

Published: April 9, 2021

Responses Due: April 30, 2021

Submit bid to: Terry Mayfield

Desktop Bid Response

207 S. Fourth Street
Drexel, MO 64742

Purpose

The purpose for this Request for Proposals (RFP) is to evaluate Windows Desktop and Microsoft Office solutions which provide for the needs of the Drexel School District. This project will replace older administrative assistants and HS computer lab Desktops

Background

The Drexel School District is seeking to replace aging desktops and add additional desktops to staff. These machines will need to have the newest version of Microsoft Office. We request a bid for 40 desktops.

General Bidding Instructions and Conditions

1. Bidders must furnish an IRS W-9 form indicating the bidder's taxpayer identification number, if not already on file with the District. The W-9 must be dated within the current calendar year.
2. Bidders must include all products and services to be purchased in the bid. Identify items by manufacturer and catalog numbers.
3. Bidders may propose more than one model that will fulfill the requirements of this project. Additional proposals must be submitted as alternate bids.
4. Bidders must include specifications and descriptive literature/media for all products proposed.
6. Bidders are solely responsible for all costs incurred in the preparation of responses to this RFP.
7. To be considered for this project, vendors must submit SEALED bids to Terry Mayfield, Desktop Bid Response, 207 S. Fourth Street, Drexel, MO 64742, prior to 12:00 p.m. CST on April 30th. The District will reject any bids received after the deadline.
8. Certification of Non-Collusion: The bidder, by offering his/her signature to this proposal, agrees to the following: "Bidder certifies that this bid is made without any previous understanding, agreement, or connection with any person or firm, or corporation making a bid for the same items, and is in all respects fair without outside control, collusion, fraud or otherwise illegal action."
9. Reservation for Rejection and Awards: The District reserves the right to accept or reject any or all bids or parts of bids, to waive irregularities and technicalities, and to request re-bids on the requested materials. The District also reserves the right to award the contract on such material the District deems will best serve its interests. It further reserves the right to award the contract on a split order basis, lump sum, or individual item basis, or such combination as shall best serve the

interests of the District unless otherwise stated. The District also reserves the right to waive minor variations to specifications.

10. All bidders must furnish unit prices with extended totals and total sum of bid. In the event of conflict between unit price and total, the unit prices will be used to determine the successful bidder.

11. Payment: All invoices shall be submitted to the Drexel Board of Education Central Office, 207 S. Fourth St., Drexel, MO 64742. Said invoice shall be due and payable within thirty (30) days following written approval by the proper Department director.

12. Failure to comply in any manner with applicable statutes, ordinances, or codes shall result in said contractor replacing the goods, services and/or work performed in order to effect compliance or in liquidated damages in the amount required to effect compliance with said statutes, ordinances and codes together with any costs associated with collection of said damages. Any building permits must be acquired by the rewarded company.

13. If any bidder is in doubt as to the true meaning of any part of the information provided in this Request for Proposals, he/she may submit a written request for interpretation to Sam Oram, Technology Director, via email: soram@drexelbobcats.net.

Evaluation Criteria

Responses to this RFP will be evaluated based on, but not limited to, the following factors:

- Cost
- Functionality to meet needs
- Ease of use
- Product quality, reliability, and warranty
- Industry reputation
- Service and support resources

Proposal Content

Proposals should include the following items:

- Vendor Overview
- Vendor W-9 Form (dated within current calendar year)
- Vendor Qualifications
- Vendor Experience implementing proposed system
- Vendor References
- Proposed Solution (include model numbers of all parts and services to be provided)
- Product Literature/Media

- Responses to Required Questions

Products and Services to be Provided

The major components of this project are detailed below, and vendors responding should be prepared to provide a solution that satisfies these minimum requirements. Vendors will need to include any features, products, and services necessary to complete this project which may have not been listed.

The proposed solution must:

1. Have enough memory storage for current and future operations.
2. Include an approximate timeframe for receiving the machines.
3. Support current and future operating systems.
4. Be able to function with all existing programs and software.
5. Include sufficient process speeds and RAM for existing conditions..
6. Have similar specifications as:

Dell Precision 3440 Small Form Factor - SFF - 1 x Core i5 10500 / 3.1 GHz - RAM 8 GB - HDD 500 GB - DVD-Writer - UHD Graphics 630 - GigE - vPro - Win 10 Pro 64-bit -BTP - Dell - Part#: 80FH0

Vendor Questions:

Vendors are required to respond to the following prompts regarding the system they are proposing:

1. Please describe the basic features and functionality of the system.
3. Please describe any training included or available.
4. Please describe any installation, consulting, or configuration services provided or available, including removal of existing servers.
5. Explain why your proposed solution is the best fit for the District.
6. Provide three references of customers with operations similar to ours that use the equipment being proposed.