

SPECIFICATIONS
Computer Equipment
Administration

May 2009

OWNER

Inland Lakes School District
4363 S. Straits Hwy
Indian River MI 49749

Date: 5-22-09

THE SUPERINTENDENT'S OFFICE FOR THE INLAND LAKES SCHOOL DISTRICT, 4363 S. STRAITS HWY, INDIAN RIVER, MI 49749, WILL RECEIVE BIDS UNTIL 4 PM, MONDAY, JUNE 8, 2009. NO BIDS WILL BE ACCEPTED AFTER THIS TIME.

**TO PROVIDE THE
Inland Lakes School District
Administration
WITH COMPUTER Equipment**

THE BIDS WILL BE OPENED AT 4363 S. STRAITS HWY. INDIAN RIVER MI 49749, THE SUPERINTENDENTS OFFICE, BY THE MEMBERS OF THE BOARD OF EDUCATION OR ITS AUTHORIZED AGENT/S TENTATIVELY SCHEDULED AT 4PM ON MONDAY, JUNE 8, 2009.

BID WILL BE TENTATIVELY AWARDED AT THE JUNE 22, 2009 BOARD MEETING.

BIDS ARE TO BE SUBMITTED IN ACCORDANCE WITH THE PLANS AND/OR SPECIFICATIONS IN THE ATTACHED REQUEST PROPOSAL (APPENDIX A) TO PROVIDE COMPUTER EQUIPMENT FOR THE DISTRICT. THE SPECIFICATIONS ARE FOR THE MINIMUM REQUIREMENTS. BIDS WILL BE AWARDED ACCORDING TO THE POINT SYSTEM AND DESCRIPTION AS INDICATED IN APPENDIX B. IT IS THE VENDOR'S RESPONSIBILITY TO ASSURE THAT THE INFORMATION NECESSARY TO EVALUATE THE PROPOSAL IS INCLUDED IN A MANNER THAT IT CAN BE READILY DETERMINED BY DISTRICT STAFF THAT THE INFORMATION IS INCLUDED.

THE BOARD OF EDUCATION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE ANY IRREGULARITIES THEREIN AND TO ACCEPT ANY PART OR ALL OF ANY BID DEEMED TO BE FOR THE BEST INTEREST OF THE SCHOOL DISTRICT. EACH ITEM IN THE BID WILL BE EVALUATED SEPARATELY, AND MAY BE AWARDED SEPARATELY. MISSING OR INCOMPLETE INFORMATION MAY RESULT IN ZERO POINTS AWARDED FOR THE CATEGORY BEING EVALUATED.

THE BOARD OF EDUCATION OR ITS AUTHORIZED AGENT/S SHALL HAVE THE RIGHT TO REJECT ANY BID THAT DOES NOT COMPLY WITH THE AGREED PLANS AND/OR SPECIFICATIONS.

SPECIFICATION DEVIATIONS AND/OR ALTERNATIVES SHOULD BE CLEARLY INDICATED IN THE PROPOSAL, AND INDICATED BY SPECIFICATION LISTING WHAT THE DEVIATION IS, WHY SUGGESTED AND BENEFIT TO THE SCHOOL DISTRICT. PRICE DIFFERENTIALS FOR THE MODIFICATIONS TO THE BID ARE TO BE INDICATED AS AN ALTERNATE BID AND WILL ONLY BE ACCEPTED IN CONJUNCTION WITH A COMPLETED BID WHICH MEETS THE REQUIREMENTS OF THIS BID PACKAGE.

COMPUTER EQUIPMENT WILL BE INSPECTED FOR COMPLIANCE WITH AN ACCEPTED BID PROPOSAL, AND IT IS THE VENDOR'S RESPONSIBILITY TO CORRECT ANY ERRORS IN

THE PRODUCTION OF THE COMPUTER EQUIPMENT BY IMMEDIATE REPLACEMENT AND PROVIDE FOR THE RETURN OF ANY NON-COMPLIANT COMPUTER EQUIPMENT AT NO COST TO THE DISTRICT. THE DISTRICT WILL ONLY PAY FOR COMPUTER EQUIPMENT WHICH MEETS THE SPECIFICATIONS OF AN ACCEPTED BID PROPOSAL AS INDICATED IN APPENDIX A.

NO BIDS WILL BE ACCEPTED AFTER TIME SPECIFIED FOR SUBMISSION. BIDS WILL BE AVAILABLE FOR EXAMINATION AFTER THEY HAVE BEEN OPENED BY THE BOARD OF EDUCATION AND HAVE BEEN REVIEWED BY THE BUSINESS OFFICE.

IF YOU WISH TO RECEIVE INTERPRETATIONS OF THE BID, YOUR REQUEST WILL RECEIVE CONSIDERATION FROM THE BUSINESS OFFICE. IF A CHANGE IN SPECIFICATIONS IS FOUND DESIRABLE, THE SCHOOL DISTRICT WILL NOTIFY ALL BIDDERS BY MAIL AND POSTPONE BIDDING DATE IF NECESSARY.

BIDDERS ARE NOT PERMITTED TO TAKE ADVANTAGE OF ANY ERRORS OR OMISSION IN SPECIFICATIONS SINCE NEW INSTRUCTIONS WILL BE GIVEN SHOULD THEY BE CALLED TO OUR ATTENTION NOT LESS THAN TWO (2) WORKING DAYS BEFORE BIDS ARE DUE.

IF IN THE BEST INTEREST OF THE SCHOOL DISTRICT, THE VENDOR CAN AGREE TO PROVIDE ADDITIONAL IDENTICAL COMPUTER EQUIPMENT FOR THE SAME COST PER UNIT THROUGH THE 2009-2010 SCHOOL YEAR.

ALL COST ITEMS, PER ATTACHED BID SHEET, **MUST BE COMPLETED**. THE "BID SHEET" SHALL APPEAR AS THE FIRST PAGE OF YOUR PROPOSAL WITH COMPANY'S NAME, ADDRESS, PHONE, AND CONTACT PERSON LISTED.

THE COMPLETED APPENDIX "A" PROPOSAL SHEETS SHOULD BE THE SECOND PAGE FOLLOWED BY DOCUMENTATION, PICTURES AND OTHER LITERATURE DESCRIBING YOUR PRODUCT.

QUESTIONS SHOULD BE ADDRESSED TO THE SCHOOL DISTRICT'S SUPERINTENDENT'S OFFICE, ATTENTION: MARY JO DISMANG, SUPERINTENDENT, AT 231-238-6868 OR TO SHAWN POWERS, TECHNOLOGY DIRECTOR, AT 231-238-6868.

INTERESTED PARTIES SHOULD SUBMIT AN ORIGINAL AND TWO (2) COPIES OF THEIR PROPOSALS.

ALL BIDS SHOULD BE ENCLOSED IN A SEALED ENVELOPE, ENDORSED ON THE OUTSIDE "**ADMINISTRATIVE COMPUTER EQUIPMENT BID**" AND ADDRESSED TO:

Inland Lakes Schools
4363 S. Straits Hwy.
Indian River MI 49749
ATTENTION: Mary Jo Dismang, Superintendent
SUPERINTENDENT'S OFFICE

OFFICIAL STATEMENT BY RESPONDENT

Proposal must contain statements to the following effect, signed by an individual authorized to bind the Contractor.

1. The Contractor has read, understands and agrees to the term and conditions set forth in the RFP.
2. The terms and conditions set forth in the proposal will remain open for at least 90 days from the deadline for submission of proposals.
3. The Contractor is not aware of any conflict of interest regarding the performance of work for the LEA.
4. The Contractor guarantees shipping prices are included with this bid.
5. The Contractor guarantees delivery by June 30, 2009.
6. The Contractor agrees to interest free payment in full within 30 days of all items ordered being received and verified in good working order.

APPENDIX – A
Computer Equipment Specifications
(4 Pages)

Inland Lakes School District
 Administrative Computer Specifications
 For 7 Units

Vendor _____ Proposal Option # _____

Minimum Requirements	Vendor Specs/Notes
Black Tower or Mini-Tower case	
2.8Ghz Intel Dual Core CPU, or 2.5Ghz Quad Core CPU	
4GB RAM	
PCI-E Video card with (2) DVI monitor ports (supporting dual monitors)	
Windows XP Pro Downgrade	
DVD Burner	
Gigabit Ethernet	
Built-in Audio (sound card)	
Black Speakers	
USB Optical Mouse with scroll wheel	
Black Keyboard	
Front panel USB ports	
Legacy Parallel Port	
Three (3) year parts and labor warranty	
Price Per Unit	
Total cost (7 units x Price)	

Please submit a separate sheet for each configuration proposed.

Inland Lakes School District
 22" Monitor Specifications
 For 5 Units

Vendor _____ Proposal Option # _____

Minimum Requirements	Vendor Specs/Notes
22"	
Preferably with built in speakers, but not required	
Price Per Unit	
Total cost (5 units x Price)	

Please submit a separate sheet for each configuration proposed.

Inland Lakes School District
 24" Monitor Specifications
 For 3 Units

Vendor _____ Proposal Option # _____

Minimum Requirements	Vendor Specs/Notes
24"	
Price Per Unit	
Total cost (3 units x Price)	

Please submit a separate sheet for each configuration proposed.

Inland Lakes School District
DVI-VGA Adapters Specifications
For 3 Units

Vendor _____ Proposal Option # _____

Minimum Requirements	Vendor Specs/Notes
for connecting VGA monitors to DVI video cards	
Price Per Unit	
Total cost (3 units x Price)	

Please submit a separate sheet for each configuration proposed.

Inland Lakes School District
Monochrome Laser Printer Specifications
For 3 Units

Vendor _____ Proposal Option # _____

Minimum Requirements	Vendor Specs/Notes
Network capable	
Postscript compatible	
High capacity toner cartridges available	
Price Per Unit	
Total cost (3 units x Price)	

Please submit a separate sheet for each configuration proposed.

Inland Lakes School District
 Color Laser Printer Specifications
 For 1 Unit

Vendor _____ Proposal Option # _____

Minimum Requirements	Vendor Specs/Notes
HP CP2025DN	
Price Per Unit	
Total cost (1 unit x Price)	

Please submit a separate sheet for each configuration proposed.

APPENDIX – B

Vendor Basic Criteria
(1 Page)

Basic Criteria

The qualifications of each vendor should be based on a set of criteria based on a 100 point system. You may receive zero points in a category if it cannot be determined that the minimum specifications are met or if the requested information as listed below is not included. It is the vendor's responsibility to assure that as much information as necessary is included for a committee of evaluators can evaluate the bid:

1) Vendor Qualifications

This includes the amount of years in business, the size of the vendor, and the ability of the vendor to deliver the systems on-time.

Points: 10

2) Vendor Experience

This includes experience with school districts, experience in Michigan, dealings with contracts of this size, and references.

Points: 20

3) Proposed Cost

This includes the cost per unit as it relates to the costs and proposals of other bidders. Cost of ownership will also be evaluated here.

Points: 30

4) Vendor's Equipment Solution

This includes information to determine if the equipment meets the minimum requirements, whether it is Novell and/or Windows certified, whether the manufacturer meets ISO standards, how the company is rated by the Gartner Group

Points: 30

5) Vendor's Service and Support Plan

This includes the after the sale ability to service the systems and/or provide replacement parts, turnaround time for repairs, etc.

Points: 10