



MARIETTA CITY SCHOOLS
Grant Rivera, Ed.D., Superintendent
 250 Howard Street
 Marietta, GA 30060
 (678) 695-7257

REQUEST FOR PROPOSAL

Classroom Audio/Visual

REQUEST FOR PROPOSAL #: 240-20-02

MATERIAL OR SERVICE: Chromebook Case/Clamshell

DUE DATE: October 2nd, 2020 10:00 A.M. (Time/Date Stamp)

OPENING LOCATION: Marietta City Schools Central Office
 250 Howard Street
 Marietta, GA 30060

Any interested bidders without internet access may obtain a copy of this solicitation during regular business hours at Marietta City Schools Central Office, 250 Howard Street, Marietta, GA 30060. If you experience any problems receiving this solicitation, please call (678) 695-7283 or email Torey Bradley, Director of Technology and Information Systems at toreybradley@marietta-city.k12.ga.us.

If you do not wish to bid on this solicitation, please provide written or email notification of your decision. Failure to respond could result in deletion of your name from the Marietta City Schools vendor listing. This form may be returned to the address above, or e-mailed to Torey Bradley, Director of Technology and Information Systems, toreybradley@marietta-city.org. A "No Bid" will be considered a response.

- I am submitting a "No Bid" at this time.**
Please keep my name on the District's Bidder's List.
- I cannot provide services of this nature.**
Please remove my name from this category. I will submit a revised Vendor Registration Form
- Board of Education of the City of Marietta**
Please remove my name from the District's Bidder's List.
- I am no longer in the business to provide these services.**
Please remove my name from the District's Bidder's List.

 Name of Company

 Date Signed

 Authorized Signature/Local Representative

 Telephone/Fax Number

 Type Name and Position Held with Company

 Mailing Address City State Zip

Bid Responses Due: October 2nd, 2020 no later than 10:00 A.M.

Proposals will be received at: Marietta City Schools
Central Office
250 Howard Street
Marietta, GA 30060

Proposals received will be opened at: Marietta City Schools
Central Office, Operations Conference Room
250 Howard Street
Marietta, GA 30060

Proposals for the material or services specified will be received by **Marietta City Schools**, at the above specified location, until the time and date cited. Proposals received by the correct time and date will be opened and the bidders' pricing will be publicly read.

All other information contained in the Bid shall remain confidential until award is made. **If you need directions to the Central Office**, please call (678) 695-7257.

Proposals shall be in the actual possession of the Marietta City Schools, at the location indicated, on or prior to the exact time and date indicated above. Late Proposals shall not be considered.

Proposals must be submitted in a sealed envelope with the Bidder's name and address clearly indicated on the envelope and the following statement in the lower left hand corner of the envelope: Request for Proposal # 240-20-02 Chromebook Case/Clamshell. All Proposals must be written legibly in ink or typewritten. Additional instructions for preparing the proposal are provided herein.

Two copies of proposals are requested, plus one marked original. Questions, please call Torey Bradley, Director of Technology and Information Systems at (678) 695-7283 or email questions to toreybradley@marietta-city.org.

Marietta City Schools reserves the right to waive technicalities, to accept or reject any and all proposals and to waive any irregularity in proposals received, to award the entire bid to one bidders or to multiple bidders or to make awards by group or location, whichever is in the best interest of Marietta City Schools; hereafter referred to as "MCS", except where noted for clarity.

BIDDERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL, INSTRUCTIONS, AND THE TERMS AND CONDITIONS ON THE ATTACHED SHEETS. FAILURE TO ADHERE TO THESE INSTRUCTIONS AND TERMS AND CONDITIONS MAY RESULT IN REJECTION OF BID.

Torey Bradley
Director of Technology and Information Systems
Marietta City Schools
(678) 695-7283

9/16/20

MARIETTA CITY SCHOOLS

REQUEST FOR PROPOSAL

Classroom Audio/Visual
RFP # 240-20-02

CLOSING DATE: October 2nd, 2020

CLOSING TIME: 10:00 a.m.

_____ OPEN MARKET

_____ REGULAR

_____ AGENCY CONTRACT

 X SEALED

BID TO BE RETURNED TO:

Marietta City Schools
Torey Bradley, Director of Technology and Information Systems
Central Office
250 Howard Street
Marietta, GA 30060
(678) 695-7257 (Main)

Bidder is cautioned to carefully read the instructions and the terms and conditions on the attached sheets. Failure to adhere to these instructions and terms and conditions may result in rejection of bid.

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INTRODUCTION

Marietta City Schools (MCS) is a public K-12 school district in Marietta, Georgia that serves nearly 8,900 students at eight elementary choice schools, one sixth-grade school, one middle school, and one high school. MCS is home to four Georgia Schools of Excellence and one National School of Excellence. The school district has approximately 1200 employees located at fourteen sites.

SUMMARY

MCS has issued this Request for Proposal; hereafter referred to as “RFP”, except where noted for clarity, for the purpose and intent of obtaining bid responses from licensed, qualified firms to provide classroom audio/visual technology.

MCS reserves the right to waive technicalities, to accept or reject any and all proposals and to waive any irregularity in proposals received, to award the entire bid to one bidders or to multiple bidders or to make awards by group or location, whichever is in the best interest of Marietta City Schools; hereafter referred to as “MCS”, except where noted for clarity.

Marietta City Schools is an equal opportunity employer.

All questions concerning this RFP should be directed to Torey Bradley, Director of Technology and Information Systems, Marietta City Schools. All inquiries must be in writing and emailed to toreybradley@marietta-city.org

MINIMUM QUALIFICATIONS

- Each bidder should provide evidence of a current, valid Georgia Business License with each bid submittal. A photocopy of your business license is acceptable.
- Bidders shall also submit the completed “Georgia Security and Immigration Compliance Act OCGA 13-10-90” document.

CALENDAR OF EVENTS

ACTION	DEADLINE
Issuance of RFP	September 16 th , 2020
Written questions due on or before	September 28 th , 2020 5:00 P.M.
Bid submission deadline	October 2 nd , 2020 10:00 A.M.
Tentative recommendation to BOE	October 20 th , 2020 6:00 P.M

INSTRUCTIONS

1. Proposals shall be enclosed in a sealed envelope, addressed to the Director of Information Systems with the name and address of the bidder, the date and hour of the bid closing, and the invitation number on the face of the envelope. Only one sealed bid may be submitted in each envelope. If you are submitting more than one bid, a separate envelope must be used for each bid.
2. All proposals must be either typewritten or filled in with pen, and must be signed in ink by an officer or employee having authority to bind the company or firm. The signatory of the bid must initial corrections or changes on any document. Bidders will not be allowed to modify their Proposals after designated closing date and time.
3. Bidders should provide all of the information required on all forms and shall sign the Standard Terms and Conditions.
4. The bid conveyed by this bid shall remain open pending award for a period up to 90 days from the date of opening.
5. Bid responses containing a minimum order/ship quantity or dollar value, unless otherwise called for in the RFP, may be treated as non-responsive and may not be considered for award.
6. In the event there is a discrepancy between the unit price and extended price, the unit price shall govern.
7. Any reference to quantities or dollar amounts is provided as an estimate only, and shall not serve to obligate MCS to purchase any minimum amount; nor shall any such reference serve to establish any maximum amount the bidders is required to furnish.
8. Proposals containing provisions for late or interest charges will not be considered.
9. Prepayment and/or progress payment requirements contained in responses will be treated as non-responsive and will not be considered.
10. Bidders must specify the manufacturer and/or brand name on each of the items bid. If an item has a specified manufacturer and/or brand name and the words "or equal" do not follow, substitutions will not be accepted.
11. MCS reserves the right to amend this RFP prior to the due date.

12. Special Instructions:

- a. Manufacturers listed in the bid document shall establish the general quality required. Items of other manufacturers of equal or better quality will be considered. MCS will be the sole determiner as to whether the substituted item is of equal or better quality than those specified. MCS may request samples as needed from bidders to determine manufacturer equivalence.

13. Any contract awarded pursuant to this RFP will be awarded to the most responsive and responsible bidder who provides the bid that is within the budget parameters for the project and whose bid response meets the requirements and criteria set forth in this RFP.

14. Purchases of the Board of Education of the City of Marietta are not subject to sales taxes. Tax exempt certificates will be furnished upon request.

STANDARD TERMS AND CONDITIONS

1. Bidders shall transfer and deliver to MCS all of the goods and/or services described herein for the consideration set forth herein.
2. Delivery shall be made to the address listed on the Authorization Order or Contract and within the time specified.
3. Risk of loss shall remain with Bidders until acceptance by MCS.
4. Title to the goods shall remain with Bidders until acceptance by MCS.
5. Bidder warrants that the goods are merchantable and as described herein.
6. MCS will have the right to inspect the goods at the time and place of delivery.
7. No right or interest in the contract shall be assigned by Bidders without the written permission of MCS, and no delegation of any obligation owed or of the performance of any obligation by bidders shall be made without the written permission of MCS. Any attempted assignment or delegation will be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
8. The laws of the State of Georgia and the policies of Marietta City Schools will govern this agreement in all respects.
9. All goods and/or services on this order or contract are exempt from applicable Federal Excise Tax and Georgia Sales and Use Tax.
10. All goods and/or services supplied pursuant to the authorization order or contract shall, unless otherwise stated, conform exactly to all of the descriptions and attachments contained in the RFP upon which this RFP is based, and the terms, conditions, and specification of the RFP are incorporated herein by reference and made a part hereof.
11. Any goods supplied found not in accordance with the description and specifications set forth in the item schedule will be rejected. Goods rejected will be returned, freight collect to the vendor/bidder.

12. Prices stated are Free On Board (F.O.B.) destination. No further allowances will be made for freight and delivery charges.
13. All proposals submitted shall be in accordance with the terms of Marietta City Schools RFP and the laws of the State of Georgia.
14. MCS reserves the right to cancel this contract for either non-performance or poor performance of the bidder by giving 30 days written notice in advance to the contractor of its intent to do so.
15. Successful bidder shall be required to supply an original and one copy of each invoice, and to reference all invoices to the proper authorization order number. No invoice will be processed for payment until all contractual obligations have been met.
16. All invoices and/or financial correspondence shall be directed to, Director of Financial Services, Marietta City Schools.
17. PROOF OF INSURANCE - The successful bidder shall supply to MCS proof of insurance for automobile, workers' compensation, and general liability. Contractor must maintain insurance coverage for duration of contract with MCS, including all renewals. Contractor shall furnish to MCS a certificate of liability insurance evidencing required coverage, naming the Board of Education of the City of Marietta, its elected officials, agents, and employees as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be cancelled without ten days advance written notice to MCS. Said policies will remain in full force and effect until the expiration of the terms of the contract or until completion of all duties to be performed hereunder by the Contractor, whichever will occur later.
18. The contractor shall indemnify and hold harmless MCS, its officers, officials, representatives, agents and employees, from and against any and all claims, demands, suits, loss, damage, injury, and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way connected with the performance of the contract, except where caused by the active negligence, sole negligence or willful misconduct by MCS. This hold harmless clause is in no way an admission of liability on the part of MCS or any of its agents, representatives, or employees.
19. If applicable, the successful bidder shall be required to furnish and pay for satisfactory Performance and Payment Bond(s) in the amount of 100% of the contract amount. These bonds are to be executed by a surety company licensed to do business in the State of Georgia.
20. This project will be awarded subject to the availability of funds.
21. MCS reserves the right in its sole and complete discretion to reject any or all proposals and to waive technicalities and informalities. MCS anticipates that the contract will be awarded to the most responsive and responsible bidder who provides the bid that is within the budget parameters for the project and whose bid response meets the requirements and criteria set forth in this RFP. In judging whether the bidder is responsible, MCS will consider, but is not limited to consideration of, the following:
 - a. Whether the bidder or its principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any State or Federal agency, department or authority.
 - b. Whether the bidder or its principals have been terminated for cause or are currently in default on a public works contract.

22. MCS reserves the right to award these services in any way economically feasible or in the best interest for matching purposes.
23. Marietta City Schools reserves the right to request clarification of information submitted and to request additional information of one or more proposers.
24. MCS reserves the right to (i) reject any and all proposals in their entirety, for any reason, (ii) award the contract to the most qualified applicant as determined solely by MCS at its discretion and/or (iii) if the selected bidder does not execute a contract within 30 days after the award of the bid, MCS will award the contract to another independent review vendor.
25. The acceptance of a bid will be subject to the execution of a definitive agreement between the parties. Any agreement or contract resulting from the acceptance of a bid shall be on forms either supplied by or approved by MCS and shall contain, at a minimum, applicable provisions of this RFP. MCS reserves the right to reject any agreement that does not conform to this RFP and to any MCS requirements for agreements and contracts.
26. MCS assumes no responsibility or obligation to the bidders and will make no payment for any costs associated with the preparation or submission of a bid.
27. All proposals submitted become the property of MCS.
28. MCS standard terms for payment will be Net 30 days from the date of delivery of goods or services, or date of receipt of correct invoice, whichever is later. All payments will be made in accordance with MCS's policies and procedures
29. **BID PROTEST:** This bid protest procedure applies to challenges to the awarding of proposals or contracts by MCS. If the protesting party does not submit a bid, the protest must be submitted prior to the date of the bid opening, or prior to the date on which the bid is due to be received by the Board. Any protests received after those dates will not be reviewed and considered and will be dismissed as untimely.

SCOPE OF WORK AND SPECIFICATIONS

Marietta City School (MCS) is soliciting qualified firms to provide proposals for nine thousand (9000) Chromebook Protective Case or Clamshell. Torey Bradley, Director of Technology and Information Systems for Marietta City Schools is the project Point of Contact; (678) 695-7283 or toreybradley@marietta-city.org

SCOPE OF SERVICES: The Scope of Services, specifications, and work requested for this project includes, but not limited to:

- Chromebook protective case or clamshell must accommodate the following models:
 - Dell Chrome 3120, 3180 and 3100 (touchscreen)
- All cases are considered “Always On”. Cases should be able to remain on the Chromebook when device is in use and when it is not in use.
- Cases should allow for charging of the device.
- Preference will be given to “hard” cases vs fabric lined or cases with a “soft” outer shell.
- Cases with provisions for easy carrying is desired, but not required.

Other:

- Bidder must provide a demo of the proposed case to be considered.
- Bidder should include warranty information and replacement procedure of damaged cases.
- Bidders are required to include expected delivery lead time in proposal.
- Durability and protective qualities will be priority when selecting a case/clamshell.
- Bidder should provide any tiered pricing that is available.

INCLUDE IN TOTAL PROPOSAL:

1. All of the items found in the scope of work and specifications as stated
2. Delivery Timeline
3. Additional Options (Itemized):
4. References from similar sized educational institutions. Refer to Appendix A.
5. Proposal summary sheet. Refer to Appendix B.
6. ANY EXCEPTIONS TO WORK SPECIFICATIONS

Vendor proposals must, at a minimum, include the following services in the order specified:

- A. Guarantee of consistent pricing with rates and pricing formula defined in contract.
- B. Contract shall guarantee availability to Marietta City Schools as long as the vendor has access to any supply. This guarantee shall also apply during times of disaster and national shortage.

SELECTION CRITERIA

The Board of Education of the City of Marietta reserves the right to make its vendor selection based on what it deems to be in the best interest of the school system. The proposal neither obligates the Board of Education of the City of Marietta to award a contract nor commits the Board to pay any cost which might be incurred by any company, entity, or individual in responding to this request.

Each proposal will be evaluated based on criteria and priorities defined by MCS. The contract will be awarded based on the proposal that best meets the needs of the District with regard to the current technology plan, future growth, and RFP specifications contained herein, not necessarily the lowest price.

Cost	35
Warranty	25
Protective Qualities	30
Overall Solution	10
Total	100

Proposals will be evaluated upon the base requirements, which include, but are not limited to the following:

1. Cost (35 points maximum) – MCS will consider and rate the details of the proposed cost.
2. Warranty & Support (25 points maximum) – MCS will consider and rate the proposed warranty level for the proposed solution.
3. Protective Qualities (30 points maximum) – MCS will consider and rate the overall protective qualities of the proposed product.
4. Overall Solution (10 points maximum) – MCS will consider and rate the overall proposal of solution.

BIDDER RESPONSE FORM

We propose to furnish and deliver any and all of the deliverables and/or services named in the attached RFP for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

We further agree to strictly abide by all specifications, terms and conditions contained in the RFP, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this bid constitutes an offer, which when accepted in writing by Marietta City Schools, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Marietta City Schools.

It is understood and agreed that we have read Marietta City Schools' specifications shown or referenced in the RFP and that this bid is made in accordance with the provisions of such specifications. By our written signature on this bid, we guarantee and certify that all items included in this bid meet or exceed any and all such Marietta City Schools' specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specification.

It is understood and agreed that this bid shall be valid and held open for a period of 90 days from bid opening date.

Bidder Name: _____

Authorized Signature _____

Print Name _____ Date _____

BID SIGNATURE AND CERTIFICATION

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, Contractor, or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the bid and certify that I am authorized to sign this bid for the proposer. I further certify that the Official Code of Georgia Annotated, Sections 45-10-20 et.seq. have not been violated and will not be violated in any respect.

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name _____

Appendix A

Provide three (3) references (for projects completed in the last (5) years) of similar scope and size to this solicitation. The District prefers businesses to provide three (3) references, **exclusive of the District**. The District will consider responses with fewer than three (3) references, exclusive of the District. If fewer than three (3) non-District references are provided, the District will take into consideration the longevity and experience of the business, service to schools or government entities, and the nature of the service to be performed.

PROJECT NAME/DESCRIPTION: _____

CLIENT ORGANIZATION: _____

CONTACT PERSON: _____

TITLE: _____

PHONE: _____

EMAIL: _____

PROJECT SIZE: \$ _____

PROJECT DURATION: FROM: _____ TO: _____

PROJECT NAME/DESCRIPTION: _____

CLIENT ORGANIZATION: _____

CONTACT PERSON: _____

TITLE: _____

PHONE: _____

EMAIL: _____

PROJECT SIZE: \$ _____

PROJECT DURATION: FROM: _____ TO: _____

PROJECT NAME/DESCRIPTION: _____

CLIENT ORGANIZATION: _____

CONTACT PERSON: _____

TITLE: _____

PHONE: _____

EMAIL: _____

PROJECT SIZE: \$ _____

PROJECT DURATION: FROM: _____ TO: _____

Appendix B

Please complete this summary sheet and include in proposal.

Chromebook Protective Case/Clamshell

Product Name:	
Per Unit Cost @ qty of 9000:	
Warranty Term:	
Total cost of Proposed Solution:	