

Samsung Tablets for Technology Services

Invitation for Bids: 25-017-073

Georgia Procurement Registry:

PE-65615-NONST-2025-000000050



Objective

The Fayette County Public Schools Purchasing Department (hereinafter FCPS) invites you to participate in an invitation for bid (IFB). This IFB will consist of providing and delivering Samsung Galaxy Tablets as specified to the Technology Services Department located at the LaFayette Educational Center, 205 LaFayette Avenue, Fayetteville, GA, 30214.

Bids Due

Responses to this invitation for bid are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, GA, 30214. Bids received after the specified date and time will not be considered.

Bidders are instructed to carefully read all items, conditions, terms, specifications, and attachments herein and referenced before completing their bid. Failure to comply with any requirements of the IFB may be a cause for rejection.

Section A: Instructions to Bidders

1. Bidder Registration
 - 1.1. Bidders are encouraged to register with the issuing agent, Matthew Roberts, by sending an email to roberts.matthew@fcboe.org after reviewing this solicitation. Bidders who register will automatically receive any email update with additional documents such as addenda and be notified of award issuance, even if they choose not to submit a bid.
2. IFB Schedule
 - 2.1. IFB Released: November 15, 2024
 - 2.2. Bids Due: Before 9:00 AM (ET), November 22, 2024
3. Project Documents and Forms
 - 3.1. Documents and forms required for submission as part of this IFB can be found on the FCPS Purchasing Department website. Failure to include required submissions listed herein may result in a rejection of the response. A list of

required forms is contained herein and additional submissions may be required per the specifications contained herein.

4. Response Delivery

4.1. Bids may be submitted electronically, by mail, or hand-delivered to the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, Georgia 30214, Attention: Purchasing Department.

4.2. Bid openings will occur at the date and time specified at the address above.

4.2.1. No faxed or telephone bids will be accepted or considered.

4.3. Bids may be emailed to the issuing agent if meeting the following guidelines:

4.3.1. Emailed bids must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred)

4.3.2. All bid documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.

5. Attachments

5.1. Any specification listed with “Must Include Attachment” should include a document within the bid conforming to standards set forth.

5.2. All attachments must be marked and labeled using the following format: Attachment #, Solicitation Reference, Bidder Name, Solicitation Title, and Number.

6. Multiple Response from the Same Bidder

6.1. Bidders may submit more than one response when offering multiple alternatives.

6.2. Responses must be separate and each should conform to all terms and conditions within the solicitation.

6.3. Responses must be labeled separately to easily identify differing responses from the same bidder.

Section B: Scope of Work and Specifications

7. Scope of Work

7.1. Fayette County Public Schools is seeking a supplier to fill an immediate need for forty (40) Samsung Galaxy S9 tablets for its Facilities Services Department.

7.1.1. Tablets as specified must be delivered to the Technology Services Department at the LaFayette Educational Center located at 205 LaFayette Ave., Fayetteville, GA 30214 per the delivery specifications contained herein.

7.2. Additional quantities of tablets as specified or future iterations may be purchased from this resulting award per the terms and conditions contained herein.

8. Technical Specifications

8.1. New Samsung Galaxy S9+ Tablet, Android 13, 512 GB, Graphite with micro-SD slot, and AMOLED 2X 12.4” screen.

8.1.1. Initial purchase of forty (40) units for deployment with the Facilities Services Department.

8.2. Included five-year extended warranty with accidental damage coverage.

Section C: General Terms and Conditions

FCPS’s General Terms and Conditions are posted on the Purchasing Department website under the heading of Vendor Terms, Conditions, and Forms at www.fcboe.org. By submission of a response, the bidder acknowledges they have read and understood these General Terms and Conditions as well as any terms and conditions contained herein.

Section D: Special Terms and Conditions

9. Quote Opening

9.1. Bids will be opened at the date and time provided in the schedule of events. All results will be publicly posted on the FCSD website once an award recommendation is made.

9.2. Bids must be marked with the IFB number.

9.3. Electronically delivered bids will utilize the timestamp generated on the email.

9.4. Bids must conform to the guidelines listed herein.

9.5. Bids received late will be marked “non-responsive” and may not be considered at the sole discretion of the FCPS Purchasing Department.

10. Questions

10.1. All questions concerning this solicitation must be submitted in writing by email to the issuing agent.

10.2. No questions other than written will be accepted and only answers provided via addenda shall be binding.

11. Award Oversight

11.1. The awarded bidder will report to the Chief Technology Officer or their designee.

12. Quote Evaluations

- 12.1. According to the Fayette County Board of Education policy, DJE “lowest price alone will not be the sole determining criteria in the selection process”.
- 12.2. Factors that may be used in evaluating responses may include but are not limited to, the following: price/cost, warranty, service guarantees or past performance, costs of ownership analysis, business capabilities analysis, delivery schedules and methods, and product-specific manufacturer/quality standards.
- 12.3. Bidders may inquire as to specific evaluation methods and may request in writing an explanation of evaluation methods used to determine an award. See General Terms and Conditions regarding award protests.

13. Delivery

- 13.1. Delivery is expected on or about the date requested ARO.
- 13.2. Freight is FOB destination, freight prepaid (allowed).
- 13.3. The bidder must contact the end-user listed on purchase orders at least 24 hours before delivery to confirm the delivery date and time.
- 13.4. FCPS standard hours of operation are 7:30 AM to 3:30 PM (EST), Monday through Friday, except for school holidays.
- 13.5. The delivery location does not have a loading dock; therefore, all deliveries must be made as an inside delivery as defined in the solicitation, any resulting purchase order, or resulting contract.
 - 13.5.1. Inside-delivery will be defined as follows: the driver will be required to move the material from the interior bed of the truck to the interior of the facility.
- 13.6. Any pallets must be covered or shrink-wrapped to protect cartons from dirt and moisture during shipment and pallet construction should allow for four-way entry of handling equipment and surface/platform board approximately one inch apart minimizing carton damage.
- 13.7. Failure to deliver per the response could result in the awarded bidder being declared in default.
- 13.8. The awarded bidder shall be responsible for the delivery of items in good condition at the point of destination.
- 13.9. Bidder shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices.
- 13.10. Back Orders: Back orders may be made only when specifically authorized to do so by the project administrator. The necessity to back-order may be deemed a breach of contract.

14. Cost Escalation/Price Change

- 14.1. The Purchasing Department recognizes that independent market factors may result or necessitate the need for price changes. Through the submission of a quote, the bidder agrees to the following:
 - 14.2. All price increases must be based upon product cost ONLY, and documentation of the price increase is required.
 - 14.3. Quote prices must be held firm for the term of the solicitation or December 31st of the issuing year, after which an escalator can be invoked.
 - 14.4. The awarded bidder must provide the FCPS Purchasing Department written notification at a minimum of 30 days before a price escalation change.
 - 14.5. Single changes of no more than 10% are allowed. There are exceptions only when market conditions dictate a revised escalator for a particular commodity.
 - 14.6. FCPS reserves the right to accept or reject any price escalation. A rejection of a price escalation may result in the termination of any agreement, contract, purchase order, or other agreement without fault or obligation.
15. Term
- 15.1. The term of this IFB and resulting agreement is from the date of resulting award issuance until December 31, 2025, with the option to renew for four (4) additional one-year terms beginning January 1st and ending December 31st of each year.
 - 15.2. The IFB and resulting agreement will automatically renew each year beginning January 1st with the awarded pricing structure unless a cost escalation/price change process is initiated per the General Terms & Conditions.
 - 15.3. Per the General Terms & Conditions, should the Fayette County Board of Education fail to appropriate funding for each fiscal year beginning July 1st, this solicitation and resulting contract or purchase orders will be canceled with no-fault or obligation beyond products or services already received and properly invoiced.
 - 15.3.1. FCPS may notify the awarded bidder in writing thirty (30) days prior to cancellation for non-appropriation.
16. Required Forms
- 16.1. The forms listed below are required for submission and included as attachments. They may also be located on FCPS's Purchasing Department website at www.fcboe.org.
 - 16.1.1. Solicitation Response Form
 - 16.1.2. Reference Form
 - 16.2. Bid Document

- 16.2.1. Pricing not entered in the bid document will not be considered.
- 16.2.2. If pricing variations exist for different finishes/materials/options the bidder must include an attachment describing variations and associated costs.
- 16.2.3. Costs should be in line-item format detailing all costs applicable to the bid and a grand total cost to include delivery as defined.
- 16.3. Failure to include any form may result in a reduction in evaluation scoring or the submitted quote being declared non-responsive at the sole discretion of the FCPS Purchasing Department.
- 16.4. This invitation for bid, any addenda, and the awarded quote will be incorporated into any resulting contract and/or purchase order.

Solicitation Response Form

Place this form on top of your response.

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCPS General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____ Date: _____

FCPS Purchasing Department Reference Form

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	