



SCHOOL DISTRICT TWO
HARRISON
Character Through Diversity, Challenge & Accomplishment

Windows 10 2-in-1 Device and Charging Carts RFP

For Harrison School District Two

1060 Harrison Road
Colorado Springs, CO 80905
Email: rfp@hsd2.org

District Technology Coordinator: Ryan Smith

Bids DUE DATE: 4/21/17

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A. Introduction

Organization Background

From its humble beginnings in 1874, Harrison School District Two has been committed to its enduring partnership with the community to educate its growing student population of 11,000. In the last several years, Harrison has been executing a widespread program of change in the district. Our achievements included increasing high school graduation rates and improving student progress as measured by CMAS and PARCC longitudinal growth. Harrison District Two includes 13 elementary schools, one K-8 school, three middle schools, one high school preparatory, two high schools, four charter schools and a homeschool program.

Project Purpose

It is the purpose of this Request for Proposal (RFP) to provide Harrison School District Two with 2-in-1 Windows 10 devices and charging carts to house, lock, and charge the machines.

Project Scope

The project scope is for 540 2-in-1 Windows 10 devices (Section #1) and 18 charging carts (Section #2).

B. Instruction to Bidders

Schedule for Bid & Evaluation Process

RFP distributed to vendors 4/7/17

Deadline for RFP responses 4/21/17 by 11:59 p.m. MDT

Bid opening 4/25/17 at 9:00 a.m. MDT

Bid award published 4/27/17 by 5:00 p.m. MDT

Delivery: 6/16/17

Late bids will be returned to the bidder unopened.

Withdrawal of Bid Proposals

Any bid proposal may be withdrawn prior to the closing for the opening of bids or authorized postponement thereof. No bid proposal shall be withdrawn for a period of 90 days after the actual opening without a written request explaining the cause for the withdrawal and without the written consent of the District after reviewing the cause.

Submission of Bid Proposals

Please submit your proposal, including all supporting documentation, by email to:

rfp@hsd2.org

Or by mail to:

Harrison School District Two
Attn: Technology Department
1060 Harrison Road
Colorado Springs, CO 80905

Bid Opening

At said place and time, bids will be publicly opened and read aloud by an employee or authorized representative of the District. Bids will be opened at 2400 Slater Ave, Colorado Springs, CO 80905 at 9:00 AM on 4/25/17. All interested parties are invited to attend. No other public disclosure will be made until after award of contract.

The Harrison School District Two Technology Department, hereto referred to as the District, reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. Quality of product along with warranties, service agreements, past experience with the vendor, general reputation of the firm, convenience of service, etc., may justify deviation or waiver of bidding procedures.

The bidder to whom an award is made may be required to enter into a written contract with the district.

Questions

Please email rfp@hsd2.org if you have any questions.

Price Policy

Firm Price Proposal is requested. **Please provide pricing on page one or two of your bid response.**

Notifications

Vendors will be notified regarding the need for additional information or clarification on their proposal no later than close of business on the day prior to vendor selection. The bid will be awarded by 5 p.m. MDT on 4/27/17. The winning bid will be notified via phone and email; all other bidders will be notified via email.

Requirements of Bids/Proposals:

Shipping and Handling: Separate Out Shipping Charges (if any)

Warranties or support: Please indicate the basic warranty included with the purchased equipment. Itemize any optional warranties or support available and list the costs of warranty options separate from other pricing.

Sections: Vendors may submit more than one response. For example, if there are two models that fit the criteria, two responses may be submitted, and our team will evaluate each one. **Vendors may submit a response to one or both RFP sections.**

C. Award

Evaluation of Bid Proposals

Proposals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, the perceived maintainability and supportability of the proposed solution, the acquisition cost of the proposed solution, recurring costs associated with the proposed solution, other capabilities provided by the proposed solution not addressed in this request for proposals, the delivery and implementation timeframe of the proposed solution, reputation of the vendor and products included in the proposed solution, and District experience with the vendor.

The order of the criteria listed is of no consequence. The weight to which each criterion is considered is at the sole discretion of the District.

Award of Contract

The award of the Contract will be made to the responsive Bidder whose bid conforms, as specified in this document, and that is most advantageous to the District, price and other factors being considered. The District reserves the right to reject any and all bids or part thereof and waive any irregularities.

Timeline for Implementation

Start time to begin fulfilling the requirements of the order shall be ASAP after District Bid Award. Delivery shall be completed no later than 6/16/17.

Warranties

This solicitation and resulting bid award and purchase order are subject to the implied warranties and remedies of the UCC.

Delivery Terms

FOB Destination

Termination of Award for Cause

If through any cause, the successful Bidder shall fail to fulfill in a timely and proper manner its obligations or if the successful Bidder shall violate any of the covenants, agreements, or stipulations of the award, the District shall thereupon have the right to terminate the award by giving thirty (30) days advance written notice to the successful Bidder of such termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Bidder shall, at the option of the District, become property of the District, and the successful Bidder shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the successful Bidder shall not be relieved of liability to the District for damage sustained by the School District by virtue of breach of the award by the successful Bidder. The District may withhold any payments to the successful Bidder until the exact amount of damages due the District from the successful Bidder can be determined. {A 1% penalty per day will be assessed on the balance of the PO if the items do not arrive by the delivery date.}

Disclaimer:

Harrison School District reserves the right to modify quantities within reason. The purchase of the above goods or services is contingent upon available funding. A Colorado constitutional amendment prohibits public schools and libraries from entering into multiple-year financial obligations, such as multi-year contracts, without pre-allocation of the funds unless the local voters have previously approved such an obligation. (Colorado Constitution, Article X, Section 20(4)(b)).

However, funding agreements, including multi-year contracts, that are subject to annual appropriations by a governing board, such as a school board, generally are allowed and are not subject to this constitutional provision since the governing board decides each year to make a particular expenditure.

D. Vendor Questionnaire

Company Overview

Provide contact information for the principle individual(s) to be contacted regarding the information in this RFP.

Customer References

Please provide 3 references of past clients that we may contact as references. Include the company names, addresses, phone numbers and contact persons.

RFP-SECTION #1 : Windows 10 2-in-1 Device

Please provide a bid/proposal (via email-preferred) for the following items by 4/21/17 by 11:59 p.m. MDT.

The contact for coordination and/or proposals at Harrison School District, Technology Department is Ryan Smith.

Email: rfp@hsd2.org

Bid is for 540 2-in-1 Windows 10 machines similar to the HP ProBook x360 Education Edition or the Lenovo N23 Yoga (Windows 10 version).

Specifications:

- 802.11 ac wireless required
- 4 GB RAM minimum
- 64 GB storage minimum
- Intel Celeron or higher processor
- 11.6"-12" touchscreen
- Digital Pen with Digital Inking preferred
- 1366 x 768 resolution preferred
- Full keyboard with tamper-resistant keys required

Options:

The machines should be built for education and be ruggedized in some fashion for bumps and drops.

Other Requirements:

The machines must be equal to or less than \$299 each. Only the basic hardware warranty is needed.

RFP-SECTION #2: Charging Carts

Please provide a bid/proposal (via email-preferred) for the following items by 4/21/17 by 11:59 p.m. MDT.

The contact for coordination and/or proposals at Harrison School District, Technology Department is Ryan Smith.

Email: rfp@hsd2.org

Bid is for 18 carts to charge and house 30 2-in-1 devices each.

Specification:

The charging carts must be able to hold 30 devices each and be able to lock and charge.

Other Requirements:

The carts must have wheels and be easily maneuverable. Only the basic hardware warranty is needed. Please provide options for units with and without conditioning or charging timers.