

# SOUTHWEST LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

## INVITATION TO BID

1,200 Lenovo 300 W Yoga Devices (or Similar)

### 1) INTENT

A. The Southwest Local School District Board of Education (the "Board") is soliciting bids from qualified vendors to purchase 1,200 Lenovo 300 W Yoga Devices (or similar) with the following specs:

Gen 4 Edition

Intel N100 processor

11.6" Touch Screen Display

720p Camera

4GB of Memory

128GB of Storage

Windows 11 Pro

3 Year Lenovo Depot + 3 Year ADP Protection One (School Year Term) Part #59S0Z44683 and 1 year mail in warranty with Lenovo Model #82VNS0NL00

### 2) BID DUE DATE

Sealed bids will be received at the office of the Southwest Local School District Office, located at 10800 Campbell Rd, Harrison, Ohio 45030, until 12:00 Noon, local time, on May 3, 2024, and will be publicly opened and read immediately thereafter and a report thereof made to the Board of Education at their next meeting. Bids can be electronically submitted to [Thomas.lowe@southwestschools.org](mailto:Thomas.lowe@southwestschools.org).

Questions concerning the project should be submitted in writing at the above address of the Owner or by email to: [thomas.lowe@southwestschools.org](mailto:thomas.lowe@southwestschools.org).

### 3) AWARD CRITERIA

The contract shall be awarded to the lowest responsible bidder. If the Board receives equal bids from two or more bidders it may award the contract to only one bidder.

The Board reserves the right to waive any minor deviation or defect in bids received. The Board further reserves the right to reject any and all bids received.

### 4) BID CONTENT / FORMAT

The proposed bid should include all of the following elements:

1. A history and description of the vendor indicating principal business.
2. Provide a list of current/former clients to whom the vendor has sold similar products to in the past.
3. Provide a cost per unit for 1,200 of the Lenovo devices specified above and the cost separately for the warranties specified above.
4. Provide 2 (two) paper copies to the district office located at 10800 Campbell Rd Harrison, Ohio 45030 **OR** provide an electronic copy of the bid to [thomas.lowe@soutwestschools.org](mailto:thomas.lowe@soutwestschools.org).

##### **5) ADDITIONAL TERMS AND CONDITIONS**

The successful bidder must comply with all Federal, State and local statues and codes as may be applicable to this invitation to bid.

Proposals and prices must remain valid until August 1, 2024.

The successful bidder will enter into a contract with the Board, the form of which will be determined at a later time.

The successful bidder will ensure that all devices are delivered in timely manner that will be defined by the purchasing contract at a later date.