

Augusta School Department School Department

REQUEST FOR PROPOSAL

2018-20

Teacher Laptop Computers Bid # 2019-07

Notice To Vendors

Purpose

The objective of this RFP is to replace student Laptops in the Augusta School Department with Chrome Books.

Deadline

Interested vendors who accept the terms of this RFP must submit their proposals in a sealed envelope marked "**Proposal: Bid # 2019-07 July 18, 2018 at 11:00 am EDT**". All proposals must be in writing. Late proposals will not be accepted and proposals will not be returned.

Open Offer

All proposals must remain valid for a period of **90 days** from the date of receipt by the City Augusta.

Conditions

Failure to comply with the instructions contained in this RFP may result in a proposal being rejected for that reason alone. In reviewing the proposals, the Augusta School Department will be assessing what is in the best interests of the Department and may consider, among other things, price, conformance to specifications, past performance, corporate reputation, and ability to deliver the products and services. This includes the financial and corporate stability of the bidder. The selection decision is totally at the discretion of the Department. The Department reserves the right to reject all proposals, accept or reject all or any part of any proposal, waive minor technicalities and/or any formalities in the bid procedure, select a bidder for contract negotiations based solely on the content of the proposals and relevant information obtained from others concerning the bidder, and to award this RFP based on the proposal that appears to best serve the interest of the Augusta School Department, including awarding portions of this RFP to multiple bidders.

Reservations

Issuance of this RFP does not commit the Augusta School Department to pay any costs incurred in the preparation and submission of a proposal, or to procure a contract for any services, software, or equipment. The Augusta School Department will not pay for information solicited or obtained in response to this RFP and no materials or labor will be furnished by the department. Only a duly authorized employee of the Department can legally commit to the expenditure of funds in connection with this proposed procurement and legally enter into an agreement on behalf of the Department. In the case of this RFP, that person is James Anastasio. No contract exists unless and until it is signed by such person, even if it has been approved by a governing body of the Department. Verbal commitments by the Department will not be honored.

Contingencies and Changes

Proposals will be firm.

Pricing; Term

Each bidder must complete the pricing as requested in this RFP and attach to their proposal a complete system description with manufacturer part numbers. It is expected that each bidder will provide the most detailed price breakdown suitable to its own configuration. Prices for proposals shall be inclusive of all and any costs to be charged to City, such as cost of manufacture, packing, preservation, marking, handling, loading/unloading, removal of unused equipment and supplies, transportation, installation, training, maintenance, software updates, cost of leased facilities required, supplies such as paper necessary for one year of operation, tools, and any other item that could be interpreted as the real cost of the procurement. This procedure shall be "turnkey" in nature. All deliveries must be made F.O.B. the School Department's facilities at 40 Pierce Drive, Augusta Maine.

Any catalog, brand name, or manufacturer's reference in this RFP is **NOT restrictive** – it is intended to indicate type and quality desired. Exceptions to specifications referenced in this RFP are acceptable only if the specification are exceeded. All items proposed must be "New" and the **original warranty** must be effective for the entire manufacture term, not reconditioned, including containers suitable for shipment and storage.

The Augusta School Department is exempt from all sales taxes. All prices must be quoted less any applicable Federal excise and State sales taxes.

References

Each bidder shall submit credit (including bank) references, and financial data including annual and quarterly reports. Each bidder shall provide a capability profile, indicating similar tasks completed relevant to its experience in the subject area of the RFP. References of three (3) accounts now being serviced, for whom comparable work has been performed, must be furnished. This list shall include company name, to contact, address and telephone number. Failure to include references is cause for rejection.

Contract to be used

All proposals, information, and responses submitted will be incorporated into and made part of any final agreement with the City of The Augusta School Department may disqualify any proposal which attempts to limit or preclude this requirement.

The Augusta School Department will submit a written agreement to the selected bidder that will form the basis for the relationship that results from this RFP.

Format of Proposals

Proposals must be originals and have original signatures and must be signed by an individual authorized to bind the bidder in order to be valid.

Proposals should be prepared in strict accordance with the format and instructional requirements of this RFP. Proposals should concisely describe the bidder's ability to satisfy the requirements of this RFP, with emphasis on completeness and clarity of content. The signature page for each proposal must contain the following representation in order to be considered:

Bidder hereby represents and agrees as follows:

1. Bidder and its undersigned representatives agree that they have read the RFP for which this proposal is being submitted; that they understand the RFP; and that this proposal is responsive to and complies with the instructions and conditions to the RFP.
2. Bidder understands and agrees that this proposal (including any and all attachments, exhibits, and documents referred to in this proposal) must be included in any final contract between bidder and the Augusta School Department covering the acquisition specified in this proposal.
3. Bidder agrees to be bound by the representations, terms and conditions contained in this proposal.
4. Bidder agrees that the contract provision incorporating its proposal into the final contract, if any, between bidder and the Augusta School Department shall state in substance as follows:

Bidder agrees that its proposal dated **18 July 2018** including any and all attachments and exhibits, are incorporated in this Agreement. Bidder and the Augusta School Department agree that any provision of this Agreement or of any such proposal that conflicts with this section, or seeks to exclude Bidder's proposal from this Agreement or from any express warranty or any warranty

provided by statute or implied at law shall be void and of no force and effect.

Confidentiality No news release, public announcement, or any other reference to this RFP or any phase of any program under this RFP shall be made by bidder without the prior written consent of the City of Augusta.

Any information within a proposal that a bidder considers to be proprietary should be identified as such in writing. Otherwise, The Augusta School Department reserves the right to use any or all ideas presented with a proposal in any reply to this RFP. Selection or rejection of a bidder's proposal does not affect this right. The Augusta School Department will safeguard information identified by a bidder as proprietary with the same degree of protection the Augusta School Department exercises with respect to the protection of its own proprietary data.

The Augusta School Department Contact Person(s)

Bidder shall limit its contact with the Augusta School Department to the following individuals with regard to this RFP:

Questions concerning this bid should be emailed to [Marc Cote](mailto:Marc.Cote@augustamaine.gov) @ 207.626.2345 (for technical information marc.cote@augustamaine.gov) or [Kathy Casparius](mailto:Kathy.Casparius@augustaschools.org) @207.626.2468 (for all other questions kcasparius@augustaschools.org)

Review Schedule

The Augusta School Department anticipates completing its review and evaluation of responses on or about **31 July 2018**. If required during the course of the Department's review of bidder's proposal, bidder agrees to meet personally with the Department for purposes of clarification or revision of any element of its proposal.

General Terms and Conditions

Award of bid will be based on "**best value**" considering price, conformance to specifications, past performance, and ability to deliver the products and services. This includes financial and corporate stability of the supplier.

Evaluation Criteria

Evaluation of construction: 200

Conformance to Specifications: 400

Cost: 400

Maximum Total Points 1000

Attachment A Technical Specifications

The following specifications are intended to define the minimum requirements of an acceptable solution. The bidder is responsible for providing documentation that the product or manufacturer meets the requirements at the time of the response opening. A lack of documentation will constitute non-compliance with this requirement and is considered an incomplete response. **Only Brand name equipment will be considered.**

- Whether or not the company or product will meet the requirements in the future is not relevant for this proposal; compliance must exist at the time of bid submission.
- These specifications are industry standards and can be met by any organization with the desire and will to do so. The Augusta School Department will not engage in a debate over their relevance or value.
- All Equipment must be “Genuine Equipment” with complete Warranty supplied by and be purchased from a Vendor **Authorized to sell the equipment.** “Gray Market” equipment will not be considered.

Minimum Specifications:

Request is for 110 Units

- 15” Screen 1366 X 768 display
- Minimum of Intel i5 Processor (6442EQ 2.70GHZ)
- 8GB (Ram or more)
- 128GB Mass Storage solid state drive (or more)
- 8 Hour Battery Life
- Wireless 802.11 a/c
- 2 X USB 3.0 ports
- HDMI Port
- VGA Port (OR HDMI to VGA adaptor included)
- Headphone jack
- DVD (Read Write)
- **Integrated Web Cam**
- **1 year warranty**

A high quality case should be included for each device.

Bid Submittal Sheet Bid

Price per Unit \$ _____

Number of Days for Delivery

Grand Total (Includes System Price, warranty, Imaging, asset tags and on-site service inventory) \$ _____

Submitted by: _____ Title: _____

Authorized Signature _____ Date _____