

Marion County Schools
Mark Griffith
Director of Schools

204 Betsy Pack Drive, Jasper, TN, 37347
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January 24, 2018

Request for Proposal

Sealed proposals will be received by the Supervisor of Finance and Administration for the Marion County School District, Jasper, Tennessee, for Computer Equipment and Services meeting the attached specifications.

Proposals will be accepted until 3:00 PM on Tuesday, February 13, 2018 at the Central Office of Marion County Schools, 204 Betsy Pack Drive, Jasper, Tennessee, and will be opened at 9:00 AM on Wednesday, February 14, 2018.

Proposals are to be specific approved brands only. No substitutions will be accepted.

All proposals are to be F.O.B. Jasper, Tennessee.

A product data sheet for the model bid must accompany the bid.

The Marion County School District reserves the right to accept or to reject any or all proposals and to waive any formalities. The District also reserves the right to accept the bid considered most advantageous to the Marion County School District.

Thank you for your participation in this bid effort.

Sincerely,

Technology Department
Marion County School System, Jasper, TN

Overview

The purpose of this bid is to allow the Marion County School District to establish a 3 year leasing agreement with a single data processing equipment and services supplier. The initial bid period will be for 1 year beginning on the contract award date. The contract renewal process will include a contract pricing and services review and a mutual agreement between Marion County Schools and the awarded vendor. If, at any time, the supplier is unable or unwilling to provide products or services as outline in the bid, the Marion School District at its discretion will have the option to terminate the agreement. Marion County Schools is not obligated to purchase a set amount per year or for the duration of the contract period. Marion County Schools is not obligated to select a vendor from the submitted bids.

When a vendor is selected, the Marion County School Board will be allowed up to 60 days from the date of selection to submit an order or a Purchase Order.

Acceptable Respondents

Bid proposals will be accepted from OEM manufacturers only and all respondents must bid Business Class equipment and no retail or user class machines can be bid or substituted.

Equipment and Services Ordering

School District orders for equipment and services will be made on a random basis during the year. All orders will be placed by the district's Finance Department utilizing purchase orders that will be mailed, faxed or ordered online to the awarded vendor for the beginning period. Individual itemized invoices will be required for each purchase order.

Vendor must respond with pricing or technical information requested by a School District representative within twenty-four (24) business hours on requested pricing or technical information for system configurations or individual items made via telephone, FAX, or E-mail.

Vendor will supply one designated point of contact for communication of problems and needs. A listing of equipment description, serial numbers, and delivery point will be furnished to the Supervisor of Finance and Administration or designated Technology Department Contact of Marion County Schools.

"On Line" Internet tracking of School District purchase orders, unit order, order status, shipping status, delivery information including whom and when signed for upon delivery, complete invoice information, complete unit description including unit configurations, and tracking of warranty/support repair items and history of repair is highly desirable. These requirements may be furnished by the manufacturer, *vendor* or through the shipping company or through all of the above means.

Shipping

It is required that shipments of equipment from your facility be made within 30 working days after receipt of our purchase order. Shipments are to be delivered to individual school locations as directed on the purchase order. All shipping and handling charges of original equipment and all warranty items must be included in the published bid pricing.

Installation

School District personnel will be utilized to install equipment. Unless otherwise notified for large projects. Proposal participants must include separate pricing for desktop computer installation which will include unloading/unpacking, setup, and asset labeling and tracking and printer installation of desktop computers and in the case of units being replaced all equipment designated as surplus by Marion County Schools Technology Department representative will be disposed of by winning vendor. This price will include the removal of all packing materials and the retention of any documents, software or items to be used with the equipment such as cabling, mouse pads. etc. All items will then be turned over to the school system personal. These charges should be included and noted as "add-on" expense and should not be included in the submitted base unit bid pricing.

System Recovery/Reimaging Option

The computer supplier must be able to supply a DVD or CD set that can be used to recover / reimage the system and operating system to factory defaults. A recovery partition can be included but the DVD or CD set is **required**. The Marion County Technology Department will not be required to create a DVD or CD set for each individual computer system.

Software Compatibility

Systems are guaranteed to be fully compatible with: Windows 10 x64

Preconfigured or Preinstalled Software

The Marion County School System has the right to reject any computer system or any bid where the computer system comes with pre-installed software other than is listed below.

- All Desktop systems should come with a DVD Burning software program compatible with the DVD/RW optical drive installed in the system.

Vendor specific software titles and software utilities will not be accepted. Systems that are pre-loaded with any version of Microsoft Office will not be accepted.

Factory Testing

The computer supplier must have a process to certify each system to be in full working condition prior to shipment to School District sites.

Warranty Repair and Support

Each computer system must be bid to include a three (3) year next business day on-site parts and labor warranty. The warranty must cover the CPU and components within the keyboard, mouse, speakers, and monitor for the duration of the factory warranty. On site labor warranty repair must include internal components with the vendor having the option to direct ship via next business day any external components for the school district's personnel to replace and return. Furthermore, the vendor must be able to supply replacement parts for each system for a total of five (5) years (minimum) after the invoice date. The School District will be responsible for charges for replacement parts after the initial four (4) year warranty period. The district's Technology Department personnel must be provided 24 business hours, seven days per week telephone technical support for the duration of the warranty period. Support should also include Internet on-line technical support and parts ordering and tracking.

The Marion County Schools District's Technology Department must have the option of repairing the computer systems in-house. Warranty parts ordered by 12:00pm Central Time must be processed and shipped to allow next business day delivery from the time of vendor/School District communications. Warranty parts shipping Charges and defective parts return shipping charges and arrangements are the responsibility of the computer supplier.

Pricing

Submitted bid pricing is to represent today's pricing of the specific model being offered. This pricing must relate in some defined way to a published reference price for the item available somewhere on the vendors web site and discount for the bid response must be in discount percentages off of MSP.

Using the defined pricing formula, Marion County School District personnel must be able to access and calculate current pricing for any current computer configuration available from your company. This bid is not limited to computer equipment and may include all products and services that the vendor/manufacturer offers.

Vendor Debarment and Suspension

Each vendor shall be required to state whether or not they, or any of its proposed subcontractors, have been, or are currently suspended, debarred or otherwise excluded from transacting business with any federal, state, or other governmental authority.

Customized Online Resources

It is greatly desirable to have an online customized location available to allow Marion County School District personnel access to specific information. This information should include current model offerings in all categories outlined in this bid along with additional predetermined options available. These upgrade options may be listed as individual upgrade items or specific upgraded models. In addition, the ability to configure, price, and purchase online should be available. There should be an option for the status and tracking of all orders and management reporting and history for the equipment.

Note: All pricing in this customized equipment listing must be verifiable using the defined pricing guidelines previously outlined. Only district Finance and Technology Department personnel need access to verify correct current district price listings.

Rights of the Marion County School District

The Marion County School District reserves the right to reject any and/or all bids and waive any informalities or irregularities in the bidding. The Marion County School District shall award the bid to the lowest responsible and responsive bidder as determined by the Marion County School District. Marion County School District reserves the right to award the contract to any other than the lowest bidder. The Marion County School District shall have the right:

1. at any time to reject any or all bids
2. to waive all informalities or irregularities of the bidding, and;
3. to award bids on the basis of individual bid categories.

The Marion County School District reserves the right to make such investigations as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Marion County School District, all such information and data for such purpose as the Marion County School District may request. The Marion County School District may reject any bid if the evidence submitted or the investigation shows that such bidder is not properly qualified in experience or by manufacturing facilities, to carry out the obligations of the contract.

All bids will be analyzed to identify the following and other significant factors:

- a. Compliance with the required specifications
- b. Cost
- c. Financial Credibility of the Vendor
- d. Past performance on installing similar furnishings or equipment
- e. Delivery schedule.
- f. Other factors deemed important by the [Customer]

Computer Categories

1. PLTW Lab Workstation Desktop (Project Lead the Way) (Page #7)

The following specifications represent what the Marion County School District considers typical for the various categories utilizing today's technology. Actual orders will be placed for data processing equipment and services in the various categories using prevailing specifications at the time of the order.

Category 1 PLTW Desktop Workstation

Minimum Bid Specifications:

- **Form Factor** – Workstation Class Desktop Tower
- **Processor** – Intel Xeon Processor (E5-1603 v4) or better
- **Hard Drive** - 500 GB SATA (7,200 RPM) Minimum
- **Memory** - 32 GB DDR4 (minimum)
- **Optical Drive #1** - 16x (or better) DVD+I-RW SATA Drive (with included software)
- **Networking** – Gigabit Ethernet
- **Graphics Adapter:** NVIDIA Quadro K620 2GB or better installed.
- **Monitor** – 22" LED or better with 1920x1080 resolution or better
- **Operating System-** Windows 10 Professional 64bit
- **Software** - DVD Burning software **ONLY!**
***See Preconfigured or Preinstalled Software on Page 3**
- **System Recovery/Reimaging Option:**
The computer supplier must be able to supply a DVD or CD set that can be used to recover / reimagine the system and operating system to factory defaults. A recovery partition can be included but the DVD or CD set is **required**. The Marion County Technology Department will not be required to create a DVD or CD set for each individual computer system.

"Specifications for model bid must be submitted for review.

"Vendor must note in writing any specifications that do not meet requested specifications.

Proposal Evaluation

Proposal responses will be evaluated to determine both best overall pricing and best overall bid package

Pricing: Determination of bid pricing will be arrived at by weighting the submitted bid pricing in the seven listed categories in the proposal. The factors for each category will be:

The proposals will be evaluated based on four factors.

- 1) 30% price
- 2) 20% service and support
- 3) 20% serviceability of computer units
- 4) 30% overall package (optional services provided by vendor)

Overall Package

In addition to bid pricing, a number of other variables will be considered in the selection process. Items such as method of access to ordering information ease of configuring models to order, pertinent product information and even our ability to work with an assigned sales representative are examples of things to be considered when evaluating the total package. With this in mind, please supply as much information as you feel is needed to adequately reflect your total offering in the areas of customer service and product offering.

If you need clarification on any item in this bid, please contact the Technology Department by Email at HelpDesk@mctns.net prior to specified bid opening.

MARION COUNTY SCHOOLS
204 Betsy Pack Drive
JASPER, TENNESSEE 37347
423-942-3434

January 24, 2018

NOTICE TO PROSPECTIVE VENDORS:

You have been identified as a supplier of Computer Equipment and Services and we wish to invite you to bid with us.

Please refer to the attached "Request for Bids" and indicate your bid price, note all general conditions and specifications of this solicitation.

IMPORTANT: All bids must be sealed prior to mailing or delivery to the Marion County Schools and clearly marked on the outside with the following information on the lower left hand corner of the Bid package.

1. BID NUMBER: PLTW-2018-01
2. FOR: MARION COUNTY SCHOOLS
COMPUTER EQUIPMENT &
SERVICES
3. DATE & TIME RECEIVING BID: Tuesday, February 13, 2018 @ 3:00 PM
4. DATE & TIME OPENING BID: Wednesday, February 14, 2018 @ 9:00 AM

We look forward to hearing from you.
Thank you for your interest in Marion County Schools.

Respectfully,

Technology Department
Marion County School System, Jasper, TN