



# 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: August 10, 2023

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

#### **Unpriced Bid Proposals**

Date: August 31, 2023  
Time: 12:00 pm, CST  
Location: DeSoto County Schools  
Central Services  
5 East South Street  
Hernando, MS 38632

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

Date: September 6, 2023  
Time: 12:00 pm, CST  
Location: DeSoto County Schools  
Central Services  
5 East South Street  
Hernando, MS 38632

### **Bid Items**

Bid Number: #207-CART-DCS24  
Description: Netbook Carts

### **Procurement Schedule:**

Public Notice to Newspaper	August 7, 2023
Advertisement Publication Dates	August 10 and 17, 2023
Release of Bid	August 10, 2023
Deadline for Questions/Clarifications	August 24, 2023 Noon CST
Unpriced Bid Proposals	August 31, 2023 Noon CST
Reverse Auction for Approved Bidders	September 6, 2023 Noon CST
Anticipated Board Approval	September 21, 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**  
**Netbook Carts Unpriced Proposal**  
**#207-CARTS-DCS24**  
**August 31, 2023**  
**Name of company or person submitting bid**
2. 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.
3. 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.
4. 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.
5. All items contained in this Unpriced Proposal are to be per specifications unless otherwise specified.
6. All bids shall be submitted exclusive of all taxes. Documentation of tax exemption will be furnished when necessary.
7. 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.

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.

#### **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 has been included for 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.

#### **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 September 6, 2023, at 12:00 pm, 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.centrauctionhouse.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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## Netbook Carts

Bid #207-CART-DCS24

## Specifications

DeSoto County Schools will be bidding between **25 and 60** Netbook Carts. Systems must meet or exceed the specifications listed below to be considered.

Netbook Carts being bid must be the netbook cart noted below or an equivalent or better model that meets the specifications listed below. If bidding an equivalent or better model than specified, **specifications for it must be included with Unpriced Proposal** submitted by 12pm, CST, August 31, 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 September 6, 2023, at 12pm, CST.

Bid will expire April 7, 2024. Bid price must remain in place until this date.

All units will be delivered to:

DeSoto County Technology Department  
100 East Valley Street  
Hernando, MS 38632

### **Netbook Cart specifications as follows:**

- Anywhere Cart AC-LITE-H65 or equivalent
- Cart must be able to hold 30 devices or more. Device slots must be able to hold a device inside of case that measures 1.43 inches.
- Shelf must be at least 16.14" deep.
- Shelf must be at least 10.69" high.
- Cart must have 4" swivel locking casters.
- Timing charger with two 15 minute cycles .
- Full metal construction.
- Must ship fully assembled.
- Lifetime frame warranty. Must be prewired with 30 USB-C chargers.

SIGNATURE	DATE
PRINTED NAME	TITLE



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## Unpriced Bid Proposal Form

### Netbook Carts

Bid #207-CART-DCS24

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

✓ MEETS	✓ ALTERNATE	SPECIFICATION
		Anywhere Cart AC-LITE-H65 or equivalent (If bidding alternate specs are required)
		Quantity range 30 - 60 Netbook Carts
		Bid to expire April 7, 2024
		Cart must be able to hold 30 devices or more. Device slots must be able to hold a device inside of case that measures 1.43 inches.
		Shelf must be at least 16.14" deep.
		Shelf must be at least 10.69" high.
		Cart must have 4" swivel locking casters.
		Timing charger with two 15 minute cycles .
		Full metal construction.
		Must ship fully assembled.
		Life time frame warranty.
		Must be prewired with 30 USB-C chargers.

SIGNATURE	DATE
PRINTED NAME	TITLE
REQUESTED MODEL:_____	ALTERNATE WITH SPECS:_____



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## Vendor Information & Agreement Form

### Charging Towers Unpriced Proposal

August 31, 2023, 12:00 pm, CST

**Bid #207-CART-DCS24**

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 August 31, 2023, by 12pm, CST

- Completed Vendor Information & Agreement Form
- Completed Unpriced Bid Proposal Form
- Specifications with alternates if applicable
- Insurance Accord Form
- Completed W-9
- Completed New Vendor Packet (Vendor Registration Form & Conflict-of Interest Disclosure Form), if applicable