



REQUEST FOR PROPOSAL: RFP Computers 19-02

This request for proposal consists of 5 pages beginning with this one.

Fairfield County School District is soliciting competitive sealed proposals from IT solutions providers for Refurbished Desktops computers, complying with all terms and conditions described in this document.

Proposals will be accepted no later than 10am Eastern time September, 19, 2019. Proposals received after this time will not be accepted.

Mark all documents **RFP Computers 19-02**. Mail or deliver all proposals and accessory documents to:

Fairfield County School District
1226 U.S. Highway 321 Bypass South/PO Drawer 622
Winnsboro SC 29180

Proposals must be manually signed on this Fairfield County School District Form in the space provided below.

Please submit 2 paper sets of your proposal. Mark the signed copy as "Original."

Fairfield County School District reserves the right to accept or reject any or all proposals and to award a contract in the best interests of the district.

I have read the terms and conditions of this RFP and submit for consideration the attached proposal and exhibits, if any.

The fees and costs in this proposal have been arrived at independently, and have not been divulged, discussed, or compared with the proposal for the purposed of restricting

I acknowledge that there is no conflict of interest as defined in the district's policy for Request for Proposals.

By signing below, Proposer agrees to the district policies for Request for Proposals.

Company Name

Company Telephone Number

Company Address

Company Fax Number

City, State, Zip Code

Email Address

Authorized Signer's Full and Title

Authorized Signature Date

1.0 REQUEST FOR PROPOSAL OVERVIEW

Project Name: Computers
RFP Identifier: RFP Computers
RFP Release Date: August 29, 2019
RFP Due Date: September 19, 2019

1.2 Scope of Services Sought

REQUESTED SERVICES

The Request for Proposal (“RFP”) issued by Fairfield County School District School District is to acquire proposals from qualified firms to supply refurbished desktop computer system bundles.

(If there is a piece of hardware that you feel may be a better fit for our organization you may bid that device as an alternate option.)

Hardware:

Dell Optiplex 9020

23" LCD
AIO (All-in-One)
Intel i5 CPU
16GB RAM
128GB SSD (Solid State Drive) or larger
DVD
Keyboard
Mouse
Minimum 5 Year Replacement Warranty

Total Quantity: 425

Additional Requirements: Vendor will load the districts’ Microsoft Windows 10 image on all machines. Freight, shipping, applicable taxes and other related costs should be included on the proposal.

Vendors may present bid options for other specs for comparable and compatible devices that may be offered at a better price. Bids do not have to exactly match computer specs since specs frequently change, bids should try to match or exceed listed computer specs.

2.0 ABOUT FAIRFIELD COUNTY SCHOOL DISTRICT SCHOOL DISTRICT

For a full description of Fairfield County School District School District, its mission, demographics, and vision can be found at <http://fairfield1.org>

3.0 INSTRUCTIONS TO THE VENDOR

3.1 Communication/Questions

Vendors are expected to raise any questions, or additions they may have concerning the RFP document as soon as they become aware of them. Any questions or requests for clarifications can be directed in writing to gtwitty@fairfield1.org. The subject line of the email must be labeled "RFP Computers – Question." The only contact allowed with Fairfield County School District staff is gtwitty@fairfield1.org, as stated above. Any additional information or clarifications that are provided to one bidder will be provided to all bidders in the form of an addendum posted to the Fairfield County School District Website, <http://fairfield1.org>. Vendors are responsible for checking this site for any addenda that may be issued.

3.2 Calendar of Events

The dates set forth below are for informational purposes only. All dates are tentative and subject to change.

Issue RFP: August 29, 2019

Deadline for Submission of Questions: September 5, 2019 9am EST

Proposal Due Date: September 19, 2019 10am EST

3.3 Submission of the Response

Respondent must submit 2 sets. Please clearly mark the set with the original signature as "ORIGINAL" on the cover:

Fairfield County School District School District
Computers Refresh 19-02
1226 U.S. Highway 321 Bypass South/PO Drawer 622
Winnsboro SC 29180

Proposals will be accepted no later than 10am Eastern Standard Time, September 19, 2019. Proposals received after this time will not be accepted. Proposals shall be deemed accepted (1) when received by hand by a Fairfield County School District employee, or (2) received in the Fairfield County School District Office with proof that a common carrier delivered the proposal to and it is signed for by an Fairfield County School District employee prior to 10am Eastern Standard Time, September 19, 2019.

All responses must be **packaged, sealed**, and show the following information on the outside of the package: Respondent's name, address, and the request for proposal number and title.

3.4 Evaluation Criteria

A Fairfield County School District evaluation committee will be established to evaluate proposers' responses to each of the RFP requirements. Proposals should be complete on their face. However, after opening of responses, Fairfield County School District reserves the right to waive irregularities in any proposal

and/ or, to request clarifying information it deems appropriate from one or more respondents.

Proposals will be evaluated based on the following criteria:

Cost pricing of proposed services.

Qualifications/ Experience

Experience in providing requested services to similar entities.

Responsiveness Clarity, completeness, and relevance of vendor's response.

References Satisfaction of past customers.

4.0 PROPOSAL FORMAT AND CONTENT

Responses are to be formatted and tabbed in the form and sequence described in Section 4. Responses not following the format outlined will not be considered. The evaluation and selection of a vendor will be based on the information submitted in the vendor's response. Elaborate proposals (i.e. expensive artwork) beyond that sufficient to present a complete and effective response are not necessary or desired. The response should not exceed 20 pages. Additional data can be provided in appendices. However, any information provided beyond 20 pages or in the appendices may not be reviewed. Quality, not quantity, is desired.

4.1 Response Organization

SECTION 1: Signed Cover Page

The Fairfield County School District cover page must be signed by a vendor representative authorized to make contractual obligations and submitted as Section 1 of the response. Please include all contact information.

By signing the cover page, you are acknowledging and accepting the terms outlined in the RFP and the district's RFP Policy for Request for Proposals.

SECTION 2: Vendor Qualifications and References

Provide a brief description of the vendor, including history; number of years the vendor has been in business; type of services provided and legal status of vendor organization, i.e. corporation, partnership, etc.

Include documentation to verify proposer's capacity of adequate financial support, assets, and organization to provide the products and services required in this RFP.

Describe successful projects or experiences comparable to the services requested in this RFP and in environments comparable or greater in size to Fairfield County School District School District.

Vendor References

Vendor shall provide three client references including the names of the individual(s) you would propose Fairfield County School District to contact, together with phone numbers and company names and addresses.

Fairfield County School District reserves the right to contact or visit any party listed as a reference that has previously used, or is presently using your products or services in a manner similar to those proposed by the vendor. Fairfield County School District also reserves the right to use other sources to obtain information about the proposed products and services.

SECTION 3: RFP Response (Excluding Price)

Describe how you propose to meet or exceed the scope of service set forth in section 1.2. This section should also describe any information that Fairfield County School District must supply and/or any other resources Fairfield County School District must supply in order for the vendor to complete the required deliverables.

SECTION 4: RFP Response (Price Information)

Respondents should clearly state their firm's pricing structure within their proposal. All fees, charges, billing rates, etc. should be explained in detail. Charges must be tied to deliverables, which must be identified. Payments should not be associated with the passage of time. Fairfield County School District does not reimburse for vendor out-of-pocket cost. Fairfield County School District does not pay in advance for services. Fairfield County School District is exempt from sales and use tax by state statute

SECTION 5: Additional Materials, Brochures, Etc.

Materials added to this section will not count towards the stated page limit size of this RFP. However, the materials may not be reviewed. Please only include relevant and necessary information.

4.0 Award

Fairfield County School District reserves the right to determine which vendor, in its sole judgment; best meets the District's needs. Notification of award will be accomplished by posting the name of the recommended awardee on the Fairfield County School District Website. Bids will be opened at 10am September 19, 2019 for review at the District Office's conference room.

5.0 Vendor Payment

Fairfield County School District will provide payment to vendor after completion of project. Project must meet the satisfaction of Fairfield County School District prior to release of payment.