



Request for Bid

Title: Chromebooks

Closing Time to Receive Bids: **April 17, 2024**

The Marion County Board of Education hereby solicits bids for Chromebooks.

1. Times and Place of Bidding

Bids will be received in the office of the Marion County Public Schools Board of Education (MCPS BOE), 755 East Main Street, Lebanon, Kentucky 40033, until 11:00 a.m. ET on Wednesday, April 17, 2024. MCPS BOE accepts no responsibility for bids arriving late. Bids received after the bid opening time and date will not be opened or read for consideration.

The following forms must be returned in a sealed envelope and marked on the outside with "SEALED BID CHROMEBOOKS".

- a) Bid form
- b) Conflict of Interest Statement

At the specified time stated above, all bids shall be opened and those that are in order, properly signed, etc., will be read aloud. Any interested parties may attend. No immediate decision shall be rendered concerning the proposals submitted.

2. Awarding the contract

After the bids have been tabulated and studied, the superintendent (or person designated by the superintendent) may interview agents and/or company representatives concerning their bid. The district reserves the right to negotiate with any potential awardees.

Bid may be awarded to multiple bidders listed. Second sources will be used in event first source is unable to supply a needed item.

Formal consideration to these bids will be given by the Board of Education by the next scheduled meeting.

3. Specifications

Each bidder must submit a copy of the requested items offered with the bid.

Delivery of 100% of all items must be within thirty (30) working days to location designated on purchase order.

*Bids will be **evaluated** and selected based on cost, product quality, past experiences with vendor, vendor references, product availability, delivery and warranty factors.*

Representative should have full authority to resolve problems with orders not deemed acceptable or in compliance with reasonable standards via phone, email, or onsite visit.

Bidders will guarantee the quoted prices from the contract award date a minimum of 1 year from the bid opening date.

A list of included items for each model (i.e.: power charger, cables, etc.) to be included with each unit must be in the item specifications.

Shipping and/or delivery is to be **designated in pricing as a line item on the bid quote (even if \$0.00)**.

An explanation of the Warranty services and procedures is to be in the bid information submitted.

Vendor questions must be submitted via email to Rebecca.emmons@marion.kyschools.us. Vendors may also contact Thomas Lyons via phone with questions at 270-692-3721.

Vendors may submit quotes on their own letterhead or fill in the areas of the supplied packet forms.

This contract is non-transferable.

BID FORM

Marion County Public Schools
755 East Main Street
Lebanon, KY 40033

To Whom It May Concern:

We, the undersigned, have carefully examined the specifications and other bid documents for Chromebooks, as listed on this and the attached sheets, and agree to furnish these items in accordance with all bid documents at a price stated herein and for the period 1 year following the bid opening.

Chromebooks

Minimum requirements for Chromebooks are:

4Gb RAM

16Gb SSD Drive

802.11ac Wireless

Bluetooth

10 – hour battery

Please specify the warranty time period, coverage and limitations

Optional Requested Software and Services:

- **Extended Warranty**
- **Management Console License**
- **Other recommended items or services**
- **Shipping**
- **Warranty return shipping**

Please quote the quantity below. If you need to note any availability or delivery concerns, please write in the area designated or attach a separate sheet/document.

Qty: 0 - 250 units @	\$ _____	per unit
Qty: 251 - 500 units @	\$ _____	per unit
Qty: 501 - 750 units @	\$ _____	per unit
Qty: 751 – 1000+ units @	\$ _____	per unit

Notes/Comments (Warranty, included items, shipping, etc.):

The undersigned further declares that this bid is in all respects fair and without collusion of fraud, that no member of this board of education of the Marion County School District, or other office of said school district, or any person in authority of said school district, is directly or indirectly interested in this bid or any portion of the profits thereof.

Firm _____

By (print & sign) _____

Title _____

Address _____

Phone _____

Date _____

CONFLICT OF INTEREST

1. It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:
 - a) He, or any member of his immediate family has a financial interest therein; or
 - b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or
 - c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
2. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
3. It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
4. The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.
5. It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

Signature _____
Date

References: KRS 156.480, OAG 80-32, Model Procurement Code 45A.455

NOTE: THIS CERTIFICATE MUST BE SIGNED AND ATTACHED TO THE BID FORM IN ORDER FOR YOUR BID TO BE QUALIFIED.