

PRESTON COUNTY SCHOOL DISTRICT REQUEST FOR PROPOSAL (RFP)

1-1 Laptop Project

- Preston County School District will accept bids for the 1-1 Laptop Project as described in the attached plans and specifications. Bids will be accepted until 3:00 PM. on Friday, May 5th, at which time they will be opened. Digital submissions can be sent directly to the following email: brrmarti@k12.wv.us. Please mark the subject field in the email as “1-1 Laptop Bid”. No bid proposals will be accepted after the time of closing.
- Owner reserves the right to reject any and all bids and to waive omissions, irregularities or clerical errors not affecting the compliance with the plans and specifications.
- All purchases are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request.
- Bids shall be firm for one hundred twenty (120) days from the date of the bid opening.
- Bids must be submitted on the attached bid form and be digitally signed by the bidder. Mailed signed copies of the bid form should be addressed to the attention of: Brad Martin, Technology Director Preston County School District—731 Preston Drive Kingwood, WV 26537 and must arrive by the stated deadline (Friday, May 5th by 3:00 PM)
- Questions should be referred to Brad Martin, Technology Director, at 304-304-0580 ext. 225 or (304) 288-0941 or by email at brrmarti@k12.wv.us.

Section 1—Introduction:

- Preston County School District is seeking proposals for the purchase of 750 new/refurbished laptop computers. Options for accidental damage insurance and device cases is also being sought. The district is beginning a 1-1 computing initiative that will be a phased plan over the next four years to provide all 5th-12th grade students and their content-area teachers with laptop computers that will be used to provide increased access to technology for the purpose of online testing and improved learning environment. Price quotes submitted must be valid for a period of 120 days following the proposal receipt date.
- All prospective bids should at a minimum come in at or below pricing in the General Services Administration (GSA) Contract pricing.
- All vendors should provide pricing based on Preston County Schools (#6800025) status as an eligible institution for Microsoft Shape the Future pricing.

Section 2—Unit Requirements:

Laptops must meet or exceed the following:

- A) Technical specifications: • CPU Speed: Intel® Core™ i3 • Display Size: 11” not to exceed 15” • Memory: 8GB • Operating System: Windows 10 Trial Edition • Wi-Fi Type: Internal Wireless Card. Demo units of quoted devices to assess durability will be required before contract is awarded. Device durability will be a determining factor when assessing proposed devices.
- B) Warranty: 4-year warranty on the device and at least a (1) year warranty on the battery for the device. In addition, to the standard manufacturer’s warranty and battery warranty, the district is also requesting pricing for accidental damage coverage as a possible add-on option as well.
- C) Device Cases: Requesting pricing for device cases as a possible add-on option. Demo units of quoted casing will be required before contract is awarded.

Section 3—Process Timeline:

- Upon the posted date of Wednesday, April 19, 2017 bidding will be closed at 3:00 PM on Friday May 5, 2017.
- Demo units for proposed devices and/or casing may be requested before final contract is awarded.
- The winning vendor will be contacted by the District Technology Director (Brad Martin) and will need to complete needed paperwork (i.e. District New Vendor Form and W-9 Form) if not a current vendor to the district.

- Vendor will work in conjunction with district as to an agreeable timeline for delivery of equipment. However, devices will need to be provided to the district no later than August 1, 2017.

Section 4—Submission Guidelines:

- Vendor proposals submitted must provide a clear description of the laptop components along with device and battery warranties.
- Requested options for device accidental damage insurance and device casing are not required in order to submit a bid; however, the district will be seeking quoting for these services in conjunction with this project as well.
- Multiple laptops can be included in the proposal; however, the district will ultimately select a single device for purchase.

Section 5—Terms of Service:

1. Bid prices shall include all delivery costs to 731 Preston Drive Kingwood, WV 26537.
2. Shipments for all computers and other pertinent equipment must be coordinated with Brad Martin, Technology Director. All shipments will be made to Preston County School District on a schedule that is agreed upon by the selected vendor and the district (no later than August 1, 2017).
3. Preston County School District reserves the right to accept or reject any or all items in the bid; to accept or reject any or all bids; to waive any informalities therein; or for reasons of establishing uniformity or that serve the best interest of the District and its students, to award the contract to other than the low bidder(s).
4. Any maintenance costs and any other potentially hidden costs shall be identified as part of the proposal.

Section 6—Contact:

- Questions related to this request should be addressed to Brad Martin, Preston County School District, Technology Director. He can be contacted by phone at (304) 329-0580 x225 or (304) 288-0941 or by email at brrmarti@k12.wv.us.

BID PROPOSAL FORM

Signed Acceptance and Quotation

On the ____ day of _____, 2017 the undersigned declares that he/she has carefully examined the Bidder's Instructions/Conditions for this Bid and will honor all purchase orders, prices and specifications set forth in the bid.

It is further understood and agreed that the Preston School District reserves the right to accept or reject any part of, or the complete bid and to waive and informality in this bid for any reason which it deems will be in the best interest of the school district and its students.

{List one or more options}

Brand:

CPU Speed/Type:

Display Size:

Memory / Hard Drive:

Operating System:

Wi-Fi type:

Device Warranty Description:

Battery Warranty Description:

Overall Device Cost:

Accidental Damage Coverage Description & Cost Per Device:

Device Casing Brand:

Device Casing Costs:

Name of Company _____

Authorized Signature _____

Printed/Typed Name of Authorized Signature _____

Date: _____

Please list comments, conditions or exceptions to the bid: