



REQUEST FOR QUOTE FOR EMPLOYEE WORKSTATION DEVICES and ALL DEVICE PERIPHERALS

RFQ # 2024-001

ISSUED ON MAY 23, 2024

INTENT TO AWARD TO BE ISSUED NO LATER THAN JUNE 14, 2024.

RESPONSES DUE BY: JUNE 5, 2024.

NO LATER THAN 5:00 P.M. EASTERN STANDARD TIME

Please direct all questions and inquiries to

ATTN: Procurement RE: RFQ # 2024-001

Email: fiscal-invoices@elcalachua.org

Please mail sealed Quotes to:

Early Learning Coalition of Alachua County

ATTN: Procurement RE: RFQ # 2024-001

Address: 4424 NW 13th Street, Ste A5

Gainesville FL, 32609

Phone: 352-375-4110 Fax: 352-663-9748

Website : elcalachua.org

ANY ALTERATION OF THE LANGUAGE OF THIS RFQ OR ANY REPRESENTATION OF MODIFIED LANGUAGE AS THE OFFICIALLY RELEASED RFQ WILL NOT BE PERMITTED AND WILL BE SUFFICIENT CAUSE FOR REJECTION OF A PROPOSAL. IN CASE OF ANY DISPUTE CONCERNING THE TERMS OR LANGUAGE IN THIS DOCUMENT, THE COALITION PRINTED FILE COPY OF THIS RFQ WILL PREVAIL

SCHEDULE OF EVENTS AND DEADLINES *

ACTIVITY	DATE	TIME	ADDRESS/METHOD
Request for Quote Advertised	May 22, 2024	12:00 PM EST	elcalachua.org
Written inquiries must be received by the Coalition	May 28, 2024	5:00 PM EST	4424 NW 13 th Street Ste A5 Gainesville FL, 32609 Or email: fiscal-invoices@elcalachua.org
Coalition issues written responses to inquiries	May 29, 2024	9:00 AM EST	elcalachua.org
Sealed Quotes must be received by Coalition	June 5, 2024	5:00 PM EST	4424 NW 13 th Street Ste A5 Gainesville FL, 32609
Meeting of Evaluation Committee	TBD	TBD	4424 NW 13 th Street Ste A5 Gainesville FL, 32609
Posting of Intent to Award / Protest Period	Within 24 hours after decision is reached	For 72 hours	elcalachua.org
Approval by Board of Directors / Executive Committee	TBD	TBD	4424 NW 13 th Street Ste A5 Gainesville FL, 32609
Purchase made based on quoted price	TBD	TBD	

* Times and locations are subject to change. Changes will be posted at the Coalition's website elcalachua.org

Point of Contact:

The point of contact for the purpose of this RFQ is:

Sadie Hackley

Finance Coordinator

Email: Fiscal-Invoices@elcalachua.org

INFORMATION WILL NOT BE PROVIDED BY TELEPHONE. Any information received through oral communication shall not be binding on the Coalition and shall not be relied upon by any respondent.

**Early Learning Coalition of Alachua County
Request for Quote (RFQ) to replace Employee Workstation Devices &
All Device Peripherals**

I. Introduction

The EARLY LEARNING COALITION OF ALACHUA COUNTY (Coalition) located at 4424 NW 13th Street, Ste A5, Gainesville, FL 32609 is seeking quotations for thirty-two (32) devices and necessary device peripherals to be utilized by Coalition staff as workstations for completing important work conducted by the Coalition. Responses will be used to determine the best-qualified company to provide these products and will be the basis for negotiating a purchase.

The Coalition is a not-for-profit corporation organized under the laws of the State of Florida and has been determined exempt by the Internal Revenue Service under the provision of IRS Code, Section 501(c)(3). The Florida Office of Early Learning has certified the Coalition as a local early learning coalition for the purposes of implementing programs authorized by Florida Statute Chapter 1002. Our principal function is the provision of oversight, and policy guidance to the early childhood School Readiness and Voluntary Prekindergarten Education systems in Alachua County, Florida.

II. Statement of Work

I. General Information

The Coalition is seeking to partner with a company specializing in providing computer equipment, peripherals, and related services for the purpose of refreshing workstations for staff employed by the Coalition. The Coalitions goal is to provide workstations that support our staff's work both in-office, and in-field.

The Coalition is seeking quotation for the purchase of thirty-two (32) portable workstation devices, and all necessary peripherals, including but not limited to: docking stations, portable keyboards and stylus pens, etc. In addition, access to Windows 11 Pro will be required per device. Accidental damage warranty per device is requested, though not required for proposal to be accepted.

II. Requested Device Specifications

32 Microsoft Surface Pros 9s /10s or comparable equivalent to Microsoft Surface Pro

Surface Pro/Comparable Equivalent must meet the following specifications:

- Intel Core I7 or I7 Ultra Processor
- 16 GB or higher RAM
- 1TB SSD
- Wi-Fi capabilities
- Windows 11 Pro or Windows 10 Pro for Business
- Warranty for products received damaged or non-functional
- Optional: touch screen capability
- Optional: Accidental damage warranty for 2 – 3 years after purchase

32 keyboards and stylus for touch screen (required only if device lacks built in keyboard)

32 compatible docking stations

Compatible docking stations must meet the following specifications:

- Ability to support dual monitors
- USB-C and USB-A ports, audio jack, and 2.5G ethernet port

Any other suggested peripherals

III. Quotation Must Include

- An overview of the company/vendor, including expertise of personnel.
- A full description, including detailed features and functions, of the devices and related docking stations/peripherals.
- Pricing information for 32 devices and all necessary/recommended peripherals.
- An overview/description of all available purchase warranties/accidental damage warranties, their terms and conditions, and their pricing.
- Describe the shipping/delivery process. The Coalition is seeking to have all devices delivered directly to our office, and to have all devices received no later than June 30th, 2024. Please detail necessary timeline/pricing to make this possible.

IV. Payment

Payment will be released upon receipt of all devices/equipment and after all devices have been confirmed as functional by the Coalition.

V. Primary Point of Contact

The company shall identify a specific individual as a primary point of contact. This individual will be responsible for the company's work product. The individual shall be available within 24 hours' telephone notice to accomplish the following:

- Attend meetings
- Respond to telephone calls to specific inquiries

III. Bidding Instructions

I. Interest

Companies who intend to respond to this RFQ are requested to notify the Coalition in writing by sending an email to fiscal-invoices@elcalachua.org with ATTN: Procurement RE: RFQ # 2024-001 in the subject line. Please include the name, address, telephone, fax, and email address of the company (firm) and contact person. Please include a completed attachment A & B with the email.

II. Evaluation Process

The Vendor Evaluation Committee, consisting of Board Members and/or Coalition staff will evaluate the quotations and prepare recommendations for the Chief Executive Officer and the Coalition

Board of Directors. All quotations received will be reviewed in accordance with the criteria listed in this RFQ. The Committee may request a presentation by any or all companies to clarify proposed products and details, as part of the review and evaluation process. The Committee may also ask additional questions to clarify the submitted proposal(s).

The Chief Executive Officer and Coalition Board of Directors shall make the final decision. Once the selection has been made, purchase negotiation will begin. If a purchase agreement cannot be reached with the most successful company, negotiations with that company will be formally terminated. The Coalition would then negotiate with the next most successful company until an agreement is reached. The Coalition may choose to modify the choice of a selected company if the Coalition determines that such a change is in its best interest.

The Coalition reserves the right to reject any and all proposals submitted. The Coalition further reserves the right to inspect the facilities, organization, and review evidence of the financial condition of a company to assess their ability to provide the quoted product before negotiating a purchase.

Multiple quotes may be selected in order to best provide the goods requested and meet the goals outlined in the Scope of Work for this RFQ.

III. Evaluation Criteria

Each proposal will be evaluated based on the following criteria:

- Alignment with the RFQ Scope of Work
- Quotation timeliness, Professionalism, and Conciseness
- Expertise/Experience
- Availability of Resources (based on time requirement)
- Value of product/service

All company responses to this RFQ will receive written notification of the status of their quotation.

IV. Terms, Conditions, and Other Requirements

I. Federal and State Tax

The Coalition is exempt from federal taxes; in addition, the Coalition is exempt from State and County tangible personal property taxes, sales taxes, and intangible taxes. The Coalition's Chief Executive Officer will sign an exemption certificate submitted by the successful company. The company doing business with the Coalition will not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Coalition, in addition, the successful company will not be authorized to use the Coalition's tax exemption number in securing such materials.

II. Legal Requirements

It shall be the responsibility of the provider to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner effect the items covered herein. Lack of knowledge by the company will in no way be a cause for relief from responsibility.

Companies doing business with the Coalition will be required to attest to compliance with the following federal and state rules and regulations:

- Equal Employment Opportunity (EO 11246 as amended by EO 11375 and supplemented by regulation 41 CFR part 60)
- Copeland “Anti-Kickback” Act (18 USC 874 and 40 USA 276c)
- Contract Work Hours and Safety Standards Act (40 USC 327-333)
- Rights to Inventions Made Under a Contract or Agreement (37 CFR part 401)
- Clean Air Act (42 USC 7401 et seq) and Federal Water Pollution Control Act (33 USC 1251 et seq), as amended
- Debarment and Suspension (EO 12549 and EO 12689)

III. Agreement

A professional purchase agreement will be negotiated for any work to be performed as a result of this RFQ. The RFQ, the quotation, and the resulting purchase agreement will constitute the complete agreement between the company and the Coalition. This RFQ alone, is in no way an agreement, obligation, or contract and in no way is the Coalition responsible for the cost of preparing the quotation. One copy of the quotation will be retained for official files and becomes a public record.

III. Trade Secret and Confidential Materials

If the application includes material which is deemed a trade secret (as defined by Section 812.081, FS) or other confidential material exempt from the provisions of Chapter 119, FS, which the company does not wish to become public record, the following statement should be included in the application:

“Trade Secrets as defined by Section 812.081, Florida Statutes, or other confidential materials contained on applicable pages of this application shall not be used or disclosed, except for evaluation purposes. However, if a contract is awarded to this offer or as a result in connection with the submission of this program, the Coalition shall have the right to use or disclose the information designated as trade secrets or confidential to the extent provided in the contract. This restriction does not limit the Coalition’s right to use or disclose the information designated as trade secrets or designated as confidential which is obtained from another source.”

Any exemption claimed will be limited to the pertinent documents and must be supported by a statutory exemption. Notwithstanding anything to the contrary, nothing contained in the application shall be deemed or interpreted to restrict or prevent the Coalition from complying with the disclosure requirements of Chapter 119, Florida Statutes, when material is incorrectly identified as a trade secret or confidential information. By submitting an application, the applicant covenants not to sue the Coalition and waives any claim against the Coalition arising under Chapter 119, Florida Statutes or in connection with or as a result of any disclosures by the Coalition in connection herewith.