Evans County School System
Claxton, Georgia 30417

INVITATION TO BID

Bid Number: ECSS 27-002
Bid Name: Technology Equipment/ HP ProDesk 4 Mini G1i Desktop CPU with Accessories and Services

The Evans County School System is soliciting bids for technology equipment for the school district. Terms, conditions, specifications, and price quote sheets are contained herein.

BID DUE DATE/TIME: Tuesday, November 3, 2026 2:00pm
RETURN BID VIA: Bids are to be delivered via US Mail, electronically or hand delivered. Bids will be opened on Tuesday, November 3, 2026 2:00pm at 705 W. Main Street Claxton, GA 30417.

The signed signature page must be mailed to:

Evans County School System
Attn: Amy Rogers-Bid #ECSS 27-002 Technology Equipment
705 West Main Street
Claxton, GA 30417
(912) 739-3544

Direct all questions and bid submissions for this bid to:
Amy Rogers
(912) 739-3544
arogers@evanscountyschools.org

The Evans County School System (hereafter "ECSS") is soliciting bids for technology equipment within the district. Specifications are provided on the enclosed specifications and quote sheet. All bids are subject to the terms and conditions herein.

1. **GENERAL:**
   A. It is the purpose and intent of this Invitation to Bid (ITB) to secure technology equipment for the Evans County School System as specified in this ITB.
   B. The undersigned agrees to quote only on the equipment that can be delivered to the Evans County School System in accordance with the terms and conditions set forth in this bid document.
   C. The laws of the State of Georgia shall prevail concerning all purchases and services under this ITB and subsequent contracts. Venue shall be in the court of competent jurisdiction in Evans County, Georgia.

2. **QUOTATIONS:**
   A. Evans County School System reserves the right to:
   1) Waive formalities and technicalities in any quotation
   2) Reject any and/or all quotations wherein its judgment will be in the best interest of the school district.
   3) Accept the quotations that in its judgment will be in its best interest
   4) Purchase from any source, in part or in whole, any desired supplies, equipment, or services
   5) At its option, award on individual items or a lump sum basis
   6) Award this bid to the vendor who in the school district's opinion is most responsive and responsible, and will perform in the best interest of the Evans County School System.
   B. Price alone will not be the determining factor in award of this bid.
   C. The supplier may give quotations on any one or more items and may offer alternatives where indicated. No substitutes will be accepted once order is placed.
   D. All quotations shall be on the enclosed quote sheet only.

3. **PRICE:**
   Unit and total prices quoted shall include all charges to include, but not limited to, purchasing, packing, and delivery of the equipment to the Evans County School System, located at 705 West Main Street, Claxton, GA 30417.
   The System is exempt from State sales tax.

4. **CONTRACT PERIOD: (Does not apply)**
   Contract period is from X through X. The school system through mutual agreement can extend this contract for an additional year.

5. **RESPONSE, INTERPRETATION, AND COMMUNICATION**:
   Response shall be on the bid forms provided only. If you do not wish to bid, respond with "No Bid" and give reason for this response. If a bidder contemplating submitting a price quotation is in doubt as to the true meaning of any part of these

documents, submit a request for interpretation to Amy Rogers indicated in this bid. Communication about this active bid should not be made with any employee of the ECSS except Amy Rogers indicated in this bid.

6. **INSPECTION:**
All articles shall be subject to inspection after arrival at destination. If any item is found to be defective or otherwise not conforming to the specifications, the school System shall have the right to reject the product and return it at the sellers' expense.

7. **DELIVERY**:
Delivery of all materials from this quotation shall be included in the quotation to the Evans County School System, located at 600 Hendrix Street, Claxton, GA 30417. Delivery shall be made within the vendor's quoted days after receipt of order. Any item(s) not delivered within the time limit may be canceled by the school System at no expense to same.

8. **PAYMENT:**
Payment shall be made upon receipt, inspection, and acceptance of the equipment or completion of service and receipt of proper itemized invoice.

9. **BID RECAP:**
A bid summary shall be sent to all participating vendors.

10. **NON-COLLUSION AFFIDAVIT:**
The undersigned hereby certifies that the price(s) and amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid. The bidder, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract. The bidder understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

11. **CERTIFICATION REGARDING DEBARMENT:**
The undersigned hereby certifies and swears that neither this vendor nor its principals is presently debarred, suspended, proposed for debarment, declared

ineligible, or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.

12. CERTIFICATION REGARDING GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006:
The undersigned here by certifies that the bidder and any subsequent subcontractors have registered with and are participating in a federal work authorization program as outlined in the O.C.G.A. 13-10-91.

13. PROOF OF INSURANCE:
If requested, the vendor shall supply to the school System proof of insurance for automobile, workers compensation, and general liability.

14. HOLD HARMLESS:
The contractor shall indemnify and hold harmless the Evans County School System, its officers, officials, representatives, agents and employees, from and against any and all claims, demands, suits, loss, damage, injury, and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way connected with the performance of the contract, except where caused by the active negligence, sole negligence or willful misconduct by the Evans County School System. This harmless clause is in no way an admission of liability on the part of the Evans County School System, or any of its agents, representatives or employees.

15. E-Verify:
A Notarized affidavit of work authorization and current business entity status with E-verification documentation is required.

BID #ECSS 27-002 Technology Equipment
SIGNATURE PAGE

I certify that I have read the attached Invitation to Bid conditions and do hereby agree with the terms and conditions established therein. It is understood and agreed that this bid constitutes an offer, which when accepted in writing by the Evans County School District, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Evans County School District. I understand that a vendor that does not adhere to these terms and conditions shall be subject to removal from the ECSS bidder's list for a minimum of one year. I further certify that I am the owner or agent of stated company and am empowered to contract.

SUBMITTED BY_____TITLE_____

COMPANY NAME_____

ADDRESS_____

_____

TELEPHONE NUMBER _____FAX NUMBER_____

SIGNATURE_____DATE_____

EMAIL
ADDRESS_____

BID PRICES VALID UNTIL _____

DUN AND BRADSTREET (D&B) NUMBER_____

SCHEDULED DELIVERY DATE AFTER RECEIPT OF ORDER_____

Bid Specification Sheet

Project: HP Mini Desktops for Classroom ViewSonic Board Upgrade Project

Bid Title: HP ProDesk 4 Mini G1i Desktop CPU with Accessories and Services

Device Specifications

Qty	Description	Manufacturer Part Number	Details / Requirements
51	HP ProDesk 4 Mini G1i Desktop Computer Intel Core Ultra 5 225T/16 GB/256 GB	D32MZAT	Units must be new, unopened, and include a full manufacturer's warranty.
51	HP 5-Year Care Pack Onsite Support	UJ0F3E	Must cover the entire 5-year period from the date of device purchase.
51	MK345 Wireless Keyboard Combo	920-006481	Accessory for desktop
51	Custom Asset Inventory Tag Label (Pre-Applied)		Each label must include asset tag number, model/serial number, and warranty expiration date. Labels must be affixed prior to delivery.
51	Kingston 16GB DDR5 SDRAM Memory Module		16GB memory upgrade addition for Mini G1i

Additional Hardware Options (Pre-Installed on Device)

Qty	Description	Manufacturer Part Number	Details / Requirements
51	Professional Services Memory hardware installed for each HP ProDesk 4 Mini		Memory must be pre-installed in the device before delivery.
51	ViewSonic ViewBoard Media Player Mounting Bracket	VB-ADP-001	Mounting Bracket for Mini Desktop to attach to ViewSonic Board

General Requirements

- All pricing must include shipping, handling, and any applicable service fees.
- Vendor must be authorized to sell HP products.
- All items must be delivered fully configured and labeled as specified.
- Substitutions are not permitted.
- Bidders must include estimated delivery timeline and warranty documentation with submission.

BID # ECSS 27-002
Technology Equipment
Summary Sheet

Option 1

Item #/Model/Service	**Description**	**Quantity**	Price per Unit	Extended Price