

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 4:00 PM. on Friday, June 14, 2019 at which time they will be opened / reviewed. Digital submissions can be sent directly to the following email: brrmarti@k12.wv.us and/or psines@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, June 14, 2019 by 4:00 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, WV School District is seeking proposals for the purchase of 750 HP Stream Pro11 G5 laptop computers w/ at least a four-year device warranty & at least a three-year battery warranty. In addition, the district is also seeking proposals for 750 Belkin Air Protect Sleeve cases as specified below (vendors may provide quoting for either the laptop request, bag request, or both).
- The district is continuing a 1-1 computing initiative that will be a phased plan over the next two 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.
- The successful bidder must accept payment via Government Purchasing Card (Master Card).

Section 2—Unit Requirements:

Laptops must meet or exceed the following:

- A) Technical specifications: HP Stream Pro11 G5 (Manufacturer #: 5VR92UT#ABA) w/ an 11.6" screen, 4.0 GB RAM, 64 GB hard drive capacity, built-in web camera, SSD hard drive, at least 1 HDMI port, at least 2 USB ports, 1 headphone/microphone jack, dual core N4000 Celeron processor or higher, & micro SD card reader.
- B) Warranty: 4-year warranty on the device and at least a (3) year warranty on the battery for the device.
- C) Bag specifications: Belkin Air Protect Sleeve for Chromebooks Notebook Sleeve (Manufacturer #: B2A070-C01)

Section 3—Process Timeline:

- Upon the posted date of Monday, June 3, 2019 bidding will be closed at 4:00 PM on Friday, June 14, 2019.
- 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 and cases will need to be provided to the district no later than Monday, July 29, 2019.

Section 4—Submission Guidelines:

- Vendors may provide quoting for either the laptop request, bag request, or both requests as per the specifications listed above. In addition, submitted quotes must be valid for a period of at least 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
- All purchases are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request.
- The successful bidder must accept payment via Government Purchasing Card (Master Card).

Section 5—Terms of Service:

- Bid prices shall include all delivery cost to 731 Preston Drive Kingwood, WV 26537.
- 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 Monday, July 29, 2019).
- 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).
- 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 brmarti@k12.wv.us.

BID PROPOSAL FORM

Signed Acceptance and Quotation

On the ____ day of _____, 2019 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 quotes below or attach quotes to this document}

Name of Company _____

Authorized Signature _____

Printed/Typed Name of Authorized Signature _____

Date: _____

Please list comments, conditions or exceptions to the bid: