

Hopkinton School District Computer Equipment Bid

Michelle R. Clark, Business Administrator 603-746-5186 fax 603-746-5714
mclark@hopkintonschools.org

COMPETITIVE SEALED PROPOSALS FOR COMPUTER EQUIPMENT

It is the intent of the Hopkinton School District, New Hampshire to engage the services of a qualified firm to provide the School District with the following product(s) or services to be purchased.

Companies must prepare a proposal and submit the sealed document by July 18th, 2016 at or before 9:00 A.M. to be eligible for consideration by the School District. Each proposal will be submitted in a sealed envelope, which is clearly marked **“Computer Equipment Bid – Lab Replacement”**

All sealed proposals received will be considered confidential and not available for public review until after the opening on July 18th, 2016 at 9:00 a.m. An email version of this document submitted must be sent to mclark@hopkintonschools.org and mstone@hopkintonschools.org between 4:30 p.m. on July 1, 2016 and by the close of business on July 14th.

Sealed proposals and all correspondence relating to this bid shall be submitted to:

Michelle Clark, Business Administrator
Hopkinton School District
204 Maple Street
Contoocook, NH 03229

Qualified Firms requiring additional information or clarification relative to the contents of the proposal may direct inquiries to Matthew Stone, Director of Technology at 603-746-5186, Ext. 255 or mstone@hopkintonschools.org. Proposal documents may be picked up at the SAU office at the above address during regular business hours: July 4 – July 8th Tuesday to Thursday 7:30 a.m. to 4:45 p.m. and then starting July 11th, Monday to Thursday 7:30 a.m. to 4:15 p.m.

Please visit our website to download a copy of this document www.hopkintonschools.org Departments - Business

- (1) One original and (1) One copy is required and must be received at the above address no later than July 18th, 2016 on or before 9:00 AM, late proposals will not be considered. Email versions will be accepted until end of day July 14th.

The School District reserves the right to reject any or all proposals or any part thereof, to waive any informality or information in the proposals, and to accept the proposal considered to be in the best interest of the School District. The School District also reserves the right to conduct reasonable negotiations with low company and sole company. Failure to submit all information may declare a proposal as non-responsive subject for disqualification.

Hopkinton School District, New Hampshire
204 Maple Street Contoocook, New Hampshire 03229 PH (603) 746-5186 FAX (603) 746-5714
Notice To Qualified Firms

*Do not alter documents in any way.

*All documents must be filled out to be considered.

If you wish to offer comments, additional information or alternate proposal, please do below or on a separate sheet and attach it to the proposal sheet.

The purpose of the attached specifications is to define minimum requirements only. They are not meant to be restrictive. All manufacturers meeting or surpassing these minimum specifications are invited to submit a proposal.

Please don't hesitate to call if you need any additional information: Michelle Clark, Business Administrator at (603) 746-5186, Ext. 252.

The Hopkinton School District reserves the right to reject any and all sealed proposals that it deems non-conforming to the specifications enclosed. All information must be filled out correctly for consideration. DO NOT FAX PROPOSALS, THEY WILL NOT BE ACCEPTED.

Hopkinton School District

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Form for General Proposal

Description of equipment:

Vendors may propose models other than what is listed here. Any proposed models should meet the general requirements listed here. The Hopkinton School District shall have final say on which models meet its requirements.

Desktops All in One

- Lenovo Thinkcentre M800z
- MTM: 10EU002YUS
- Intel Core i5 processor (or better)
- 8GiB RAM
- 250GB solid state drive or better
- Windows 7, 8 or 10 license
- 3 year onsite warranty

Quantity: 24

Vendor proposals should include:

1. A cover page with the vendor's name and contact information
2. Scope page
 - a. Clearly describe the scope of the goods/services to be provided based upon the information in this RFP.
 - b. Any requirements not met by the vendor's proposal must be clearly stated in this section.
3. Price breakdown page, including pricing for all equipment, warranties and shipping costs.

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Form for General Proposal

• Proposal Submitted by (Business Name)

• Title of person authorized to sign proposals

• Name of person authorized to sign proposals

(printed)

• Signature of person authorized to sign proposals

• Business Phone _____ Business Fax _____ • Business

Address _____ Date _____ • Business

Email _____ • Business Type _____ (Individual,

Partnership, Corporation etc.)

Bidder hereby agrees to **commence** work/services/labor and furnish appropriate materials /equipment specified in the above specifications on or before: _____ Bidder hereby agrees to **complete** work/services/labor and furnish appropriate materials /equipment specified in the above specifications on or before:

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Form for General Proposal

General Terms and Conditions
Preparation of Proposals,

Proposals shall be submitted on the forms provided and must be signed by the Company or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Vendors must provide pricing on all items appearing on the proposal forms unless specific directions in the advertisement, on the proposal form or in the special provisions allowed for partial proposals. Failure to provide pricing on all items may disqualify the proposal. Alternative proposals will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing, and must be received by the Business Office no later than seven (7) calendar days before the Request for Proposal due date to be considered. Any changes to the Request for Proposal will be provided to all companies of record.

The name of manufacturer, trade name, or catalog number mentioned in this request for bid description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory.

Proposals will be considered for any brand that meets or exceeds the quality of the specifications listed. On all such proposals, the company shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

Submitting Proposals,

Proposals must be submitted as directed in the Notice to Qualified Firms, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are emailed will be accepted until end of day June 17th.

Withdrawal of Proposals,

Proposals may be withdrawn prior to the opening date and time upon written request of the Proposer. Negligence on the part of the Proposer in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

Award of Contract,

It is the policy of the Hopkinton School District that contracts are awarded only to responsible companies. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request:

- A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.
- B. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
- C. Be able to comply with the proposed or required time of completion or performance schedule; and
- D. Have a demonstrated satisfactory record of performance.
- E. Adhere to the specifications of this proposal and provide all documentation required of this proposal.

The contract will be awarded to a responsive & responsible company based on the qualifications and experience of the company, the quality of the equipment/product /materials/services to be provided and the support that the company offers during the duration of the supply terms.

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Form for General Proposal**Pricing**

All prices should include all costs of equipment, shipping and lease.

Delivery

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

Guarantees & Warranty

All parts related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the School District, in writing, prior to the delivery of an item or any work being performed.

Performance Bond

The School District requires Performance Bonds on all construction projects that are over \$35,000 per N.H. RSA 447:16-18.

Force Majeure

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God.

If during the contract period the successful vendor fails to supply the Hopkinton School District, New Hampshire with the vehicles/products/service (s). The Hopkinton School District will purchase this product/service(s) on the open market and the vendor will compensate the Hopkinton School District, New Hampshire with the difference between the bid price and the price incurred on the open market.

Proposal Evaluations

The School District reserves the right to reject any and all proposals received in response to the proposal. A proposal may be rejected, if the Firm:

- a. Fails to adhere to one or more of the provisions established in the proposal.
- b. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
- c. Fails to meet the minimum evaluation criteria specified in this proposal.
- d. Fails to submit its proposal to the required address on or before the deadline date established by the School District.
- e. Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.
- f. Fails to submit its cost on the enclosed proposal form.
- g. Refuses a reasonable request for an interview.
- h. Refuses to provide clarification requested by the school.

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Non-Collusion Statement

The Undersigned certifies under penalties of perjury that this bid in all respects is bonafide, fair and made without collusion or fraud with any other person. As used in this paragraph, the "PERSON" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Title _____ Signature _____
Company _____

INDEMNIFICATION AGREEMENT

The successful vendor agrees to indemnify, investigate, protect, defend and save harmless the Hopkinton School District, NH, it's officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, equipment or supplies in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the vendor in the performance of this contract. In any case, the forgoing provisions concerning indemnification shall not be construed to indemnify the School District for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the School District or its employees. This indemnification shall survive the expiration or early termination of this contract.

• Company _____ • Taxpayer Identification Number _____ •
Authorized Signature _____ • Contact Phone _____ • Address _____
_____ • Date _____