

RFP for 20 Off-Lease Dell Computers/monitors

The School District of Newberry County is soliciting proposals for the purchase of off-lease Dell Computers based on the specifications and quantities listed in this RFP. Substitutions of computer model will only be allowed if SDNC accepts the equivalent replacement item specified.

Scope of Project:

SDNC is seeking a qualified bidder to provide 20 off-lease Dell computers with the following specifications to be delivered to Newberry Adult Education. Please list a unit price and a total for each configuration combination submitted. Bids with a single lump sum total only will be rejected. The proposal will be for a total of 20 computers/monitors and accessories with a minimum three (3) year warranty.

Vendor will contact Technology Department with shipping information prior to delivery – lift gate truck required – no dock available on site. Inside delivery is required.

Deliver 20 computers to:
Newberry Adult Education
591 McSwain St
Newberry, SC 29108

Other Optiplex models will be considered if they meet or exceed the required minimum specifications. No Ultra Small Form Factor or tower computers will be considered. Desktop or Small Form factor is preferred.

Copies of the XP license/registration must be provided to SDNC upon (or before) delivery of computers.

MINIMUM SPECIFICATIONS

Quantity: 20 Base Units	Optiplex 755
Memory:	4.0 GB
Keyboard:	USB Keyboard
Monitor:	15 inch flat LCD screen
Hard Drive:	80 GB SATA
Operating System:	Windows XP Professional Service Pack 3 licensed to SDNC
Mouse:	USB 2-Button Entry Mouse with Scroll
DVD+/-RW	16X DVD +/-RW, Black
Network:	Integrated Broadcom 10/100/1000 LOM
Speakers:	Internal Chassis Speaker
Service:	Minimum 3 year replacement of computer, monitor, parts, and accessories warranty

Vendor Information:

Please provide the following with your submission:

The name and location of your company.

A brief general description of your business, including the primary line of business.

The number of years your company has been in business.

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Organization name and location
- Starting date of service
- Relevant volume statistics
- Contact name, title and telephone number

The references must be relevant to services performed in the last 36 months, and shall include their level of acceptance of those services.

Vendor must be a Microsoft Registered Refurbisher or Microsoft Authorized Refurbisher (M.A.R.) and provide documentation of program membership.

Proposal Submission Requirements:

- Provide a detailed list of costs including all delivery costs proposed.
- Provide information on your firm, including client references and any relevant certifications, as outlined above.
- Contractor may be required to submit proof of their authority to sell Dell computer products.
- An authorized official must sign the proposal. The proposal must also provide the name, title, address and telephone number for individuals with authority to negotiate and contractually bind the company or individuals. Please provide the name and number of the person to contact for the purpose of clarifying the contract.
- **Two (2) originals shall be submitted prior to 4:00pm on Feb 21, 2012** and should be mailed to the attention of:

Mrs. Tina Palmer
Technology Department
PO Box 718
Newberry, SC 29108

If any person contemplating submitting a proposal for the proposed work is in doubt as to the true meaning of any part of the RFP, or finds discrepancies in, or omissions herein, the person may submit to Tina Palmer written request for clarification or correction.

Written requests for clarification or correction of this RFP must be received no later than three (3) calendar days prior to proposal submission deadline.