



FULTON LEADERSHIP ACADEMY

1706 Washington Road
East Point, Georgia 30344

**REQUEST FOR PROPOSAL
FOR
STUDENT LAPTOP PERSONAL COMPUTERS**

MARCH 9, 2015

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SECTION I – GENERAL INFORMATION

1.0 Purpose

The purpose of this Invitation to Bid ("ITB") is to establish a 90 day firm fixed price contract to purchase Student Laptop Personal Computers. Fulton Leadership Academy will accept sealed bids for the Laptop Bid as described in the attached plans and specifications. Bids will be accepted until 12pm on March 27, 2015, at which time they will be publicly opened. No oral, telephonic, email, telegraphic or facsimile proposals will be accepted. No bid proposals will be accepted after the time of closing. The purchase of 200 laptops will take place within 3 days of the bid acceptance.

2.0 The following project dates have been established:

ITB Issue Date:	March 9, 2015
Bid Acceptance Deadline:	March 27, 2015 at 12pm
Public Bid opening:	March 27, 2015 at 12:30pm
Award Date/PO issue :	March 30, 2015

3.0 Bid Response Format

Bid documents can be downloaded from www.fultonleadershipacademy.net. **Two copies of the bid should be placed in a sealed envelope and identified as "Student Laptop Bid".**

The vendor must include as part of their response:

- Signed Bid Response form
- Signed Statement of Non-Collusion
- Signed Statement of Equal Employment

Response to this ITB must be received at the following address:

Fulton Leadership Academy, Inc
Attn: Gail Rutledge
School Office
1706 Washington Road
East Point, GA 30344

All proposals received after the time and date stated above will not be considered and will be returned. The vendor assumes the risk of any delay in the mail or in handling of the mail. Whether sent by U.S. mail or by means of personal delivery, the vendor assumes responsibility for having this proposal deposited on time at the place specified. Facsimile responses will not be accepted.

Fulton Leadership Academy reserves the right to waive technicalities or irregularities, to accept any portion of a response when responses are by items, to reject any or all responses, and to make arrangements for the best interest of Fulton Leadership Academy.

Proposals may not be withdrawn for ninety (90) days after the scheduled time of response submission without the consent of Fulton Leadership Academy. Fulton Leadership Academy reserves the right to accept any proposal or parts of such proposals, to reject any or all proposals, and to waive irregularities and informalities in the ITB procedures, and to act in its best interest.

Questions and correspondence related to this ITB document must be in writing and e-mailed to:

Gail Rutledge
Business Manager
Fulton Leadership Academy, Inc
E-Mail: grutledge@fultonleadershipacademy.net

4. UNIT REQUIREMENTS

REQUIRED MINIMUM SPECIFICATIONS:

- A. Hardware: (Vendor must attach documentation which details actual hardware specifications of proposed unit)
- B. Intel Celeron Processor (1.83GHz) or better
- C. 4GB RAM
- D. 11.6 inch Screen Size
- E. 320GB 7200rpm Hard Drive
- F. HDMI slot
- G. Integrated 802.11 a/b/g/n wireless
- H. Windows 8.1 Professional
- I. Multi-Touch Screen
- J. Green Compliant
- K. 1 year manufacturer warranty

5. TERMS OF SERVICE

- A. Bid prices shall include all delivery cost to 1706 Washington Rd, East Point, GA 30344.
- B. Shipments for all computers must be coordinated with Gail Rutledge, Business Manager. All shipments will be made to Fulton Leadership Academy, Inc.
- C. Fulton Leadership Academy, Inc reserves the right to accept or reject any or all items in the bid; to accept or reject any or all bids; to waive any informalities therein; or for reasons of establishing uniformity or that serve the best interest of the School and its students, to award the contract to other than the low bidder(s). Bidders are asked to take into consideration that these machines should be physically appropriate for continued student handling.
- D. All items proposed must be new, not reconditioned, including containers suitable for shipment and storage, unless otherwise indicated on the proposal.
- E. Any maintenance costs and any other potentially hidden costs shall be identified as part of the proposal.

ATTACHEMENT A
BID PROPOSAL FORM

Signed Acceptance and Quotation On the ____ day of _____, 2015, the undersigned declares that he/she has carefully examined the Bidder's Instructions/Conditions for this Bid and will honor all purchase orders, prices and specifications set forth in the bid. It is further understood and agreed that the Fulton Leadership Academy, Inc reserves the right to accept or reject any part of, or the complete bid and to waive and informality in this bid for any reason which it deems will be in the best interest of the school and its students.

List one or more options

Brand	Processor Speed	RAM	Memory/Storage	Display Size	Price

Name of Company _____

Authorized Signature _____

Printed/Typed Name of Authorized Signature _____ **Date:** _____

Please list comments, conditions or exceptions to the bid:

ATTACHEMENT B
AFFIDAVIT OF NON-COLLUSION FORM

FULTON LEADERSHIP ACADEMY, INC

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the responder (if responder is an individual), partner in the responder (if the responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the responder is a corporation);
2. That the attached response or responses have been arrived at by the responder independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common source of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to respond designed to limit independent response or competition;
3. That the contents of the response or responses have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder, and will not be communicated to any such person prior to the official review of the response or responses; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit:

SUBMITTED BY:

Firm Name _____
Signature _____
Title _____
Address _____
Telephone _____
Date _____

Subscribed and sworn to before me

This _____ day of _____ 2015

Notary Public _____
Commission Expires _____

ATTACHMENT C
EQUAL OPPORTUNITY EMPLOYMENT
FULTON LEADERSHIP ACADEMY, Inc

Being a duly authorized agent of the firm, I do hereby certify that no person, on the basis of race, color, creed, religion, national origin, sex, age, marital status, or status with regard to public assistance, is excluded from full employment rights or otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable Federal and State laws against discrimination, including Civil Rights Act of 1964 and Georgia Statute.

It is also agreed that, upon request, Fulton Leadership Academy will be furnished all necessary information and reports to support compliance with such laws.

Signed_____

Typed Name_____

Firm_____

Address_____

City, State, Zip_____

Subscribed and sworn to before me

This_____day of_____2015

My commission expires_____

