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Independent School District No. 1

<http://www.lewistonschools.net>

3317 12th Street Lewiston, ID 83501-5394 208.748.3000 Fax 208.748.3059

April 14, 2015

Dear Prospective Bidder:

Independent School District No. 1, Lewiston, Idaho is requesting bids on PC and related technology equipment. Toward this end, we have developed the attached list of specifications for your consideration.

As is the case with all school bidding, the School Board reserves all rights and will make the final purchase decision.

Thank you in advance for your bid. Please contact Norman Rudy at 208-748-3003 or email at nrudy@lewistonschools.net if you have any questions or need any additional information. Questions asked and answers given will be posted on the District web site at <http://www.lewistonschools.net/departments/businessoffice/purchasing.htm>.

Sincerely,

Norman Rudy
Network Administrator

NR:nr

Robert M. Donaldson
Superintendent

Lance R. Hansen
Assistant Superintendent

Elisabeth G. Fenter
Director
Curriculum & Instruction

Travis W. Poulsen
Director
Special Services

Katharine L. McPherson
Director
Business Services

**Independent School District No. 1
PC and Related Technology Bid 15-05**

INSTRUCTION TO BIDDERS

Sealed bids for the equipment identified on the following pages will be received at the Office of Katharine McPherson, Director of Business Services, Independent School District No. 1 until **2:00 p.m. Tuesday, May 5, 2015**. No bids will be accepted after this date and time. The Director of Business Services office is located in the District Administration Building, 3317 12th Street, Lewiston, ID 83501.

- **Sealed bids** for the aforementioned equipment will be opened in public at **2:00 p.m. Tuesday, May 5, 2015**, in the District Board Room located at the above address.
- No late bids will be accepted.
- No faxed bids will be accepted.
- All sealed bids **MUST** be marked "**PC and Related Technology Bid 15-05**".
- All corrections or erasures on the bid form must be initialed by the person signing the bid.
- All bids must be signed and dated by an authorized representative of the responding company.
- The District is a tax-exempt entity therefore all bids should not include excise or other taxes.
- All bid prices must be F.O.B. the District at 3317 12th Street, Lewiston, ID 83501.
- Vendors must assume all responsibility in making adjustments with freight companies or in replacing all items damaged in transit to the satisfaction of the District.
- This bid will be awarded on a line item basis.

The School Board will review the bids received Monday, May 11, 2015. The School Board reserves all rights, especially the right to reject any and all bids and to waive any formality.

SPECIAL INFORMATION

1. The intent of this bid is to purchase **PC and Related Technology Equipment**. The specifications listed define a minimum level for features and performance.
2. The District reserves the right to increase or decrease the quantities requested in this bid.
3. In some cases a specific brand and model is identified to set a minimum specification of features and performance. Any deviations from specified products must be noted in the bidder's response and include sufficient documentation to allow the District to confirm the substitution meets or exceeds the minimum specifications in this bid.
4. The District reserves the right to consider and select equipment from vendors who can provide local, in District service, warranty work, and will configure the equipment as specified.
5. It is **required** that the bid prices be maintained for at least 60 days from date of award.
6. The warranty information on the equipment must be included with the bid and must be a minimum of three years for parts and labor or as otherwise noted in the specifications.
7. Bidders not having a Lewiston, Idaho based service representative must provide information as to how they will handle their warranty work.
8. Delivery of products will be expected no later than 30 calendar days after the District places the order.
9. All bid equipment and components must have Microsoft WHQL signed Windows 7 drivers available.
10. Computers are expect to be delivered with no operating system or software installed—blank, non-partitioned hard drives.
11. Upon receipt, all computers will be placed and have Microsoft Windows 7 Enterprise deployed with said licensure covered by existing District EES agreement, thus the least expensive legal and authentic version of Microsoft Windows available should be included in bidder's response.
12. All bid items must be identical (e.g. Item #1, Desktop Computer, each and every delivered computer must be identical in parts and configuration.)

**Independent School District No. 1
PC and Related Technology Bid 15-05**

EQUIPMENT SPECIFICATIONS

Item #	Specification
1	Desktop Computer: Intel Core i5-4460 Processor ASUS H87M-E Motherboard 4GB 1600 Mhz RAM (2 2GB DIMM's) 120 GB SATA III 6.0 Gbps Internal MLC Solid State Drive Manufactured by Intel, Samsung, Crucial, or Kingston Integrated Intel Graphics with DVI Digital Output Interface On board 10/100/1000 Mbps based Ethernet NIC On board HD Audio 6 External Powered USB Ports and 2 on front of case Microsoft Windows 7 Home Basic(or other least expensive Microsoft Windows operating system) USB Keyboard and USB Optical Mouse In Win CE685 PC case with 300 watt 80PLUS certified power supply All appropriate cables necessary 3 year parts and labor warranty on all components
2	20" Wide Screen LCD Monitor (1600x900 native resolution) with DVI Digital Input Interface
3	Intel DC S3500 Series SSDSC2BB800G401 Solid State Drive (No substitutions will be accepted)

The School Board reserves all rights. The School Board reserves the Right to reject any item bid or all items bid and to waive any formality that they deem to be in the best interest of the School District.

Bid 15-05 Bid Sheet

Katharine McPherson, Director of Business Services
Independent School District No. 1
3317 12th Street, Lewiston, ID 83501

- Our signature on this document signifies that we can meet all requirements outlined within this bid packet and that our bid meets or exceeds the request made by the District, and we have attached all necessary information to support this claim.
- Our signature on this document indicates our established bid price for the items identified on the Equipment Specification sheet included within this packet.
- Our signature on this document indicates our admission that we have read, understand, and agree to be bound by the sheet entitled Instructions to Bidders included within this packet.
- Our signature on this document indicates that we can and will meet the demands of the bid as selected by the School Board. We understand that the Board reserves all rights, **and the Board may split the bid among two or more vendors.**
- Our signature on this document indicates we understand and agree that each line item delivered will be identical.

Our bid(s) is/are as follows:

Item	Quantity	Description	Price Each	Line Total
1	45	Desktop Computer	\$	\$
2	20	20" Wide Screen LCD Monitor with DVI Interface	\$	\$
3	30	Intel DC S3500 Series SSDSC2BB800G401 SSD	\$	\$

Note: All bids are F.O.B. our site

This bid is valid until: July 12, 2015 or _____ Our bid meets all specifications: Yes ____ No ____
(Whichever is later) Please explain fully for any **NO** response.

Company Service Comments:

Signature _____ Company _____

Printed Name _____ Title _____

Date _____ Address _____

Phone _____ City/State/Zip _____

Email _____

The School Board reserves all rights. The School Board reserves the Right to reject any item bid or all items bid and to waive any formality, which is deemed to be in the best interest of the school district.