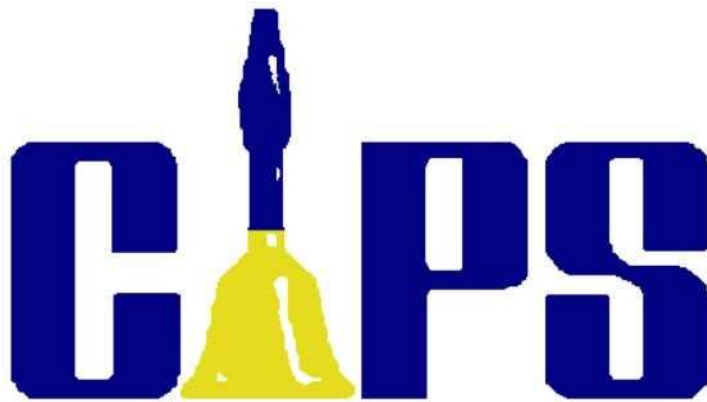


# **Cadillac Area Public Schools**

## **Student WorkStation Request for Proposal (RFP)**



## **Relevant Dates**

### **Release of Bid Document**

May 8th, 2008

### **Bid Due Date and Public Opening**

May 23rd, 2008 2:00P.M.

Central Office

421 South Mitchell Street

Cadillac, MI 49601

### **Award Date**

Anticipated – June 9th, 2008

### **Delivery Schedule**

All units must be delivered June <sup>23rd</sup>, 2008 between 8:00 AM and 3:00 PM.

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## **SECTION 1.0 - Invitation of Bids**

**Owner:** Cadillac Area Public Schools (CAPS)

**Project:** Student WorkStations

**Due Date:** Until **2:00 P.M.** local time, on **May 23, 2008** the owner will receive proposals for units as herein set forth in the office of Assistant Superintendent. All bids must be received at the below location no later than the date and time specified. The bid opening will be public.

### **PROPOSALS ARE INVITED FOR THE FOLLOWING:**

This Request for Proposal (RFP) documents Cadillac Area Public Schools (CAPS) requirements for Student Workstations setups. This Request for Proposal (RFP) is intended to provide a standard base from which to evaluate vendor's solutions and to allow the vendor flexibility in proposing the most appropriate and cost-effective system. The acceptance of a proposal does not obligate CAPS to purchase a system from any vendor.

## **SECTION 2.0 - General Bid Specifications**

To facilitate the evaluation and comparison of bids, we require that all prospective vendors/contractors (vendors) prepare their bids to conform to the guidelines set forth in the following paragraphs.

### **BID SUBMISSION**

All bids must be submitted as defined by CAPS. Vendors must return their bids in a sealed envelope. Submission of a bid is a conclusive presumption that the vendor is familiar with the RFP and Specifications and that the vendor understands and agrees to abide by each and all of the stipulations and requirements contained herein. Vendor must return bid intact. **DO NOT DETACH ANY PAPERS OR PAGES FROM THE BID.** Each bid should be prepared simply and economically, providing a straightforward concise description of the vendors approach and ability to meet Cadillac Area Public Schools needs, as stated in this RFP. All bidders must fill out Appendix B – cost analysis form (page 17) in order to be considered.

### **BID FORMAT**

To facilitate the comparison of vendor bids, it is **required** that each bid be organized into the following sections:

1. Company background and local branch organization support.
2. Detailed description of equipment and components.
3. Responses to all requirements as specified in this RFP.
4. Specific statements concerning those areas where the bid differs from the specifications should be presented.
5. Completed forms from the APPENDIX section of this RFP.
6. A minimum of five customer references and contacts, schools if possible.
7. Anticipated vendor contact.
8. Additional information may be provided at the vendor's discretion.

### **BIDS**

An authorized officer and/or employee of the company appearing on the RFP must sign the bid. The signature represents binding commitment upon the company to provide such goods and/or services offered to CAPS should it be determined the finalist vendor.

### **BID PREPARATION COSTS**

The vendor is responsible for any and all costs incurred by the vendor or his/her subcontractors in responding to this RFP, including reasonable product demonstrations.

### **BID MODIFICATIONS**

Clarifications, modifications, or amendments may be made to the RFP at the discretion of CAPS. Should any such changes be made, all recipients of the RFP shall receive copies of the text of such changes. Bidders should submit bids that meet the bid specifications. Bids that do not meet specifications must be marked "Alternate" and the deviations from the specifications noted for the bid to receive consideration. Alternate bids will receive greater consideration only if included with a bid that meets specifications.

## STANDARD FORMS AND CONTRACTS

Any forms and contracts the vendor proposes to include as part of any agreement resulting from this bid between the vendor and CAPS **must** be submitted as part of the bid. Any forms and contracts not submitted as part of the bid and subsequently presented for inclusion may be rejected by the District. This requirement includes, but is not limited to, the following types of forms: licensing agreements, maintenance contracts, and systems support agreements. No contract terms will be accepted that contradict this RFP. It is the bidders responsibility to resolve all differences contained in their contract with the RFP.

## RECEIPT OF BIDS

It is the vendor's responsibility to insure that bids are received by CAPS prior to the date and time specified in Section I of this RFP. This responsibility rests entirely with the vendor, notwithstanding delays resulting from postal handling or for any other reasons. Bids shall be accepted at any time during the normal course of business only, said hours being 7:30 a.m. to 4:00 p.m. Eastern Standard Time, Mondays through Fridays, up until the scheduled bid due date and time as specified in Section 1.0. **Late bids and bids not adhering to the above mentioned format, will not be accepted.**

## AWARD

CAPS is under no obligation to accept the lowest bid, however, any bid that is accepted must be considered the lowest responsible bid as required by law. The "Lowest Responsible Bid" is determined by due diligence with consideration to the following:

1. Level of responsibility of vendor.
2. Ability of vendor to perform efficiently.
3. Terms (including cost) that are most beneficial to CAPS.

CAPS reserves the right to award by item, group of items, or total bid. CAPS further reserves the right to reject any or all bids, or to accept any bid in part or reject it in part and to waive any minor informality or irregularity in bids received if it is determined that the best interest of CAPS will be served by doing so. CAPS shall not be obligated to award a contract solely on the basis of any response made to this Request for Bid, nor does CAPS intend to, nor will it be obligated to pay for the information solicited or obtained. CAPS retains the right to qualify or disqualify bidders on the basis of available information pertaining to their service and/or the suitability of the goods or services bid. No bid shall be accepted from or contracted to any person who is in arrears to CAPS upon debt through contract, or who is the defaulter of security or otherwise upon an obligation to CAPS or who shall in other respects be disqualified. The vendor to whom the award is made will be notified at the earliest possible date. The tentative acceptance of the bid and award of the contract will be by a notice in writing and mailed to or delivered at the office of the vendor designated in the bid. **All prices proposed by the vendor must be firm for a minimum of 120 days from the due date of the bid, unless specified otherwise in the Bid Specifications Section of the Bid.**

## QUALIFICATION

The selected vendor shall have a proven track record of performing work of a similar nature to the project described here-in and have successfully completed projects of the type described here-in. The vendor shall submit the names of previous customers as references

and include the name of the entity, contact person, telephone number, and a brief project description.

## **RIGHT TO REQUEST ADDITIONAL INFORMATION**

CAPS reserves the right to request any additional information that might be deemed necessary after receiving vendors' bids.

## **WORK REQUIREMENTS**

The vendor assumes full responsibility to carefully examine the work requirements before submitting a bid. All bids shall take into consideration all such conditions as may affect the work under this contract. The vendor shall verify all conditions, locations, etc., in order to achieve full understanding of the scope, nature, and character of the work. The submission of a bid automatically implies that the vendor is thoroughly familiar with the work to be performed and Cadillac Area Public Schools requirements and expectations.

## **WORKMANSHIP**

All work and services provided under this agreement by the vendor shall conform to standard, state-of-art practice for this class and type of work. All services shall be performed in the best and most workman like manner by personnel skilled in their respective trades. The standards of the work required in all phases of this engagement shall be of such grade as will bring results of "First class" only.

## **SERVICE & WARRANTY INFORMATION**

The vendor shall **fully** describe the terms of the warranty, for both parts and labor, to begin upon the product acceptance, including the following:

1. Customer Service Support
2. Warranty Period Maintenance
3. Extended Warranty
4. License Fees, if any

Information relating to parts availability and service facilities will receive consideration.

## **SPECIFIC WARRANTY**

The warranty period shall start with the installation date, but not later than 60 days from receipt of equipment, or if the installation date cannot be established, with the date of shipment.

## **EQUIPMENT CONDITIONS**

All equipment shall be new and free from corrosion, scratches, or other such defects that affect the functionality or present any other than new appearance.

## **EQUIPMENT DESIGN**

All equipment shall be of current manufacture and design and shall reflect the latest advances in the state of the art to insure against early obsolescence. All equipment shall meet latest OSHA and MI-OSHA standards.

## **EQUIPMENT STANDARD &/OR EQUIVALENT**

Where one certain kind, type, or brand of a manufacturer of equipment or materials is referenced; it is done to indicate the type of equipment desired and to establish the minimum acceptable standard of quality, performance, design, and efficiency. This shall not be construed to mean that the certain type or brand indicated is the only one acceptable.

## **DOCUMENTATION**

Each Contractor shall be responsible for providing thorough, timely documentation on all hardware and software. The documentation shall include but not limited to:

- Equipment description, Equipment make and Model number
- Date installed
- Manufacturer's warranty
- Maintenance contract terms
- Verification of maintenance contract engagement
- Telephone numbers for service and support throughout length of maintenance contract
- Photocopy of original invoice from manufacturer or distribution source listing make and model of equipment and warranty start date
- Invoice must contain all component and unit serial numbers

## **SHIPPING OF EQUIPMENT**

All shipping and insurance costs to and from the site shall be included in the Vendor's bid. All payments to shipping agents and for insurance fees shall be made directly by the Vendor. The district shall make no payments to any firm concerning the shipment, installation and delivery of equipment which is not a part of this Agreement and for which exact payments are not described. Vendor shall be responsible for all arrangements for the shipment of equipment to CAPS and movement of the equipment from insured protective storage areas to the prepared site.

## **TRAVEL EXPENSES**

The bid shall include anticipated travel time and expenses incurred by the vendor during the project.

## **FEDERAL OR STATE SALES, EXCISE, OR USE TAXES**

Every bid shall separately state and set forth therein the amount of any and all Federal or State sales, excise or use taxes included in bid prices. If any such taxes are included in prices bid, CAPS reserves the right in making an award to deduct any amount thereof for the payment of which CAPS will execute appropriate tax exemption certificates justifying any such tax deductions from bid prices. As a governmental entity, CAPS is exempt from taxes of all kinds.

## **CONTRACT DISPUTES**

Any dispute arising out of the contract documents or their interpretation will be litigating only within the courts of the State of Michigan.

**NON-COLLUSION**

The bidder and the undersigned certifies that this bid has not been made or prepared in collusion or cooperation with any other bidder, or representative thereof, and the prices, terms, or conditions of the bid have not been communicated by or on behalf of the bidder to any other bidder or potential bidder and will not be so communicated to any other bidder or potential bidder prior to the official opening of this bid. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Also, it will be subject to the provisions of the USC Section 1001, relating to the making of false statements.

**INDEMNIFICATION**

The vendor shall indemnify, save harmless and defend CAPS, and each member thereof individual, as their interest may appear, for and from all claims, demands, payments, actions, recoveries, and judgment of every name and description, brought or recovered against them, or either or any of them, for or on account of, any personal injuries or damages to property received or sustained by any person or persons whomsoever, by reason of any act or omission of the said contractor, his agents, servants, or subcontractors in the performance of this work.

**CANCELLATION OF CONTRACT**

Cancellation of the contract by CAPS may be for (a) default of the contractor, or (b) lack of further need for the service or commodity. Default is defined as the failure of the contractor to fulfill the obligations of the bid, contract, or purchase order. In case of default by the contractor, CAPS may immediately cancel the contract or purchase order by providing the contractor with a written notice of such cancellation and beginning the procurement of the articles or services from other sources, and hold the contractor responsible for any excess costs occasioned thereby. In the event CAPS no longer needs the service or commodity specified in the contract or purchase order due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, CAPS may cancel the contract or purchase order, without further liability to CAPS, by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation.

**FREEDOM OF INFORMATION ACT**

Information submitted in vendor bids becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the vendor's bid, which is company confidential, must be clearly identified in the bid itself.

**ADVERTISEMENT**

The laws of the State of Michigan, CAPS purchasing policies and the legal advertisement for contractors and purchases, are made a part of any agreement entered into in the same respect as if specifically set forth in that agreement.

**COST QUOTATION**

CAPS requires that bids include firm pricing for equipment, maintenance/licensing agreements, and modifications required to satisfy the RFP. Financing alternatives available from the vendor may be presented. All vendor bids are required to be offered for a term not less than 120 calendar days in duration unless specified otherwise in the Bid Specifications Section of the Bid.

**TERMS**

No prepayment of any kind will be made prior to shipment. The terms of this contract shall commence upon execution of a purchase order or contract by the authorized parties.

**BID FORMS**

The APPENDIX section contains various forms that must be prepared and submitted along with the bids. The intent of providing such forms is to ensure comparability between bids.

**DELIVERY SITES**

- Cadillac Junior High School  
600 Chestnut Street  
Cadillac, MI 49601

## SECTION 3.0 - Instructions to Vendors

Responses to this Request for Proposal (RFP) must comply with the instructions that follow. Failure to do so may disqualify a bid response. **TWO COMPLETE COPIES OF PROPOSALS** should be returned to the following address:

**Cadillac Area Public Schools  
Technology Services – Student WorkStation RFP  
Attn: Frantz W. Sturm  
421 South Mitchell Street  
Cadillac MI 49601**

All copies of completed proposals are due at the above address no later than **May 23rd, 2008 2:00 P.M. *Late proposals will not be considered. Facsimile replies will not be considered.*** It is the responsibility of the Bidder to confirm that the bid was received on time. Proposals are considered firm for 120 days. Vendors shall respond to all sections and sub sections of the RFP. Preference will be given to the vendor that provides a comprehensive, cost-effective solution for current specifications, future capacity requirements, and ongoing service and support.

### **Key Decision Criteria**

- **\*\*\* Pricing offered \*\*\***
- **Vendor's strength, services and support**
- **Vendor's ability to fully satisfy each term and condition of the RFP**
- **Overall value the Vendor provides to the District**
- **Financial stability of company**
- **Technical expertise demonstrated and/or available**
- **Customer references**
- **Overall Quality of Products**

Vendors should include any and all documentation to support the above points for evaluation in selecting a vendor. Any other factors arising in the evaluation process not stated above may be used in determining which proposal will be accepted. Cadillac Area Public Schools reserves the right to solicit additional information from the vendors to determine which vendor best meets the needs of Cadillac Area Public Schools. Proposals and price quotations may be subject to public review after issuance of a final purchase order by the Cadillac Area Public Schools. Vendors responding to this proposal are cautioned to not include any proprietary information as part of their proposal. Exclusion of entire bid document as proprietary material is expressly prohibited. **Vendors must include a detailed itemized list with itemized pricing for products and their respective configuration add-ons /options. Failure to provide this can result in disqualification of the bid.**

## **SECTION 4.0 – Proposed Cadillac Area Public Schools Student WorkStation Technical Specifications. The district will be purchasing 20-40 Student Work Stations and 20-40Xtenda 300 Cards.**

Vendors should respond to the specific issues listed below in as much detail as necessary to ensure that the School District fully understands the response. Vendors may answer questions in full written response, or a summary paragraph can be inserted followed by standard product materials documentation attached as an appendix.

### **A. Technical Factors**

1. Intel® Q963 Express chipset  
Intel® Core 2 Duo E6300e  
[Genuine](#) Windows® XP Professional  
1.86/1066/2M) E-Star  
2GB PC2-5300 (DDR2-667) 2x1GB  
Integrated Intel Graphics Media Accelerator 3000  
1.44MB Floppy drive  
80GB SATA 3.0Gb/s  
16X/48X DVD-ROM Drive - SATA  
PS/2 2-Button Optical Scroll mouse  
PS/2 Standard keyboard  
(2) 5.25" external bays and (2) 3.5" internal bays  
300-watt power supply  
Rear I/O: (6) USB 2.0, (1) standard serial port, (1) optional serial port, (1) parallel port,  
(2) PS/2, (1) RJ-45, (1) VGA, audio in/out  
Micro Tower Case
1. Operating System  
Systems must be Microsoft Windows Vista compatible and running the latest release of Windows Vista. Licensing must be downwards compatible to Windows XP Pro.
2. NComputing X300 PCI Based Xtenda Cards

Components and chipsets for all hardware must be the same in all units purchased. There is to be no variation of any hardware between systems including but not limited to bios revisions, chipsets and all other components and software.

## **SECTION 5.0 - Service, Support and Warranty**

- Vendor service personnel must be accessible during normal business hours (9 a.m. – 5 p.m., est.).

- Clarify when warranty period begins. (Installation, delivery, final acceptance)
- All software and hardware that may be required to correct system anomalies or functional problems within one year from the date of final acceptance must be provided at no cost.
- Appropriate software tools should be made available to Cadillac Area Public Schools as well as recovery and/or operating system software.
- The Vendor shall explain how spare parts are stocked (on customer premise, in Vendor's inventory, etc.). The Vendor shall explain the manufacturer's parts replacement program and turn around times.
- Telephone engineering support to assist the District with current and future configuration and design support.

## **SECTION 6.0 - Installation, Assembly, Shipping, Test and Acceptance**

- The components will be installed and tested in a professional manner by manufacturer trained and qualified personnel prior to shipment.
- The vendor will be responsible to provide all required installation material. In the case that the successful equipment vendor is different from the installation vendor.
- Vendor will have final responsibility for all support/warranty services for said computer systems.
- The successful equipment bidder shall deliver equipment to the Cadillac Area Public Schools on the due date specified in the Relevant Dates section of this RFP.
- The vendor shall be responsible to provide "as built" documentation and within three weeks from the project completion date.
- The vendor shall install and test all components in accordance with the manufacturer's written policy and guidelines.
- All system hardware and software features and configuration shall be tested and certified in working order within a Windows Vista OS and Windows XP Professional OS.
- Timing of Delivery
- Consistency/Same Parts in all machines.
- Warranty – specify change out, bench system, etc.
- Work expectations.

## APPENDIX A - Bid Signature and RFP Compliance Form

The undersigned declares that he/she has carefully examined all the items of the Request for Proposal (RFP) and that he/she fully understands the requirements of the same. Bids shall include installation as specified, and the successful bidder shall obtain all required permits.

Bids to include any shipping charges F.O.B. Muskegon, Michigan.

Firm Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

(Person executing bid and official capacity)

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RFP Compliance – I have read and fully understand all sections of the RFP. Most specifically I have read the “Workstation Technical Specifications”, Section 4.0 and have proposed equipment that meets all the minimum standards covered. Any deviations from the requirements of this RFP, especially Section 4.0, are clearly identified on a separate attachment to our RFP response and is titled “RFP Response Deviations”.

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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



## APPENDIX C - Vendor Background Questionnaire

Please state the date your company started in business. \_\_\_\_\_

Will your company agree to provide a 60-day time period from the date the equipment is installed to allow a trial period to ensure that the equipment is operational and compatible, before payment is rendered?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Where is your closest support facility/sales office? \_\_\_\_\_

Where is your headquarters office? \_\_\_\_\_

Is your company an equal opportunity employer?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

How many total employees does your company have? \_\_\_\_\_

How many support staff available over the phone to troubleshoot problems? \_\_\_\_\_

Does your company have any family or business relationships with CAPS Board members?  
\_\_\_\_Yes or \_\_\_\_No. If yes, please explain

\_\_\_\_\_  
\_\_\_\_\_

Please list your company's approximate annual sales for:

2005 \$ \_\_\_\_\_

2006 \$ \_\_\_\_\_

2007 \$ \_\_\_\_\_

Are all items quoted F.O.B. delivered Cadillac, Michigan, freight prepaid and allowed?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Do you have a toll free support line?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Do you maintain a 24 X 7 call in center for problems?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

What is your average response time (hours) for a telephone response to an initial service call? \_\_\_\_\_

What is your guaranteed maximum response time (hours)? \_\_\_\_\_

Please list any special capabilities or qualifications that you would like considered in evaluating your company.

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## APPENDIX D - Vendor References

All bidders must provide 5 project references of similar scope and size ***preferably public school installations:***

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of service: \_\_\_\_\_  
\_\_\_\_\_

Date of installation: \_\_\_\_\_

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of service: \_\_\_\_\_  
\_\_\_\_\_

Date of installation: \_\_\_\_\_

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of service: \_\_\_\_\_  
\_\_\_\_\_

Date of installation: \_\_\_\_\_

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date of installation: \_\_\_\_\_

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date of installation: \_\_\_\_\_