

REQUEST FOR PROPOSAL

GENERAL TERMS AND CONDITIONS

Lakeview Community Schools is seeking a proposal for the purchase, imaging and installation of 159 computers as set forth in the attached documentation. Award of bid will be based on “best value” considering price, conformance to specifications, past performance, and ability to deliver the products and services. This includes financial and corporate stability of the supplier.

Each vendor must complete the pricing as requested and attach a complete system description with manufacturer part numbers. The Lakeview Community Schools are exempt from all federal and state sales taxes. Any questions concerning this bid shall be directed to Kathleen Shroyer, Director of Technology, (989) (352-7221 ext: 2330).

- 1) Bid prices shall include delivery to all buildings including disposal of shipping and packing materials.
- 2) Shipments for all computers must be coordinated with Kathleen Shroyer, Director of Technology. All shipments will be made to Lakeview Community Schools. Delivery of computers will begin no later than Monday, August 20th, 2007.
- 3) Lakeview Community Schools reserves the right to accept or reject any or all items in the bid; to accept or reject any or all bids; to waive any informalities therein; or for reasons of establishing uniformity or that serve the best interest of the District, to award the contract to other than the low bidder(s).
- 4) All proposals must be submitted on the attached BID PROPOSAL FORM and AFFIDAVIT OF BIDDER. The proposal must be signed by an individual **authorized** to bind the vendor. Proposals must be received by 2:00 p.m. Thursday, July, 19th or they will not be considered. Proposals received after the announced time and date will be returned.
- 5) **One signed copy of the written proposal must be submitted via sealed envelope marked “District Desktop Replacement 2007 Bid Proposal”. All proposals must be addressed to
Dr. Dixie Pope
Superintendent
Lakeview Community Schools
123 Fifth St.,
Lakeview, MI, 48850.
No late proposals will be accepted.**
- 6) References of three (3) K-12 school district accounts currently serviced, for whom comparable work has been performed, must be furnished. This list shall include company name, person to contact, address and telephone number. Failure to include references may be ample cause for rejection.
- 7) Any catalog, brand name or manufacturer’s reference in this RFP is descriptive – not restrictive – it is intended to indicate type and quality desired. If brand other than that specified is proposed, complete descriptive information of said article must be included with the proposal. Only like products, quality and warranty will be considered. If vendor takes no exception to specifications referenced in this RFP, brand names, models, etc. as specified, must be furnished.
- 8) All items proposed must be new, not reconditioned, including containers suitable for shipment and storage, unless otherwise indicated on the proposal.
- 9) Lakeview Community Schools is not liable for any costs incurred by the vendor prior to the issuance of any agreements, contracts or purchase orders, and will not pay for information solicited or obtained in response to this RFP. The information obtained will be utilized solely to determine the suitability of the products or services offered. Subsequent procurement, if any, will be in accordance with appropriate rules and regulations.

- 10) All submitted proposals will be reviewed and evaluated by only those officials who have a legitimate interest. Any information within a proposal that a vendor considers to be proprietary should be identified as such in writing. Otherwise, Lakeview Community Schools reserves the right to use any or all ideas presented with a proposal in any reply to this RFP. Selection or rejection of a vendor's proposal does not affect this right. Evaluation Factors include but not limited to:
 - Price
 - Prior Experience
 - Personnel Qualifications
 - Financial Stability
 - Completeness of response
- 11) Vendors may be required to make an oral presentation to Lakeview Community Schools evaluators if clarification of a proposal is necessary to make a proper evaluation. A vendor's original proposal cannot be changed in any aspect as a result of an oral presentation. The oral presentation is only intended to provide an opportunity for vendors to clarify specific portions of their proposal. Oral presentations will be arranged at the discretion of Lakeview Community Schools and will be by invitation only.
- 12) Any maintenance costs and any other potentially hidden costs shall be identified as part of the proposal.
- 13) A separate line item shall be included for the cost to distribute the new computers within the school buildings and the cost for temporary secure storage of these computers until the point of distribution. The separate cost should include unboxing, disposal of the packing materials, placement on desk, testing of equipment and network connectivity.
- 14) All prices are guaranteed for 60 days from the date of purchase.
- 15) The selected vendor will be required to provide electronically (Excel spreadsheet sample attached) serial numbers and asset tag information for each workstation by location. Asset tags will be provided by Lakeview Community Schools. Lakeview Community Schools will forward the spreadsheet electronically to the successful bidder.
- 16) Vendor must provide proof of Worker's Compensation and Liability Insurance.
- 17) All questions regarding the specifications of computers or clarifications regarding the general terms and conditions must be emailed or faxed to Kathleen Shroyer by, Monday, July 16th, 2007. Responses to the questions will be completed and returned by Tuesday, July 17th, 2007. The email address is shroyerk@lakeviewschools.net, the fax number is (989) 352-8245.