

**PRENTISS COUNTY SCHOOL DISTRICT**

**NOTICE TO BIDDERS**

**INVITATION FOR BIDS**

105 NORTH COLLEGE STREET  
BOONEVILLE, MISSISSIPPI 38829  
TELEPHONE  
(662) 728-4911

The Prentiss County School District will accept sealed bids for various Apple products until **2:00 P.M. THURSDAY, MAY 18, 2023**, in the Superintendent of Education Office Building of the Prentiss County School District, located at 105 North College Street, Booneville, MS 38829. This is a one-year term bid and bid prices will be effective from the date the board awards the bid until May 18, 2024. Bids will be accepted by mail or hand delivery. The sealed bids for the purchase of the following item(s) will be publicly opened, read aloud and taken under advisement and tabulated by the administration at the time bids are due:

**BID #23-04 APPLE BRANDED PRODUCTS**

Bids will be awarded or rejected by the Prentiss County School District Board of Education on **12:00 p.m. on MONDAY, MAY 22, 2023**, or as soon thereafter as conveniently possible. The board meeting will be held at 105 North College Street Booneville, MS 38829.

Items required, specifications, and bid forms may be obtained via the following web address: [www.prentisscountyschools.com](http://www.prentisscountyschools.com) You may also obtain the documents in person at the Superintendent of Education Office Building of the Prentiss County School District, located at 105 North College Street Booneville, MS 38829, or email [aallen@pcsdk12.com](mailto:aallen@pcsdk12.com)

Mailed or hand delivered bids should be clearly marked on the outside of the envelope "SEALED BID-#23-04 Apple Branded Products" and delivered to the Prentiss County School District, 105 North College Street, Booneville, MS 38829.

The Prentiss County School District 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.

Inquiries regarding this bid should be directed to Andrea Allen at the following email address: [aallen@pcsdk12.com](mailto:aallen@pcsdk12.com)

**Publishing Dates: April 20, 2023 and April 27, 2023**

## **INTRODUCTION**

Prentiss County School District desires to establish a contract for Apple branded products. These products will be purchased within 12 months with purchases being made for the District's 1 to 1 student iPad program and for other instructional and operational purposes.

Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, 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, these specifications or shall be in doubt to its meaning, the vendor shall at once notify the Prentiss County School District. All questions should be addressed to Andrea Allen at the following email address:  
aallen@pcsdk12.com

## **BID CALENDAR**

### **BID NUMBER 23-04**

|   |                |
|---|----------------|
| Bid Publication                           | April 20, 2023 |
| Bid Publication                           | April 27, 2023 |
| Last day for Questions                    | May 15, 2023   |
| Bid Opening                               | May 19, 2023   |
| Recommendation to PCSD Board, on or about | May 22, 2023   |

## **VENDOR BID INSTRUCTIONS**

### **B-1 - DELIVERY OF BIDS:**

1. The Prentiss County Board of Education will receive electronic or mailed/hand delivered sealed, competitive bids in the Superintendent of Education Office Building of the Prentiss County School District, 105 North College Street, Booneville, 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 and tabulated by the administration at the time bids are due.
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 or telephone **WILL NOT** be accepted.
5. If the Prentiss County School District Superintendent of Education 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.

### **C-2 - PRICES:**

1. Bid prices, unless otherwise specified, shall be net, including transportation, lift-gate delivery, 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 Prentiss County School District is a tax-exempt governing authority, tax exemption letter furnished upon request.
4. Bids will be awarded for each item included in the bid proposal. AppleCare pricing for each item should also be included, where applicable.

### **D-3 - BID ADDENDUM:**

1. Any interpretation of the documents will be made by written addendum only and issued by the office of Technology. 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. Any addendum will be distributed in accordance with applicable statute.

**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 signed by the person who signs the Bid Proposal form.
  - a. Bids should be checked before submission for accuracy and correctness since the Prentiss County School District **WILL NOT** be responsible for any errors for which the Bidder is responsible.
3. The district reserves the right to reject bids from Bidders who submit incomplete bids that do not specifically adhere to the bid instructions herein.
4. 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:

1. 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.
2. 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.
3. 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 in the Office of the Director of Finance, 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 Prentiss County Board of Education, 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.

**C-7 - BID OPENING:**

1. All bid openings are open to the public. The Prentiss County 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 Prentiss County 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.

**D-8 - RIGHT TO REJECT BIDS:**

The Prentiss County School District Board of Education 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 the Prentiss County 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 Prentiss County Board of Education.

**C-10 – CONTRACT PERIOD**

1. The Contract shall cover the period from May 22, 2023, through May 22, 2024.

**D-11 - 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 Superintendent of Education Office Building of the Prentiss County School District, 105 North College Street, Booneville, MS, 38829 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 paid on the third Monday 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 Prentiss County School District purchase order may be considered official.

**E-12 - DAMAGE OR LOSS:**

1. Any damage or loss to the Prentiss County School District's 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 Prentiss County Board of Education, at the Bidders expense, within a reasonable time set forth by the Prentiss County Board of Education.
2. The successful Bidder shall hold the Prentiss County Board of Education, Prentiss County 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 un-copyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this bid.

**F-13- Delivery:**

1. The purchase order issued 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 costs 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 Prentiss County School District unless otherwise stated in the bid specifications.
4. Under no circumstances will the Prentiss County 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 Prentiss County Board of Education 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 student, teacher, and district Apple branded products. The number of actual items purchased will vary depending on the need of the district.
2. All devices (excluding accessories) listed in the bid MUST be able to be enrolled in Apple's Device Management program.
3. This bid will be awarded on an item by item basis.

### **C-2. PRODUCT DESCRIPTION:**

1. The following are base models of each product. As base models change these specs will reflect the technical specifications for the updated base model. (See bid summary sheet)
2. AppleCare+ with Express Replacement Service should be bid on for each Device

**BID PROPOSAL FORM**

**BID ITEM:**

- D-1** I/We propose to provide the items, 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, except as allowed in the bid specifications.
- 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:

Firm / Bidders Name : \_\_\_\_\_  
(Type or Print)

Signed : \_\_\_\_\_

Title : \_\_\_\_\_

Contact : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

E-mail : \_\_\_\_\_

Date : \_\_\_\_\_

**PRENTISS COUNTY 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.

| <b>Product Name</b> | <b>Unit Price</b> | <b>AppleCare Unit Price</b> |
|---------------------|-------------------|-----------------------------|
|---------------------|-------------------|-----------------------------|

**Accessories**

|   |  |  |
|---|--|--|
| Apple Pencil (1st generation)   |  |  |
| Apple TV HD 32GB  |  |  |
| Magic Mouse   |  |  |
| Apple Pencil (2nd Generation)   |  |  |
| 20W USB-C Power Adapter   |  |  |
| 30W USB-C Power Adapter   |  |  |
| 61W USB-C Power Adapter   |  |  |
| 96W USB-C Power Adapter   |  |  |
| USB-C Charge Cable (include all lengths)  |  |  |
| Magic Keyboard and Numeric Keypad   |  |  |
| Magic Keyboard with Touch ID and Numeric Keypad                                   |  |  |
| Magic Keyboard for iPad Pro 11 inch and iPad Air                                  |  |  |
| Magic Keyboard for iPad Pro 12.9 inch   |  |  |
| Smart Keyboard Folio for iPad Pro 11 inch   |  |  |
| Smart Keyboard Folio for iPad Pro 12.9 inch                                       |  |  |
| Logitech Rugged Combo 3 with smart connector keyboard for 10.2 inch iPad          |  |  |
| Logitech Rugged Combo 3 with smart connector keyboard/trackpad for 10.2 inch iPad |  |  |
| Logitech Combo Touch Keyboard Case with Trackpad for 10.2 inch iPad               |  |  |
| Logitech Combo Touch Keyboard Case with Trackpad for 11 inch iPad Pro             |  |  |
| Logitech Combo Touch Keyboard Case with Trackpad for 12.9 inch iPad Pro           |  |  |

**MacBook Air**

|                      |  |  |
|----------------------|--|--|
| MacBook Air M1 128GB |  |  |
| MacBook Air M1 256GB |  |  |
| MacBook Air M1 512GB |  |  |
| MacBook Air M2 256GB |  |  |
| MacBook Air M2 512GB |  |  |

**MacBook Pro**

|                              |  |  |
|------------------------------|--|--|
| MacBook Pro 13 inch M2 256GB |  |  |
| MacBook Pro 13 inch M2 512GB |  |  |
| MacBook Pro 14 inch M1 512GB |  |  |
| MacBook Pro 14 inch M1 1TB   |  |  |
| MacBook Pro 16 inch M1 512GB |  |  |
| MacBook Pro 16 inch M1 1TB   |  |  |



| Product Name | Unit Price | AppleCare Unit Price |
|--------------|------------|----------------------|
|--------------|------------|----------------------|

**Mac Mini**

|                              |  |  |
|------------------------------|--|--|
| Mac mini M1 256GB            |  |  |
| Mac mini M1 512GB            |  |  |
| Mac mini Intel Core i5 512GB |  |  |

**iMac**

|                                  |  |  |
|----------------------------------|--|--|
| 27 inch iMac Intel Core i5 256GB |  |  |
| 27 inch iMac Intel Core i5 512GB |  |  |
| 27 inch iMac Intel Core i7 512GB |  |  |
| 24 inch iMac M1 256GB            |  |  |
| 24 inch iMac M1 512GB            |  |  |

**Mac Pro**

|               |  |  |
|---------------|--|--|
| Mac Pro Tower |  |  |
| Mac Pro Rack  |  |  |

**iPad**

**\*All iPad Models are Wi-fi only**

|  |  |  |
|--|--|--|
| iPad Pro 11 inch 128GB                       |  |  |
| iPad Pro 11 inch 256GB                       |  |  |
| iPad Pro 11 inch 512GB                       |  |  |
| iPad Pro 11 inch 1TB                         |  |  |
| iPad Pro 11 inch 2TB                         |  |  |
| iPad Pro 12.9 inch 128GB                     |  |  |
| iPad Pro 12.9 inch 256GB                     |  |  |
| iPad Pro 12.9 inch 512GB                     |  |  |
| iPad Pro 12.9 inch 1TB                       |  |  |
| iPad Pro 12.9 inch 2TB                       |  |  |
| iPad Air 10.9 inch 64GB                      |  |  |
| iPad Air 10.9 inch 256GB                     |  |  |
| iPad 10.2 inch 64GB (comparable to 9th gen)  |  |  |
| iPad 10.2 inch 256GB (comparable to 9th gen) |  |  |
| iPad Mini 64GB                               |  |  |
| iPad Mini 256GB                              |  |  |

**Bundles or Multi-Packs**

|  |  |  |
|--|--|--|
| iPad Wi-fi with AppleCare+ and Rugged Case |  |  |
| MacBook Air Multi-Packs                    |  |  |

**ANY ADDITIONAL COSTS – Provide an attachment to this bid proposal form describing and indicating any additional costs.**