

Vicksburg Warren School District

Notice of Bids

The Vicksburg Warren School District is seeking to obtain bids via reverse auction for Teacher Chromebooks. The District is accepting bids from qualified companies for a solution in accordance with the terms, conditions and requirements set forth in the Invitation for Bid ("Invitation for Bid" or "IFB").

The bids will be received by an Electronic Sealed Bid Process administered by Central Bidding on Thursday, August 8, 2024 at 1:00 PM CST at which time bidding will begin and run until Vendors have completed entering all bids. Thereafter, bids will be taken under advisement and an award will result after careful consideration of all scoring categories.

Official Bid Documents are available at Central Bidding (www.centralbidding.com). Electronic Bids may be submitted at Central Bidding (www.centralbidding.com). For any questions relating to electronic bidding process, please contact Central Bidding at 225.810.4814.

Chromebooks for the Vicksburg Warren School District

Potential Vendors will receive a complete bid package and information on how to register with Central Bidding. Please include full contact information including company name, contact person, contact person's email address and phone number. Emailed requests will be filled within 24 hours of submission and successful registration.

Specification and requirement responses other than price must be submitted for this bid event electronically in PDF format only and are due on Tuesday, August 6, 2024, at 2:00 PM CST. These PDF responses are to be submitted to the following three recipients:

katrina.hills@vwsd.org, kathy.hughes@vwsd.org and lisa.jones@vwsd.org

Do not include pricing information with your specification and requirement responses. Pricing will only be taken online at the appointed time and date.

No bids shall be withdrawn for a period of 45 days without the written consent of Vicksburg Warren School District. Within the limitations of Mississippi State Purchasing Laws, The Vicksburg Warren School District reserves the right to reject any or all bids received, to waive any informalities or irregularities in the bids received, or to accept any bid which is deemed the most favorable offering.

Vicksburg Warren School District

Advertise: July 21, 2024

Advertise: July 28, 2024

Un-priced Proposals will be received by the Vicksburg Warren School District, via email and electronically at www.centralbidding.com, at the date and time specified on the BID NOTICE. Neither dating of the un-priced proposal form, nor placing it in the mail by this date will meet legal requirements. All un-priced proposals must be received electronically at www.centralbidding.com on or before the date and time specified in the Procurement Schedule. The Vicksburg Warren School District's Board of Education reserves the right to reject any and/or all un-priced proposals received and to waive any and all informalities.

1. If submitting a paper un-priced proposal, it shall be typed. Any changes that are made must be initialed. The Vicksburg Warren School District shall not be responsible for any errors or omissions. Un-priced proposals must be emailed in PDF format **only**. Please include in the subject line: **Teacher Chromebooks RFP 24-25-06**. These PDF responses are to be submitted to the following three recipients by August 6, 2024 at 2:00 PM CST:

Katrina.hills@vwsd.org, Kathy.hughes@vwsd.org and Lisa.jones@vwsd.org

2. Any un-priced proposals received after the 2:00 PM on August 6, 2024 shall be refused and marked "Late Un-Priced Proposal." For this purpose the official time for un-priced proposal opening shall be based upon the time as indicated by the Purchasing Department.
3. Un-Priced Proposals may be modified or withdrawn by written notice of Bidder, if received prior to the date and time set forth in the BID NOTICE. In order to modify an un-priced proposal, the bidder must submit a new un-priced proposal with the words "Modified Un-Priced Proposal RFP24-25-06" shown in the subject of the email. The original un-priced proposal remains the property of the Vicksburg Warren School District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an un-priced proposal, all documents shall remain the property of Vicksburg Warren School District.
4. All items contained in this un-priced proposal are to be per specifications unless otherwise specified.
5. Paper un-priced proposals shall be submitted on the supplied un-priced proposal form, electronic un-priced proposals shall be submitted online at www.centralbidding.com. Should the bidder's response not be submitted on the supplied un-priced proposal form, the District reserves the right to reject the bid.

QUALIFICATION OF BIDDERS:

Un-Priced Proposals will be evaluated and vendors submitting acceptable specifications will be invited to participate in the Electronic Reverse Auction. The Vicksburg Warren School District

reserves the right to extend the auction date if necessary to complete the pre-qualification process.

ACCOUNTING PRACTICES:

The Vicksburg Warren School District shall not be responsible for any products delivered without an approved Purchase Order, and/or without a signed acknowledgement of receipt by a District employee at time of delivery.

The awarded vendor shall provide accurate, readable, and timely reports, such as invoices, credits, and statements as requested by the District.

METHOD OF BIDDING:

Bids from approved vendors will only be accepted by bidding in this Electronic Reverse Auction Bid Event that has a date and time of starting Thursday, August 8, 2024 at 1:00 PM (CST). Bids will only be accepted in an Electronic Process hosted by Central Bidding and the Supplier must complete the free registration at: <https://www.centrauctionhouse.com/registration.php> to participate in this Electronic Reverse Auction Bid Process. For any question relating to the electronic submittals and/or bidding process, please call Central Bidding at 225.810.4814.

BUDGETARY CONSTRAINTS

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

GOVERNING LAW

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi and venue for the resolution of any dispute shall be Warren County, Mississippi. Bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost of legal action to Bidder.

W-9 FORM

The Vicksburg Warren School District requires the attached W-9 Form to be completed and included in your submission.

Dr. Toriano Holloway
Superintendent

Dr. Cedric Magee
Deputy Superintendent

Eric Green
Associate Superintendent



VWSD Board of Trustees

District 1 - Bryan Pratt
District 2 - Alonzo Stevens
District 3 - James Sturgus, Jr.
District 4 - Tawina Dotson
District 5 - Joe Loviza

REQUIRED SPECIFICATIONS

Number of Teacher Chromebooks: 800 units

Bid will expire on August 8, 2024

White Glove Delivery required. Systems must meet or exceed the specs listed below in order to be considered. Warranty and shipment spec alterations on bids will be grounds for bid to be rejected.

1. Lenovo Flex 3 3i 2-in-1 Chromebook
2. 12.2" FHD+ Touchscreen
3. Intel N100
4. 4GB DDR5 Ram
5. 192GB Education Laptop
6. Webcam
7. NFC
8. HDMI
9. USB-C
10. IST Pen
11. Chrome OS
12. Blue
13. ADP 4 Year Warranty w/ Accidental Damage Coverage
14. Repair Depot
15. Google Chrome Education Management License
16. Licenses to manage and administer Chromebook devices efficiently using Google's management console, including device enrollment, configuration, security settings, and software updates
17. White Glove Delivery to include
 - a. Inspection of the device for physical damage and/or blemishes
 - b. Device will be enrolled in customer's domain by performing enterprise enrollment and validation
 - c. Device will be re-boxed for shipment
 - d. Asset Tagging

Teacher Chromebooks

RFP #24-25-06

Un-Priced Proposal Form

✓ Meets	✓ EXCEEDS	✓ ALTERNATE	SPECIFICATION
			Lenovo Flex 3 3i 2-in-1 Chromebook
			12.2" FHD+ Touchscreen
			Intel N100, 4GB, DDR5 Ram 192 Education Laptop
			Webcam
			ADP 4 Year Extended Warranty w/ Accidental Damage Coverage; Repair Depot
			NFC, HDMI, USB-C, IST Pen, Chrome OS, Blue
			Google Chrome Education Management License
			Google Management Console, including device enrollment, configuration, security settings, and software updates
			White Glove Delivery
			Asset Tagging
			Product Availability Date

I/We propose to furnish and deliver the items on the un-priced proposal form according to your specifications.
I/We further agree not to request permission to withdraw our bid after the bids have been opened.

This bid consist of the (A) BID NOTICE (B) BID INSTRUCTIONS, (C) SPECIFICATIONS AND UN-PRICED PROPOSAL FORM.

I/We, the undersigned, do hereby understand and accept the following instructions under which this un-priced proposal is being submitted.

_____ (Company Name)	_____ (Signature)
_____ (Address)	_____ (Name – typed)
_____ (Federal ID Number)	_____ (Title)
_____ (Telephone)	_____ (Date)
_____ (Email)	_____ (Fax)

If applicable, please acknowledge acceptance of addenda issued by checking below:

Addendum 1____ Addendum 2____ Addendum 3____ Addendum 4____

Did you include the completed W-9 Form? Yes____ No____

RETURN THIS COMPLETED FORM WITH YOUR UN-PRICED PROPOSAL

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
				-			-			
or										
Employer identification number										
				-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the Instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.