

**MOKENA SCHOOL DISTRICT No. 159
11244 Willow Crest Lane
Mokena, IL 60448**

**INVITATION TO QUOTE ON THE PURCHASE OF EDUCATION MODEL
CHROMEBOOKS AND CARTS**

Deadline for Return is Monday, June 19, 2017

Mokena School District 159 is soliciting quotes for the purchase of Chromebooks and Carts for Mokena School District No. 159. Quotes are **due on or before Monday, June 19, 2017 at 12:00 p.m. CDT**. There will be no late bids considered.

QUOTES ARE TO BE SUBMITTED TO

Mokena School District 159
Administrative District Office
Attn: Mr. Jacob Smith, Director of Technology
11244 Willow Crest Lane
Mokena, IL 60448

Quotes must be clearly marked **“Education Model Chromebooks and Carts”**

1. OPENING OF QUOTES

Mokena Public School District 159, Will County, Illinois is requesting quotes for **Education Model Chromebooks and Carts** per the included specifications. Quotes must be filed with Mr. Jacob Smith, Director of Technology at the District 159 Administrative Office located at 11244 Willow Crest Lane, Mokena, Illinois 60448 **no later than 12:00 p.m. CDT Monday, June 19, 2017** at which time they will be opened and acknowledged. The District reserves the right to waive any informalities, irregularities, or defects in any proposal should it be in the best interest of the School District to do so.

2. PREPARATION OF PROPOSAL

Proposal must be submitted on the prescribed Quote Form at the end of this document. All blank spaces for quote prices must be filled in, in ink or typed. All quotes must be submitted in a sealed envelope bearing on the outside of the envelope the quoting organization’s name and address and must be marked **“Education Model Chromebooks and Carts”** No quote forwarded by mail or messenger will be accepted unless received before the scheduled time for opening quotes. Late quotes will be returned unopened to the sender.

3. QUALIFICATIONS

The District reserves the right to make such investigation as it deems necessary to determine the ability of the supplier to deliver the services and the supplier shall furnish all such information and data for this purpose as requested. The District also reserves the right to reject any quote if the evidence submitted, or the investigation of such supplier fails to satisfy that such organization is properly qualified to carry out their obligation.

4. METHODS OF AWARD

Pricing is the driving factor in the selection process, however it is not the only factor as the District will consider the vendor's ability to fulfill this product request. The District reserves the right to reject any and all quotes or to accept a quote in whole or in divisible part if deemed to be in the best interest of the School District. The District reserves the right to choose alternates it deems to be in the best interest of the School District. In the case of tie quotes, the District shall have the right and authority to award orders to the supplier(s) best meeting all specifications and conditions based upon the sole judgment of the School District. Following award of quote(s), purchase orders will be written to the successful organization(s) within the time for acceptance specified in the Invitation to Quote.

5. DURATION AND WITHDRAWAL OF QUOTES

All quotes shall be binding for 120 calendar days following the quote opening date, unless the quoting organization, upon request of the District, agrees to an extension. A written request for the withdrawal of the quote or any part thereof may be granted if the request is received by the District prior to the specified time of quote opening. No quotes may be withdrawn after they have been opened.

6. CERTIFICATES

All suppliers shall submit all certificates as required by law.

7. INVOICES

The successful supplier/contractor shall submit three copies of invoices. Payment to the contractor shall be made within 30 days after receipt of invoice and acceptance of delivered computers. Payments are approved by the Board of Education at its monthly Board meeting (typically the third Wednesday of each month) provided a valid invoice is received at least one week prior to the Board meeting and said service has been provided and accepted by the Board of Education.

8. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by the respective item in the "Description" column. All prices must be quoted F.O.B. destination. Shipments shall become property of District after delivery and acceptance, and Board approval.

9. LATE QUOTES

Formal quotes, amendments thereto, or requests for withdrawal of quotes received by the District after the time specified for quote opening will not be considered.

10. COMPLETENESS

All information required by the Invitation to Quote must be supplied to constitute a proper quote.

11. AUTHORITY TO ACT AS AGENT

Upon request, the supplier will provide proof to the District that the signatory on the proposal form has the authority to bind the organization to the price(s) quoted.

12. DEVIATIONS

In the event that the supplier intends to deviate from the specifications, all such deviations must be listed and attached to the quote. The absence of submitted deviations will assure the District that no deviations from specifications exist.

13. QUESTIONS REGARDING SPECIFICATIONS

Should a supplier find discrepancies or omissions in the specifications or instructions, or should he/she be in doubt as to their true meaning, he/she should notify the Director of Technology, who will in turn, clarify such specifications and notify other quoting organizations of any material change or clarification.. All questions must be submitted in writing via email to Jacob Smith at smithj@mokena159.org. No questions will be accepted after Thursday, June 15 at 5:00 p.m. CDT. The District will attempt to post questions and answers within 48 hours of receipt of question, but cannot guarantee a response to all questions. Vendors are responsible for monitoring the Mokena159.org website for addenda, changes, and questions and answers regarding this RFQ.

14. SUBLETTING CONTRACT

It is mutually understood and agreed that the supplier shall not assign, transfer, convey, sublet, or otherwise dispose of his/her contract or right, title or interest therein, or power to execute such contract, to any other person, firm or corporation, without the previous written consent of the District, but in no case shall such consent relieve the supplier from his/her obligation, or change the terms of the Contract.

15. NON-DISCRIMINATION

No organization that is the recipient of the District's funds, or proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee or applicant or any member of the public because of religion, race, sex, color, or national origin, nor otherwise commit any unfair employment practice. The quoting organization further agrees that this article will be incorporated by the quoting organization into all contracts entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services in connection with this contract.

16. SEXUAL HARASSMENT POLICY

Every party to a public contract and every eligible quoting organization must have a written sexual harassment policy that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under state law; (iii) a description of sexual harassment, utilizing examples; (iv) the recourse, investigative and complain process available through the Illinois Department of Human Rights and the Human Rights Commission; (v) directions on how to contact the Department and Commission; and (vi) protection against retaliation as provided by Section 6-101 of the Human Rights Act. The supplier/contractor must provide a copy of such written policy to the Department of Human Rights upon request.

17. INDEMNITY

Supplier/contractor shall indemnify, keep and save harmless the District, its agents, officials and employees, against all injuries, death, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the District in consequence of the granting of this contract or which in any way result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, and the Supplier/contractor shall, at his/her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against the District in any such action, the supplier/contractor shall, at his/her own expense, satisfy and discharge the same. Supplier/contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by supplier, shall in no way limit the responsibility to indemnify, keep or save harmless and defend the District as herein provided.

18. COLLUSIVE QUOTING

The supplier certifies that his/her quote is made without any previous understanding, agreement or connection with any person, firm, or corporation making quote for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

19. IDENTICAL QUOTING - EXECUTIVE ORDER NO. 10946

All identical quotes submitted to the District as a result of advertised procurement for materials, supplies, equipment or services exceeding \$2,500.00 in total amount shall, at the discretion of the District, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961 for possible violation and enforcement of antitrust laws.

20. CONTRACTOR NOT AN AGENT

The Supplier/contractor shall not be held or deemed in any way to be an agent, employee, or official of the District, but rather an independent contractor furnishing services to the District.

21. RESPONSIBILITY FOR MATERIALS SHIPPED

The supplier/contractor shall be responsible for the materials or supplies covered by this contract until they are delivered at the designated point, but the supplier/contractor shall bear all risk on rejected materials and supplies after notice of rejection. Rejected materials or supplies must be promptly removed by and at the expense of the supplier/contractor after notification of rejection.

22. INSPECTIONS

Inspection and acceptance of supplies and materials will be made after delivery. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or equipment will be made as promptly as practicable, but failure to inspect or accept or reject materials or equipment shall not impose liability on the District for such materials or equipment as are not in accordance with the specifications. All delivered materials shall be accepted subject to inspection and physical count.

23. PRODUCT AND SERVICE REQUIREMENTS

OVERVIEW: Mokena School District is seeking to procure 377 Chromebooks and 15 30-32 Device Carts. All quantities shown in the specifications shall be considered on a more or less basis. The District reserves the right to increase or decrease the quantities by a reasonable amount.

EQUIPMENT: Where certain brands, type or grade of product is specified, it is not the intent to discriminate against any approved equal, but to inform the Bidder of the function and general quality desired by Mokena School District. The Bidder may submit a proposal for any similar equipment which will serve the purpose and size specified, providing that equipment is equal to or better than that specified. Where such items are proposed, the Bidder must submit catalog data with such specifications, and indicate in their response to make it clear to the District what item has been bid upon. Any deviation from specifications or bids on alternates to items specified to Mokena School District must be indicated.

APPROVED DEVICES:

Non-Touch Chromebooks (Quantity 377)	
<ul style="list-style-type: none"> • Dell Chromebook 11 3180 Screen: 11.6” HD Non-Touch LCD Processor: Intel Celeron-N3060 RAM: 4 GB Drive: 16 GB eMMC SSD • HP Chromebook 11 G5 EE Screen: 11.6” HD Non-Touch LCD Processor: Intel Celeron-N3060 RAM: 4 GB Drive: 16 GB eMMC SSD • Lenovo N23 Chromebook Screen: 11.6" HD Processor: Intel Celeron-N3060 or N3160 RAM: 4GB Drive: 16 GB eMMC SSD • Acer C731-C8VE Screen: 11.6" HD Processor: Intel Celeron-N3060 RAM: 4GB Drive: 16 GB eMMC SSD 	<p>Key Features</p> <ul style="list-style-type: none"> • Spill-proof Keyboard • Semi-Rugged or Fully Rugged Build • 4GB RAM • Webcam • Intel Celeron-N3060 or better • 10+ Hour Battery Life • Wireless 802.11 AC Wireless • Bluetooth Connectivity

Chromebook Carts (Quantity 15)

Key Features

- Budget-conscious Model (These may only be used for a short period of time)
- Ship fully-assembled.
- Cable Management for power cords.
- Locking front doors.
- Removable, locking back access panel.
- Large locking casters.
- UL-approved.
- Shelves adjusted to fit selected Chromebooks.
- Power strips included with cart.
- Storage for 30 to 32 devices.
- Warranty on cart.

MANAGEMENT: Each Chromebook should have an accompanying Google Management license and should be listed as a line item in the quote.

INSTALLATION: Alternate cost for vendor “White Glove” service. The district is interested in any additional costs for staging and enrollment of Chromebooks including:

- Testing of equipment, with replacement if necessary
- Enroll each device into our Google Management console
- Un-boxing of devices upon delivery, removal of all packing materials
- Pre-cabling of carts

*** If this service is an additional fee, please add it as a line item in the quote.

DELIVERY: Mokena School District requires delivery of the Chromebooks and carts to be not later than 30 days after date of purchase. All items will be delivered to:

Mokena Junior High School
19815 Kirkstone Way
Mokena, IL 60448

**This site DOES NOT have a loading dock so lift gate trucks will be required.*

24. OTHER

All submitted bids must address all product specifications being requested. **Therefore, partial bid submission will not considered**

**Mokena School District No. 159
11244 Willow Crest Lane
Mokena, Illinois 60448**

SUPPLIER INFORMATION

NAME OF FIRM: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PRINCIPAL OFFICER: _____

PARTNERSHIP OR CORPORATION UNDER STATE LAWS OF: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

PERSON TO CONTACT REGARDING THIS QUOTE: _____

PHONE NUMBER: _____

This page must be returned signed and notarized for the quote to be considered

**Mokena School District No. 159
11244 Willow Crest Lane
Mokena, Illinois 60448**

QUOTE FORM^{1 2 3}

It is the intention of Mokena School District 159 to treat each quoted price as a separate quote. A determination of product will be made once all proposals are considered.

Make/Model of Chromebook _____

Per unit cost Chromebook \$ _____

Delivery/Lead Time Chromebook _____

Shipping Costs Chromebook _____

Per unit cost “White Glove” (Optional) _____

Notes (manufacture quantity discounts etc):

Make/Model of Chromebook Cart _____

Per unit cost Chromebook Cart \$ _____

Delivery/Lead Time Chromebook Cart _____

Shipping Costs Chromebook Cart _____

Notes (manufacture quantity discounts etc):

¹ Bidders must submit and itemized quote along with this form

² Please provide any included services that cannot be itemized i.e. Professional Development, extended warranty, etc.

³ Brochures and product sheets providing technical specifications for services and systems described in this RFQ should accompany proposals. If the literature differs in any manner from the systems and equipment being proposed, the differences must be explained.

**Mokena School District No. 159
11244 Willow Crest Lane
Mokena, Illinois 60448**

FINANCING OPTIONS

It is the intention of Mokena School District 159 to finance this purchase under the terms of a three year lease program paid annually. Please indicate any financing options that your organization may be able to provide. The ability to provide financing does not exclude any organization from the RFQ process.

This page must be returned signed and notarized for the quote to be considered
Mokena School District No. 159
11244 Willow Crest Lane
Mokena, Illinois 60448

Assurances and Certifications

PART 1

STATEMENT OF ETHICS CERTIFICATION

By submission of this quote or proposal, the supplier certifies that:

1. This quote or proposal has been independently arrived at without collusion with any other quoting organization or with any competitor.
2. This quote or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of quotes or proposals for this project, to any other quoting organization or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a quote or proposal.
4. Supplier has not been convicted of price fixing nor pleaded “no contest” to such charges within the last five (5) years.
5. Supplier is not subsidiary of a company that has been convicted of price fixing nor pleaded “no contest” to such charges within the last five (5) years.

By: _____
Authorized Agent

SUBSCRIBED and SWORN TO before me

this _____ day of _____, 20 ____

NOTARY PUBLIC

This page must be returned signed and notarized for the quote to be considered.

Mokena School District No. 159
11244 Willow Crest Lane
Mokena, Illinois 60448

Assurances and Certifications PART 2

SUPPLIER'S/CONTRACTOR'S CERTIFICATION

As part of its quote, the supplier/contractor does hereby certify that said supplier/contractor is not barred from quoting on the contract as a result of violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statues.

By: _____
Authorized Agent

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT (Suppliers/Contractors with 25 or More Employees)

As part of its quote, the supplier/contractor does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (Ill.Rev.Stat. ch 127. para. 132.313) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance or work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

By: _____
Authorized Agent

Does Not Apply (Less than 25 Employees)

By: _____
Authorized Agent

SUBSCRIBED and SWORN TO before me

this _____ day of _____, 20 ____

NOTARY PUBLIC

This page must be returned signed and notarized for the quote to be considered.

Mokena School District No. 159
11244 Willow Crest Lane
Mokena, Illinois 60448

Assurances and Certifications PART 3

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

Sexual Harassment Policies

As part of its quote, the supplier/contractor does hereby certify pursuant to 775 ILCS 5/2-105 that [he, she, it] has written sexual harassment policies that include at least the minimum information as required by law; that a copy of the policies shall be provided to the Department of Human Rights upon request; and that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Human Rights Act*.

By: _____
Authorized Agent

Equal Employment Opportunity

As part of its quote, the supplier/contractor does hereby certify pursuant to 775 ILCS 5/2-104 that [he, she, it] complies with the procedures and requirement of the Illinois Department of Human Rights regulations concerning equal employment opportunities and affirmative action, shall provide such information with respect to its employees and applicants for employment and assistance as the Department may reasonably request, and that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Human Rights Act*.

By: _____
Authorized Agent

SUBSCRIBED and SWORN TO before me

this _____ day of _____, 20 ____

NOTARY PUBLIC

This page must be returned signed and notarized for the quote to be considered.