



Invitation for Bid # 251-23-243

1551 Rock Quarry Rd – Bldg. F
Raleigh, NC 27610

Proposals will be publicly opened: **March 10, 2023 @ 2:00 PM**

Contract Type: Open Market

Refer ALL Inquiries to: Petra Gooding
Telephone No: 919-588-3456

Commodity: District Computer Hardware Standards

E-Mail: bids-pgooding@wcpss.net

Using Agency Name: WAKE COUNTY PUBLIC SCHOOL SYSTEM

NOTICE TO BIDDERS

Bids are subject to rejection unless submitted on this form. Failure to submit a bid in accordance with the instructions throughout this document shall constitute just cause to reject bid. See below for bid/proposal submitting instructions. Bids submitted via facsimile (FAX) machine or email in response to this Invitation for Bids will not be acceptable.

EXECUTION

In compliance with this Invitation for Bid, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are quoted, at the prices set opposite each item within the time specified herein. Vendors are subject to immediate disqualification at any stage of the selection process for any of the following:

- The submission of false or misleading information in the vendor's proposal.
- Any efforts to dissuade or discourage other vendors from submitting proposals
- Any efforts to influence, dictate, or change the terms of another vendor's proposal.
- Any form of bid collusion or bid rigging.

Failure to execute/sign bid prior to submittal shall render bid invalid. Late bids are not acceptable.

BIDDER:		FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	TOLL FREE TEL. NO (800)
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE			
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:	

Offer valid for 45 days from date of bid opening unless otherwise stated here: ____ days Prompt Payment Discount: _____ % _____ days.

IFB SCHEDULE

The table below shows the *intended* schedule for this IFB. WCPSS will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time (ET.)
Issue IFB	WCPSS	2-10-22
Submit Written Questions	Vendor	2-20-23 by 2:00 pm
Provide Response to Questions	WCPSS	2-22-23 by End of Business
Submit Proposals	Vendor	3-10-23 by 2:00 pm

PROPOSAL QUESTIONS

Upon review of the IFB documents, Vendors may have questions to clarify or interpret the IFB in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to bids-pgooding@wcpss.net by the date and time specified above. Vendors should enter "IFB 251-23-243 Questions" as the subject for the email. Question's submittals should include a reference to the applicable IFB section and be submitted in a format shown below:

Reference	Vendor Question
IFB Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, WCPSS' response, and any additional terms deemed necessary by WCPSS will be posted in the form of an addendum and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any WCPSS personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this IFB. **Addendum's associated with the Invitation for Bid will be posted to the following links and it will be the vendor's responsibility to adhere to and check these addendums prior to bid submittal:**

(<http://webarchive.wcpss.net/about-us/purchasing/open-bids.html>)

(<https://www.ips.state.nc.us/IPS/BidNumberSearch.aspx>)

PROPOSAL SUBMITTAL

Proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items or services as described herein.

Mailing address for delivery of proposal
PROPOSAL NUMBER: IFB: 251-23-243 Wake County Public Schools ATTN: Petra Gooding 1551 Rock Quarry Rd. Building F Raleigh, NC 27610

IMPORTANT NOTE: All responses shall be physically delivered to the office address listed above on or before the response deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier, or other delivery service is entirely on the Vendor. It is the sole responsibility of the Vendor to have the proposal physically in this Office by the specified time and date of opening. The time of delivery will be marked on each proposal when received, and any proposal received after the proposal submission deadline will be rejected. Sealed proposals, subject to the conditions made a part hereof, will be received at the address indicated in the table in this Section, for furnishing and delivering the commodity as described herein.

- a) **Submit one (1) signed, original executed proposal response, one (1) photocopy of your proposal, and one (1) electronic copy on a flash drive simultaneously to the address identified in the table above.**
- b) **Clearly mark each package with: (1) Vendor name; (2) the IFB number; and (3) the due date. Address the package(s) for delivery as shown in the table above.** If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate envelopes and marked accordingly. For delivery purposes, separate envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the proposal package.

1. PURPOSE AND BACKGROUND

The Wake County Public School System (WCPSS) is the nation's fourteenth largest school district and the largest in the state of North Carolina. With 119 elementary schools, 38 middle schools, 31 high schools, 7 alternative schools, and 3 K-8 or 6-12 schools we serve close to 159,000 students. A list of schools and locations can be found [here](#).

WCPSS is standardizing on the Microsoft Windows operating system utilizing Intel processors as well as the latest Apple macOS utilizing the m processor. Purchases may be made by individual schools or departments at various times throughout the year and quantities purchased will vary with each order.

2. TERMINOLOGY

- 2.1 The proposing firm will be referred to throughout the document as VENDOR.
- 2.2 The proposing firm may specify a value-added reseller which will handle the required services. The value-added Reseller shall be referred to as VAR.
- 2.3 Devices are defined as desktops, Chromebooks, laptops, or any other type of computer device utilized within the district.
- 2.4. The scope of work defined in this Invitation for Bid (IFB) shall be referred to as the PROJECT.
- 2.5 Deliverables shall include pricing information, experience, executed submittals, and methodology for providing required services as described below.

3. SCOPE OF WORK

WCPSS is rebidding the desktop, laptop, and Chromebook brand standards currently approved for purchase in the district. WCPSS is seeking proposals from qualified manufacturers which meet the requirements outlined in this IFB. WCPSS is interested in selecting from these proposals either a single brand or limited number of computer brands that can be purchased direct from the manufacturer(s) who can provide selected devices and related warranty services at discounted rates. Once the selection has been made, award(s) for purchasing will be in effect for one year, with the option to renew under the same terms and conditions for four (4) additional, one (1) year periods. The total contract period will not exceed a total of five (5) years. During the annual review, WCPSS will assess the past year's performance and determine whether to keep the respective brand as an approved vendor for the coming year. Manufacturer(s) awarded bid shall not increase pricing on models quoted on Price Sheet (Attachment D) for a minimum of six (6) months from date of award for purchases made through WCPSS. During future model transitions, manufacturer(s) must notify WCPSS in advance of potential price adjustments.

Instructions for manufacturer preparation and submission of proposal are contained within. Please note that specific forms for submitting responses to this proposal are required. VENDOR shall adhere to the requirements defined within this document.

As part of the selection process, each manufacturer chosen for the short list will be required to provide five (5) devices of each proposed model, at no cost to the district, for evaluation purposes. Test devices shall match the quoted configuration and shall be submitted to the Purchasing Department on or about the IFB due date, but no later than seven business days after the due date. Evaluation will be conducted by WCPSS personnel in our network and office environment to test compatibility, functionality, scalability, and aesthetics. Test devices will be returned to manufacturer once testing has been completed at vendor's expense.

3.1 SYSTEM REQUIREMENTS

It is the desire and intent of WCPSS to enter into agreements allowing all WCPSS schools and departments to purchase devices from a limited number of configurations. Recommended brand(s) will be established through this IFB process. Configurations may change with technology advances. Any such changes or increases must be approved a minimum of 60 days in advance by WCPSS. Initial configurations will be established prior to award of proposal. For the purpose of providing pricing in response to this proposal, the following minimum configurations will be used:

3.1.1 Desktop Requirements

MINIMUM SPECIFICATIONS FOR QUOTED DESKTOPS		
Small Form Factor (SFF) Desktop	Ultra SFF Desktop	High-End Desktop
Intel Core i5 processor or Apple M2 processor	Intel Core i5 processor or Apple M2 processor	Intel Core i7 processor or Apple M2 processor
256 GB SSD	256 GB SSD	512 GB SSD
16 GB RAM	16 GB RAM	32 GB RAM
Integrated Graphic card	Integrated Graphic card	Discrete video card
Internal speakers	Internal speakers	Internal speakers
Gigabit Ethernet Interface Card	Gigabit Ethernet Interface Card	Gigabit Ethernet Interface Card
USB Keyboard/mouse	USB Keyboard/mouse	USB Keyboard/mouse
Licensed for lowest level of upgradable Win OS (i.e., Home Premium) or macOS	Licensed for lowest level of upgradable Win OS (i.e., Home Premium) or macOS	Licensed for lowest level of upgradable Win OS (i.e., Home Premium) or macOS
3-year warranty on device	3-year warranty on device	3-year warranty on device
Asset tag	Asset tag	Asset tag

- Requirements as specified in Section 3.2.5: Imaging should be noted

3.1.2 Laptop Requirements

MINIMUM SPECIFICATIONS FOR QUOTED LAPTOPS		
Student Laptop 13" display	Staff/Teacher Laptop 14" display	Special Users Laptop 13" to 15" display
Intel Core i5 processor or Apple M2 processor	Intel Core i5 processor or Apple M2 processor	Intel Core i7 processor or Apple M2 processor
256 GB SSD	512 GB SSD	512 GB SSD
16 GB RAM	16 GB RAM	32 GB RAM
Gigabit Ethernet Interface Card	Gigabit Ethernet Interface Card	Gigabit Ethernet Interface Card
Intel Dual Band Wireless 802.11 AX(2x2), Bluetooth	Intel Dual Band Wireless 802.11 AX(2x2), Bluetooth	Intel Dual Band Wireless 802.11 AX(2x2), Bluetooth
webcam	webcam	webcam
at least two (2) USB ports (one with 3.0 capability)	at least two (2) USB ports (one with 3.0 capability)	at least two (2) USB ports (one with 3.0 capability)
Internal HDMI port or DisplayPort. If Display port or mini-HDMI port, provide dongle to convert to full size HDMI.	Internal HDMI port or DisplayPort. If Display port or mini-HDMI port, provide dongle to convert to full size HDMI.	Internal HDMI port or DisplayPort. If Display port or mini-HDMI port, provide dongle to convert to full size HDMI.
Built in trackpad that supports tap, double tap, and drag capabilities	Built in trackpad that supports tap, double tap, and drag capabilities	Built in trackpad that supports tap, double tap, and drag capabilities

Built in stereo speakers	Built in stereo speakers	Built in stereo speakers
Built in microphone	Built in microphone	Built in microphone
combination 3.5 mm headphone/microphone jack	combination 3.5 mm headphone/microphone jack	combination 3.5 mm headphone/microphone jack
NA	Touch screen	Touch screen
Anti-peel or interlocking keyboard keys that cannot be popped off; spill resistant keyboard a plus	Anti-peel or interlocking keyboard keys that cannot be popped off; spill resistant keyboard a plus	Anti-peel or interlocking keyboard keys that cannot be popped off; spill resistant keyboard a plus
Onboard video card – HD capable	Onboard video card – HD capable	Onboard video card – HD capable
at least 1920X1080 (1080p) resolution	at least 1920X1080 (1080p) resolution	at least 1920X1080 (1080p) resolution
durable and rugged design, MIL-SPEC tested	durable and rugged design, MIL-SPEC tested	durable and rugged design, MIL-SPEC tested
AC power adapter included	AC power adapter included	AC power adapter included
licensed for lowest level of upgradable Win OS (i.e., Home Premium or macOS	licensed for lowest level of upgradable Win OS (i.e., Home Premium or macOS	licensed for lowest level of upgradable Win OS (i.e., Home Premium or macOS
8+ hour battery/long life battery	8+ hour battery/long life battery	8+ hour battery/long life battery
3-year warranty on device	3-year warranty on device	3-year warranty on device
3-year warranty on battery	3-year warranty on battery	3-year warranty on battery
Asset tag	Asset tag	Asset tag

- Requirements as specified in Section 3.2.5: Imaging should be noted

3.1.3 Chromebook Requirements

MINIMUM SPECIFICATIONS FOR QUOTED CHROMEBOOKS
Chromebook
Intel Core, AMD, or equivalent latest generation processor
32 GB eMMC
8 GB RAM
Two (2) USB-A ports
Two (2) USB-C ports
One (1) HDMI port
Anti-peel or interlocking keyboard keys that cannot be popped off; spill resistant keyboard a plus
Integrated front (user) facing camera
Long life battery (8 hours or better)
Wireless 802.11 AC or AX
Built-in trackpad that supports tap, double tap, and drag capabilities
Built-in stereo speakers
Built-in microphone
combination 3.5 mm headphone/microphone jack
360-degree hinge that allows tent and tablet mode
Reinforced ports and hinges
Anti-glare multi-touch touchscreen
Durable and rugged design, meets or exceeds MIL-SPEC standards
USB-C AC power adapter included
3-year warranty on device
3-year warranty on battery
Asset tag

3.2 OTHER REQUIREMENTS

3.2.1 COMPUTER HARDWARE WARRANTY AND REPAIR SERVICES

The manufacturer or manufacturer's representatives will be expected to provide services to include the following:

- Three-year, next business day, on-site warranty repair. WCPSS requires on-site services for all devices (desktops, laptops, Chromebooks). Manufacturer should clearly note in submitted proposal if onsite is not an option and only depot repair services for any or all devices quoted.
- Free Telephone Support during the warranty period.
- VENDOR or VAR will provide a comprehensive Warranty Solution, including a Local Service Depot located in Wake County or the surrounding RTP area, availability of parts, and personnel to meet the agreed upon Service Level Objective (SLO) of Next Business Day (NBD). Included in the Service, VENDOR or VAR will repair all units except those with intentional damage, as defined in the terms and conditions of VENDOR's Warranty or those devices that are out of warranty. VENDOR or VAR will provide Onsite Warranty Repair Services to Customer for hardware incidents unresolved through the Customer Service Desk. Warranty support includes required labor and parts to restore the malfunctioning devices to operational status. VENDOR or VAR will repair the malfunctioning systems onsite, within the mutually agreed upon SLO of NBD, pending parts availability. VENDOR or VAR will provide reporting upon request which will include all details regarding warranty.

Note: During this warranty period, all repairs must be fully documented and, when requested, such documentation provided electronically **in a format suitable to WCPSS Customer Support Center**.

3.2.2 VALUE-ADDED SERVICES

VENDOR shall specify any value-added services, which are prepared to include as part of the per unit price point and at no additional charge to WCPSS. Examples of value-added services include, but are not limited to, the following white glove services:

Chromebook White Glove Services

1. Must provide receipt and tracking of all shipments of Customer systems into an insured climate-controlled warehouse provided by manufacturer or VAR located in Wake County or the surrounding RTP area of North Carolina.
 - a. Valid Certificate of Insurance must be provided showing current liability coverage for any facility storing equipment related to all WCPSS orders. Supplier is responsible for equipment while in possession and services are being provided. WCPSS will take ownership/responsibility of machine(s) when it reaches final destination and has been signed as received by an appropriate WCPSS designee.
2. Must stage delivered equipment in preparation for pre-configuration by the school project/location/PO number.
3. Must perform Google Chrome White Glove Service on each unit which includes the following:
 - a. Systems required for configuration will be unboxed
 - b. Systems will go through inspection process for signs of physical damage or blemishes
 - c. Systems will be powered on and inspected for hardware and software errors
 - d. Systems will be updated with latest version of OS update
 - e. Perform any wireless network configuration for the customers network using WPA or WPA2 with pre-shared key authentication if required
 - f. Verify all licenses have been allocated to the management console before enrollment
 - g. Systems will be enrolled to the end user's domain (management console) by performing white glove services enrollment using the enrollment accounts provided by WCPSS
 - h. Customer has created a profile for each school, whereby Chromebooks will have to be enrolled under the correct school.
 - i. Systems are to be successfully configured and checked to ensure services are completed correctly. If confirmation of enrollment is required in the console, a designated WCPSS contact will be provided by the customer.
 - j. Apply custom asset tag to include, at a minimum, WCPSS PO number and device serial number (to be agreed upon by WCPSS)
 - k. Apply Barcode Tag (WCPSS provided) on each device, scan, and provide reporting as requested by WCPSS

- I. Systems are re-boxed/palletized for shipment to the identified end user Customer location
- 4. Must provide Warehousing/Delivery:
 - a. Warehousing of devices in an appropriately sized, secure, insured, climate-controlled environment in the RTP area for up to six months from date of receipt
 - b. All systems will be sorted, separated, and segregated by project name/PO number for each shipment
 - c. Deliver the systems to the final school or department location inside the building per jointly agreed schedule
 - d. Removal of trash from the premises OR placing of trash in recycling location on school grounds IF school provides prior approval
 - e. Provide proof of delivery for all shipments to the designated WCPSS Project Manager In electronic format
 - f. Report service completion by asset type, serial number and location of final customer location to the designated WCPSS Project Manager
 - g. Provide electronic file of serial numbers with order number and PO listed for each unit
 - h. Receive all signoffs

Desktop/Laptop White Glove Services

- 1. Must provide receipt and tracking of all shipments of Customer systems into an insured climate-controlled warehouse provided by manufacturer or VAR located in Wake County or the surrounding RTP area of North Carolina.
 - a. Valid Certificate of Insurance must be provided showing current liability coverage for any facility storing equipment related to all WCPSS orders. Supplier is responsible for equipment while in possession and services are being provided. WCPSS will take ownership/responsibility of machine(s) when it reaches final destination and has been signed as received by an appropriate WCPSS designee.
- 2. Must stage delivered equipment in preparation for pre-configuration by the school project/location/PO number.
- 3. Must perform White Glove Services on each unit which includes the following:
 - a. Systems required for configuration will be unboxed
 - b. Systems will go through inspection process for signs of physical damage or blemishes
 - c. WCPSS approved image will be applied
 - d. Apply custom asset tag to include, at a minimum, WCPSS PO number and device serial number (to be agreed upon by WCPSS)
 - e. Apply Barcode Tag (WCPSS provided) on each device, scan, and provide reporting as requested by WCPSS
 - f. Systems are re-boxed/palletized for shipment to the identified end user customer location
- 4. Must provide Warehousing/Delivery:
 - a. Warehousing of devices in an appropriately sized, secure, insured, climate-controlled environment in the RTP area for up to six months from date of receipt
 - b. All systems will be sorted, separated, and segregated by project name/PO number for each shipment
 - c. Deliver the systems to the final school or department location inside the building per jointly agreed schedule
 - d. Desktops will be delivered to specified classrooms and will be unboxed, hooked up and placed on tables.
 - e. Removal of trash from the premises OR placing of trash in recycling location on school grounds IF school provides prior approval
 - f. Provide proof of delivery for all shipments to the designated WCPSS Project Manager In electronic format
 - g. Report service completion by asset type, serial number, and location of final customer location to the designated WCPSS Project Manager
 - h. Provide electronic file of serial numbers with order number and PO listed for each unit
 - i. Receive all signoffs

3.2.3 DISCOUNTS

VENDOR is expected to specify a set discount percentage to be applied to all WCPSS computer purchases to be made pursuant to this RFP. It is acceptable for the VENDOR to specify a percentage for laptop purchases and a different percentage for desktop purchases. However, the specified percentage(s) must remain in effect

for the duration of any agreement resulting from this RFP. VENDOR should quote its best discount percentage(s) off list price possible after taking into consideration requirements stated herein.

3.2.4 WARRANTY, REPAIR AND SERVICE LEVEL AGREEMENT

VENDOR is expected to list specific information on the type of coverage to be provided under the required warranty period. Specifications regarding the proposed delivery of repair services under the warranty are to be detailed, including a process for handling/replacing dead on arrival (DOA) units as well as units that have repeatedly been in for repairs and are still not fully functional. A Service Level Agreement must be proposed with all details of the expectations of warranty service including, but not limited to, how notification is made of the need for service, timeline for providing service, method of contacting the telephone assistance help desk, detailed records shall be maintained and provided to WCPSS electronically via a link to **existing** WCPSS call logging software (Cherwell).

3.2.5 SEED UNITS FOR CURRENT/FUTURE MODELS

Chosen VENDOR(s) will provide two machines per model family elected by WCPSS for district standard purchases. These models will be permanently retained by WCPSS. As new models are transitioned to the WCPSS price file, VENDOR will continue to supply two machines per family for imaging purposes. WCPSS will provide a standard Windows based image to VENDOR. VENDOR will preinstall the appropriate image onto hard drives of all devices purchased by WCPSS prior to shipment to a WCPSS facility or a third-party facility approved by WCPSS.

3.2.6 RECORDKEEPING

- VENDOR will provide WCPSS with an electronic file (.csv) of serial numbers, custom barcode numbers, PO number, model number, order date, warranty expiration date, and destination for each order placed.
- VENDOR will provide a process must be outlined, and approved in advance by WCPSS, in response to handling D.O.A. or damaged units.
- VENDOR will provide a delivery receipt for each site confirming delivery and acceptance of devices.
- VENDOR will provide tracking numbers, delivery updates, invoices, and other records upon request.

Although it is acceptable for some services to be performed by the vendor at their facility or a third-party facility prior to warehousing locally for distribution, WCPSS recognizes the value of the majority of services being performed locally. In the manufacturer's proposal for the Project addressing the above services, manufacturer should give consideration to timeliness of filling order, warehousing new hardware prior to delivery, efficiency of installation services, and off-site trash removal from unboxed new hardware. All services as described and detailed in manufacturer's proposal should be included in the per unit price specified for each Chromebook option. The liaison specified by manufacturer will be the primary interface between WCPSS and the manufacturer on all matters concerning the services and shall provide status and service level reports as required by WCPSS. The liaison shall inspect all work products, monitor service levels, and ensure compliance to WCPSS requirements. Detailed inventory information must be kept current and readily available upon request for all units purchased and held under VENDOR selected service provider's (VAR) control.

3.2.7 ALL CHARGES INCLUDED IN UNIT PRICE

The price of the quoted device must be inclusive of any and all charges and fees with the exception of NC State Tax. All transportation charges will be FOB (Raleigh), North Carolina with all transportation charges prepaid and included in the bid price.

- it shall be mandatory that the selected VENDOR enforce the following employee requirements:
 - All employees are subject to the required background checks as described in the terms and conditions section of the solicitation.
- The VENDOR is required to provide a price quote for all devices defined within bid. Unit price should be inclusive of any and all costs associated with providing.
- VENDOR is responsible for ensuring the quality of the work performed. To that end, VENDOR must describe its methodology to be used to ensure the work will meet the expectations of the services defined in bid.

3.2.8 ELECTRONIC PROCUREMENT

Purchasing shall be conducted through the Statewide E-Procurement Service. The State's third-party agent shall serve as the Supplier Manager for this E-Procurement Service. The contractor shall register for the Statewide E-Procurement Service within two (2) business days of notification of award in order to receive an electronic purchase order resulting from award of this contract.

THE SUCCESSFUL BIDDER(S) SHALL PAY A TRANSACTION FEE OF 1.75% (.0175) ON THE TOTAL DOLLAR AMOUNT (EXCLUDING SALES TAXES) OF EACH PURCHASE ORDER ISSUED THROUGH THE STATEWIDE E-PROCUREMENT SERVICE.

This applies to all purchase orders, regardless of the quantity or dollar amount of the purchase order. The transaction fee shall not be stated or included as a separate item in the proposed contract or invoice. There are no additional fees or charges to the provider for the services rendered by the Purchasing Director under this contract. The provider will receive a credit for transaction fees they paid for the purchase of any item(s) if an item(s) is returned through no fault of the provider. Transaction fees are non-refundable when an item is rejected and returned, or declined, due to the contractor's failure to perform or comply with specifications or requirements of the contract.

Provider or its Authorized Reseller, as applicable, will be invoiced monthly for the State's transaction fee by the Purchasing Director. The transaction fee shall be based on purchase orders issued for the prior month. Unless Purchasing Director receives written notice from the provider identifying with specificity any errors in an invoice within thirty (30) days of the receipt of invoice, such invoice shall be deemed to be correct, and provider shall have waived its right to later dispute the accuracy and completeness of the invoice. Payment of the transaction fee by the provider is due to the account designated by the State within thirty (30) days after receipt of the correct invoice for the transaction fee, which includes payment of all portions of an invoice not in dispute. Within thirty (30) days of the receipt of invoice, contractor may request in writing an extension of the invoice payment due date for that portion of the transaction fee invoice for which payment of the related goods by the governmental purchasing entity has not been received by the provider. If payment of the transaction fee is not received by the State within this payment period, it shall be considered a material breach of contract. The Purchasing Director shall provide, whenever reasonably requested by the provider in writing (including electronic documents), supporting documentation from the E-Procurement Service that accounts for the amount of the invoice.

Provider agrees at all times to maintain the confidentiality of its username and password for the Statewide E-Procurement Services. If a provider is a corporation, partnership, or other legal entity, then the contractor may authorize its employees to use its password. Provider shall be responsible for all activity and all charges by such employees. Provider agrees not to permit a third party to use the Statewide E-Procurement Services through its account. If there is a breach of security through the provider's account, provider shall immediately change its password and notify the Purchasing Director of the security breach by e-mail. Provider shall cooperate with the State and the Purchasing Director to mitigate and correct any security breach.

PROVIDER IS AND SHALL REMAIN RESPONSIBLE FOR PAYING THE TRANSACTION FEE ON BEHALF OF ITS AUTHORIZED RESELLERS IN THE EVENT THAT THE AUTHORIZED RESELLER(S) DEFAULTS.

Vendor acknowledgement: Initial_____

4. QUALIFICATIONS

4.1 THE VENDOR shall be licensed and approved to do business in the State of North Carolina.

4.2 No fewer than five years of experience in performing the required duties as outlined in this RFP will be accepted. VENDOR is required to provide appropriate references demonstrating experience in performing similar projects in size and scope. References must include contact information. WCPSS shall not constitute one of the required references.

4.3 Insurance requirements referenced within as well as any Federal, State and Local requirements shall be required and maintained.

- 4.4 Present sufficient qualified personnel to carry out the project in a timely fashion. Please include staffing information.
- 4.5 VENDOR will be disqualified for consideration if they are listed on either the State of North Carolina debarred vendor registry, or the Federal Government debarred vendor registry.

(Federal Government) <https://www.sam.gov/SAM/pages/public/searchRecords/searchResults.jsf>

(State of North Carolina) <https://ncadmin.nc.gov/documents/nc-debarred-vendors>

Vendor acknowledgement: Initial _____

5. REQUIRED SUBMITTALS

The VENDOR shall check off to make all the following information is submitted with proposal:

Included in Proposal Submittal	Section
	Signed Proposal (Page 1)
	Company Profile (Attachment A)
	HUB Form (Attachment B)
	Relevant experience <ul style="list-style-type: none"> Summary of comparable projects for large K-12 school districts similar in size and complexity to WCPSS. References Methodology for performing similar projects. Methodology for warranty repair services.
	Fee proposal which includes the following: <ul style="list-style-type: none"> Price Sheet (Attachment D) Proof of liability and cyber security insurance coverage. If awarded contract, VENDOR will be expected to provide current certificate with Wake County Board of Education noted as additional insured with respect to General Liability and as a certificate holder.
	Hardware Warranty, Repair, and Service Level

AWARD CRITERIA

As provided by statute, award will be based on the lowest responsive/responsible bidder with additional services evaluated and best bid (most advantageous to Wake County Public School System) as determined by consideration of:

- Pricing:** Each bidder must complete the Price Sheet (Attachment D)
- Quality of Service:** Includes answers and methodology where applicable.
- Experience and References:** WCPSS requests minimum of three reference accounts be provided. Each reference should demonstrate a record of quality work spanning at least three years. If any vendor submitting a proposal is limited in the number of reference accounts available, vendor should submit a list of all accounts of record within the last three years. Vendors shall not use WCPSS as a past reference.
- Conformity with specifications herein.

SOURCE SELECTION

WCPSS will review all information submitted in order for WCPSS to award the contract to the bidder providing the most responsive/responsible low bid.

- i. The evaluation committee may request clarifications, an interview with or presentation from any or all bidders. However, the WCPSS may refuse to accept, in full or partially, the response to a clarification request given by any bidder. Bidders are cautioned that the evaluators are not required to request clarifications; therefore, all offers should be complete and reflect the most favorable terms.
- ii. Evaluation Process Explanation. WCPSS employees will evaluate all proposals. All proposals will be initially classified as being responsive or non-responsive. If a proposal is found non-responsive, it will not be considered further. All responsive proposals will be evaluated based on stated evaluation criteria, as provided with this IFB. Any references in an answer to another location in the IFB materials or Proposal shall have specific page numbers and sections stated in the reference.
- iii. To be eligible for consideration, a bidder must meet the intent of all requirements. Compliance with the intent of all requirements will be determined by WCPSS. Responses that do not meet the full intent of all requirements listed in this IFB may be subject to point reductions during the evaluation process or may be deemed non-responsive. Further, a serious deficiency in the response to any one factor may be grounds for rejection.
- iv. Bidders are advised that WCPSS is not obligated to ask for or accept after the closing date. Bidder may be disqualified from any evaluation or award if bidder or any key personnel proposed, has previously failed to perform satisfactorily during the performance of any contract with WCPSS, or violated rules or statutes applicable to public bidding in the State of North Carolina, as documented. Vendors must not be debarred from doing business with the State of North Carolina or Federal Government.

CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date bids are opened through the date the contract is awarded—each Vendor submitting a bid (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside of WCPSS, other government agency office, WCPSS body or private entity, if the communication refers to the content of Vendor's bid or qualifications, the contents of another Vendor's bid, another Vendor's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of bids and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in WCPSS' discretion that the communication was harmless, that it was made without intent to influence and that the best interest of WCPSS would not be served by the disqualification. A Vendor's bid may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Please contact bids-gooding@wcpss.net.

VENDORS ARE CAUTIONED THAT ALL RESPONSES MUST BE ORGANIZED, IDENTIFIABLE AND READILY ACCESSIBLE. A TEMPLATE IS PROVIDED FOR USE BUT ANY ADDITIONAL INFORMATION SHOULD REFLECT IDENTIFIABLE LANGUAGE AND BE ACCESSIBLE AND ORGANIZED.

NON-PREFERENCE

It is the intent of WCPSS to procure products in the stated quantity, quality, and size as described in this request while adhering to general statutes specific to public schools and WCPSS Board of Education policy. The manufacture, brand name and model numbers are used to provide respondents specific information on the quality and usefulness of the product that is being requested. These references are not intended to restrict comparable products. Other manufacturers and brands will be considered if they meet or exceed the minimum standards of the product referenced. See below for accompanying literature that is required when submitting your bid.

DESCRIPTIVE LITERATURE/CERTIFICATION

Each bid shall be accompanied by complete descriptive literature, specifications, certifications, and all other pertinent data necessary for thorough evaluation of the item(s) bid and sufficient to determine compliance of the item(s) with the specifications.

CUSTOMER REFERENCES

Vendors shall provide at least three references, for similar size and scope projects, for which comparable services and supplies have been, and continue to be, provided.

Name of Organization		Contact Person Name	
Annual Contract Value		Contact Person Title	
Contract Start Date		Contact Person Telephone Number	
Contract End Date		Contact Person Email Address	

Name of Organization		Contact Person Name	
Annual Contract Value		Contact Person Title	
Contract Start Date		Contact Person Telephone Number	
Contract End Date		Contact Person Email Address	

Name of Organization		Contact Person Name	
Annual Contract Value		Contact Person Title	
Contract Start Date		Contact Person Telephone Number	
Contract End Date		Contact Person Email Address	

AWARD OF CONTRACT

The master contract to be awarded from this IFB will be for a duration of twelve (12) months. Near the end of the initial term of the master contract, and annually each year thereafter, an evaluation of the quality of service will be conducted. Annual renewal of the master contract for up to four additional one-year terms will be contingent upon continuously sustaining high quality of product and service. Adherence to required hardware specifications, consistent discount, timeliness of filling orders, durability of product, timeliness of quality of repair services, and adherence to and performance against the proposed service level agreement are all factors that will be taken into consideration during annual review

The right is reserved to award this contract to a single overall bidder on all items, or to make awards on the basis of individual items or groups of items, whichever shall be considered by Wake County Public School System to be most advantageous or to constitute its best interest.

DELIVERY

If applicable, WCPSS reserves the right to consider the delivery time offered as a factor in the award of contract. Bidder must specify in submitted response if there are any constraints on supply of proposed model(s) or unreasonable delays in fulfillment timeline.

DEVIATIONS

Any deviations from specifications and requirements herein by bidder may subject proposal to disqualification.

FIRM BID

Prices and any other entry made hereon by the bidder shall be considered firm and not subject to change or withdrawal.

TAXES

Wake County Public School System is **NOT tax-exempt**. Unless otherwise indicated, tax must be computed and added to your bid. Any itemized shipping charges are also subject to tax.

WARRANTY

Vendor warrants to WCPSS that any and all equipment/goods under the specifications requested will be new, of good material and workmanship and agrees to replace promptly any item that does not meet the quality specifications and operational standards set forth by WCPSS requirements. Vendor shall include all warranty information with submittal of bid. Warranty information is subject to consideration for award of bid.

ETHICS AND THE PURCHASING FUNCTION *Policy Code: 6401/9100*

The Wake County Board of Education is committed to conducting the purchasing function in an ethical manner and in compliance with state and federal laws and regulations. The Board expects all employees who are directly or indirectly involved in any aspect of the purchasing function to be aware of and comply with all current state and federal laws and regulations as these standards apply to the school system's purchasing activities. The Board's purchasing goals and principles will not be compromised by individuals motivated by personal gain.

Employees directly or indirectly involved in any aspect of the school system's procurement, purchasing, and/or contracting process for apparatus, materials, equipment, supplies, services, real property, or construction or repair projects, regardless of source of funds, must adhere to the following standards of conduct and those established in any policies regarding employee conflict of interest and 8305: Federal Grant Administration.

1. Employees are expected to make all purchasing-related decisions in a neutral and objective way based on what is in the best interest of the school system and not in consideration of actual or potential personal benefit.

2. Employees shall not participate, directly or indirectly, in making or administering any contract from which they will obtain a direct benefit, unless an exception is allowed pursuant to law.

An employee obtains a direct benefit when the employee or his or her spouse will receive income, commission, or property under the contract, or the employee or spouse has more than a 10 percent interest in an entity that is a party to the contract. See G.S. 14-234 and any policies regarding employee conflict of interest.

Participation in making or administering a contract includes, but is not limited to, participating in the development of specifications or contract terms; obtaining or reviewing bids; preparation or award of the contract; and having the authority to make decisions about, interpret, or oversee the contract.

3. Employees shall not participate, directly or indirectly, in the selection, award, or administration of a contract supported in whole or part by a federal grant or award if the employee has a real or apparent conflict of interest. See 2 C.F.R. 200.318 and policy 8305: Federal Grant Administration.

A real or apparent conflict exists when the employee, his or her immediate family member or partner, or an organization which employs or is about to employ any of those individuals, has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. For purposes of this subsection, a "financial interest" means a financial interest which comprises more than five percent of the equity of the firm or business or more than five percent of the assets of the economic interest in indebtedness. It does not include an ownership interest held through a fiduciary, such as *Policy Code: 6401/9100* a mutual fund or blind trust, where the individual or individual's employer has no control over the selection of holdings.

4. Employees shall not influence or attempt to influence any person involved in making or administering a contract from which the employee will obtain a direct benefit as described in paragraph 2, above.

5. Employees shall not solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the school system.

6. Employees shall notify the superintendent or designee in writing if they have an actual or potential conflict of interest under this policy or applicable state or federal law that would disqualify them from performing any aspect of their job responsibilities.

7. Employees shall not solicit or accept trips, meals, gratuities, gifts, favors, or anything of monetary value from current or recent (within the past year) contractors, subcontractors, or suppliers, or any persons or entities that foreseeably may bid on a contract in the future, unless the item is an unsolicited gift of nominal value (\$50 or less), and is one of the following: an advertising item or souvenir that is widely distributed; an honorarium for participating in a meeting; a meal provided at a banquet; or other item that is clearly permitted by state and federal law. Multiple permitted items from a single contractor may not exceed an aggregate value of \$100 in a twelve-month period.

Employees shall inform existing and potential contractors, subcontractors, and suppliers about these restrictions.

8. Employees shall not solicit or accept any gift from a current or potential provider of E-rate services or products in violation of applicable federal E-rate program gifting rules.

9. Employees shall not divulge confidential information to any unauthorized person. Confidential information includes but is not limited to (1) the school system's cost estimate for any public contract, prior to bidding or completion of other competitive purchasing processes; and (2) the identity of contractors who have obtained proposals for bid purposes for a public contract, until the bids are opened in public and recorded in the Board minutes.

10. An employee shall not misuse information in violation of G.S. 14-234.1. Specifically, an employee shall not, in contemplation of the employee's own official action or that of the Board or others acting on behalf of the school system, or in reliance on information known to the employee in his or her official capacity and not made public, to: a. acquire a financial interest in any property, transaction, or enterprise; b. gain a financial benefit that may be affected by the information or contemplated action; or c. intentionally aid another to acquire a financial interest or gain a financial benefit from the information or contemplated action.

The superintendent or designee shall ensure that all affected personnel are aware of Board policy requirements and applicable laws. Any individual aware of any violation of this policy, policy 2121: Board Member Conflict of Interest, any policies regarding employee conflict of interest, the conflict-of-interest provisions of policy 8305: Federal Grant Administration, or applicable conflict of interest laws shall report such violation in accordance with policy 1760/7280: Prohibition Against Retaliation. Employees who violate this policy, policy 2121, any policies regarding employee conflict of interest, or the conflict-of-interest provisions of policy 8305, will be subject to disciplinary action.

Legal References: 2 C.F.R. 200.318(c); 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175; G.S. 14-234, -234.1; 133-32, -33; Attorney General Opinion requested by L.W. Lamar regarding G.S. 133-32, the Applicability to Attorneys and Law Firms Providing Professional Services to Local Boards of Education, dated May 13, 1993

TERMS AND CONDITIONS

1. **READ, REVIEW AND COMPLY:** It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **NOTICE TO BIDDERS:** All bids are subject to the provisions of special terms and conditions specific to this Invitation for Bids, the specifications. Wake County Public School System (WCPSS) objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any language appearing in or attached to the document as part of the bidder's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.**
By execution and delivery of this document, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **DEFINITIONS:**
 - **BIDDER:** Company, firm, corporation, partnership, individual, etc., submitting a response to an Invitation for Bids.
 - **TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities only.
 - **OPEN MARKET CONTRACT:** A contract for the purchase of a commodity not covered by a term contract.
4. **EXECUTION:** Failure to sign under EXECUTION section will render bid invalid.
5. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) special terms and conditions specific to this bid, (2) specifications, and (3) Instructions to Bidders.
6. **TIME FOR CONSIDERATION:** Unless otherwise indicated on the first page of this document, bidder's offer shall be valid for 45 days from the date of bid opening. Preference may be given to bids allowing not less than 45 days for consideration and acceptance.
7. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible, therefore. Deviations shall be explained in detail. **The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
8. **INFORMATION AND DESCRIPTIVE LITERATURE:** Bidder is to furnish all information requested and, in the spaces, provided in this document. Further, if required elsewhere in this bid, each bidder must submit with their bid sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.
9. **RECYCLING AND SOURCE REDUCTION:** It is the policy of WCPSS to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is practicable and cost-effective.
We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will protect the commodity and contain it for its intended use.

Companies are strongly urged to bring to the attention of WCPSS which issued the solicitation document, those products or packaging they offer which have recycled content and that are recyclable.

10. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the school or department directly. Any and all revisions to this document shall be made only by written addendum from WCPSS Purchasing Department. The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.
11. **ACCEPTANCE AND REJECTION:** WCPSS reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
12. **REFERENCES:** WCPSS reserves the right to require a list of users of the exact item offered. WCPSS may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.
13. **AWARD OF CONTRACT:** As directed by statute, qualified bids will be evaluated and acceptance may be made of the lowest and best bid most advantageous to WCPSS as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by WCPSS to be pertinent or peculiar to the purchase in question. Unless otherwise specified by WCPSS or the bidder, WCPSS reserves the right to accept any item or group of items on a multi-item bid. WCPSS also reserves the right to reject any and all bids. In addition, on TERM CONTRACTS, WCPSS reserves the right to make partial, progressive, or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by WCPSS to be pertinent or peculiar to the purchase in question.
14. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, WCPSS invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
15. **CONFIDENTIAL INFORMATION:** As provided by statute and rule, WCPSS will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.
16. **SAMPLES:** Sample of items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request be returned at the bidder's expense. Request for the return of samples must be made within 10 days following date of bid opening. Otherwise, the samples will become WCPSS property. Each individual sample must be labeled with the bidder's name, bid number, and item number. A sample on which an award is made, will be retained until the contract is completed, and then returned, if requested, as specified above.
17. **AWARD PROCEDURES:** Contract award notice shall be posted on WCPSS website. Contract award notices are sent **only** to those actually awarded contracts, and not to every person or firm responding to this solicitation.
18. **RECIPROCAL PREFERENCE:** G.S. 143-59 establishes a reciprocal preference law to discourage other states from applying in-state preferences against North Carolina's resident bidders. The "Principal Place of Business" is defined as the principal place from which the trade or business of the bidder is directed or managed.
19. **DEFAULT AND PERFORMANCE BOND:** In case of default by the contractor, WCPSS may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. WCPSS reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to WCPSS.
20. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship, or performance of the items offered prior to their delivery, it shall be the responsibility of the contractor to notify in writing WCPSS, indicating the specific regulation which required such alterations. WCPSS reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.
21. **TAXES:** Any applicable taxes shall be invoiced as a separate item.

G.S. 143-59.1 bars the WCPSS from entering into contracts with vendors if the vendor or its affiliates meet one of the conditions of G. S. 105-164.8(b) and refuse to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G. S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the bid document the vendor certifies that it and all of its affiliates (if it has affiliates) collect(s) the appropriate taxes.

22. **SITUS:** The place of this contract, its situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement shall be determined.
23. **GOVERNING LAWS:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
24. **INSPECTION AT CONTRACTOR'S SITE:** WCPSS reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for WCPSS determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.
25. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of correct invoice or acceptance of goods, whichever is later. Payment may be made by procurement card, and it shall be accepted by the contractor for payment if the contractor accepts that card (Visa, MasterCard, etc.) from other customers.
26. **CONDITION AND PACKAGING:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage, or shipment.
27. **STANDARDS:** All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.
28. **PATENT:** The contractor shall hold and save WCPSS, its officers, agents, and employees, harmless from liability of any kind, including costs and expenses, on account of any confidential information, copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this contract, including use by WCPSS or disclosure of any information pursuant to the NC Public Records Act.
29. **ASSIGNMENT:** No assignment of the contractor's obligations nor the contractor's right to receive payment hereunder shall be permitted.
However, upon written request approved by the purchasing department and solely as a convenience to the contractor, WCPSS may:
- Forward the contractor's payment check directly to any person or entity designated by the contractor, and
 - Include any person or entity designated by contractor as a joint payee on the contractor's payment check.
- In no event shall such approval and action obligate WCPSS to anyone other than the contractor and the contractor shall remain responsible for fulfillment of all contract obligations.
30. **INSURANCE:**
- Worker's Compensation** including Occupational Disease and Employer's Liability Insurance. Statutory - Amount and coverage as required by State of North Carolina Worker's Compensation laws. Employer's Liability - At least

Part A	Bodily Injury	Statutory Limits
Part B	By Accident	\$500,000 each accident
	By Disease	\$500,000 policy limit
		\$500,000 each employee
 - Public liability and Property Damage Insurance** - The Contractor shall procure insurance coverage for direct operations, contractual liability and completed operations with limits not less than those stated below:

	Occurrence:
General Aggregate	\$2,000,000
Premises Operations	\$1,000,000
Personal & Advertising Injury	\$1,000,000
 - Comprehensive Automobile Liability Insurance**, including coverage for owned, hired and non-owned vehicles: A Combined Single Limit for bodily injury and property damage limit of not less than \$1,000,000; and \$2,000 medical payments.
 - Certificates of Insurance** acceptable to the Owner shall be filed with the Owner prior to commencement of the Work. These Certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days'

prior written notice has been given to the Owner, and that the Wake County Board of Education is listed as additional insured on general liability.

The successful bidder agrees to hold harmless and indemnify the Wake County Board of Education (WCBOE) for any liability that may arise from the negligent or illegal acts of the bidder's employees or agents.

31. **GENERAL INDEMNITY:** The provider shall hold and save WCPSS, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses, accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the provider in the performance of this contract and that are attributable to the negligence or intentionally tortious acts of the provider. The provider represents and warrants that it shall make no claim of any kind or nature against WCPSS agents who are involved in the delivery or processing of contractor goods to WCPSS. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.
32. **CANCELLATION (TERM CONTRACTS ONLY):** All contract obligations shall prevail for at least 180 days after the effective date of the contract. After that period, in addition to the provisions of the paragraph entitled Price Adjustments, for the protection of both parties, this contract may be canceled in whole or in part by either party by giving 30 days prior notice in writing to the other party.
33. **QUANTITIES (TERM CONTRACTS ONLY):** The award of a term contract neither implies nor guarantees any minimum or maximum purchases there under.
34. **PRICE ADJUSTMENTS (TERM CONTRACTS ONLY):** Any price changes, downward or upward, which might be permitted during the contract period must be general, either by reason of market change or on the part of the contractor to other customers.
 - a. **Notification:** Must be given to WCPSS, in writing, concerning any proposed price adjustments. Such notification shall be accompanied by copy of manufacturer's official notice or other acceptable evidence that the change is general in nature.
 - b. **Decreases:** WCPSS shall receive full proportionate benefit immediately at any time during the contract period.
Increases: All prices shall be firm against any increase for 180 days from the effective date of the contract. After this period, a request for increase may be submitted with WCPSS reserving the right to accept or reject the increase or cancel the contract. Such action by WCPSS shall occur not later than 15 days after the receipt by WCPSS of a properly documented request for price increase. Any increases accepted shall become effective not later than 30 days after the expiration of the original 15 days reserved to evaluate the request for increase.
35. **Invoices:** It is understood and agreed that orders will be shipped at the established contract prices in effect on dates orders are placed. Invoicing at variance with this provision will subject the contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate item.
36. **LUNSFORD ACT/CRIMINAL BACKGROUND CHECKS:** The Provider shall conduct at its own expense sexual offender registry checks on each of its employees, agents, ownership personnel, or contractors ("contractual personnel") who will engage in any service on or delivery of goods to school system property or at a school-system sponsored event. The checks shall include at a minimum check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("the Registries"). For the Provider's convenience only, all of the required registry checks may be completed at no cost by accessing the North Carolina Sex Offender Registry website at <http://sexoffender.ncdoj.gov/>. The Provider shall provide certification on Sexual Offender Registry Check Certification Form that the registry checks were conducted on each of its contractual personnel providing services or delivering goods under this Agreement prior to the commencement of such services or the delivery of such goods. The Provider shall conduct a current initial check of the registries (a check done more than 30 days prior to the date of this Agreement shall not satisfy this contractual obligation). In addition, Provider agrees to conduct the registry checks and provide a supplemental certification form before any additional contractual personnel are used to deliver goods or provide services pursuant to this Agreement. Provider further agrees to conduct annual registry checks of all contractual personnel and provide annual certifications at each anniversary date of this Agreement. Provider shall not assign any individual to deliver goods or provide services pursuant to this Agreement if said individual appears on any of the listed registries. Provider agrees that it will maintain all records and documents necessary to demonstrate that it has conducted a thorough check of the registries as to each contractual personnel and agrees to provide such records and documents to the school system upon request. Provider specifically acknowledges that the school system retains the right to audit these records to ensure compliance with this section at any time in the school system's sole discretion. Failure to comply with the terms of this provision shall be grounds for immediate termination of the Agreement. In addition, the school system may conduct additional criminal records checks at Provider's expense. If the school system exercises this right to conduct additional criminal records checks, Provider agrees to provide within seven (7) days of request the full name, date of birth, state of residency for the past ten years, and any additional information requested by the school system for all contractual personnel who may deliver goods or perform services under this Agreement. Provider further agrees that it has an ongoing obligation to provide the school system with the name of any new contractual personnel who may deliver goods or provide services under the Agreement. WCPSS reserves the right to prohibit any contractual personnel of Provider from delivering goods or providing services under this Agreement if WCPSS determines, in its sole discretion, that such contractual personnel may pose a threat to the safety or well-being of students, school personnel or others.

37. **ACCESS TO PERSONS AND RECORDS:** The State Auditor and the WCPSS internal auditors shall have access to persons and records as a result of all contracts or grants entered into by WCPSS in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and WCPSS may audit the records of the contractor during the term of the contract to verify accounts and data affecting fees or performance).
38. **COMPLIANCE WITH E-VERIFY:** Provider shall comply with all applicable laws and regulations in providing services under this Contract. In particular, Provider shall not employ any individuals to provide services to the School System who are not authorized by federal law to work in the United States. Provider represents and warrants that it is aware of and in compliance with the Immigration Reform and Control Act and North Carolina law (Article 2 of Chapter 64 of the North Carolina General Statutes) requiring use of the E-Verify system for employers who employ twenty-five (25) or more employees and that it is and will remain in compliance with these laws at all times while providing services pursuant to this Contract. Provider shall also ensure that any of its subcontractors (of any tier) will remain in compliance with these laws at all times while providing subcontracted services in connection with this Contract.
39. **COMPLIANCE WITH AFFORDABLE CARE ACT:** Provider is responsible for providing affordable health care coverage to all of its full-time employees providing services to the School System. The definitions of “affordable coverage” and “full-time employee” are governed by the Affordable Care Act and accompanying IRS and Treasury Department regulations.
40. **RESTRICTED COMPANIES LIST:** Bidder represents that as of the date of this bid, Bidder is not included on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58. Bidder also represents that as of the date of this bid, Bidder is not included on the list of restricted companies determined to be engaged in a boycott of Israel created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.81.
41. **BUSINESS AUTHORIZATION:** Bidder is duly qualified to do business in North Carolina. If Bidder is a business entity that is not registered in North Carolina, prior to providing any products or beginning any services described by this bid, Bidder shall either (i) obtain a certificate of authority from the Secretary of State for North Carolina, pursuant to N. C. Gen. Stat. § 55-15-03, or (ii) provide a letter from an attorney indicating that the attorney has reviewed N. C. Gen. Stat. § 55-15-01 and determined that Bidder is not required to obtain a certificate of authority pursuant to N. C. Gen. Stat. § 55-15-01(b).

WAKE COUNTY PUBLIC SCHOOL SYSTEM BID PROTEST PROCEDURE

PURPOSE

To ensure fairness and to promote open competition, Wake County Public School System shall be consistent in responding to an offeror's protest over contract awards.

PROCEDURE

Any party which is a prospective bidder, offeror, or contractor that may be aggrieved by the solicitation must submit a written protest within five (5) calendar days prior to the opening of the Request for Proposal.

Any party which is an actual bidder, offeror, or contractor that may be aggrieved by the award of a contract, must submit a written protest within five (5) days of Wake County Public Schools System transmitting via fax or email the announcement of intent to award.

The protest must be addressed to the Senior Director of Purchasing, 1551 Rock Quarry Road, Raleigh NC 27610 and must include all the following information:

1. Name, address, telephone number, facsimile number and e-mail of the protester.
2. Signature of the protester or authorized agent.
3. The bid name and number.
4. A detailed statement of the legal and factual grounds of protest including copies of relevant documents.
5. Any supporting exhibits, evidence, or documents to substantiate any claims.
6. All information establishing that the protester is an interested party for the purpose of filing a protest.
7. The form of relief requested

After careful consideration of all relevant information the Senior Director of Purchasing shall make a written decision.

Any and all costs incurred by a protesting party in connection with a protest shall be the sole responsibility of the protesting party.

VENDOR INFORMATION SHEET

Company Name (include dba): _____

Phone number: _____ Fax: _____ E-mail: _____

Contact: _____

Corporate Office Address: _____

Wake County Office Address (if different from Corporate): _____

Web Address: _____

Length of time in business: _____ Number of permanent employees: _____

DOT #: _____ (if applicable) MC License #: _____ (if applicable)

Insurance Contact: _____ Phone: _____

The Wake County Public School System reserves the right to reject or disqualify any and all vendors, waive informalities and irregularities in the bid process, and to accept vendors, which are considered to be in the best interest of the School System.

MINORITY, WOMEN, SMALL BUSINESS ENTERPRISE INFORMATION

Pursuant to WCPSS Board of Education policy and NC General Statutes, WCPSS invites and encourages participation in this procurement process by businesses owned by minorities, women, small business enterprise, disabled business enterprises and non-profit work centers for the blind and severely disabled.

Parties are required to complete the following information when submitting their response to this request:

Check all that apply:

- ☐ Minority Owned Business
- ☐ Woman Owned Business
- ☐ Small Business Enterprise

_____ Yes, I certify that that my company has been certified by the North Carolina Department of Administration (HUB Office) as a Historically Underutilized Business.

_____ No, my company has not yet received HUB or MWBE certification but meet the above criteria.

_____ No, my company is not a minority, woman, or small business enterprise.

Vendor Signature: _____

Date: _____

Print Name: _____

FEDERAL CONTRACTING REQUIREMENTS

This *Attachment* is incorporated into the Goods and/or Service Contract between WCPSS and the Vendor. Capitalized terms not defined in this Attachment shall have the meanings assigned to such terms in the Contract.

This Contract will be funded in whole or in part with federal funding. As such, federal laws, regulations, policies, and related administrative practices apply to this Contract. The most recent of such federal requirements, including any amendments made after the execution of this Contract shall govern the Contract, unless the federal government determines otherwise. This *Attachment* identifies the federal requirements that may be applicable to this contract. The Vendor is responsible for complying with all applicable provisions, updates or modifications that occur in the future relating to these clauses.

To the extent possible, the federal requirements contained in the most recent version of the Uniform Administrative Requirements for federal awards (Uniform Rules) codified at 2.C.F.R., Part 200, including any certifications and contractual provisions required by any federal statutes or regulation referenced therein to be included in this contract are deemed incorporated into this contract by reference and shall be incorporated into any sub-agreement or subcontract executed by the Vendor pursuant to its obligations under this Contract. The Vendor and its sub-contractors, if any, hereby represent and covenant that they had complied and shall comply in the future with all applicable federal, state, and local laws, regulations, and rules and School System policies and procedures, as amended from time to time, relating to work to be performed under this Contract. The following provisions are specifically incorporated into this Contract.

1. Equal Employment Opportunity. In the event this Contract meets the definition of “federally assisted construction contract” set forth in 41 C.F.R. § 60-1.3, the Vendor agrees to all requirements set forth in 41 C.F.R. 60-1.4(b), which are incorporated by reference into this Contract.
2. Compliance with Davis-Bacon Act. In the event this Contract involves a prime construction arrangement for an amount in excess of \$2,000, the Vendor agrees to comply with all provisions of the Davis-Bacon Act (40 U.S.C. §§ 1341-3144, 3146-3148), as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”).
3. Compliance with Contract Work Hours and Safety Standards Act. In the event this Contract is for an amount in excess of \$100,000 and involves the employment of mechanics or laborers, the Vendor agrees to comply with all requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701-3708), as supplemented by Department of Labor regulations (29 CFR Part 5).
4. Compliance with Regulations Regarding Rights to Inventions. In the event the federal funds expended on this Contract meet the definition of “funding agreement” under 37 CFR § 401.2 (a), and this Contract involves the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the District agrees to comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
5. Compliance with Clean Air Act and Federal Water Pollution Control Act. If the Contract is for an amount in excess of \$150,000, the Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387).
6. Compliance with Disbarment and Suspension Requirements. The Vendor certifies that it is not listed in the System for Award Management (SAM), as a party debarred, suspended, or otherwise excluded by agencies, or otherwise declared ineligible under statutory or regulatory authority.
7. Compliance with Byrd Anti-Lobbying Amendment. If the Contract is for an amount in excess of \$100,000, the Vendor agrees to provide the District with the certifications required by 31 U.S.C. § 1352.

Compliance with Solid Waste Disposal Act. In the event the Contract involves the purchase of more than \$10,000 in items designed by guidelines of the Environmental Protection Agency at 40 C.F.R. Part 247, the Parties agree to comply with the requirements of section 6002 of the Solid Waste Disposal Act. In particular, the Vendor certifies that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by applicable specifications or other contractual requirements.

PRICE SHEET

Each manufacturer is required to quote proposed model(s) based on WCPSS minimum configurations and services specified earlier in this RFP and at the best possible percentage discounts off list in the spaces provided. Manufacturer must also provide specific models/codes and identifying descriptors for the product proposed to meet the minimum specifications.

Percent discount to be applied to all WCPSS purchases:

Small Form Factor Desktop configurations: _____%

Ultra-Small Form Factor Desktop configurations: _____%

High-End Desktop configurations: _____%

Student Laptop configurations: _____%

Staff/Teacher Laptop configurations: _____%

Special User Laptop configurations: _____%

Chromebook configurations: _____%

Accessories: _____%

Small Form Factor (SFF) Desktops	Additional % Discount Off List	WCPSS Price	Typical Time Required for Delivery (days or weeks)
Configuration – Minimum Model # (include identifying codes and descriptions of product)			
Ultra-Small Form Factor Desktop	Additional % Discount Off List	WCPSS Price	Typical Time Required for Delivery (days or weeks)
Configuration – Minimum Model # (include identifying codes and descriptions of product)			
High-End Desktop	Additional % Discount Off List	WCPSS Price	Typical Time Required for Delivery (days or weeks)
Configuration – Minimum Model # (include identifying codes and descriptions of product)			
Student Laptop	Additional % Discount Off List	WCPSS Price	Typical Time Required for Delivery (days or weeks)

Configuration – Minimum Model # (include identifying codes and descriptions of product)			
Staff/Teacher Laptop	Additional % Discount Off List	WCPSS Price	Typical Time Required for Delivery (days or weeks)
Configuration – Minimum Model # (include identifying codes and descriptions of product)			
Special User Laptop	Additional % Discount Off List	WCPSS Price	Typical Time Required for Delivery (days or weeks)
Configuration – Minimum Model # (include identifying codes and descriptions of product)			
Chromebook	Additional % Discount Off List	WCPSS Price	Typical Time Required for Delivery (days or weeks)
Configuration – Minimum Model # (include identifying codes and descriptions of product)			

Provide details on configuration of each model quoted and how it meets or exceeds requirements listed in Section 3.1 of RFP. Note any items that are not available on model proposed and how that functionality will be obtained.

PROVIDE PRICING FOR THE FOLLOWING OPTION(S) FOR CONSIDERATION PURPOSES.

OPTION:	Amount (If Any) Added to Total WCPSS Device Cost
Case option(s) for Chromebook	
Accidental damage protection on laptops	
5-year device warranty	

NOTE: Pricing for models quoted shall not be increased for a minimum of six (6) months from date of award for purchases made through WCPSS.

Bidder must specify in submitted response if there are any constraints on supply of proposed model(s) or unreasonable delays in fulfillment timeline.