

April 18, 2022

To: All Interested Parties

From: Mount Pleasant Public Schools, Project Owners

Cc: Communications by Design, Project Technology Consultants

Re: Request for Quotation

Mount Pleasant Public Schools is requesting proposals regarding the preparation of district owned student Chromebooks. The following provides additional information regarding details of this project. Mount Pleasant Public Schools invites all interested parties to submit their bid response to this Request for Quotation (RFQ).

This RFQ is being sought for the purposes of gaining knowledge of equipment and services available, with vendor commitments of their corresponding costs, and should not be construed as intent, commitment or promise to acquire equipment, services, supplies or solutions offered. Upon completion of the RFQ process, Mount Pleasant Public Schools may, or may not elect to proceed expeditiously with the purchase of a solution based on quotations submitted.

The Owner requests that correspondence and communication during this process be made with its consultant, Communications by Design. Information provided in response to this RFQ will become the property of the Mount Pleasant Public Schools. Neither Mount Pleasant Public Schools, nor its consultant will not be responsible in any way for payment for information herein requested, nor shall the District become liable for any cost incurred by the vendor in their voluntary response to this request or subsequent clarification activities.

All RFQ responses must be submitted via email by **April 27, 2022 by 12:00pm Noon** to:

Rebecca Szilagy, Communications by Design
rszilagy@cbdconsulting.com

Questions can be directed to Rebecca Szilagy at rszilagy@cbdconsulting.com

We appreciate and look forward to your response to this request.

Mount Pleasant Public Schools

1.01 DESCRIPTION OF PROJECT

A. Mount Pleasant Public Schools is looking for services to prepare their student device fleet for fall deployment.

B. Worksites include the following buildings:

1. Fancher Elementary
801 S. Kinney Avenue
Mount Pleasant, Michigan 48858
2. Ganiard Elementary
101 S. Adams Street
Mount Pleasant, Michigan 48858
3. Kinney Elementary School
720 N. Kinney Ave.
Mount Pleasant, Michigan 48858
4. McGuire Elementary
4883 E. Crosslanes Street
Mount Pleasant, Michigan 48858
5. Mount Pleasant High School
1155 S. Elizabeth Street
Mount Pleasant, Michigan 48858
6. Mount Pleasant Middle School
440 S. Bradley Street
Mount Pleasant, Michigan 48858
7. Pullen Elementary
251 S. Brown Street
Mount Pleasant, Michigan 48858
8. Vowles Elementary
1560 S. Watson Street
Mount Pleasant, Michigan 48858

1.02 SERVICES

A. NEW CHROMEBOOK FLEET (Qty: 2,000)

1. Chromebooks will be available in one central location in the district.
2. Unbox new Chromebook & power supply.
3. Inventory using Owner provided scanner, bar code labels and device inventory spreadsheet.
4. Enroll in Google management.
5. Install in Owner provided Nutkase folio cases.
6. Dispose of all trash in Owner provided trash and/or recycling receptacles.
7. Organize devices for distribution by Owner.

B. EXISTING CHROMEBOOK FLEET

1. PHASE 1: RELOCATE/REDISTRIBUTE EXISTING CHROMEBOOK CARTS/DEVICES (Qty: 1,500)
 - a. Identified Chromebook carts currently installed in the MPPS Middle School and High School facilities will be redistributed to MPPS elementary school facilities per Owner/Designer device relocation schedule to be provided to selected Contractor.
2. PHASE 2: SANITIZE/INSPECT/SORT (Qty: 2,400)
 - a. All existing cart-based Chromebook devices installed in the MPPS elementary school facilities shall be inspected for damage. Contractor will use Owner provided checklist to determine if repairs are needed. Contractors shall sort devices by necessary repairs. Owner will be responsible for actual repair of device. Device checklist will include physical damage inspection only. Device repairs identified could include but not limited to:
 1. Cracked Screen
 2. Missing Keys
 3. Non-Functioning Device
 4. Other Damage
 - b. Contractor will be responsible to sanitize each device that is not being recycled or repaired with Owner provided cleaning solution.
 - c. Contractor shall sort and organize devices that will be disposed of. Actual device disposal will be the responsibility of the Owner. Contractor shall neatly organize devices for disposal or recycling by

Others. Contractor responsibility shall be to identify devices scheduled for recycling and placing them in an Owner identified location for Owner final disposition only.

C. SCHEDULE

1. Kick off Meeting: Week of May 25, 2022
2. Project Begins: Week of June 13, 2022
3. Work Completion: Week of August 8, 2022