



QUEEN ANNE'S COUNTY PUBLIC SCHOOLS

Where Our Future Begins

Queen Anne's County Board of Education
202 Chesterfield Avenue
Centreville, MD 21617
410-758-2403
<https://www.qacps.org/>

Lease Purchase Agreement Chromebooks QACPS ITB # 2023-02 June 29, 2023

The Board of Education of Queen Anne's County ("Board of Education") will receive sealed bids for a Lease Purchase Agreement for Chromebooks until Thursday, July 13, 2023. Sealed bids will be accepted until 2:00 P.M. local time. The Lease Purchase funds will be for Chromebooks acquired under various State of Maryland contracts or other public contracts available to the Board of Education. These Chromebooks will be used by the Queen Anne's County Public Schools ("QACPS").

Please provide a copy of all documentation that you believe will need to be signed by the Board of Education as approved by the Superintendent of Schools.

The following information is being provided to assist bidders in the creation of acceptable Lease Purchase Agreement documents:

1. The Board of Education is a body politic and corporate and has its own budget in accordance with Maryland Law.
2. The Board of Education does not have taxing authority.
3. Board of Education receives funding as follows:

	APPROVED BUDGETS 2023-204
a. Queen Anne's County	58%
b. State of Maryland	37%
c. Federal Government Aid	4%
d. Other Sources of Income	1%

4. The Board of Education will utilize existing State of Maryland contracts, or other available public agency or intergovernmental contract, for the purchase of all equipment complying with existing Maryland law. An example of such contract is listed below:
 - [MEEC Hardware Contract RFP # 972016](#)
5. The agreement shall include an acceptable "Non-Appropriation Clause."
6. The agreement shall be governed by the laws of Maryland.
7. Bids must be delivered in a sealed envelope. **The Board shall not accept faxed or emailed bids.**
8. Sample Attorney Opinion Letter attached.

9. You shall attach to the Form of Proposal:
 - a. Your W-9
 - b. A sample of Lease Documents including all attachments.

Complete bidding documents may be obtained as a .pdf at <https://www.qacps.org/administrative-services/purchasing/>.

Bid responses may be submitted BY MAIL, HAND, OR COMMON COURIER:

**“BID FOR CHROMEBOOK LEASE
DO NOT OPEN”**

Board of Education of Queen Anne’s County
Attn: Jacy C. Earls, Purchasing Specialist
Purchasing/Finance Department
202 Chesterfield Avenue
Centreville, MD 21617

The Board of Education reserves the right to reject any or all bids and waive formalities, informalities, and technicalities therein. The Board reserves the right to contact a Bidder for clarifications and may, at its sole discretion, allow a Bidder to correct any and all formalities, informalities and technicalities in the best interest of the Board.

All questions should be directed to (in writing):

Jacy C. Earls
Purchasing Specialist
Purchasing/Finance Department
jacy.earls@qacps.org (email)
410-758-2403 x113 (phone)
410-758-8205 (fax)

FORM OF PROPOSAL

Board of Education of Queen Anne's County
202 Chesterfield Avenue
Centreville, MD 21617

Gentlemen:

We have examined and understand the Conditions and Specifications for furnishing a Lease Purchase Agreement to the schools of Queen Anne's County.

This offer is binding and cannot be withdrawn until September 30,2023.

The Lease Purchase Agreement will be as follows:

- 4 Years
- 1st payment due upon signing the documents
- The Lessee shall pay no initial escrow or escrow fees to the Lessor or Escrow Agent
- Each payment amount will be \$ _____

Please provide:

Interest Rate: _____

Principal: _____

Amortization Schedule for 4 Years

Payment	Date	Principal	+ Interest	= Payment
1	July, 2024			
2	July, 2025			
3	July, 2026			
4	July, 2027			
Totals:		\$1,287,650		

Company _____
 Address _____

_____ Date

_____ Signature of Official

_____ Telephone Number

_____ Name of Official (Printed)

_____ Fax Number

_____ Title of Official

_____ E-Mail

_____ Taxpayer I.D. Number