



378 State Street Charlotte,
Michigan 48813
Telephone (517) 541-5100

Charlotte Public Schools (CPS) is looking to refresh 220 of our district laptops. We are looking for the following below.

Bid Due Date: Monday, May 6th, 2024 by 9:30 AM local time - Any bids received after the deadline will not be opened and will be returned to the submitting party.

Deliver to: Charlotte Public Schools
Attn: Business Office - Laptop Refresh 24-25
378 State Street Charlotte, MI 48813

INSTRUCTIONS TO BIDDERS:

Sealed proposals for the laptop refresh will be received by the Charlotte Public Schools Business Office located at 378 State Street, Charlotte, MI 48813. Bids may be mailed or hand-delivered. **No electronic submissions (fax, email, etc) will be accepted.** CPS retains the sole discretion to accept or reject any and all bids. Bids will be opened and read out loud, no decision will be made at the bid opening. Whoever submits the bid must have authority within the delivering company to meet the scope of CPS's request. Please have your bid notarized. All questions may be directed to the technology supervisor, contact information is at the end of the document. All bids will be opened at a public meeting at the address listed above at 9:30 am on April 29th, 2024. Bids will not be awarded at the meeting. Bidders must meet the following specifications.

BIDDER RESPONSIBILITIES:

Before submitting proposals, bidders shall carefully read all of the specifications in order to avoid submissions or duplications in order to ensure a complete job. Bidders may request to visit the premises to verify conditions under which work must be conducted. This option is strongly encouraged. The submission of the proposal signifies that the bidder is fully conversant with all conditions and expectations. No claims for additional compensation will be considered or paid to any contractor/vendor. The contractor/vendor shall obtain and file with the owner,

prior to commencement of any work, a current Certificate of Insurance compliant with the insurance requirements specified by the school district. The contractor/vendor shall also complete and submit the Familial Disclosure Form (attached) with their bid proposal. The contractor/vendor shall pay all sales, consumer, and other taxes as required by law. No proposal may be withdrawn for sixty days from the date of the bid opening. Negligence in preparations, improper preparations, errors in and/or omission from the proposals shall not relieve the bidder from fulfillment of any and all obligations and requirements of the contract documents. No responsibility shall attach to the school district, or its authorized representatives, for the premature opening of any proposal which is not properly addressed and identified.

Required on Laptop

Current generation Intel i5 or equivalent AMD

16 gigabytes of RAM

At minimum 256 Gigabytes of storage on a NVME M.2 SSD

15 inch non touch screen

3 - 5 year warranty on parts

HDMI port (if not available you must provide the dongle to support HDMI)

USB C port (prefer two USB C ports)

Needs to have at least 3 USB ports including the USB C listed above

Secondary charging option

Not required Laptop

Network/RJ45 adapter

Jeff Bennett

Supervisor of Technology

Charlotte Public Schools

517-541-5750

bennetj@charlottenet.org

<http://www.charlotteorionles.com>

FAMILIAL RELATIONSHIP DISCLOSURE

This form must be completed, signed and included with the bid proposal.

I/We, the undersigned, have NO familial relationship with the Superintendent or any member of the Board of Education of the Charlotte Public Schools, Charlotte, MI, 48813.

OR

I/We, have included the following list disclosing any familial relationships that exist between the owners or any employee of the vendor and any member of the Charlotte Public Schools Board of Education or Superintendent.

I/We understand that NOT completing this sworn, signed, and notarized statement and including it with our proposal may make our proposal incomplete and void.

Vendor Name

Vendor Representative's Signature

Date Signed

Title

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public, _____ County, Michigan

My commission expires: _____

IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

This form must be completed, signed and included with the bid proposal.

I am the _____ [title] of _____ [bidder],
or I am bidding in my individual capacity ("Bidder"), with authority to submit a
binding bid for the provision of architectural services to the Charlotte Public Schools. I
have personal knowledge of the matters described in this Certification, and I am familiar
with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware
that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the
Act. I understand that submission of a false certification may result in contract
termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or
twice the bid amount, whichever is greater, plus related investigation and legal costs.

Authorized Signature

Printed Name and Title

Date

**CHARLOTTE PUBLIC SCHOOLS
 BID UNIT PRICING SHEET
 2024-2025 LAPTOP REFRESH**

QUANTITY	ITEM # & DETAILED DESCRIPTION	UNIT PRICE	TOTAL PRICE
SHIPPING			
SALES TAX			EXEMPT
TOTAL AMOUNT			

Warranty:

Please indicate the warranty on the items referenced above.

Deviation Disclosure:

In the event that the undersigned Bidder intends to deviate from the specifications by utilizing details contrary to those listed in this Request for Proposal, the Bidder is to fully document and list each deviation in complete detail including reasons for the deviation. General statements are not acceptable. Furthermore, these deviations are to be approved in writing. If no deviations are submitted, the bidder assures the burger of full compliance with the specifications and conditions, and assures the buyer all equipment meet all specifications.

Company Name: _____

Company Representative: _____

Signature: _____

Title: _____

Date _____