

# HENDERSON COUNTY PUBLIC SCHOOLS

## PURCHASING DEPARTMENT

414 Fourth Avenue West, Hendersonville, NC 28739

Phone (828) 697-4733

April 16, 2026

### REQUEST FOR QUOTES

### GOOGLE WORKSPACE LICENSING FOR EDUCATION PLUS

RFQ NUMBER:	<b>2026-11</b>
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TO BE RETURNED BY:	<b>Friday, May 29, 2026 2:00 PM (EST)</b>
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Offeror:	
Attention:	
Address:	

Refer Inquiries To:	<b>Joni Huchzermeier, CLGPO Purchasing Agent</b>
Telephone Number:	<b>828-697-4733, ext. 2232</b>
E-Mail Address:	<b><a href="mailto:jdhuchzermeier@hcpsnc.org">jdhuchzermeier@hcpsnc.org</a></b>
Requisitioned By:	<b>TECHNOLOGY DEPARTMENT</b>

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#### **NOTICE TO BIDDER**

**Sealed bids**, subject to the conditions made a part hereof, will be received by the Henderson County Public Schools Board of Education, located at the Henderson County Public Schools Administration Building, 414 Fourth Avenue West, Hendersonville, NC 28739, until but not later than 2 o'clock p.m. (EST) on Friday, May 29, 2026, and immediately thereafter publicly opened, and read. Refer to page 2 for proper mailing instructions.

Bids and/or addenda submitted via E-Mail or facsimile (FAX) machine or email in response to this Request for Bids **WILL NOT** be accepted. Bids may be subject to rejection unless submitted on this form.

#### **QUESTIONS**

All questions regarding this quote shall be addressed in writing to Joni Huchzermeier, CLGPO, Purchasing Agent and emailed to: [jdhuchzermeier@hcpsnc.org](mailto:jdhuchzermeier@hcpsnc.org) no later than Noon on Friday, May 8, 2026. If any questions submitted result in a change to the bid solicitation, an Addendum will be issued and posted to the Henderson County Public Schools website <https://www.hendersoncountypublicschoolsnc.org/finance/purchasing/>

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#### **EXECUTION**

In compliance with this Request for Bids, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. **Failure to execute/sign bid prior to submittal may render bid invalid. Late bids will not be accepted.**

OFFEROR:	FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:	FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:

Offer valid for 45 days from date of opening unless otherwise stated here: _____ days (See Instructions for Quotes, Item 8) Prompt Payment Discount: _____ % _____ days (See Instructions for Quotes, Item 9)
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**ACCEPTANCE OF QUOTE**

Quotes are subject to rejection unless submitted on this form and all pages of the bid returned.

Vendors are encouraged to thoroughly read the '**Instructions for Quotes**' and the '**HCPS General Terms and Conditions**' which are attached. This information is part of the bid solicitation and Vendor is bound legally to the requirements. The purchase order and these terms shall constitute the 'entire' written agreement between the parties and shall supersede any and all other terms.

**By submission of a bid, Bidder certifies and agrees to abide by the attached:**

- 1) General Contract Terms and Conditions**
- 2) All specifications and requirements listed in the RFQ**

In an effort to support the sustainability efforts of Henderson County Public Schools we solicit your cooperation in this effort.

**It is desirable that all responses meet the following requirements:**

- All copies are printed **double sided**.
- All submittals and copies are printed on **recycled paper with a minimum post-consumer content of 30%** and indicate this information accordingly on the response.
- Unless absolutely necessary, all bids and copies should **minimize or eliminate use of non-recyclable or non-re-usable materials** such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are acceptable.
- Materials should be submitted in a format which allows for **easy removal and recycling** of paper materials.

**RETURN INSTRUCTIONS:** Mail only one 'Sealed' fully executed quote document, unless otherwise instructed, and only one quote per envelope. Address envelope and insert quote number as shown below: It is the responsibility of the offeror to have the quote in this office by the specified time and date of opening. All pages must be returned.

**SEALED BIDS WILL BE ACCEPTED BY MAIL OR  
MAY BE HAND DELIVERED TO:**

**QUOTE NO. 2026-11  
HENDERSON COUNTY PUBLIC SCHOOLS  
ATTN: Purchasing Division,  
Joni Huchzermeier, CLGPO  
414 Fourth Avenue West  
Hendersonville, NC 28739**

**\*\* BIDS WILL NOT BE ACCEPTED BY EMAIL OR  
FAX\*\***

**TABULATIONS:** Verbal tabulations of quotes and award information can be obtained by calling the purchasing division listed on the first page of this document.

**TRANSPORTATION CHARGES:** ***All transportation charges must be prepaid, FOB and included in quote.***

**LATE PROPOSALS:** Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to ensure delivery at the designated office by the designated time.

**INSTRUCTIONS FOR QUOTES**

1. **READ, REVIEW AND COMPLY:** It shall be the offeror's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **NOTICE TO OFFERORS:**

All bids are subject to the provisions of the Instructions for Bids, special terms and conditions specific to this Request for Bids, the specifications, and the Henderson County Public Schools General Contract Terms and Conditions.

Henderson County Public Schools object to and will not evaluate or consider any additional terms and conditions submitted with a bid response. This applies to any language appearing in or attached to the document as part of the offeror's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.**

By execution and delivery of this document, the offeror agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **DEFINITIONS:**

**OFFEROR:** Company, firm, corporation, partnership, individual, etc., submitting a response to a Request for Bids.

**TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities only.
4. **RECEIPT OF BIDS:** Bids shall be received in strict accordance with requirements of the General Statutes of North Carolina. Bid security shall be required as prescribed by statute. Prior to opening of any bids on the project, the bidder will be permitted to change or withdraw his bid.
5. **BID EVALUATION:** The award of the contract will be made to the lowest responsible bidder as soon as practical. Before awarding a contract the Owner may require the apparent low bidder to qualify himself to be a responsible bidder.
6. **EXECUTION:** Failure to sign under EXECUTION section may render bid invalid.
7. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) special terms and conditions specific to this bid, (2) specifications, (3) Henderson County Public Schools General Contract Terms and Conditions, and (4) Instructions for Bids.
8. **TIME FOR CONSIDERATION:** Unless otherwise indicated on the first page of this document, the offer shall be valid for a minimum of 45 days from the date of bid opening. Preference may be given to bids allowing not less than 45 days for consideration and acceptance.
9. **PROMPT PAYMENT DISCOUNTS:** Offerors are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
10. Mail only one fully executed bid document, unless otherwise instructed, and only one bid per envelope. Address envelope and insert bid number as shown below. It is the responsibility of the offeror to have the bid in this office by the specified time and date of opening.

<p><b><u>DELIVERED BY US POSTAL SERVICE</u></b></p> <p>BID NO. <u>2026-11</u> <b>SEALED BID</b> HENDERSON COUNTY PUBLIC SCHOOLS PURCHASING DIVISION 414 FOURTH AVENUE W HENDERSONVILLE, NC 28739</p>
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**OR**

<p><b><u>DELIVERED BY ANY OTHER MEANS</u></b></p> <p>BID NO. <u>2026-11</u> <b>SEALED BID</b> HENDERSON COUNTY PUBLIC SCHOOLS PURCHASING DIVISION 414 FOURTH AVENUE W HENDERSONVILLE, NC 28739</p>
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11. **TABULATIONS:** Tabulations of bids and award information can be obtained by calling the purchaser listed on the first page of this document.
12. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and offeror will be held responsible therefore. Deviations shall be explained in detail. **The offeror shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
13. **INFORMATION AND DESCRIPTIVE LITERATURE:** Offeror is to furnish all information requested and, in the spaces, provided in this document. Further, if required elsewhere in this bid, each offeror must submit with their bid sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted

with a previous offer will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.

**14. RECYCLING AND SOURCE REDUCTION:** It is the policy of Henderson County Public Schools to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is practicable and cost-effective.

We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will protect the commodity and contain it for its intended use.

Companies are strongly urged to bring to the attention of purchasers those products or packaging they offer which have recycled content and that are recyclable.

**15. CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the user directly. Any and all revisions to this document shall be made only by written addendum. The offeror is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.

**16. ACCEPTANCE AND REJECTION:** Henderson County Public Schools reserves the right to reject any and or all bids for any or no reason, to waive any informality in bids and, unless otherwise specified by the offeror, to accept any item in the bid. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.

**17. TAXES: FEDERAL:** All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency. **OTHER:** Prices offered are not to include any personal property taxes, nor any sales or use (or fees) unless required by the North Carolina Department of Revenue.

**18. REFERENCES:** Henderson County Public Schools reserves the right to require a list of users of the exact item offered. Henderson County Public Schools may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.

**19. AWARD OF CONTRACT:** As directed by statute, qualified bids will be evaluated and acceptance may be made of the lowest and best bid most advantageous to Henderson County Public Schools as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the offerors; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by Henderson County Public Schools to be pertinent or peculiar to the purchase in question. Unless otherwise specified by Henderson County Public Schools or the offeror, Henderson County Public Schools reserves the right to accept any item or group of items on a multi-item bid.

In addition, on TERM CONTRACTS, Henderson County Public Schools reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by Henderson County Public Schools to be pertinent or peculiar to the purchase in question.

**20. HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, Henderson County Public School invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

**21. CONFIDENTIAL INFORMATION:** As provided by statute and rule, Henderson County Public Schools will consider keeping trade secrets which the offeror does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the offeror. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.

**22. SAMPLES:** Sample of items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request be returned at the offeror's expense. Request for the return of samples must be made within 10 days following date of bid opening. Otherwise, the samples will become School property. Each individual sample must be labeled with the offeror's name, bid number, and item number. A sample, on which an award is made, will be retained until the contract is completed, and then returned, if requested, as specified above.

**23. PROTEST PROCEDURES:** When a bidder wants to protest a contract awarded by Henderson County Public Schools resulting from this solicitation, they must submit a written request to the Purchasing Agent, Henderson County Public Schools, 414 Fourth Avenue West, Hendersonville, NC 28739. This request must be received in the Henderson County



## HENDERSON COUNTY PUBLIC SCHOOLS STANDARD TERMS & CONDITIONS

The Contract, Henderson County Public School's Standard Terms and Conditions, and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

1. E-Verify: As required by N.C.G.S. § 143-133.3, Contractor certifies that it verifies the work authorization of each of its employees under the requirements of N.C.G.S. Article 2 of Chapter 64 ("E-Verify"). If Contractor utilizes a subcontractor of any tier, Contractor shall require all subcontractor(s) of any tier to comply with E-Verify requirements.
2. Jessica Lunsford Act: Under North Carolina law, certain sex offenders are prohibited from coming onto school campuses. Contractor agrees to conduct an annual check of the N.C. Sex Offender and Public Protection Registration Program, the N.C. Sexually Violent Predator Registration Program and the National Sex Offender Registry for all of its employees whose job involves direct interaction with students as part of the job. Henderson County Public Schools prohibits any personnel listed on such registries from being on any property owned or operated by Henderson County Public Schools and from having any direct interaction with students. As a term of this Contract, said checks must be performed by the Contractor and reported to Henderson County Public School's Superintendent or designee, if Contractor's employees will be working directly with students. **Under provisions set forth in the Jessica Lunsford Act under North Carolina law, Contractor certifies that by entering into a contract with Henderson County Public Schools, neither Contractor nor any employee or agent of Contractor, is listed as a sex offender on the N.C. Sex Offender and Public Protection Registration Program, the N.C. Sexually Violent Predator Registration Program, and/or the National Sex Offender Registry.**
3. Termination: The Contract may be terminated by either party hereto upon thirty (30) days written notice to the other. In the event the Contract is terminated pursuant to the provisions of this paragraph, Henderson County Public Schools shall have no obligation to compensate Contractor for services which have not been performed. Unless otherwise agreed by the Parties in writing, Contractor shall continue to provide services to Henderson County Public Schools during the thirty (30) day notice period, at the same rate of service performed by Contractor during the thirty (30) days prior to receipt of notice. If Contractor fails to do so, Henderson County Public Schools may retain any monies otherwise due to Contractor.
4. Independent Contractor: It is understood that Contractor executes the Contract as an independent contractor and that Contractor shall have the exclusive control over the means, methods and details of fulfilling its obligation under the Contract. The Contract is not intended and shall not be construed to create the relationship of principal-agent, master-servant, employer-employee, partnership, joint venture, joint enterprise, or association between the Parties or any of their owners, officers, directors, members, managers, partners, representatives, employees or agents. Contractor agrees to perform and discharge all obligations of an independent contractor under any and all laws, whether existing or in the future in any way pertaining to the tasks hereunder, including but not limited to Social Security laws, Workers' Compensation Insurance, income taxes, and State Employment Insurance taxes or contributions; and Contractor will hold Henderson County Public Schools harmless against all such laws. Neither federal nor state local income tax, nor payroll tax of any kind shall be withheld or paid by Henderson County Public Schools on behalf of the Contractor or the employees of Contractor. No Worker's Compensation Insurance shall be obtained by Henderson County Public Schools concerning Contractor or Contractor's employees.
5. Audit: During and after the term of the contract, the State Auditor, or any Auditor contracted by Henderson County Public Schools, may be given access to persons and records of the Contractor that are generated as a result of, or are related to, the Contract for purposes of verifying accounts and data affecting fees or performance, as provided in G.S. § 143-49(9). Contractor shall keep all records for 3 years after the end of the contract period. The following entities may audit the records of this contract during and after the term of the contract to verify accounts and data affecting fees or performance: 1. The State Auditor. 2. The internal auditors of the affected department, agency or institution. 3. The Joint Legislative Commission on Governmental Operations and legislative employees whose primary responsibility is to provide professional or administrative services to the Commission.
6. Discrimination: If applicable, Contractor and any subcontractors employed by Contractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit

discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

7. Family Education Rights and Privacy Act: Contractor acknowledges that Henderson County Public Schools is subject to the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232G; 34 C.F.R. 99). To the extent Contractor generates or maintains education records that are subject to FERPA, Contractor will comply with applicable FERPA requirements. Contractor will not access or make any disclosures of student education records to third parties without prior notice to and consent from Henderson County Public Schools or as otherwise provided by the law or the Contract. For purposes of the Contract, Henderson County Public Schools designates Contractor as a school official with a legitimate educational interest in the education records of participating students to the extent access to Henderson County Public School's records is required by Contractor to carry out its services. If, Henderson County Public Schools provides Contractor with personal identifiers as listed in N.C.G.S. §132-1.10 and in N.C.G.S. §14-113.20(b) or any other legally confidential information including "personally identifiable information" from student education records as defined by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the implementing regulations in Title 34, Part 99 of the Code of Federal Regulations ("FERPA"), Contractor hereby certifies that collection of this information is necessary for the performance of Contractor's duties and responsibilities under the Contract. Contractor further certifies that it will maintain the confidential and exempt status of any Social Security number information, as required by N.C.G.S. §132-1.10(c)(1), and that it will not re-disclose personally identifiable information pursuant to FERPA or by any other State or Federal laws.
8. FERPA Electronically Stored Data Compliance: Contractor is expressly prohibited from selling or trading any education records or personally identifiable information acquired under the Contract. Furthermore, Contractor agrees not to attempt to re-identify students from aggregated data. Further, Contractor will not use any personally identifiable information or education records to advertise or market to students of Henderson County Public Schools or their parents. Any personally identifiable information and education records held by Contractor pursuant to the Contract will be made available to Henderson County Public Schools upon request.

Contractor will store and process all data using appropriate administrative, physical, and technical safeguards to secure personally identifiable information and education records from unauthorized access, disclosure, and use. Contractor will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. Contractor will also have a written incident response plan, to include prompt notification to Henderson County Public Schools in the event of a security or privacy incident, as well as procedures for responding to a breach of data. Contractor agrees to share its incident response plan upon request. Contractor shall, for all personally identifiable data and education records in its possession and in the possession of any subcontractors, or agents to which it has transferred data as permitted herein, destroy or de-identify such data when such data is no longer needed to perform the Contract.

If Contractor experiences a security breach concerning any information covered by the Contract, and such breach is covered by N.C.G.S. §75.61(14), then Contractor will (a) fully comply with Contractor's obligations under the N.C. Identity Theft Protection Act, (b) immediately notify Henderson County Public Schools with the information listed in N.C.G.S. §75-65(d)(1-4), and (c) fully cooperate with the Board in carrying out its obligations under said Identity Theft Protection Act. Contractor will indemnify Henderson County Public Schools for any breach of confidentiality or failure of its responsibilities to protect confidential information, and for cost of notification of affected persons as a result of its accidental or negligent release of personally identifiable information or education records provided to Contractor pursuant to the Contract.

9. North Carolina Public Records Law: Contractor acknowledges that Henderson County Public Schools is subject to the requirements of North Carolina's Public Records Law ("NCPRL"), N.C.G.S. § 132-1, *et. seq.* The Contract and any related documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received by Henderson County Public Schools in connection with the transaction of the Contract may be considered a "public record," subject to disclosure under the NCPRL. Henderson County Public Schools is under no obligation to notify Contractor prior to its compliance of its duties under NCPRL.

10. Liability Insurance: It is understood and agreed between the parties that each person performing services under the Contractor shall be covered by Contractor for all actions, omissions, injuries or other liabilities occurring during the performance of the services, to the same extent as if such events occurred on Contractor's property.

During the term of the contract, the Contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

**Worker's Compensation** – The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is subcontracted, the contractor shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.

**Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.

**Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment.

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

The Contractor shall furnish a Certificate of Insurance as proof of the above coverages to Henderson County Public Schools prior to the effective date of Contract. Certificate will contain provision that the insurance coverages cannot be canceled, reduced in amount or coverage eliminated without 30 days written notice to Henderson County Public Schools. Owner's Protective insurance must list Henderson County Public Schools as a "Named Insured" as its interest may appear. Henderson County Public Schools reserves the right to require higher or lower insurance limits where warranted. Henderson County Public Schools shall maintain its usual and customary insurance coverage and/or coverage agreement.

11. Ownership of Work Product: All works authored, produced, developed, or reduced to practice by Contractor for the benefit of Henderson County Public Schools during its provision of the services in the Contract shall be owned by Henderson County Public Schools and Henderson County Public Schools shall have all common law, statutory, and other reserved rights therein.

12. Indemnification: **CONTRACTOR, FOR ITSELF AND ITS EMPLOYEES, AGENTS, VOLUNTEERS AND PARTICIPANTS, DOES HEREBY INDEMNIFY AND HOLD HARMLESS, HENDERSON COUNTY PUBLIC SCHOOLS, ITS BOARD MEMBERS, OFFICERS, EMPLOYEES, AND AGENTS, FROM AND AGAINST ALL CLAIMS, CAUSES OF ACTION, DAMAGES, LOSSES, COSTS, ATTORNEYS' FEES AND LIABILITY ARISING OUT OF OR RESULTING FROM CONTRACTOR'S PERFORMANCE HEREUNDER AND HEREBY ASSUMES THE RISK OF INJURY OR LIABILITY AND AGREES NOT TO SUE HENDERSON COUNTY PUBLIC SCHOOLS FOR ANY INJURY OR LIABILITY ARISING OUT OF OR RESULTING FROM CONTRACTOR'S PERFORMANCE HEREUNDER.**

13. Anti-Trust: The Contract has been entered into in compliance with state and federal antitrust laws. Contractor certifies by entering into the Contract:

- a) That the Contractor and/or any of its Principals is not presently debarred, per the State's website (<http://ncadmin.nc.gov/government-agencies/procurement/contracts/debarred-vendors>) and Federal Excluded Parties List ([www.sam.gov/portal/public/SAM](http://www.sam.gov/portal/public/SAM)); or suspended, proposed for

debarment, declared ineligible or voluntarily excluded from entering into the Contract by any federal agency or by any department, agency or political subdivision of the State.

- b) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
- c) The Contractor shall provide immediate written notice to Henderson County Public Schools if, at any time, Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- d) The certification in this section is a material representation of fact upon which reliance is placed by Henderson County Public Schools in making the Contract. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to other remedies available to Henderson County Public Schools, then Henderson County Public Schools may terminate the Contract for default.

- 14. Travel Expenses: Unless otherwise stated in the Contract, the agreed upon price for the services provided herein includes travel expenses, accommodation expenses and any and all other expenses, costs, and remuneration (including, but not limited to, equipment, tools, and supplies) the Parties have agreed to unless otherwise provided for in the Contract.
- 15. Affiliation: Contractor shall not represent itself as affiliated with or endorsed by Henderson County Public Schools without the prior written consent. Contractor shall not use any of Henderson County Public School's logos, images, trademarks, or copyrights without prior written consent. The Contract shall not be used for advertising by Contractor without prior approval of Henderson County Public Schools.
- 16. Assignment: Unless agreed to in writing by Henderson County Public Schools, the Contract is not assignable. Any attempt to assign the Contract to any third party shall be null and void and shall relieve Henderson County Public Schools of any further liability under the Contract.
- 17. Compliance with Law & Board Policy: Contractor agrees to comply with all federal and State laws, rules, regulations, administrative requirements, and Board of Education Policies and Procedures applicable to its provision of the services. Contractor declares that it has complied with all federal, state, and local laws and regulations regarding business permits, certificates, and licenses that may be required to carry out the work to be performed under the Contract.
- 18. Attorney's Fees: In the event of a dispute between the Parties regarding the enforceability of the Contract, each party shall be responsible for its own attorney's fees.
- 19. Choice of Law: The Parties agree that the Contract was entered into in the State of North Carolina and that the laws of North Carolina shall govern the Contract, as to interpretation and performance. It is further agreed that the place of the Contract, its situs and forum, will be in the county in North Carolina where Henderson County Public School's Central Office is located.
- 20. Venue: The Parties agree that the proper venue for any claims brought hereunder is in the county in North Carolina where Henderson County Public School's Central Office is located.
- 21. Force Majeure: Neither party shall be responsible to the other for any losses resulting from the failure to perform any terms or provisions of the Contract if the party's failure to perform is attributable to war, riot or other disorder, strike or other work stoppage; fire; flood; storm; illness; pandemic, communicable disease, or any other act not within the control of the party whose performance is interfered with, and which, by reasonable diligence, such party is unable to prevent. However, Henderson County Public Schools will be entitled to a refund for fees paid on account of services not rendered by Contractor including any and all deposits.
- 22. Non-Appropriation: Henderson County Public Schools agrees to duly request the appropriation of funds from its funding sources for all payment amounts specified in the Contract through its annual funding request at levels consistent with the prior fiscal year. Notwithstanding anything to the contrary herein, if the funds that Henderson County Public Schools requests for a fiscal year are reduced or not appropriated, Henderson County Public Schools will not be obligated to pay amounts due beyond the end of the last fully funded fiscal year. If a non-appropriation event occurs, Henderson County Public Schools will notify Contractor, the Contract will terminate at the end of the

last fiscal year for which funds were fully appropriated, and Henderson County Public Schools will not be in default or material breach of the Contract.

- 23. Integration & Amendment: The Contract is fully integrated and represents the entire understanding between the Parties. The Contract may be modified or amended only by written instruments signed by both Parties. Unless explicitly stated in the Contract, nothing contained in the Contract is intended to benefit any third party. The Contract shall be deemed to have been drafted by both Parties and any ambiguities in the construction of the Contract shall not be construed solely against Henderson County Public Schools.
- 24. Severability: The Contract is severable and if any provisions of the Contract are deemed invalid or illegal by a court of competent jurisdiction, the other remaining provisions of the Contract shall remain valid and enforceable.
- 25. Execution: The Contract may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute and be construed as one and the same instrument.
- 26. Authority: Both Parties executing the Contract acknowledge that they have authority to bind their respective party to the terms and conditions set forth in the Contract.
- 27. Sovereign Immunity: Notwithstanding any other term or provision in the Contract, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign or governmental immunity or other State or federal constitutional or statutory provision or principle that otherwise would be available to Henderson County Public Schools under applicable law.
- 28. Pre-Audit Certification: Execution of the Pre-Audit Certification on the Contract and/or purchase order is a condition precedent to the effectiveness of the signatures.
- 29. Acknowledgment: The undersigned represents and acknowledges that they have carefully read the entire Contract (and any attachments), understand the Contract (and any attachments) and its consequences, and knowingly and voluntarily enter into the Contract.
- 30. Iran Divestment / Divestment From Companies that Boycott Israel: By acceptance of the Agreement, Contractor affirms that it, or any Subcontractor hired by Contractor, is not listed on the *Final Divestment List* and *Parent and Subsidiary List* located at <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>, which was created by the N.C. State Treasurer pursuant to N.C.G.S. 147-86.58. It is the responsibility of each Contractor to monitor its Subcontractor's compliance with this restriction.
- 31. Notice: Any notice required or desired to be given under the Contract shall be deemed given if in writing and sent by certified mail to the principal office of Henderson County Public Schools at: 414 Fourth Avenue West, Hendersonville, NC 28739 Attention: Purchasing Agent
- 32. Subcontracting: Contractor shall not subcontract any portion of the work to be performed under this Contract without prior written approval of Henderson County Public Schools.
- 33. Performance and Default: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner the obligations under this Contract, Henderson County Public Schools shall have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Contractor shall, at the option of, Henderson County Public Schools, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials. Notwithstanding, the Contractor shall not be relieved of liability to Henderson County Public Schools for damages sustained by Henderson County Public Schools by virtue of any breach of this Contract, and Henderson County Public Schools may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due Henderson County Public Schools from such breach can be determined.

In case of default by the Contractor, Henderson County Public Schools may procure the services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

In addition, in the event of default by the Contractor under this contract, Henderson County Public Schools may immediately cease doing business with the Contractor, immediately terminate for cause all existing contracts Henderson County Public Schools has with the Contractor, and de-bar the Contractor from doing future business

with Henderson County Public Schools.

Upon the Contractor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Contractor, Henderson County Public Schools may immediately terminate, for cause, this contract and all other existing contracts the Contractor has with it, and de-bar the Contractor from doing future business.

34. Payment Terms: Payment terms are Net not later than 30 days after receipt of correct invoice(s) or acceptance of services, whichever is later, or in accordance with any special payment schedule identified in this Contract. Henderson County Public Schools is responsible for all payments to the Contractor under the contract.
35. Care of Property: The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished it for use in connection with the performance of this contract or purchased by it for this contract and will reimburse Henderson County Public Schools for loss of damage of such property.
36. Criminal Background Checks: Contractor certifies that as of the date of the signed contract, or acceptance of a purchase order, background checks have been performed for all personnel who will have any type of direct contact with the students and staff of Henderson County Public Schools in the performance of this contract. Contractor shall provide a complete list of names and job related duties of all personnel that will be assigned in any capacity to handle Henderson County Public School's account. Copies of background checks for all personnel will also be included. Contractor shall notify Henderson County Public Schools immediately and provide required information should changes in personnel occur, or if any existing personnel is charged of any criminal activity.
37. Taxes: Any applicable taxes shall be invoiced as a separate line item. North Carolina G.S. § 143.59.1 bars the Secretary of Administration from entering into contracts with vendors if the vendor or its affiliates meet on of the conditions of G.S. § 105-164.8(b) and refuses to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G.S. § 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the Contract documents, the vendor certifies that it and all of its affiliates, collect(s) the appropriate taxes.
38. Warranty: Contractor warrants to Henderson County Public Schools that all equipment furnished will be new, of good material and workmanship, and agrees to replace promptly any part or parts which by reason of defective material or workmanship shall fail under normal use, free of negligence or accident, for a minimum period of twelve (12) months from date of receipt. Such replacement shall include all parts, labor, and transportation cost to the location where equipment is down, free of any charge to Henderson County Public Schools.
39. Federal Uniform Administrative Requirements: Federal Funds. The Contractor shall make all necessary inquiries to correctly identify all sources of funding for Contract. If the source of funds for Contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable), unless a more stringent state or local law or regulation is applicable: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324).
40. ADA Compliance: All vendors of Henderson County Public Schools must ensure their products and services are available to individuals with disabilities, in line with the Americans with Disabilities Act (ADA). For digital accessibility, vendors should comply with WCAG 2.1 AA standards, which include making digital content perceivable, operable, understandable, and robust for users with disabilities. Digital offerings must be compatible with assistive technologies like screen readers, braille displays, and voice recognition software. Vendors must provide reasonable modifications to their products and services to accommodate individuals with disabilities unless doing so would cause undue hardship or fundamentally alter the nature of the service. Vendors must ensure effective communication with individuals with disabilities, which may include providing auxiliary aids and services such as accessible electronic documents, captions for videos, and alternative text for images. Failure to meet these requirements may result in termination of the contract.

**REQUIREMENTS**

**USER:** Henderson County Public Schools

**BRAND SPECIFIC:** Manufacturer's name and product description used in this solicitation are product specific. The items offered in response to this solicitation must be the same manufacturer and type specified. These specific products are needed due to compatibility and continuity of support. Any deviations from the specifications shall be so stated in writing in the bidder's response. Henderson County Public Schools reserves the right to reject any bid on the basis of function and compatibility with the user's intended use or applications, as well as cost. It is understood that the specific article(s) named in the RFQ sheet will be furnished. It is the sole determination of Henderson County Public Schools if the proposed equipment is equal to what is specified. If you have any questions, please email the purchaser listed on the first page.

**DELIVERY:** Delivery is required within fourteen (14) days after receipt of order. State here whether this requirement can be met: yes/no\_\_\_\_\_. Henderson County Public Schools reserves the right to evaluate delivery offered as a factor in determining the award of the proposed contract.

**IMPORTANT: Henderson County Public Schools Reserves the right to purchase additional licenses at the same unit cost during the 3 year agreement.**

**\*\*Does vendor agree to additional license purchases at the same unit cost during the 3 year agreement?**

\_\_\_\_\_ YES \_\_\_\_\_ NO

**NOTE: HENDERSON COUNTY PUBLIC SCHOOLS RESERVES THE RIGHT TO ADJUST QUANTITIES UP OR DOWN AT THE UNIT PRICE AS BUDGETED FUNDS MAY ALLOW OR REQUIRE.**

**ALL MATERIALS SHOULD BE NEW AND CURRENT UNLESS OTHERWISE STATED.**

**INFORMATION REQUIRED WITH BID:** Upon request, Vendor will be required to submit complete descriptive literature and specifications on all items offered. Bids which fail to comply may be subject to rejection.



**SECTION 7: REFERENCES**

List below at least three references where your company has provided products and services similar to those listed in this Request for Quotes (e.g., does vendor meet delivery schedules as promised over a period of time; can vendor provide quantities of product similar to what is required). Henderson County Public Schools may contact these individuals to determine vendor's capability and reputation. Such information will be considered in the evaluation of the bid.

<b>Reference 1</b>	
Name & Address of Company:	
Purchase Dates:	
Contact Name:	Contact Phone:
	Contact Email:
Brief Description of the Purchase:	
<b>Reference 2</b>	
Name & Address of Company:	
Purchase Dates:	
Contact Name:	Contact Phone:
	Contact Email:
Brief Description of the Purchase:	
<b>Reference 3</b>	
Name & Address of Company:	
Purchase Dates:	
Contact Name:	Contact Phone:
	Contact Email:
Brief Description of the Purchase:	

**SECTION 8: DESCRIPTIVE LITERATURE**

Vendors are requested to provide complete descriptive literature, specifications, safety data sheets, and other pertinent data necessary for evaluation with their bid package. Vendors are cautioned that any/all information furnished or not furnished on the bid may be used as a factor in determining the award of this contract.

Henderson County Public Schools reserves the right to request samples of products from vendors to be used during the evaluation process.

**SECTION 9: PRODUCT RECALL**

Vendor assumes full responsibility for prompt notification of any product recall in accordance with the applicable state and federal regulations.

**SECTION 10: VENDOR OFFER**

Bid must be submitted on the forms provided herein. **ALL** pages of the bid document should be submitted in order for bid to be considered for award. Bids submitted in any other format, or without all pages, may be subject to rejection.

**SECTION 11: MINORITY, WOMEN, SMALL BUSINESS ENTERPRISE (M/W/SBE)**

Henderson County Public Schools invites, encourages, and promotes full and equal access for participation in this procurement process by minority-owned, women-owned, small business enterprises, as well as, other responsible vendors.

Is your company a certified M/W/SBE Business? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please check the applicable category below:

- Minority Owned Business
- Women Owned Business
- Small Business Enterprise

Suppliers and Contractors who conduct business with Henderson County Public Schools should support the M/W/SBE program by making an effort to engage minority, women, and small businesses in the use of any subcontractors for goods and services they provide to Henderson County Public Schools to the extent available.

**Does Vendor agree when using subcontractors to take the required steps to assure that minority-owned, women-owned and small business enterprise vendors are used when possible?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION 12: PAYMENT**

Payment shall be made by Henderson County Public Schools to Vendor Net 30 days after receipt of correct invoice or acceptance of goods, whichever is later. 3-year pricing shall be equally billed annually.

**SECTION 13: AWARD CRITERIA**

Henderson County Public School's intent is to award the contract to one sole provider for all products. In the event that one vendor is not able to provide all products, or due to savings in pricing, Henderson County Public Schools reserves the right to cherry pick products and award to more than one provider.

As provided by statute, award will be based on the lowest, responsible, responsive bidder as determined by consideration of:

- 1) Prices offered.
- 2) Conformity with specifications and requirements listed in the RFQ.
- 3) Agreement with the General Contract Terms and Conditions.
- 4) Guaranteed delivery schedule.
- 5) Transportation Charges.
- 6) Quality of equipment or products offered.
- 7) Demonstration of proposed equipment or samples of product, if required.
- 8) General reputation and performance capabilities of the bidder (including past performance)
- 9) Suitability of items for intended use.

**Bid Form**  
**(Due 2:00 PM (EST) on Friday, May 29, 2026)**  
**Request for Quotes #2026-11**  
**Google Workspace Licensing for Education Plus**

**FURNISH AND DELIVER:** Henderson County Public Schools is seeking proposals for A 3-year contract for Google Workspace Licensing for Education Plus.

<u>ITEM</u>	<u>QTY</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL EXTENDED COST</u>
1.	<b><u>Staff Licenses</u></b> 2175	Each	Google Workspace for Education Plus	\$ _____	\$ _____
2.	<b><u>Student Licenses</u></b> 12250	Each	Google Workspace for Education Plus	\$ _____	\$ _____

SUB TOTAL \$ \_\_\_\_\_

TAX \$ \_\_\_\_\_

TOTAL BID PRICE \$ \_\_\_\_\_

**SEX OFFENDER REGISTRY & CRIMINAL BACKGROUND CHECK  
CERTIFICATION STATEMENT**

**Jessica Lunsford Act:** Under North Carolina law (N.C. General Statute §14-208.18), certain sex offenders are prohibited from coming onto school campuses. Contractor agrees to conduct an annual check of the N.C. Sex Offender and Public Protection Registration Program, the N.C. Sexually Violent Predator Registration Program and the National Sex Offender Registry for all of its employees whose job involves direct interaction with students as part of the job. The Board prohibits any personnel listed on such registries from being on any property owned or operated by the Board and from having any direct interaction with students. As a term of the Agreement, said checks must be performed by the Contractor and reported to the Board’s Superintendent or designee, if Contractor’s employees will be working directly with students.

**Under provisions set forth in the Jessica Lunsford Act under North Carolina law, my signature below certifies that said checks have been performed as required; and that I am not, nor is any employee hired by my company (if applicable), listed as a sex offender on the NC Sex Offender and Public Protection Registration Program, the Sexually Violent Predator Registration Program, and/or the National Sex Offender Registry.**

**Criminal Background Check:** By signing below, Contractor agrees that it performs a criminal background check on its employees.

**NAME OF CONTRACTOR:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**SIGNATURE DATE**

\_\_\_\_\_  
**PRINTED NAME & TITLE**

**HENDERSON COUNTY PUBLIC SCHOOLS  
E-VERIFY COMPLIANCE STATEMENT**

North Carolina General Statutes (143-133.3) prohibits a board or governing body of the State to enter into a contract unless the Contractor, and the Contractor's Subcontractors under the contract, comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

As the Contractor, I understand that E-Verify is a federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. **Contractor is defined as:** Any person, business entity, or other organization that transacts business in this State and employs 25 or more employees in this State.

Contractor is a person, business entity, or other organization that transacts business in this State and employs 25 or more employees in this State. (mark Yes or No)

- a. YES \_\_\_\_\_
- b. NO \_\_\_\_\_ (If no, not required to use E-Verify)

**As the Contractor, I understand that I must use E-Verify after hiring an employee to work in the United States, to verify the work authorization of the employee, and retain the record of the verification of work authorization while the employee is employed and for one year thereafter.**

If I provide services to Henderson County Public Schools utilizing a Subcontractor, I will ensure compliance by the Subcontractor with the requirements of E-Verify as listed in Article 2 of Chapter 64 of the General Statutes.

By signing below, I am attesting that as the Contractor, I am in compliance with E-Verify requirements, and that I am authorized to sign this certification:

Contractor (Company) Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name and Title

**CERTIFICATION OF ELIGIBILITY**  
**Under the Iran Divestment Act and**  
**Divestment from Companies that Boycott Israel Act**

**IRAN DIVESTMENT ACT:**

Pursuant to N.C.G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State.

**DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL:**

Pursuant to N.C.G.S. 147-86.81 through 147-86.83, a company that has been designated by the North Carolina State Treasurer as engaged in the boycott of Israel is ineligible to contract with the State or any political subdivision of the State. Contracts valued at less than \$1,000.00 are exempt from this restriction.

Vendor does hereby certify, to the following:

1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the vendor has not been designated by the N.C. State Treasurer as engaged in the boycott of Israel;
2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on either the Final Divestment List or engaging in the boycott of Israel;
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name & Title

## Bid Package Checklist

1. **Submit Bids to:** Henderson County Public Schools  
414 Fourth Avenue West  
Hendersonville, NC 28739  
Attn: Purchasing Division
2. **Bid Due Date:** 2:00 PM (EST) May 29, 2026
3. **Quotes shall include the following information:**
  - 1) Return all 20 pages of bid document
  - 2) Fill in and sign EXECUTION information on page 1 of bid document
  - 3) Fill in all required information within the bid package
  - 4) Fill in Bid Form on page 16
  - 5) Fill in and sign Background Check Statement, Iran Divestment Form, E-verify Form

### QUESTIONS

All questions regarding this quote shall be addressed in writing to Joni Huchzermeier, CLGPO, Purchasing Agent and emailed to: [jdhuchzermeier@hcpsnc.org](mailto:jdhuchzermeier@hcpsnc.org) no later than Noon (EST) Friday, May 8, 2026.