



RFP for 575 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 575 off-lease Dell computers with the following specifications to be delivered to *1903 Nance St, Newberry, SC*. 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 575 computers/ 375 monitors and accessories with a minimum three (3) year warranty.

Vendor will contact Technology Department with shipping information - no dock on site at location. Inside delivery is required.

Other models will be considered if they meet or exceed the required minimum specifications.

MINIMUM SPECIFICATIONS

Quantity: 575 Base Units	Optiplex 760 SFF
Memory:	4.0 GB
Monitor: 375 monitors	15 inch flat LCD screen
Hard Drive:	80 GB SATA
Operating System:	Windows XP Professional Service Pack 3, Factory Install and licensed to SDNC
Mouse:	USB 2-Button Entry Mouse with Scroll
DVD+/-RW	16X DVD +/-RW, Black, Roxio Creator Dell Edition
Network:	Integrated 10/100/1000
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



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

Proposal Submission Requirements:

- Provide a detailed list of costs including all delivery costs proposed and sales tax.
- 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.
- **One (1) original and 2 copies shall be submitted prior to 3:00pm on April 16, 2012**, and should be sent to the attention of:

Mrs. Tina Palmer
Computer Proposal - ELEM
PO Box 718
Newbery, 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 five (5) calendar days prior to proposal submission deadline.

RFP Evaluation

A. Quality of Response – 40 points

1. **Level of Experience (10 points).** Describe how the qualification and experience of your firm best meet the requirements of this RFP. Proposals must include the following:

- a. How long the Firm has been in business.
- b. How much experience the firm has performing similar work.

2. **Fulfillment and Sales Support (18 points).** Describe the key personnel assigned to SDNC's account and personnel assigned to provide sales and service support to SDNC's members. Proposals should include the following:

- a. Name of dedicated account representative to handle NCSD's product, pricing and pre-sales support questions.
- b. Professional development the firm provides around requested products.



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c. Technical support available to NCSD – how to request replacement parts, turn-around time on replacement parts, length of warranty/coverage, etc.

3. **References (10 points)**. Provide at least 3 educational references, preferably from within South Carolina.

5. Proposal (2 points)

- a. Were all directions for this RFP followed?
- b. Is the proposal logical, reasonable and professional?

B. Pricing – 60 points

1. The lowest responsive price proposal shall receive the full point value for this section; other proposals will receive points in inverse proportion to the lowest bid.

The School District of Newberry County reserves the right to refuse any and all proposals and waive informalities and minor irregularities in proposals received.