

REQUEST FOR PROPOSAL

[RFP#20150707-HP600G1MINIDESKTOPS]

JULY 7, 2015



1.0 SCOPE OF WORK & OTHER REQUIREMENTS FOR RFP#20150707-HP600G1MINIDESKTOPS

1.1 Intent. The Dubuque Community School District (hereafter referred to as “DCSD”) is seeking sealed quotation proposals from qualified vendors to provide computers for educational use.

1.2 District Profile. The DCSD reorganized in the early 1960's with the surrounding rural area and now serves a population of over 70,000. The geographical area the DCSD serves is over 245 square miles. The DCSD operates thirteen elementary schools, three middle schools, two high schools and an alternative learning center.

The DCSD has a current enrollment of approximately 10,687 students, as reported as the district’s certified enrollment to the Iowa Department of Education in the fall of 2014.

DCSD is seeking to distribute desktop computers that are capable of hosting the Windows 8.1/10 operating systems for programs and applications in a technology-rich educational environment

1.3 Scope of Products and/or Services. The DCSD is seeking competitive quotes for a custom-configured **HP ProDesk 600 G1 Mini PC** with the manufacturer part number **K1K87UA#ABA**, **HP V193 18.5-inch LED Backlit Monitor** with the manufacturer part number **G9W86A8#ABA**, and **HP Quick Release Bracket** with the manufacturer part number **EM870AA**.

1.4 Specifications and Quantities.

1.4.1 Vendor must provide prices for the following products: *See the Product Technical Specifications Page (Attachment “A”) describing the aforementioned equipment being solicited.*

Any questions, or clarification regarding the custom configuration, can be

directed via e-mail to Aaron Bennis, Public Sector Territory
Manager, aaron.bennis@hp.com.

Mfg. Part Number	Product Description	Quantity
K1K87UA#ABA	HP ProDesk 600 G1 Mini PC	135
G9W86A8#ABA	HP V193 18.5-inch LED Backlit Monitor	135
EM870AA	HP Quick Release Bracket	135

1.5 Vendor Requirements.

- a) The price submitted by the Vendor shall include all handling, freight and transportation fees associated with any orders.
- b) Vendor must submit all applicable warranties with the quote.
- c) Pricing must remain secure for a period of no less than 120 days.
- d) Do not include extraneous materials with the proposal. Only materials requested by this RFP are to be included in the proposal package.
- e) All the part numbers or descriptions and quantities in the quote must remain the same.
- f) DCSD reserves the right to increase or decrease the quantities within the 120 day period of the quote without any increase in price per unit.
- g) DCSD reserves the right to order only specific part numbers from this RFP to suit the needs of DCSD.
- h) Vendor must ensure all invoices and hardware is deliverable to DCSD and **must** arrive before **August 25, 2015**.
- i) It is the responsibility of the Vendor to ensure that all addendums are included in the proposal submission. Failure to include addendums could result in your proposal being declared unresponsive.
- j) All RFPs must be signed, with the firm named as indicated. A RFP by a corporation must be signed by a duly authorized officer, employee or agent, with his or her title. Obligations assumed by such signature must be fulfilled.

1.6 Pricing. The Vendor is required to complete the Pricing Page (Attachment “B”). This Pricing Page is to be included with the Vendor’s quote. The Pricing Page must show unit pricing, extended pricing and a grand total. When there is a discrepancy of the extended or grand totals, the unit price will prevail.

1.7 Unspecified Value Add Offerings. List items or services, as an attachment(s), you are offering in addition to those required by the attached specifications, offered as part of your proposal and included in your proposal pricing, if any.

1.8 Responses.

Responses should be received by DCSD **before 12:00PM CST on July 21, 2015**. Direct your responses in a sealed envelope to:

Dubuque Community School District
c/o: Joan Steffen
2300 Chaney Rd.
Dubuque, IA 52001

The outside of the envelope must be clearly marked with **“20150707-HP600G1MINIDESKTOPS”**

Bidders are cautioned to write all descriptions and prices clearly so there is no doubt as to the intent and scope of the proposal. In the event of price discrepancy, unit price will prevail. All itemized costs must be included in the grand total.

All proposals must be signed by an authorized agent of the company making the proposal.

All questions relating to the technical aspects of this RFP should be directed to Coby Culbertson, 2300 Chaney Rd., Dubuque, IA 52001 or you can email the questions to cculbertson@dbqschools.org.

1.9 Schedule of Payment. All payments for DCSD need to be approved by the DCSD Board of Education, which usually occurs thirty (30) days after the invoice(s) from the vendor is received. Depending on when the invoice(s) is received, or the scheduling of the regular board meeting, it could take up to sixty (60) days for payment to be issued once approved by the DCSD Board of Education.

2.0 Right to Accept and Reject Proposals. The DCSD reserves the right to waive any irregularities, reject any or all proposals, and modify or negotiate any and all proposals received in conjunction with this Request for Proposal.

This Request for Proposal in no manner obligates the DCSD to an eventual contract for any items described, implied, or which may be proposed, until confirmed by written agreement (and approved by the Board of Education, if necessary) and may be

terminated by the DCSD without penalty or obligation at any time prior to the signing of a contract by all parties.

Attachment "A" – Product(s) Technical Specifications Page

K1K87UA#ABA	HP ProDesk 600 G1 Mini PC
	Operating system - Windows 8.1 Professional
	Processor - Intel® Core™ i3-4160T Dual Core 3.10 GHz
	Energy Efficiency - ENERGY STAR® qualified model
	Chipset - Intel® Q85
	Memory - 4 GB (1x4 GB) DDR3 1600 MHz
	Hard drives - 500 GB Solid State Hybrid Drive (SSHD)
	Optical drive - N/A
	Graphics - Intel® HD Graphics 4400
	Keyboard - HP USB Keyboard
	Mouse - HP USB Mouse
	Audio - DTS Studio Sound
	Network card - Intel I217LM GbE integrated network connection
	Wireless hardware - Intel 802.11 a/b/g/n 7260 Wlan
	Warranty - 3 years parts, labor and onsite service (3/3/3) standard warranty
G9W86A8#ABA	HP V193 18.5-inch LED Backlit Monitor (ENERGY STAR)
	Native resolution - 1366 x 768
	Contrast ratio - 600:1 static; 5000000:1 dynamic
	Warranty - 3 years parts, labor and onsite service (3/3/3) limited warranty.
EM870AA	HP Flat Panel Monitor Quick Release
	Dimensions (W x D x H) - 6.3 x 5.2 x 0.65 in & Weight – 0.82 lb

Attachment “B” – Pricing Page

Vendor is required to complete this Attachment “B” - Pricing Page as part of the quote. This pricing page **must** be completed and attached to the Vendor’s quote. **Failure to comply with the instructions for this pricing page may deem the Vendor’s response non-compliant.**

Vendor Name:	
Vendor Contact Person:	
Vendor Address:	
Vendor Phone:	
Vendor Fax:	
Vendor E-mail:	

Hewlett-Packard (HP) ProDesk 600 G1 Mini PC and/or accessories

Mfg. Part Number	Product Description	QTY:	Unit Cost:	Extended Cost:
K1K87UA#ABA	HP ProDesk 600 G1 Mini PC	135		
G9W86A8#ABA	HP V193 18.5-inch LED Monitor	135		
EM870AA	HP Quick Release Bracket	135		
Grand Total:				

Warranty Description [Supplemental documentation provided concerning warranty is also acceptable]

Signature: _____

Printed Name: _____

Title: _____