

Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
(989) 667-3221

Request for Proposal
Computer Purchase

August 10, 2009

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting proposals from qualified firms for personal computers.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Michael R. Dewey
Superintendent
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
989.667.3273
deweym@baisd.net

Completed proposals must be received at the address noted above by **1:00 p.m. on Wednesday, August 26, 2009**. Proposals must be submitted in an envelope that is clearly marked "Computer Purchase". Proposals submitted by facsimile or email will not be accepted.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase of computers solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district. (See *Method of Evaluating Proposals* on page 4.)

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for product and does not constitute an agreement for that product. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to Michael Dewey at the address noted above or by telephone or email. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Mr. Dewey is discouraged and may be grounds for elimination from the selection process.

WITHDRAWAL OF PROPOSALS:

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

TIME TABLE:

1. Release of RFP on or about Thursday, August 10, 2009.
2. Proposals due at 1:00 p.m. on Wednesday, August 26, 2009.
3. Bids will be opened at 1:15 p.m. on Wednesday, August 26, 2009.
4. Board of Education action on Monday, September 21, 2009.
5. Notification to all firms as soon as possible after Monday, September 21, 2009.

PROJECT QUALIFICATIONS:

- Equipment must be manufactured by HP.
- Equipment must meet the minimum specifications.
- Bay-Arenac ISD may wish to purchase more or less than the specified quantity. Please indicate any restrictions as they apply to quantities.
- Bay-Arenac ISD may split the award between multiple bids.

ISD INFORMATION:

Bay-Arenac ISD is soliciting bids for desktops, laptops, and laptop cart.

DESKTOP PC REQUIREMENTS:

1. Quantity

10

2. Minimum Hardware Configuration

HP dc5800
Micro-Tower Form Factor
Intel Core 2 Duo E4800 3GHz Processor
2GB DDR II RAM
160 GB Hard Drive
DVD-RW Optical Drive
Audio & Speakers
Keyboard
Optical Mouse
Gigabit Ethernet Network Interface
3-Year Warranty

3. Desktop Options

19" LCD Flat Panel Monitor,
22" LCD Flat Panel Monitor,

4. Software Requirements

Windows Vista Business

LAPTOP REQUIREMENTS

1. Quantity

10

2. Minimum Hardware Configuration

HP Business Notebook 6830s
Intel Centrino Pro Core 2 Duo P8400 2.26 GHz Processor
2GB DDR II RAM
250 GB Hard Drive
DVD-Writer Drive
17" WXGA+ Screen
Gigabit Ethernet Network Interface
Wi-Fi, Bluetooth
3-Year Warranty

3. Minimum Laptop Cart Configuration

HP DC848A Laptop Cart
Quantity 1

4. Laptop Options

Additional Power Cord
Quantity 10

5. Software Requirements

Windows Vista Business

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality of service and delivery of product. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor(s) that is/are most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

COMPUTERS PROPOSAL FORM

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. **Proposals are due by 1:00 p.m. on Wednesday, August 26, 2009.**

Qualifications

NOTE: Each cost listed below must be a total cost that includes shipping and handling charges and any other charges.

DESKTOP Price Each	LAPTOP Price Each

DESKTOP OPTIONS	Purchase Price Each	LAPTOP OPTIONS	Purchase Price Each
19" LCD Flat Panel Monitor		Additional Power Cord	
22" LCD Flat Panel Monitor			
Laptop Cart Price Each			

Name of Vendor _____ Telephone: _____

Address: _____

Name of Person in Charge of Account
(Please Type or Print)

Title

Signature

Date