



REQUEST FOR PROPOSALS

LISD Consolidated Computer Purchase

Lenawee Intermediate School District

Adrian, Michigan

Release Date: April 18th, 2012

Due Date: 10:00 AM, May 2nd, 2012

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I. PROJECT DESCRIPTION

The Lenawee Intermediate School District (LISD) located in Adrian, Michigan is seeking qualified vendor to supply computer hardware and accessories. The LISD intends to engage a professional services contract with a qualified firm to provide computer hardware and accessories.

About the Lenawee Intermediate School District (LISD)

The LISD is a county wide education provider servicing over 16,000 Lenawee County, Michigan students. The District provides services in the areas of special education, career-technical education, early childhood development, instructional professional development, and resource provision in support of 11 local school districts and eight private school districts.

Lenawee Intermediate School District Computer Purchase RFP

The specifications below represent the computer equipment the LISD and associated entities will purchase in 2012. Please quote for each item based on the quantity noted. Quotes must be valid for individual purchases from Lenawee ISD, Monroe ISD and all local districts of Lenawee and Monroe Counties until June 30, 2013 with a preference on validity for the product lifetime.

Included in the price of the computer will be:

- Delivery schedule to be determined by customer
- 3-year on-site parts and labor warranty
- Toll free technical support

II. GENERAL CONDITIONS

The following general conditions are imposed on all proposals submitted in response to this RFP:

1. Proposed prices represent an offer to contract on the part of the proposing party, and all proposed prices must remain in effect for at least ninety (90) days from the date of the bid opening.
2. The LISD is a public school district and thus is exempt from any and all sales and/or services taxes. Do not include such taxes in the proposal figures. The LISD will furnish the successful bidder with tax exemption certificates upon request.
3. No bidder may withdraw a bid after the actual date of the opening thereof except in case where a bidder demonstrates to the District's satisfaction that a material and substantial mistake was made in preparing the bid, in which event the bidder has 24 hours after the opening of the bid to deliver to the LISD, a notice in writing that he/she desires to withdraw his/her bid and stating the reasons therefore. Once a bid is withdrawn, it may not be re-submitted.
3. The LISD reserves the right to waive any informalities or immaterial omissions or defects not involving price, time or changes in the work. In the case of error in the extension of prices in the bid or other arithmetical error, the unit price shall govern.
4. The LISD will not pay any costs incurred by the firm in preparing or submitting any proposals in response to this RFP.
5. Any deviation from the specifications included in this RFP must be noted in the bid proposal, and the proposing firm must provide written rationale for the deviation.

6. The LISD reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability and service when in its judgment it best serves the LISD.
7. The LISD may conduct background checks on individuals who will be working on LISD property, due to the proximity to and potential for interaction with LISD students. As is permitted by applicable federal and state law, **LISD reserves the right to deny access to any individual(s) based upon the results of background checks.**
8. Upon execution of a contract, LISD may, at its sole discretion, direct the selected contractor to increase or decrease service frequencies at any time for any reason during the life of the contract.
9. The selected firm will be expected to obtain any and all necessary licenses/permits to perform the required services at the campuses described herein.
10. The selected firm will not be permitted to assign any agreement between the firm and LISD, nor will the firm be permitted to subcontract any services owed to LISD, unless such assignment or subcontract is first approved by the LISD. LISD reserves the right to unreasonably deny assignment or subcontract requests.
11. The selected firm will not discriminate against any employee or applicants for employment because of race, religion, color, national origin, handicap, age, or sex and will take affirmative action to insure that applicants are employed without regard to their race, religion, color, national origin, age, sex, height, weight, or marital status. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
12. The selected firm will comply with all published rules, regulations, directives, and orders of the Michigan Civil Rights Commission relevant to Section 206, 1976 P.A. 453, as amended.
13. The selected firm will understand and acknowledge that LISD will maintain the sole right to terminate the contract with firm with or without cause and without penalty.
14. The selected firm will be expected to comply with all applicable federal, state, and local laws in addition to applicable LISD Board policies which prohibit the possession or use of tobacco or alcohol, or carrying any dangerous weapons on LISD property.

The preceding list is provided for informational purposes only, and is in no way intended to be an exclusive list of the terms and conditions that may be imposed upon the responding firm by LISD through a professional services contract.

III. SCOPE OF SERVICES

Desktop Base Bid 1:

Quantity: **15**

Base Unit: Small Form Factor
Processor: Intel Core i5-2500 (6M Cache, 3.30Ghz) or better
Memory: 4GB 1333MHz DDR3 – 2 x 2GB
Keyboard: USB Keyboard (English)
Video Card: Integrated Video, HD Graphics 2000 with native dual display or better
Hard Drive: 250 GB SATA 6.0Gb
Operating System: Windows 7 Home, No Media, 32-bit
Mouse: USB 2 Button Optical Mouse
NIC: Intel Gigabit NIC
DVD-ROM Drive: 16X DVD+/-RW
Sound Card: Integrated Onboard Sound Card
Warranty: Next Business Day Parts and Labor Onsite 3 Years
Misc: Intel vPro Chip Technology

Desktop Alternate Bid 2:

Please bid all hardware/software specifications and quantity as in Desktop Base Bid 1 with the exception of Misc: Intel vPro Chip Technology.

Laptop Base Bid 1:

Quantity: **55**

Processor: Intel Core i5-2540M (3M Cache, 2.6Ghz) or better
Memory: 4GB RAM - 2 x 2GB
Video Card: Integrated Video, Intel HD 3000(VGA and HDMI video output) or better
Monitor: 15.6 Inch LCD with WXGA+ Support 1600x900
Hard Drive: 320GB SATA 3.0Gb or better
Operating System: Windows 7 Home, No Media, 32-bit
Mouse: Touchpad
NIC: Intel Gigabit NIC
NIC: Wireless Intel NIC b/g/n or equivalent
DVD-ROM Drive: 8X DVD+/-RW
Sound Card: Integrated Onboard Sound Card
Speakers: Internal Chassis Speakers
Warranty: Next Business Day Parts and Labor Onsite 3 Years
Warranty: Next Business Day Parts and Labor Onsite 3 Years Accidental Damage
Misc: Intel vPro Chip Technology
Integrated Webcam: 3MP, Light Sensitive Webcam and Noise Cancelling Microphone with Digital Array Microphone or better
Battery: 9 cell, 97 WH or equivalent

Laptop Alternate Bid 2:

Please bid all hardware/software specifications and quantity as in Laptop Base Bid 1 with the exception of Misc: Intel vPro Chip Technology.

PLTW Desktop Base Bid 1:**Quantity: 26**

Base Unit: Desktop
 Processor: Intel Xeon Processor E5-2600 or better
 Memory: 8GB DDR3, 1600MHz
 Keyboard: USB Keyboard (English)
 Video Card: 1.0GB NVIDIA Quadro 2000, 1 DVI or better
 Hard Drive: 500GB SATA 3.0Gb or better
 Operating System: Windows 7 Home, No Media, 32-bit
 Mouse: USB 2 Button Optical Mouse
 NIC: Intel Gigabit NIC
 DVD-ROM Drive: 16X DVD+/-RW
 Sound Card: Integrated Onboard Sound Card
 Speakers: Internal Chassis Speakers
 Warranty: Next Business Day Parts and Labor Onsite 3 Years
 Misc: Intel vPro Chip Technology

PLTW Desktop Alternate Bid 2:

Please bid all hardware/software specifications and quantity as in PLTW Desktop Base Bid 1 with the exception of Misc: Intel vPro Chip Technology.

PLTW Laptop Base Bid 1:**Quantity: 0 (no pre-orders but still would like a price)**

Processor: Intel i7-2640M Dual Core (2.80GHz,4M cache) or better
 Memory: 8GB RAM 2 x4GB
 Video Card: NVIDIA® NVS™ 4200M (DDR3 512MB)
 Monitor: 15.6 Inch LCD with WXGA+ Support 1600x900
 Hard Drive: 320GB SATA 3.0Gb or better
 Operating System: Windows 7 Home, No Media, 32-bit
 Mouse: Touchpad
 NIC: Intel Gigabit NIC
 NIC: Wireless Intel NIC b/g/n or equivalent
 DVD-ROM Drive: 8X DVD+/-RW
 Sound Card: Integrated Onboard Sound Card
 Speakers: Internal Chassis Speakers
 Warranty: Next Business Day Parts and Labor Onsite 3 Years
 Warranty: Next Business Day Parts and Labor Onsite 3 Years Accidental Damage
 Misc: Intel vPro Chip Technology
 Integrated Webcam: 3MP, Light Sensitive Webcam and Noise Cancelling Microphone with Digital Array
 Microphone or better
 Battery: 9 cell, 97 WH or equivalent

PLTW Laptop Alternate Bid 2:

Please bid all hardware/software specifications and quantity as in PLTW Laptop Base Bid 1 with the exception of Misc: Intel vPro Chip Technology.

Docking Station(s)

Port Replicator Package for Laptop Docking Station:

Quantity: 10

Monitor with speaker bar Base Bid 1: Quantity: 0 (no pre-orders but still would like a price)

Professional Series: 21-22 inch Monitor – Adjustable height –Speaker Bar or better

Monitor with integrated webcam and speakers Alternate Bid 2:

Please bid same quantity as Monitor with speaker bar Base Bid 1, with the following hardware:

21-22 inch Monitor –with integrated 2MP - Light Sensitive Webcam and Noise Cancelling

Microphone with Digital Array- Integrated Speaker- Adjustable height or better

IV. SUBMISSION REQUIREMENTS

Proposals submitted in response to this RFP are to follow the outline described below and must address all requested information. Any additional information that the firm wishes to include that is not specifically addressed below should be included in the appendix to the proposal. Firms are encouraged to keep the proposals brief and to the point.

A. COVER LETTER/TRANSMITTAL LETTER – Please include a cover letter signed by a member of the firm having the authority to negotiate and execute contracts on behalf of the firm.

B. STATEMENT OF EXPERIENCE/FIRM QUALIFICATIONS

Proposing firm shall provide evidence of experience in providing computer hardware from major manufactures; such as DELL, HP and Lenovo.

Please include a detailed history of the firm including all relevant qualifications. Include biographies and/or resumes of key personnel who will provide services to LISD.

Please provide a detailed list of all hardware for the LISD Consolidated Computer Purchase quote.

C. REFERENCES

Please provide a list of at least three references of past clients. References should be for work that was similar in nature and scope to that which is reflected in this RFP.

D. BID FORMS

Please complete the attached bid forms in their entirety.

E. INSURANCE

The consultant shall include proof that the firm carries professional liability and commercial general liability insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work. The consultant shall maintain limits on the professional liability insurance in the amount of one million dollars (\$1,000,000) per claim and limits on the commercial general liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and in the amount of two million dollars (\$2,000,000) general aggregate.

LISD will require that the selected firm list LISD as an additional insured on its general liability insurance policy.

F. BID BOND

The successful respondent will be required to provide, within 10 days of acceptance of respondent's submission by LISD, a performance (surety) bond equal to one-hundred percent (100%) of the contracted price to insure the successful performance under the terms and conditions of the contract negotiated between the successful respondent and LISD. The performance bond shall be valid for the entire period during which work is being performed and for a period of one year after the completion of work under the contract. Any and all costs required for the issuance of the performance bond shall be the sole responsibility of the responding party.

G. WARRANTEE

All hardware, software and labor shall be guaranteed for 1 year after product closure.

H. SPECIAL REQUIREMENTS

Please identify any specific support, information and other needs that may be requested of the District during the project.

I. MICHIGAN-BASED BUSINESS CERTIFICATION AND VERIFICATION FORM

Consistent with Michigan law, the LISD has adopted and implemented a policy that extends a preference to Michigan-based businesses submitting a proposal pursuant to this request for proposals. Solely for the purposes of determining the value of a bid for purposes of an award, the bid price of a Michigan-based business that is bidding in accord with this request for proposals shall be reduced by a factor of the lesser of 5% or \$10,000. For all other purposes, the bid price shall remain as stated in the proposal.

In order to be considered for such a preference, a bidder must satisfy the definition of a Michigan-based business as found in MCL 18.1268 and shall provide a completed copy of the consent form affixed to this RFP, as well as any additional consent necessary to permit LISD to verify the firms' status as a Michigan-based business through the Michigan Department of Treasury. Additional consent must be provided by the bidder with 24 hours of request by LISD. Failure to satisfy the statutory definition of a Michigan-based business and/or failure to provide the necessary and/or additional consent to permit the LISD to verify the proposer's status as a Michigan-based business through the Michigan Department of Treasury, shall result in the forfeiture of any preference for which the bidder may qualify, including, but not limited to the Michigan-based business preference.

Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form. (*This form applies to Michigan-based businesses only.*)

J. FAMILIAL DISCLOSURE STATEMENT

Please include a completed copy of the attached LISD familial disclosure statement. (*This form must be completed and notarized even if no familial relationship exists.*)

Please submit proposals, and all required attachments, in a sealed envelope clearly marked, "**BID – LISD Consolidated Computer Purchase**" to the LISD, attention Nicholas Adams LISD Technology Coordinator, 4107 North Adrian Highway, Adrian, Michigan 49221. **Proposals must be received by LISD at or before 10:00 AM, EST on May 2nd, 2012**

Questions

Please direct all questions regarding this request for proposals to Nicholas Adams, LISD Technology Coordinator at 517.265.1631 or via e-mail at nicholas.adams@lisd.us.

V. SELECTION PROCESS

A contract may be awarded by the LISD Board of Education based upon a recommendation from District administrative staff. Proposals will be evaluated based upon a variety of factors including but not necessarily limited to the following:

1. Firm experience and general qualifications
2. Findings from the consultation with provided references
3. Proposed cost of the services
4. Michigan-based Business Preference

Professional Services Agreement

The selected contractor will be required to enter into a formal professional services agreement with the LISD further describing the responsibilities of each party to the agreement.

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT FOR LENAWEE ISD

PURPOSE: All bidders shall provide familial disclosure in compliance with MCL 380.1267. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner or any employee of the bidder and any member of the Board of Education of the Lenawee Intermediate School District ("LISD"), or the superintendent of the LISD. By law, the LISD shall not accept a bid that does not include this sworn and notarized disclosure statement.

INSTRUCTIONS: This form must be completed either in ink or typewritten. Attach pages of this size if additional space is needed.

LISD PERSONNEL LISTING: LISD Board of Education: Richard Germond, Victor Hogue, Howard Keller, Claude Rowley, John A. Lark, DDS; LISD Superintendent: Jim Philp

DISCLOSURE: The underlined hereby discloses that a familial relationship exists between any member of the LISD Board of Education, or the superintendent of the LISD and the bidder or any employee of the bidder.

The following are the familial relationships:

(If no familial relationships exist, please check the box below, however signature and notary are still required.)

Owner/Employee Name	Related To	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

No familial relationships exist (check box if applicable).

I, _____,
(name of affiant)

having been duly sworn on oath, say that I am the above-named, that I have personally prepared the foregoing affidavit, and that the same is true to the best of my knowledge and belief.

(signature of affiant)

Subscribed and sworn to before me, this _____ day of _____, 20____.

(signature of Notary)

Notary public, State of Michigan, County of _____.

My commission expires _____.

MICHIGAN BUSINESS CERTIFICATION AND AUTHORIZATION FOR VERIFICATION

_____ (the "Bidder"), which is assigned and uses EIN # _____ hereby certifies that it has submitted a bid to Lenawee Intermediate School District and that the Bidder meets the criteria for a "Michigan business" as listed in MCL 18.1268(1) and (2) in that it has done one or more of the following during the 12 months immediately preceding the bid deadline or for the period the business has been in existence, if the business is newly established within the 12 months immediately preceding the bid deadline:

- (1) Filed a Michigan single business tax return or Michigan business tax return showing a portion or all of the income tax base allocated or apportioned to the state of Michigan pursuant to the former single business tax act, 1975 PA 228, or the Michigan business tax act, 2007 PA 36, MCL 208.1101 to 208.1601.;
- (2) Filed a Michigan income tax return showing income generated in or attributed to the state of Michigan; and/or
- (3) Withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the department of treasury.

The Bidder further certifies that its filing or withholding satisfying the above criteria shall be more than a nominal filing for the purpose of gaining the status of a Michigan business, but shall indicate a significant business presence in the state, considering the size of the business and the nature of its activities.

Bidder hereby authorizes the Michigan Department of Treasury to verify that the Bidder has or has not satisfied at least one of the above-enumerated criteria. This authorization shall permit the Michigan Department of Treasury to disclose the verifying information to the Lenawee Intermediate School District in accordance with the procedures established by Section 28 of 1941 PA 122, MCL 205.28 and Section 623a of 1976 PA 451, MCL 380.623a.

_____ (Bidder Name)
 _____ (Authorized Signatory)
 _____ (Signatory's Printed Name)
 _____ (Bidder's Address)
 _____ (Date)

STATE OF MICHIGAN
COUNTY OF (_____)

On this ____ day of _____, 2012, before me personally appeared _____, to me known to be the person described in and who executed the foregoing instrument and acknowledged the same as their free act and deed.

Notary Public, _____ County, Michigan
My commission expires: _____