



EXCELSIOR SPRINGS SCHOOL DISTRICT

— *Together, Achieving Excellence* —

Request for Bid

Personal Computer: Small Form Factor

Overview

The Excelsior Springs School District is accepting Bids to identify qualified vendors to be responsible for providing all of the resources required. The goal for this deployment is to replace existing hardware used throughout the district to satisfy equipment rotation requirements. The Bid shall include all specified hardware, supplies, and delivery.

The Excelsior Springs School District #40 is: 1- Early Childhood Center, 3- Elementary Schools, 1- Middle School, 1- High School, 1- Career Center, and 1-new elementary (under construction, scheduled to open August 2021) including a total district enrollment of approximately 2,900 students.

The bid submission deadline will be 8:00 a.m. Tuesday, June 22st, 2021.
Due to Covid, sealed bids maybe email to the following address:

ESSD-SealedBids@ga.essd40.com

The Subject line must read Sealed Bid 2021-T007-PC

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

Lynnette Procopio
300 W. Broadway
Excelsior Springs, MO 64024
lprocopio@ga.essd40.com

Questions and responses will be posted on the district's website on the Excelsior Springs School District website: ESSD40.com > [Work For ESSD](#) > [Technology](#).

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 Bid 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

General Requirements

- Equipment must be Dell or ByteSpeed
- Vendor must provide inventory report, reflecting system serial numbers
- All equipment must be new.
- All equipment received by the District by August 01, 2021.
- We invite as many authorized providers to submit pricing as possible, but the solution will be Dell or Bytespeed products. The selected partner is expected to deliver a fully functional product in the timeline outlined.

	Description
Processor	Intel® Celeron 10th Generation Intel® Core™ Processors i5 Minimum Intel™ or AMD processor 2.3 Ghz+ I5+ Core
Ram	8 GB+ DDR4 SDRAM
Hard Drive	256 GB Solid State Drive
Operating Systems	OS not required
Interfaces	1x DisplayPort 1x HDMI 1x USB Type-C 1x VGA 1x Headphone Jack
Network	Must have network connectivity (wireless and/or wired) 1 Gigabit Ethernet
Other Basic Software	No additional OEM
Chassis	Mini, Micro, or similar form factor
Warranty	3-year mail-in service extended warranty or greater
Monitor	Display size – 23.8” diagonal Native Resolution – 1920 x 1080 Panel type - IPS Monitor Features – Adjustable Height Ports - DisplayPort, VGA, HDMI and USB C. VESA mounting solution to attach the pc

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
- 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 August 26, 2021.

Section 3 – Warranties

The district is seeking a three-year depot warranty or better for all of the PCs. 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 Bid 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.

Cost of products and/or services: 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 the Lowest Bid Price.	60
Meets the Needs of the District	25
References	15

• The Excelsior Springs School District reserves the right to reject any or all RFP's for irregularities, informalities, or technicalities that 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 Bid that will fulfill the requirements set forth by this RFP.
- Prices quoted shall be guaranteed for a period of ninety (90) days after the closing date of the Bid.
- 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 Bid, 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	June 18, 2021, at 2:00 p.m. CST
Bids due	June 22, 2021, at 8:00 a.m. CST

Evaluation Period	June 22-23, 2021
Request Board of Education approval	June 28, 2021

Section 6 - Bid Response Sheet

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

Description	Quantity	Unit Price	Discount%	Extended Price
	160			
	160			
	160			
	Sub-Total			
	Ship/Handling			
	Total Cost			

Company Name: _____

Date: _____

Representative Name : _____