



SCHOOL DISTRICT TWO
HARRISON
Character Through Diversity, Challenge & Accomplishment

Standard Dell, HP, or Lenovo Desktop and Laptop 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: June 22nd, 2017

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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 standard desktop and laptop computers with pricing for one year.

Project Scope

The project scope is for locked-in pricing for desktops with a monitor (Section #1) and locked-in pricing on laptops (Section #2). Whoever wins the bids will be the vendor that we standardize our computer purchases through for one year.

B. Instruction to Bidders

Schedule for Bid & Evaluation Process

RFP distributed to vendors: May 30th, 2017

Deadline for RFP responses June 22nd by 11:59 p.m. MDT

Bid opening June 27th at 10:00 a.m. MDT

Bid award published June 30th by 5:00 p.m. MDT

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Any bid proposal may be withdrawn prior to the closing for the opening of bids or authorized postponement thereof. No bid proposal shall be withdrawn for a period of 90 days after the actual opening without a written request explaining the cause for the withdrawal and without the written consent of the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 10:00 AM on June 27th, 2017**. 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 June 30th, 2017. 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 and may propose more than one machine per section.**

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 request should start on July 1st, 2017.

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.

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: Standard Desktop Computer and Monitor

Please provide a bid/proposal (via email-preferred) for the following items by **June 22nd, 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

The bid is to have standard desktop computer(s) that we can offer for purchasing with pricing that lasts from July 1st, 2017 to June 30th, 2018.

Specifications:

- 8 GB RAM
- 250 GB Samsung Evo 850 (Preferred) or other Solid State Drive (SSD)
- Intel Core i5 minimum (7th Generation)
- 20"-22" flat screen monitor with 1080p resolution
- Small Form Factor or micro form factor are required
- **1-year pricing required**
- **Vendors must notify the District two months in advance if changes are being made to the specifications of the machine**

Options:

The machines must be business-class Dell, HP, or Lenovo. Vendors may bid on one or more machine(s). They must also have a driver database for SCCM so that they can be easily be imaged. These machines will primarily be used in student computer labs.

Other Requirements:

Only the basic hardware warranty is needed, but please provide pricing for a five year parts warranty.

RFP-SECTION #2: Standard Laptop Computer

Please provide a bid/proposal (via email-preferred) for the following items by **June 22nd, 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

The bid is to have standard laptop computer(s) that we can offer for purchasing with pricing that lasts from July 1st, 2017 to June 30th, 2018.

Specifications:

- 8 GB RAM
- 250 GB Samsung Evo 850 (Preferred) or other Solid State Drive (SSD)
- Intel Core i5 minimum (7TH Generation)
- Ethernet port. If Ethernet port is not native to the machine, please note that in the response and how expensive each dongle is
- 14" or 15" screen 720p resolution
- Option of docking station to provide two monitors that only have VGA or DVI inputs. Both monitors need to support 1080p resolution
- If VGA port isn't available on the laptop, please note that in the response and how expensive each dongle is
- Built-in webcam
- **1-year pricing required**
- **Vendors must notify the District two months in advance if changes are being made to the specifications of the machine**

Options:

The machines must be business-class Dell, HP, or Lenovo. Vendors may bid on one or more machine(s). **Please provide a good, better, and best option of laptop.** Please indicate the weight of each laptop that is bid. The machines must also have a driver database for SCCM so that they can be easily be imaged. These machines will primarily be used for staff and administrators.

Other Requirements:

Only the basic hardware warranty is needed, but please provide pricing for a three year parts warranty and three-year accidental damage protection. If there is a sealed battery, please also provide a three-year warranty on the sealed battery as a separate line item.

