



# DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632  
662-429-5271 • fax 662-429-4198 • Website: [www.desotocountyschools.org](http://www.desotocountyschools.org)

*"EXCELLENCE IS A COMMITMENT"*

## **BID NOTICE**

To: Prospective Bidder

From: Grant Roberts  
DeSoto County Schools  
5 E. South Street  
Hernando, MS 38632  
662-449-7291

Issue Date: March 23, 2023

### **Notice of Bid/Reverse Auction**

#### **Unpriced Bid Proposals**

Date: Friday, April 14, 2023  
Time: 9:00 am, CST  
Location: DeSoto County Schools  
Central Services  
5 East South Street  
Hernando, MS 38632

#### **Bid Opening/Reverse Auction**

Date: Thursday, April 27, 2023  
Time: 9:00 am, CST  
Location: DeSoto County Schools  
Central Services  
5 East South Street  
Hernando, MS 38632

#### **Bid Items**

Bid Number: #115-TLPTP-DCS23  
Description: Teacher Laptops

#### **Procurement Schedule:**

Public Notice to Newspaper	March 20, 2023
Advertisement Publication Dates	March 23 and March 30, 2023
Release of Bid	March 23, 2023
Deadline for Questions/Clarifications	April 6, 2023, 9:00 am CST
Unpriced Bid Proposals	April 14, 2023, 9:00 am, CST
Reverse Auction for Approved Bidders	Thursday, April 27, 2023, 9:00 am, CST
Anticipated Board Approval	Thursday, May 4, 2023



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## Instructions and Terms for Reverse Auction Event

Unpriced Proposals will be received by the DeSoto County School Board of Education, 5 East South Street, Hernando, MS 38632 or electronically at [www.centralbidding.com](http://www.centralbidding.com), at the date and time specified on the BID NOTICE. Neither dating of the Unpriced Proposal Form, nor placing it in the mail by this date will meet legal requirements. All Unpriced Proposals must be received at the Board of Education or electronically at [www.centralbidding.com](http://www.centralbidding.com) on or before the date and time specified in the Procurement Schedule. The DeSoto County School Board of Education reserves the right to reject any and/or all Unpriced Proposals received and to waive any and all informalities.

1. If submitting a paper Unpriced Proposal, it shall be typed. Any changes made must be initialed. Changes shall not be allowed after the Unpriced Proposals are opened. The DeSoto County School District (hereafter, the District) shall not be responsible for any errors or omissions. Unpriced Proposals may be hand delivered, mailed, or submitted electronically. Paper Unpriced Proposals must be submitted in a sealed 8" x 10" or larger envelope. Please label the envelope or shipping package as follows or the bid may be rejected:

**Attn: Grant Roberts**

**Laptop Computers**

**#115-TLPTP-DCS23**

**April 14, 2023, 9:00 am CST**

**Name of company or person submitting bid**

Any Unpriced Proposal received after the opening date or time shall be refused and marked "Late Unpriced Proposal" and returned to the bidder unopened. For this purpose, the official time for the Unpriced Proposal opening shall be based upon the time as indicated by the Purchasing Department. It is solely the responsibility of the bidder to ensure Unpriced Proposals are received prior to the opening date and time.

2. Unpriced Proposals may be modified or withdrawn by written notice from the bidder, if received by the Purchasing Department prior to the date and time set forth in the BID NOTICE. In order to modify an Unpriced Proposal, the bidder must submit a new Unpriced Proposal with the words "Modified Unpriced Proposal" shown in the lower left corner of the sealed envelope or shipping package. The original Unpriced Proposal remains the property of the District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an Unpriced Proposal, all documents shall remain the property of the District.
3. The District shall issue a written addendum if substantial changes, which impact the technical submission of proposals, are required. A copy of the addenda will be given to all vendors that are known to have requested bid documents. In the event of a conflict with the original contract documents and the addenda, the addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
4. All items contained in this Unpriced Proposal are to be per specifications unless otherwise specified.
5. All bids shall be submitted exclusive of all taxes. Documentation of tax exemption will be furnished when necessary.
6. Both paper Unpriced Proposals and electronic Unpriced Proposals shall be submitted on the supplied Unpriced Proposal Form. Electronic Unpriced Proposals shall be submitted online at [www.centralbidding.com](http://www.centralbidding.com). Should the bidder's response not be submitted on the supplied Unpriced Proposal Form, the District reserves the right to reject the bid.

7. The District reserves the right to purchase from the next lowest responsible Bidder, or from other sources, if the awarded Bidder cannot deliver the bid items, for whatever reason, within the time specified.
8. If the District's Superintendents Office is closed for any reason, including but not limited to inclement weather, an emergency situation or any other act of nature, for which closure prevents the opening of bids at the originally advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the District's Superintendents Office shall be open for business at the previously advertised time. The new date and time of bid opening, as determined in accordance with this paragraph, shall not be advertised. Any vendors that have been invited to participate in the reverse auction will be notified of such changes. DeSoto County Schools shall not be held responsible if invited vendor fails to comply or misses reverse auction due to no fault of the District.
9. If any Bidder contemplating submitting an Unpriced Proposal under this bid is in doubt as to the meaning of the requirements of the bid or the bid process, the Bidder must submit a written request for clarification by the date and time designated in the Procurement Schedule by email to [dcspurchasing@dcsms.org](mailto:dcspurchasing@dcsms.org). The District will respond to all inquiries and render an official interpretation of the question in writing via addendum/clarification and will be sent to all bidders requesting bid information. The Bidder shall certify its acknowledgement of the addendum/clarification by noting in space provided on the Vendor Information & Agreement Form and returning it with their Unpriced Proposal. Questions received after the mentioned deadline for Written Questions/Clarifications shall not be considered.

#### **Qualification of Bidders:**

Unpriced Proposals will be evaluated by staff of the District. All bidders submitting acceptable required paperwork and alternate specifications (if applicable) will be invited to participate in the electronic reverse auction. The District reserves the right to extend the auction date, if necessary, to complete the pre-qualification process.

#### **New Vendors:**

A New Vendor Packet will need to be completed by any bidder that has not previously worked with DeSoto County Schools. This bid packet includes a Vendor Registration Form and a Conflict-of-Interest Disclosure Form. The bidder shall complete the packet and submit along with any other required documents due with the Unpriced Proposal. Only complete and return this packet with your Unpriced Proposal submission if you are new vendor to DeSoto County Schools.

#### **Method of Bidding:**

Bids from approved vendors will be accepted during an electronic reverse auction bid event that has a starting date and time of Thursday, April 27th, 2023, 9:00 am, CST. Bids will only be accepted in an Electronic Process hosted by Central Bidding and the approved vendor must complete the free registration at: <https://www.centralauctionhouse.com/registration.php> to participate in this Electronic Reverse Auction Bid Process. For any questions relating to the electronic submittals and/or bidding process, please call Central Bidding at 225-810-4814.

#### **Accounting Practices:**

The DeSoto County School District requires that Purchase Orders be issued before any items are ordered or delivered. The DeSoto County School District shall not be responsible for any products delivered without an approved Purchase Order and/or without a signed acknowledgement of receipt by a District employee at time of delivery. The awarded bidder shall provide accurate, legible, and timely documentation, such as invoices, credits, and statements as requested by the District. The awarded bidder agrees to receiving payment within 45 days from date of receipt of a properly submitted invoice, or within 45 days after inspection and approval of the goods and/or services by DeSoto County Schools, whichever is later. In the event of a bona fide dispute, the awarded bidder agrees that DeSoto County Schools shall pay only the amount not in dispute, as per Miss. Code Ann. 31-7-305.

**Budgetary/Funding Constraints:**

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

**Governing Law:**

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi. The venue for the resolution of any dispute shall be DeSoto County, Mississippi. The bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost associated with any legal action initiated by the bidder.

**W-9 Form:**

The DeSoto County School District requires the attached W-9 Form to be completed and included in your bid submission.

**Insurance Requirements:**

The awarded bidder will be required to present the District with a certificate of coverage documenting liability insurance coverage of \$1,000,000 and workers' compensation insurance coverage of \$500,000 per occurrence and listing the District as the certificate holder for each policy. This certificate must be presented to the District prior to approval of the awarded bidder by the DeSoto County Board of Education. The policy must remain in effect during the entire term of the bid.



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## Laptops BID #115-TLPTP-DCS23

### Specifications

DeSoto County Schools will be conducting a bid for a quantity range of **3,000 – 3,300** laptops, delivery, pre-delivery services, warranty and repair. Systems must meet or exceed the specifications listed below in order to be considered. Warranty and shipment specification alterations on bids may be grounds for bid to be rejected.

Bid will expire September 30, 2023. Bid price must remain in place through this date.

Shipping costs must be included in bid price.

Winning vendor must accept purchase orders.

Winning vendor must accept 45-day net pay.

Laptops being bid must be the laptop noted below or an equivalent or better model that meets the specifications listed below. If bidding an equivalent or better model than specified, specifications and a demo device for it must be included with Unpriced Proposal submitted 9 am, CST, April 14, 2023. Not including such specifications for equivalent or better model with Unpriced Proposal submission may be grounds for dismissal from inclusion in the reverse auction scheduled for April 27, 2023, at 9 am, CST.

#### Laptop Specifications or equivalent/better

- **Lenova L15 Gen 3, equivalent or better with equal features listed below:**
  - AMD Ryzen 5 or Intel i5 processor.
  - 16 GB of RAM or more
  - 250GB SSD or larger
  - 15" Screen or larger
  - Touch screen
  - Must charge from a USB-C port with an included USB-C charger
  - Laptop must include at least one USB-C port, at least one USB 2.0 port, one HDMI port, one 3.5mm headset mic port
  - Reinforced I/O ports
- **Features and Interactivity**
  - Spill resistant keyboard
  - Laptop must be able to charge completely from the USB-C port and adapter
- **Software**
  - Windows 11 EDU
  - Supports wireless 6E
- **Accessories**
  - Laptop must come with the manufacturer approved USB-C adapter

**Pre Delivery Services**

- Vendor must be a member of the Cloud Solution Partner (CSP) program, so they can enroll devices in the Districts Autopilot program.
- Laptops will have DeSoto County Schools’ images installed.
- Laptops must have cases installed onto the devices.
- Laptops must have the fixed asset serial number tags stuck onto the bottom of the netbook.
- A list of serial numbers and tag numbers sent with netbook shipments for inventory purposes.
- A list of serial numbers and tag numbers provided in an Excel spreadsheet.

**Delivery**

Laptops will ship to 16 middle and high schools in DeSoto County Schools (list attached) according to the quantities needed at each campus.

**Warranty**

- Warranty repairs will be dealt with in two ways.
1. Repairs requiring the replacing of easy to service parts will take place in our schools by members of the Technology Department or high school students trained to do so. DeSoto County Schools Technology Department will receive training by the manufacturer to repair the netbooks onsite.
  2. Devices requiring a higher level of service may be sent back to the manufacturer for repair. All repairs “may at times” be sent to the manufacturer if DeSoto County Technology Department temporarily does not have the time to do repairs onsite.

The onsite repairs will require an adequate quantity of parts available to service the netbooks for a two-week period. Quantity levels in the supply warehouse should be able to change depending on the demand. DeSoto County Schools Technology Department should not run out of spare parts. These repairs performed by DeSoto County Schools should include manufacturer payments.

Warranty period should begin on the first day of school in August of 2023 and should extend for three full school years.

**Demo Unit**

All Vendor packets returned for bidding purposes must include a demo unit of the exact brand and model of laptop being bid. Substitutes are not accepted.

SIGNATURE	DATE
PRINTED NAME	TITLE



**Teacher Laptops**  
**BID# 115-TLPTP-DCS23**  
**Un-Priced Proposal Form**

**Vendor Name:** \_\_\_\_\_

✓ MEETS	✓ EXCEEDS	✓ ALTERNATE	SPECIFICATION
			Quantity to be between 3,000 – 3,300 Laptop Computers
			Bid to expire September 30, 2023
			Lenova L15 Gen 3 or better
			AMD Ryzen 5 or Intel i5 processor
			Manufacturer three (3) year drop damage warranty. Shipping both ways paid for by manufacturer
			16 GB of RAM or more
			120GB SSD or larger
			15" Screen or larger
			Touch screen
			Laptop must include at least one USB-C port, at least one USB 2.0 port, one HDMI port, one 3.5mm headset mic port
			Windows 11 EDU
			Supports wireless 6E
			Must charge from a USB-C port with an included USB-C charger
			Spill resistant keyboard
			Reinforced I/O ports
			Laptop must come with the manufacturer approved USB-C adapter
			Laptop must be able to charge completely from the USB-C port and adapter
			Vendor agrees to accept purchase orders

Teacher Laptops  
BID# 115-TLPTP-DCS23  
Un-Priced Proposal Form

Vendor Name: \_\_\_\_\_

	<div></div>	Vendor agrees to accept Net-45 terms
	<div></div>	Bid packet contains a demo unit of the exact product the vendor will be bidding.

SIGNATURE	
	DATE
PRINTED NAME	TITLE





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## **Vendor Information & Agreement Form**

### **Laptop Unpriced Proposal**

April 14, 2023, 9:00 am, CST

**Bid #115-TLPTP-DCS23**

I/We propose to furnish and deliver the items on the Unpriced Proposal Form according to your specifications.

I/We further agree not to request permission to withdraw our bid after the bids have been opened.

This bid consists of the (A) Bid Notice, (B) Bid Instructions and Terms, (C) the Required Specifications, and (D) the Unpriced Proposal Form.

I/We, the undersigned, do hereby understand, acknowledge, and accept the instructions under which this Unpriced Proposal was requested by the DeSoto County School District.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Representative Name (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Federal Tax I.D. Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

If applicable, please acknowledge acceptance of addenda/clarification(s) issued by checking below:

Addendum 1 \_\_\_\_ Addendum 2 \_\_\_\_ Addendum 3 \_\_\_\_ Addendum 4 \_\_\_\_

**Return with your Unpriced Proposal paperwork due March 29, 2023, by 9am, CST**

- Completed Vendor Information & Agreement Form
- Completed Unpriced Proposal Form
- Specifications form and demo laptop of the exact laptop being bid
- Proof of Mississippi Contractor Licensure for installation vendor
- Insurance Accord Form
- Completed W-9
- Completed New Vendor Packet (Vendor Registration Form & Conflict-of Interest Disclosure Form),  
*only if vendor has not previously conducted business with DeSoto County Schools*