

Excelsior Springs School District #40  
Request for Sealed Proposals  
Dell Laptops  
RFP T004-PLTW-Laptops

The Excelsior Springs School District is accepting bids for the purpose to purchase laptops for the Project Lead the Way Gateway program at Excelsior Springs Middle School.

The bid submission deadline will be 2:00 p.m. Friday, October 16, 2020. Proposals received after that time and date will not be opened and read for consideration for this invitation. All proposals will be sealed in a package plainly marked “**T004-PLTW-Laptops**” No faxed or emailed bids are accepted.

This Request for Proposals represents the requirements for an open and competitive process.

Proposals will be accepted until **2:00 p.m. Central Standard Time, October 16, 2020.**

Submit proposals to:

Lynnette Procopio  
Director of Technology  
300 Broadway  
Excelsior Springs, MO 64024

Submit proposals in a sealed package plainly marked **2020-T004-PLTW-Laptops.**

Bidders during the RFP process and the winning vendor will direct any questions in writing to:

Lynnette Procopio  
300 Broadway  
Excelsior Springs, MO 64024  
[lprocopio@ga.essd40.com](mailto:lprocopio@ga.essd40.com)

Questions received after the deadline will not receive a response. Questions and responses will be posted on the district’s website on the Excelsior Springs School District website: [ESSD40.com](http://ESSD40.com) > District Information.

The Board reserves the right to reject any and all bids and to waive any informality in a bid if that action is in the best financial interests of the Board. The Proposal Award shall be made on the basis of the lowest bid price or the lowest evaluated bid price for the device selected by the district.

## Section 1 - Specifications

Quantity	Description
Processor	Intel™ or AMD processor 2.3 Ghz+ I5+ Core
Ram	8 GB+
Hard Drive	250 GB+ SSD
Video	Graphics 1 GB+ Basic Intel graphic chipset or other chipsets with shared memory for video display are not sufficient for this project.
Operating Systems	OS not required
Network	Must have network connectivity (wireless and/or wired)
Other Basic Software	No additional OEM
Warranty	3-year mail-in service extended warranty

## Section 2 - Deliveries

All deliveries or equipment must include:

- Standard components
- Power Cabling
- Appropriate Drivers for Windows 10, 64 bit operating system
- Assistance with adding drivers into WDS imaging process
- Initial Supplies
- Technical equipment manuals
- Operator Manuals

Vendors are required to provide a delivery plan and schedule as part of their response. Our goal is to have them available for students by December 31, 2020.

## Section 3 – Warranties

The district is seeking a three-year depot warranty for all of the Laptops. Provide the cost and detailed information on the warranty option. The district can work with a self-maintainer warranty program. If the vendor provides a self-maintainer option please provide a detailed description.

In addition to a standard warranty, the district is seeking a three-year accidental damage warranty for each laptop. Provide the cost and a detailed description of the accidental damage warranty.

**Section 4 - References**

Provide a minimum of three (3) references for similar agreements with other entities, such as K12 schools and/or College/University

**Section 5 - Basic Selection**

This proposal is seeking the best option for the students and staff of the district. While the lowest price will be the highest factor in evaluation bids, other factors such as: Meet the Needs of the District (ruggedness and durability, battery life, warranty offered), and references for services offered.

<b>Cost of products and/or services:</b> bidders will be evaluated on the cost of the solution. The lowest price will receive 60, others will be calculated based on the percentage of Lowest Proposal Price.	60
<b>Meets the Needs of the District</b>	25
<b>References</b>	15

- The Excelsior Springs School District reserves the right to reject any or all RFP's for irregularities, informalities, or technicalities which are in the best interest of the District. The Excelsior Springs School District also reserves the right to waive any or all RFP's for irregularities, informalities or technicalities which are in the best interest of the District.
- Vendors may withdraw their RFP prior to the stated time of opening, but may not be withdrawn for a period of thirty days thereafter unless required by law.
- The Excelsior Springs School District reserves the right to accept any offer in part or in whole, to request a new RFP, or to award any of the items specified herein as it deems to be in its best interest of the school district. By quoting, the vendor specifically agrees that the decision of the Excelsior Springs School District is final and binding.
- The Excelsior Springs School District reserves the right to be the sole determining party as to which vendor is awarded this project. The Excelsior Springs School District will select the lowest and best proposal that will fulfill requirements set forth by this RFP.

- Prices quoted shall be guaranteed for a period of ninety (90) days after the closing date of the proposal.
- Should the vendor take exception to any terms, conditions, or specifications stated herein, such exception must be so stated in writing on company letterhead and submitted prior to the RFP opening.
- Written exceptions may or may not be honored by the Excelsior Springs School District. By quoting this proposal, the vendor agrees to all the contents of this RFP.
- Failure to deliver as guaranteed, or any other material breach or default by the awarded vendor, may result in the disqualification of the vendor from future RFP's. In the case of default by the awarded vendor, the Excelsior Springs School District will procure from the second-ranked vendor, and hold the first vendor responsible for any excess cost associated therein.
- Vendors are expected to utilize Lynnette Procopio as the sole representative for ALL information regarding this RFP. Vendors who contact any other District employee or representative without the approval of Lynnette Procopio are subject to disqualification from this RFP.
- The provider is responsible for ensuring bids are received by the district no later than the appointed date and hour. Late bids will not be considered and will be returned unopened to the bidder.

**Section 6 - Response Timeline**

Event	Date
Last date for questions	October 9, 2020, at 2:00 p.m. CST
Proposals due	October 16, 2020, at 2:00 p.m. CST
Evaluation Period	October 19-22, 2020
Request Board of Education approval	November 9, 2020

**Section 6 - Proposal Response Sheet**

Inclusion of Proposal Response Sheet required to be considered a responsive bid.

<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
Laptop	12		
3-year mail-in service/accidental damage	12		
	Sub-Total		
	Ship/Handling		
	Total Cost		

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Representative Name : \_\_\_\_\_