



# **POUDRE SCHOOL DISTRICT R-1**

## **INVITATION FOR BIDS**

### **STUDENT ENDPOINT DEVICES**

**IFB #21-680-004**

#### **BID SCHEDULE**

<b>IFB Posted to Bidnet</b>	<b>November 19, 2020</b>
<b>Supplier Questions Due</b>	<b>November 24, 2020, 2:00 p.m. MST</b>
<b>IFB Closing Date</b>	<b>December 3, 2020, 2:00 p.m. MST</b>

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**INVITATION FOR BIDS  
STUDENT ENDPOINT DEVICES  
IFB #21-680-004**

Poudre School District, the District, is requesting bids for Original Equipment Manufacturer (OEM) technology devices meeting specifications of this IFB. The District will accept responses directly from manufacturers who use a direct distribution channel to sell directly to the District. Value Added Resellers (VARs) or Partners the manufacturers choose to work with may also respond to this solicitation providing they meet all identified specifications and have local sales AND local support personnel, within the State of Colorado.

A copy of the bid and any associated addenda may be obtained from the Rocky Mountain E-Purchasing (“BidNet”) website: <http://www.RockyMountainBidSystem.com>.

Questions regarding this IFB must be in writing and directed to the District through the BidNet platform any time after the issuance of this IFB through and including **2:00 p.m. MST on November 24, 2020**. Questions received after the deadline date/time and/or not submitted electronically through the BidNet platform may not be addressed. Each question submitted, as well as the District’s response thereto, shall be provided in an addendum through BidNet.

***Note: Every question must be submitted individually. Multiple questions per entry will not be answered.***

The District will only accept and consider electronically submitted bids. Bids must be submitted and received in BidNet’s electronic solicitation portal by **2:00 p.m. MST on December 3, 2020**. At that time the submission portal will close, and no further submissions will be allowed, nor considered.

At no time during the solicitation process will communication regarding this IFB be permitted with any district employee other than the Procurement Agent named below until an award has been announced. Communication with a district employee other than the Procurement Agent named below may disqualify your bid from consideration.

District staff shall review the bids received in response to this IFB during the bid consideration period commencing on December 3, 2020. During the bid consideration period, the District may ask questions of and/or request additional information from Suppliers who have submitted bids.

**Sales Prohibited/Conflict of Interest:** No officer, employee, or member of the School Board, shall have a financial interest in the sale to the school district of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the District. Soliciting or accepting any gift, gratuity favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the District is prohibited.

Collusive or sham bids: Any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature on the bid assures that such bid is genuine and is not a collusive or sham bid.

The District reserves the right to reject any and all bids and to waive any irregularities or informalities.

Sincerely,

Kelly Wooden  
Senior Procurement Agent – [kwooden@psdschools.org](mailto:kwooden@psdschools.org)

**INVITATION FOR BIDS  
STUDENT ENDPOINT DEVICES  
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**BACKGROUND**

The District is a high-performing District, covering more than 1,800 square miles in northern Colorado with diverse school settings. The District's instructional program is centered around District Ends, under the Policy Governance model, developed to support a comprehensive curriculum.

While more than 70% of the District's families choose to send their children to their neighborhood school, the District does support school choice and offers a wide spectrum of educational programs to fit any child's needs. Program options include International Baccalaureate, Core Knowledge, Bilingual/Dual Language Immersion, Hybrid/Online, Expeditionary Learning, Science, Technology, Engineering and Math (STEM) along with extra-curriculars and athletics. The District has two LEED certified school buildings and over 30 Energy Star awards and supports operational sustainability in all areas of work.

Our Schools:

- 31 elementary schools
- 10 middle schools
- 4 comprehensive high schools
- 1 additional elementary school opening in Fall of 2021
- 2 additional combined middle/high schools opening in Fall of 2022
- 6 option (100% choice) schools
- 3 alternative high schools
- 5 charter schools
- 1 online school

The District is fully accredited by the Colorado Department of Education Accreditation and Accountability Unit and is subject to periodic monitoring to ensure continued compliance with accreditation standards.

## **1.0 GENERAL TERMS AND CONDITIONS**

- 1.1 This is a solicitation for an offer and is not an offer to contract for goods or services.
- 1.2 Supplier must provide all requested information. Failure to do so may result in rejection of the quote at the option of the District.
- 1.3 Quotes must meet or exceed specifications contained in this document.
- 1.4 The District is exempt from city, county, state and federal sales/excise taxes. Tax exempt certificates will be issued upon request.
- 1.5 Submission of a quote is deemed as acceptance of all terms, conditions and specifications contained in the District's solicitation package initially provided to the Supplier. Any proposed modification must be accepted in writing by the District prior to award of the solicitation.
- 1.6 Each Supplier (and its employees and representative) agrees to abide by all applicable federal, state and local codes, laws, rules and regulations.
- 1.7 Contact with District personnel regarding this solicitation, other than inquiries to the specific Procurement Agent identified in this document, may be grounds for elimination from the selection process.
- 1.8 Information and materials submitted in response to this solicitation may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -205.5. Information and materials that the Supplier believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which Supplier believes they are confidential. The District, not Supplier, shall determine whether information and materials so identified will be withheld as confidential, but will inform Supplier in advance of disclosure to give it an opportunity to take legal action to protect its interests vis-à-vis the party making the CORA request.
- 1.9 Bids shall contain a manual signature of an authorized representative in the space provided on the Bid Certification Form. Failure to properly sign the quote may invalidate same and it may not be considered for award.
- 1.10 The accuracy of the solicitation is the sole responsibility of the Supplier. No changes in the quote shall be allowed after the submission deadline, except when the Supplier can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake.

- 1.11 The successful Supplier is not permitted to transfer any interest in the project whether by assignment or otherwise, without prior written consent of the District's Strategic Sourcing Department.
- 1.12 Suppliers are required to submit the name, address, phone number, email address and contact person of at least three (3) K-12 Education resources (Colorado K-12 references are preferred) that have operated the proposed or similar product in an educational environment for a minimum of six (6) months.
- 1.13 Suppliers must note in the IFB response any intent to use subcontractors. The subcontractor's name, address, phone number and three client references, along with the type of work to be performed must be included. Use of subcontractors may be considered as a factor in the District's evaluation process. If the Supplier fails to notify the District of its intent to use subcontractors in the response submittal, the response may be considered a void offer. Subcontractors will be allowed only by written permission of the District. The Supplier agrees that it is fully responsible to the District for the acts or omissions of its subcontractors or any persons employed by them, in the same way as it is for the acts and omissions of persons directly employed by the Supplier. Nothing contained in the Contract or any subcontract shall create any contractual relation between any subcontractor and the District.
- 1.14 The District reserves the right to reject any and all bids or any part thereof, to waive any formalities, and further, to award the quote to the responsible Supplier as deemed in the best interest of the District.
- 1.15 There is no expressed or implied obligation for the District to reimburse responding suppliers for any expenses incurred in preparing bids in response to this request.
- 1.16 Bids submitted will be evaluated using pre-determined objective rating criteria. Those that are clearly non-responsive to the stated requirements may be eliminated prior to the evaluation.
- 1.17 The District reserves the right to negotiate further with one or more Supplier or to request additional information. The District may make such inquiries and conduct such investigations as it deems necessary to determine the qualifications and ability of the Supplier to provide the services called for under the IFB and/or represented in the Supplier's response. Suppliers shall timely provide information to the District in connection with such inquiries and investigations. A Supplier may be asked to give a presentation to the District regarding its quote.
- 1.18 Should the District determine, in its sole discretion, that only one Supplier is fully qualified or that one Supplier is clearly more highly qualified than the others under consideration, this solicitation may be awarded to that Supplier.

- 1.19 In the event the District has reasonable grounds to believe that any individual assigned to perform work under this solicitation has a criminal record, is a registered sex offender, is under the influence of alcohol or other substance, has exhibited violence or based upon other information the District deems reliable; the District may exclude such individual from any school building or grounds or impose reasonable conditions upon such individual's presence upon any school premises.
- 1.20 Suppliers shall have and maintain a set of protocols and guidelines to meet evolving health and safety requirements and implement COVID-19 protocols, which shall follow guidance and orders from state and/or local public health officials and shall be no less strict than the District's protocols.
  - 1.20.1 If the District is directed, or the District determines to limit or restrict access to any or all of its facilities or District location due to a public health or safety concern, the District may, at its discretion, temporarily delay or stop Suppliers services, with or without prior notice.
- 1.21 The initial agreement between the District and the Supplier is planned to commence January 2021 and continue in full force and effect through and including June 30, 2021, unless earlier terminated by the District as provided in Section 1.24 below.
- 1.22 For devices provided, and at the option of the District, the agreement may be extended beyond year one for up to one (1) additional one-year term.
  - 1.22.1 Extension of the agreement beyond the initial period is a District prerogative and not a right of the Supplier. The prerogative will be exercised only when such continuation is clearly in the best interest of the District. Changes in price and/or specifications of devices must be submitted to the District in writing for review and approval at least (45) days prior to the end of the term and agreed upon by both parties.
- 1.23 Notwithstanding any other term or provision of this solicitation, the District's obligations hereunder are expressly subject to its budgeting and appropriation of sufficient funds for each fiscal year (July 1 - June 30) an agreement is in effect. In no event shall the District's obligations in an agreement constitute a multiple-fiscal year direct or indirect debt or other financial obligation under Article X, Section 20(4)(b) of the Colorado Constitution.
- 1.24 Notwithstanding the planned term of an agreement and/or any extensions thereof as provided in Section 1.21 above, the District may terminate an agreement at any time in its sole discretion for any reason, with or without cause, upon written notice served on the Supplier no less than thirty (30) days prior to the date of termination. In the event of such early termination by the District, the Supplier shall be paid up to the date of termination for services performed under and in accordance with this agreement.



## 1.25 Independent Supplier

- 1.25.1 The Supplier shall provide the services as an independent Supplier of the District. As such, the Supplier shall have the right to determine how and by whom the services will be provided, subject to and consistent with the terms and conditions of this solicitation.
- 1.25.2 The Supplier shall be exclusively responsible for: (a) all compensation, employment tax withholdings and payments, and all fringe benefits for its employees in full compliance with all applicable federal, state and local laws; (b) all insurance coverages and benefits for its employees in full compliance with all applicable federal, state and local laws, including but not limited to pension or retirement benefits, workers' compensation, unemployment compensation, and Social Security benefits; and (c) all payments to its Suppliers and subcontractors for goods and/or services directly or indirectly related to this solicitation.
- 1.25.3 Nothing in this solicitation or as a result of this solicitation shall be construed as creating a single enterprise, partnership, joint venture or employer-employee relationship between a future Supplier and the District. The future Supplier will not be considered a partner, agent or representative of the District and will not represent itself to be a partner, agent or representative of the District. The District is not a partner, agent or representative of any future Supplier and shall not represent itself to be a partner, agent or representative of the Supplier.

## 1.26 Certification Regarding Illegal Aliens

- 1.26.1 The Supplier certifies, represents, warrants and agrees that it will not knowingly employ or contract with an illegal alien to provide services under this agreement and will not enter into a contract with a subcontractor that fails to certify to the Supplier that the subcontractor will not knowingly employ or contract with an illegal alien to provide services under this agreement. The Supplier also certifies, represents, warrants and agrees that it will confirm the employment eligibility of all its employees who are newly hired for employment to provide services under this agreement through the Supplier's participation in either: (a) the E-Verify Program created under federal law and jointly administered by the Department of Homeland Security and the Social Security Administration; or (b) the Colorado Department of Labor and Employment Program ("Department Program") established pursuant to C.R.S. § 8-17.5-102(5)(c).
- 1.26.2 The Supplier shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this agreement is being performed. If the Supplier obtains actual knowledge that a subcontractor providing services under this agreement knowingly employs or contracts with an illegal alien, the Supplier shall notify the subcontractor and the District within three (3) days that the Supplier has

such actual knowledge and terminate the subcontract within three (3) days of providing the notice if the subcontractor has not stopped employing or contracting with the illegal alien. The Supplier shall comply with any reasonable request made by the Department of Labor and Employment in the course of an investigation undertaken pursuant to the authority of C.R.S. § 8-17.5-102(5). If the Supplier participates in the Department Program, it shall: (a) notify the District and the Department of Labor and Employment of such participation as required by law; and (b) within twenty (20) days after hiring an employee to provide services under this agreement, provide to the District a written notarized copy of an affirmation that it has examined the legal work status of such employee, retained file copies of the documents required by 8 U.S.C. § 1324a, and not altered or falsified the identification documents for such employee.

### 1.27 Qualifications of Supplier

- 1.27.1 The District may make such reasonable investigations as deemed proper and necessary to determine the ability of the Supplier to perform the work and the Supplier shall furnish to the District all such information and data for this purpose as may be requested.
- 1.27.2 The District further reserves the right to reject any quote if the evidence submitted by, or investigations of, such Supplier fails to satisfy the District that such Supplier is properly qualified to carry out the obligations of the agreement and to complete the work/furnish the item(s) contemplated therein.

### 1.28 Miscellaneous

- 1.28.1 **Governing Law.** An agreement resulting from this solicitation shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for any and all legal action regarding or arising out of transactions covered herein shall be solely in the District Court in and for Larimer County, State of Colorado.
- 1.28.2 **Equal Opportunity.** The successful firm will agree not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical handicap.
- 1.28.3 **Appeal of Award.** The Supplier may appeal the award by submitting, in writing, a request for re-consideration to the District's Strategic Sourcing Department within seventy-two (72) hours after the receipt of the notice of award.
- 1.28.4 In the event the awarded Supplier defaults on its agreement or the agreement is terminated for cause due to performance, the District reserves the right to re-procure the Services from the next lowest Supplier or from other sources during the remaining term of the terminated/defaulted agreement. Under this

arrangement, the District shall charge the awarded Supplier any differences between its price and the price to be paid to the next lowest Supplier, as well as, any costs associated with the re-solicitation effort which resulted from such default or termination.

1.28.5 This solicitation does not commit the District to award an agreement or to pay any costs incurred in the preparation of a quote or to procure an agreement for the services. The District reserves the right to accept or reject any or all quotes received as a result of this request or to cancel in part or in its entirety this solicitation if it is deemed to be in the best interest of the District. The District reserves the right to accept any portion of the quote or the entire quote as deemed in the best interest of the District.

1.28.6 For the purposes of solicitation evaluation, Supplier must indicate any variances to the specifications and terms and conditions, no matter how slight. If variations are not stated in the Supplier’s response, it shall be construed that the quote fully complies with the specifications and terms and conditions. Notwithstanding the above, it is hereby agreed and understood that the District reserves the right to reject these variations if they individually, or as a whole, do not meet the standards established in the specifications.

**2.0 PROJECT SCOPE AND SPECIFICATIONS**

2.1 The District intends to award this solicitation on a line by line basis for the purchase of Chrome OS touch laptop devices and Windows touch and non-touch laptop devices, meeting or exceeding the minimum specifications identified below. Suppliers may bid one, multiple or all items.

	<b>Est. Qty</b>	<b>Item Description</b>	<b>Processor</b>	<b>RAM</b>	<b>SSD Size</b>	<b>Features</b>	<b>Warranty</b>
2.1.1	0-250	ChromeOS 11” 2-in-2 Touch Laptop	Intel Pentium or Comparable	4 GB	64 GB	2x2 Wireless Card, World Facing Camera, 2 USB 3.0, HDMI Out, Webcam, 3.5mm combo, speakers, Bluetooth	Minimum 47 months with Accidental Damage Protection via OEM coverage
2.1.2	0-1	ChromeOS 13” Touch Laptop	Intel Pentium or Comparable	4GB	64 GB	2x2 Wireless Card, 2 USB 3.0, HDMI Out, Webcam, 3.5mm combo, speakers, Bluetooth	Minimum 47 months with Accidental Damage Protection via OEM coverage

2.1.3	0-3,000	Windows 11” 2-in-1 Touch Laptop (Default Device)	Intel Pentium or Comparable	8 GB	128 GB	2x2 Wireless Card, World Facing Camera, 2 USB 3.0, HDMI Out, Webcam, 3.5mm combo, speakers, Bluetooth	Minimum 47 months with Accidental Damage Protection via OEM coverage
2.1.4	0-1,000	Windows 13” NON-Touch Laptop	Intel i3 or Comparable	8 GB	128 GB	2x2 Wireless Card, 2 USB 3.0, HDMI Out, Webcam, 3.5mm combo, speakers, Bluetooth	Minimum 47 months with Accidental Damage Protection via OEM coverage
2.1.5	0-1	Windows 13” 2-in-1 Touch Laptop	Intel i5 or Comparable	16 GB	128 GB	2x2 Wireless Card, World Facing Camera, 2 USB 3.0, HDMI Out, Webcam, 3.5mm combo, speakers, Bluetooth	Minimum 47 months with Accidental Damage Protection via OEM coverage
2.1.6	0-1	Windows 13” 2-in-1 Touch Laptop Admin	Intel i7 or Comparable	16 GB	256 GB	2x2 Wireless Card, World Facing Camera, 2 USB 3.0, HDMI Out, Webcam, 3.5mm combo, speakers, Bluetooth	Minimum 47 months with Accidental Damage Protection via OEM coverage
2.1.7	0-1	Windows 13” Touch Laptop	Intel i3 or Comparable	8 GB	128 GB	2x2 Wireless Card, 2 USB 3.0, HDMI Out, Webcam, 3.5mm combo, speakers, Bluetooth	Minimum 47 months with Accidental Damage Protection via OEM coverage
2.1.8		Wireless keyboard and mouse combo					

2.2 Suppliers shall submit with their bid response, at minimum the following information for the item(s) they choose to bid:

2.2.1 Brand and model for each device

2.2.2 Supplier part number for each device

- 2.2.3 Technical details of the device/build sheet
- 2.2.4 Tiered unit pricing for each device
- 2.2.5 Current lead time for each device
- 2.2.6 Warranty and ADP information for each device
- 2.2.7 Pricing for additional device power adapter
- 2.2.8 Pricing for wireless keyboard and mouse combo
- 2.3 All pricing shall include shipping, handling, freight charges, and inside delivery.
- 2.4 Manufacturers shall either use the “direct distribution channel” to sell directly to the District or distribute its products through VARs. Any VAR or Partner that the manufacturer chooses to work with MUST have local sales and local support personnel, within the State of Colorado.
- 2.5 Quantities listed are the District’s best estimate and do not obligate the District to order or accept more than its actual requirements as determined by actual needs and availability of appropriated funds. The District reserves the right to adjust the quantities ordered in conjunction with this IFB.
- 2.6 All equipment covered by this solicitation must meet both current and proposed future technical specifications for Statewide online assessments. Details are available from Colorado Department of Education (CDE) assessments website at:  
  
<http://www.cde.state.co.us/assessment/newassess-dtc>
- 2.7 Product changes must be submitted to and approved by the District’s Information Technology Department in writing prior to implementing any changes.
- 2.8 Delivery
  - 2.8.1 With Board of Education approval, the District anticipates issuing a purchase order resulting from this IFB for desired devices no later than January 31, 2021.
  - 2.8.2 Devices ordered by January 31, 2021 must be delivered no later than June 30, 2021. All deliveries shall be delivered to the District’s Information Technology Center located at: 2413 LaPorte Ave., Fort Collins, CO 80521, unless otherwise indicated on the purchase order.
    - 2.8.2.1 The District reserves the right to negotiate compensation for missed delivery dates.

- 2.8.3 For all deliveries, forty-eight (48) hour advanced delivery notification prior to delivery must be given to designated District point of contact. Notification must include day(s) of delivery as well as delivery window and approximate time to offload the delivery.
- 2.8.3.1 Deliveries shall be made Monday through Friday, 7:30am – 3:30 pm (MST) excluding holidays. Deliveries made outside of this window will not be accepted. Any costs associated with deliveries that are not accepted will be the sole responsibility of the Supplier.
- 2.8.4 Devices ordered in January 2021 and delivered prior to June 1, 2021 shall not have a warranty date start before June 1, 2021 and upon acceptance of the devices by the District. Devices ordered in January 2021 and delivered on or after June 1, 2021 shall have a warranty date starting upon acceptance of the devices by the District. Devices ordered after January 2021 shall have a warranty date starting upon acceptance of devices by the District.
- 2.8.5 Pricing and deliveries are to be FOB destination freight prepaid and shall require inside delivery unless otherwise specified in this solicitation. Title and risk of loss shall pass to the District upon inspection and written acceptance. Accordingly, the total unit cost of each item bid, shall include all handling, shipping and freight charges.
- 2.8.5.1 Forklift and/or other equipment needed to offload orders and deliver inside must be provided by the transport company. District equipment and/or staff may not be used to offload trucks.
- 2.8.6 If the Supplier experiences a back order of items from its Distributor or Manufacturer, the Supplier shall ensure that such back orders are filled within a reasonable period of time. The Supplier shall not invoice the District for back ordered items until items are delivered and accepted by an authorized District representative. The District shall determine what constitutes a reasonable period of time and may verbally cancel back orders, seek the items from another Supplier, and charge the original Supplier for any re-procurement costs.
- 2.8.7 The District shall not incur demurrage charges from the awarded Supplier(s) who may choose to store product in an interim basis until delivery can take place. Any rental, storage, or demurrage charges are the responsibility of the awarded Supplier(s).
- 2.8.8 Supplier shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this solicitation. The packing slip shall be attached to the shipping carton(s) which contain the items and shall be made available to the District's authorized representative during delivery.

2.8.8.1 The packing slip or delivery ticket shall include at a minimum, the following information: purchase order number, date of order, total number of boxes contained in the order (for ex. Box 5 of 10), a complete listing of items being delivered and corresponding quantities, back-ordered quantities and estimated delivery date of the back-orders, if applicable and allowed. Packing slips, including the order number, must be attached on the sides of the boxes contained on pallets so they are easily accessible and are not hidden when boxes and/or pallets are stacked.

## 2.9 Warranty

- 2.9.1 Notwithstanding prior to acceptance of deliverables by the District, the Supplier shall expressly warrant all delivered devices, programs and documentation as properly functioning at the start of operations and compliant with the terms of this solicitation thereafter.
- 2.9.2 The warranty period will begin at the time the technology devices have been formally accepted in writing by the District. During the warranty period, the Supplier shall be responsible to correct, at its expense, any problems, defects and/or deficiencies reported which do not meet the specifications set forth in this solicitation.
- 2.9.3 The District requires a standard warranty period that is no less than forty-seven months (47) from the date of District acceptance. Limitation for any items not fully covered by warranty shall be explicitly noted (e.g. batteries) in Supplier bid response.
- 2.9.4 The Supplier will correct all defects and/or deficiencies associated with this contract and replace incorrect or defective equipment, programs and/or documentation within five (5) business days of notification from the District in writing to the Supplier of such defects and/or deficiencies within such period, as may be necessary to make correction(s) using all due diligence and dispatch as mutually agreed upon between the District and the Supplier. Defects and/or deficiencies properly noted in writing to the Supplier before expiration of the warranty period will be fully covered regardless of such expiration. The Supplier shall be responsible for filing, processing and collecting all damage claims against the shipper when applicable.
- 2.9.5 Supplier shall include device pricing inclusive of warranty plus four (4) year ADP in Section 4, Bid Form. ADP warranties must offer a minimum of one (1) Accidental Damage Claim per year.
- 2.9.6 The District is a self-service repair facility and utilizes a variety of warranty and repair options including self-maintainer, onsite next business day (NBD) technician/parts dispatch, return to depot (RTD), and ADP. The District desires to simplify and expedite repairs for highly efficient and effective



service to students and staff. It is the intent of the District to act as a self-maintainer for warranty claims and a self-maintainer program is a required component of warranty coverage.

2.9.7 The awarded Supplier(s) must allow the District to complete warranty repairs. The District requires certification as a self-service repair facility (or authorized service provider) for devices in and out of warranty.

## 2.10 Invoicing

2.10.1 The awarded Supplier(s) shall submit an invoice(s) to the District's accounts payable department for completed deliveries for orders placed on purchase orders. The invoice shall reference the appropriate purchase order number, the delivery address and the corresponding delivery ticket or packing slip for the items delivered. The date of the invoice shall not exceed thirty (30) calendar days from the date of delivery of the items. Under no circumstances shall the invoice be submitted to the District in advance of the delivery and written acceptance of the items.

2.10.2 Invoices received from the awarded Supplier(s) will be reviewed and approved by the District's representative, indicating that products have been received in conformity with the Agreement and then will be sent to the Finance Department for payment. Invoices will generally be paid within thirty (30) days following the District representative's approval.

2.10.3 All invoices must be submitted within 45 days of fiscal year end June 30 and may not include items received by the District outside of the fiscal year July 1 – June 30.

2.10.4 The awarded Supplier(s) shall submit invoice(s) and receipt(s) to the end user for completed deliveries for all orders placed using Purchasing Cards (P-cards).

## 3.0 **EVALUATION AND AWARD**

3.1 Award of this solicitation shall be made on a line by line basis to the lowest responsive, responsible Supplier(s) meeting the specifications and deemed to be in the best interest of the District. Final evaluation may be based on, but not limited to the following: price, delivery time, warranty, adherence to specifications, previous experience with similar projects.

3.1.1 Those bids that are clearly non-responsive to the stated requirements may be eliminated prior to evaluation.



- 3.2 A submission of a bid in response to this IFB is an offer to contract with the District based upon the terms, conditions, project scope and specifications contained in this IFB.
- 3.3 All changes in bid documents shall be through written addenda and shall be posted to BidNet.
  - 3.3.1 Amendments or clarifications to the submitted bids not requested by the District will not be accepted, nor considered in awarding the solicitation.
- 3.4 Once the evaluation of the bids received is complete and an award is issued to the recommended Supplier(s), the District will issue a purchase order(s) for the selected items and quantities.

**4.0 BID FORM**

**STUDENT ENDPOINT DEVICES  
IFB #21-680-004**

- 4.1 The District reserves the right to reject any or all bids or any parts thereof. In compliance with the IFB, the Supplier hereby proposes and agrees to provide the devices meeting or exceeding the specifications identified in section 2.0.
- 4.2 Final purchase quantities will not be determined until January 2021, as a result, tiered pricing for the various devices is being requested. The District anticipates ordering up to 5,000 devices total.
- 4.3 The District anticipates additional devices will be ordered beyond the initial January 2021 order. Additional devices ordered shall be provided to the District at the same fixed pricing for the tier level of the District’s initial January 2021 order.
- 4.4 Suppliers shall complete the table below and submit with their bid response. Technical details/build sheet pages shall be submitted with bid form(s).
- 4.5 The District is interested in exploring options and pricing of devices with various processors. Suppliers may but are not required to submit up to two (2) total bid forms, identifying devices and pricing for two (2) different processor options.

	Item Description	Model #	Processor	RAM	Quantity	Tiered Unit Pricing
2.1.1	ChromeOS 11" 2-in-1 Touch Laptop				0-1,000	\$ /each
					1,001-3,000	\$ /each
	Additional power adapter for above device				0-100	\$ /each
	Item Description	Model #	Processor	RAM	Quantity	Unit Pricing
2.1.2	ChromeOS 13" Touch Laptop				1	\$ /each
	Additional power adapter for above device				1	\$ /each
	Item Description	Model #	Processor	RAM	Quantity	Tiered Unit Pricing
2.1.3	Windows 11" 2-in-1 Touch Laptop (Default Device)				0-1,000	\$ /each
					1,001-3,000	\$ /each
					3,001-5,000	\$ /each
	Additional power adapter for above device				0-100	\$ /each

	Item Description	Model #	Processor	RAM	Quantity	Tiered Unit Pricing
2.1.4	Windows 13" NON-Touch Laptop				0-1,000	\$ /each
					1,001-3,000	\$ /each
	Additional power adapter for above device				0-100	\$ /each
	Item Description	Model #	Processor	RAM	Quantity	Unit Pricing
2.1.5	Windows 13" 2-in-1 Touch Laptop				1	\$ /each
	Additional power adapter for above device				1	\$ /each
	Item Description	Model #	Processor	RAM	Quantity	Unit Pricing
2.1.6	Windows 13" 2-in-1 Touch Laptop Admin				1	\$ /each
	Additional power adapter for above device				1	\$ /each
	Item Description	Model #	Processor	RAM	Quantity	Unit Pricing
2.1.7	Windows 13" Touch Laptop				1	\$ /each
	Additional power adapter for above device				1	\$ /each
	Item Description	Brand	Model #	Warranty	Quantity	Unit Pricing
2.1.8	Wireless keyboard and mouse combo				1	\$ /each

Company name: \_\_\_\_\_

Company representative's signature: \_\_\_\_\_

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

5.0 **BID CERTIFICATION FORM**

**STUDENT ENDPOINT DEVICES  
IFB #21-680-004**

**Bids must be submitted and received in BidNet’s electronic solicitation portal on or before 2:00 p.m. MST on December 3, 2020.**

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the company issuing this bid and that all information provided in the bid is true and accurate.
- He/she has read the conditions and technical specifications, which were made available to the company in conjunction with this IFB, and fully understands and accepts these terms unless specific variations have been expressly listed in the bid.
- The Supplier will adhere to all terms and conditions and provide, at a minimum, all services as expressed in the IFB and/or the company’s bid responding to the IFB.
- The Supplier meets or exceeds all of the required criteria as specified by this IFB, or if not, has submitted a Justification for Consideration addressing any failure to meet the criteria.
- The Supplier’s bid is being offered independently of any other Supplier and in full compliance with the terms specified in this IFB.
- The Supplier will accept any awards made to it, as a result of this IFB for a minimum of ninety (90) calendar days following the date and time of the IFB closing.

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

Signature of Agent \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

e-Mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

(If different from Agent – include e-mail address and phone number)

**NOTE: Bids submitted without the signature of an authorized agent of the company may be considered non-responsive and ineligible for the award.**

6.0 **REFERENCE FORM**

**STUDENT ENDPOINT DEVICES  
IFB 21-680-004**

**References are mandatory** – List three (3), non-Poudre School District, K-12 education references, Colorado K-12 references are preferred, for which you have provided devices with similar specifications. The District may contact these references during the evaluation process.

6.1 Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_  
Describe type of work/service performed or items supplied \_\_\_\_\_  
\_\_\_\_\_

6.2 Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_  
Describe type of work/service performed or items supplied \_\_\_\_\_  
\_\_\_\_\_

6.3 Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_  
Describe type of work/service performed or items supplied \_\_\_\_\_  
\_\_\_\_\_