

Response to Requirements

Jefferson Parish Government RFP for Window Laptops



Jefferson Parish Recreation Department
1221 Elmwood Park
Harahan, LA 70123

Rae Lynn Hartman
Requester

Proposal Submitted
September 21, 2021
By

IoT Professional
7288 Hanover Green Dr.
Mechanicsville, VA 23111
571.762.9365

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Jefferson Parish Government - Jefferson Parish Recreation Department
RFQ# 5000135786 Purchase of laptops

September 21, 2021

Rae Lynn Hartman
Buyer
Jefferson Parish Government
Gretna, LA

Hello,

We are submitting herewith our proposal for Acer Travelmate B311 Windows Laptops, as fulfillment of the RFP Specifications.

The Acer Travelmate B311s are available for immediate shipment and delivery. The available time frame does not include providing the White Glove Services: Microsoft Intune provisioning, AutoPilot, OS updates, Domain Enrollment or Asset Tagging. The availability is subject to change, but we can guarantee the pricing set forth in this proposal beyond the availability.

The proposal shows detailed pricing and specifications of all proposed equipment. Our pricing will remain effective for 60 days after receipt of our proposal. Our submission guarantees that we accept all contract terms and conditions and that we take no exceptions.

We hope that this request will merit your approval.

Sincerely yours,
Mr. William Willis

Executive Summary

Introduction

SYNC Information Services, LLC dba IoT Professional is an IT company specializing in both software and equipment sales to SLED agencies in the Greater DMV area. IoT Professional aims to gain clientele that are in need of purchasing or leasing computers of various form factors along with peripherals and licenses to make a complete system. To that end, IoT Professional seeks to offer our services to the Jefferson Parish Government in hopes to fulfill your request for Windows 2-in1 laptops with Windows Pro Education.

The Company

Established in 2015, SYNC's equipment sales arm, IoT Professional, offers White Glove Services such as: Asset Tagging, Chrome Management Enrollment, Microsoft Intune Provisioning Services, Green Packaging and Inside Delivery. The business was founded by William Willis, an IT industry professional with decades of experience. IoT Professional has partnered with companies through IM Link to provide our services beyond our regional area. We are also on the National Cooperative Purchasing Alliance (NCPA) vehicle which gives up special pricing on hundreds of services. This company was started on the ideology that a clean space is a safe space for individuals to gather, collaborate and connect. IoT Professional, over the past year, has serviced an array of clients, including: non-profits, educational institutions and local government entities.

Key Personnel

Jefferson Parish Government - Jefferson Parish Recreation Department

RFQ# 5000135786 Purchase of laptops

William Willis will serve as the main point of contact (POC) during the life of any resulting contract.

William Willis has over 15 years of IT experience including hardware and sales.

Email: william.willis@iotprofessional.net

Phone: 571.762.9365

Mission

IoT Professional seeks to ensure that businesses have a spotless office environment to support the work they do and forget their worries about office cleaning. The company is invested in and values its employees. We urge all employees to provide smart end to end solutions, listen to the needs of our clients, and respond to the demands of the environment.

Keys to Success

To become successful in the office cleaning business, IoT Professional must:

- Foster an environment of employee empowerment
- Listen attentively to the needs of the client and communicate this information effectively
- Research and remain experts on the latest technologies
- Remember that the solutions must meet or exceed the client expectations to be considered complete.

DATE: 9/13/2021

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00135786

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: RSCOTT

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES 3-5 days

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: SYNC Information Services, LLC dba IoT Professional	
SIGNATURE: (Must be signed here) <u>William Willis</u>	TITLE: Managing Director
PRINT OR TYPE NAME: William Willis	
ADDRESS: 6829 Lamp Post Ln	
CITY, STATE: Alexandria, VA	ZIP: 22306
TELEPHONE: (571) 762-9365	FAX: (571) 441-6269
EMAIL ADDRESS: william.willis@iotprofessional.net	

TOTAL PRICE OF ALL BID ITEMS: \$ 6,720

IoT Professional Background

IoT Professional
7288 Hanover Green Dr.
Mechanicsville, VA 23111

Web Presence: <https://iotprofessional.net>
(Purchase Orders): procurement@iotprofessional.net
(Sales): sales@iotprofessional.net
(Contracts): contracts@iotprofessional.net
(Direct): 571.762.9365
(Sales): 571.357.4609
(Fax): 571.441.6269
(Toll-Free): +18333219292

- How long has our company been in business?

We started our company in 2009 in Mississippi and soon after registered in Virginia and opened a dedicated office in Arlington.

- How long has our company been providing sales for technology equipment?

We added equipment/hardware to accompany our software development and sales in 2012

- How long has our company provided warranty coverage?

We have offered a wide range of warranties including NBD (Next Business Day), ADP (Accidental Drop Protection), etc. since the start of our equipment sales.

IoT Professional offers custom software solutions and hardware (including servers). We believe that both aspects of technology blend together to make one complete solution for our clients. While we do have a dedicated receptionist we do believe that we should have a personal relationship with our clients which is why provide direct lines of communication to anyone doing business with IoT.

Technical Support:

Our technical support specialist provide customers with hardware and software solutions that meet their needs based on an in depth analysis of the current environment

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Customer Service:

IoT's customer service department has two major functions which include public relations and creating a positive company culture.

Delivery Department:

Our delivery department builds positive and productive working relationships with our customers for business growth. We analyze and troubleshoot delivery issues in a timely fashion. Our delivery team ensures timely and accurate customer deliveries.

Sales Department:

Our sales department consists of a set of business activities and processes that help our sales organization run effectively, efficiently and in support of business strategies and objectives. We handle all sales, sales support and business operations in conjunction with our distributors.

Admin Department:

Our Administrative department consists of both Administrative and Human Resource managers and assistants that support the work of all office departments. The responsibility of this department is keeping records and setting appointments.

Services

White Glove Services and Asset Tagging:

- Microsoft Intune Provisioning Service (with Hardware Hash included)
- Microsoft Intune Provisioning Service (csv file uploaded to Intune Tenant Portal)
- Microsoft White Glove AutoPilot Deployment Service
- Assign AutoPilot Licenses to Users
- Assign an AutoPilot profile to devices (Profiles must be created prior)
- Asset Tagging

Our asset tag service includes an asset tag report (containing the order number, asset tag number and serial number of the system(s) tagged). **How it works:** The customer advises where they want the tag to be placed on the system, tag size, material, etc. We will take a picture of the initial tag and requested placement on the system (first article) and send it over for review and approval prior to proceeding with the volume order.

Standard Tag Options:

Color: White

Material: Matte or Poly

Size: 1" x 3", 1.5" x 3" or 2" x 3"

Tags can include multiple lines of text, small logo (requires demo to confirm ability to print) and barcodes.

For Gaylord Packaging:

Our Gaylord Packaging service includes the following:

- This is a custom designed slotted gaylord specifically designed to securely house specific sized units and adapters. Specific slots and foam inserts ensure no damage is done during transit.
- The gaylord package service is not just a box material, but includes the labor to remove all materials / disposal and compacting – this is Green service- eliminating the need for the EU to dispose of all excess trash customary with individual box shipments. This is not just returning the unit to the original manufacturer box and shipping.
- This includes the custom slotted dividers with foam inserts as well as increased wall protection for security during transit
- Gaylord labelling to include serial/asset information on units contained
- These boxes can be saved to collect books for storage at the end of the school year, another value add of this service.

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00135786

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	EA	Purchase of laptops for the Jefferson Parish Recreation Department Alternate Bid For: Acer TravelMate B3 B311-31 TMB311-31-C3KH 11.6" Notebook - HD Intel Celeron N4120 - 4 GB RAM - 128 GB Flash Memory DELIVER TO : 1221 ELMWOOD PARK STE 700 HARAHAN, LA 70123	\$280.00	\$6,720.00
				Free Delivery	