



INVITATION TO NEGOTIATE
 School District of Lee County
 Department of Procurement
 Services

Release Date: August 10, 2017
 ITN No.: N177281RC
 ITN Title: **Computer Hardware, Software and Services**
 Contact: Richard Cowie (RichardAC@LeeSchools.net)

This proposal must be submitted to The School District of Lee County, Department of Procurement Services, 2855 Colonial Boulevard, Fort Myers, Florida, 33966-1012, no later than **2:00p.m. local time on September 12, 2017** and plainly marked **ITN No. N177281RC - Computer Hardware, Software and Services**. Proposals are due and will be opened at this time.

Pre-Proposal Conference will be held **August 22, 2012 at 2:00 PM EST** at the Department of Procurement Services of the School District of Lee County, Florida, 2855 Colonial Blvd., Fort Myers, Florida 33966-1012 or by video conference at <http://meetat.leeschools.net/infrastructureservices>

REQUIRED SUBMITTAL CHECKLIST

For each item below initial that forms are accurately completed, signed by an officer of the business, and returned with the proposal.

- | | |
|--|---|
| <input type="checkbox"/> Proposal Response Form (Attachment A) | <input type="checkbox"/> Business history, resources and experience (Section 8) |
| <input type="checkbox"/> Reference Form (Attachment B) | <input type="checkbox"/> Evidence of minimum sales volume of 50,000 units |
| <input type="checkbox"/> Insurance Requirements Form (Attachment C) | <input type="checkbox"/> Documentation of Manufacturers authorization for resale and repair |
| <input type="checkbox"/> Current Certificate of Insurance as required herein | <input type="checkbox"/> One (1) manually signed proposal, four (4) copies, and an electronic version in usable Microsoft Word or Excel format on CD/DVD or flash drive as required herein. |
| <input type="checkbox"/> All addenda issued, if any, acknowledged (Attachment D). Copies of each are included in the proposal. | <input type="checkbox"/> Warranty/Guarantee Statement (Attachment H) |
| <input type="checkbox"/> Debarment Form (Attachment E) | <input type="checkbox"/> Scrutinized Company Certification Form (Attachment I) |
| <input type="checkbox"/> Drug Free Workplace Certification Form (Attachment F) | <input type="checkbox"/> Sealed Proposal Label (Attachment J) |
| <input type="checkbox"/> Public Entities Crime Form (Attachment G) must be notarized | |

Proposer Business Name: _____
 Proposer Taxpayer Identification Number: _____
 Address: _____
 City, State & Zip Code: _____
 Telephone: _____ Fax: _____
 Name of Owner or Authorized Officer/Agent: _____
 Title: _____ Date: _____
 Email Address: _____ Internet URL: _____
 Signature of Owner or Authorized Officer/Agent: _____

(Proposal must be signed by an officer or employee having authority to legally bind the Proposer)

Anti-Collusion Statement/Public Domain: I, the Proposer, have not divulged, discussed, or compared this proposal with any other Proposer and have not colluded with any other Proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal. I acknowledge that all information contained herein is part of the public domain subject to the Public Records Act, Chapter 119, Florida Statutes.

Proposal Certification: By my signature, I hereby certify that I am submitting the following information as my company's proposal and understand that by virtue of executing and returning with this proposal this **Required Submittal Checklist**, I further certify complete and unconditional acceptance of the contents inclusive of this

NO RESPONSE – I HEREBY SUBMIT THIS AS A "NO RESPONSE" FOR THE REASON(S) CHECKED BELOW:

- | | |
|---|---|
| <input type="checkbox"/> Insufficient time to respond | <input type="checkbox"/> Addendum received too late to respond |
| <input type="checkbox"/> Specifications were unclear or restrictive | <input type="checkbox"/> Could not meet insurance requirements |
| <input type="checkbox"/> Could not meeting bonding requirements | <input type="checkbox"/> We do not offer the product or service requested |
| <input type="checkbox"/> Our schedule will not permit us to respond | <input type="checkbox"/> Remove our company name from this commodity listing only |
| <input type="checkbox"/> Terms & Conditions were unclear or restrictive | <input type="checkbox"/> Keep our company on the proposal list for future proposals |
| <input type="checkbox"/> Could not meet specifications | <input type="checkbox"/> Other |

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GENERAL CONDITIONS

Proposer: to ensure acceptance of the proposal follow these instructions.

1. **Sealed Proposal Requirements:** The "Invitation to Negotiate" sheet must be completed, signed, and returned with each proposal. Proposers must submit one original, manually signed proposal signed by a representative authorized to legally bind the Proposer to the provisions herein; additional copies as required in the detailed specifications; one electronic version on CD/DVD or flash drive identical to the original in PDF format; and all attachments and forms completed as required herein. Additional proposal submittal requirements may be defined in the detailed specifications herein. Unless otherwise specified, Proposers must use the form(s) furnished by The District. **Proposals received that fail to comply with these submittal requirements may not be considered for award.**
2. **Definitions:** for the purpose of this Invitation to Negotiate (ITN), the following words and phrases shall have these meaning:
 - a) "District" shall mean The School District of Lee County, Florida.
 - b) "Proposer" shall mean any person, firm or corporation who submits a proposal pursuant to this ITN.
 - c) "Vendor" shall mean the successful proposer(s), whether a corporation, partnership, individual or any combination thereof, and its, their or his successors, personal representatives, executors, administrators, and assignees.
3. **Proposer's Responsibility: It is the responsibility of the Proposer to obtain all pages of the ITN package and all attachments thereto, together with any addenda to the ITN package that may be issued prior to the ITN due date.** Proposers are required, before submitting their proposal, to obtain and carefully examine the ITN specifications and to completely familiarize themselves with all of the terms and conditions. Ignorance on the part of a Proposer will in no way relieve them of any of the obligations and responsibilities which are a part of this proposal.
4. **Proposal Submittal:** All proposals shall be typewritten or filled in with pen and ink. Proposals having erasure or corrections must be initialed by the Proposer in ink. All proposals must be signed in ink by an officer or employee having authority to legally bind the Proposer. All proposal pricing shall be on the response form provided herein and signed by an authorized officer of the company. By signing, Proposer attests that they fully understand there will be no recourse for negligence or oversight for not doing so. Completed proposal must be submitted in a sealed envelope.
5. **Specification Precedence:** If a conflict exists between the general conditions and the detailed specifications, then the detailed specifications shall prevail.
6. **Public Entity Crime:** Pursuant to Florida Statute 287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

Proposers shall complete and submit with their Proposal the complete, accurate, and notarized statement required by Section 287.133, Florida Statutes, Public Entity Crimes Statement, provided herein. Failure to submit a properly completed and notarized form shall be cause for submittal to be judged non-responsive.
7. **Specification Variances:** For purpose of evaluation, the Proposer shall indicate any and all variances from specifications, terms and/or conditions regardless of how slight. If variations are not stated in the proposal, it shall be assumed that the proposed product or service fully complies with the specifications, terms and conditions herein.
8. **Requests for Clarifications:** Any and all questions regarding this ITN, whether technical, procedural or otherwise, must be submitted in writing to the attention of the Procurement Agent designated herein, seven (7) business days prior to the ITN due date, unless otherwise stated in the specifications. All such interpretations and supplemental instructions will be in the form of written addenda to the ITN documents. No correction or clarification of any ambiguity, inconsistency or error in the ITN terms, conditions or specifications will be made to any Proposer orally. Only the interpretation or correction so given by the Procurement Agent, in writing, shall be binding. Proposers are advised that no other source is

authorized to give information concerning, explaining, or interpreting the ITN documents. If a Proposer should be of the opinion that the meaning of any part of the proposal specifications are uncertain, obscure, or contains errors or omissions, they should report such opinion to the Procurement Agent in writing no more than three (3) days after the receipt of the documents.

9. **Delivery of Proposal:** One proposal clearly marked "Original", copies as required herein and an electronic version on CD/DVD or flash drive identical to the original in a useable Microsoft Word or Excel format, of response must be furnished and arrive no later than 2:00 PM., local time, on or before the due date specified on the cover sheet of this ITN, to be considered. Proposals shall be organized and shall include necessary information as to be in full compliance with the ITN specifications. The District reserves the right to reject and not consider any proposal that is not submitted in accordance with the ITN general conditions, specifications or ITN submittal requirements. The response shall be submitted in a sealed envelope addressed to The School District of Lee County, Department of Procurement Services, 2855 Colonial Blvd., Fort Myers, FL 33966-1012.

a) If a proposal is delivered in person, Proposer must follow the District's security access procedures as follows: park in visitor's parking area; enter building through front door; present proposal to Procurement Department representative for official date/time stamping.

b) Proposals received by telephone, telegraph, electronic mail, or facsimile machine shall not be accepted unless stated in the special conditions of this ITN.

10. **Proposal Opening:** Proposal openings shall be public at the date and time stated in the ITN at the Department of Procurement Services of The School District of Lee County, 2855 Colonial Blvd., Fort Myers, Florida 33966-1012, unless otherwise indicated.

11. **Proposals Received Late:** It is the Proposers responsibility to assure that the proposal is received by the Department of Procurement Services prior to the opening date and time specified. Any proposal received after the opening date and time shall not be considered for award. The District will not be responsible for proposals received late because of delays by a third party delivery service; e.g., U.S. Mail, UPS, Federal Express, etc.

12. **Processing Time:** It is understood that the normal proposal processing time shall be 90 days after the opening date of this ITN, and that prices reflected by the proposal will be firm through the proposal processing time and the delivery of items awarded.

13. **Original and Renewal Term:** The award resulting from this ITN shall be in effect for the term defined in the detailed specifications commencing upon Board approval or until new proposals are taken and awarded. The award resulting from this ITN (or any portion thereof) has the option of being renewed as defined in the detailed specifications, or extended for a period up to 180 days, upon mutual agreement of both parties, under the same terms and conditions as the original award. The District, through its Department of Procurement Services, will, if considering a renewal or extension, request a letter of intent to renew or extend from one or more awardees, prior to the end of the current contract period. The awardees will be notified when the recommendation has been acted upon by The District. At the request of the District and upon written agreement by both parties, the original or a renewal term may be extended for up to 180 days. The Proposer agrees to these conditions by signing its proposal.

14. **Lobbying:** From the time that a formal solicitation is released until such time as an award is made by the School Board, vendors are prohibited from lobbying School Board Members, District employees, or any community member appointed to serve on the relevant selection committee, regarding the formal solicitation. All inquiries must be written and directed to the Department of Procurement Services.

(a) Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of School Board Members, District employees, or any community member appointed to serve on the relevant selection committee, on the award of a contract. Lobbying by any respondent or any individual on behalf of a vendor will result in rejections/disqualification of said response.

(b) Violation of the provision regarding lobbying may also result in debarment of the vendor as provided in Policy 6.071.

15. **Prompt Payment Discount:** Cash discount for prompt payment of invoices, if offered, shall not be considered in evaluating proposals and making awards. Cash discount terms, if offered in the proposal, must be clearly indicated on each invoice.

16. **Brands:** Proposers shall indicate, for each item proposed, the name and model of the brand being proposed. Use of brand names, trade names, make, model, manufacturer, or Contractor catalog number in the specifications is for the purpose of establishing a grade or quality of material only. It is not The District's intent to rule out other competition; therefore, the phrase "OR APPROVED EQUAL" is added, unless

otherwise indicated in the specifications. However, if a product other than specified is proposed, it is the Proposer's responsibility to submit, with the proposal, samples, descriptive literature and/or detailed specifications which illustrate the product sufficiently for evaluation. Proposals received without this information, or with insufficient information, as determined by the evaluation committee, may not be considered. If the words "ONLY" or "NO SUBSTITUTES" appear in the specification, then no other brands, trade names, makes, models or manufacturers shall be considered. The District shall be the sole judge concerning the merits of proposals submitted. Once an item is awarded from this proposal to a Proposer, no substitution of brands shall be permitted. If a Proposer does not indicate what he is offering in the proper blank and if the Proposer is successful in being awarded the item(s) then the Proposer shall be obligated to furnish the item(s) specified by The District.

17. **Warranty/Guarantee:** All materials and/or services furnished under this proposal shall be warranted by the Contractor, distributor and manufacturer to be free from defects and fit for the intended use. Unless otherwise requested, the items proposed must be new and equal to or exceed specifications. The manufacturer's standard guarantee or warranty shall apply. During the guarantee or warranty period, the Vendor must repair and/or replace the unit without cost to The District with the understanding that all replacements shall carry the same guarantee or warranty as the original equipment. The Vendor shall make any such repairs and/or replacements immediately upon receiving notice from The District.

18. **Proposal Evaluation and Award:** Proposals shall be reviewed in accordance with the ITN specifications and conditions and the best interest of the District. The District reserves the right to accept or reject any or all proposals in part or in whole, waive minor variations, informalities, irregularities, omissions or technicalities, request new proposals, and/or consider alternate proposals which meet the general specifications set forth. Proposals which contain any alteration, addition, conditions, limitations, unauthorized alternates or show irregularities of any kind may be rejected by the District. The District reserves the right to award proposals on such products and/or services it deems will best serve the District's best interest from the standpoint of price, quality, and suitability for the intended purpose and any other determining factors.

a) Proposals will be evaluated, scored and ranked based on the written responses to the proposal grading criteria specified herein. Based on the rankings, one or more firms may be selected to commence negotiations. The District reserves the

right to create, and select proposers from a "short list" in order to enter into final contract negotiations with one or more Proposers, with the intent of awarding a contract and producing terms and conditions to reflect the outcome of the negotiations. The District reserves the right to negotiate individually or collectively with the top ranked firms, and to evaluate, score and rank Proposers who enter into final contract negotiations, based on the grading criteria specified herein. Proposers invited to negotiate shall make available at each and every negotiation their representatives with the responsibility and authority to legally commit the Proposer to final terms and conditions. Proposers are cautioned to present their best offer with their proposal as the District may select a proposal for award without further negotiation.

b) After final evaluation, ranking, and/or negotiation of one or more proposals, a tabulation of the responses with intent to award shall be posted for review by interested parties at the office of the Department of Procurement Services and shall remain posted for a period of no less than three (3) days. This information shall also be posted on School District of Lee County's website <http://www.leeschools.net/procurement>.

c) A recommendation for award will be presented to the Superintendent, and subsequently to the School Board for consideration. The School Board exercises the authority to accept or reject proposals.

19. **Notification of Award/Purchase Orders:** Upon Board approval to award a contract, participating Proposers, successful and unsuccessful, shall be notified of the award configuration in writing by the Department of Procurement Services. Proposers who are awarded a contract resulting from this ITN are cautioned not to provide goods or services to any District site or to any District employee prior to receiving purchase orders issued by the District's Department of Procurement Services. Notification of Award is not to be construed as authorization to provide goods or services.

20. **Contract Documents:** The submission of a proposal constitutes an offer by the Proposer. Upon Board approval the Department of Procurement Services will issue a letter of award. This ITN, any addenda to this ITN, the submitted proposal, revisions to such documents agreed upon by both parties in writing during the negotiation process, and the corresponding purchase order(s) and change order(s) will constitute the complete agreement between the successful Proposer and the District. If a specific contract document is requested by the District, it shall be

included with the above mentioned items as part of the contract agreement. Each proposal is received with the understanding that an acceptance in writing by The District of the offer to furnish any or all of the services and materials described shall constitute a contract between the Proposer and The District. This contract shall bind the Proposer to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the terms conditions of said accepted proposal. It is agreed that the Proposer will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of The District and any sureties.

21. **General Information about the District:** The District and its School Board of Lee County were created pursuant to Section 4, Article IX of the Constitution of the State of Florida. The District is an independent taxing and reporting entity managed, controlled, operated, administered, and supervised by District school officials in accordance with Chapter 1001, Florida Statutes.

- a) The School Board consists of seven elected officials responsible for the adoption of policies, which govern the operation of District public schools. The Superintendent of Schools is responsible for the administration and management of the schools within the applicable parameters of State Laws, State Board of Education Rules, and School Board policies. The Superintendent is also specifically delegated the responsibility of maintaining a uniform system of records and accounts in the District by Section 1001.51, Florida Statutes as prescribed by the State Board of Education.
- b) The School District of Lee County serves the entire area of the county, including the cities of Bonita Springs, Cape Coral, Fort Myers, Fort Myers Beach and Sanibel. The District's enrollment is approximately 90,000 K-12 students. With approximately 11,500 employees (including full-time, part-time, substitutes, short-course instructors, and hourly employees), the School District is the largest employer in Lee County.

22. **Price Adjustments:** The District may, in its sole discretion, make an equitable adjustment in the contract terms and/or pricing if pricing or availability of supply are affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all of the following criteria:

- a) The volatility is due to causes wholly beyond the vendor's control
- b) The volatility affects the marketplace or industry, not just the particular vendor's source of supply
- c) The effect on pricing or availability of supply is substantial

d) The volatility so affects the vendor that continued performance of the contract would result in substantial loss or financial hardship.

The determination as to whether a situation represents "extreme" volatility of the marketplace and/or whether the effect on pricing or availability is "substantial" shall be solely at the discretion of the District. Requests for adjustments must be made to the Director of Procurement Services within twenty four hours after receipt of an order from the District for the affected product and will not be considered more than once in a 120-day period. For contracts with an initial award period exceeding one (1) year, prices shall remain firm for the first year.

23. **Substitutions:** Should a particular product become unavailable after award due to discontinuance by manufacturer, extreme market demand or inability of manufacturer to produce the product for a certain period of time, or quality or compatibility as solely determined by the District, vendor may propose a substitute product to the District. The vendor shall provide specifications for the proposed substitute product, or if requested by the District, a sample of the proposed substitute. Vendor will also provide documentation as to the unavailability of the original awarded product to the District for its review. Such a substitute will only be considered if the District has a continued need for the product within a specified time frame where the original awarded product will be unavailable. Whether a substitute is necessary and whether the proposed substitute is acceptable are solely within the discretion of the District.

24. **Vendor Performance:** The Vendor shall provide competent, suitable, qualified personnel to perform any project required by the ITN. The Vendor shall at all times maintain good discipline and order while on District property. Vendor employees and subcontractor employees (if authorized) assigned to this project must be pre-screened and will be thoroughly reviewed for but not limited to current certification and documentation.

- a) The Vendor shall furnish all equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, heat, light, telephone, water and sanitary facilities and incidentals necessary for the execution, testing, initial operation and completion of any project unless otherwise specified.
- b) The Vendor shall be responsible for the appearance and demeanor of all personnel assigned to the project and shall require that all employees wear shirts with visible company logo and personal identification of the individual employee. Uniforms

and/or dress code shall be inclusive of, but not limited to, neat and clean company uniforms or attire that are appropriate and easily identifiable. District identification badges shall be worn and clearly visible while on any District property.

- c) The Vendor's personnel shall have no contact with students or school staff, other than administrative staff or designated representatives, with the exception of emergency situations. The Vendors employees shall refrain from using foul, abusive, or profane language on District property.
- d) Upon arrival and departure onto any District school campus, the Vendor's employees shall enter their company information into the School Log Book provided in the Administrative office of each campus.
- e) The Vendor's personnel shall be aware that all District sites are smoke free areas. The use of tobacco products is prohibited on any property owned by The District. Vendor's personnel shall be aware that it is illegal to have in one's possession or be under the influence of any illegal drug or alcoholic beverage while on District property.
- f) Vendor shall strictly limit its operations to the designated work areas and shall not permit any employees to enter any other portions of District property without District's expressed prior written consent.
- g) All employees are prohibited from distributing any papers or other materials upon District property, and are strictly prohibited from using any District telephones or other office equipment.
- h) All employees shall enter and leave District facilities only through the ingress and egress points designated, from time to time, by The District.
- i) The Vendor shall be responsible for the removal of all trash and debris occasioned by this contract. Failure to adhere to this requirement will result in the costs of the performance of this work by others being charged to the Vendor.
- j) The Vendor shall be responsible for all damages caused by the Vendor, its subcontractors and employees of each, and shall be held responsible for replacing or repairing any damage due to negligence on their part to any person(s) and/or property. The District may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property.
- k) Any existing surface or subsurface improvements, including, but not limited to, pavements, curbs, sidewalks, pipes, utilities, footings, structures, trees and shrubbery, not indicated in the contract documents to be removed or altered, shall be

protected by Vendor from damage during the prosecution of any project. Any such improvements so damaged shall be restored by Vendor to condition at least equal to that existing at the time of Vendor's commencement of any project.

- l) Vendor acknowledges that work may be performed at a particular project site where The District simultaneously is conducting and continuing its operations upon the same site. In such event, Vendor shall coordinate its work so as to cause no unreasonable interference with or disruption to The District's operations. The District may perform other work related to any particular project at the site by The District's own forces, have other work performed by utility owners or let other direct contracts.
- m) If during the performance of any project, Vendor or any subcontractor, sub-subcontractor, agent, employee or anyone else for whom Vendor is legally liable, causes a disruption to any Utilities service to other facilities or customers within a project area, Vendor shall take all actions necessary and required to immediately restore such Utilities service. If Vendor fails to take such immediate actions The District shall have the right to take whatever actions it deems necessary and required to immediately restore the disrupted services, and all costs incurred by The District as a result thereof shall be reimbursed to The District by Vendor within five (5) business days of written demand for same from The District.
- n) Vendor is responsible for the safety and protection of all persons and property on or about the project site during the progress of any project. Further, it is Vendor's responsibility to protect from damage or loss all material and equipment to be incorporated into any project which may be stored off the project site. Vendor shall develop and implement, in accordance with the requirements of the contract documents (including any District rules or regulations), a safety plan for any project, as required. Vendor shall comply with all applicable codes, laws, ordinances, rules and regulations of The District and any public body having jurisdiction over any project, including all of their safety codes, laws, ordinances, rules and regulations. If Vendor observes that the Contract Documents are at variance therewith, it shall promptly notify The District in writing.
- o) When requested, Vendor shall cooperate with any ongoing District investigation involving personal injury, economic loss or damage to The District's facilities or personal property therein.

- p) Proper safety barricades, protective, and covering devices shall be used to divert traffic and protect personnel. Normal safety signs, necessary lighting and temporary fencing/barricades around work areas shall be installed and maintained in accordance with OSHA requirements while the work is in progress. Materials must be secured in accordance with OSHA regulations when not in use.
- q) The Vendor shall be responsible for instructing their employees in all safety measures. All equipment used by the Vendor shall be free from defects or wear that may in any way constitute a hazard to any person or persons on District property. At no time shall equipment be operated without guards, shields, or other manufacturers recommended safety accessories in place and functioning as intended by the manufacturer. All current OSHA safety standards shall be reinforced including, but not limited to, the following rules:
- i. All OSHA and Federal required safety equipment shall be installed and functioning on all equipment.
 - ii. All equipment shall be in sound working condition and must meet all OSHA Safety Standards. All workers shall be aware of and trained in the operation of all safety equipment required for this project.
 - iii. The Vendor shall ensure that employees are equipped with proper safety items such as glasses, hard hats, gloves, etc.
 - iv. All incidents on campus involving District property or personnel shall be reported to the Director of Maintenance Services Department and the Campus Administrator immediately upon occurrence.
 - v. All debris shall be removed to an environmentally approved landfill or recycling center.

FAILURE TO COMPLY WITH ANY OF THE ABOVE PERFORMANCE REQUIREMENTS MAY RESULT IN TERMINATION OF CONTRACT.

25. **Inspection, Identification and Acceptance:** Vendors shall be responsible for delivery of items in new condition meeting specification at point of destination. Vendors shall file with the carrier all claims for breakage, imperfections and other losses. If the material and/or services supplied to The District is found to be defective or does not conform to specifications, The District reserves the right to cancel the order upon written notice to the seller and return the product to the seller at the seller's expense.
26. **Bid Bonds:** Bid bonds, when required, shall be submitted with the bid in the amount specified in the

detailed specifications. Bid bonds will be returned to unsuccessful proposers.

27. **Performance Bonds:** When required and after acceptance of a proposal, the District will notify the successful proposer to submit a recorded payment and performance bond in the amount specified in the detailed specifications.
28. **Worker's Compensation:** Vendors shall obtain and maintain during the life of the contract Workers' Compensation Insurance in compliance with Chapter 440, Florida Statutes for all of his employees employed on the project. In case any work is sublet, Vendor shall require subcontractors similarly to provide Workers' Compensation Insurance.
29. **Cancellation/Termination:** In the event any of the provisions of the contract awarded as a result of this ITN are violated by the Vendor, the Superintendent or designee will give written notice to the Vendor stating the deficiencies and unless the deficiencies are corrected within ten (10) calendar days, recommendation may be made to the Board for immediate cancellation. Upon cancellation hereunder the Board may pursue any and all legal remedies as provided herein and by law. The Board reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving seven (7) days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract. The Board will only be required to pay to the Vendor that amount of the contract actually performed to the date of termination. Repeated instance of failure to perform may result in cancellation of the contract and removal of the Proposer from consideration on other District contracts for the duration of the document contract period or for three years, whichever is longer, at the discretion of the Director of Procurement. The contract may be terminated in accordance with Section 287.135, Florida Statutes, by the District if:
- a) Vendor is found to have submitted a false certification concerning inclusion on a Scrutinized Companies List;
 - b) Vendor has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel;
 - c) Vendor has been placed on the Scrutinized Companies with activities in Sudan List or the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List; or
 - d) Vendor has been engaging in business operations in Cuba or Syria.
30. **Default:** In the event that the awarded Proposer should breach this contract, the District and the School Board

reserve the right to seek all remedies in law and/or in equity.

31. **Liability:** Where Vendors are required to enter or go onto District property to deliver materials, perform work or provide services as a result of a proposal award, the Proposer assumes full duty, obligation and expense of obtaining all necessary licenses, permits and insurance, and shall be fully responsible for its own negligent or willful acts or omissions. Refer to the Attachment C (Insurance Requirements form) for the District's insurance requirements.
32. **Indemnity: This General Condition of the ITN is NOT subject to negotiation and any proposal that fails to accept these conditions will be rejected as "non-responsive", unless vendor is entitled to sovereign immunity by action of the Florida Legislature.** The District agrees to assume liability in the amounts and for the cause established in Section 768.28, Florida Statutes for only injuries or damage caused by the negligence of the District, its agents or employees in performance of the duties of this contract. Nothing herein is intended to serve as a waiver of sovereign immunity by the District. Nothing herein shall be construed as consent by the District to be sued by third parties in any matter arising out of any contract. Vendor shall hold harmless and defend the District and its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed there under. This provision shall also pertain to any claims brought against the District by an employee of the named Vendor, any Subcontractor, or anyone directly or indirectly employed by any of them. The Vendor's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this Contract or the Vendor's limit of, or lack of, sufficient insurance protection.
33. **Taxes:** The District is exempt from any Taxes. State Exemption Certificate certified on request. State Sales Tax Exemption Certificate is No. 85-8012622066C-4, and Federal Tax Identification is No. 59-6000701.
34. **Occupational Safety Hazards Act Requirements:** The Proposer certifies that all material, equipment, etc., contained in the Proposal meets all Occupational Safety Hazards Act (OSHA) requirements. The Proposer further certifies that if he or she is the successful Proposer and the material, equipment, etc., delivered is subsequently found to be deficient pursuant to any OSHA requirement in effect on the date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with aforementioned requirements shall borne solely by the Proposer.

35. **Drug Free Workplace/Identical Tie Proposals:** Whenever two or more proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statute 287.087.
36. **Ethics:** All awarded Vendors shall comply with the requirements of law regarding ethics as set forth in Chapter 112, Florida Statutes, rules promulgated by the Florida Commission of Ethics, and District Purchasing and Bidding Policies.
37. **Confidentiality:** Proposers shall be aware that all submittals provided with a proposal are subject to public disclosure and will **not** be afforded confidentiality with the exception of financial statements.
38. **Use of Other Contracts:** The District reserves the right to utilize other District contracts, State of Florida Contracts, contracts awarded by other city or county governmental agencies, other school boards, other community college/state university system cooperative proposal agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012(5) in lieu of any offer received or award made as a result of this proposal, if it is in its best interest to do so. The District also reserves the right to separately propose any single order to purchase any item on this proposal if it is in its best interest to do so.
39. **Authority to Piggyback:** The School District of Lee County is a member of S.W. Florida Cooperative Purchasing Consortium. Other members include governmental entities in Charlotte, Collier, Hendry and Lee Counties. . The District is also a member of the Bay Area Schools Purchasing Consortium; other members include the school boards of Brevard, Charlotte, Florida Virtual Schools, Hernando, Hillsborough, Lake, Manatee, Osceola, Pasco, Pinellas, Polk, Sarasota, and Seminole; and additional Florida school boards may join the Consortium. Upon award of this proposal, if mutually agreed upon between the successful Proposer(s) and governmental entity, submission of any proposal in response to this request constitutes a proposal made under the same conditions, for the same price, and for the same effective period as this proposal, to any other participating members of the above referenced Consortium entity.
40. **Invoicing and Payment:** Orders shall be processed or work performed only upon receipt of authorized purchase orders issued by The School District of Lee County Procurement Department.

- a) The Vendor will provide **two copies of the original invoice to The School District of Lee County, Financial Accounting Department, located at 2855 Colonial Blvd, Fort Myers, FL 33966-1012.**
- b) b) All invoices shall include purchase order number for proper identification. Invoices must be prepared properly to avoid unnecessary delays in payment. Upon receipt of invoices forwarded from the Finance Department, the user school/department will approve payment for requested work that has been completed satisfactorily. All invoices and correspondence shall be legible and dated.
- c) c) The District utilizes an ePayables Program through the MASTERCARD network. Accordingly, **Proposers must presently have the ability to accept these credit cards for payment, or take steps necessary to implement this ability before the start of the contract term, or contract award by the District.** The District reserves the right to revise this program as necessary.
41. **Liquidated Damages Recovery:** Vendor agrees to the use of Liquidated Damages Recovery in the event the Vendor fails to perform in accordance with contract provisions. On any occasion where the Vendor fails to perform or defaults on the contract, or any material provision thereof, the District may procure the necessary supplies/services from other sources and hold the Vendor financially responsible for any excess costs incurred. The difference between the contracted price of the products and the actual price paid in this circumstance may be deducted from funds owed to the non-performing Vendor.
42. **Contact Information:** The Vendor shall appoint a person or persons to act as a primary contact with the District. This person or their designated back up shall be readily available during normal business hours by phone or in person; knowledgeable of the terms, conditions and procedures involved; and respond to messages within 24 hours. The District shall appoint a person or persons to act as the District Representative. The Vendor shall have access to the site after school hours, on weekends, and during school hours at the discretion of District Representative. All scheduling shall be coordinated with the District Representative.
43. **Bid Protest:** All solicitations and notices of intended decisions with respect to contract awards shall include the following statement: "Failure to follow the requirements of the bid protest procedures established by The School District of Lee County, Florida, shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
44. **Maintaining Public Records:** Parties awarded a contract as a result of this solicitation who provide a service acting on behalf of the District shall:
- a) Keep and maintain public records required by the District to perform the service.
- b) Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Chapter 119, Florida Statutes or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Vendor does not transfer the records to the District.
- d) Upon completion of the contract, transfer, at no cost, to the District all public records in possession of Vendor or keep and maintain public records required by the District to perform the service. If Vendor transfers all public records to the District upon completion of the contract, Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Vendor keeps and maintains public records upon completion of the contract, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request of the District's custodian of public records, in a format that is compatible with the information technology systems of the District
45. **Vendor Background Screening Requirements:** Vendor will comply with all requirements of Florida Statutes 1012.32, 1012.465, 1012.467 and 1012.468, by certifying that the Vendor and all of its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standards established by the statutes. This certification will be provided to The District in advance of the Vendor providing any services on campus while students are present. The Vendor will bear the cost of acquiring the background screening and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Vendor and its employees. Vendor will provide The District a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Vendor will update these lists in the

event that any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added. Vendor agrees that in the event the Vendor or any employee who the Vendor has certified as completing the background check and meeting the statutory standards then is convicted of any disqualifying offense, the Vendor will notify The District within 48 hours of such.

- a) The parties agree that in the event that Vendor fails to perform any of the duties described in this paragraph, this will constitute a material breach of the contract entitling The District to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. Vendor agrees to indemnify and hold harmless The District, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from Vendor's failure to comply with the requirements of this paragraph of the Florida Statutes.
- b) Effective October 1, 2005 the Florida Department of Law Enforcement opened a new shared fingerprint database that is available to all School Districts in Florida. Vendor and their employees who were fingerprinted within the last five (5) years in any county in Florida should be in the State fingerprinting database. Vendors and their employees who have been fingerprinted in one of the School Districts should have the ability to notify other School Districts Human Resources Department of their fingerprinting status by providing the name of the School District in which they were fingerprinted, employee name and social security number. This legislation alleviates the issue of requiring vendors to be fingerprinted in every District in which they provide services.
- c) Vendor must provide a list of employees that will participate in this contract for fingerprinting appointments to the District's Department of Professional Standards and Equity at 239-337-8331.
- d) Any costs associated with obtaining District badges through the Department of Professional Standards and Equity shall be the sole responsibility of the Vendor.

46. **Vendor Process for Fingerprinting:** Upon award, Vendor is required to comply with the requirements of Florida Statutes, Section 1012.32, 1012.465, 1012.467 and 1012.468 and the Lee County School Board Policy 5.04, Fingerprinting and Background screening, sections 4 and 5. Among other compliance items included in this policy, section 5 (a) and (b) state: (a) Prior to the start of work on any District site, all construction vendors and other vendors including but not limited to construction

manager, company owners, architects, engineers, specialty vendors, subcontractors and personnel for the same shall be subject to a criminal background check to determine eligibility to perform work on a District site, unless the individual meets an exception contained in the School Board Policy. Individuals subject to a criminal background screening under this section shall pay the processing and maintenance fee required for all appropriate background checks. (b) In the event a contract results in the deployment of personnel, whether they are a direct employee of the vendor or a subcontractor, to a District construction site or any District property it is the responsibility of the Vendor to follow the requirements of this policy.

Vendor Fingerprinting - Frequently Asked Questions and Cost: The cost for fingerprinting, and answers to frequently asked questions (FAQs) related to the fingerprinting process, are located on the School District's website: <http://www.leeschools.net/vendor-fingerprinting-faq>.

Vendors who will never be present on a school district campus are not required to be fingerprinted. Effective May 12, 2014, fingerprinting services for Vendors with the School District of Lee County will be provided by Fieldprint. There are currently multiple local locations that offer Fieldprint fingerprinting services. Those locations, as well as the locations of additional authorized service centers in Florida and other states, are available on the Fieldprint registration website at <http://www.fieldprintflorida.com>.

THERE WILL BE NO EXCEPTIONS TO THIS PROCESS.

DETAILED SPECIFICATIONS
ITN NO N177281RC
COMPUTER HARDWARE, SOFTWARE AND SERVICES

1. **Overview:** The School District of Lee County's Information Systems Division supports the technical needs of 90,000 students and 12,000 employees. The District is seeking responses from qualified manufacturers and/or manufacturer authorized reseller who can efficiently deliver a high volume of computer related products, and also provide related technical services, in compliance with the District's unique requirements described herein. The District anticipates purchasing approximately 50,000 laptops, 80,000 Chromebooks, and 10,000 work stations thorough the 3 year base period of the contract term. Some products shall be purchased at firm not to exceed prices and other products be purchased at a catalog discount. The awarded vendor shall provide a Technical Account Manager (TAM) and sufficient number of full-time on-site technicians to manage warranty repair in order to meet the SLA requirements for implementations exceeding 10,000 devices from the same manufacturer. Requested products and service include the following categories:

CATEGORY 1: Computer Hardware and Services for firm, fixed, not-to-exceed pricing

- A. Desktops, All-in-one units, and Digital Design Workstations
- B. Laptops and Chromebooks
- C. Ultrabook, 2 in 1 Convertible and Detachable Tablets
- D. Pre-deployment configuration.
- E. On site Delivery of the purchased equipment in compliance with the District's unique requirements are defined in the Technical Specifications.
- F. Hardware repair.

CATEGORY 2: Computer Related Products offered at a Catalog Discount

Products include computer peripherals and accessories, software, audio visual equipment, and a balance of line discount on catalogs offering computer related products. The peripherals purchased in Category 2 are for use with items purchased in Category 1, and for other use, at the discretion of the District.

Unless a change is deemed to be in the best interest of the District, there will be no discount adjustments allowed during the contract period. Sales promotions may occur during the course of this contract that will lower prices of products for the period of the sales promotion. The District shall receive the full benefit of such reductions if lower than the discount established by this ITN. Vendors may always offer the District an additional education discount at any time and invoice the District at a lower cost. Price reductions announced by a vendor shall take effect immediately and shall be applied to unshipped and subsequent orders.

New items appearing in a vendor catalog released after the ITN opening date are to be covered by this ITN as if these items were originally included in the catalog(s) submitted with the proposal. For the duration of the contract, new catalogs may be submitted to the District as they become available, but not more frequently than every three (3) months.

The District strongly prefers that Proposers provide the District with a dedicated web portal designed to meet the District's online purchasing needs, including the ability to audit prices. The District invites Proposers to describe methods to be used to audit prices for the duration of the contract. The District reserves the right to audit prices at any time on any orders placed. Vendors shall be fully compliant with the audit process, and shall take immediate corrective action if price discrepancies occur.

Proposers may submit response for Category 1 and Category 2 or Category 2 but may not respond to just Category 1. The District may give preference to proposals that offer pricing in multiple or all categories. The District anticipates awarding to multiple proposers for a period of performance of three (3) years plus options for three (3) additional one (1) year periods under the same terms and conditions. Post award project work will be distributed at the discretion of the District. An alternate award strategy may be implemented at the sole discretion of the District.

All proposals submitted shall be on the Proposal Response Form, Attachment A, included in the specifications, a copy of which may be reviewed or obtained at the Department of Procurement Services or by downloading from Lee County School District, Procurement Services' website at: <http://www.leeschools.net/procurement>.

2. **Requirements:** The District requires that Proposers have a sales volume of a minimum of 50,000 laptops and/or personal computers per year for each of the last three (3) years. Include in the proposal client references as evidence satisfying this requirement.
3. **Questions About the ITN:** Any questions concerning the Invitation to Negotiate shall be directed in writing to:

The School District of Lee County
 Department of Procurement Services
 Richard Cowie, Procurement Agent
 2855 Colonial Blvd., Fort Myers, FL 33966
 Via fax at (239) 337-8200 or
RichardAC@LeeSchools.net

All questions must be received no later than **August 28, 2017 at 4:00 PM**. Any and all written questions received will be compiled and official responses will be developed by appropriate District employees. The compilation of written questions and their official responses will be issued by the Department of Procurement Services in the form of addenda and placed on The District's website <http://www.leeschools.net/procurement>. Proposer shall be responsible for the acknowledgement of each addendum on Attachment D, the Addenda Acknowledgement Form.

Copies of addenda will be made available for inspection at the District's Department of Procurement Services where proposal documents will be kept on file.

No verbal or written information which is obtained other than by information in this document or by addendum to this ITN will be binding on the District.

4. **CONTRACT TERM:** The District anticipates awarding a contract for three (3) years commencing upon Board approval or until new proposals are taken and awarded. The contract (or any portion thereof) has the option of being renewed for three (3) additional one (1) year periods, for a total duration not to exceed six (6) years, upon mutual agreement of both parties, under the same terms and conditions. An alternate award strategy may be implemented at the sole discretion of the District. The District, through its Department of Procurement Services, will, if considering renewal, request a letter of intent to renew from each awardee, prior to the end of the current contract period. The awardee will be notified when the recommendation has been acted upon by The District. The Proposer agrees to this condition by signing its proposal.
5. **ORDERS AND PAYMENT:** All orders will be placed directly to the Vendor by the District and/or other authorized personnel via a blanket purchase order. No stipulation will be accepted for minimum or maximum orders. The District utilizes an ePayables Program through the MASTERCARD network. Accordingly, Proposers must presently have the ability to accept these credit cards for payment, or take steps necessary to implement this ability before the start of the contract term, or contract award by the District. The District reserves the right to revise this program as necessary.
6. **GUARANTEE/WARRANTY:** All Proposers must submit signed Attachment I - Guarantee/Warranty with their proposal. Products that are deemed inferior, of poor quality, or unacceptable by representatives of the District shall be returned at no cost to the District and must be replaced within 24 hours from time of notice of unacceptability with an acceptable product. Consistent shipment of unacceptable products will result in immediate termination of this contract.
7. **QUALIFICATIONS:** Proposals will be considered only from vendors, manufacturers, authorized distributors or dealers who are normally engaged in the manufacture, sale or distribution of materials requested herein. The Proposer must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the District.

Proposers must submit documentation of Manufacturers Authorization for Resale and Repair

8. **Estimated Timeline**

| | |
|-----------------|--|
| August 10, 2017 | Release of ITN No. N177281RC |
| August 22, 2017 | Pre-Proposal Conference at 2:00 PM EST |

Department of Procurement Services
2855 Colonial Blvd., Fort Myers, Florida 33966-1012
or by video conference at <http://meetat.leeschools.net/infrastructureservices>

| | |
|--------------------|--|
| August 28, 2017 | Written questions due in the Department of Procurement Services by 2:00 PM, local time |
| September 12, 2017 | Proposals due on or before 2:00 PM local time Department of Procurement Services 2855 Colonial Blvd. Fort Myers, Florida 33966-1012 |
| September, 2017 | Evaluation Committee reviews proposals |
| September, 2017 | Optional interviews, schedule at the District's discretion |
| November, 2017 | School Board Action |

Dates and times are estimated and are subject to change. Notification of changes to the time schedule will be made to registered Proposers. Response to inquiries regarding the status of a proposal will not be made prior to the posting of award recommendation.

9. **Proposal Submittal - Information to be Included in the Proposal:** In order to maintain comparability and facilitate the review process, it is required that proposals be organized in the manner specified below. Include all information requested herein in your proposal. All responses to the ITN shall be submitted in an 8 ½" x 11", edge-bound format. Covers may be slightly larger. Sections shall be tabbed to correspond to the headings listed in this section. Contents shall be in conformance with requested criteria utilizing the applicant proposer's phrasing to complete the requested listing. Include one (1) original, manually signed proposal, four (4) copies, and an electronic version on CD/DVD or flash drive identical to the original. If the District provides Attachments to be completed by proposers, the Attachments shall be completed in a usable Word or Excel format. **An electronic copy, on flash drive, CD or DVD, of the completed Attachment A in Excel Format shall be submitted with the proposal.** (e.g. with no locked cells; Adobe PDF is not acceptable.) **Failure to comply with proposal submittal requirements may be grounds for proposal rejection.**
- 9.1 **Title Page:** Include ITN number, subject, the name of the proposer, address, telephone number and the date.
- 9.2 **Table of Contents:** Include a clear identification of the material by section and by page number.
- 9.3 **Letter of Transmittal:** Proposer shall include the following information in the letter of transmittal:
- a) Names of the persons who will be authorized to make representations for the proposer, their titles, addresses, email addresses and telephone numbers.
 - b) Indicate if the Proposer is a firm or individual.
 - c) Submit evidence of minimum sales volume of 50,000 units.
 - d) Indicate any and all variances from the ITN specifications, terms and/or conditions regardless of how slight. If no variations are stated, it shall be assumed that the proposed product or service fully complies with the specifications, terms and conditions of the ITN.
- 9.4 **Required Submittal Checklist:** Proposer shall complete and submit the Required Submittal Checklist coversheet (page 1 of the ITN) **with all required information completed and all signatures** (blue ink preferred on original) as specified. Any modifications or alterations to this form shall not be accepted and may cause proposal to be rejected.
10. **Project Approach:** Proposer shall describe the approach to be applied to implement the tasks defined in the Scope and Technical Specifications herein.
11. **Related Experience:** Proposer shall provide a detailed description of the management approach to be provided on this project and how it has been applied to prior projects, specifically projects with K-12 institutions for which the Proposer has performed project management to coordinate order fulfillment, shipping, and product deliveries for orders of 100 or more computers.

12. **Technical Account Manager:** Proposer shall identify Technical Account Manager (TAM) and sufficient number of full-time on-site technicians to manage warranty repair in order to meet the SLA requirements for implementations exceeding 10,000 devices from the same manufacturer. Describe the experience of the individual(s) that demonstrate their knowledge, skills, and ability to support the District in achieving the stated goals and delivering quality work products. Include resume(s) for proposed key personnel.
13. **Attachment A - Proposal Response Form (Pricing):**
 - 13.1 **Category 1** - Submit price proposal. Pricing shall include all expenses to include packaging, shipping, handling, required insurances, licenses, and any additional overhead for the products and service proposed. Pricing proposed will be firm and fixed for the initial contract period of three (3) years. The District reserves the right, at its sole discretion, to furnish equipment and materials for any and all jobs or work performed pursuant to this contract.
 - 13.2 **Category 2** - Submit price proposal. Pricing shall include all expenses to include packaging, shipping, handling, required insurances, licenses, and any additional overhead for the products proposed. Pricing proposed will be firm and fixed for the initial contract period of three (3) years. The District reserves the right, at its sole discretion, to furnish equipment and materials for any and all jobs or work performed pursuant to this contract.
14. **Attachment B – Reference Form:** Three (3) references are required to be received by the District via email no later than the proposal due date, from Proposer’s clients. Proposer’s clients shall email the completed Reference Form to RichardAC@LeeSchools.net, and references shall be received from the Proposers client’s email address. Each reference shall be eligible to earn up to 2 points, for a maximum of 6 (six) points for three responsive references. Missing references will receive a score of zero. Proposers may request more than 3 clients to submit references. Failure to provide references as stated herein, may result in proposal being deemed non-responsive.
15. **Attachment C – Insurance Requirements Form:** Proposer shall respond to the District insurance requirements.
16. **Attachment D – Addenda Acknowledgement Form:** Proposer shall complete form with all required information and all signatures as specified. The enclosed Addenda Acknowledgement Form must be signed and returned in order for your proposal to be considered.
17. **Attachment E – Debarment Form:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion – lower tier covered transactions.
18. **Attachment F – Drug Free Workplace Certification:** Proposer shall complete form with all required information and all signatures as specified. The enclosed for Drug Free Workplace Form must be signed and returned.
19. **Attachment G – Public Entity Crimes Form:** Sworn statement under section 287.133(3), (a), Florida Statutes, Public Entity Crimes, **signed and notarized.**
20. **Attachment H – Guarantee/ Warranty Statement:** Proposer shall complete this form with all required information and all signatures as specified, stating all products and service will be warrantied as required in the specifications and included with the proposal.
21. **Attachment I - Scrutinized Company Certification Form:** Accurately completed and included with the proposal.
22. **Attachment J – Proposal Mailing Label:** Accurately completed and adhered to sealed proposal.
23. **Evaluation of Proposals – Evaluation Criteria:** Proposals shall be scored using the following evaluation criteria.

| EVALUATION CRITERIA | MAXIMUM POINTS |
|--|----------------|
| Pricing | 30 |
| Service and Support Terms and Conditions | 30 |
| Hardware and System Design | 20 |
| Experience, Qualifications | 9 |
| References | 6 |
| Submittal (completeness, correctness, and clarity) | 5 |
| TOTAL POSSIBLE POINTS | 100 |

Based on the scores Proposers will be ranked and one or more Proposers may be selected to commence negotiations. The District reserves the right to create, and select proposers from a “short list” in order to enter into final contract negotiations with one or more Proposers, with the intent of awarding a contract and producing terms and conditions to reflect the outcome of the negotiations. Proposers are cautioned to present their best offer with their proposal as the District may select a proposal for award without further negotiation. The following criteria will be used to evaluate presentations and/or interviews of one or more “short listed” Proposers.

| EVALUATION CRITERIA | MAXIMUM POINTS |
|--------------------------------------|----------------|
| Best and Final Offer (if applicable) | 25 |
| Project Approach | 25 |
| On-site Team | 20 |
| Best Value to the District | 20 |
| Safety and Litigation Records | 10 |
| TOTAL POSSIBLE POINTS | 100 |

Scope and Technical Specifications:

- 24. **General Terms:** The District intends to purchase enterprise-class, stable-platform equipment. For all standard configurations the vendor shall maintain identical image-critical hardware for a minimum nine month life cycle.
 - a. Image-critical hardware includes: processor, chipset, NIC, wireless NIC, audio card, video card, or any hardware that requires a driver.
 - b. Windows operating system licenses shall be included with all new computer systems.

- 25. Terminology used in the RFP such as “Chromebook”, “laptop”, “desktop”, and “workstation” are intended to describe current platforms and form factors. The use of this terminology shall not limit the District from adapting emerging technologies, mobile devices, or other personal computing devices that have different physical characteristics.

- 26. **Evolving Technology:** Technology is continuously evolving. Although the core equipment required by the District pursuant to this contract won’t change during the contract term, e.g. purchase of a laptop computer or computer workstation, it is anticipated that the technical specifications of the equipment will change. As such, the District reserves the right to update product makes and models, technical specifications, installation procedures, and other items of a technical nature described in the RFP. The District will work with the Vendor to determine which shall be purchased as part of the baseline configuration and which products shall be purchased using the percentage discount.

- 27. **Product Transitions:** The awarded vendor shall provide two reference computers for testing from each standard computer configuration at no cost to the District. Reference computers shall be provided within fifteen days after award of contract. Vendor shall also provide, at no cost to the District, one returnable evaluation computer and eventually two additional reference computers for systems replacing current models due to a product transition. Reference systems are to be delivered no later than 15 days after official notification to the District that a product is transitioning or the current model will no longer be available for ordering. All orders for each standard computer configuration shall be identical to the reference computers and shall be provided for a period of at least nine months, including all internal hardware that the District considers image-critical. For all standard configurations the vendor shall maintain identical image-critical hardware for a minimum nine month life cycle.

Vendor shall provide notice, in writing of the intent for a product to transition (current model to be replaced by new model) no later than 60 days prior to the current model no longer being available for ordering

- 28. **Account Management and Project Management:**
 - a. Vendor shall assign a primary point of contact to the District.
 - b. Vendor shall provide price quotations electronically to the District within two business days of a request.
 - c. Vendor shall process orders in a timely fashion and provide internal order numbers to the District upon request.
 - d. Vendor shall coordinate and communicate shipment details with the District point of contact including: PO numbers, manufacturer order numbers, status, order date, ship date, quantity, product description, shipping company waybill or confirmation number, asset tag numbers, etc.

29. **The District expects that, for orders of 100 or more computers, coordination is performed by an individual experienced with project management tools and techniques as defined by PMI. The following documentation methods may be required:**
- a. Project status updates using MS Excel or equivalent spreadsheet software.
 - b. Project timeline updates in Gantt chart format using MS Project or equivalent project management software, PERT network diagrams, and other documentation techniques used in conjunction with project management.

30. **Category 1**

A. Desktops, All-in-one units, and Digital Design Workstations:

See Exhibit 1 for technical details of the product to be purchased at a firm not to exceed price for Student and Staff desktops, all in one units and digital design workstations.

B. Laptops and Chromebooks:

See Exhibit 2 for technical details of the product to be purchased at a firm not to exceed price for Student and Staff Chromebook, Student Windows laptop.

C. Ultrabook, 2 in 1 Convertible and Detachable Tablets:

See Exhibit 3 for technical details of the product to be purchased at a firm not to exceed price for Staff laptop and Ultrabook.

D. Pre deployment Configuration:

1. A minimum of two asset tags or etching are required for any computer system ordered by the District and shall be included in the price of the computer.
 - a. District approval is required for material, size, style, and placement of asset tags or placement of etched data.
 - b. Asset tags shall be unique to each computer system ordered and the District shall specify the naming convention and range of characters to use.
2. Asset management reporting requirements
 - a. Vendor shall provide automated electronic reports in a District-approved format (i.e. Microsoft Excel) delivered via email to specific contacts provided by the District.
 - b. Frequency of reports to be determined by the District.
 - c. Example of data to be provided in the reports: Asset tag number, Serial number, PO number, manufacturer/reseller order number, order date, device model.
3. BIOS Customization: The District will require customized BIOS settings, at no additional cost, that may include, but are not limited to, any of the following at the District's discretion:
 - a. Administrator password, lock password changes.
 - b. Boot sequence.
 - c. Integrated NIC enabled with PXE.
 - d. Wake-on-LAN enabled.
 - e. USB boot disabled.
 - f. Storage operation.
 - g. Virtualization technology enabled.
 - h. Asset tag.
 - i. TPM / volume encryption settings

E. Onsite Delivery:

1. Vendor shall coordinate and direct the actions of the shipping companies or parcel carriers.
2. All pricing proposed shall include shipping, handling and inside delivery on all equipment.
3. Orders of up to twenty-five computers may be shipped common carrier, as long as inside delivery is included. Orders exceeding twenty-five units must include inside delivery on pallets. Vendor shall be responsible for arranging proper lift-gate delivery when necessary. The District may refuse shipment if improperly packaged or carrier arrives unprepared to provide efficient inside delivery.
4. Orders exceeding 100 units may require customized delivery. Examples may include removal of packing material and/or repackaging and delivery on rolling carts (e.g. baker's racks), with additional costs to be agreed upon by District and Vendor at time of order.

5. All computer accessories are considered part of the computer bundle such as: mouse, keyboard, and power cord, and shall be packaged together with the computer, unless approved by The District.
6. For orders of twenty-five or more computers, all equipment or accessories considered part of the computer bundle that are not shipped in the same package shall be shipped simultaneously unless otherwise specified by the District.
7. No partial shipping without District approval.
8. It is the vendor's responsibility to ensure that delivery of product doesn't disrupt the operations of any District locations.
 - a. For example, deliveries shall be coordinated outside of school start and end times to avoid delivery vehicles hindering traffic flow during those periods.
 - b. Vendor acknowledges delivery during the start of school and during school dismissal is unacceptable

F. Hardware Repair:

1. All desktop and all-in-one computers and monitors shall include a five-year parts and labor warranty included in the price of the computer. All mobile computers will include a four-year warranty, with the exception of Chromebooks carrying three-year warranty and accidental damage coverage. The warranty is not optional, and is not to be itemized or sold as a separate item. Warranty claims shall be fulfilled by computer manufacturer. Third-party warranties are not acceptable.
2. The awarded vendor(s) shall agree that all replacement parts or additional part orders will be handled through the District's Information Technology Support Department. All parts shall be shipped to the Information Technology Support Department or on-site support contractor unless the District authorizes shipment directly to schools and/or administrative facilities. Vendors will work only through District-specified contacts. Unauthorized requests shall be referred to a District-specified contact.
3. The awarded vendor(s) shall provide for District Support Staff to become factory authorized for warranty repairs at no cost to the District. The District will not pay for any travel expenses for Vendor staff.
4. All warranty parts shall be shipped same day if ordered by 3:00 PM, Eastern Time, on any business day. The parts shall be shipped overnight delivery. The awarded vendor will pay all shipping costs for warranty replacement parts and for return shipping of defective parts. In the event that a replacement part for a warranty repair is not available within the period of time specified above, the vendor may ship a substitute part that meets or exceeds the specifications of the original part at no cost to the District.
5. The awarded vendor shall provide spare parts for each standard computer configuration to be kept in stock at the District office, for the warrantied life of the product at the vendor's cost. Vendors will be required to propose suitable parts lockers, based upon the purchase volume of each model. Quantities and types of components will be subject to mutual agreement of The District and vendor.
6. The awarded vendor shall provide a Technical Account Manager (TAM) and sufficient number of full-time on-site technicians to manage warranty repair in order to meet the SLA requirements for implementations exceeding 10,000 devices from the same manufacturer. The TAM is required to be a direct employee of the manufacturer or reseller.

31. Category 2

Accessories: The District anticipates purchasing additional software, audio visual equipment and computer accessories including but not limited to; mice, keyboards, power cords, laptop carry cases, docking stations, special needs accessories, and other appropriate peripherals at a percentage discount off advertised/catalog price as identified in the proposal and represented on Attachment A.

Exhibit 1 - Desktop & All-in-One Configurations

| | A1. Student / Staff Desktop | A2. All-In-One Unit A | A2. All-In-One Unit B | A3. Digital Design Workstation |
|-----------------------------------|---|---|---|---|
| Chassis | Smaller desktop chassis preferred | All-in-one | All-in-one | Minitower chassis preferred |
| CPU | *6th gen i3 (x64) or equivalent minimum | *6th gen i3 (x64) or equivalent minimum | *6th gen i5 (x64) or equivalent minimum | *6th gen i7 (x64) or equivalent minimum |
| RAM | 8GB x 1 min | 8GB x 1 min | 8GB x 1 min | 8GB x 2 min 16GB Total |
| Storage | 128GB SSD Minimum | 128GB SSD Minimum | 128GB SSD Minimum | 500GB Dual SSD minimum |
| Monitor | 20 inch widescreen minimum | 20 inch widescreen minimum, webcam included | 24 inch widescreen minimum, webcam included | 24 inch widescreen minimum |
| Graphics Card | Integrated w/ 2 x Monitor Support | Integrated w/ 2 x Monitor Support | Integrated w/ 2 x Monitor Support. Propose matching second monitor | Advanced Video 2GB min, 2 X Monitor Support |
| Optical | No | No | No | No |
| Inputs / Outputs | 4 USB ports min, at least 2, shall be in front and v3.0 | 4 USB ports min, at least 2, shall be in front/side and v3.0 | 4 USB ports min, at least 2, shall be in front/side and v3.0 | 4 USB ports min, at least 2, shall be in front and v3.0 |
| Speakers | Optional - Front or attached to monitor | Optional - Front or attached to monitor | Optional - Front or attached to monitor | Optional - Front or attached to monitor |
| Mouse | Optical minimum | Optical minimum | Optical minimum | Optical minimum |
| Keyboard | Shall be included | Shall be included | Shall be included | Shall be included |
| Power Cord | Shall be included | Shall be included | Shall be included | Shall be included |
| Audio Cable | Shall be included if not attached speakers | Shall be included if not attached speakers | Shall be included if not attached speakers | Shall be included if not attached speakers |
| Networking | Gigabit Ethernet | Gigabit Ethernet, Dual Channel 802.11 g/n/ac | Gigabit Ethernet, Dual Channel 802.11 g/n/ac | Gigabit Ethernet |
| Accessory | | Secondary VGA adapter shall be included | Secondary VGA adapter shall be included | |
| Included Software Licenses | Windows OEM License, ClassLink One Click (formerly LaunchPad) (5 Year License). | Windows OEM License, ClassLink One Click (formerly LaunchPad) (5 Year License). | Windows OEM License, ClassLink One Click (formerly LaunchPad) (5 Year License). | Windows OEM License, ClassLink One Click (formerly LaunchPad) (5 Year License). |

| | | | | |
|--|--|--|--|--|
| Included Services | OS Imaging, BIOS configuration, laser etch serial and/or barcode number, print and affix asset tags. | OS Imaging, BIOS configuration, laser etch serial and/or barcode number, print and affix asset tags. | OS Imaging, BIOS configuration, laser etch serial and/or barcode number, print and affix asset tags. | OS Imaging, BIOS configuration, laser etch serial and/or barcode number, print and affix asset tags. |
| Warranty | 5 Year | 5 Year | 5 Year | 5 Year |
| Accidental Damage Protection | None | Optional | Optional | None |
| 802.11 n and ac* to include capability for physical transfer over both 2.4 GHz and 5 GHz spectrums. | | | | |

***The District requires Windows 7 compatibility for all devices purchased through June, 2018. 7th Generation CPUs are preferred where they can be retrofitted in 6th generation boards/chipsets to maintain Windows 7 compatibility. After June, 2018, newer platforms are preferred.**

Exhibit 2 - Chromebooks & Laptops (Clamshell)

| | B1. Chromebook Unit A | B1. Chromebook Unit B | B2. Windows Laptop |
|-----------------------------------|--|--|---|
| CPU | Celeron dual-core or equivalent minimum | Celeron dual-core or equivalent minimum | M3 or equivalent minimum 6th gen or newer |
| RAM | 4GB minimum | 4GB minimum | 8GB x 1 minimum |
| Storage | 16 GB SSD (EMMC OK) minimum, 32GB Preferred | 32 GB SSD minimum (EMMC OK, M.2 Preferred) | 128GB SSD minimum (M.2 preferred) |
| Screen | 11 inch equivalent Integrated webcam (720 or higher resolution) | 13 inch equivalent Integrated webcam (720 or higher resolution) | 13 inch equivalent. Integrated webcam (720 or higher resolution) |
| Resolution | HD/HDF minimum | HD/HDF minimum | HD/HDF minimum |
| Touch | Optional | Optional | No |
| Optical | None | None | None |
| Inputs / Outputs | HDMI minimum, SD/MicroSD card slot preferred, 2 USB A ports min, at least two v3, Mic/Headphone Jack | HDMI minimum, SD/MicroSD card slot preferred, 2 USB A ports min, at least two v3, Mic/Headphone Jack | HDMI minimum, SD/MicroSD card slot preferred, 2 USB A 3.0 ports min, 3 preferred, Mic/Headphone Jack |
| Networking | Wireless Dual channel 802.11 g/n/ac | Wireless Dual channel 802.11 g/n/ac Bluetooth | Gigabit Ethernet (if no integrated port, a USB to Ethernet dongle must be included), Wireless dual channel 802.11, Bluetooth g/n/ac |
| Included Accessory | Belkin AirProtect Sleeve or district-approved alternative. | Second power adapter. | VGA Adapter to be included. Second power adapter. |
| Included Software Licenses | Google Chrome Admin Console License (perpetual), ClassLink One Click (formerly | Google Chrome Management Console License (perpetual), ClassLink One Click | Windows OEM License, ClassLink One Click (formerly |

| | | | |
|-------------------------------------|--|--|--|
| | LaunchPad) (3 Year License). | (formerly LaunchPad) (3 Year License). | LaunchPad) (3 Year License). |
| Included Services | Google Admin Console enrollment, Chrome OS update to specified version, laser etch serial number and/or barcode, unbox and package in sleeves for delivery, dispose of packing material. | Google Admin Console enrollment, Chrome OS update to specified version, laser etch serial number and/or barcode, unbox and package in sleeves for delivery, dispose of packing material. | OS Imaging, BIOS configuration, laser etch serial and/or barcode number. |
| Power Connector | | | USB-C Preferred |
| Battery | Maximum available, no slice | Maximum available, no slice | Maximum available, no slice |
| Warranty | 3 Years | 3 Years | 4 Years |
| Battery Warranty | 3 Years | optional | optional |
| Accidental Damage Protection | 3 Years | optional | optional |

***The District requires Windows 7 compatibility for all Windows laptops purchased through June, 2018. 7th Generation CPUs are preferred where they can be retrofitted in 6th generation boards/chipsets to maintain Windows 7 compatibility. After June, 2018, newer platforms are preferred.**

Exhibit 3

| | C1. Ultrabook | C2. 2 in 1 Laptop (Convertible) | C3. 2 in 1 Detachable Tablet |
|------------------------------|---|---|---|
| CPU | 6th gen i5 or equivalent minimum | 6th gen i5 or equivalent minimum | 6th gen i5 or equivalent minimum |
| RAM | 8GB x 1 minimum | 8GB x 1 minimum | 8GB x 1 minimum |
| Storage | 128GB SSD minimum | 128GB SSD minimum | 128GB SSD minimum |
| Screen | 12 inch minimum, 14 inch maximum Integrated Webcam 720p or higher. | 12 inch minimum, 14 inch maximum Integrated Webcam 720p or higher. | 12 inch minimum, 13 inch maximum Integrated Webcam 720p or higher. |
| Resolution | FHD 1920x1080 | FHD 1920x1080 | 3:2 FHD Equivalent |
| Touch | No | Yes, with stylus support. | Yes |
| Optical | None | None | None |
| Inputs / Outputs | 2x USB-C, SD/MicroSD card slot preferred, 1 USB-A 3.0 ports preferred, Mic/headphone Jack. | 2x USB-C, SD/MicroSD card slot preferred, 1 USB-A 3.0 ports preferred, Mic/headphone Jack. | 2x USB-C, SD/MicroSD card slot preferred, 1 USB-A 3.0 ports preferred, Mic/headphone Jack. |
| Networking | Gigabit Ethernet (if no integrated port, a USB to Ethernet dongle must be included), Wireless dual channel 802.11, Bluetooth g/n/ac | Gigabit Ethernet (if no integrated port, a USB to Ethernet dongle must be included), Wireless dual channel 802.11 g/n/ac, Bluetooth | Gigabit Ethernet (if no integrated port, a USB to Ethernet dongle must be included), Wireless dual channel 802.11 g/n/ac, Bluetooth |
| Required Accessories | USB-C to VGA, HDMI, USB-A adapter. Second power adapter. | USB-C to VGA, HDMI, USB-A adapter. Second power adapter. | USB-C to VGA, HDMI, USB-A adapter. Second power adapter. |
| Available Accessories | USB-C Dock (Thunderbolt 3 preferred) with VGA, HDMI, min 3 USB –A 3.0 (4+ preferred), power. | USB-C Dock (Thunderbolt 3 preferred) with VGA, HDMI, min 3 USB –A 3.0 (4+ preferred), power. | USB-C Dock (Thunderbolt 3 preferred) with VGA, HDMI, min 3 USB –A 3.0 (4+ preferred), power. |
| Power Connector | USB-C | USB-C | USB-C |
| Included Software | OEM Windows license. ClassLink OneClick (Formerly LaunchPad) 4 Year License. | OEM Windows license. ClassLink OneClick (Formerly LaunchPad) 4 Year License. | OEM Windows license. ClassLink OneClick (Formerly LaunchPad) 4 Year License. |

| | | | |
|--|--|--|--|
| Included Services | OS Imaging, BIOS configuration, laser etch serial and/or barcode number, print and affix asset tags. | OS Imaging, BIOS configuration, laser etch serial and/or barcode number, print and affix asset tags. | OS Imaging, BIOS configuration, laser etch serial and/or barcode number, print and affix asset tags. |
| Battery | Maximum available, no slice | Maximum available, no slice | Maximum available, no slice |
| Warranty | 4 Years | 4 Years | 4 Years |
| Battery Warranty | 4 Years | 4 Years | 4 Years |
| Accidental Damage Protection | optional | optional | optional |
| 802.11 n and ac* to include capability for physical transfer over both 2.4 GHz and 5 GHz spectrums. | | | |

ATTACHMENT A – PROPOSAL RESPONSE FORM

CATEGORY 1 - Computer Hardware and Services

**THE SCHOOL DISTRICT OF LEE COUNTY, FLORIDA
DEPARTMENT OF PROCUREMENT SERVICES
ITN No. N177281RC
COMPUTER HARDWARE, SOFTWARE AND SERVICES**

DATE SUBMITTED: _____

PROPOSER NAME: _____

TO: The School District of Lee County Fort Myers, Florida

In addition to pricing, provide information required in response to Section 8.

Having carefully examined the “General Conditions”, and the “Detailed Specifications”, all of which are contained herein, the Undersigned proposes to furnish the following which meet the specifications:

| | | | |
|---|----------------------------|---|--|
| The School District of Lee County Department of Procurement Services 2855 Colonial Blvd. Fort Myers, FL 33966-1012 | | | |
| ITN No. N177281RC | | | |
| Computers Hardware, Software and Service | | | |
| Opening: September 12, 2017 at 2:00PM EST | | | |
| ITEM NO. | DESCRIPTION | Proposal | |
| A. DESKTOP PRICING | | Price <i>(fully compliant with District specifications in section 9)</i> | Price including accidental damage protection |
| A1. | Student/Staff Desktop | A) | A) |
| A2. | All-in-One Unit | A) | A) |
| | | B) | B) |
| A3. | Digital Design Workstation | A) | A) |
| B. CHROMEBOOK & LAPTOP PRICING | | Price <i>(fully compliant with District specifications in section 9)</i> | Price Including battery warranty or replacement program |
| B1. | Chromebook Unit | A) | A) |
| | | B) | B) |

| | | | | | | | |
|--|---------------------------------|--|--|-------------------|-----------------------|--|-------------------------|
| B2. | Windows Laptop | A) | A) | | | A) | |
| C. ULTRA, 2 IN 1 AND TABLET PRICING | | price (fully compliant with District specifications in section 9) | Price Including Accidental Protection | | | Price Including battery warranty or replacement program | |
| C1. | Ultrabook | A) | A) | | | A) | |
| C2. | 2 in 1 Laptop | A) | A) | | | A) | |
| C3. | Surface / Tablet Pricing | A) | A) | | | A) | |
| D. PARTS REIMBURSEMENT | | Desktop | AI O Unit | Chromebook | Windows Laptop | 2 in 1 Laptop | Surface / Tablet |
| D1. | Power Supply | \$ | \$ | \$ | \$ | \$ | \$ |
| D2. | Processor | \$ | \$ | \$ | \$ | \$ | \$ |
| D3. | System Board | \$ | \$ | \$ | \$ | \$ | \$ |
| D4. | Hard Drive | \$ | \$ | \$ | \$ | \$ | \$ |
| D5. | Memory | \$ | \$ | \$ | \$ | \$ | \$ |
| D6. | LCD Screen | \$ | \$ | \$ | \$ | \$ | \$ |
| D7. | LCD Bezel | \$ | \$ | \$ | \$ | \$ | \$ |
| D8. | Battery | \$ | \$ | \$ | \$ | \$ | \$ |
| D9. | Plastics | \$ | \$ | \$ | \$ | \$ | \$ |
| | | Notes: | | | | | |

Printed Name: _____

Signature of authorized vendor representative: _____

Date: _____

ATTACHMENT A – PROPOSAL RESPONSE FORM

CATEGORY 2 - Computer Related Products

**THE SCHOOL DISTRICT OF LEE COUNTY, FLORIDA
DEPARTMENT OF PROCUREMENT SERVICES
ITN No. N177281RC
COMPUTER HARDWARE, SOFTWARE AND SERVICES**

DATE SUBMITTED: _____

PROPOSER NAME: _____

TO: The School District of Lee County Fort Myers, Florida

In addition to pricing, provide information required in response to Section 8.

Having carefully examined the “General Conditions”, and the “Detailed Specifications”, all of which are contained herein, the Undersigned proposes to furnish the following which meet the specifications:

| ITEM NO. | DESCRIPTION | Minimum Percentage Discount | OR | Cost Plus Percentage |
|-----------------|---|------------------------------------|-----------|-----------------------------|
| | Catalog Name, number, year or Internet website catalog address | | | |
| 1 | Computer Hardware | % | | % |
| 2 | Software | % | | % |
| 3 | Peripherals and Accessories | % | | % |
| 4 | Audio Visual Equipment | % | | % |
| 5 | Balance of Line | % | | % |

Printed Name: _____

Signature of authorized vendor representative: _____

Date: _____

ATTACHMENT B – EMAIL REFERENCE REQUEST FORM
ITN #N177281RC Computer Hardware, Software and Services

CLIENT TO COMPLETE AND RETURN VIA EMAIL TO THE SCHOOL DISTRICT OF LEE COUNTY

REQUESTING AGENCY: SCHOOL DISTRICT OF LEE COUNTY, FLORIDA

PROPOSER: _____

CLIENT PROVIDING REFERENCE: _____

CLIENT NAME: _____ **EMAIL:** _____ **PHONE:** _____

In response to Invitation to Negotiate #N177281RC Computer Hardware, Software and Services, the School District of Lee County requires interested Proposers to submit client references for a minimum of three (3) prior engagements for which the Proposer has served in this capacity.

Instructions to Proposers: Complete the Proposer/Vendor Name and distribute this form to a minimum of three (3) clients and request the form be completed and returned in compliance with the Instructions to Client References. Up to three (3) complete, on time references may earn the Proposer from zero (0) to two (2) points each during the evaluation process. Missing references will result in a score of zero (0) points each and may result in the Proposer being deemed non-responsive. References shall be ***inclusive of the District.***

Instructions to Client References: Complete this reference questionnaire and return it no later than **September 12, 2017, 12:00PM EST**, via email, to RichardAC@LeeSchools.net

-
1. What specific services has the Proposer provided to the Client organization?

 2. Was the Proposer responsive to your needs and requests? _____
 3. Was there good communication between your organization and the Proposer? _____
 4. Was the Proposer proactive in resolving problems and disputes? _____
 5. Was the staff professional and knowledgeable? _____
 6. Were the products and/ or services delivered and completed on time? _____
 7. Has the Proposer ever been awarded a repeat contract by your organization for similar products or services? _____
 8. Would you award a contract to the Proposer again for similar products or services? _____
 9. How would you rate the overall performance of the Proposer? (5 being excellent, 1 being unacceptable) _____

ATTACHMENT C - INSURANCE REQUIREMENTS FORM

**The School Board of Lee County Florida
Insurance Requirements**

| <u>INSURANCE TYPE</u> | <u>REQUIRED LIMITS</u> | |
|--|--|--------------------------------|
| <u>X</u> 1. Workers' Compensation | Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements. Policy must include Employers Liability with a limit of <u>\$500,000.00</u> each incident. | |
| <u>X</u> 2. Commercial General Liability (Occurrence Form) patterned after the 1995 I.S.O. form | <u>Bodily Injury & Property Damage</u> <u>\$1,000,000.00</u> | Single Limit Per Occurrence |
| <u>X</u> 3. Indemnification: The Contractor/Vendor, in consideration of One Hundred Dollars (\$100.00), the receipt and sufficiency of which is accepted through the signing of this document, shall hold harmless and defend The School Board of Lee County and its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed there under. This provision shall also pertain to any claims brought against The School Board of Lee County by an employee of the named Contractor/Vendor, any Subcontractor, or anyone directly or indirectly employed by any of them. The Contractor/Vendor's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this Contract or the Contractor/Vendor's limit of, or lack of, sufficient insurance protection. The first One Hundred Dollars (\$100.00) or money received on the contract price is considered as payment of this obligation by The School Board of Lee County. | | |
| <u>X</u> 4. Automobile Liability Owned/Non-owned/Hired Automobile Included | <u>\$1,000,000.00</u> | Each Occurrence |
| <u>X</u> 5. Other Insurance as indicated below: | | |
| a) Professional Liability | <u>\$1,000,000.00</u> | |
| b) Builder's Risk | <u>\$ -0-</u> | |

The School Board of Lee County Florida Insurance Requirements
(Continued)

X 6. Vendor shall insure that all subcontractors comply with the same insurance requirements that he is required to meet. The same vendor shall provide The School Board of Lee County with certificates of insurance meeting the required insurance provisions.

X 7. The School Board of Lee County must be named as “**ADDITIONAL INSURED**” on the Insurance Certificate for Commercial General Liability and Business Auto Liability policies.

X 8. The School Board of Lee County shall be named as the Certificate Holder.

NOTE: The “Certificate Holder” should read as follows:

The School Board of Lee County, Florida
Attn: Procurement Services
2855 Colonial Boulevard
Fort Myers, Florida 33966

X 9. **Thirty (30) Days Cancellation Notice is required.**

X 10. **The Certificate must state the Proposal Number and Title.**

PROPOSER’S AND INSURANCE AGENT STATEMENT:

We understand the insurance requirements contained in these specifications, and that the evidence of said insurance is required within five (5) business days of the Notice of Award of the proposal. The School Board of Lee County must be named as “ADDITIONAL INSURED” on the Insurance Certificate for Commercial General Liability and the Business Auto Liability policies. The School Board of Lee County desires proof of insurability at levels required for this proposal.

A current certificate of insurance is attached: _____ YES _____ NO

Proposer Name Proposer Title

Signature of Proposer

ATTACHMENT D - ADDENDA ACKNOWLEDGEMENT FORM

It is the sole responsibility of each proposer to ensure that all addenda released are received; that all ITN and addenda requirements have been completed and that all required submittals have been included.

The undersigned acknowledges the receipt of any addenda. Include a copy of each addendum with proposal.

Addendum #1 _____ Date Issued: _____ Attached to proposal? __Y__N
Signature

Addendum #2 _____ Date Issued: _____ Attached to proposal? __Y__N
Signature

Addendum #3 _____ Date Issued: _____ Attached to proposal? __Y__N
Signature

Addendum #4 _____ Date Issued: _____ Attached to proposal? __Y__N
Signature

Addendum #5 _____ Date Issued: _____ Attached to proposal? __Y__N
Signature

ATTACHMENT E – DEBARMENT FORM

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this bid, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this bid is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "bid," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this bid is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this bid that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this bid that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the No procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment..

Certification

- (1) The prospective lower tier participant certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

| | |
|---|-------------------------------------|
| NAME OF APPLICANT | PR/AWARD NUMBER AND/OR PROJECT NAME |
| PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE | |
| SIGNATURE | DATE |

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

ATTACHMENT F - DRUG-FREE WORKPLACE CERTIFICATION

The undersigned proposer, in accordance with Florida Statue 287.087 hereby certifies that

_____ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Signature of Authorized Officer _____

Date _____

ATTACHMENT G - PUBLIC ENTITY CRIMES FORM

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. _____ for _____.

2. This sworn statement is submitted by _____ (Name of entity submitting sworn statement) whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:_____.

3. My name is _____ and my relationship to the _____ (please print name of individual signing) entity name above is _____.

4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a violation of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

_____ The person HAS _____ or HAS NOT _____ been placed on the convicted contractor list. (Please describe any action taken by or pending with the Department of Management Services concerning removal from the list.)

(Signature)

Date: _____

STATE OF _____

COUNTY OF _____

_____ APPEARED IN PERSON BEFORE ME (the undersigned authority), who is personally known to me or provided the following identification _____, and affixed his/her signature in the space provided above on this _____ day of _____, 20_____.

NOTARY PUBLIC

My commission expires:

Form PUR 7068 (Rev. 11/89)

ATTACHMENT H
Guarantee/Warranty for Product/Material

_____ warranties that all products/materials will be free from defect for six (6)
(Organization Name)
months from “shipped date”.

Name and Title of Authorized Representative

Date

Organization

ATTACHMENT I - SCRUTINIZED COMPANY CERTIFICATION

I hereby swear or affirm that as of the date below this company is not listed on a Scrutinized Companies list created pursuant to 215.4725, 215.473, or 287.135, Florida Statutes. Pursuant to 287.135, Florida Statutes I further affirm that:

1. This company is not participating in a boycott of Israel such that it is not refusing to deal, terminating business activities, or taking other actions to limit commercial relations with Israel, or persons or entities doing business in Israel or in Israeli-controlled territories, in a discriminatory manner.

2. This Company does not appear on the Scrutinized Companies with Activities in Sudan List where the State Board of Administration has established the following criteria:
 - a. Have a material business relationship with the government of Sudan or a government-created project involving oil related, mineral extraction, or power generation activities, or
 - b. Have a material business relationship involving the supply of military equipment, or
 - c. Impart minimal benefit to disadvantaged citizens that are typically located in the geographic periphery of Sudan, or
 - d. Have been complicit in the genocidal campaign in Darfur.

3. This Company does not appear on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List where the State Board of Administration has established the following criteria:
 - a. Have a material business relationship with the government of Iran or a government-created project involving oil related or mineral extraction activities, or
 - b. Have made material investments with the effect of significantly enhancing Iran's petroleum sector.

4. This Company is not engaged in business operations in Cuba or Syria.

Contractor/Company Name: _____

Signature of Authorized Representative: _____

Date: _____

Name and Title: _____

ATTACHMENT J - SEALED PROPOSAL LABEL

Attach this “Sealed Proposal” label to the outside of proposal response envelope.

SEALED PROPOSAL * DO NOT OPEN *** SEALED PROPOSAL *** DO NOT OPEN*** SEALED PROPOSAL**

FROM: _____

ADDRESS: _____

DELIVER TO: THE SCHOOL DISTRICT OF LEE COUNTY
DEPARTMENT OF PROCUREMENT SERVICES
2855 COLONIAL BLVD.
FORT MYERS, FL 33966-1012

ITNTITLE
ITN NO.: N177281RC
OPENS: September 12, 2017 at 2:00 pm