



# **STAFF LAPTOPS REQUEST**

**for**

## **PROPOSAL (RFP)**

Inquiries and requests regarding this RFP should be directed to:

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919 650-2270

TMSA Public Charter Schools

104 Towerview Ct. Cary, NC 27513

May 11, 2023

# 1. Project Scope

TMSA Public Charter Schools is seeking proposals for Laptop. This document constitutes a Request for Proposal from qualified Providers to provide TMSA Apex with the requested Laptops. All Laptops must be **new** and **not refurbished** units.

# 2. Project Overview

This project is seeking competitive proposals for technology hardware equipment.

**Location where services are requested:**

Please see the billing and delivery item 7 in this document.

**Estimated devices requested:** (These numbers are estimates. Please itemize costs per device.)

School	Number of Laptops
TMSA Apex	17
TMSA Charlotte Elementary	10
TMSA Charlotte Secondary	10
TMSA Triad Elementary	10
TMSA Triad Secondary	12
TMSA Triangle K-8	20
TMSA Triangle 9-12	10
<b>Total Numbers</b>	<b>89</b>

The quotes must be separated for each school as the table above.

# 3. Device Specifications

**Minimum Laptop Specifications**

- Intel Core i7 (minimum 10th Generation)
- 16 GB or 32GM RAM (DDR4 preferred)
- 512 GB Solid State Drive (SSD) (minimum)
- 15” screen 1080p resolution
- USB-C charging
- Display: Touch Screen
- Operating System: Windows 11 Pro
- HDMI and USB ports

- Built-in webcam and microphone
- Built-in Bluetooth and wireless hardware (Wi-Fi 5 or 6 2x2 and Bluetooth 5.1)
- Ethernet port (RJ-45 10/100/1000)
- Warranty: Three Year

**Options:** The machines must be business-class laptops. Vendors may bid on one or more machine(s). Please provide a good, better, and best laptop option. Please indicate the weight of each laptop that is bid. These machines will primarily be used for staff and administrators.

**Other Requirements:** Only the basic hardware warranty is needed, but please provide pricing for a three year parts warranty and three-year accidental damage protection. If there is a sealed battery, please also provide a three-year warranty on the sealed battery as a separate line item.

#### 4. Pricing

Prices quoted shall include an itemized description by materials, labor, and other expenses. Any delivery and installation charges should be clearly defined as separate line items. A total proposal dollar amount must be entered in the appropriate section of the proposal form before signing and submitting the proposal.

#### 5. RFP Timeline

Date	Description
May 18, 2023	RFPs available to vendors
May 31, 2023	Deadline for the proposal submission
Jun 15, 2023	Best solution will be awarded by TMSA Board of Directors

## 6. Evaluation Criteria

Selection will be based upon technical quality, project management, costs, and system features. The evaluation criteria will consider the following factors:

### **Weighted Price Performance table:**

Price	40%
Product Specifications/Performance	30%
Product Support and Warranty	10%
Delivery Timeline	10%
References	10%
<b>Total Score</b>	<b>100%</b>

1. Bidder's total proposed price
2. Product quality/appropriateness/compatibility/performance
3. Bidder's qualifications/experience
4. Bidder's support/service
5. Bidder's warranty/maintenance

TMSA Public Charter Schools reserves the right to seek clarification of any or all bidders to assist in the evaluation process. All bidders are advised that they do not have any communications with TMSA Public Charter Schools during the evaluation of the bids unless TMSA Public Charter Schools contacts the bidder for the purpose of seeking clarification.

Specifications Sheets: The Vendor must provide specification sheets (soft copies) for devices and software proposed. An electronic copy of these specifications sheets would suffice.

## 7. Billing and Delivery

Each vendor needs to mention the delivery schedule in their proposal. Docks are not at each school. Each vendor should make their delivery plan accordingly. Once the vendor receives a purchase order from TMSA PCS, all products and softwares subjected in this RFP should be delivered to the addresses with the quantities shown in the table below in **6 weeks**.

School Name	Billing and Delivery Address
TMSA Apex	3501 Dropseed Dr, Apex, NC 27502 Phone (919) 335 0262   info@tmsaapex.org
TMSA Charlotte Elementary	8701 Mallard Creek Rd. Charlotte, NC 28262   (980) 299-6633
TMSA Charlotte Secondary	9108 Mallard Creek Rd. Charlotte, NC 28262   (980) 321-7744
TMSA Triad Elementary	600 Industrial Ave, Greensboro, NC 27406 Phone (336) 763-2771   Fax (844) 365-8672
TMSA Triad Secondary	700 Creek Ridge Rd, Greensboro, NC 27406 Phone (336) 676 5350 / (336) 676 5351   Fax (336) 621-0072
TMSA Triangle K-8	312 Gregson Dr. Cary, NC 27511   (919) 388-0077
TMSA Triangle 9-12	3501 Dropseed Dr. Apex, NC 27502   (919) 335-0262

## 8. References

Each vendor should give at least three (3) references with contact information. (Company Name, Address, Contact Person (Name, Title, Phone Number, Email). TMSA Public Charter Schools reserve the right to require a list of users of the exact item offered. TMSA Public Charter Schools may contact these users to determine the acceptability of the quote.

## 9. Read, Review, and Comply:

It shall be the offeror's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.

## 10. Notice of vendors:

TMSA Public Charter Schools object to and will not evaluate or consider any additional terms and conditions submitted with this quote. It applies to any language appearing in or attached to the document as part of the offeror's response. **DO NOT ATTACH ANY ADDITIONAL TERMS OR CONDITIONS.** By execution and delivery of this document, the offeror agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.

## 11. Definitions:

**Vendor:** Company, firm, corporation, partnership, individual, etc., submitting to a Request for Quotes.

**Contract:** A contract generally intended to cover all normal requirements for a commodity for a specified period based on estimated quantities only.

## 12. Execution:

Failure to sign under the SIGNATURE section will render the quote invalid.

## 13. Time For Consideration

Unless otherwise indicated on the first page of this document, the offer shall be valid for 45 days from the date of the quote opening. Preference may be given to quotes allowing not less than 45 days for consideration and acceptance.

## 14. Prompt Payment Discounts:

Vendors are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.

## 15. Non-Indebtedness Statute as Contract Item:

Vendors should include General Statute 115C-218.105 item in their proposed quote and the contract. It is a must. If this item is not included in the vendor's proposed quote and the contract, the proposal will be considered invalid.

**“General Statute 115C-218.105:** No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.”

## 16. Transportation Charges:

All transportation/freight charges must be incorporated in the bid price and not as a separate item.

## 17. Specifications:

Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and the vendor will be held responsible, therefore. Deviations shall be explained in detail. The vendor shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.

## 18. Clarifications and Interpretations:

Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the user directly. Any and all revisions to this document shall be made only by written addendum from the Purchasing Department, TMSA Public Charter Schools. The vendor is cautioned that the requirements of this quote can be altered only by written addendum and that verbal communications from whatever source are of no effect.

## 19. Acceptance and Rejection:

TMSA Public Charter Schools reserve the right to reject any and all quotes, to waive any informality in quotes and, unless otherwise specified by the vendor, to accept any item in the

quote. If a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.

## **20. Award of Contract:**

Qualified quotes will be evaluated, and acceptance may be made of the best quote most advantageous to the TMSA Public Charter Schools as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the vendors; the substantial conformity with the specifications and other conditions set forth in the quote; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by the TMSA Public Charter Schools to be pertinent or peculiar to the purchase in question. Unless otherwise specified by the TMSA Public Charter Schools or the offeror, the TMSA Public Charter Schools reserves the right to accept any item or group of items on a multi-item quote. Award of contract will be indicated by the issuance of a signed Purchase Order. In addition, TMSA Public Charter Schools reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical area; other factors deemed by TMSA Public Charter Schools to be pertinent or peculiar to the purchase in question.

## **21. Confidential Information:**

As provided by statute and rule, TMSA Public Charter Schools will consider keeping trade secrets which the vendor does not wish disclosed confidential. Each page will be identified in boldface at top and bottom as "CONFIDENTIAL" by the vendor. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by the North Carolina law.

## **22. Taxes:**

Any applicable taxes shall be invoiced as a separate item.

## **23. Miscellaneous:**

Masculine pronouns will be read to include feminine pronouns, and the singular of any word or phrase shall be read to include the plural or vice versa.



## 24. Qualification:

Person or entity making an offer should have all necessary state-required licenses, certificates, or any other papers or qualifications deemed necessary to complete the job.

## 25. Signatures

In compliance with this Request for Proposal, any addenda thereto, and subject to all terms, conditions, and provisions thereof, the undersigned offers and agrees, if the Bid is accepted, to furnish any or all of the items listed herein at the price and terms stated.

By executing this proposal, I certify that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 19347 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class 1 felony.

Failure to execute/sign a proposal prior to submission shall render the proposal invalid. Late proposals are not acceptable.

Vendor - Company Name	
Vendor - Company Federal ID	
Vendor - Company Address	
Authorized Person Signature	
Authorized Person Full Name	
Authorized Person Title	
Authorized Person Email Address	
Authorized Person Phone Number	
Authorized Person Mailing Address	