

**Yazoo COUNTY SCHOOL DISTRICT
NOTICE TO BIDDERS
INVITATION FOR BIDS
94 Panther Drive Yazoo City MS 39194
TELEPHONE
662-746-4672**

The Yazoo County School District will receive sealed bids until **2:00 P.M. July 15th, 2021**, at the Administrative Office Building of the Yazoo County School District, located at 94 Panther Drive Yazoo City MS 39194, at which time said bids for the purchase of the following item(s) will be publicly opened, read aloud and taken under advisement:

BID Name YCSD APPLE RFP 2021

Bids will be awarded or rejected by the Yazoo County School Board on **6 p.m. on July 20th, 2021**, or as soon thereafter as conveniently possible. The board meeting will be held at 94 Panther Drive Yazoo City MS 39194.

You may also obtain the documents in person at the Administrative Office Building of the Yazoo County School District, located at 94 Panther Drive Yazoo City MS 39194.

Bidders must submit bids and attachments to: Chase Caldwell Director of Technology. Yazoo County School District. 94 Panther Drive Yazoo City MS 39194.

Electronic bids are not required by the YCSD, but offered as another means to submit a bid.

The Yazoo County School District reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

Inquiries regarding this bid should be directed to Chase Caldwell at the following email address: Chase.Caldwell@yazoo.k12.ms.us

INTRODUCTION

Yazoo County School District is working to establish a contract for Apple branded products. Length of the contract will be 1 year

Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, training, and technical support.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

Should the vendor have questions or find discrepancies in, or omissions from this Bid, or shall be in doubt, to its meaning, the vendor shall at once notify the Yazoo County School District. All questions should be addressed to Chase Caldwell at the following email address: Chase.Caldwell@yazoo.k12.ms.us

BID CALENDAR

BID Name YCSD
APPLE RFP 2021

Bid Publication	June 27 2021
Last day for Questions	July 15 2021
Bid Opening	July 15, 2021
Recommendation to Yazoo County School Board	July 20 2020

VENDOR BID INSTRUCTIONS

B-1 - DELIVERY OF BIDS:

1. The Yazoo County Board of Education will receive sealed, competitive bids in the Office of the Director of Purchasing, Administrative Office Building of the Yazoo County School District, 94 Panther Drive Yazoo City MS 39194, as per the date and time specified on page 1, at which time the bids will be publicly opened, read aloud and taken under advisement.
2. The Bid Proposal form must be received on or before said date and time, neither the dating of the Bid Proposal form nor placing it in the mail by this date will meet the requirements pertaining to this bid. Any bid received after the bid opening date shall be marked "**LATE BID**" and returned to the Bidder unopened.
3. The district will not be responsible for any delays in delivery. It is the sole responsibility of the Bidder that bid proposals reach the above destination by the bid opening date and time.
4. Bids or alterations by fax, telephone or email **WILL NOT** be accepted.
5. If the Yazoo County School District Administrative Office Building is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the district shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the district shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the district offices as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the district prior to the new date and time of the bid opening.

B-2 - PRICES:

1. Bid prices, unless otherwise specified, shall be net, including transportation and handling charges fully prepaid by the Bidder.
2. All bids must be firm prices, free of any escalator clauses.
3. Prices should include any and all applicable taxes, as Yazoo County School District is a tax-exempt governing authority, tax exemption letter furnished upon request.
4. While it is the intention of the Yazoo County Board of Education to purchase the specified quantities, the right is reserved to accept bids on the basis of individual line item or by total bid price whichever is deemed to provide the maximum benefit to the district. The right is also reserved to omit any item or reduce quantities as necessary to bring the total cost within budgetary provisions.
5. Any bid on any item should include a unit price and an extended price if requested on the Bid Proposal form. If there is any discrepancy between the unit price written in the bid and the total price extension, the unit price will be considered as binding and the extended price will be adjusted accordingly.

B-3 - BID ADDENDUM:

1. Any interpretation of the documents will be made by written addendum only issued by the office of the Director of Purchasing and a copy of such addendum will be posted on the district website. The district will not be responsible for any other explanation of the proposed document.
2. As per Mississippi Code of 1972, as amended; SEC. 31-7-13. Bid requirements and exceptions; (iv) No addendum to bid specifications may be issued within two (2) working days unless such addendum also amends the bid opening date to a date not less than five (5) working days after the date of the addendum.

B-4 - PROPER EXECUTION

1. All bids must be submitted in accordance with Section 31-7-13 of Mississippi Code of 1972 as amended, and must be properly executed and signed by a responsible officer or employee of the Bidder.
2. All bids must be typed or written (legibly) in ink. Any alterations or changes that are made must be done in ink and initialized by the person who signs the Bid Proposal form.
3. Bids should be checked before submission for accuracy and correctness since the Yazoo County Board of Education **WILL NOT** be responsible for any errors for which the Bidder is responsible.
4. The district reserves the right to reject bids from Bidders who submit incomplete bids that do not specifically adhere to the bid instructions herein.
5. To prevent opening by unauthorized individuals, it is required that the Bid Proposal form be delivered in an envelope clearly marked in the lower left-hand corner with the following information:

DATE: (date the bid is submitted)

DUE: (date the bid is due)

BID Name: (on bid documents)

BIDDERS NAME: (company/full name)

B-5 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

By signing the BID PROPOSAL FORM the Bidder certifies, in connection with procurement, that to the best of their knowledge and belief:

- A. The prices in the BID PROPOSAL FORM have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Vendor or Bidder.
- B. Unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the Bid Opening Date and Time specified on page 1 of the BID INSTRUCTIONS, directly or indirectly with any other Vendor or Bidder.
- C. No attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a BID PROPOSAL for the purpose of restricting competition.

B-6 - BID WITHDRAWAL and MODIFICATION:

1. Bids may be modified or withdrawn by written notice from or in person by the Bidder, if received in the Office of the Director of Purchasing, two (2) working days prior to the stated bid opening date and time on page 1 of the BID INSTRUCTIONS.
2. No withdrawals will be accepted by telephone, fax or email.
3. If a Bidder withdraws his bid, all documents shall remain in the possession of the Yazoo County Board of Education, marked as withdrawn, and included in the permanent file of that bid item.
4. No bids shall be withdrawn for a period of thirty (30) days following the bid opening date, unless otherwise provided for by law.

B-7 - BID OPENING:

1. All bid openings are open to the public. The Yazoo County School District staff will read a summary of each bidder's proposal and answer questions to the extent possible at the time. Any information provided in the bid which contains trade secrets or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.
2. All disclosures of bid information to interested parties will be made in compliance with Yazoo County School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

B-8 - RIGHT TO REJECT BIDS:

The Yazoo County Board of Education reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

B-9 - BID ACCEPTANCE:

1. If Yazoo County School District accepts a bid in response to this request, it will accept the bid of and award the bid to the lowest and best responsive bidder meeting specifications, price and other factors considered. The low bid is not always the best bid. Other factors to be considered include, but are not limited to: conformity to the specifications; quality; bidder's ability to provide service, maintenance, and training; past performance of bidder; financial standing and status of the bidder.
2. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty (30) days following the acceptance of the bid by the Yazoo County Board of Education.

B-10 – CONTRACT PERIOD

1. The Contract shall cover the period from July 1, 2021 through June 30, 2022.
2. The Contract may be renewed at the expiration of the initial term at the request of the District. The renewal may be for up to four (4) additional one (1) year periods. Any renewal shall be based on the same terms and conditions as the initial term with the exception of the price or rates. Initial prices or rates and subsequent renewal prices or rates are guaranteed for a minimum of twelve (12) months. Any increase in prices or rates after the initial term or any renewal term shall be limited to the prior year's increase in the Consumer Price Index for Urban Wage Earners. (CPI-W) All price increases must be approved by the Yazoo County School District prior to a renewal.
3. Notice of intent to renew will be given to the Vendor(s) in writing normally ninety (60) days before the expiration date of the current term.

B-10 - BILLING/ORDERING

1. All items or services shall be billed to the individual school(s) or department(s) to which they are delivered or performed, unless otherwise specified in the BID SPECIFICATIONS.
2. All invoices are due in the Administrative Office Building of the Yazoo County School District, 94 Panther Drive Yazoo City MS 39194, on or before the last day of each month. If they are not received by that date payment will not be made until the following month.
3. Payment of above described invoices shall be on the 2nd Wednesday of each month.
4. No negotiations, decisions or actions shall be executed by any bidder as a result of any discussions with any District employee. Only transactions that are on a Yazoo County School District purchase order may be considered official.

B-11 - DAMAGE OR LOSS:

1. Any damage or loss to the Yazoo County School Districts property as a result of any action by the successful Bidder in the execution or performance of any item or service in this bid, shall be repaired to the satisfaction of the Yazoo County Board of Education, at the Bidder's expense, within a reasonable time set forth by the Yazoo County Board of Education.
2. The successful Bidder shall hold the Yazoo County Board of Education, Yazoo County School District, its Officers, Agents and Employees harmless from liability of any nature or kind whatsoever, because of use of by publisher or author, manufacturer or agent of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this bid.

B-12- Delivery:

1. The specifications will indicate if delivery is to be made to one (1) central location or to multiple locations within the District.
2. It is understood that the Bidder agrees to deliver all items prepaid (F.O.B. Destination) to an inside point or points of receipt. All related costs for delivery are to be borne by the Bidder and should be included in their bid.
3. Any items requiring unpacking and/or assembly and/or installation WILL BE UNPACKED, ASSEMBLED, INSTALLED AND SET IN PLACE AND MADE FULLY OPERATIONAL BY THE SUCCESSFUL BIDDER AT THEIR OWN EXPENSE, at the time and place designated by the Yazoo County School District, unless otherwise stated in the bid specifications.
4. Under no circumstances will the Yazoo County School District assume any responsibility in connection with deliveries of the bid items.
5. If the successful Bidder fails to deliver by the specified delivery date or a reasonable time thereafter, giving acceptable reasons for delay, the Yazoo County Board of Education reserves the right to cancel the portion which he has failed to deliver within the specified time and/or to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Bidder.

C. BID SPECIFICATIONS

C-1. GENERAL SPECIFICATIONS:

1. This bid is to establish pricing for the purchase of student, teacher, and district Apple branded products. The number of actual items purchased will vary depending on the need of the district. The number of products listed for purchase on the bid form are approximate for each year of the bid.

C-2. PRODUCT DESCRIPTION:

The following are base models of each product. As base models change these specs will reflect the technical specifications for the updated base model.

DESCRIPTION

iPad

9.7" Retina display

Wifi

32GB

iPad Air

10.5" Retina display

Wifi

64GB

MacBook Air

13" display

1.8GHz

8GB

128GB SSD

MacBook Pro

13" display

2.3GHz

8GB

128GB SSD

iMac

21.5" display

2.3GHz

8GB

iTB hard drive

BID PROPOSAL FORM

BID ITEM:

- D-1** I/We propose to provide the services, more or less, as listed in this BID PROPOSAL FORM according to the specifications as listed in this bid, at the indicated prices. I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened.
- D-2** I/We understand that this BID PROPOSAL FORM is to be signed and returned with our bid, and unless this has been done, our bids shall be considered incomplete and rejected.
- D-3** I/We, the undersigned, do hereby understand and accept the conditions outlined in the BID INSTRUCTIONS and BID PROPOSAL FORMS of this official bid process in submitting our sealed competitive quotations for the item(s) outlined under the BID SPECIFICATIONS section of this bid:

Firm / Bidders Name :

(Type or Print)

Signed :

Title :

Contact :

Address :

Telephone :

Date :

**Yazoo COUNTY SCHOOL DISTRICT
BID SUMMARY SHEET**

Please summarize your bid on these bid pages. Provide any additional details as attachments. If the bid does not meet these specifications, it shall be the responsibility of the bidder to explain any differences.

<u>BID ITEM</u>	<u>PRICE EACH</u>
iPad	_____
iPad Air	_____
MacBook Air	_____
MacBook Pro	_____
4 Year Applecare	_____
Training	_____

ANY ADDITIONAL COSTS (detail below. Please include accessory prices):