

Marion County Schools  
Mark Griffith  
Director of Schools

204 Betsy Pack Drive, Jasper, TN, 37347  
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October 24, 2017

## **Request for Proposal**

Sealed proposals will be received by the Supervisor of Finance and Administration for the Marion County School District, Jasper, Tennessee, for 28 Desktop Computers meeting the attached specifications.

Proposals will be accepted until 12:00 PM on Tuesday, November 7, 2017 at the Central Office of Marion County Schools, 204 Betsy Pack Drive, Jasper, Tennessee, and will be opened at 9:00 AM on Wednesday, November 8, 2017.

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,

Marion County School System, Jasper, TN

### Overview

The purpose of this bid is to allow the Marion County School District to establish a long term purchasing 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 product or service 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.

### 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.

### **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.

### **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.

### **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.

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 owner 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]

# **Desktop Computer and Monitor**

Chassis: Full Tower with a 240W Power Supply or better.

Processor: Intel Core i5 or better

Operating System: Windows 7 x64 only

Memory: 16GB DDR4 or better

Hard Drive: 3.5 inch 500GB 7200rpm or better

Video Card: Must offer DVI connection

CD-ROM: DVD-ROM or better

Network: Must come with an onboard Network Card at 1 Gbps

Keyboard & Mouse: 1 Standard keyboard and mouse must come with each PC.

Monitor: 22 inch LED FlatPanel with 1920x1080 resolution and DVI connection

Hardware Warranty: Minimum of 5 Year Hardware Service with Onsite Service

## 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 Email at [helpdesk@mctns.net](mailto:helpdesk@mctns.net) prior to the specified bid opening.

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

October 24, 2017

NOTICE TO PROSPECTIVE VENDORS:

You have been identified as a supplier of Basic Equipment 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.

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|-------------------------------|--|
| 1. BID NUMBER:                | <u>2017-10-24</u>  |
| 2. FOR:                       | <u>MARION COUNTY SCHOOLS</u><br><u>COMPUTER EQUIPMENT &amp;</u><br><u>SERVICES</u> |
| 3. DATE & TIME RECEIVING BID: | November 7, 2017 @ <u>12:00 PM</u>   |
| 4. DATE & TIME OPENING BID:   | November 8, 2017 @ <u>9:00 AM</u>  |

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

Respectfully,

Marion County School System, Jasper, TN