

STARKVILLE OKTIBBEHA CONSOLIDATED SCHOOL DISTRICT
NOTICE TO BIDDERS
INVITATION FOR BIDS
401 GREENSBORO STREET
STARKVILLE, MS 39759
662.324.4050

The Starkville Oktibbeha Consolidated School District will receive sealed bids until **3:00 P.M. WEDNESDAY, MARCH 1, 2023**, at the Greensboro Center of the Starkville Oktibbeha Consolidated School District, located at 401 Greensboro Street, Starkville, MS 39759.

Teacher Device Upgrade

Bids will be awarded or rejected by the Starkville Oktibbeha Consolidated School District Board of Trustees on **6:00 PM TUESDAY, MARCH 7, 2023**, or as soon thereafter as conveniently possible. The board meeting will be held at 401 Greensboro Street, Starkville, MS.

Items required, specifications, and bid forms may be obtained in person at the Greensboro Center of the Starkville Oktibbeha Consolidated School District, located at 401 Greensboro Street, Starkville, MS.

INTRODUCTION

Starkville Oktibbeha Consolidated School District is working to replace half of current teacher devices throughout the district.

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 Starkville Oktibbeha Consolidated School District. All questions should be addressed to Dr. Leanne Long at the following email address: llong@starkvillesd.com.

Schedule of Events:

Bid Publication	February 10, 2023
Bid Publication	February 17, 2023
Bid Opening	March 1, 2023
Reverse Auction	March 2, 2023
Recommendation to SOCSO Board	March 7, 2023

WAYS TO SUBMIT A BID

1. Mail in a bid

Directions for Bidding via mail:

Envelopes containing bids must be sealed, marked "**Teacher Device Upgrade**" and addressed to:

Starkville Oktibbeha Consolidated School District
c/o Leanne Long, Director of Instructional Technology & Distance Learning
401 Greensboro Street
Starkville, MS 39759.

Do Not Fax Proposals. Proposals will be received by The District at the address shown above until 3:00 PM CST, March 1, 2023. If the vendor chooses the mail-in option, proposals must be mailed to the address above in time for delivery before the closing date or hand delivered. Bids will be opened on March 1, 2023 at 3 PM prior to the reverse auction and the amounts from the bids will be placed on the reverse auction website. **DO NOT EMAIL BIDS AHEAD OF TIME!** If you want to email a bid, please do so during the reverse auction window. (See more details in the reverse auction section)

No bids may be withdrawn after the scheduled closing time for the receipt of bids for a period of 90 days. The owner reserves the right to reject any or all bids and to waive informalities.

2. Reverse Auction Information

The reverse auction for this RFP will be conducted on March 2, 2023 at 2:00 PM and will conclude at 2:45 PM. Bidders can call in their bids during this time. They can call 662-615-0003 to place a bid. Additionally, bidders can attend the reverse auction in-person at 401 Greensboro Street, Starkville, MS 39759. All bidders can view the live bidding on our reverse auction [website link click here](#).

Also, if vendors would like to email their bid during the reverse auction timeframe they can do so by emailing their bid to SOCSO-RFP@starkvillesd.com. **VENDORS CAN ONLY EMAIL THEIR BID IN DURING THE REVERSE AUCTION WINDOW. EMAILED BIDS RECEIVED BEFORE OR AFTER THE REVERSE AUCTION WILL NOT BE ACCEPTED.**

If a vendor has emailed a bid in, and they do not see it appear within 5 minutes of bidding, they should call 662-615-0003 or 662.324.4050 to inquire. The email may have been routed to SPAM. It is the vendors responsibility to follow-up if they are not seeing their bid.

If a vendor attempts to call in a bid, and there is no answer, they can call our alternate number 662-324.4050 and ask for Leanne Long.

All mailed-in bids will be placed on the reverse auction website at 9:30 AM on the day of the reverse auction. All subsequent bids will be added to the website as soon as they are received. All vendors will have access to the reverse auction website and can bid against their own mailed in bid if they choose to use the bidding methods in the paragraph above.

Vendors who show up in person can submit their bid in person and their in-person bid will immediately show on the reverse auction website.

All bidders who participate in the reverse auction, can make multiple bids.

Reverse Auction Website - [website linked here](#).

ATTN: If you would like to join ZOOM to bid instead of calling in, here is how you can join. Otherwise, you can call in.

Topic: TEACHER DEVICE UPGRADE RFP Reverse Auction Bidding

Time: March 2, 2023 2:00 PM Central Time (US and Canada)

Zoom Link: Reverse Auction Website [linked here](#)

Meeting ID: 812 4284 8811

Passcode: 161036

VENDOR BID INSTRUCTIONS

B-1 - DELIVERY OF BIDS:

1. The Starkville Oktibbeha Consolidated School District Board of Trustees will receive sealed, competitive bids at the Greensboro Center of the Starkville Oktibbeha Consolidated School District, 401 Greensboro Street, Starkville, MS. 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 Starkville Oktibbeha Consolidated 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 Starkville Oktibbeha Consolidated School District is a tax-exempt governing authority, tax exemption letter furnished upon request.
4. While it is the intention of the Starkville Oktibbeha Consolidated School District Board of Trustees 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 Starkville Oktibbeha Consolidated School District 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 Starkville Oktibbeha Consolidated School District Board of Trustees **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 NUMBER: (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 at the Greensboro Center, 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 Starkville Oktibbeha Consolidated School District, 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 Starkville Oktibbeha Consolidated 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 Starkville Oktibbeha Consolidated 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 Starkville Oktibbeha Consolidated School District Board of Trustees 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 Starkville Oktibbeha Consolidated 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 Starkville Oktibbeha Consolidated School District Board of Trustees.

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 Greensboro Center of the Starkville Oktibbeha Consolidated School District, 401 Greensboro Street, Starkville, MS 39759, 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 Starkville Oktibbeha Consolidated School District purchase order may be considered official.

B-11 - DAMAGE OR LOSS:

1. Any damage or loss to the Starkville Oktibbeha Consolidated 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 Starkville Oktibbeha Consolidated School District Board of Trustees, at the Bidders expense, within a reasonable time set forth by the Starkville Oktibbeha Consolidated School District Board of Trustees.
2. The successful Bidder shall hold the Starkville Oktibbeha Consolidated School District Board of Trustees, Starkville Oktibbeha Consolidated 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 uncopyrighted 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 cost 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 Starkville Oktibbeha Consolidated School District, unless otherwise stated in the bid specifications.
4. Under no circumstances will the Starkville Oktibbeha Consolidated 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 Starkville Oktibbeha Consolidated School District Board of Trustees 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 teacher laptops for use in the district for instructional purposes.

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.

TEACHER DEVICE REPLENISH

APPROX. NUMBER OF UNITS	DESCRIPTION
215	Teacher Laptop <ul style="list-style-type: none">• 13.3” LED-backlit display or better• 8GB Memory or better• Apple M1 Chip or better• WIFI 802.11ax Wi-Fi 6 wireless networking or better• 256GB or better• Bluetooth 5.0 wireless technology or better• 720p FaceTime HD camera or better• 30W USB-C power adapter• USB-C charge cable (2 m)• Latest macOS
215	Clear hard-shell casing for laptop
215	Case or backpack that will hold but not limited to laptop, iPad, charging cords, docking station
215	Docking station with Thunderbolt/USB 4 connection with the minimum following inputs: <ul style="list-style-type: none">• HDMI port• DisplayPort• Ethernet port• USB-C port• USB ports
1	White glove service for all devices
1	4-year warranty for all devices
20	Training days for teachers on using new device

- All devices should be compatible with our current classroom setups which include Promethean Board and/or TVs with an Apple TV connected to them.

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:

Company Name of Service Provider: _____

Corporate Headquarters Address: _____

City: _____ State: _____ Zip: _____

Service Provider Contact Name: _____

Service Provider Contact Phone Number: _____

Service Provider Contact Email Address: _____

Address of Mississippi Office: : _____

City: _____ State: _____ Zip: _____

24 Hour Toll Free Help Desk Phone Number: _____

Signed: _____

Date: _____

**STARKVILLE OKTIBBEHA CONSOLIDATED SCHOOL DISTRICT
BID SUMMARY SHEET**

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

TEACHER DEVICE REPLENISH

<u>ESTIMATED AMOUNT</u>	<u>BID ITEM</u>	<u>PRICE EACH</u>	<u>EXTENDED PRICE</u>
215	Laptop 13.3"		
215	Clear Hard Case 13.3"		
215	Case/Backpack		
215	Docking Station		
1	White glove service for all devices		
1	4-year warranty for all devices		
20	Training Days		
		TOTAL BID PRICE (including additional costs below)	

ANY ADDITIONAL COSTS (detail below):