



District Administration
Office
1002 South 3rd Avenue
Marshalltown, Iowa 50158
Phone 641.754.100
Fax 641.754.1003
www.marshalltown.k12.ia.us

**MARSHALLTOWN COMMUNITY SCHOOL DISTRICT
Request for Proposal
Chromebook Cases**

Proposals are due at 2:00 p.m. CST on July 2, 2018. Documentation for all options must be included with the proposal in order for the proposal to be considered.

Please email your quotation to the below email address. DO NOT SEND YOUR QUOTE DIRECTLY TO A DISTRICT EMPLOYEE'S EMAIL.

sealedbid@marshalltown.k12.ia.us

All proposals should contain the subject line “MCSD - 2018-2019 Chromebook Cases bid.” Late proposals will not be accepted. Faxed proposals will not be accepted.

Contingent award of Proposal for CHROMEBOOK CASES be made by the Superintendent of the MARSHALLTOWN COMMUNITY SCHOOL DISTRICT.

Questions regarding the proposal process should be directed to the Director of Technology. Value added resellers must base their proposal on the specifications listed and may explain pricing in their proposal document.

Contact Information:

Josh Wesley – Director of Technology
MARSHALLTOWN COMMUNITY SCHOOL DISTRICT – Central Office
1002 South 3rd Avenue
Marshalltown, Iowa 50158
jwesley@marshalltown.k12.ia.us
(641)754-1000 Ext. 1396

District Profile:

MARSHALLTOWN COMMUNITY SCHOOL DISTRICT (MCSD), includes six elementary buildings, one intermediate building, one middle school building, one high school building, one transportation building, one support services/central administration office building. Regular business hours at all locations are considered to be 7:30 a.m. to 4:30 p.m., Monday through Friday, exclusive of holidays



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observed by the district. There are 5,371 students being served in our District. The District employs approximately 600 regular employees with 379 teachers, 25 administrators, and 200 support personnel. The current total number of nodes on the network is approximately 4,000 with several thousand additional wireless enabled devices expected over the next few years to support a District Issued Device deployment model.

- MCSD is a tax-exempt entity, therefore the project shall be exempt from Iowa State Sales Tax pursuant to Iowa Code Sections 423.3 (3) and 423.3 (80). The owner will provide additional documentation to the successful bidder subsequent to proposal award.
- MCSD reserves the right to accept or reject all or any parts of any proposal, waive minor technicalities and award the proposal that appears to best serve the interest of the District. Please note any irregularities in your proposal.

Intent/Purpose:

This Request For Proposal has been prepared by MCSD, which is seeking proposals for 430 brand new cases that are form fitting for the Lenovo 100e branded Chromebooks. Proposals should include all fees including, but shipping, licensing, etc

Bid Requirements

- Competitive pricing.
- Cases should provide adequate protection from a 4 foot drop.
- Cases should provide adequate protection for the corners of the unit
- Cases should be durable and not primarily plastic.
- Line item should be included for the cost to personalize the case.
- **EVALUATION UNITS OF PROPOSED PRODUCTS SHOULD BE INCLUDED WITH THE BID.** If the evaluation units are to be returned, bidder must provide postage and shipping materials to accommodate the return.
- All costs must be listed and priced as detailed individual line items.
- Clearly defined documentation of warranty on parts and services provided.
- Tracking information for all shipped hardware must be provided to the Director of Technology immediately upon shipment with a District delivery guaranteed on July 3rd, 2017. Shipments may not arrive prior to this date. Any shipping delays or irregularities should be outlined in the proposal.

Vendor Requirements



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- Vendors may be asked to provide references related to product installation, financial stability, support services and/or understanding of educational computing needs.
- Vendors may provide references to other K12 institutions where their proposed products have been deployed

Selection Criteria

1. Alternatives, variations and exceptions must be clearly stated.
2. The district reserves the right to consider proposals based on their relative merit, risk and value to our school district.
3. The district reserves right to negotiate with any vendor. The successful vendors may be asked to participate in negotiations and be asked to make revisions to their proposals based on these negotiations.
4. The district reserves the right to cancel in part or in full, this RFP if it is in the best interest of our students.
5. This RFP does not commit us to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
6. Where the quantity purchased affects the price per unit, the vendor is to indicate the price break points in relation to the number of units.
7. The vendor's proposal will indicate the product's availability and a delivery timetable.
8. All bids must be itemized and include the per unit and total extended cost of items. Any and all delivery, shipping, and insurance charges must also be listed.
9. In submitting a bid, each vendor represents that they have read and understand these requirements.

Quantities

Item	Description	Quantity
Lenovo 100e	New form fitting case for Lenovo 100e Chromebooks	430