



Unified School District 263
628 East Mulvane Street
Mulvane, Kansas 67110

Request for Proposal
Technology Purchases

RFP Available
March 9, 2020

Deadline for Submission
March 27, 2020 @ 3:00 PM

Contact
Thomas Schmitz
Technology Director
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Technology Purchases

Request for Proposal

I. SUMMARY

Mulvane Public School District USD 263 is soliciting bids for the technology items listed in this document. Any proposal wishing to be considered must be received at Unified School District 263 Central Office (628 East Mulvane Street-Mulvane, KS 67110) or e-mailed to Thomas Schmitz (tschmitz@usd263.org) by 3:00 PM on Friday, April 3, 2020 when the proposals will be publicly opened. Late proposals will not be considered. The District reserves the right to reject any and/or all proposals and waives any and/or all formalities. Questions and/or any requests for additional information should be directed to Thomas Schmitz using the contact information listed on the cover page of this proposal. The initial cost of the winning proposal(s) must include all licensing, maintenance and repairs, warranties, manufacture defects and accidental damage repair coverage, labeling, shipping and handling costs, other documentation, available software and firmware updates, support and training, and any other incidental cost associated with the installation, implementation, and usage of all aspects of the winning proposal(s) during its duration. Vendors are encouraged to submit multiple bids to include a bid(s) providing lowest comparable pricing.

II. DEADLINE FOR PROPOSALS TO BE CONSIDERED

March 27, 2020 @ 3:00 PM: Unified School District 263 will stop accepting proposals related to this document and successful proposals received in accordance with the guidelines of this document will be publicly opened. No late proposals will be considered.

III. GENERAL INFORMATION

- a. The technology needs are listed on page 4 of this RFP.
- b. Terminology or jargon may be used throughout this RFP to describe a solution, technology, or organization structure. All effort has been made to use a common vernacular that is commonly accepted in the IT industry. If there is confusion about the meaning of a particular term, questions can be submitted to Thomas Schmitz using the contact information listed on the cover page of this proposal. In no way will responses to these inquiries postpone or change the due date for proposals.
- c. Responses to this **RFP must be submitted in hard copy** to the attention of Thomas Schmitz using the mailing address listed on the cover page of this. Only complete responses will be considered, omissions or errors will be the responsibility of the responding vendor. Please complete and attach the Cost Form located at the end of this RFP with any submitted bid(s) and bid documents.
- d. All district purchased equipment shall be new and meet the requirements of the manufacturer's specification sheets. The definition of new equipment is standard new equipment, latest model of regular stock product and in production at the time of award. Equipment should be new and not remanufactured, reconditioned, newly manufactured, showroom, or used.
- e. Vendors are encouraged to submit multiple bids to include a bid(s) providing lowest comparable pricing on a **purchase option** for the requested technology.
- f. Following the contract award, alterations in product manufacturing, fabrication, or delivery of substitute models require prior written approval of Unified School District 263. If at a later date,

the equipment awarded in a contract is discontinued by the manufacturer, Mulvane Public School District USD 263 will be allowed to substitute at the same price with another model exceeding specifications in the awarded contract.

- g. Unified School District 263 may, by written notice, terminate the contract or purchase order if the selected vendor refuses or fails to make delivery of the equipment within the times specified within this RFP.
- h. Any dispute arising out of or related to the contract documents or their interpretation will be litigated only within the state of Kansas.
- i. All bids will provide the lowest possible cost and utilize state contract pricing when available.
- j. The selected vendor(s) is responsible for all shipping and handlings costs.
- k. Open boxes will not be accepted.
- l. Payments will be made upon receipt, verification of order, and invoice received by Unified School District 263.
- m. Each vendor bid shall be subject to acceptance or rejection by Unified School District 263. Unified School District 263 reserves the right to reject any and all bids. Unified School District 263 reserves the right to contact specific vendors for additional information after the scheduled bid opening to assist in select the winning vendor(s).
- n. Inquires associated to the content related to this RFP should be directed to Thomas Schmitz using the contact information listed on the cover page of this RFP.
- o. The selected vendor(s) shall be available for follow up questions VIA phone calls and e-mails from Unified School District at no additional cost.
- p. Bids submitted may not be withdrawn for a period of 60 days immediately following the bid opening related to this RFP.
- q. All requested information must be submitted. The vendor shall submit in writing to Unified School District 263 the reason it cannot respond and note an exception if the vendor cannot supply any requested information.
- r. The selected vendor(s) will certify and warrant that goods, personal property, chattel, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, right, or claim of any nature or kind whatsoever.

IV. **DESCRIPTION OF TECHNOLOGY NEEDS**

ITEM	PREFERRED MINIMUM SPECS	QUANTITY
1. Windows Laptops <u>HP ProBook 450 G6 preferred</u>	Core i7, DVD player, numeric key pad, 16GB RAM, 14.5", bluetooth, wireless, 3 USB ports, mic and audio ports, 9 hour battery time, 256GB solid state drive, 3 year manufacturer accidental warranty, HDMI and VGA ports and LED screen preferred. Operating system is covered by the District's current Microsoft Agreement.	90

V. **DELIVERY**

Delivery, configuration, installation, and training will be **completed prior to May 8, 2020.**

VI. **PRICE CHANGES**

Prices may decrease any time after award.

VII. **CANCELLATION**

Should Mulvane Public School USD 263 experience a change in circumstance due to the decision of the District's funding authority such as downsizing, consolidation of facilities, elimination of a program, or some other reason that will negate the need for the equipment, the District reserves the right to cancel the contract of the equipment. If this type of cancellation becomes necessary, the District shall provide a minimum of 30 days advance written notice to the vendor. Any part of the contract may be cancelled for cause under any one of the following circumstances:

- a. The vendor fails to make delivery of goods or services as specified in this contract.
- b. The vendor fails to perform any of the provisions of this contract.
- c. Equipment fails to perform as represented by the vendor.

If cancellation should occur, the awarded vendor shall refund, in full, any unused portion of the prepaid contract payment beginning on the effective date of the cancellation.

VIII. **PROPOSAL COST**

Unified School District 263 is not liable for any costs incurred by a vendor prior to the full execution of an awarded contract. All costs incurred in response to this Request for Proposal, including any travel cost incurred to meet with the District, are solely the responsibility of the proposer.

IX. VENDOR SELECTION

The District may consider the following when selecting a vendor:

- a. The purchase price
- b. The reputation of the vendor and of the vendor’s goods and services
- c. The extent to which the goods and services meet the District’s needs
- d. The vendor’s past relationship with the District
- e. The impact on the ability of the District to comply with laws and rules
- f. The total long term cost to the District to acquire the vendor’s goods and services
- g. Any other relevant factors specifically listed in the request of bids or proposals

Cost Form for RFP

(Shipping, freight, and any and all incidental costs must be included)

COMPANY NAME: _____

COMPANY PERSON OF CONTACT: _____

CONTACT PHONE NUMBER: _____ TODAY’S DATE: _____

ITEM	PREFERRED MINIMUM SPECS	QUANTITY	UNIT PRICE	TOTAL PRICE
Windows Laptops <u>HP ProBook</u> <u>450 G6</u> <u>preferred</u>	Core i7, DVD player, numeric key pad, 16GB RAM, 14.5”, bluetooth, wireless, 3 USB ports, mic and audio ports, 9 hour battery time, 256GB solid state drive, 3 year manufacturer accidental warranty, HDMI and VGA ports and LED screen preferred. Operating system is covered by the District’s current Microsoft Agreement.	90		