

# Lawrenceburg Community School Corporation (LCSC)

## Request for Proposal | Dell Chromebook model 3189

The purpose of this document is to provide the vendor with enough information to quote fixed prices for equipment and delivery.

A total of 525 Chromebooks is requested. All prices will include delivery to Lawrenceburg Community School Corporation, 300 Tiger Blvd, Lawrenceburg, IN 47025.

Proposals must be received by the Superintendent at 300 Tiger Blvd, Lawrenceburg, IN 47025 on or before 3:00 p.m. local time on Wednesday, March 6, 2019. Proposals received after this date and time will not be accepted for consideration.

A public bid opening will be held on Thursday, March 7, 2019 at 10:00 a.m. local time in the Boardroom at the LCSC administration office located at 300 Tiger Blvd in Lawrenceburg, IN 47025. The LCSC Board of Education reserves the right to reject any or all quotes.

### **All proposals must be addressed to:**

Karl Galey, Superintendent  
Lawrenceburg Community School Corporation  
300 Tiger Blvd, Lawrenceburg, IN 47025

**All proposals must be submitted in sealed envelopes, which shall clearly be marked "Proposal - Google Chromebooks"; faxed or emailed proposals will not be accepted.**

Vendor to quote only brand new (no refurbished) Chromebooks.

Be certain to quote on the exact quantity, services, and other items specified. LCSC reserves the right to adjust quantities prior to purchasing to meet the needs of the corporation. **NO SUBSTITUTIONS WILL BE ACCEPTED.**

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

Delivery charges must be included.

All proposals submitted shall remain firm for a period of ninety (90) days following submission deadline.

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

For the purpose of assuring the Lawrenceburg Community 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.

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The following information must be included with each proposal:

- 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 proposals, or part thereof, and to award the contract to other than the low quotes.

The proposals 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 proposals have been awarded by the school corporation.

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

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

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

Questions regarding specifications should be directed to Karl Galey via email [kgaley@lburg.k12.in.us](mailto:kgaley@lburg.k12.in.us) with subject line of "Proposal – Google Chromebooks".

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### 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 or employee of the school's technology managed services provider

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 525**

- **Dell Chromebook 3189**, Touch Screen, 360 hinge model, Intel Processor, 4GB RAM, 16GB SSD

- **MUST INCLUDE THE FOLLOWING**

- **4-year warranty that includes**

- No deductible on any service
- Complete hardware coverage, including battery
- Parts closet provided for on-site repair
- Advance Exchange
- No limit on accidental damage claims
- Shipping included both ways
- 3 year battery coverage (1 year replacement)

- **"White Glove Service" that includes**

- Device enrollment into the LCSC domain
- Asset tags placed on devices
- Inventory spreadsheet
- Bulk packaging.

- **Required Quote - Qty 525**

- Google Management Console license

- **Required Quote - Qty 525**

- FlakJacket Plus 3.0 11" Chromebook case

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

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**Appendix A**  
**Lawrenceburg Community School Corporation**

**Chromebooks Proposal Form**  
*Must be submitted with proposals*

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 Lawrenceburg Community 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

Printed Name

Title

Telephone Number

Email Address

Date