

**Corinth School District
1204 North Harper Road
Corinth, MS 38834
(662) 287-2425**

**BID SPECIFICATIONS
Computer Backpacks**

Reverse Auction
Wednesday, March 30, 2022
10:00 a.m. CST

For information, please contact the Corinth School District at 662-287-2425. Information can also be obtained by contacting the following:

John Barnett
jbarnett@corinth.k12.ms.us

John Frame
jframe@corinth.k12.ms.us

Lee Childress
lchildress@corinth.k12.ms.us

BID SPECIFICATIONS

Computer Backpacks

Subject

Request for proposals for computer backpacks for the Corinth School District.

Purpose

Corinth School District is seeking written proposals to meet the specifications outlined in this document for computer backpacks.

Proposals

All proposals should include computer backpacks that meet the enclosed specifications. All prospective vendors should submit a detailed item description of the product they are proposing as well as including a sample of the computer backpack with the submission of the prequalification packet. Samples will not be returned unless requested by the vendor and the vendor provides for the return shipping costs. Bid proposal submissions should also include warranty details including shipping costs, turnaround time for warranty claims, and any other relevant information regarding product warranty.

All bid proposals should include an initial price quote for the proposed items to be used to determine the starting point for the reverse auction.

This bid proposal may be submitted as a sealed bid, electronic bid, or reverse auction bid.

Bid proposals will be accepted until Friday, March 18, 2022 at 4:00 p.m. CST, in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed bid proposals should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS 38834

Please place on the outside of all sealed bid proposals the following language:

Computer Backpacks

All electronic bids should be submitted to:

Misty Whittemore
mwhittemore@corinth.k12.ms.us

The District will notify those vendors selected to participate in the reverse auction.

All vendors selected to participate in the reverse auction will be asked to participate in a pre-auction conference call on Tuesday, March 29, 2022 at 2:00 p.m. CST.

All reverse auction bids may be submitted via sealed bid, in-person, or electronically.

Schedule of Events

Event	Date
Bid Specification Release	March 1, 2022
Newspaper Advertisement	March 1, 2022
	March 8, 2022
Deadline for Proposal Submission	March 18, 2022
Notification of Selected Vendors to Participate in Reverse Auction	March 25, 2022
Pre-Auction Conference Call	March 29, 2022
Reverse Auction Date	March 30, 2022

Inquiries

For information, please contact the Corinth School District at 662-287-2425. Information can also be obtained by contacting the following:

John Barnett

jbarnett@corinth.k12.ms.us

John Frame

jframe@corinth.k12.ms.us

Lee Childress

lchildress@corinth.k12.ms.us

Basis of Award

The Corinth School District Board of Trustees will award the bid that is lowest and best to the District. **Corinth School District reserves the right to reject any or all proposals, and the right to award by line item.**

This Bid Specifications package consists of the following sections:

- I. General Conditions**
- II. Specifications**
- III. Proposal Forms**

I. General Conditions

The following are General Conditions for the supplies to be purchased as outlined in the Specifications.

Scope of Work

1. Proposal for computer backpacks to meet the defined specifications.
2. Delivery of computer backpacks upon award of the bid.

Terms

Vendor is to calculate the unit cost for the District to purchase the computer backpacks as outlined in the bid specifications.

Withdrawal of Proposal

Requests to withdraw a proposal after it has been submitted must be made in writing and received by CSD prior to the scheduled proposal opening time. No proposal may be withdrawn after the scheduled opening time.

Alterations to RFP Specifications and Requirements

No changes or alterations of any kind to the bid specifications are permitted without prior written approval from the Corinth School District.

Bid Terms

The Corinth School District Board of Trustees will award the bid that is lowest and best to the District. **Corinth School District reserves the right to reject any or all proposals, and the right to award by line item.**

Submission Information

This bid proposal may be submitted as a sealed bid, electronic bid, or reverse auction bid. Bid proposals will be accepted until Friday, March 18, 2022 at 4:00 p.m. CST, in sealed envelopes at the Corinth School District Central Office or by electronic submission. All pre-qualification information included in this document should be submitted with the bid proposal submission either in-person, by sealed bid, or electronically with the bid proposal. Each proposal should include descriptive literature for the product being bid as well as a bid sample of the product being bid. Bid samples will not be returned unless requested by the vendor and the vendor provides for return shipping costs. Bid proposal submissions should also include warranty details including shipping costs, turnaround time for warranty claims, and any other relevant information regarding product warranty.

All bid proposals should include an initial price quote for the proposed items to be used to determine the starting point for the reverse auction.

Sealed bids should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS. 38834

Please place on the outside of all sealed bids the following language:

Computer Backpacks

All electronic bids should be submitted to:

Misty Whittemore
mwhittemore@corinth.k12.ms.us

All reverse auction bids may be submitted via sealed bid, in-person, or electronically.

Pre-qualification Requirements for Bidders

Applicant Information

Company Information

Name

Address

Address

City

State

Zip

Telephone

Fax

Email

Principal Bid Contact

Name

Title

Telephone

Fax

Email

References

The vendor shall provide at least three (3) educational/professional references from clients within the past three (3) years where the vendor supplied computer backpacks in a quantity and description comparable to these bid specifications. Vendors will be required to include these with the bid specification response. This information should include the name of the organization, length of relationship, contact name and telephone number.

School District Reference 1

School District	
Address	
Contact	
Phone	
Email	

School District Reference 2

School District	
Address	
Contact	
Phone	
Email	

School District Reference 3

School District	
Address	
Contact	
Phone	
Email	

Key Employees

List the school experience and present commitments of the key individuals of your organization working in/assigned to Mississippi.

Key Employee 1

Name

Title

Experience

Commitments

Key Employee 2

Name

Title

Experience

Commitments

Key Employee 3

Name

Title

Experience

Commitments

Key Employee 4

Name

Title

Experience

Commitments

Signature

We hereby acknowledge and accept the Pre-Qualification Requirements and attest the information provided herein is truthful and accurate by executing this document.

If we meet the pre-qualification requirements, we will submit a bid to the Corinth School District for Computer Backpacks.

Signature _____ Date _____

Pre-qualification Submission Information

All pre-qualification information included in this document should be submitted with the bid proposal submission either in-person, by sealed bid, or electronically with the bid proposal.

Deadline for submission:

Bid proposals will be accepted until Friday, March 18, 2022 at 4:00 p.m. CST, in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed pre-qualification proposals should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS. 38834

All electronic pre-qualification proposals should be submitted to:

Misty Whittemore
mwhittemore@corinth.k12.ms.us

Please place on the outside of all pre-qualification proposals the following language:

Computer Backpacks

II. Specifications

Computer Backpacks

ITEM 1

Estimated Quantity	Approximately 1,500
Item Description and Specifications	Computer Backpack Capable of safely holding laptop that is 14” or larger Dedicated individual laptop compartment with laptop sleeve with padding to protect the computer Multiple compartment backpack Dual padded backpack straps with a grab handle at the top External storage compartments capable of holding a minimum 2.875” diameter water bottle Water resistant exterior Black color Flat bottom base

-OR-

ITEM 1A

Estimated Quantity	Approximately 1,500
Item Description and Specifications	Computer Backpack with custom three-color embroidered logo Capable of safely holding laptop that is 14” or larger Dedicated individual laptop compartment with laptop sleeve with padding to protect the computer Multiple compartment backpack Dual padded backpack straps with a grab handle at the top External storage compartments capable of holding a minimum 2.875” diameter water bottle Water resistant exterior Black color Flat bottom base

Below is a copy of the three-color logo to be considered for embroidery on ITEM 1A. This logo is trademarked by the Corinth School District. If ITEM 1A is chosen by the Corinth School District, the winning vendor will have an electronic copy of the logo shared with them, if needed, to use for the embroidery.



III. Proposal Forms

Computer Backpacks

Item	Category	Description	Unit Price	Total Price
1	Computer Backpack	Computer Backpack Capable of safely holding laptop that is 14" or larger Dedicated laptop compartment with laptop sleeve with padding to protect the computer Multiple compartment backpack Dual padded backpack straps with a grab handle at the top External storage compartments capable of holding a minimum 2.875" diameter water bottle Water resistant exterior Black color Flat bottom base		

- OR -

Item	Category	Description	Unit Price	Total Price
1A	Computer Backpack with three-color custom embroidery	Computer Backpack with three-color embroidered logo Capable of safely holding laptop that is 14" or larger Dedicated individual laptop compartment with laptop sleeve with padding to protect the computer Multiple compartment backpack Dual padded backpack straps with a grab handle at the top External storage compartments capable of holding a minimum 2.875" diameter water bottle Water resistant exterior Black color Flat bottom base		

Proposal Checklist

- | | Y | N |
|--|----------|----------|
| 1. Included bid proposal completed | ___ | ___ |
| 2. Pre-qualification, reference, and key personnel documents completed | ___ | ___ |
| 3. General conditions and terms have been read, understood, and items
can be delivered as soon as possible upon award of the bid. | ___ | ___ |
| 4. Bid sample and descriptive literature submitted with bid proposal packet | ___ | ___ |
| 5. Estimated delivery timeline if awarded the bid | | |

Name (Printed): _____

Date: _____

Signature: _____