

LAKEVIEW COMMUNITY
SCHOOLS

REQUEST FOR
PROPOSAL

COMPUTER EQUIPMENT
PROJECT: HIGH SCHOOL TECHNOLOGY

MONDAY, APRIL 4, 2011

REQUEST FOR PROPOSAL

GENERAL TERMS AND CONDITIONS

Lakeview Community Schools is seeking a proposal for the purchase, imaging, and installation (at individual students homes) of 35 desktop computers and 9 laptop 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 Gary Jensen, High School Principal, (989) 352-7221 ext: 2307.

- 1) Bid prices shall include delivery to the high school **and students homes** including disposal of shipping and packing materials.
- 2) Shipments for all technology must be coordinated with Gary Jensen, High School Principal. All shipments will be made to Lakeview Community Schools. Delivery of technology will begin no later than **Monday, May 9, 2011**.
- 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 (Appendix A) along with the AFFIDAVIT OF BIDDER (Appendix B). The proposal must be signed by an individual **authorized** to bind the vendor. Proposals must be received by 2:00 p.m. Monday, April 18, 2011 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 “High School Technology 2011 Bid Proposal”. All proposals must be addressed to
Dr. Dixie Pope
Superintendent
Lakeview Community Schools
9497 Paden Road
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 (Appendix C) 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 technology within the school buildings and the cost for temporary secure storage of these technology 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) 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 Monday, April 4, 2011.
 2. Proposals due at 2:00 p.m. on Monday, April 18, 2011.
 3. Sealed Proposals will be opened at 2:05 p.m. on Monday, April 18, 2011.
 4. Board of Education action on Wednesday, April 20, 2011.
 5. Notification to all firms as soon as possible after April 20, 2011.
 6. Delivery, installation, and testing of technology to assure working in compliance with bid specification no later than Monday, May 9, 2011.
- 15) The selected vendor will be required to provide electronically (Excel spreadsheet sample attached – Appendix D) 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 technology or clarifications regarding the general terms and conditions must be emailed or faxed to Gary Jensen by, Thursday, April 14, 2011. Responses to the questions will be completed and returned by Friday, April 15, 2011. The email address is jenseng@lakeviewschools.net; the fax number is (989) 352-6320. In order to assure consistency of information provided regarding this RFP, contact with Lakeview Community Schools' personnel other than Gary Jensen is discouraged and may be grounds for elimination from the selection process.

TECHNOLOGY SPECIFICATIONS

The following specifications are intended to define the minimum requirements of an acceptable personal computer supplier. The vendor is responsible for providing documentation that the product or manufacturer meets the requirements at the time of the response opening. A lack of documentation will constitute non-compliance with the requirement and is considered incomplete and can be thrown out. Documentation for all components **must** be included with the bid in order for the bid to be considered.

- **Lakeview Community Schools reserves the right to refuse any bid not conforming to the specifications, or to require a demo unit containing the substituted components.**
- All systems purchased will be examined to determine if they meet our specifications, and will be tested for at least 24 hours upon receipt.
- The vendor will correct any systems purchased that fail, or contain component substitutions different than those submitted in this bid/proposal, without charge or the equipment will be refused.
- **Items specified are minimum requirements.** You may provide multiple configurations.

DESKTOPS	
PROCESSOR:	iMac 2.26 Intel Core 2 Duo processor
HARDWARE::	20" ALL-IN-ONE Desktop
MEMORY:	2GB or Greater
OPERATING SYSTEM:	Mac OS X, iLife 11 and iWork 09
WARRANTY:	3-year
LAPTOPS	
PROCESSOR:	2.4 Intel Core 2 Duo processor
HARDWARE::	13" UNIBODY Computer
MEMORY:	2GB or Greater
OPERATING SYSTEM:	Mac OS X, iLife 11 and iWork 09
WARRANTY:	3-year Apple Care Warranty

PRODUCT REQUIREMENTS

- 1) The system must be FCC approved for commercial use.
- 2) The system must be warranted for at least three (3) years. The warranty must include Next Business Day (NBD) repair or at the option of Lakeview Community Schools the repair of failed equipment by the NBD. Please provide documentation of standard warranty and any cost associated with upgrading to a five-year warranty. Vendor is responsible for shipping costs.

- 3) System must be Energy Star compliant. You may also be required to provide the electrical consumption/output for each type of computer and monitor.
- 4) Each group of technology will be required to have identical chipsets and components for each model.

INSTALLATION INFORMATION AND REQUIREMENTS

Asset Tracking

- Affix customer supplied asset tags/labels and complete customer supplied electronic spreadsheet.

Hardware Specifications

- Please see Appendix A for additional specifications. To ensure consistent and timely evaluation please fill out the excel matrix in appendix A

Imaging

- Lakeview Community Schools will image the technology.

Delivery

- Technology must be delivered to Lakeview High School initially.

GENERAL QUESTIONS

Functional Requirements

Warranty

Describe all aspects of your warranty.

Additional Technology

- Can additional technology be added to order at the same bid price?
- Can additional technology be purchased within 30 days of original order at the same bid price?

Support Services

Phone Support

- Describe your help desk capabilities and performance. Availability (hours, voice mail, etc).

APPENDIX A
BID PROPOSAL FORM

The undersigned certifies that the bid contained herein meets or exceeds specifications. Prices bid will remain firm for 60 days from Monday, April 18, 2011.

Brand _____ Model _____

Price per Unit \$ _____

Warranty Extension Years 4 & 5 \$ _____ per System (if applicable)

On-site Installation \$ _____

Grand Total (Includes System Price, warranty, Imaging, asset tags and on-site service inventory) \$ _____

Brand _____ Model _____

Price per Unit \$ _____

Warranty Extension Years 4 & 5 \$ _____ per System (if applicable)

On-site Installation \$ _____

Grand Total (Includes System Price, warranty, Imaging, asset tags and on-site service inventory) \$ _____

Brand _____ Model _____

Price per Unit \$ _____

Warranty Extension Years 4 & 5 \$ _____ per System (if applicable)

On-site Installation \$ _____

Grand Total (Includes System Price, warranty, Imaging, asset tags and on-site service inventory) \$ _____

Brand _____ Model _____

Price per Unit \$ _____

Warranty Extension Years 4 & 5 \$ _____ per System (if applicable)

On-site Installation \$ _____

Grand Total (Includes System Price, warranty, Imaging, asset tags and on-site service inventory) \$ _____

Brand _____ Model _____

Price per Unit \$ _____

Warranty Extension Years 4 & 5 \$ _____ per System (if applicable)

On-site Installation \$ _____

Grand Total (Includes System Price, warranty, Imaging, asset tags and on-site service inventory) \$ _____

OPTIONAL SERVICES:

Other services \$ _____ per System

Firm Name _____ Phone number _____

Firm Address _____ City _____ State _____ Zip Code _____

Submitted by: _____ Title: _____

Authorized Signature _____ Date _____

Other Services Explanation:

**APPENDIX C
DESCRIPTIVE INFORMATION**

Place check marks, yes or no, or information under the system column. You only have to provide information for one system.				
		System A	System B	System C
DESKTOPS				
PROCESSOR:	iMac 2.26 Intel Core 2 Duo processor			
HARDWARE::	20" ALL-IN-ONE Desktop			
MEMORY:	2GB or Greater			
OPERATING SYSTEM:	Mac OS X, iLife 11 and iWork 09			
WARRANTY:	3-year			
LAPTOPS				
PROCESSOR:	2.4 Intel Core 2 Duo processor			
HARDWARE::	13" UNIBODY Computer			
MEMORY:	2GB or Greater			
OPERATING SYSTEM:	Mac OS X, iLife 11 and iWork 09			
WARRANTY:	3-year Apple Care Warranty			

APPENDIX D
ASSET TAG IDENTIFICATION SHEET

Lakeview Community Schools - High School Computers
11-Mar-11

Fixed Asset											
or Ins	Last Name	First	Building	Room #	Type	Asset #	Serial #	Model Number	Manufacturer	Cost	Date Purchased

<i>Total</i>											\$0.00
--------------	--	--	--	--	--	--	--	--	--	--	--------