



CRIVITZ SCHOOL DISTRICT

2019 Summer Chromebook Insurance Bid/Request for Proposal Specification

OVERVIEW:

The Crivitz School District is requesting bids for Chromebook Insurance purchase.

BIDDING INSTRUCTIONS:

Bids are to be submitted by 3:00 p.m. Wednesday, June 5, 2019 in a sealed envelope marked and addressed to:

2019 Summer Chromebook Insurance Bid
Patrick Mans, District Administrator
Crivitz School District
400 South Avenue
Crivitz, WI 54114

BID OPENING:

Bids will be opened Wednesday, June 5, 2019 at 3:00 p.m. in the District Office.

GENERAL TERMS AND CONDITIONS:

1. The Crivitz Board of Education reserves the right to accept or reject any or all bids/proposals and retains the right to accept the bid considered to be the most advantageous to the District.
2. Unless otherwise noted, bid/proposal price shall include costs for shipping of materials and equipment to the jobsite.
3. All bid documents/paperwork must be placed inside the sealed envelope. Emailed or electronic versions of any documents are not acceptable and will be rejected. Sealed bids must be physically mailed or hand-delivered to the District office in a sealed envelope.
4. Any additional costs, services, or requirements needed by a bidding vendor not directly requested within this bid specification must be stated clearly in the submitted bid.

REQUEST FOR BIDDER INFORMATION

Please name one person to be the coordinator for your RFP response and for any clarification activities which might be necessary. Please complete the '*Request for Bidder Information*' form on page 3. Please include and return the completed form in the sealed envelope with the bid.

MATERIAL / EQUIPMENT REQUIREMENTS:

1. Each bidder can submit 1 bid.
2. All equipment must be new and not refurbished. The district will reject any refurbished equipment.

3. Insurance requested is as follows:

a. **Quantity (813) - all insurance shall include accidental coverage such as drops, breaks, spills, and manufacturer defects such as hardware failure. Theft, loss of the AC adapter, and cosmetic scratches are not required in the coverage.**

■ **Quantity (200) Dell 3180 Chromebook insurance**

1. 200 devices will be taken home

■ **Quantity (413) Lenovo N21 Chromebook insurance**

1. 129 devices will be taken home

2. 284 devices will remain at school and will not be taken home

■ **Quantity (200) Dell 3100 Chromebook insurance**

1. 90 devices will be taken home

2. 110 devices will remain at school and will not be taken home

CONTACT INFORMATION:

Information/questions regarding the bid/RFP can be obtained by calling or emailing:

Nicholas D. Schramm
District Technology Coordinator
(715) 927-4295
nschramm@crivitz.k12.wi.us

REQUEST FOR BIDDER INFORMATION

RFP Coordinator

Name:

Company:

Title:

Address:

Phone:

Email:
