

Trumbull County Educational Service Center

REQUEST FOR PROPOSAL

Computer workstations and laptop systems

May 11, 2018

Trumbull County Educational Service Center

Issue Date: May 11, 2018

Overview

Trumbull County Educational Service Center is seeking to maintain its educational mission of “Leading for Educational Excellence”. The Trumbull County Educational Service Center has planned to replace the classroom and staff computer devices.

Purpose

The Trumbull County Educational Service Center (TCESC) is accepting proposals for the purchase of computer workstations and laptop systems. The TCESC is seeking a payment option of a 5-year lease/purchase agreement. We are seeking to have the system data drives imaged for use. Mail or deliver four copies of the proposals in a sealed envelope marked “PROPOSAL—Computer workstations and laptop systems”. Facsimiles will not be accepted. E-mails will not be accepted. Verbal bids will not be accepted.

Proposal Due Date

Sealed proposals must be submitted to the Trumbull County Educational Service Center, 6000 Youngstown-Warren Rd, Niles, OH 44446-4603 by Friday, June 8, 2018 at 11:00AM. Proposals received after this date and time will be automatically disqualified.

Submit proposals to the following address:

Lori Simione, Treasurer
Trumbull County Educational Service Center
6000 Youngstown-Warren Rd, Niles, OH 44446-4603
Office phone: 330-505-2804
Fax: 330-505-2814
Email: Lori.Simione@trumbullesc.org

All technical inquiries about this RFP should be directed to:

Chris Hubinsky, Technology Administrator
Trumbull County Educational Service Center
6000 Youngstown-Warren Rd, Niles, OH 44446-4603
Office phone: 330-505-2828
Fax: 330-505-2814
Email: chris.hubinsky@trumbullesc.org

Proposal Period

This solicitation shall be binding upon all potential contractors for 28 days (starting date of May 11, 2018 and ending date of June 8, 2018). Any potential contractor who shortens the acceptance period may be rejected.

Proposal Costs

The Trumbull County Educational Service Center is not responsible for any expenses associated with the development or delivery of any proposal. All costs are the fully responsibility of the contractor.

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Late Proposals

To be considered for selection, proposals must be received at the Trumbull County Educational Service Center in the designated location by the designated date and time. Any proposals received after this time are automatically non-responsive and shall not be considered. The Trumbull County Educational Service Center is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private courier or any other form of delivery. It is the sole responsibility of the potential contractor to ensure that the proposal reaches the Trumbull County Educational Service Center prior to the designated deadline.

Rejection of Proposals

The Trumbull County Educational Service Center reserves the right to cancel any solicitation at any time prior to an award, and is not required to furnish a statement of the reason why a particular offer was not deemed to be the most cost-effective solution.

Selection of Proposal

Trumbull County Educational Service Center will engage in negotiations with potential contractors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required products and services. During the negotiations, the Trumbull County Educational Service Center will obtain the best contract to provide for current computer hardware and service needs.

Evaluation Factors

In determining the potential contractor to be fully qualified and best suited to provide the service, the following factors will be considered:

1. The ability, capacity and skill of the potential vendor to perform the contract or provide the services required.
2. Whether the potential contractor can fulfill the contract or provide the service promptly, without delay or interference.
3. Whether the potential contractor can provide adequate support to the Trumbull County Educational Service Center technology staff for the maintaining of the services.
4. The flexibility of the vendor to offer all or part of the services requested in the RFP to the Trumbull County Educational Service Center.
5. The character, integrity, reputation, judgment, experience and efficiency of the potential contractor.
6. The quality of performance of previous contracts with laws and ordinances relating to the contract or service.
7. The most suitable products, systems, software and features of the manufactured components of the proposed system.
8. Price will be the major factor in the overall rating criteria to determine the contract award.

**Price will carry the largest weight value among the evaluation factors considered.*

Final Decision

Any potential contractor submitting a proposal agrees that the decisions of the Trumbull County Educational Service Center is final and shall hold harmless the Trumbull County Educational Service Center and the successful vendor harmless. The submission of a proposal indicates acceptance of these conditions.

Assignment of Contract

A contract shall not be assignable by the contractor in whole or in part without the written consent of the Trumbull County Educational Service Center.

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Payment Terms

The TCESC is seeking a payment option of a 5-year lease/purchase agreement. Payment to vendors will be made after systems are delivered and verified to be fully functional and to have met bid specification. No payments will be made if systems or components are defective for any reason. The vendor will assume responsibility for return shipping costs of non-working systems and/or components. Any additional late fees, etc. must be indicated in bid. Please clearly state all payment terms in bid proposal.

Testing/Inspection

The Trumbull County Educational Service Center reserves the right to conduct any test/inspection it may deem advisable to assure products and services conform to the specifications.

Transportation and Packaging

Please provide shipping options to include single unit shipping or bulk shipping. By submitting proposals, all potential contractors certify and warrant that the price offered includes the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped.

All shipments, whether single or bulk shipping, will be delivered to:
Trumbull County Educational Service Center
6000 Youngstown-Warren Rd, Niles, OH 44446-4603

General Specifications

The intent of this RFP is to provide potential contractors with sufficient information to enable them to prepare a response to this RFP acceptable to the Trumbull County Educational Service Center. The Trumbull County Educational Service Center will specify the characteristics of the technical specifications and make the ultimate decision to accept or not accept any specific proposal in part or in whole. The vendor shall:

1. List full corporate name and address.
2. List local sales and support offices.
3. List the name(s), responsibilities, and phone number(s) and fax number(s) of contact person(s).
4. Briefly describe its product/service offerings and all lines of business.

System data drive imaging

The TCESC is accepting bids for hard drive imaging/cloning. The first systems is to be delivered by Friday, June 20, 2018. Please provide a line item cost for this service. Please provide a line item cost to include any shipping fees that may be associated for this service.

System asset tagging and recording

The TCESC is accepting bids for asset tagging and recording of all hardware. Please provide a line item cost for this service. As part of the asset tagging process, all asset tags and serial numbers will need to be recorded and submitted to the TCESC in a CSV file or compatible data file. Please provide a line item cost for this service.

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Microsoft Windows-Based Computer Workstation Hardware Quantity

The TCESC is accepting bids for up to 140 new computer systems. Inoperable systems, peripherals and/or components will be returned at the vendor's expense. The systems are to be configured and delivered for use by July 20, 2018.

Microsoft Windows-Based Computer Workstation System Features (*Minimum Specifications*)

HP ProDesk 600 G3 Microtower Desktop Computer -- MFR # 1FY41UT#ABA
Intel Core i5 Processor, 8GB RAM, 256GB Solid State Drive
SuperMulti DVD Burner
Video ports: VGA
Network Interface: Gigabit Ethernet Port
USB 3.0 Type-A, Type-C
Windows 10 Pro (64-bit) operating system
USB wired keyboard and mouse included

Microsoft Windows-Based Laptop Hardware Quantity

The TCESC is accepting bids for up to 110 new laptop systems. Inoperable systems, peripherals and/or components will be returned at the vendor's expense. The systems are to be configured and delivered for use by July 20, 2018.

Microsoft Windows-Based Laptop System Features (*Minimum Specifications*)

HP 15.6" ProBook 450 G5 Notebook -- MFR # 2ST09UT#ABA
Intel Core i5 Processor, 8GB RAM, 256GB Solid State Drive
15.6" 1920 x 1080 Anti-Glare Display
SuperMulti DVD Burner | SD Card Reader
USB 3.0 Type-A & Type-C
Video ports: HDMI | VGA
Network Interface: 802.11ac Wi-Fi | Bluetooth | Gigabit Ethernet Port
Windows 10 Pro (64-bit) operating system

Computer Workstation and Laptop Systems Warranty (*Minimum Specifications*)

5-year warranty – next business day hardware support - onsite parts and services

Laptop Carrying Case Quantity

The TCESC is accepting bids for up to 80 new laptop carrying cases. Damaged or inoperable products will be returned at the vendor's expense. The cases are to be delivered for use by July 20, 2018.

Laptop Carrying Case Features (*Minimum Specifications*)

HP top-load carrying case -- MFR # H2W17UT
Holds up to 15.6" laptop
Top-load carrying case
Carrying handles and shoulder strap
Front organizer pocket

Wireless Mouse Device Hardware Quantity

The TCESC is accepting bids for up to 80 new wireless mouse devices. Inoperable systems, peripherals and/or components will be returned at the vendor's expense. The devices are to be delivered for use by July 20, 2018.

Wireless Mouse Device Features (*Minimum Specifications*)

Logitech M310 Wireless Mouse -- MFR # 910-001675
Wireless connectivity, USB receiver, ambidextrous design, Microsoft Windows OS compatible

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Additional Information

The Trumbull County Educational Service Center reserves the right to ask any potential contractor to submit information missing from the proposal to clarify the proposal and to submit additional information.

All Vendors should complete the following information and return it with their proposals\applications.

Computer workstations and laptop systems proposal

Lori Simione, Treasurer
6000 Youngstown-Warren Rd, Niles, OH 44446-4603

Dear Lori Simione,

We have read the Trumbull County Educational Service Center’s request for computer workstations and laptop systems and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to fulfill your requirements. We understand the proposal time period and we understand all proposal material must be sealed and delivered to the Trumbull County Educational Service Center, 6000 Youngstown-Warren Rd, Niles, OH 44446-4603 by Friday, June 8, 2018 at 11:00AM. We understand the TCESC has final decision to select the most cost-effective solution which best aligns to the operation of the TCESC to be a leader among educational organizations. It is also understood that all information contained herein or attached to this proposal shall become public record upon delivery to you.

SUBMITTED BY:

_____	_____
Organization Name	Date
_____	_____
Representative	Signature
_____	_____
Representative	Signature