

CÉSAR CHÁVEZ ACADEMY  
REQUEST FOR PROPOSALS  
FOR FORTY (40) LAPTOP COMPUTERS

ALL INVITATIONS TO BID BY THE CÉSAR CHÁVEZ ACADEMY WILL BIND BIDDERS TO THE CONDITIONS AND REQUIREMENTS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND SUCH CONDITIONS SHALL FORM AN INTEGRAL PART OF ANY PURCHASE AGREEMENT AWARDED BY THE CÉSAR CHÁVEZ ACADEMY.

1. Definitions

1.1. "César Chávez Academy" shall mean the César Chávez Academy, a Michigan nonprofit and a Michigan public school academy chartered by Saginaw Valley State University.

1.2. "Board of the Academy" shall mean the Board of Directors of the César Chávez Academy.

1.3. "Seller" shall mean a company or group of companies providing a Sealed Bid to César Chávez Academy pursuant to this Request for Proposal.

1.4. "Sealed Bid" shall mean a formal offer to provide goods in accordance with the policies and monetary limitations set by the Board of the Academy, the general conditions, and the specifications. The bidder to be considered must indicate Bid Number and date on outside of reply.

1.5. "Successful Bidder" shall mean any vendor to whom an award to provide goods is given by the César Chávez Academy.

1.6. "Specification(s)" shall mean a general description of the goods desired and the conditions for their purchase by César Chávez Academy as outlined on Exhibit A to the Request for Proposals.

2. General Conditions:

2.1. Sealed Bids - Must be received NO LATER THAN THE TIME AND DATE SPECIFIED at the location listed below. They will be opened and read aloud at the Board of the Academy's next regularly scheduled meeting on January 14, 2021. If a proposal is transmitted by U.S. Mail, or other delivery medium, the bidder shall be responsible for its timely delivery to the designated location. Proposals must be clearly marked "Upper Elementary Computer Proposal."

DUE DATE:	January 11, 2021
TIME:	4:00 p.m. local time
PLACE:	César Chávez Academy c/o Jessica Rice 112 South Union St. Plymouth, MI 48170

PROPOSALS RECEIVED AFTER THE APPOINTED TIME WILL NOT BE OPENED.

2.2. The submission of a Sealed Bid will be construed to mean that the bidder is fully informed as to the extent and the character of the goods and a representation that the bidder can furnish the goods in complete compliance with the Specifications.

2.3. The César Chávez Academy reserves the right to make awards within thirty (30) days after the due date of the bid opening during which time bids may not be withdrawn. Respondents shall not be allowed to modify their proposals after the opening time and date.

2.4. One clearly-labeled original proposal with a manual signature and two (2) copies of the proposal are to be sealed in one package clearly labeled "Upper Elementary Computer Proposal" on the outside of the package.

2.5. Failure to submit one original Sealed Bid with a manual signature may result in the rejection of the proposal. All proposals shall be signed by an officer or employee having authority to bind the Seller presenting a Sealed Bid.

2.6. Verbal discussions of items in this Request for Proposal with the César Chávez Academy or The Leona Group, LLC personnel are not to be construed as changing any of the Request for Proposal requirements. Any changes to the requirements or Specifications will be communicated in writing to the bidders by César Chávez Academy.

2.7. The César Chávez Academy reserves the right, before awarding any contract, to require the Seller to submit such evidence of qualification as it may deem necessary, and may consider any information available to it, in making the award in the best interest of the César Chávez Academy.

2.8. The César Chávez Academy reserves the right to cancel the contract or portions thereof, without penalty for reasons of funding limitations.

3. Guarantees by the Successful Bidder. The Successful Bidder guarantees:

3.1. That the Successful Bidder has carefully checked the information contained its Sealed Bid and understands that the Successful Bidder shall be responsible for any error or omission in a Sealed Bid.

3.2. That the Successful Bidder has carefully examined the instructions and specifications and will provide forty (40) laptop computers for the price set forth in the Sealed Bid.

4. Elements / Requirements of Bid.

4.1. Introduction. César Chávez Academy seeks through this Request for Proposal to enter into a purchase agreement with a Seller to provide forty (40) laptop computers to its upper elementary school campus located at 4100 Martin Road, Detroit, Michigan 48210.

4.2. Background. César Chávez Academy is a public school academy which has five (5) campuses located within the City of Detroit, State of Michigan.

4.3. Project Scope. César Chávez Academy seeks to enter into a purchase agreement with a Seller that is capable of providing forty (40) laptop computers as outlined in the Specifications.

4.4. Contents of Sealed Bid. The Seller shall submit a Sealed Bid for providing forty (40) laptop computers to César Chávez Academy on or before January 11, 2021, by 4:00 p.m. in the form of one original and two (2) copies of a detailed proposal that includes information on the following topics:

4.4.1. A general description of the Seller including a brief history. Provide the name, address and telephone number of the Seller's headquarters and the location(s) of the Seller that will be directly providing goods to César Chávez Academy.

4.4.2. Describe the Seller's availability and capability to provide forty (40) laptop computers to César Chávez Academy.

4.4.3. Generally, describe how the Seller would meet the Specifications by indicating any suggested modifications to the Specifications.

4.4.4. List the proposed pricing structure for the forty (40) laptop computers to be provided to César Chávez Academy. Please specify all billing procedures.

4.4.5. List all Michigan public school and public school academy ("Michigan Public Schools") customers the Seller has served in the last five years. Please provide names of contact persons who are willing to share comments about the Seller's goods with representatives from these Michigan Public Schools.

4.4.6. Has the Seller had litigation, arbitration or a claim filed against the Seller by a Michigan Public School? Has the Seller filed any such actions against a Michigan Public School? If yes to either inquiry, please provide a brief explanation.

4.4.7. Please provide any other information the Seller feels will be helpful to César Chávez Academy in selecting a Seller.

5. Evaluation Criteria.

5.1. The evaluation criteria will include, but is not limited to:

5.1.1. Quality of goods and Seller reliability.

5.1.2. Experience of the Seller and relevant personnel.

5.1.3. Capability.

5.1.4. Past performance.

5.1.5. Price.

5.1.6. Warranties, insurance and other contractual issues.

5.2. The Board reserves the right to accept or reject any or all Sealed Bids and to accept any Sealed Bid which appears to be the best advantage to César Chávez Academy. It is anticipated that the Successful Bidder will enter into a mutually agreed upon goods / retainer agreement with

César Chávez Academy which shall provide for César Chávez Academy's ability to unilaterally terminate the purchase agreement upon certain conditions agreed upon by the parties.

6. Submittal of Proposals. Please submit one original and two (2) copies of the Seller's Sealed Bid signed by a duly authorized officer of the Seller. Mark outside of envelope "Upper Elementary Computer Proposal."

Sealed Bids should be submitted proposals to:

César Chávez Academy  
c/o Jessica Rice  
112 South Union St.  
Plymouth, MI 48170

## **Exhibit A**

### **Computer Specifications**

Cesar Chavez Academy Intermediate school at 4100 Martin Street, Detroit, MI, 48210 is looking for bids on forty (40) laptop computers with the following specifications:

- HP Elitebook or Probook
- Ryzen 7 or i7 or better
- 256 GB SSD
- At least 16 GB of Ram
- 15.6 Screen with a number pad on the keyboard
- Must have a microphone and camera.