



Oxford School District

224 Bramlett Boulevard

Oxford, MS 38655

(662) 234-3541

www.oxfordsd.org

RFP #050420-1 – iPad Charging Cabinets

Proposal Submission Deadline

Monday, May 4, 2020 – 10:00am

Contact

Mr. Mike Fortenberry, Director of Information Systems

mforten@oxfordsd.org

Oxford School District RFP #050420-1 – iPad Charging Cabinets

To All Interested Bidders:

Oxford School District (OSD) desires to purchase charging cabinets for Apple iPads for the 2020-2021 school year using a reverse auction process. Vendor qualifications, product specifications and product samples will be accepted until 10:00am on Monday, May 4, 2020, at the OSD Central Office, 224 Bramlett Blvd., Oxford, MS 38655. Submissions may be made by hand, mail or electronically via the Central Bidding website. Submissions received after the deadline will not be accepted or considered. Courier delays are not an acceptable excuse for submissions delivered after the deadline. All submissions must be sealed and clearly marked to avoid disclosure of the contents prior to the official proposal opening date/time. Hand-delivered and mailed proposals must be clearly marked **“RFP #050420-1 – iPad Charging Cabinets”**.

Submissions are required to contain un-priced product specifications and options, a sample of proposed product, a product delivery timeline, and complete company contact information (to include valid email address for reverse auction invitation). The product sample should be an exact representation of the product being proposed.

Approved vendors will be invited to participate in the reverse auction process. Details for this process will be delivered via email to the vendors who are determined to meet all applicable requirements.

Do Not Fax or Email Proposals.

Schedule of Events

Event	Date
RFP Release	April 15, 2020
Newspaper Advertisement	April 15, 2020 April 22, 2020
Deadline for submission	May 4, 2020 - 10:00am
Vendor/Product Evaluations	May 4, 2020
Vendor Reverse Auction Invitations Issued	May 5, 2020
Reverse Auction	May 8, 2020 - 9:00am
Bid Award Recommendation	May 25, 2020

OSD reserves the right to reject any or all submitted proposals. The District reserves the right to conduct discussions with bidders regarding proposals determined to be potentially selected for award, but proposals may be accepted without such discussions. The award will be made to the bidder submitting the lowest, and best, proposal as determined by the Oxford School District and as approved by the Oxford School District Board of Trustees. The District reserves the right to waive informalities, as it deems appropriate. Vendors may not ship any products with an official Oxford School District purchase order.

Inquiries

All inquiries or correspondence regarding this procurement must be sent via email to Mike Fortenberry at mforten@oxfordsd.org. All questions and answers will be posted on the OSD Requests for Proposals website at <http://www.oxfordsd.org/rfps>.

If a vendor does not receive a response within 48 hours, it is the responsibility of the vendor to call Mike Fortenberry at (662) 234-3541 to confirm that the email was received.

Criteria for Selection

OSD will utilize the following criteria as the basis for proposal evaluations and selection.

Factor	Weight
Cabinet configuration and performance	40%
Charge cycle management options	20%
Delivery timeline	20%
Quality of materials and manufacturing	20%
Total:	100%

General Conditions

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

1. Scope of Work

OSD desires to purchase up to 150 charging cabinets for use with Apple iPads.

It is the intent of Oxford School District to purchase new products. Proposals will only be considered valid if the quoted items are in new, unused condition. Additionally, OSD desires to purchase the latest version of the specified products.

2. Pricing

Product pricing will be collected during the reverse auction process. All bids submitted during the reverse auction process should include any and all charges, to include, but not limited to, product cost, shipping, handling, transportation, etc. Oxford School District is not responsible for any charges added after the reverse auction closes.

Proposal prices shall remain valid for 60 days after the scheduled reverse auction.

3. Delivery of Equipment

Delivery must be scheduled in advance with the Oxford School District Technology Department by calling 662-234-3541 during normal business hours of 7:30am to 4:30pm (Central Time), Monday-Friday.

4. Modifications

Modifications to this RFP are not permitted without prior written approval from Oxford School District.

Product Specifications

OSD desires to purchase up to 150 charging cabinets for use with Apple iPads (7th generation). The cabinets will have space for up to 32 17" devices with ample room for cases and will include power management technology to safely manage the device charging cycle. All charging cabinets must be delivered no later than July 1, 2020.

The following product is provided as an example of the type of charging cabinet determined to meet our requirements. Vendors are not required to submit proposals for this specific product, and may submit proposals for other products. However, vendors submitting an alternate product must clearly document in their proposal how the product is a suitable alternative.

1. LocknCharge Revolution 32 Charging Cabinet
 - a. Can accommodate up to 32 17" devices, with or without cases
 - b. Power strips with 32 standard US 110V outlets
 - c. ECO Safe Charge™ Power Management with remote control, charges devices safely and efficiently. Users are able to select cycle charge, charge all and timer-based charging.
 - d. ECO Safe Charge™ Cycle Charge Timer limits power so not to overload a wall outlet. The cycle charge timer will take between 4 and 12 hours, depending on the charge time per bank selected.
 - e. Rack/Slot Size: 18.7 x 11 x 1.6"
 - f. Optional Large Basket size: 14.56" x 9.22" x .96"
 - g. Lockable with 4-digit programmable combination padlock
 - h. Can secure to wall
 - i. Removable cabinet racks
 - j. Numbered device slots
 - k. Can accommodate baskets
 - l. Made of high-quality steel
 - m. Lifetime warranty