



Unified School District 263
PO Box 130
628 East Mulvane Street
Mulvane, Kansas 67110

Request for Proposal
Laptop Computers

RFP Available
November 13, 2023

Deadline for Submission
December 15, 2023 @ 3:00 PM

Contact
Thomas Schmitz
Technology Director
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Laptop Computers

Request for Proposal

I. SUMMARY

Mulvane Public School District USD 263 is soliciting bids for the technology items listed in this document. This is a second year of a two-year initiative to update staff laptops to Lenovo ThinkBook 15 G4 IAP 21DJ (adjusted for most recent model at the time of this RFP release).

Proposals wishing to be seriously considered must include the initial cost of the selected proposal including all licensing, device management software, maintenance and repairs, warranties, manufacture defects and accidental damage repair coverage, labeling, shipping and handling costs, and other documentation, available software and firmware updates, support and training, and any other incidental cost associated with the installation, implementation, and usage of all aspects of the selected proposal during its duration.

This document does not commit Mulvane School District 263 to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to make any agreements in relation to the services and/or goods described in this RFP.

Inquires associated to content related to this RFP should be directed to Thomas Schmitz using the contact information listed on the cover page of this RFP.

All bids wishing to be considered must include purchase (total cost) pricing.

The vendor must submit a bid(s) to address any and all of the District's details outlined within this RFP.

Vendors are invited to submit multiple bids to include a bid(s) providing lowest comparable pricing.

II. DEADLINE FOR PROPOSALS TO BE CONSIDERED

December 15, 2023 @ 3:00 PM: Unified School District 263 will stop accepting proposals related to this document and successful proposals received in accordance with the guidelines of this document will be publicly opened. No late proposals will be considered.

III. DELIVERY

The District intends to notify the winning vendor by February 1, 2024. **Each bid must include a realistic delivery date of all equipment included in the proposed bid.** Any needed deviation from this deadline must be submitted to and approved by Unified School District 263 in writing prior to May 1, 2024. Delivery will be **completed prior to May 1, 2024.**

IV. DESCRIPTION OF NEED

Mulvane Public School District USD 263 is soliciting bids for the technology items listed in this document. This is a second year of a two-year initiative to update staff laptops to Lenovo ThinkBook 15 G4 IAP 21DJ (adjusted for most recent model at the time of this RFP release).

Vendors are invited to submit multiple bids to include a bid(s) providing lowest comparable pricing.

ITEM	PREFERRED MINIMUM SPECS	QUANTITY
1. Windows Laptops <u>Lenovo ThinkBook 15 G4 IAP 21DJ or most current available comparable model</u>	Core i7, numeric key pad, 16GB RAM, 14.5", Bluetooth, wireless, 3 USB ports, mic and audio ports, 6-hour battery time, 512 GB solid state drive, 3-year manufacturer accidental warranty, HDMI and 15.6" LED touch screen preferred. Operating system is covered by the District's current Microsoft Agreement.	90

V. **TERMS OF CONTRACT**

- a. Unified School District 263 may, by written notice, terminate the contract or purchase order if the selected vendor refuses or fails to make delivery of the equipment within the times specified within this RFP.
- b. Any dispute arising out of or related to the contract documents or their interpretation will be litigated only within the state of Kansas.
- c. All bids will provide the lowest possible cost and utilize state contract pricing when available.
- d. All bids wishing to be considered must include purchase (total cost) pricing.
- e. The vendor is responsible for clearly identifying the model and manufacturer being targeted within each provided bid.

VI. **PRICE CHANGES**

Prices may decrease any time after award.

VII. **GENERAL INFORMATION**

- a. The selected vendor(s) is responsible for all shipping and handling costs.
- b. Any information related to vendor's special funding or financing should be submitted on a separate sheet from its equipment and services, and directed to Thomas Schmitz using the contact information on the cover page of this RFP.
- c. Bids for refurbished or open boxes will not be accepted.
- d. Payments will be made upon receipt and verification of order for each shipment and invoice if Unified School District 263 accepts purchase (total cost) pricing.
- e. Each vendor bid shall be subject to acceptance or rejection by Unified School District 263. Unified School District 263 reserves the right to reject any and all bids. Unified School District 263 reserves the right to contact specific vendors for additional information after the scheduled bid opening to assist in selecting the winning vendor(s).

- f. Inquires associated to the content related to this RFP should be directed to Thomas Schmitz using the contact information listed on the cover page of this RFP.
- g. Each vendor shall clearly indicate the total amount of money due from Unified School District 263 for completion of all equipment, work, and services included in any submitted bids related to this RFP (total cost).
- h. The selected vendor(s) will provide full and detailed documentation of all aspects of all projects.
- i. The selected vendor(s) shall be available for follow up questions VIA phone calls and e-mails from Unified School District after installation is complete at no additional cost.
- j. Bids submitted may not be withdrawn for a period of 60 days immediately following the bid opening related to this RFP.
- k. All requested information must be submitted. The vendor shall submit in writing to Unified School District 263 the reason it cannot respond and note an exception if the vendor cannot supply any requested information.
- l. The selected vendor(s) will certify and warrant that goods, personal property, chattel, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, right, or claim of any nature or kind whatsoever.
- m. The selected vendor(s) will save Unified School District 263 and its employees from any liability. The selected vendor(s) or subcontractors working on Unified School District 263 property or on the behalf of Unified School District 263 will be required to carry all needed insurance.
- n. All selected vendor employees and subcontractors must comply with all applicable federal, state, and local laws.
- o. Service technicians must be certified in their respected technologies.
- p. The vendor may submit a bid(s) to address any or all of the District's technology needs. The individual technology needs (listed on page 3 and 4 of this RFP) may be targeted separately, or in part, by any interested vendor's bid(s). **A unique and separate bid must be submitted for each technology need being addressed by each vendor.** The vendor is responsible for clearly identifying the specific technology need being targeted within each provided bid.
- q. Terminology or jargon may be used throughout this RFP to describe a solution, technology, or organization structure. All effort has been made to use a common vernacular that is commonly accepted in the IT industry. If there is confusion about the meaning of a particular term, questions can be submitted to Thomas Schmitz using the contact information listed on the cover page of this proposal. In no way will responses to these inquiries postpone or change the due date for proposals.
- r. Responses to this **RFP must be submitted in hard copy** to the attention of Thomas Schmitz using the mailing address listed on the cover page of this RFP. Only complete responses will be considered, omissions or errors will be the responsibility of the responding vendor. **Please**

complete and attach the Cost Form located at the end of this RFP with any submitted bid(s) and bid documents.

- s. All District purchased equipment shall be new and meet the requirements of the manufacturer's specification sheets. The definition of new equipment is standard new equipment, latest model of regular stock product and in production at the time of award. Equipment should be new and not remanufactured, reconditioned, newly manufactured, showroom, or used.
- t. Vendors are encouraged to submit multiple bids to include a bid(s) providing lowest comparable pricing on a **purchase option** for the requested technology.
- u. Following the contract award, alterations in product manufacturing, fabrication, or delivery of substitute models require prior written approval of Unified School District 263. If at a later date, the equipment awarded in a contract is discontinued by the manufacturer, Mulvane Public School District USD 263 will be allowed to substitute at the same price with another model exceeding specifications in the awarded contract.

VIII. CANCELLATION

Should Mulvane Public School USD 263 experience a change in circumstance due to the decision of the District's funding authority such as downsizing, consolidation of facilities, elimination of a program, or some other reason that will negate the need for the equipment, the District reserves the right to cancel the contract of the equipment. If this type of cancellation becomes necessary, the District shall provide a minimum of 30 days advance written notice to the vendor. Any part of the contract may be cancelled for cause under any one of the following circumstances:

- a. The vendor fails to make delivery of goods or services as specified in this contract.
- b. The vendor fails to perform any of the provisions of this contract.
- c. Equipment fails to perform as represented by the vendor.

If cancellation should occur, the awarded vendor shall refund, in full, any unused portion of the prepaid contract payment beginning on the effective date of the cancellation.

IX. PROPOSAL COST

Unified School District 263 is not liable for any costs incurred by a vendor prior to the full execution of an awarded contract. All costs incurred in response to this Request for Proposal, including any travel cost incurred to meet with the District, are solely the responsibility of the proposer.

X. **VENDOR SELECTION**

The District may consider the following when selecting a vendor:

- a. The purchase price
- b. The reputation of the vendor and of the vendor's goods and services
- c. The extent to which the goods and services meet the District's needs
- d. The vendor's past relationship with the District
- e. The impact on the ability of the District to comply with laws and rules
- f. The total long-term cost to the District to acquire the vendor's goods and services
- g. Any other relevant factors specifically listed in the request of bids or proposals

Cost Form for RFP

(Shipping, freight, and any and all incidental costs must be included)

COMPANY NAME: _____

COMPANY PERSON OF CONTACT: _____

CONTACT PHONE NUMBER: _____ TODAY'S DATE: _____

TOTAL COST TO THE DISTRICT FOR THIS BID: _____

ITEM	PREFERRED MINIMUM SPECS	QUANTITY
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