



REQUEST FOR PROPOSALS (RFP)

Portage Public Schools, Portage, Michigan is soliciting sealed proposals for:

Project Name: Portage Public Schools 2009-2010 End User Computer Purchase #1

RFP ISSUE DATE: Friday, July 17th, 2009 Number of Copies Required: 3 printed, 1 electronic

Portage Public Schools – Administration Building
8111 S. Westnedge Avenue
Portage, MI 49002

PROPOSAL DUE: Friday, August 21st, 2009 @ 3:30 pm.

Facsimile Proposals Will Not Be Accepted

MAILING ADDRESS & INSTRUCTIONS

Mail to:

Portage Public Schools
Purchasing Department
8111 S. Westnedge
Portage, MI 49002

Questions about this RFP should be directed to:

Karen Dentler, Purchasing Agent, at (269) 323-5181 or kdentler@portageps.org.

Questions relative to the Technical Specification may be addressed to:

Daniel J. Vomastek, Director of Information Systems, at (269) 323-5113 or dvomastek@portageps.org

Include on the Envelope the Project Name (above). All Envelopes Must Be Sealed.

You are invited to submit a proposal for this equipment. Specifications, terms, conditions and instructions for submitting proposals are contained herein. This Request for Proposal with all pages, documents and attachments contained herein, or subsequently added to and made a part hereof, submitted as a fully and properly executed proposal shall constitute the contract between the District and the successful proposer when approved and accepted on behalf of the District by an authorized official or agent of the District.

All proposers shall complete and return the Proposal and Award page(s) and submit all information requested herein in order for a proposal to be responsive. **FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.** The proposal document shall be returned in its entirety, in a properly identified and sealed envelope to the Purchasing Department at the above address. **PROPOSALS MUST BE RECEIVED BY TIME OF THE DUE DATE - LATE PROPOSALS WILL NOT BE CONSIDERED.**

Instructions to Proposers:

1. **EXAMINATION OF PROPOSAL DOCUMENT** - Before submitting a proposal, proposers shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The proposer shall indicate in the proposal the sum to cover the cost of all items included on the proposal form.
2. **PREPARATION OF PROPOSAL** - The proposal shall be legibly prepared in ink or typed. The proposal shall be legally signed and the complete address of the proposer given thereon. All proposals shall be tightly sealed in an opaque envelope plainly marked SEALED PROPOSAL and identified by project name, due date and time. Proposals opened by mistake, due to improper identification, will be so documented and resealed. The Purchasing Department will maintain and guarantee confidentiality of the contents until the specified opening date and time. Facsimile bids will not be accepted.
3. **CONFIDENTIAL INFORMATION** - Information contained in the vendor's proposal which is company confidential must be clearly identified in the proposal itself. Portage Public Schools will be free to use all information in the vendor's proposal for the district's purposes.
4. **RIGHT TO REQUEST ADDITIONAL INFORMATION** – Portage Public Schools reserves the right to request any additional information which might be deemed necessary after the receipt of proposals.
5. **LATE PROPOSALS** - Any proposal received at the office designated herein after the exact time specified for receipt, will not be considered. (Note: Portage Public Schools reserves the right to consider bids that have been determined by Portage Public Schools to be received late due to mishandling by Portage Public Schools after receipt of the proposal and no award has been made.)
6. **WITHDRAWAL OF PROPOSALS** - Proposals may be withdrawn in person by a proposer or authorized representative, provided their identity is made known and a receipt is signed for the proposal, but only if the withdrawal is made prior to the exact time set for receipt of proposal. No proposal may be withdrawn for at least 90 days after proposal opening.
7. **CASH DISCOUNTS** - Discounts offered for payment within a specified number of days will not be considered in evaluating proposals for award. Offered discounts will be taken if payment is made within the discount period, even though not considered in evaluation of the proposal.
8. **PROPOSAL PREPARATION COSTS** - The proposer is responsible for any and all costs incurred by the proposer or their subcontractors in responding to this request for proposals.
9. **ADDITIONAL CHARGES** - No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification/coordination of order and all costs for shipping and insurance costs.
10. **SHIPPING AND HANDLING** - All costs for shipping and handling must be included in the proposal.

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11. **UNIT PRICES** – All proposals must contain unit prices, per configured machine in each class a proposal addresses, along with a grand total per said class. If there is a discrepancy between unit prices and their extension, unit prices shall prevail. Portage Public Schools is not requesting unit prices on individual components contained within a given class configuration, except where requested as a part of an alternate proposal.
12. **FEDERAL OR STATE SALES, EXCISE, OR USE TAXES** - Portage Public School is tax exempt. Do not include Federal, State, or Local taxes in your bid price except as related to enhancements to real property.
13. **CLASSES** - This request is grouped into three classes. Proposers may respond to any/all classes as they desire. Proposals must be prepared with distinct dollar amounts for each class.
14. **RIGHT OF AWARD/REFUSAL** - Portage Public Schools reserves the right to award all classes to a single proposer, or to award each class independently to proposers. Further, Portage Public Schools reserves the right to reject any and all proposals as it sees fit.
15. **MINIMUM SPECIFICATIONS** - Each class contains a list of minimum specifications that proposed equipment must meet. Proposers are welcome to exceed these specifications. If a proposer wishes to propose a configuration that does not meet the minimum specifications, they should do so as an alternate proposal. Portage Public Schools retains the right to reject any proposal not meeting minimum specifications. Proposers must provide a full list of specifications for each class configuration proposed.
16. **NEW EQUIPMENT** - All equipment provided shall be new and of the latest model/version of the equipment solution proposed.
17. **REQUESTED ALTERNATES** - Each class contains a list of requested alternates. Proposers should include costs for these alternates *separate and distinct* from the requested minimum specifications. Portage Public Schools reserves the right to accept or reject any or all alternates as it sees fit.
18. **ORDER FULFILLMENT** – Portage Public Schools requires the fulfillment of their purchase order within 60 days of issuing a purchase order. Should the awarded vendor be unable to fulfill the order within 60 days the district may, at its discretion, cancel the undelivered balance of the purchase order. Orders will be shipped to a single location on Portage Public Schools’ central campus.
19. **DEMONSTRATION EQUIPMENT** – Upon request proposers will provide demonstration units, configured as quoted in proposals, to Portage Public Schools for demonstration and testing purposes for a term of 30 days upon receipt. The proposer is responsible for all shipping and insurance costs, inbound and outbound. Portage Public Schools agrees to return the equipment in the physical state provided, however, Portage Public Schools reserves the right to alter the data on the supplied HD/SSD up to and including a return of the unit with a completely erased HD/SSD.
20. **FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT** – Bidders must complete the attached FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT, including notarization, as a part of responses to this RFP.

1. Class I – Desktop Computers

1.1. Quantity – 505 units

1.2. Minimum Specifications

- Small form factor CPU enclosure
- Microsoft Vista Business OS
- Energy Star 4.0 Category B (<65w Idle)
- Intel Core 2 Duo 2.8GHz, 3MB cache, 1066MHz FSB
- 2GB DDR2 SDRAM, 800MHz, 1 DIMM
- 256MB video board with DVI out – required drivers must be native to Windows OS
- 19” widescreen flat panel monitor with integrated audio speakers (speakers must share monitor power and not require their own power connection)
- USB Keyboard/Optical Mouse
- 80 GB SATA HD, 3Gb/s, 8MB cache, 7200 RPM
- DVD-ROM
- Audio In/Out ports on rear, microphone & headset on front of unit
- 4 rear and 2 front USB ports
- 10/100/1000 integrated NIC
- 32 and 64 bit compatibility

1.3. Service/Warranty Agreements

1.3.1. Hardware Warranty

All hardware shall be covered by a three-year hardware warranty. Coverage shall provide 8-hour by 5-day coverage with next business day response.

1.3.2. Software Upgrade Protection

Prices should include an upgrade license for Windows 7 Business OS.

1.4. Requested Alternates

1.4.1. No Monitor

Please provide a deduct if a monitor is not purchased.

1.4.2. One Year Warrantee

Please provide a deduct for a one year warrantee in lieu of a three year warrantee.

1.4.3. 4GB

Please provide the up-charge for 4GB of memory (may be 1 or 2 DIMMS).

2. Class II – Laptop Computers

2.1. Quantity – 158 units

2.2. Minimum Specifications

- 14.1” widescreen WXGA+ LCD
- Microsoft Vista Business OS
- Energy Star 4.0 Cat B (<65w Idle)
- Intel Core 2 Duo 2.8GHz, 3MB cache, 1066MHz FSB
- 2GB DDR2 SDRAM, 800MHz, 1 DIMM
- Integrated Video with VGA out, required drivers must be native to Windows OS
- Integrated microphone/speakers/webcam
- 80 GB HD, 5400 RPM, SATA
- DVD-ROM
- Touchpad
- 4 USB ports
- 10/100/1000 integrated NIC
- AC Adapter
- Intel Wireless 802.11 a/g/n
- 6 cell battery or equiv
- Extended battery, 6 cell equiv – prefer this battery to be hot swappable with DVD-ROM
- Bluetooth
- 32 and 64 bit compatibility

2.3. Service/Warranty Agreements

2.3.1. Hardware Warranty

All hardware shall be covered by a three-year hardware warranty. Coverage shall provide 8-hour by 5-day coverage with next business day response.

2.3.2. Software Upgrade Protection

Prices should include an upgrade license for Windows 7 Business OS.

2.4. Requested Alternates

2.4.1. Dedicated Video Card

Please provide the up-charge for a 128MB (or greater) dedicated video board, required drivers must be native to Windows OS.

2.4.2. Accidental Damage Warrantee

Please provide the up-charge for a three year accidental damage warrantee.

2.4.3. 4GB

Please provide the up-charge for 4GB of memory (may be 1 or 2 DIMMS).

2.4.4. No DVD-ROM

If applicable to chassis design, please include a deduct for no included DVD-ROM drive.

2.4.5. 7200 RPM HD

Please provide the up-charge for 7200RPM HD's in lieu of 5400RPM HD's

2.4.6. Solid State Drive (SSD)

Please provide the up-charge for an 80GB SSD in lieu of the 80GB HD

2.4.7. Storage/Charging Cart

If a vendor has a storage cart solution that allows for mobility, charging, and/or wake on LAN functionality, Portage Public Schools requests proposers to include details and pricing.

3. Class III – Netbook Computers

3.1. Quantity – 288 units

3.2. Minimum Specifications

- 10.1” WSVGA Touchscreen LED
- Microsoft OS
- Energy Star 4.0 Cat B (<65w Idle)
- Intel Atom Processor
- 2GB DDR2 SDRAM, 800MHz
- Integrated Video with VGA out
- Integrated microphone/speakers/webcam
- 40 GB HD, 5400 RPM
- 3 yr warranty
- Touchpad
- 2 USB ports
- 10/100/1000 integrated NIC
- AC Adapter
- Intel Wireless 802.11 a/g/n
- 6 cell battery or equiv
- Bluetooth
- Storage & Charging Cart with Wake-On-LAN functionality

3.3. Service/Warranty Agreements

3.3.1. Hardware Warranty

All hardware shall be covered by a three-year hardware warranty. Coverage shall provide 8-hour by 5-day coverage with next business day response.

3.3.2. Software Upgrade Protection

Prices should include an upgrade license for Windows 7 Business OS

3.4. Requested Alternates

3.4.1. Accidental Damage Warrantee

Please provide the up-charge for a three year accidental damage warrantee.

3.4.2. Solid State Drive (SSD)

Please provide the up-charge for an 40GB SSD in lieu of the 80GB HD

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2005, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Portage Public Schools Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____ (the “Bidder”), pursuant to the familial disclosure requirement provided in the Portage Public Schools advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Portage Public Schools Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: _____ (Bidder Signature)

Title: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20____ A.D., in and for the

County of _____, Michigan.

My Commission expires _____.

Signature of Notary

****END OF SECTION****