



Cardinal

Big Rapids

<http://www.brps.org>



Public Schools

Technology



Request for Proposal Laptop Computer RFP

Dear Vendor:

This request for proposals is for 30 laptop computers for Big Rapids Public Schools (BRPS). BRPS will be accepting proposals until 3:00 PM, Wednesday April 17, 2013. Thank you for taking part in this process. If you have any questions or require clarification, feel free to contact:

Director	Phone Number	Fax Number	Email Address
Joe Bouman	(231) 592-8503	(231) 592-3494	Jbouman@brps.org

Sincerely,

Joe Bouman
Technology Director
Big Rapids Public Schools

Uniform Proposal Requirements

The following pages represent the uniform requirements that must be met in order to submit bids/quotes to Big Rapids Public Schools for the equipment and installation listed.

1.0 Advertisement for Bids

1.01 Big Rapids Public Schools is accepting proposals for Laptop computers. BRPS will only accept complete and accurate bids containing all of the information requested below (as minimum requirements). Please respond to this section item by item, providing all of the required information and indicate if the bidder fully complies, does not comply, partially complies or takes exception. All responses other than “fully complies” require an explanation.

1.01 Bid review will begin at 3:00 P.M. on Wednesday, April 17 2013. All bids must be received by this time to be included in the bid opening. No late bids will be considered. Bid responses may be emailed to jbouman@brps.org, or may be sent to the following address:

Big Rapids Public Schools
Cardinal Technology Office
ATTN: Laptop Bid / Joe Bouman
500 N. Warren
Big Rapids MI 49307

1.02 Big Rapids Public Schools reserves the right to accept or reject any and all bids.

1.03 Vendors may have more than one solution that fits the scope of this project. Please feel free to submit more than 1 proposal. Vendors are also welcome to respond to portions or a single portion of this RFP.

2.00 Scope of work and bid response format

The selected vendor shall provide the following services to Big Rapids Public Schools.

Notebook Computers

Quantity 30 - Laptop computers

Each laptop must meet the following **minimum** specifications:

15.6" display / 1366 x 768 minimum resolution

4 gigabytes of ram expandable to 8 gigabytes of ram

Intel I5 Processor

Integrated Keyboard with Number pad

Wireless 2x2 supporting B/G/N

250 Gigabyte Hard disk

DVD Rewritable Drive

Integrated bluetooth

Integrated webcam

External ports: 3 USB, 1 VGA, 1 HDMI

1 Year Warranty

Windows 7 or Windows 8

Internal 6-Cell Lithium-ion battery with 6 hours of battery life

Options:

Cost to upgrade to a 3 year warranty

Cost to add bluetooth mouse

Cost to upgrade to 8 gigabytes ram

Cost to upgrade to Intel I7 Processor

3.0 General Provisions

These specifications set forth conditions, and include the equipment to be provided, and certain methods to be employed to provide a level of service to maintain equipment.

3.01 Submittals

- 3.01.1 Consideration of alternate responses shall be solely at the discretion of BRPS.
- 3.01.2 After review of the submittals, BRPS will determine acceptability of alternate proposals.
- 3.01.3 Please provide 3 references, preferably K12 districts with a similar configuration as BRPS in the state of Michigan.
- 3.01.4 Please include any additional information you feel appropriate that would assist us in making our decision.

4.0 Evaluation of Bids

- 4.01 BRPS will evaluate bids, and make a decision as quickly as possible based upon the following criteria:

- Vendor reputation
- References
- Pricing
- Accuracy of bid submittal
- Quality of Equipment