



Request for Sealed Bids Teacher Laptops

PURPOSE

The purpose of this bid request is to acquire competitive pricing and services to purchase laptops.

CRITERIA FOR BIDDER SELECTION

- The winning bid will be selected based on lowest cost, but the bid must meet or exceed all the detail features in this request.
- Randolph County Schools reserves the right to
 - Reject any or all offers and discontinue this request process without obligation or liability to any potential bidder
 - To not select any bidder or purchase any goods and services resulting from this request

TIMELINE

- All sealed bids are due no later than **Monday, March 13, 2023 at 4pm**. Any bids received after this appointed date and time will not be evaluated.
- There is no specific form for bids, but the bids must include the Bidder Information and Details outlined in this request. Incomplete bids will not be considered.
- Two copies of sealed bids (no emailed or faxed bids accepted) must be mailed to:
Randolph County Board of Education
ATTN: Brad Smith
40 11th Street
Elkins, WV 26241
- Hardcopy bids should be submitted on or before **Monday, March 13, 2023 at 4pm**. Feel free to send a follow-up email (brsmith@k12.wv.us) to check that the sealed bid has been received.
- Sealed bids will be opened on **March 14th at 9:00 am** in the Resource Room at RCS central office.
- Sealed bids will be reviewed and bidders may be contacted with questions.
- Following selection of a bidder, if any, the Randolph County Board of Education will vote to approve the bid, upon recommendation by the Superintendent of Schools at the next scheduled board of education meeting.

BIDDER INFORMATION

Bid must include the following information:

- The full company name; company contact with address, telephone and e-mail address
- Description of experience in delivering a large, comparable sized project. Provide details and references. Note - additional references may be requested.

DETAILS

1. New devices with the following specs:

Make: HP, Dell or Lenovo

OS: Windows 11 Pro/Edu

Screen: 14 inch or larger

Processor: Intel i5 or better

Memory: 8 GB or better

Storage: 256GB or larger SSD (HDD will not be considered)

Warranty See #2 below

2. Warranty/Repair

Minimum of a 3-year warranty

Warranty providers will be responsible for all shipping costs, both to and from Randolph County Schools along with any shipping materials.

Specify repair practices and turn-around time.

If self-maintaining portal is available – please provide details – what training required to create and check support requests.

State whether next business day service is available.

Please keep in mind that as a school district, these devices will be critical to the teachers. While there may be a few spare devices, Randolph County Schools' expectation is that turnaround time on repaired devices will be minimal or a replacement device will be provided.

3. Quantity

<u>School</u>	<u>Address</u>	<u>Number of Laptops Needed</u>
Coalton Elementary School	278 Broadway Ave, Coalton, WV 26257	15
Harman School	Rt. 33 East, Harman, WV 26270	16
Pickens School	1 Panther Place, Pickens, WV 26230	7
Beverly Elementary School	505 Main St, Beverly, WV 26253	25
Jennings Randolph Elementary School	101 Scott Ford Rd, Elkins, WV 26241	17
Elkins Third Ward Elementary School	111 Nathan St., Elkins, WV 26241	30
George Ward Elementary School	10007 Seneca Trail, Mill Creek, WV 26280	30
Midland Elementary School	150 Kennedy Dr, Elkins WV 26241	20
North Elementary School	Rt. 2 Box 320, Elkins, WV 26241	20
Tygarts Valley Middle/High School	10189 Seneca Trail, Mill Creek, WV 26280	45
Elkins Middle School	308 Robert E. Lee Ave, Ekins, WV 26241	50
Elkins High School	100 Kennedy Dr, Elkins, WV 26241	55

Randolph County BOE Office	40 11 th Street, Elkins, WV 26241	20
	TOTAL	350

4. Delivery

- All 350 laptops need to be shipped directly to Randolph County BOE Office
- Provide the approximate delivery schedule following an anticipated bid approval
- There should not be a delivery cost.
- If delivery can be done of the Chromebooks without the packing, please indicate. If there is an additional cost, please indicate.

This request for a bid implies no obligation on Randolph County Schools to accept any bid or response submitted.

Randolph County Schools reserves the right to award a contract to a single overall proposer for all services, or make awards on the basis of individual services or group of services, whichever shall be considered to be most advantageous or considered in the best interest of Randolph County Schools.

Questions/Concerns pertaining to this Request for Sealed Bids should be directed to:

brrsmith@k12.wv.us (email preferred)

304-636-9150 x155

Brad Smith, CSBO

Randolph County Schools

40 11th Street

Elkins, WV 26241

Please also check the Randolph County Schools website (<https://boe.rand.k12.wv.us>) for updates.

If I receive questions, I will provide a response, but I will also post the question/response on this webpage for any interested bidder.