



Request for Proposal

200 Chromebook Laptops

May 4th, 2021

Issued By:

Oceanside Collegiate Academy

PROPOSAL TO BE RECEIVED BY:

DATE: 5/25/2021

TIME: 12:00 PM

CONTACT: Murray Meyer

EMAIL: murray.meyer@landsharks.org

Proposer Information

Vendor Name Mailing Address:

City, State, Zip Code:

Federal ID or Social Security Number:

Contact Person:

Email Address:

Telephone Number:

Fax Number:

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.

Authorized Signature:

Name (type or print):

Title:

Oceanside Collegiate Academy (“OCA”), a public charter school located in Mount Pleasant, SC is accepting proposals from vendors firms for the purchase and delivery of 200 Chromebook laptops. The deadline for this proposal is 12:00 p.m. local time, May 25th, 2021. Proposals will be accepted via email at murray.meyer@landsharks.org or physically mailed. If mailing USPS or overnight, your proposals should be delivered or addressed to Murray Meyer, Business Manager/Federal Funds Coordinator, Oceanside Collegiate Academy, 580 Faison Road Mount Pleasant South Carolina, 29466. Please indicate on the envelope of the sealed bid that a “Proposal for 200 Chromebooks” is enclosed. Any proposals received later than the specified time will not be considered.

Evaluation of each proposal will be made as soon as possible, with the award contingent upon approval of the Principal and Board of Directors.

OCA reserves the right to reject any or all proposals or to cancel this request in its entirety. Any questions relating to this proposal must be submitted in writing and emailed to murray.meyer@landsharks.org through May 16th, 2021. A listing of questions and answers will be supplied to all proposers upon request. In case of duplicate, similar, or equal proposals, the decision of OCA will be final.

REQUIREMENTS AND GUIDELINES

The following requirements and guidelines apply to this Request for Proposal:

- First and foremost, only qualified suppliers/ IT analysts with experience with scopes such as this should respond to this Request for Proposal.
- It is the Proposer's responsibility to fully understand the scope of the request.
- A proposal must be provided that is not more than 10 pages. This proposal must provide an itemized breakdown of costs, including delivery charges and tax. Any proprietary information should be marked as “confidential” on each part of the proposal, price excepted.
- Proposers should provide a brief amount of information about the firm, indicating number of years in business, past clients served, and references to contact. Any personnel coming into OCA must be able to pass background checks. All personnel will need to provide a State Issued ID to gain access to OCA campus.
- Proposals must be signed by a representative that is authorized to commit the bidder's company.
- If Bidder has a standard set of terms and conditions, they must be submitted with the proposal. All terms and conditions will be subject to negotiation.
- Proposals that are ambiguous in terms of price, delivery, or compliance with other terms of the proposal will be disqualified from consideration.

- Bidders responding to this RFP must comply with all federal, state, and local laws regarding confidentiality of students, staff, and any volunteers of Oceanside Collegiate Academy. Some examples include FERPA, HIPPA etc.
- The bidder's products and services shall be in full compliance with all applicable state, federal, local, environmental, and safety laws, regulations, ordinances, and standards or any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in this invitation.
- Materials must conform to the specifications of this request and are subject to inspection and approval after delivery. Materials shall comply in quality and type of material method of manufacture with all federal, state, and local laws pertaining thereto. OCA reserves the right to reject and return at the risk to the vendor such as portions of any shipment that is defective or fails to comply with specifications without validating the remainder of the order.
- Samples may be requested by OCA of manufactured articles, which the Proposer shall provide. Samples will remain in the custody of OCA. It is understood that whatever is provided as a sample is the expected product/material the Proposer would be providing as part of their Proposal. Samples are provided at the Proposer's expense.
- Where certain types of products or processes are named in the scope of the Proposal using trade names or numbers, it is to be understood that each description can be followed by "or approved equal". This is meant as a manner of establishing a basis of comparison. Proposers should indicate the brand name, model number, size, type, weight, color, features, etc. of the item in the Proposal if not the same as the item specified. Vendor's stock name/number is not sufficient, rather, if a Proposer wishes to provide an item different than what is specifically mentioned in the specifications, data, pictures, cuts, designs, etc. of the alternative product must be provided so OCA can compare and give due consideration.
- The vendor shall supply a guarantee for all workmanship for the equipment furnished for a period comparable to the standards in the industry. When defects or faulty materials are discovered during the guarantee period, the vendor shall, immediately, upon notification by OCA, process at its own expense, to repair or replace the item.
- Date of delivery shall be a consideration factor in the awarding process. The Proposer shall include with its Proposal delivery dates for each item as requested and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by OCA in writing.
- Vendors shall maintain insurance from companies licensed to write business in South Carolina, with an A.M. Bets rating of "A" or higher, and acceptable to Oceanside Collegiate Academy.
- Certificates shall be furnished to OCA naming Oceanside Collegiate Academy as an additional insured. The amount of insurance to be provided for all coverages shall not be less than \$1,000,000 per occurrence for claims. Insurances to be included: Commercial General Liability.

SCOPE OF WORK

- Oceanside Collegiate Academy is seeking one (1) qualified vendor to provide two hundred (200) Chromebook laptops.
- **Specifications:**
Samsung Chromebook Intel or approved equal.
- **Timing:**
Services listed in the scope can begin as soon as work is awarded and must be completed by July 1, 2021. The school is requesting these Chromebooks to arrive prior to the start of the upcoming school year.

PROPOSAL EVALUATION CRITERIA

The evaluation of the proposals will be based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and presented in a clear and organized manner.
- Value and Cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of the service.

Right to Protest:

Prospective or actual bidders who are aggrieved in connection with this intended award or award may protest to the school principal in writing within 10 days of the notice of award date.

Oceanside Collegiate Academy reserves the right to award to the bidder that presents the best value to OCA as determined solely by OCA in its absolute discretion.

