THE METROPOLITAN SCHOOL DISTRICT OF
WARREN TOWNSHIP

REQUEST FOR PROPOSAL
Grade 5-8 Classroom Displays

Request for Proposal No. 20210319
Date of Issue: March 19, 2021
Proposal Closing Date: April 9, 2021, at 2:00 p.m. Eastern
Proposal to be returned PRIOR TO date and time above

INTRODUCTION

MSD of Warren Township is located on the Eastside of Indianapolis, Indiana. The district includes one high school, Warren Central; three Intermediate & Middle Schools, Creston, Raymond Park, and Stonybrook; and nine elementary schools, Brookview, Eastridge, Grassy Creek, Hawthorne, Lakeside, Liberty Park, Lowell, Pleasant Run, and Sunny Heights. The 2020- 2021 student enrollment for the district is approximately 11,500 students.

PURPOSE

MSD of Warren Township is planning to purchase 200 flat screen displays with mobile carts for grade 5 to 8 classrooms. The displays will be in an Apple environment: iPads and Apple TVs. Therefore, touch is not a requirement. The display size should be between 75" and 85" diagonally with larger sizes preferred although cost will be a factor.

GENERAL TERMS AND CONDITIONS

This document includes information to provide the vendor with enough information to quote fixed prices for equipment and delivery as specified.

- A total of 200 displays and carts are requested.
- Vendors may submit up to four (4) displays and four (4) cart options.
- At least one (1) 75" and one (1) larger than 80" display must be submitted.
- All proposals shall be submitted electronically only by Friday, April 9, 2021, at 2:00 PM EDT to the email address rfpresponse@warren.k12.in.us.
- All 200 displays and carts will be delivered to MSD of Warren Township by May 30, 2021. This delivery date may be adjusted based on vendors' availability of displays, with prior approval although the preference is to have the displays and carts by the beginning of June 2021.
- Vendor will work with the Warren Tech team to determine the best delivery plan (e.g. central location or separate schools - Creston, Raymond Park, and Stonybrook).
- Notification of delivery must be received 24 hours prior.
- Vendor to quote only new (not refurbished) displays and carts.
- Be certain to quote on the exact quantity, services, and other items specified.
- MSD of Warren Township is tax-exempt and as such will not pay any sales, use or property tax. Tax exemption certificate available upon request.
- All proposals submitted shall remain firm for a period of forty-five (45) days upon receipt.
- The vendor shall include warranty information for all equipment offered with the proposal.
- The vendor shall include a pricing summary using Attachment A - Display and Cart Options. Descriptions must be included for each of the required options and for the display specifications.
- The vendor shall include three (3) references for the proposal using Attachment B - References.
- MSD of Warren Township may request a demonstration of displays before making an award.

CONTRACT AWARDS

MSD of Warren Township reserves the right to make contract awards to the vendor or vendors whose system or components of the system is, in the opinion of MSD of Warren Township, best suited for use in said schools and the best value for the amount expended.

MSD of Warren Township will not necessarily be bound by the lowest bid. Quality, value, and performance of the system shall be considered at all times and MSD of Warren Township shall be the sole judge of such.

The purchase, installation, support, and maintenance contracts between MSD of Warren Township and the successful vendor(s) will be in form and substance acceptable to MSD of Warren Township, and will include, but not be limited to, the specifications referenced below.

PROPOSAL SPECIFICATIONS

Scope of Project

- 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, MSD of Warren Township cannot accept any responsibility. It is assumed that the pricing submitted is the price you will honor. Therefore, you will be legally held to this price.

- 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.

- MSD of Warren Township will not be responsible for any deliveries that are not signed for by an authorized employee or employee of MSD of Warren Township's technology department.

- Provide MSD of Warren Township with an electronic Spreadsheet containing the following information.
    - Serial Number
    - MAC Address
    - Asset Tag

- MSD of Warren Township reserves the right to accept or reject any or all proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein. MSD of Warren Township reserves the right to award any resultant contracts(s) as a whole or split award between competing parties. MSD of Warren Township reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable to MSD of Warren Township. MSD of Warren Township reserves the right to discuss proposals and negotiate

modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible quoting party who submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement. MSD of Warren Township reserves the right to determine if an alternate item(s) is equal to the specified item and will meet MSD of Warren Township requirements.

- Awards will be made to the responsible and responsive proposer(s) whose bid or proposal meets the requirements and criteria set forth by the school system and whose offer is determined to be the most advantageous to the government body, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. Contract(s) shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority using the criteria set forth below.

Requirement(s)	**Points**
Proposed Display/Cart Price and Specifications	40
Production/Inventory/Delivery	30
Organizational Strength: (experience, etc.)	10
Organizational References	10
Prep and White Glove Service	5
Proposal Submission: (followed guidelines)	5

- Except for the designated contacts listed below in the General Rules section, Proposing Parties are not permitted to communicate with MSD of Warren Township staff regarding this solicitation during the period between the RFP issue date and the announcement of the award.

Required Quote
200 flat screen displays and carts
Minimum Display Specifications:

- At least one (1) 75" and one (1) larger than 80" display must be submitted
- 4k resolution high definition
- At least 2 HDMI connections
- 15' HDMI cables
- Built-in speakers

Minimum Cart Specifications:

- 200 appropriately sized wheeled carts
- Lockable casters
- Front side tray or shelf

Additional items:

- 200 15' HDMI cords

Alternate display options may be submitted and will be evaluated against the rubric. MSD of Warren Township can deem them to be unacceptable for selection based upon the differences with the preferred display specifications.

Warranty and Damage Protection

- MSD of Warren Township is asking for a quote for extended warranty (3 or more years) and damage protection. However, budget constraints may not allow for additional warranty services. Therefore, MSD of Warren Township reserves the right to select or not select these options.

Installation

- MSD of Warren Township is asking for a quote for installation. However, budget constraints may not allow for professional installation. Therefore, MSD of Warren Township reserves the right to select or not select this option.

Prep and White Glove Service

- If appropriate, configure Wi-Fi SSID for use out of the box (MSD of Warren Township tech team will provide parameters)
- Asset tag all displays and carts using MSD of Warren Township approved asset tags
- Green packaging
- Additional services

All quotes should include detailed line items and subtotals along with the total purchase price.

QUOTE SUBMISSION

- All proposals shall be submitted electronically only by Friday, April 9, 2021, at 2:00 PM EDT to the email address rfpresponse@warren.k12.in.us.
- It is the responsibility of the vendor to ensure the receipt of their proposal by MSD of Warren Township.
- All proposals should include a pricing summary using Attachment A - Display and Cart Options. Descriptions must be included for each of the required options and for the display and cart specifications.
- All quotes should include detailed line items and subtotals along with the total purchase price. All

proposals must indicate that they are valid for no less than forty-five (45) days from the proposal due date.

- The bidder's written proposal will be the basis for selection. However, following initial screening of all quotes received, MSD of Warren Township may request additional information, clarification, or an on-site presentation.
- Structure your proposal based on the information requested above. Please ensure to address each section and item; it is your responsibility to address all questions in this quote. Failure to address all aspects of this quote may result in disqualification at the sole discretion of MSD of Warren Township.
- MSD of Warren Township reserves the right to accept or reject any or all proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein. MSD of Warren Township reserves the right to award any resultant contract(s) as a whole or split award between competing parties. MSD of Warren Township reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable to MSD of Warren Township. MSD of Warren Township reserves the right to discuss proposals and negotiate modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible quoting party who submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement. MSD of Warren Township reserves the right to determine if an alternate item(s) is equal to the specified item and will meet MSD of Warren Township requirements.
- By submitting a quote, the Bidder represents it has read and clearly understands this RFP and it is capable of providing the required services on the agreed contract commencement date.
- Vendors are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the quote.
- Each proposal shall be made on the form provided and signed by the individual authorized to make such a proposal.
- The selected vendor(s) will indemnify MSD of Warren Township, the State of Indiana, and the agents and employees of either, against damages, losses, and expenses (including attorney's fees and expenses) occurring in connection with or in any way incident to or, arising out of the performance, delivery, occupancy, service, operation, or performance of work in connection with any legal agreement/contract arising from the provider(s) response to this bid, except for matters caused solely by MSD of Warren Township's negligence.
- Failure to submit a quote response on time may constitute grounds for the rejection of the quote.

GENERAL RULES APPLICABLE TO THE SELECTION PROCESS

- Each proposer will be treated equally and fairly, with decisions being made on the stated criteria in meeting the stated goals in this RFP.
- For the purpose of assuring MSD of Warren Township of the quality of workmanship, materials, equipment, and service, MSD of Warren Township 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.
- All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.
- MSD of Warren Township reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.
- Vendors shall submit three (3) references which will be included in the proposal using Attachment B – References.

- 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 MSD of Warren Township.
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to MSD of Warren Township, taking into consideration price and other evaluation factors set forth in the specifications.
- MSD of Warren Township 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 MSD of Warren Township 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 submit an invoice upon acceptance of completed services, payment will be made within Forty-Five (45) days.

All contact following the issuance of the RFP until submission of proposals is through the designated contacts listed below, Proposing Parties are not permitted to communicate with other MSD of Warren Township staff regarding this solicitation during the period between the RFP issue date and the announcement of the award. Questions can and will only be addressed using rfpresponse@warren.k12.in.us.

Reference checks will be conducted for the selected number of top-ranking vendors.

KEY ADDRESSES

MSD of Warren Township Education & Community Center
975 N. Post Road
Indianapolis, IN 46219

Moorhead Technology Warehouse
8400 E 10th St
Indianapolis, IN 46219

Creston Intermediate and Middle School
10925 East Prospect Street
Indianapolis, In 46239

Raymond Park Intermediate and Middle School
8575 East Raymond Street
Indianapolis, IN 46239

Stonybrook Intermediate and Middle School
11300 Stonybrook Drive
Indianapolis, IN 46229