



DEPARTMENT OF TECHNOLOGY

7703 NW BARRY ROAD

KANSAS CITY, MO 64153

Phone: 816-359-6858 Email: RFP_Tech@parkhill.k12.mo.us

REQUEST FOR BID NUMBER: TE1093

The Park Hill School District, Department of Technology, will accept separate sealed bids from qualified persons or firms interested in providing the following:

LAPTOP SLEEVES IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS

BIDS MUST BE RECEIVED AND WILL BE OPENED AT

10:00 AM, CST ON MAY 29, 2019

PLEASE MARK YOUR ENVELOPE "SEALED BID TE1093" AND RETURN 2 COPIES & 1 USB FLASH DRIVE TO:

Park Hill School District, Department of Technology
7703 NW Barry Road
Kansas City, MO 64153

It is the responsibility of interested firms to check the District's website at:

http://www.parkhill.k12.mo.us/district_information/requests_for_proposal_and_bids,

for any addendums prior to the opening date and time of this Bid. All addendums must be signed and included with the submitted response.



BID NUMBER:	TE1093
QUESTIONS DUE:	May 23, 2019 12:00 PM
RESPONSE DUE:	May 29, 2019 10:00 AM

SIGNATURE PAGE

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bid is entered; (4) they have read the complete Request for Bid and understand all provisions; (5) if accepted by Park Hill School District, this Bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted Bid will be bidder responsibility.

Name of Bidder: _____

Primary Contact: _____

Email Address: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Fax:** _____

Signature: _____



I. SCOPE

The Park Hill School District is soliciting bids from qualified persons or firms to provide Laptop Bags for the District.

II. INSTRUCTIONS TO BIDDERS

- A. All questions shall be submitted to RFP_Tech@parkhill.k12.mo.us and will be addressed by the District. If there is significant information deemed necessary to be communicated to all potential bidders an addendum(s) may be issued and posted on the District's website. All addendums(s) must be signed and included with the submitted bid.
- B. It is the responsibility of each bidder before submitting a bid to examine the bidding documents thoroughly and request an interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Requests for clarification must be received no later than 12:00 PM May 23, 2019.
- C. The District reserves the right to award this contract in its entirety or to split the contract between bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
- D. Bids submitted on separate forms are not acceptable unless specified in the bid document. Failure to complete bid forms to the satisfaction of the Department of Technology may result in the rejection of your bid.
- E. Acceptance of this bid or any part thereof, in writing, within one hundred twenty (120) days after the closing date by the Department of Technology shall constitute a legal and binding agreement; wherein, the supplier shall furnish the supplies or material in accordance with the specifications and bid offer on the written order of the Superintendent.
- F. The bidder shall provide all transportation, labor, materials, and equipment to perform the work. Prices shall include F.O.B. destination and inside delivery. In the event of errors in extension of total price(s), the unit price(s) shall prevail.
- G. Bids may be modified, cancelled or withdrawn prior to the above referred time and date only upon written notice actually received by the District before referenced time and date. Bids may not be withdrawn for a 60-day period following the time and date for the receipt of bids.
- H. Bids will be made on the enclosed form. Bidders are requested to comply in all respects with the bidding documents and the instructions to Bidders.
- I. Bidders are reminded that the District is exempt from manufacturers excise taxes, floor or sales taxes. Tax exemption certificates will be issued upon request.

III. RESPONDENT QUALIFICATIONS

- A. Firm shall warrant that the products are newly built (NO GRAY MARKET OR REFURBISHED).
- B. Firm shall purchase equipment directly from manufacturer or through manufacturer authorized channel only, in accordance with all applicable laws and current manufacturer's applicable policies at the time of purchase.
- C. Firm shall provide where source equipment was purchased from, which will be verified by the manufacturer account manager.
- D. Firm shall have the capacity and willingness to field calls/emails from Park Hill School District if a problem occurs.



- E. The firm will be willing to field follow up questions from Park Hill School District once the project is completed.
- F. The firm will provide full, detailed documentation of all aspects of the project.

IV. TERMS & CONDITIONS

In submitting a response to this Request for Bid vendors hereby understand the following:

- A. Park Hill School District reserves the right to reject any and/or all bids and responses to these and/or related documents, to accept any item(s) in the bids, to waive any irregularity in the bids, and further if determined to be non-responsive in any form, or if determined to be in the best interest of Park Hill School District.
- B. Park Hill School District interprets the term "Lowest Responsible and Best Bidder" as requiring Park Hill School District to: (a) choose between the kinds of materials, goods, wares, or services subject to the bid, and (b) determine which bid is most suitable for its intended use or purpose. Park Hill School District can consider, among other factors, such things as references, past performance, the availability of service(s), part(s) material(s) and/or supply(s), warranty, maintenance, freight costs, performance of product and labor cost of items upon which bids are received. Bid responses will be rejected if all bid specifications are not met.
- C. That Bidder, if an individual, is of lawful age and competent to enter into and perform the Work contemplated and, if a corporation, is duly incorporated and authorized to do business in this state.
- D. That this Bid is made without any understanding or agreement with any other person, firm or corporation making a Bid for the same purpose. That this Bid is made without any understanding or agreement with any other person, firm or corporation that such person, firm or corporation refrain from bidding and this Bid is in all respects fair and without collusion or fraud.
- E. That no member of the Board of Education of this District, nor any officer, employee or person whose salary is paid by said District, in whole or in part, is directly or indirectly interested in this Bid or any labor or material to be supplied under any Contract or any portion of the profits.
- F. That the prices stated herein are net, exclusive of all federal, state and municipal sales and excise taxes.
- G. Alternate bids (two or more bids submitted) will be considered for an award. Park Hill School District reserves the right to make the final determination of actual equivalency or suitability of such bids with respect to requirements outlined herein. The bids submitted, and any further information acquired through interviews, will become and is to be considered a part of the final completed contract. If there is any variance or conflict, the bid specifications will control.
- H. Bidders MUST mail completed copies of this entire document to the Park Hill School District Technology Department, 7703 NW Barry Road, Kansas City, MO 64153 on or before the date and time specified. Bids received after that time will not be accepted nor considered.
- I. It is the responsibility of each bidder, before submitting a bid, to examine the documents thoroughly, and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, omissions in the bidding documents. Requests for clarification must be sent to: RFP_Tech@parkhill.k12.mo.us and received no later than May 23, 2019 at 12:00 PM. The email must contain this bid number, name, date and numbered questions. Park Hill School District will not answer questions transmitted through facsimile or methods other than set forth in this paragraph. All questions will be answered in an addendum, after question due date. Park Hill School District is not responsible for questions not received on or before the due date, including emails lost due to spam filters or technical issues.
- J. Bids submitted may not be withdrawn for a period of 14 days immediately following the opening of this Request for Bid.
- K. All requested information must be supplied. If bidders cannot respond to any part of this request, bidders should state the reason they cannot respond and note an exception. Bidders may provide supplemental information to assist Park Hill School District in analyzing its bid.
- L. If the bidder refuses or fails to make deliveries of the materials within the times specified on the face of the Request for Bid or purchase order, Park Hill School District may, by written notice, terminate the contract or purchase order.



- M. The bidder will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens.
- N. The successful bidder will hold and save Park Hill School District, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Park Hill School District. Vendors working on Park Hill School District property or on behalf of Park Hill School District will be required to carry minimum insurance listed in bid document.
- O. All items furnished, if applicable, must be the best of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to Park Hill School District inspection and approval at any time within 30 days after delivery. If a substitution is made, it will be the decision of a Park Hill School District representative to determine if it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
- P. All bids shall be valid and constitute an irrevocable offer to contract on the terms and conditions contained in this Request for Bid for sixty (60) months after opening. Contracts entered into based on submitted bids are revocable if contrary to law.
- Q. All project participants, consultants, engineers, contractors and subcontractors, must comply with all applicable Federal, State and Local laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Accessibility Guidelines (ADAAG).
- R. The bidder responding to this bid solicitation proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Bid, Addenda, Contract, Bonds, Insurance, Plans, Specifications, any Instructions, Mandatory Requirements and Conditions.
- S. Unless specified elsewhere in the document, all prices quoted must be F.O.B. specified destination and will include all delivery, handling, and any other charges related to delivery including surcharges.
- T. The bidder hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Bid, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid documents. The bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
- U. It will be understood that any bid and any and/or all referencing information submitted in response to this Request for Bid will become the property of Park Hill School District, and will not be returned. As an educational entity, Park Hill School District is subject to making records available for disclosure after Board of Education approval of the recommendation.
- V. Park Hill School District will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Bid including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Park Hill School District and/or its representatives. Further, Park Hill School District will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of Education has formally accepted a recommendation.
- W. By submission of a response, the bidder agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of bidder's services, or (2) benefit from an award resulting in a "Conflict of Interest". A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, or committee sanctioned by and/or governed by the Park Hill School District Board of Education. Bidders will identify any interests, and the individuals involved, on separate paper with the response and will understand that Park Hill School District may reject their bid/quotation. The bidder certifies that this bid is submitted without collusion, fraud or misrepresentation as to other bidders, so that all bids for the project will result from free, open and competitive bidding among all vendors.
- X. Park Hill School District will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Missouri and any local resolutions specifically applicable to the purchase.



- Y. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Missouri. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
- Z. Park Hill School District requests a just in time order process to alleviate storage issues and to ensure factory warranty stays engaged until products are installed.
- AA. All associated costs required to complete project as specified should be included in your final bid.
- BB. Empty fields in a Respondent's pricing sheet(s) will be assumed to indicate that there is no bid on that particular item.
- CC. Park Hill School District reserves the right to request a written extension of their bid price through a specific date.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]



V. COST SHEET

The District intends to purchase laptop sleeves that meet specifications below, although the final purchase number may change at the District's discretion. The District has identified a brand name specific model for this proposal as outlined below. The order for the laptop sleeves will be publicly recommended to the Park Hill Board of Education on June 6, 2019 and the order will officially be placed on June 21, 2019. All deliverables must be received by August 1, 2019.

SECTION ONE - ITEM DESCRIPTION				SECTION TWO – OFFEROR’S BID	
Description	Mfg. P/N	Est. Qty.	Unit	Unit Price	Extended Price
Laptop Sleeves with Strap - 11" accommodates 12.25" x 8.75" x 1.25" laptop/ iPad Pro 12.9" <ul style="list-style-type: none"> • Incredibly thin and compact • Surface and Perimeter protection • Handgrip for comfortable side carrying • ID window for quick identification • Optional Shoulder Strap (sold separately) 	FJS011GRY - Flak Jacket Slim 11" Grey	6,865	EACH		
				TOTAL	