

To: Prospective Bidders

From: Craig Shannon, Deputy Superintendent

Re: Bid #653 One-to-One Computers

Notice is hereby given that the Board of Trustees of the Columbus Municipal School District is accepting sealed bids for Bid #653 One-to-One Computers. Please find enclosed documentation of bid specifications. Bids must be indicated on provided bid sheets or on your firm's letterhead. Please place in the lower left-hand corner of the sealed envelope, **Bid #653 – One-to-One Computers**

The Board reserves all rights to reject any or all bids due to any informality.

Bids will be received until 10:00, Tuesday, May 30, 2017, at which time bids will be opened at Brandon Central Service Center.

Submit bids to:
Beth Tippett
Columbus Municipal School District
P.O. Box 1308
Columbus, MS 39703-1308

Firm

Title

Address

Phone Number

Bid Price

RFP ID: One-to-One Computers

Columbus Municipal School District is seeking bids for laptop for students in the Freshman Academy program. Items include:

1. Laptop Computers

300 MacBook Air 13-inch or equivalent:

Processor: 1.6GHz dual-core Intel Core i5 (Turbo Boost up to 2.7GHz)

Graphics: Intel HD Graphics 6000

Memory: 8GB 1600MHz LPDDR3 SDRAM

Storage: 128GB PCIe-based flash storage

Keyboard: Backlit Keyboard

Battery: Up to 12 hours wireless web

Wireless: 802.11ac Wi-Fi wireless networking; IEEE 802.11a/b/g/n compatible &

Bluetooth 4.0 wireless technology

Connections and expansion: Two USB 3 ports, Thunderbolt 2 port, MagSafe 2 power port, and SDXC card slot

Warranty: 3 Year AppleCare

2. Computer Recovery Software and Services

3-year license for Absolute - Complete computer recovery software and services.

INSTRUCTIONS TO BIDDERS

I. PREPARATION OF BID:

- A. Each bidder must fully inform himself of the conditions relating to the project and employment of labor thereon. Failure to do so will not relieve a successful bidder of his obligation to furnish all material and labor necessary to carry out the provisions of this contract.
- B. All bidders, including general and subcontractors, shall visit the sites and inform themselves of all conditions. Failure to visit the sites will in no way relieve the successful bidder from furnishing any materials or performing any work required to complete the work in accordance with bid specifications.
- C. The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and all authorities having jurisdiction over the project apply to the contract.
- D. At the time of the opening of bids, each bidder will be presumed to have inspected the sites and to have read the bid specifications. Any questions about the bid specifications shall be addressed to the Directory of Information Systems for clarification prior to bidding.

II. DELIVERY OF BIDS:

- A. The Columbus Municipal School Board will receive sealed, competitive bids in the Office of Information Systems, Brandon Central Service Center, 2630 McArthur Drive, or **Post Office Box 1308, Columbus, Mississippi, 39703** on, **Tuesday, May 30, 2017** at 10:00 A.M., at which time the bids will be publicly opened, read aloud and taken under advisement. When mailing in bids the P.O. Box address shall be used.
- B. 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.
- C. 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.
- D. Bids or alterations by fax or telephone WILL NOT be accepted.

III. BID ADDENDUM:

- A. Any interpretation of the documents will be made by written addendum only issued by the Deputy Superintendent or Director of Information Systems and a copy of such addendum will be mailed to each person receiving a set of bid documents and posted on the district web site. The district will not be responsible for any other explanation of the proposed document.
- B. As per Mississippi Code of 1972, as amended; SEC. 31-7-13, Bid requirements and exceptions; (iv) no addendum to these bid specifications shall be issued by the district within twelve (12) hours of the date and time herein stated for receipt of bids

IV. PROPER EXECUTION:

- A. 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
- B. All bids must be typed or written (legibly) in ink. Any alterations or changes that are made must be done in ink and initialed by the person who signs the Bid Proposal Form.
- C. Bids should be checked before submission for accuracy and correctness since the Columbus Municipal School Board WILL NOT be responsible for any errors for which the bidder is responsible.
- D. The district reserves the right to reject bids from Bidders who submit poorly completed bids.
- E. 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 NUMBUER: (on bid documents)
BID TITLE
BIDDER'S NAME

V. CERTIFICATION OF INDEPENDENT DETERMINATION:

- A. By signing the BID PROPOSAL FORM the bidder certifies, in connection with procurement, that they, to the best of their knowledge and belief:
1. That the prices in the BID PROPOSAL FORM have been arrived independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Bidder
 2. That unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder prior to the Bid Opening Date and Time specified on the NOTICE TO BIDDERS, directly or indirectly with any other Bidder.
 3. That 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.

VI. BID WITHDRAWAL and MODIFICATION:

- A. Bids may be modified or withdrawn by written notice from or in person by the Bidder, if received in the Office of Support Services, two (2) working days prior to the above stated bid opening date and time.
- B. No withdrawals will be accepted by telephone or fax.
- C. If a Bidder withdraws his bid, all documents shall remain in the possession of the Columbus Municipal School Board, marked as withdrawn, and included in the permanent file of that bid item.
- D. No bids shall be withdrawn for a period of thirty- (30) days following the bid opening date.

VII. BID OPENING:

- A. All bid openings are open to the public. The Columbus Municipal School District staff will read a summary of each bidder's bid and answer questions to the extent possible at that 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.
- B. All disclosures of bid information to interested parties will be made in compliance with the Columbus Municipal 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.

VIII. RIGHT TO REJECT BIDS:

- A. The Columbus Municipal School Board reserves the right to reject any and/or all bids or any groups thereof and to waive any defect or informality in any bid or bidding procedures.

IX. BID ACCEPTANCE:

- A. If Columbus Municipal 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.
- B. 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 Columbus Municipal School Board.
- C. If bidder wishes to be notified of outcome of the bid, he should include a self-addressed stamped envelope with his bid. The envelope should be marked with the BID NUMBER located on the BID PROPOSAL FORM.

X. GUARANTEE OF WORK:

- A. All work shall be guaranteed against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the date of final completion and acceptance.