

REQUEST FOR BID PROPOSAL
2018 Desktop Computer Systems
BARROW COUNTY SCHOOL DISTRICT



Information Technology Services (ITS)
The Barrow County School District
Winder, Georgia 30680
Phone - 770-867-4527
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Barrow County Board of Education

179 W. Athens Street
Winder, Georgia 30680

John St.Clair
Information Technology Services

Phone: 770-307-0533
Fax: 770-307-2950

REQUEST FOR PROPOSAL (RFP) FOR DESKTOP COMPUTERS

To: All Interested Vendors

You are invited to submit a formal proposal (bid) for desktop computer systems for the Barrow County School District in accordance with the attached General Conditions and Specifications.

Proposals from bidders will be received by Barrow County Schools, 179 W. Athens St., Winder, Georgia 30680 until 11:00 A.M. local time, on Monday, October 22nd. Proposals must be emailed to the attention of John St.Clair at jstclair@barrow.k12.ga.us.

Emailed proposals will only be deemed accepted for consideration upon delivery of a confirmation email from jstclair@barrow.k12.ga.us to vendor's email indicating receipt of proposal. If vendor does not receive confirmation of receipt of proposal via email, vendor should consider proposal not to have been delivered.

Barrow County reserves right to postpone bid opening to later the same day beyond original due date/time in event of delay of email services. Once time has been called and the first proposal has been opened, any proposals received thereafter will be rejected. Barrow County Schools reserves the right to reject any and all bids or to waive any informality in bidding.

Questions must be e-mailed to jstclair@barrow.k12.ga.us.

GENERAL CONDITIONS

1. Locations of Site

All desktop computers will be delivered to the district board office at 179 W. Athens Street in Winder, GA unless otherwise specifically stated by a designated ITS representative.

2. Term

The vendor agrees to provide computer systems as specified in the RFP to the Barrow County School System for a period lasting from award of contract until Dec 31, 2019. This period shall commence January 1st, 2019 or upon awarding the contract to the successful bidder, whichever date is later. This contract will automatically renew for a subsequent year unless a written notice to terminate agreement is sent by either party prior to the automatic renewal date, and will continue to automatically renew for additional years up to a maximum of 4 renewals for a maximum total of 5 years. No extension to the contract will be possible past the date of December 31st, 2023.

3. Early Termination of Contract

At the discretion of the Barrow County School System, this contract may be terminated before the contracted end of term for reasons of unsatisfactory performance, unsatisfactory service, or unsatisfactory quality of product. It is Barrow County Schools' sole discretion as to what qualifies as unsatisfactory performance, unsatisfactory service, or unsatisfactory quality of product. Barrow County Schools further reserves the right to cancel this contract and re-bid should excess price increases or specification escalations significantly alter the original bid prices and specifications provided by the vendor.

4. Addition or Removal of Specific Configurations

Barrow County Schools reserves the right to add additional configuration models beyond the standard model specified in this bid. Additional configuration models may either be added to the terms of this contract at the discretion of the school system and agreement of both parties, or may be bid as a separate contract if deemed by Barrow County Schools to be in the school system's best interests.

Barrow County Schools reserves the right to remove specific computer configurations as specified in "Project Specifications" from the terms of this contract.

5. Change in Contract

The Owner will not be responsible for any change in the work involving extra cost unless approval in writing is furnished by the Owner before such work is begun.

6. Warranty

The Vendor shall furnish a written warranty describing that the equipment supplied under these specifications will be free from defects of materials and workmanship for a period of no less than two (2) years from the date of delivery and that all defects occurring within that period shall be corrected on site and in a timely manner at no cost to the Barrow County School System. In cases within the two-year warranty period where the unit must be returned to the vendor for service, all costs and labor associated with transportation of the unit and reinstallation of the repaired unit shall be borne by the vendor. Warranty for all components must be obtainable by a single system identifier labeled on outside of case, such as a serial number.

7. Payments

All purchases under this agreement must be initiated with a Barrow County Schools Purchase Order. No other form of purchase initiation will be binding upon the Barrow County Schools. Payment will be made only after complete delivery of order and receipt of invoice, with net-30 terms. A single payment will be made to the vendor when all aspects of the contract have been completed to the owner's satisfaction for each individual purchase order.

8. Application for Payment

All applications for payment (invoices) shall be submitted, signed by the Vendor and mailed to the Barrow County Schools Accounts Payable department. Invoices addressed to individual schools or departments other than Accounts Payable will result in delayed payment.

9. Proposal Acceptance and Interpretations

If any questions arise within the RFP documents, they may be addressed via email to the Director of Technology at jstclair@barrow.k12.ga.us. Questions & answers requiring clarification or modification to the RFP will be posted as modification to the original RFP to the Barrow County Schools web site where the original RFP was posted. It is the responsibility of the vendor to check the web site for such clarifications/modifications. The Barrow County School System will not be responsible for any other explanation or interpretations. The Barrow County School System reserves the right to extend the due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The Barrow County School System reserves the right to reject any or all proposals and waive technicalities and informalities.

10. Vendor's Qualifications

As part of the proposal, vendor must complete the attached "Statement of Vendor's Qualification" form. Vendor may be required, before awarding of contract, to demonstrate to the complete satisfaction of the Barrow County School System, that vendor has the necessary facilities, ability and financial resources to execute the work in a satisfactory manner; that vendor has had experience in work of the same or similar nature; and that vendor has past history and references which will assure the Barrow County School System of vendor's qualifications for executing the work.

Vendor must provide access to their production and support facility for a walk-through inspection by authorized officials of the Barrow County School System prior to final award of the bid, should such a request be made.

11. Trade Names "or Equal" Clause

In order to standardize the bidding process all bids will be based on the exact components listed in the specifications section of this RFP. Only on components designated as **substitutable** can vendors substitute components. Over time it will be necessary to adjust the prices or the specifications as market conditions, technical advances and needs of the school system dictate. Such adjustments will not be considered grounds for a new RFP and will be handled as a normal course of business between Barrow County schools and the successful Vendor.

12. Governing Law

All proposals and related documents submitted to the Barrow County School System by vendors are governed under the laws of the State of Georgia.

13. Comprehensive list of references

Vendor's proposal shall include a detailed list of at least three (3) references along with contact person, dates of work, mailing address, and telephone numbers.

**CHECKLIST FOR PROPOSAL TO PROVIDE DESKTOP COMPUTER SYSTEMS
FOR THE BARROW COUNTY SCHOOL DISTRICT
WINDER, GEORGIA**

BIDDERS:

YOU ARE REQUIRED TO COMPLETE THIS CHECKLIST AND INCLUDE IT WITH YOUR PROPOSAL.

YOUR PROPOSAL PACKAGE MUST INCLUDE THE FOLLOWING ITEMS IN THE ORDER SPECIFIED:

- _____ 1. SIGNED PROPOSAL FORM
- _____ 2. PROPOSAL INCLUDING ALL OF THE FOLLOWING
 - _____ A. TOTAL COSTS FOR EACH CONFIGURATION (Materials, Labor, Warranty and Grand Total)
 - _____ B. DESCRIPTION OF MATERIALS (Component model numbers and manufacturers)
 - _____ C. WARRANTY services, procedures, conditions, and time periods
- _____ 3. STATEMENT OF VENDOR'S QUALIFICATIONS
- _____ 4. SIGNED AFFIDAVIT

PROPOSAL FORM TO PROVIDE DESKTOP COMPUTER SYSTEMS

Email to jstclair@barrow.k12.ga.us

Having carefully examined the Request for Proposal for Desktop Computer Systems, any addenda or conditions affecting the work, the undersigned proposes to provide the required materials, labor, warranty, transportation, setup and services specified in the attached proposal for the following sums:

Standard model Desktop Computer System without monitor (price per system)

_____ Dollars (\$_____)

22" LCD monitor (price per monitor)

_____ Dollars (\$_____)

Respectfully Submitted,

Name of Firm

Address of Firm

Signature

Telephone Number

Name and Title

Email address

PROPOSAL FORMAT

STANDARD MODEL UNIT SPECIFICATIONS

Component	Manufacturer	Model	Size/Speed/Spec
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Motherboard

CPU

RAM

Hard Drive

Audio Card

Video Card

Optical Drive

NIC

Surge Protector

Mouse

Keyboard

Speakers

Case

OS

WARRANTY PROVISIONS:

SCHEDULES:

From time PO is issued to your facility, estimate the delivery time for:

1 unit _____ Days 10 units _____ Days

30 units _____ Days 100 units _____ Days

(Vendor Name)

(Date)

(Vendor Representative)

STATEMENT OF VENDOR'S QUALIFICATIONS

Name of Business _____

When Organized? _____

Where Organized? _____

Partnership? _____ Corporation? _____ Sole Proprietor? _____

How many years have you been engaged in this business under the present firm name? _____

Have you ever refused to sign a contract at your original bid? _____

Please list accounts in Georgia comparable to the work proposed.

If no accounts in Georgia, list other accounts.

Remarks: _____

SCHOOL DISTRICT RESPONSIBILITIES

Exclusive Purchase of Desktop Computers

The Barrow County School System does not guarantee and is in no way obligated to the purchase of any desktop computer unit as specified in the RFP. However, during the term of the contract, Barrow County Schools will purchase standard model desktop computer systems solely from the successful Vendor except as specified by the bid contract.

Adjustments To Desktop Unit Specifications

Desktop computer systems are not a static product. Over time it will necessary to adjust the prices or the specifications as market conditions, technical advances and needs of the school system dictate. Such adjustments will not be considered grounds for a new RFP and will be handled as a normal course of business between Barrow County schools and the successful Vendor.

Publication

Availability and procedures for the purchase of desktop computer systems offered by the successful bidder will be published on the district Intranet and made available to all purchasing decision makers across the district.

Access To Facilities

Barrow County School facilities will be available for the delivery, setup and service of units specified in this RFP during normal business hours of the school district. The annual district calendar is available from the district web site at: www.barrow.k12.ga.us/calendar/

VENDOR RESPONSIBILITIES

The vendor will:

Provision

Provide all supervision, labor, tools, equipment, assembly, quality inspections, software installations, ghosting, parts, transportation, setup, unloading, required to execute this RFP. Whenever used in this RFP the terms "provide," "furnish," "supply," or "install," etc., can be interpreted as requiring the vendor to both furnish and/or install materials, unless specific provisioning/installation of the materials by the school district is denoted.

Security

Upon initial arrival at a district building, and on every subsequent visit, every representative of the successful Vendor will enter into the administrative office, sign-in on the visitors log, and announce their presence to the office staff "prior" to engaging in any work related to the execution of this RFP. Every representative of the successful Vendor will enter into the administrative office, sign-out on the visitors log, and announce their departure to the office staff "prior" to leaving the building. Failure to comply with this requirement may result in forfeiture of this contract.

Permits

Obtain any necessary city, county, municipal or state work/building permits at vendor's own expense.

Damage

Be responsible for and repair all damage to the building due to negligence of its workers, and report to the school system any such damage to the building, which may exist or may occur during the occupancy of the quarters.

Defects

Promptly correct all defects for which the vendor is responsible.

Quality Control

Vendor will run a Boot Check and complete system check including keyboard, mouse, sound system and monitor on every unit prior to delivery.

Maintenance

Vendor will include documentation for all service maintenance contracts, levels of service, and service procedures, which are of interest to the school system when assessing the service capabilities a computer systems vendor. Vendors may not outsource maintenance of the units they provide under this contract to a subcontractor.

Extended Maintenance

If available, a copy of the vendor's extended maintenance/service agreement (beyond the two (2) year required warranty period) with current prices, levels of service, and service procedures may be attached to the proposal.

School District Responsibilities

The school district will notify the vendor of any equipment malfunction in accordance with normal reporting procedures provided by the vendor. The school district will provide reasonable access to equipment requiring service.

Services

The following services must be provided and/or maintained as part of the contract:

Labor

Parts

Delivery

Warranty

Technical resources and support for consultation for unique or major problems

Maintenance according to specifications

Records of purchase dates by serial number, purchasing location, service and administration

WARRANTY

The Vendor shall furnish a written warranty describing that the equipment (electronics) supplied under these specifications will be free from defects of materials and workmanship for a period of no less than two (2) years from the date of delivery and that all defects occurring within that period shall be corrected in a timely manner at no cost to the Barrow County School System. In cases within the two-year warranty period where the unit must be returned to the vendor for service, all costs and labor associated with transportation of the unit and reinstallation of the repaired unit shall be borne by the vendor. Warranty for all components must be obtainable by a single system identifier labeled on outside of case, such as a serial number.

Post Warranty Maintenance

The vendor shall describe post warranty maintenance offerings and rates.

Service Procedures

The vendor shall describe Service Procedures.

REQUEST FOR PROPOSAL (Desktop Computer Systems)

PROJECT SPECIFICATIONS

1. Standards and Description

The Barrow County School System has need for the procurement of Desktop Computer Systems over a period of time as defined in the terms of this contract. The proposals submitted should include all materials, installation labor, electronics, documentation, and support software on CD (drivers, O/S etc.) or other media. Minimum Requirements are as follows.

Items marked with a leading *** may be substituted by a component with similar or better specifications and comparable quality. Items without the leading *** may not be substituted. An identical "OEM" version of a component is acceptable for any item. A modified "OEM" version of a component may be grounds for rejection, and must be clearly identified on proposal as being a modified OEM version. School district reserves the right to reject any substitution at district's discretion.

Standard Configuration

Component	Manufacturer	Model	Size/Speed/Spec
***Motherboard	ASUS	Prime B250M-C	Intel B250 Chipset
***CPU	Intel	i3-7100	Quad Core 3.9GHZ 7 th Gen 3MB Cache
***RAM	Crucial	4G	DDR4-2400
***Hard Drive	Western Digital	240Gb	SSD
Audio Card	On Board		
Video Card	Onboard		Primary video: HDMI Secondary video: Displayport, mini displayport, or USB-C
Optical drive	No optical drive desired.		
NIC	On Board		10/100/1000
***Surge Protector	APC		6' cord
***Mouse	Logitech	USB	MK120 Bundle with keyboard
***Keyboard	Logitech	USB	MK120 Bundle with mouse
***Case	in-WIN	Z589.CH350TB3	Mini-tower with 350W or better power supply, rubber feet, durable siding, front 3.0 USB
OS	Microsoft	Windows 10 Pro	Win 10 Pro license with media X64

2 year On-Site Parts and Labor Warranty

Optional Components – specify price per optional line item

Component	Manufacturer	Model	Size/Speed/Spec
***Monitor	ASUS	VE228H	21.5" with stereo speakers, HDMI, DVI-D, D-Sub Connectors
***RAM Upgrade	Crucial	4G	DDR4-2400, upgrade from 4GB to 8GB. Line item cost specified here should be additional cost to upgrade from 4 to 8 Gb.

SUPPORT

- Proposals should include explanation of maintenance response times and procedures.

The Barrow County School System may accept any RFP offered on an all, some, or none basis, within funds available, whichever is in the best interest of the school system.