

# Tate County School District

Phone: (662) 562-5861



Fax: (662) 622-7406

574 Parkway Street  
Coldwater, MS 38618

<http://www.tatecountyschools.org>

August 20, 2019

## NOTICE TO BIDDERS

The Tate County School District will receive bids for Chromebooks – FY20 in the following manner:

**Un-priced** bid proposals will be accepted until 10:00 am CST on Friday September 6, 2019, in sealed envelopes at the Tate County School District Central Office, 574 Parkway Street, Coldwater, MS, or by electronic bid submission. Submissions will be evaluated and vendors submitting acceptable offers will be invited to submit priced bids. Electronic bids and/or reverse auction bids can be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bidding process, please contact Central Bidding at 225-810-4814.

Bidding will be held by electronic reverse auction on Friday, September 13, 2019 from 9:00 am to 9:30 am CST unless extended by anti bid-sniping.

Specifications are on file at the Central Office. To receive a copy of the specifications please contact the Business Manager by email: [spatton@tcsdms.org](mailto:spatton@tcsdms.org). Specifications may also be downloaded at [www.centralbidding.com](http://www.centralbidding.com), for a fee. All bids must comply with the specifications provided. The Tate County School District reserves the right to amend the specifications, as necessary, and agrees to notify all having requested bid packets.

The contract will be awarded to the lowest responsible bidder. The Tate County School District reserves the right to waive any informalities and to reject any or all bids.

Tate County School District  
Attn: Sandy Patton, Business Manager  
574 Parkway Street  
Coldwater, MS 38618

To be published:           August 20, 2019  
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Coldwater, MS 38618

<http://www.tatecountyschools.org>

## BID NOTICE

TO: PROSPECTIVE BIDDER

FROM: SANDY PATTON  
TATE COUNTY SCHOOL DISTRICT  
574 PARKWAY STREET  
COLDWATER, MS 38618  
662-562-5861

ISSUE DATE: AUGUST 20, 2019

## REQUEST FOR BIDS/REVERSE AUCTION

### UNPRICED BID PROPOSALS

DATE: FRIDAY SEPTEMBER 6, 2019  
TIME: 10:00 a.m., CST  
LOCATION: TATE COUNTY SCHOOL DISTRICT  
574 PARKWAY STREET  
COLDWATER, MS 38618

### BID OPENING

DATE: FRIDAY SEPTEMBER 13, 2019  
TIME: 9:00 a.m. to 9:30 a.m., CST  
LOCATION: TATE COUNTY SCHOOL  
574 PARKWAY STREET  
COLDWATER, MS 38618

## BID ITEMS

ITEM DESCRIPTION: CHROMEBOOKS – FY20

### PROCUREMENT SCHEDULE:

Public Notice to Newspaper	August 14, 2019
Newspaper Run Dates	August 20 & 27, 2019
Release of Bid	August 20, 2019
Unpriced Bid Proposals	Friday September 6, 2019 @ 10:00 a.m., CST
Bid Deadline/Open for Approved Vendors	Friday September 13, 2019 @ 9:00 a.m., CST
Approval by Board	Tuesday October 8, 2019

Un-Priced Proposals will be received by the Tate County School District, 574 Parkway Street, Coldwater, MS 38618 or electronically at [www.centralbidding.com](http://www.centralbidding.com), at the date and time specified on the BID NOTICE. Neither dating of the un-priced proposal form, nor placing it in the mail by this date will meet legal requirements. All un-priced 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 Tate County School District reserves the right to reject any and/or all un-priced proposals received and to waive any and all informalities.

1. If submitting a paper un-priced proposal, it shall be typed. Any changes that are made must be initialed. No changes shall be allowed after the un-priced proposals are opened. The Tate County School District shall not be responsible for any errors or omissions. Un-priced proposals may be hand delivered, mailed or submitted electronically. Paper un-priced proposals must be submitted in a sealed 8" x 10" or larger envelope. Please label outside envelope or shipping box as follows or the bid may be rejected:  
**Attn: Sandy Patton**  
**Chromebooks – FY20**  
**September 6, 2019**  
**Name of company or person submitting bid**
2. Any un-priced proposals received after the opening date or time shall be refused and marked "Late Un-Priced Proposal" and returned to the bidder unopened. For this purpose the official time for the un-priced proposal opening shall be based upon the time as indicated by the Central Office.
3. Un-Priced Proposals may be modified or withdrawn by written notice from the Bidder, if received by the Central Office prior to the date and time set forth in the BID NOTICE. **In order to modify an un-priced proposal, the bidder must submit a new un-priced proposal with the words "Modified Un-Priced Proposal" shown in the lower left corner of the sealed envelope or shipping box.** The original un-priced proposal remains the property of the Tate County School District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an un-priced proposal, all documents shall remain the property of Tate County School District.
4. All items contained in this un-priced proposal are to be per specifications unless otherwise specified.
5. Paper un-priced proposals shall be submitted on the supplied un-priced proposal form, electronic un-priced proposals shall be submitted online at [www.centralbidding.com](http://www.centralbidding.com). Should the bidder's response not be submitted on the supplied un-priced proposal form, the District reserves the right to reject the bid.

### **Qualification of Bidders:**

Un-Priced Proposals will be evaluated and vendors submitting acceptable specifications will be invited to participate in the Electronic Reverse Auction. The Tate County School District reserves the right to extend the auction date if necessary to complete the pre-qualification process.

### **Method of Bidding:**

Bids from approved vendors will only be accepted by bidding in this Electronic Reverse Auction Bid Event that has a date and time of starting Friday September 13, 2019 at 9:00 a.m. CST. Bids will be accepted on a per unit basis and bids will only be accepted in an Electronic Process hosted by Central Bidding and the Supplier 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.

## **ADDITIONAL INSTRUCTIONS:**

### **ACCOUNTING PRACTICES:**

The Tate County School District requires that Purchase Orders be issued before any items are ordered or delivered. The Tate 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 vendor shall provide accurate, readable, and timely reports, such as invoices, credits, and statements as requested by the District.

### **BUDGETARY 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 and venue for the resolution of any dispute shall be Tate County, Mississippi. Bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost of legal action to Bidder.

### **W-9 Form:**

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

### **INSURANCE REQUIREMENTS:**

The Tate County School District requires a current copy of Liability and Workman's Compensation Insurance be included in your bid submission.

I/We propose to furnish and deliver the items on the un-priced 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 consist of the (A) BID NOTICE (B) BID INSTRUCTIONS, (C) SPECIFICATIONS AND UN-PRICED PROPOSAL FORM.

I/We, the undersigned, do hereby understand and accept the following instructions under which this un-priced proposal is being submitted.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name – typed)

\_\_\_\_\_  
(Federal ID Number)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Fax)

Did you include the completed W-9 Form? Yes \_\_\_\_\_ No \_\_\_\_\_

## **RETURN THIS COMPLETED FORM WITH YOUR UN-PRICED PROPOSAL**

**If applicable, please acknowledge acceptance of addenda issued by checking below:**

**Addendum 1** \_\_\_\_\_

**Addendum 2** \_\_\_\_\_

**Addendum 3** \_\_\_\_\_

**Addendum 4** \_\_\_\_\_



## Chromebooks – FY20

### Required Specifications

Number of Chromebooks 1 – 250

Bid will expire December 31, 2019

Installation and all installation supplies to be included. Systems must meet or exceed the specs listed below in order to be considered. Warranty and shipment spec alterations on bids will be grounds for bid to be rejected.

1. HP EE Edition G6 chromebook (or better) WITH MANAGEMENT.
2. USB-C power adapter
3. Headphone/microphone jack.
4. 4GB RAM minimum
5. 16GB Internal eMMC drive minimum

## CHROMEBOOKS – FY20

## Un-Priced Proposal Form

[illegible]

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.