

# Grand County School District Emery County School District

## Computer Refresh RFP

### I. Introduction

#### **Overview**

Grand County School District (GCSD) and Emery County School District (ECSD) are looking to purchase 662 computers for use in student labs and as staff devices. Order may be broken into shipments to facilitate delivery to each respective School District.

#### **Purpose**

DISTRICT is soliciting proposals to identify qualified vendors to be responsible for providing all of the resources required. The proposal shall include all specified hardware, supplies, and delivery. The shipment will be delivered as soon as possible after the award of the proposal.

#### **Deadline for Proposals**

Proposals must be received no later than 12:00pm on Friday, May 12<sup>th</sup> 2017. Sealed proposals will be opened and read at a public proposal opening at 11:30 a.m. on May 15<sup>th</sup>, 2017, at Southeast Education Service Center located at 685 E 200 South, Price, Utah, 84501. Phone: (435) 637-1173.

## II. Scope of work

### Details

This proposal will be broken down to specific items and choices. There will be a single computer model chosen that best fits the needs of both GCSD and ECSD. Monitors and Operating systems will be quoted for chosen specifications and may have a combination of models ordered.

It is also requested that GCSD and ECSD be able to self-warranty PC's.

### Computer Options – Single model to be chosen for all locations

All computers quoted will have the follow specifications:

1. Core i5 processor
2. 8GB RAM (expandable)
3. SSD HD (consideration given to larger drive sizes)
4. 3-year warranty with option to extend to 5-years
5. VGA Output in addition to other video options (HDMI, Display Port)

Preferences will be given to the follow PC brands and models

1. Lenovo N710q
2. HP ProDesk 600
3. DELL OptiPlex 3050 Micro

### Monitor

1. 23" with VGA and display port

### Operating System

Operating system will be purchased using Microsoft "Shape the Future" program.

## III. Instructions

### **RFP Instructions**

Careful attention must be paid to all required items contained in this RFP. Proposals shall be submitted in accordance with the requirements of this RFP. Please read the entire package before proposing. Failure to follow instructions in this RFP could result in the disqualification of a respondent's proposal.

This document shall not be construed as a contract between the parties until and unless a final bid is awarded, and no communication—whether verbal or written by The District personnel or agents during the course of the evaluation process—shall create such a contract with respect to the products or services specified in this RFP.

To facilitate the selection of the appropriate vendor for this project, interested firms are invited to submit a proposal for consideration. The proposal should contain, at a minimum, the information requested in the RFP. Please name one person to be the coordinator for your RFP response and for any clarification activities, which might be necessary.

### **Proposal Content**

The entire set of documents constitutes the RFP. The respondent must include all of the information described in this RFP. Proposals without all of this information will be disqualified; however, DISTRICT reserves the right, in its sole discretion, to waive technicalities and errors, in its best interest. All proposals shall be submitted in a sealed envelope with "RFP: GCSD/ECSD Computer Refresh" description and opening date indicated on the outside of the envelope. All proposals become the property of DISTRICT and will not be returned.

### **Right to Withdraw Proposal**

A vendor may withdraw a proposal at any time prior to the proposed opening.

### **Liability and Proposal Delivery**

GCSD and ECSD will not be responsible for any costs incurred by a vendor in the preparation or delivery of proposals. The vendor shall be responsible for the actual delivery of proposals during business hours to the address indicated on Page One. Any proposal received after the delivery deadline will be disqualified.

### **Rejection or Acceptance of Proposals**

GCSO and/or ECSD reserves the right to waive any irregularities in any proposal, to reject any or all proposals, and to accept the proposal which, in the judgment of GCSO and ECSD, is deemed the most advantageous for GCSO and ECSD. Any proposal which is incomplete, conditional, obscure, or which contains irregularities of any kind may be cause for rejection of the proposal.

### **Clarification of Submittal**

GCSO and ECSD reserve the right to obtain clarification of any point in a vendor submittal or to obtain additional information.

If the vendor has any questions, they may email Dan Johnson (johnsond@grandschools.org) or Doug Johnson (doug@emeryschools.org).

### **Criteria for Vendor**

Selection to the RFP GCSO and ECSD intend to award the services to qualified vendor which best demonstrate the commitment and application of experience, resources and methods to the technological requirements, as well as the cost and schedule objectives established by The District.

GCSO and ECSD will use the following rubric when evaluating all proposals:

1. Total Price and Cost Effectiveness of the solution (90%)
2. Hardware proposed (10%)

Please note that GCSO and ECSD will select the vendor based upon the lowest price bidder. Only bids that meet bill of materials specifications, provide installation, and provide professional development requirements will be included in a final evaluation.

### **Award of Contract**

Contract(s) will be awarded where they are in the best interest of Grand County School District and Emery County School District. Furthermore, the School District reserves the right to accept or reject bids based on the best interest of the School Districts. Bids will be awarded to the lowest responsible bidder meeting specifications as determined by a committee consisting of representatives from each District.