



WINDSOR C-1 SCHOOL DISTRICT

ADMINISTRATIVE OFFICES

6208 HIGHWAY 61-67, IMPERIAL, MO 63052
636-464-4400 | FAX 636-464-4454

REQUEST FOR PROPOSAL: RFP Computers

This request for proposal consists of 6 pages beginning with this one.

Windsor C-1 School District is soliciting competitive sealed proposals from IT solutions providers for New Chromebooks, Desktops, and Notebook computers, complying with all terms and conditions described in this document.

Proposals will be accepted no later than 2:00 p.m. central time, June 21, 2018. Proposals received after this time will not be accepted.

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

Windsor C-1 School District
Technology Department
6208 US HWY 61/67
Imperial MO 63052

Proposals must be manually signed on this Windsor C-1 Form in the space provided below.

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

Windsor C-1 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 found at <http://simbli.eboardsolutions.com/mo/windsorc1> (Policies DJF)

By signing below, Proposer agrees to the district policies for Request for Proposals found at <http://simbli.eboardsolutions.com/mo/windsorc1> (Policies DJF) which are herein expressly incorporated by reference.

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: June 7, 2018
RFP Due Date: June 21, 2018

1.2 Scope of Services Sought

REQUESTED SERVICES

The Request for Proposal (“RFP”) issued by Windsor C-1 School District is to acquire proposals from qualified firms to supply new Dell computer equipment.

Hardware:

Dell Desktops:

Optiplex
Form Factor - Mid-ATX Tower or Mini-Tower
i7 7700 3.6 Ghz
16 GB RAM
256 GB Solid State Hard Drive
Radeon R7 450
On-Board NIC

Total Quantity: 8

Optiplex
Form Factor – Micro
i5 7500 2.7 GHz
8 GB Ram
500 GB Hard Drive
On-Board NIC
On-Board Graphics

Total Quantity: 24

Dell Laptops:

Dell Latitude
Core i3 7100U 2.4 GHz
4 GB RAM
500 GB Hard Drive
14” Screen minimum
Integrated Wi-Fi

Total Quantity: 13

Dell Chromebooks:

Dell Chromebook 11 3180
Celeron N3060
4 GB RAM
16 GB SSD

Total Quantity: 220

Dell Monitor:

Dell P2214H LED Monitor
22"
1920x1080
Display Connections - DVI-D, VGA, DisplayPort

Total Quantity: 48

Hardware MUST be new equipment. District will reject any bids for refurbished systems. Vendors may present bid options for other specs 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 WINDSOR C-1 SCHOOL DISTRICT

For a full description of Windsor C-1 School District, its mission, demographics, and vision can be found at <http://windsor.k12.mo.us>.

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 jroussin@windsor.k12.mo.us or to the technology department at 636-464-4405. The subject line of the email must be labeled "RFP Computers – Question." The only contact allowed with Windsor C-1 District staff is jroussin@windsor.k12.mo.us, 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 Windsor C-1 School District Website, <http://windsor.k12.mo.us>. 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: June 7, 2018

Deadline for Submission of Questions: June 15, 2018 2:00 p.m. CST

Proposal Due Date: June 21, 2018 2:00 p.m. CST

Bid Opening: June 21, 2018 3:00 p.m. CST

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:

Windsor C-1 School District
Technology Department
6208 US HWY 61/67
Imperial MO 63052

Proposals will be accepted no later than 2:00 p.m. Central Standard Time, June 21, 2018. Proposals received after this time will not be accepted. Proposals shall be deemed accepted (1) when received by hand by a Windsor C-1 District Technology Employee or Central Office employee, or (2) received in the Windsor C-1 Central Office with proof that a common carrier delivered the proposal to 6208 US HWY 61-67, Imperial, MO 63052 and it is signed for by an Windsor C-1 employee prior to 2:00 p.m. Central Standard Time, June 21, 2018.

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 Windsor C-1 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, Windsor C-1 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 Windsor C-1 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 found at <http://simbli.eboardsolutions.com/mo/windsorc1> (Policies DJF) and are herein expressly incorporated by reference.

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 Windsor C-1 School District.

Vendor References

Vendor shall provide at least three client references including the names of the individual(s) you would propose Windsor C-1 to contact, together with phone numbers and company names and addresses.

Windsor C-1 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. Windsor C-1 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 Windsor C-1 must supply and/or any other resources Windsor C-1 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. Windsor C-1 does not reimburse for vendor out-of-pocket cost. Windsor C-1 does not pay in advance for services. Windsor C-1 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

Windsor C-1 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 Windsor C-1 Website. **Bids will be opened at 3:00pm June 21, 2018 for review at the Central Office's conference room.**

5.0 Vendor Payment

Windsor C-1 School District will provide payment to vendor after completion of project. Project must meet the satisfaction of Windsor C-1 School District prior to release of payment.