must provide assurance that items ordered will be received within 2 weeks of purchase order release.
6. The vendor must provide shipping information and projected delivery dates for all orders placed. Tracking information will be required in advance of delivery, as soon as possible to accommodate District warehousing requirements.
7. The vendor should accommodate invoice billing, allowing the district to call or email in an order without a generated PO.

Vendors may withdraw their Bids at any time prior to November 30, 2026, 10:30 am CST. If withdrawing, notify Matt Verlinden, in writing (or email), as soon as possible. New Bids received after November 30, 2026, 10:30 am CST shall not be considered.

Delivery

1. All materials and equipment quoted shall be delivered as agreed upon and directed by the Raytown Quality Schools Technology Support Services department.
2. All services provided shall be conducted as agreed upon and directed by the Raytown Quality Schools Technology Support Services department. No service shall be conducted prior to authorization.
3. The selected provider shall have the responsibility to ensure that the products that are delivered to the District match the Bid and the specifications listed on the Purchase Order.
4. During the time between delivery and acceptance, Raytown Quality Schools cannot be held liable for any damages to or theft of any components. It will, therefore, be the responsibility of the provider to obtain insurance against loss, theft and damage.
5. The provider shall deliver the products directly to the building(s) specified. District shall notify the chosen provider as to the location.
6. Raytown Quality Schools does not allow smoking or the use of any tobacco products within its facilities or any Raytown Quality Schools grounds. This applies to contractors and sub-contractors and their employees as well as Raytown Quality Schools personnel.

District's Responsibilities Regarding Service Requirements

Provider must identify the exact tasks and/or equipment requirements that Raytown Quality Schools must satisfy and/or be responsible for in regards to service and delivery of equipment.

Subcontractors

Subcontracting of any service requested under this Bid must be disclosed in the Bid response and agreed to by the District in advance of service initiation and start of work. Provider must assume full responsibility for any subcontractors and ensure any subcontractor abides by all requirements of the Bid and service contract.

Proposal Requirements

1. Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.
2. Proposals will be date and time stamped upon receipt by the Raytown Quality Schools.
3. The District will select the lowest or best Bid. The District reserves the right to design the evaluation criteria to be used in selecting the best Bid, including, but not limited to: price, value, quality of product, history of performance, recommendations and other qualities important to the district.
4. The District reserves the right to waive minor technical defects in a Bid, reject any and all Bid, reject any part of a Bid, advertise for new Bids, or make the purchase on the open market if the product or service can be obtained at a better price.
5. The District reserves the right to provide the final contract for mutual consideration and agreement.
6. If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

7. The Raytown School District reserves the right to separate, accept, or eliminate any item(s) listed under the Request for Bid that it deems necessary to accommodate budgetary and/or operational requirements.
8. The District also reserves the right to not select any vendor or purchase any goods and services resulting from this Request for Bid.
9. If the District elects to reduce the number of items from your original Bid, please state your pricing conditions. It is expected that prices quoted in the response to this Bid not increase if additional product is purchased through April, 2028.
10. Any Bid may be withdrawn prior to the scheduled time for the opening of Bids. Any Bid received after the time and date specified shall not be considered.
11. Contractor proposals shall conform to the requirements listed in this Bid, any amendments thereto, agreed upon documented exceptions and schedules, and the final contract.
12. If the contractor takes exception to any of the requirements, describe the exception and give the details of any alternative offered. The School District shall judge the acceptability of any such alternatives.
13. Should any differences arise as to the meaning or intent of specifications in this document and amendments thereto, the School District's decision shall be final and conclusive.
14. Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

Payment and Retainage

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/provider.

A payment schedule shall be decided on with the chosen contractor/provider. Said schedule shall be part of the contract between the contractor/provider and District. There shall be no hidden costs associated with this proposal. If the contractor/provider foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the proposal.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

There shall be no hidden costs associated with district orders. If you foresee any additional or unexpected costs or charges to be made, these need to be explained in your bid.

Selection Process and Minimum Requirements

Each company must meet the following minimum qualifications (company may not use sub-contractors to fulfill any obligations within its contract).

- Contractor shall conform to the requirements listed in this request.

- The selected contractor(s) shall assign a project manager/point of contact to this project. This person shall become the central contact person for the contractor once the project begins.
- The selected contractor shall have the responsibility to ensure that the products that are delivered to District match the request and the specifications listed.
- If the contractor source reduces pricing, it is expected that this price reduction be passed on to the School District.
- Contractor must provide seven (7) total references.

Required Bid Format and Content

Two sealed copies should be submitted. Please mark one copy as “original” and one as “copy”. The Bid should contain the following sections in the order presented below. Bids that do not include these sections may be considered non-responsive and as such may not be considered.

- Proposal Cover Sheet
- Bid Acknowledgement and Exceptions
- Letter of Interest
- Profile and Experience
- Staff
- Project Budget
- Additional Requirements
- Litigation
- References
- Signature Page

Section 1: Proposal Cover Sheet

Fill out completely the Bid Cover Sheet which is the last page of this document. Place said cover sheet as the first page of the Bid that has been prepared for consideration.

Section 2: Bid Acknowledgement and Exceptions

The Contractor shall acknowledge compliance with the requirements listed in this Bid and any amendments thereto.

Section 3: Letter of Interest

The Bid should be introduced with a letter of interest that includes a synopsis of the company’s services and highlights the capacity to perform the work. The letter should be signed by the individual with contract signature authority for the company.

Section 4: Profile and Experience

Outline company history, scope of services offered, size of the vendor, and location. Give additional detail that the company feels may elaborate on profile and experience. List out in a matrix format experience.

Section 5: Staff

List the experience and qualifications of any staff that will be assigned to the project. Name the person who will fill the role of Project Manager/Sales Manager. Note any additional personnel that will be responsible for onsite activities once the project begins.

Section 6: Project Budget

1. Complete in its entirety, the price table provided in this Bid (Specifications: 2027 Student Hardware Rotation Pricing Table). Explain any blank areas. Submit the company's total project budget to fulfill the requirements of this Bid. The proposed budget response shall be listed in the same format and order as provided below.
2. Vendors should complete the attached pricing sheet and also include information on how prices will be calculated for items not on the sheet in the **COMMENT** section below. The items selected for the pricing sheet reflect anticipated purchase volumes through April, 2028.
3. The unit price should reflect the price the district should expect to pay if a single unit is purchased. If a discount or price savings is offered for larger quantities in an order, or if purchased within a specific time frame, describe the discount/savings and conditions in the **COMMENT** section below.
4. Bids must identify all costs as presented in the pricing table. Note length of warranty included with purchase of part number.
5. Product/part number alternatives are NOT allowed. Additionally, alternatives will be required if part numbers listed are approaching "end-of-production" within the next 6 months.
6. Pricing should be guaranteed through April, 2028, with exception given to products bid. The below quantities represent the desired order, but, any minimum order or further quantity discount should be listed.
7. The vendor must provide assurance that items ordered will be received within two weeks of purchase order release. Please state expected delivery time in the **DELIVERY** section below.
8. Vendors should outline the process for return, trouble reporting and escalation procedures for defective or "DOA" items have been received, giving details of how credits are made and what restrictions are placed on returns in the **RETURNS** section below.

Specifications: 2027 Student Hardware Rotation Pricing Table

Quantities listed are estimated expected purchase quantities throughout the coming school year. They may not all be ordered immediately.

If offering a different make/model than listed, please list it as a new line item in your bid's pricing table, with a note as to which model it is replacing.

Qty.	Item	Minimum Specification Requirements	Item Price	Total Price
600	**Acer Chromebook 311 (C725-876BNA (NX.JW7AA.003)**	**ChromeOS, 11.6" Non-touch display, clamshell, 8GB RAM, 32GB hard drive, Wi-Fi 6 or better, 2+ USB-A, 3.5mm headphone jack, webcam, microphone, USB-C charging**		
700	**Acer Chromebook 511 (C737-C6XP (NX.JJDAA.003)**	**ChromeOS, 11.6" Non-touch display, clamshell, 8GB RAM, 32GB hard drive, Wi-Fi 6 or better, 2+ USB-A, 3.5mm headphone jack, webcam, microphone, USB-C charging**		
700	**Acer Chromebook 511(C737-C6XPNA) Alternate model for Acer Chromebook model C737-C6XP (NX.JJDAA.003**	**ChromeOS, 11.6" Non-touch display, clamshell, 8GB RAM, 32GB hard drive, Wi-Fi 6 or better, 2+ USB-A, 3.5mm headphone jack, webcam, microphone, USB-C charging**		
1500	**Google Admin licenses for Chromebooks**	**Google Admin licenses for Chromebooks**		

COMMENT (Specifications: 2027 Student Hardware Rotation):

DELIVERY (Specifications: 2027 Student Hardware Rotation):

RETURNS (Specifications: 2027 Student Hardware Rotation):

Section 7: Additional Requirements

Provider must provide the following information:

- The Service Level Agreement (SLA) for your proposal.
- Hours of operation for help or trouble reporting.
- Describe maintenance and trouble notification procedures.

Section 8: Litigation History

Providers must state whether they have been involved in any litigation during the last five years, and if so, describe the litigation.

Section 9: References

Two financial references must be provided from either financial institutions or suppliers using the format below.

Reference	Contact Name	Phone Number
1.		
2.		

Five project references must be provided of which three must be entities where you have provided comparable projects (overlaps acceptable). These projects must have been engaged during the last two years. These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company. The Project Scope must include the quantity of product provided, level of service provided and if OEM or Remanufactured product is purchased. Use the format below. Reference contact information must be current and include working phone numbers.

Reference Organization	Contact Name	Phone Number	Project Scope:	Project Completion Date

1.				
2.				
3.				
4.				
5.				

Requests for Information

Any questions about the Request for Bid process must be received in writing by November 24, 2026, 11:00 am CST.

Scope of Services

Services will include but not necessarily be limited to the below services:

- Acer Chromebook 311 (C725)
- Acer Chromebook 511 (C737)
- Google Admin licenses for Chromebooks

Bid Submitted By

Company Name

Authorized Name/Title (printed)

Authorized Signature

Contact Person for the Bid/Quote/Proposal process

Date

Telephone

Fax

Email