

**REQUEST FOR PROPOSAL (RFP)  
BLUE VALLEY UNIFIED SCHOOL DISTRICT NO. 229**

**RFP response should be addressed to:**

Blue Valley School District  
Attention: Nicole Hogan  
Emailed to: [Purchasing@bluevalleyk12.org](mailto:Purchasing@bluevalleyk12.org)

Date: July 15, 2020  
RFP: 21003  
For: Computer and Device  
Repair Services RFP

**RFP # 21003**

**RFP Opens on:**

Date: August 12, 2020  
Time: 3:00 p.m.  
Location: Administrative Center  
15020 Metcalf Avenue  
Overland Park KS 66223

**CONDITIONS UNDER WHICH RFP'S ARE REQUESTED ARE INCLUDED.  
PLEASE REVIEW THOROUGHLY.**

The Blue Valley School District (District) is soliciting proposals for the purpose of seeking pricing for Computer and device repair service providers. Proposers (also herein referred to as "Service Providers" or "Contractors") will execute and submit all proposals in accordance with these instructions and the applicable provisions of the specifications.

- **Mandatory Pre-proposal conference - meeting to be held via Zoom conference call, 15020 Metcalf Ave., Overland Park, KS 66223 on July 22, 2020 at 3:00 PM Central Time.**

Proposers or potential proposers who obtain this document from the District's web site or in any other way without receiving a formal invitation from this District's Purchasing Department are responsible for notifying [purchasing@bluevalleyk12.org](mailto:purchasing@bluevalleyk12.org) in order to receive addenda if any are issued. Proposals received by the District that do not include acknowledgement of addenda may be rejected.

Blue Valley School District reserves the right to reject any or all proposals received if such action is considered to be in the best interest of the District. This request does not obligate the District to pay any cost incurred by vendors related to submission of proposals in response to this RFP.

Any questions regarding RFP specifications or procedures should be directed in writing to: [purchasing@bluevalleyk12.org](mailto:purchasing@bluevalleyk12.org) by **July 24, 2020, 12:00 PM CST**. Questions received by this date will be sent with answers to all known participants shortly thereafter. Please keep in mind your questions and our responses will be shared with all known participants.

We are including only one copy of the RFP. Please return all RFP sheets completed. **Do not include sales tax.** RFP number and name of RFP must appear on the front of the sealed envelope or package.

**THIS RFP IS NOT TRANSFERABLE**

**REQUEST FOR PROPOSAL - TERMS AND CONDITIONS**

*RFP # 20003 Cabling Services*

1. Blue Valley USD 229 (“School District”) reserves the right to reject any or all proposals, to accept any item or items in the proposal and to waive any informality in proposal.
2. An alternate request for proposal (“RFPs”), based on group or total awards will be considered.
3. Please submit original signed proposal via email to [Purchasing@bluevalleyk12.org](mailto:Purchasing@bluevalleyk12.org). The electronic copy should be produced in PDF and sent to the email listed above.
4. Prices quoted must remain firm for a period of one year from date of proposal opening.
5. The right is reserved by School District to increase or decrease, by not more than thirty percent (30%) at time of award, the quantity listed for any proposal items.
6. Prices quoted are to be free of all federal, state and local taxes, except those taxes from which the School District is not exempt.
7. The supplier represents that the price or prices specified in the proposal do not exceed the supplier’s current selling prices for the same or substantially similar items to any other purchaser, taking into account the quantity and/or service under consideration.
8. When submitting a substitute product or service as equal, the full name and illustrated description must be given in the proposal response. The School District reserves the right, to decide upon suitability of the product or service for the intended use. Upon request, samples of substitute products or services must be submitted. Substitute items furnished must be manufactured in compliance with all existing legal or governmental directives.
9. Envelopes containing proposals must be sealed and marked on the lower left-hand corner with the company name and address of the supplier, proposal control number, proposal opening date, and proposal opening time. We encourage you to submit your proposal electronically to [Purchasing@bluevalleyk12.org](mailto:Purchasing@bluevalleyk12.org) in order to avoid mail delays.
10. The date when goods are actually received by the School District shall be the effective date of receipt.
11. Deliveries are to be F. O. B. at a stated location and included in your proposal.
12. If the supplier refuses or fails to make deliveries of the materials or supplies within the time specified on the face of the request for proposal or the purchase order, the School District may, by written notice to the supplier, terminate the right of the supplier to proceed with deliveries of the materials or supplies as to which there has been delay.
13. Advance written notice is to be given to the District Business Office at least two (2) work days before receipt of goods at the designated location.
14. In the event the School District cannot accept a scheduled delivery, it will notify the supplier of such delay as soon as possible.
15. All items furnished must be free from defects in material and workmanship. Items will be subject to School District inspection and approval at any time within thirty (30) calendar days after delivery.

16. All items must be properly packed or crated to insure delivery in good condition and in accordance with instructions listed on the face of the request for proposal or purchase order, if any.
17. Rejected items will be held by the School District at the supplier's risk and expense. No replacement of defective items shall be made by the supplier unless agreed to by the School District in writing.
18. The supplier shall comply with the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1030) and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry.
19. The School District is seeking an partial year contract with the option to renew for two additional one year periods. The contract may be terminated by either party by giving the other party thirty (30) calendar days prior written notice of termination. The contractor will be required to notify the District ninety (90) days in advance of its intent to renew each additional one year period.
20. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.
21. Kansas state law prohibits smoking in or on any Blue Valley USD 229 property. Compliance is required.
22. The supplier shall provide the standard patent infringement indemnity clause which shall hold and save the School District and its officers, agents, servants and employees harmless from liability for patent infringement of any patented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the School District.
23. Indemnity and Hold Harmless: The supplier agrees to protect, defend, indemnify and hold the School District, its Board members, officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, reasonable attorneys' fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of the error, omission or negligent act of the supplier. The supplier further agrees to investigate, handle, respond to, provide a defense for, and defend any such claims, at supplier's sole expense; and agrees to bear all costs and expenses related thereto, even if such claim is groundless, false or fraudulent.
24. Tax Exempt: School District is exempt from state and local sales taxes by virtue of Kansas Statutes Annotated 79-3606.
25. Supplier understands that the School District is subject to the Kansas Open Records Act, K.S.A. 45-215 et seq., as amended (the "Act"), and that any proposals made in response to an RFP may be disclosed as required, in the sole opinion of the School District, by the Act or other applicable law or judicial order. School District assumes no responsibility for such disclosure and will not be held liable for any damage or injury that may result from any disclosure that may occur. By submitting a response to an RFP, Supplier agrees to defend, indemnify, and hold School District harmless from and against any and all claims, demands, costs, and expenses, including reasonable attorneys' fees, arising as a result of School District's disclosure or refusal to disclose response information provided by Supplier.

26. Payment of the supplier's invoice is subject to adjustment for any shortage, or for rejection of any item or items. Individual invoices must be issued for each shipment applying against a purchase order.

**BLUE VALLEY USD #229 - PAYMENT TERMS:**

- Payment can take 30-60 calendar days depending on when goods or services are received, orders are verified, and the date the invoice is received in Accounts Payable.
- Invoices received by Accounts Payable and orders verified by the 15<sup>th</sup> day of the month will be paid/mailed on or about the 15<sup>th</sup> day of the following month. Invoices received and orders verified on or after the 16<sup>th</sup> day of the month will be paid the second month following, on or about the 15<sup>th</sup> day of the month.
- The School District is not requiring the acceptance of a credit card as its form of payment and will still offer checks. However, would you accept a credit card as the School District's form of payment for your goods and services understanding the requirements below?  
Yes \_\_\_\_\_ / No \_\_\_\_\_

*Note: Acceptance of Credit Card Payment*

- *Will not change payment terms or timelines.*
- *Cannot increase the proposed costs as outlined in your Bid or RFP response.*
- *The vendor cannot charge any additional fees for the acceptance of credit card payment.*
- *We will need to work with you to setup the payment details.*

## **I. DISTRICT OVERVIEW**

Blue Valley School District is located in Overland Park, Kansas, a thriving suburb of Kansas City. The District was unified in 1965 and encompasses 91 square miles in southeastern Johnson County. Overland Park has been recognized in many national quality-of-life rankings. For example, in 2015 Livability.com ranked Overland Park as No. 17 in the "2015 Top 100 Best Places to Live"; in 2014 mylife.com ranked Overland Park as the No. 1 city to raise children; Overland Park was ranked No. 3 on the "Best Cities for Families" list by Wallethub.com in 2014; and Livability.com ranked Overland Park at No. 3 out of the "Top 10 Best Cities for Kids 2014". Overland Park was ranked #9 in Money magazine's Top 10 "Best Places to Live" in 2012.

The Blue Valley School District currently has approximately 23,000 students located in five high schools (grades 9-12), nine middle schools (grades 6-8), twenty one elementary schools (grades K-5), a Center for Advanced Professional Studies building, Blue Valley Academy, an Early Childhood and Conferencing Center and several administrative buildings. The District also currently has 107 administrators, 1800 certified staff members, and 1400 classified staff members to serve the students and the community.

## **II. PURPOSE AND CURRENT STATE**

The Blue Valley School District has a need for computer and device repair services. Our intention is to solicit competitive proposals in order to obtain vendor relationship(s) that provide(s) maximum services and competitive pricing to the District for all its device repair needs. The objective of the District is to award either a single vendor or multiple vendors based on pricing and the services that the vendor can provide. The District is looking for vendors to provide on-call unit pricing for hourly rates as well as unit pricing for the most common equipment repairs. At this time, our historical knowledge of the most common equipment repairs and replacements is based on Dell Chromebooks. With future needs growing, we will need services for Acer and Apple repairs/replacements. The District is seeking a partial annual contract with the option to renew for two additional one year periods. The first partial year of the contract will begin on October 13, 2020 and will continue through June 30, 2021. The optional second year of the contract will be from July 1, 2021 through June 30, 2022, and so forth. This aligns with our financial fiscal years.

Our current provider pickups up approximately 20 – 100 devices from us on a weekly basis. The provider works with the manufacturer to determine if the parts needing replaced are listed under the District's manufacturer warranty. The defective parts arrive at the provider's office, and the provider replaces in a timely manner, typically a 24-48-hour turnaround time. If the part is under warranty, the part is typically returned to the manufacturer per the manufacturer's instructions. The repaired devices are then returned to the District during the following week's pickup. If a device is determined by the District as beyond economical repair, we work with the vendor to salvage and store good parts (example: keyboard, hinge) in order to meet some of our most common repair needs. The provider keeps a small supply of salvageable parts to meet the District's repair demand. A beyond economical repair device is then returned to the District to be sent to our current used technology partner for proper disposal/recycling. If future awarded vendor has a different service model, we suggest you explain these services to us in the Mandatory Questions section – question #24.

## **III. SERVICE AGREEMENT**

1. The Awarded proposals will be based on the need for the Blue Valley School District.

2. A list of the most common equipment repair needs will be included in this document. The most commonly used equipment repair lists are not intended to be a comprehensive list of equipment, but rather a suggestion of the direction that the institution would like considered.
3. Period of Contract: October 13, 2020 through June 30, 2021 (partial year) with the option to renew for two additional one (1) year periods. The term of this agreement shall be for one partial calendar year during which rates will be frozen except for any mutually agreed. Rates shall not increase by more than the agreed upon maximum annual increase percent for a one year renewal. The District retains the right to ask for justification for any price increase. If agreement is not reached, the District may request proposals from other companies. The contractor will be required to notify the District ninety (90) days in advance of its intent to not renew each additional one year period.
4. This Agreement is cancelable by the Blue Valley School District by giving the other party thirty (30) calendar days' written notice.
5. Awarded contractor must be licensed in the state of Kansas.
6. Awarded contractor must have employees that are fully qualified and skilled to perform the services that constitute the work under this proposal.
7. Awarded contractor must maintain the following insurance coverage:
  - a. Workers' Compensation Insurance: Contractor shall maintain workers' compensation insurance in accordance with the laws of the State of Kansas.
  - b. General Liability: Contractor shall maintain General Liability Insurance (including broad form contractual liability, products, and completed operations) in the amount of at least \$1,000,000.00 per person and \$1,000,000.00 per occurrence and \$1,000,000.00 annual aggregate; and property damage in the amount of not less than \$1,000,000.00 per occurrence and \$1,000,000.00 annual aggregate.
  - c. Automobile Liability: Contractor shall maintain Automobile Liability Insurance, including owned, non-owned, and hired vehicles, covering bodily injury in the sum of not less than \$1,000,000.00 per person and \$1,000,000.00 per occurrence and \$1,000,000.00 annual aggregate; and property damage in the amount of not less than \$1,000,000.00 per occurrence and \$1,000,000.00 annual aggregate.
  - d. Cyber Liability Insurance. Contractor shall maintain Cyber Liability Insurance on a claims made basis with limits of liability of not less than \$1,000,000.00.
  - e. General Requirements. All insurance required hereunder shall be maintained in full force and effect in a company or companies reasonably satisfactory to Owner and shall be maintained at Contractor's expense. All insurance required hereunder shall name Owner, its agents, its employees, and its assigns, as additional insureds and shall contain a clause requiring written notice to Owner thirty (30) days in advance of the cancellation, non-renewal, or material modification of said insurance. Contractor shall provide certificates evidencing such insurance before undertaking any work.
8. Awarded Contractor must ensure all equipment arrives to the District without defect.
9. It is recommended that the awarded contractor have an online portal for the District to report repairs and receive communication from the vendor.
10. Awarded contractor must respond to Blue Valley School District requests within 24 hours.

11. No subcontractors may perform the awarded contractor's repair work.
12. While we understand that any repair solutions is bound to have ongoing expenses such as maintenance, staffing, etc., any solutions that can minimize regular operating expenditures will be given preference.
13. Blue Valley School District reserves the right to ask for audited financials from an awarded vendor at any time during the course of the contract.
14. Blue Valley School District reserves the right to ask for a copy of a background check on the awarded vendor's employee that enters our facility during times in which students are present in the building.

**IV. SCHOOL DISTRICT RESPONSIBILITIES**

1. Send repair work details through vendor's online portal.
2. Communicate via online portal with the vendor on any repair issues/concerns.
3. Provide floor plans, placement diagrams, site maps, and/or onsite project direction.
4. Provide key contact names and telephone numbers for each project.

**V. REQUEST FOR PROPOSAL (RFP) TIMELINE -**

1. RFP Release – July 15, 2020
2. Mandatory Pre-Proposal Conference – July 22, 2020 at 3:00 PM CST
3. Deadline for Submitting Questions – July 24, 2020 at 12:00 PM CST
4. Proposals due – August 12, 2020 at 3:00 PM CST
5. Optional Finalist Interviews – September 17, 2020 OR September 18, 2020, Time TBD
6. Anticipated Award of RFP 20003 – October 12, 2020
7. Anticipated Contract Start Date – October 13, 2020

**VI. MANDATORY QUESTIONS**

**Vendor Qualifications**

1. Briefly describe your company's history, number of years in business, how long you have operated in the Kansas City metropolitan area and ownership and senior management structure (organization chart a plus with brief description of roles for each person).
2. Describe your employee pool in terms of how many full-time year round employees you have in the KC Metro area, within a four hour radius and nationally?

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3. Describe your employee pool in terms of about how many temporary employees you have in the KC Metro area?
4. Focusing on the staff serving the KC Metro area breakdown how many full-time and temporary employees you have by general roll (position type).
5. Please provide some detail on employee screening practices required for each employee. For example: Alcohol, Drugs, Driving Records, Criminal Background Checks, etc.
6. Provide some background on servicing school districts, schools of any kind or similar clients in the K-12 education industry.
7. Have you ever failed to complete, defaulted, or been accused of failing to complete any work awarded to you? If so, where and why? Also, how did your company resolve the situation?
8. Have you been sued or sued an Owner within the past ten (10) years? If so, provide the case number and court, including county and state? Also please describe the project, nature of arbitration and outcome.
9. Please list any certifications you or your staff that will be working with Blue Valley School District have in regards to the computer repair industry (national, local, manufacturer certifications, or authorized service provider certifications). Manufacturer certifications such as Dell and Acer certifications are preferred.

**References**

10. List (3) three references from current customers where similar repair services are provided. Include business name, contact name, phone number, number of year's served and general description of the most common services provided.
11. Provide (2) two references from current customers that were new accounts in the last year (did not do business with you for over two years prior to return). These can be from any industry, but customers with similar scope of services preferred. Include business name, contact name, phone number, date started and general description of most common service provided.

**Flexibility, Timeliness and Resources**

12. In the past year, what was the max number of employees including seasonal, that you had in the office on the same day in the KC Metro area? When was this? How did it differ from your normal? How did you accommodate? How much notice did you need?
13. Often we are not flexible in our dates due to competing factors. Knowing this how would your company work to accommodate the District's timeline?
14. What is general rule on how many days or hours' notification must be given prior to scheduling / rescheduling a weekly pickup of devices needing repaired?
15. Provide detail of fleet, quantity and size of vans/trucks serving the KC Area Metro area? If your company does not have its own fleet in the KC Metro Area, please describe your logistics requirements/process in shipment of devices to repair.
16. Describe how your company would escalate ongoing or difficult to diagnose problems.
17. Where is your company headquartered? Where is the local or regional office that would be servicing our account located? If different, where is the main dispatch yard that will be servicing our account located?



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18. What are the days and hours your company would be available to provide services? What are your normal service hours? What is considered overtime hours to your company?
19. Describe your current channels for acquiring parts. Name dealers or parts suppliers as applicable. Include warehouse locations of those suppliers.

**Additional Cost Considerations**

20. When would a supervisor onsite be required?
21. Would any minimum charges apply to our repairs? If so, please describe.
22. Provide (2) two recent examples of claims for damaged devices servicing similar accounts. How were the claims handled and what lessons were learned?

**Value Added**

23. What makes your company unique when compared to the competition?
24. Please provide any additional information on services offered or not called out in this RFP?
25. Describe what niche of the computer repair services market in which you can best able to provide services to Blue Valley School District. In other words, what services would you provide to create the best partnership between your company and Blue Valley?
26. How can you help minimize regular operating expenditures and still meet the District's expectations?

**IX. SCORING AND SHORTLISTING**

**Evaluation of Proposals:** An evaluation committee comprised of District employees shall evaluate proposals received.

**1. Phase I Evaluation and Shortlisting:**

All proposals will be evaluated according to the point schedule listed below. Proposals not short-listed will not be further considered.

<b>Section</b>	<b>Section Title</b>	<b>Total Possible Points</b>
Section III	Insurance Certificates/Audited Financials	<b>5 Points</b>
Section VI	Q & A, Vendor Qualifications	<b>5 Points</b>
Section VI	Q & A, References	<b>5 Points</b>
Section VI	Q & A, Flexibility, Timeliness & Resources	<b>20 Points</b>
Section VI	Q & A, Additional Cost Considerations	<b>5 Points</b>
Section VI	Q & A, Value Added	<b>15 Points</b>
Section X	Most Common Services Pricing	<b>15 Points</b>

$$\frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}} \times \text{Possible Points Available} \times \text{Weighted Percentage} = \text{Pricing Score (rounded to the nearest hundredth)}$$

Section X	Labor Rates (Regular, Over Time)	<b>10 Points</b>
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$$\frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}} \times \text{Possible Points Available} \times \text{Weighted Percentage} = \text{Pricing Score (rounded to the nearest hundredth)}$$

Section XI.3	Additional Service Considerations	<b>5 Points</b>
Section XI.4	Maximum Annual Percentage Increase	<b>5 Points</b>
Section XI	Deviations	<b>5 Points</b>

Overall Proposal (Quality of content, organized, complete, professional) **5 Points**

**Total Possible Points Phase I: 100 Points**

The District retains the right to end the RFP and base award of the RFP after the Phase I scoring or continuing on to Phase II Optional Finalists Interviews. Vendors are encouraged to put their best proposals forward since award can be made after Phase I and if a Phase II shall occur, only the selected finalists will be invited based on Phase I scoring.

**2. Phase II Optional Interviews:**

The District retains the right to invite some, all or none of the RFP Finalists identified in the Phase I Scoring. Interviews will be scheduled for September 17th or September 18th, 2020. The District retains the right to adjust the dates of the interviews. Companies invited for interviews will be notified by September 7<sup>th</sup>, 2020 or shortly thereafter.

Scores from Phase I will carry over and be combined with the following:

Phase I	<b>100 Points</b> <i>(May be adjusted pending outcome of interviews.)</i>
Clarifications and additional information presented.	<b>50 Points</b>
<b>Grand Total Possible Points</b>	<b>200 Points</b>

*Scoring from Phase I will not be made available until Phase II has been completed or ruled out.*

## **IX. RFP RESPONSE INSTRUCTIONS**

1. Sealed proposal due to the District – The due date for the sealed RFP response is listed on page 1. **All proposals received after the date and time set for receipt will be REJECTED. Proposals received after the time and date set will not be considered.** The District will not consider or be responsible for errant delivery or late performance by courier service.
2. District requires original signed proposal via email to Purchasing@bluevalleyk12.org. The electronic copy should be produced in PDF and sent to the email listed above.
3. The RFP response may be hand-delivered or must otherwise be received by the District at the address or email provided on page 1, by the submittal deadline. No fax proposals will be accepted.
4. Hand-delivered responses to the District should be in a sealed box or envelope clearly marked and addressed. If the RFP is not clearly marked, the Proposer has the risk of the proposal being misplaced and not properly delivered. The RFP Coordinator is not responsible for identifying proposals submitted that are not properly marked. (15020 Metcalf, Overland Park, KS 66223). Emailed responses is preferred.
5. It is the responsibility of the submitter to insure that the proposal arrives to the District within the deadline. Proposer should allow sufficient time for proper delivery. The District assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the District. Every Proposer is solely responsible for ensuring that its proposal is delivered on time. Proposals will be opened only after the due date and hour.
6. Original RFP responses shall be signed by an official authorized to legally bind the Proposer.
7. **Pricing Response forms must be submitted in a separate sealed envelope within the main submission document and be clearly labeled “Pricing Response, RFP # 21003”. (1 original– all together in one separate sub envelope). If submitting pricing response via email, please submit in separate PDF document.**
8. Vendors are to reply with information in the following order:

**Proposal Format:** Proposals shall be submitted by tab number as instructed below. The Proposer agrees and will comply with all provisions and specifications as stated in this RFP unless otherwise stated in the Deviations section of this RFP. Any additional cost or factors to meet a specification or requirement must be noted in the Deviations section.

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Failure to respond to these requirements may result in the proposal being considered non-responsive.

Tab 1 – Minimum Criteria

- a. Cover letter
- b. Proposal Form signed by an authorized Company Officer, plus any signed addendums if applicable. – Section XIV.

Tab 2 – Required Documents

- a. Proof of required insurance / insurance certificates
- b. Provide Copies of audited financial statements for the past 2 years.

Tab 3 – Answers to Mandatory Questions

- a. Provide answers following each of the questions asked in Section VI.

Tab 4 – Online Portal and Invoicing

- a. Share a brief tutorial on the online portal tool you use for communication.
- b. Provide a sample of an invoice we may receive for repair services.

Tab 5– Deviations (Section XI.)

- a. Provide a statement with any deviations or simply state “none”.

Pricing in Sealed Envelope per Instructions Above

- a. Pricing Response includes sections X (1 - 3).
- b. Provide pricing on the forms provided (Pages 13-14).

**X. PRICING RESPONSE**

Purpose: Blue Valley School District is seeking labor rates, plus the cost of the most common service repairs unit pricing. These projects vary from location to location for “as needed” events in regards to scheduling and requesting the work. Each project will be unique. The District encourages labor rate discounts based on volume of hours needed for repair services. Travel to and from BVSD is not included or covered in the hourly rate. The labor rates and most common services rates we are seeking are broken out as follows:

**LABOR RATES**

- **Regular Time- Defined as Monday through Friday 6:00 AM – 11:00 PM CST**
  - ***If vendor is required to be on premises when school is session, the majority of the work will need to be completed between the hours of 3:00 PM – 11:00 PM. Typically, the devices are not stored at a location where students are in the building.***
- **Overtime – Defined as All other hours minus District recognized Holidays**

<u>Labor Rates - Hourly</u>	<u>Regular Time (per hour unit pricing)</u>	<u>Overtime (per hour unit pricing)</u>
1-50 Hours	\$ x 90%	\$ x1%
51- 100 Hours	\$ x 4%	\$ x1%
101 – 500 Hours	\$ x1%	\$ x1%
500 + Hours	\$ x1%	\$ x1%

**MOST COMMON SERVICES RATES**

- ***Below is a list of the most common repair services used at Blue Valley School District. Please supply us with your best unit pricing for these services.***

<u>Most Common Equipment Repair Services – Unit Pricing</u>	<u>Unit Price</u>	<u>Weighted Percentage</u>
<b>Power Button Repair or Replacement</b>	\$	2%
<b>Bottom Cover Repair or Replacement</b>	\$	2%
<b>Standard Internal Component Repair or Replacement</b>	\$	2%
<b>Touchscreen Repair or Replacement</b>	\$	40%
<b>Hinge Repair or Replacement</b>	\$	30%
<b>Motherboard Repair or Replacement</b>	\$	2%
<b>LCD Back Cover Repair or Replacement</b>	\$	6%

<b>Battery Replacement</b>	\$	2%
<b>Headphone Jack Repair or Replacement</b>	\$	2%
<b>Palmrest/Keyboard Repair or Replacement</b>	\$	2%
<b>Trackpad Repair or Replacement</b>	\$	10%

**2. PROVIDE ANY ADDITIONAL SERVICE OR MATERIALS COSTS FOR CONSIDERATION** (Be sure to include clear descriptions when providing unit cost information.)

**3. MAXIMUM ANNUAL RATE INCREASE:**

Maximum Annual Percentage Increase to Rates \_\_\_\_\_ %

**XI. DEVIATIONS**

List below any deviations or exceptions to this RFP document or (if any) addendum related to this RFP.

**XII. PROPOSAL FORM - SIGNATURES**

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if the Proposal is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated except as stated as a deviation in Section XI.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company's Authorized Person's Name (Print)

\_\_\_\_\_  
Company's Authorized Person's Title

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address