

Linton-Stockton School Corporation

Request for Quotes Chromebooks – Lease or Purchase

The purpose of this document is to provide the vendor with enough information to quote fixed prices for equipment and delivery. **Delivery of the chromebooks must be guaranteed by June 25, 2019.**

A total of 575 Chromebooks is requested. All prices will include delivery to Linton-Stockton School Corporation, 801 1st Street NE, Linton, IN 47441.

Quotes will be received by the Treasurer at 801 1st Street NE, Linton, IN 47441 **on or before 12:00 p.m. local time on Thursday, May 15, 2019.**

All quotes must be addressed to:
Carla Gambill, Treasurer
Linton-Stockton School Corporation
801 1st Street NE
Linton, IN 47441

All quotes can be submitted by sealed envelopes, which shall clearly be marked "Quotes – Google Chromebooks" or by email to cgambill@lssc.k12.in.us

Quotes received after this date and time will not be considered.

Faxed quotes will not be accepted.

If the quotes are mailed, the carrier the vendor selects becomes the agent of the vendor and not that of the Linton-Stockton School Corporation.

Vendor to quote only brand new Chromebooks.

Be certain to quote on the exact quantity, services, and other items specified. NO SUBSTITUTIONS WILL BE ACCEPTED.

Pricing options will be requested for leasing plans with a 3 year lease option and an outright purchase of the equipment.

The school corporation is tax exempt and as such will not pay any sales use or property tax. Tax exemption certificate available upon request.

For the purpose of assuring the Linton-Stockton School Corporation of the quality of workmanship, materials, equipment and service, the school corporation will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project.

Each quote must include the following information:

- description of the company location and the number of years in business.
- description of experience for similar projects.
- a list of not less than three (3) references for similar projects performed.

All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.

The school corporation reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.

It is requested that all proposals shall remain firm for a period of ninety (90) days from the bid opening date of May 15, 2019 to August 15, 2019.

The vendor shall include warranty information for all equipment offered with bid.

The quotes will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the quotes have been awarded by the school corporation.

Vendors shall furnish school corporation with brochures, documentation and specification sheets, if requested.

Delivery charges must be included.

Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to the school corporation, taking into consideration price and other evaluation factors set forth in the specifications, lowest responsible and responsive vendor.

The school corporation reserves the right to reject any or all quotes and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.

The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by the school corporation official who is authorized to issue orders.

Any quote may be rejected if it contains any alterations or erasures without being properly initialed by the person submitting the bid.

The vendor shall file an invoice upon acceptance of services, payment will be made within forty five (45) days.

Questions regarding specifications should be directed to Carla Gambill via email cgambill@lssc.k12.in.us with subject line of Google Chromebook Quote.

Instructions to All Vendors

Read all the general conditions carefully before submitting your quote to be certain that you completely understand all requirements.

Unit cost and extensions should be verified and thoroughly checked before submitting your quote. If an error is made on the unit pricing, the school corporation cannot accept any responsibility. It is assumed that the pricing submitted is the price you will be honor. Therefore you will be legally held to this price.

The Quote Proposal Forms must be completed, properly signed and returned with your quote.

All packing slips and invoices must reference the purchase order number assigned to any items awarded to your company. Also, any back orders must be noted on invoices

The school corporation will not be responsible for any deliveries that are not signed for by an authorized employee.

The school corporation reserves the right to reject any or all quotes and to make an award deemed to be in its best interests.

Required Quote - Qty 575

Dell 11 Chromebook 3189, Touch Screen
Intel N3060 Processor, 4GB RAM, 16GB SSD
1 year warranty

Required Quote - Qty 575

3 year unlimited accidental breakage warranty with a case. Repairs should include, lifetime warranty on repairs including parts, \$0 deductible, complimentary pick up and drop off (if applicable) to warranty depot.

Optional Quote - Qty 575

The vendor is encouraged to provide an optional quote to include "white glove" service that covers unpacking to green packaging, inspection of devices and enrollment of all devices into the LSSC domain. Asset tagging and labeling will be completed by LSSC upon device distribution to students.

All quotes should include detailed line items and subtotals along with the total purchase price as well as a 3 year leasing option if available.

Linton-Stockton School Corporation

Chromebooks – Lease or Purchase – Quote Options *To Be Returned with Quote Sheets*

Quote Option #1 | Lease Plan

	Annual Payment		Total School Payment (3 Years)
3 Year Lease	<input type="text"/>	x3 =	<input type="text"/>

Quote Option #2 | Outright Purchase

Outright Purchase
<input type="text"/>

Company Name	<input type="text"/>		
Authorized Signature	<input type="text"/>		
Printed Name	<input type="text"/>	Title	<input type="text"/>

Expected Date of Delivery

If the school submits a PO by May 19, 2019, what would be a reasonable time frame to expect delivery of devices?

Length of Proposal

If issues arise in which the school can not issue a PO by May 19, 2019, will this proposal remain firm for a period of ninety (90) days from the bid opening date of May 15, 2019 to August 15, 2019? YES or NO

If no, how long will this proposal remain firm?

Linton-Stockton School Corporation

Chromebooks – Lease or Purchase – Proposal Form *To Be Returned with Quote Sheets*

We, the undersigned, have reviewed the specifications herein for the supply of the above listed items(s). We propose to furnish and deliver all materials and accessories to complete the project, in accordance with the attached quote Specifications and general conditions. We understand that the Linton-Stockton School Corporation reserves the right to reject any and all quotes and to make awards on the basis of quality as well as price.

Company Name

Address

Authorized Signature

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Printed Name

Title

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Telephone Number

Email Address

Date
