



414 Fourth Avenue West, Hendersonville, NC 28739-4261  
Mark R. Garrett, Superintendent

Board of Public Education  
Blair Craven, Chairperson  
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Kathy Revis

**RFQ # 2023-07**  
**SWIVL CX Series Robot SW4138-CX5 Support**  
**Systems – motorized base or equivalent and**  
**SWIVL stands or equivalent**

**NOTICE: THIS IS A FEDERAL FUNDED SOLICITATION** This Request for Proposal (RFP) is a solicitation for services requiring the expenditure of Federal Financial Assistant funding. Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

**PURPOSE:** To obtain pricing from Vendors to furnish and deliver 63 SWIVL CX Series Robot SW4138-CX5 Support Systems – motorized base or equivalent, and 63 SWIVL stands or equivalent.

**BID DUE DATE:** Sealed proposals shall be received until **9:00 a.m., Tuesday, September 12, 2023 EST** at the Henderson County Public Schools Administration Building, 414 Fourth Avenue West, Hendersonville, NC 28739, at which time they will be publicly opened and read. Bids that are not sealed will not be accepted.

**RFQ QUESTIONS:** Questions regarding this event may be submitted by email to Joni Huchzermeier, at [jdhuchzermeier@hcpsnc.org](mailto:jdhuchzermeier@hcpsnc.org). **Questions will be received until Noon on Wednesday, September 6, 2023.** If any modifications to the specifications are necessary, an addendum will be posted to the HCPS website. <https://www.hendersoncountypublicschoolsnc.org/finance/purchasing/>

**Mail or Delivery Location:** **Henderson County Public Schools Administration Building**  
**414 Fourth Avenue West**  
**Hendersonville, NC 28739**  
**ATTENTION: PURCHASING**

Bids will not be accepted for any reason after the official date and time referenced above. Please include the RFQ # on the sealed envelope. Copies of the RFQ may be obtained by sending an email request to:

**Joni Huchzermeier, CLGPO**  
**Purchasing Agent**  
**Email: [jdhuchzermeier@hcpsnc.org](mailto:jdhuchzermeier@hcpsnc.org)**

Award is contingent upon compliance by prospective vendor with all of the following:

- All North Carolina State, Local and Federal Procurement laws
- Specifications/Requirements listed in the Request for Bids
- Henderson County Public School's Terms and Conditions
- Federal Uniform Guidance (UGO/FEMA Contract Provision)

Henderson County Public Schools encourages participation by small, minority, disabled, and woman-owned business.

***Henderson County Public Schools reserves the right to reject any or all bids for sound documented reasons.***

*"It is the policy of the Henderson County Public School System not to discriminate on the basis of race, ethnic origin, sex or disability in its educational programs, activities, or employment policies."*