

# Request for Proposal

Dear Computer Supplier:

This proposal is a solicitation for bids to purchase up to 170 desktop computers. Please read and follow the RFP requirements carefully. Bid responses that do not adhere to the RFP requirements are subject to disqualification. The due date for RFP responses is Thursday, June 23, 2005, no later than 3:00 p.m.

Equipment meeting the minimum configuration specifications must be valid for a period of 30 days. RCAPS anticipates placing an order for up to 170 computers shortly after this bid has been awarded.

After bid documentation is reviewed, we may require you to provide an evaluation unit before a final decision is made.

Thank you for taking part in this process. If you have any questions feel free to contact me directly at (231) 832-7329 ext 6, or by fax at (231) 832-2202.

Sincerely,

David J. Griffin  
Director of Technology

# Uniform Proposal Requirements

The following pages represent the uniform requirements that must be met in order to submit bids/quotes to for the equipment listed on the page or pages attached before them in this document.

## 1. Instructions to bidders:

### 1.1 Definitions

- The *owner* is REED CITY AREA PUBLIC SCHOOLS. The owner will be referred to as RCAPS within this document. The manager of this equipment is the RCAPS Technology Department
- *Bidders* are vendors, manufacturers or distributors who submit proposals to RCAPS.

### 1.2 Pre-Bid Information

- Questions pertaining to this project should be submitted in writing, fax, or email to:  
Mr. Dave Griffin, Director of Technology  
829 S. Chestnut Street  
Reed City Michigan 49677  
[dgriffin@reedcity.k12.mi.us](mailto:dgriffin@reedcity.k12.mi.us)  
FAX: 231 832-2202
- Verbal clarifications or requests for appointments can be made by contacting Dave Griffin at 232- 832-7329 or by FAX at 231-832-2202.
- **RCAPS prefers sealed written responses to the RFP be sent to the following address:**  
Reed City Area Public Schools  
Technology Computer Bid  
829 S. Chestnut Street  
Reed City Michigan 49677  
Attn.: David J. Griffin, Director of Technology
- If necessary, bidders may submit their proposal using FAX or Email. If bidders choose to submit their proposal using FAX or Email, RCAPS will only accept proposals submitted on the bid-opening day prior to the time of the bid opening. Proposals received prior to the bid opening day via FAX or Email will be destroyed. Proposals submitted using email must be submitted using an attached file in PDF format only.

### 1.3 Bid Opening, Deadlines, and Contract Awards

- Bids will be opened publicly on Thursday, June 23, 2005 at 3:00 P.M. Proposals received after this time will not be considered. RCAPS will review proposals and select the awarded vendor(s) as soon as possible.
- The vendor bid submittal shall not be construed as a bilateral agreement until fully executed as a contract countersigned by the Reed City Area Public Schools in the form of approved purchase orders. Bid recommendations will be made to the Reed City Area Public Schools Board of Education, whose decision to accept proposed bids will be final.
- Bids will be awarded using the following criteria subject to project team review.

Brand Quality and Reputation	20%
Components included & Price	35%
Warranty/Service/Support	20%
Submittal Accuracy	5%
Conformity with District Policy (Standardization)	15%
Product Delivery	5%

- RCAPS reserves the right to consider proposals based on their relative merit, risk, and value to the school district. Components included is not the sole consideration, but must be combined with vendor reliability, customer service, technical support, policy, and proposal quality. Any and/or all proposals may be rejected on this basis.
- RCAPS reserves the right to reject any and all quotes; to accept portion of bids and alternates in any order or combination; is not obligated to accept the lowest or any RFP; and may waive any informality or irregularity in submittal procedures.
- RCAPS reserves the right to negotiate with any vendor. The successful vendors may be asked to participate in negotiations, and asked to revise their proposals based on these negotiations.
- No other interpretations of the meaning of this bid document will be made to any bidder verbally. This RFP does not commit RCAPS to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
- RCAPS may accept any item or groups of items, unless the vendor qualifies their offer to specific limits. Verbal orders for additions to or deletions from this bid must be stated in writing and agreed upon by RCAPS.
- The vendor will supply RCAPS with a reference list of installations similar to this proposed equipment. Please include a minimum of three (3) contacts. Include name of company, contact person and telephone number.

- Specifications shall be in effect for thirty days after the acceptance date and/or after the date of completion of any necessary negotiations entered into during the initial 30 days.

#### 1.4 Vendor Representations and Acknowledgments

- By submitting a bid, each vendor represents that:
  - a. The vendor has read and understands the RFP.
  - b. The proposal has been made in accord with the RFP.

#### 1.5 Alternatives and variations

- Alternatives and variations to the requirements of this bid are welcomed, and must be submitted separately and clearly marked as such with reference to the specific paragraph numbers related to each exception.
- Alternatives and variations must be received by RCAPS by the bid opening date and time.

#### 1.6 Delivery Schedule

- The vendor's proposal will define a schedule for product delivery dates. It is the goal of RCAPS to place orders before July 12, 2005 and receive computer systems by August 12, 2005

#### 1.7 Delivery of products.

- RCAPS will require an inventory list (shipping list) of all accepted products from this proposal which will include the expected date of delivery for each item. RCAPS will expect an itemized invoice for all products that match the inventory list.

### **2. Warranty, Maintenance and Support**

- The vendor should submit the following information as part of any bid:
  - The manufacturers warranty period for every component.
  - A description of preventative maintenance services, response times and costs for major items.
  - A description of service providers for items during and after warranty periods.
- The vendor must submit any variations from the following customer support expectations of RCAPS.
- The minimum acceptable warranty shall be three years. The selected vendor will warrant all hardware in a proposed configuration. Any proposed configurations that require RCAPS to contact the original equipment manufacturer during the warranty period will justify cause for disqualification.
- The vendor agrees to pay for all necessary shipping charges related to the warranty, defective equipment, and/or improper shipment.

- The vendor recognizes that they are providing materials to a K-12 educational institution and will provide a description of their relationship with other educational providers, staff development opportunities, and the support personnel they have available to assist in the implementation of applications, if requested to do so.
- Any quoted or bid items that do not include warranty information will not be considered for purchase by RCAPS.

#### 2.1 Hardware Sales Materials

- All hardware must include a sales "glossy" or other marketing information that provides a complete description of the quoted item. Manufacturer comparison information for any item would be beneficial.

#### 2.2 Proof of Authorization

- The chosen vendor must be an authorized reseller of the product specified in the RFP.

#### 2.3 Bid Requirements

- All quotes must be itemized and include a per unit and total extended cost to RCAPS as indicated on the Specification Page(s).

### **3. References**

- 3.1 If requested to do so the vendor should be prepared to provide references related to product installation, financial reliability, support services, and/or educational understanding.

### **4. Pricing**

- 4.1 RCAPS is seeking a fixed price quote for the computer systems in the RFP. There is (1) computer configuration listed in the Detailed Specification section along with Optional items.
- 4.2 The total price quoted must include shipping to RCAPS at the address listed in this document. RCAPS has a loading dock and a forklift that can accept palletized shipments. Any additional costs outside of the stated guidelines must be provided with an explanation, as an attachment to the Bidder's proposal.

## MINIMUM CONFIGURATION SPECIFICATIONS

Quantity Required: Up to 170

These are the minimum requirements. Please quote equivalent or better. Provide detail list of specifications with bid response.

### Classroom & Computer Lab Desktop Configuration

- Small Desktop Case (with 180 Watt Power Supply Minimum)
- Processor: Intel Pentium 4 - 3.0 GHz, 1MB Level 2 Cache, 800 Mhz FSB, HT Technology
- Network card: 10/100/1000
- OS: Windows XP Professional (NTFS file system)
- Memory: 512MB DDR2 Non-ECC SDRAM,533MHz, (2 DIMMs)
- Monitor: 15 inch Flat Panel Display VGA/DVI (with matching colors to case, keyboard, & mouse)
- Video adapter: ATI Radeon X300 SE PCIe x16 64MB graphics card, DVI w/VGA adapter, TV-out
- Hard drive: 80GB SATA 150 - 7200 rpm with 2MB cache
- Ports:
  - USB and Headphone Jacks accessible from front of system unit
  - (4) USB 2.0 (2 accessible from front)
  - (1) Parallel
  - (1) Serial
  - (2) PS/2
  - (1) RJ-45
  - (1) Mic in
  - (1) Headphone out (accessible from front)
  - (1) Line in
- Expansion Slots: (1) PCI-E x16 (for above graphics card) and (1) PCI low profile slot
- Removable Storage:1.44 MB 3.5 inch Floppy Drive
- Keyboard (104+ Keys, PS/2) (with matching colors to case & display monitor)
- Mouse: 2-button USB Optical Wheel Mouse (with matching colors to case, display, & keyboard)
- Sound: Integrated sound blaster compatible audio
- Speakers: External Audio Speakers
- Optical drives: 48x/32x/48x CD/RW DVD Combo Drive with DVD playback
- Mouse Pad
- Small Desktop Chassis Stand (or equivalent means of standing case on edge)
- Energy Star Enabled compliant system (CPU & Monitor)
- Warranty: 3 year onsite

### OPTIONS

Please include the following options and their associated per unit cost:

- Mini Tower case option with greater than 200 Watt Power Supply
- Bundled Academic license for Microsoft Office Professional 2003
- Security Lock Cable (for case and LCD display to lock to computer desk)
- 17 inch Flat Panel Display
- Stereo Flat Panel Attached Speakers (alternate to external speakers)
- DVD +/-RW Drive
- 1 Gig RAM = 2 DIMMS of 512MB DDR2 Non-ECC SDRAM,533MHz
- IEEE 1394 (firewire) options
- 4 year onsite warranty
- Bundled Network Server; SAN; or Network Attached Storage units