

STATEMENT OF INTENT:

The Tyrone Area School District is soliciting competitive, sealed proposal from IT Solutions providers for new computer equipment complying with the terms and conditions described in this document.

SECTION 1: PROPOSAL INSTRUCTIONS

1.1 Proposal Process Instructions

1.1.1 Due Date: Proposals are due by Friday, May 18th, 2018 by 2:00pm prevailing time.

1.1.2 Delivery of Proposals will be to the address below via one of the following:

- Certified mail US Mail.
- UPS/Fedex with delivery verification.
- Vendor delivery to Administrative Suite Receptionist at 701 Clay Ave, Tyrone, PA 16686.

Proposals shall be placed in a sealed envelope clearly marked: **“RFP Response: #GRD-042018-Computer Equipment”**

Delivery Address:

Tyrone Area School District
RE: RFP Response: #GRD-042018 - Computer Equipment
701 Clay Avenue
Tyrone, PA 16686

All proposals must be complete and properly signed to be considered valid. All proposals received after the hour and/or date established above will be returned to the sender unopened. No oral or electronically transmitted proposals will be accepted. The Tyrone Area School District reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal deemed to be in the best interest of the District.

1.1.3 Important Dates:

RFP Issue Date	4/19/2018
Proposals Due	5/18/2018 by 2:00pm
Proposal Opening	5/18/2018 at 2:00pm
Selection of Vendor	On or Before 6/12/2018
Award of Contract	On or Before 6/12/2018
Delivery	On or Before 8/6/2018

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1.1.4 Proposer Questions & Communications

During the period from receiving the RPF until a vendor is selected, you must direct all written and verbal communications with the Tyrone Area School District to:

Glen Drager Network Administrator Tyrone Area School District 814-684-0710 x3314 grdrager@tyrone.k12.pa.us	John Clark Business Manager Tyrone Area School District 814-684-0710 x jeclark@tyrone.k12.pa.us
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Any person contemplating submitting a proposal in doubt as to the true meaning of any part of the specifications or other proposed contract documents may submit a written request for an interpretation thereof. The Tyrone Area School District will not be responsible for any other explanations or interpretations of the proposed documents. In case of any doubt or difference of opinion as the true intent of the specifications and in case any dispute between the parties under the contract to be entered into, the decision of the Tyrone Area School District shall be final and binding. Under no circumstances will a request for clarification alter the submission deadline.

1.1.5 Proposal Costs

Proposing vendors are responsible for all costs and expenses that they incur responding to this RFP.

1.1.6 Registered Proposers

Proposers may register by contacting the district's Network Administrator via phone or e-mail. Registration is not required to respond.

1.1.7 Proprietary Information

Under state law, proposals will be held in confidence and will not be revealed or discussed with competitors until an award has been made or all proposals are rejected. Proposals submitted to the district may be reviewed and evaluated by any person other than competing Proposers at the discretion of the district. Proposers shall identify the areas that are trade secrets of confidential/proprietary in nature by including a written statement signed by a representative of the company/firm identifying specific portions of the proposal that contains the trade secret or confidential proprietary information.

1.2 Response Format

- 1.2.1** Responses shall be made via the forms attached to this document. Electronic versions of these forms have been posted on the district website and are available upon e-mail request to the Network Administrator. Vendor may attach their quote forms if desired to expedite
- 1.2.2** Each proposal must contain the following items for consideration: Attachment A: Vendor Response Parts 1 through 3, Attachment B: Vendor suggested options, Attachment C: Non-Collusion Statement and Attachment D: Piggybacking Option. Product literature should be provided for items that differ from the proposed reference model.

1.3 Terms and Conditions

1.3.1 Term of Agreement

The equipment specified is being purchased for the 2018-19 school year. Invoicing shall not occur prior to 7/1/2018. Pricing specified for equipment shall be valid thru 8/31/2018.

1.3.2 Proposed Pricing

Pricing specified shall be inclusive of all delivery charges or other supplemental charges.

1.3.3 Payment Terms

The payment terms shall be net 30 days.

1.3.4 Tax Exemption

The Tyrone Area School District is a tax-exempt organization. Certification of such shall be provided upon request.

1.3.5 Governing Law

The agreement will be governed by the laws of the State of Pennsylvania.

1.3.6 Additional Terms:

- a) The Board reserves the right to reject any and all proposals and to waive any technicalities or informalities that are determined to be in the best interest of the District.
- b) All proposals must include a signed and notarized affidavit of non-collusion (Section 10).
- c) Proposals shall be irrevocable for a period of ninety (90) days from the date of opening.
- d) More than one (1) proposal for on (1) contract from any individual, partnership, corporation, or association under the same of different names will be grounds for the rejection of all proposals in which such proposer is interested. Any or all proposals will be rejected if there is reason for believing that collusion exists among any of the proposers. Participants in such collusion will not be considered in future proposals. Each bidder will be required to submit with this proposal a properly executed non-collusion affidavit in the form attached.
- e) The individual, partnership, corporation or association submitting the proposal must be registered to do business within the Commonwealth of Pennsylvania. Proof of the same shall be

provided only if so requested.

1.4 Evaluation and Award Process

- 1.4.1** An evaluation committee comprised of key district stakeholders will evaluate each proposal for compliance with the submission requirements described in this document.
- The award shall be made to the lowest cost proposal on a line-item basis that meets submission requirements. Only proposals from financially responsible organizations or individuals, as determined by the Tyrone Area School District shall be considered.
- 1.4.2** Oral or written questions for further clarification may be required of proposing vendors.
- 1.4.3** Tyrone Area School District is interested in receiving the proposer's best offer from the outset.
- 1.4.4** The Tyrone Area School District Board of Education will accept a recommended vendor or reject all proposals at its meeting currently scheduled on June 12th, 2018 at 7:00 p.m.

SECTION 2: Vendor Qualifications

The following are the minimum criteria to propose a solution to Tyrone Area School District.

2.1 Manufacturer Authorizations and Certifications

- 2.1.1** Merchant must be a current authorized distributor of the proposed system components in good standing. Proof of same shall be made available upon request.
- 2.1.2** Vendor shall provide customer references for (3) K-12 school districts which they have done business within the past 3 years.

ALL criteria above MUST be addressed with either the applicable information and/or concurrence to be considered eligible to provide a solution for the District.

If you meet or exceed the above Vendor Qualifications, then please proceed with the remaining RFP.

SECTION 3: Procurement Specifications

3.1 Overview

The Tyrone Area School District is seeking a vendor to provide the following:

3.1.1 Chromebook Non-Touch Specifications

- a) Minimum 4GB Ram
- b) 11.6" Screen
- c) Wi-Fi 802.11ac
- d) Ruggedized features (e.g reinforced hinges, spill proof keyboard, 32"+ drop test).
- e) Google Automatic Update Expiration (AUE) of no earlier than July 1, 2022.
(<https://support.google.com/chrome/a/answer/6220366?hl=en>)
- f) Minimum 1 Year Warranty.
- g) In total, (40) extra power adapters will be required to support district operations.

3.1.2 Chromebook Touch/Pen Specifications

- a) Minimum 4GB Ram
- b) 11.6" Screen-Touch.
- c) Wi-Fi 802.11ac
- d) Pen input supported.
- e) Ruggedized features (e.g reinforced hinges, spill proof keyboard, 32"+ drop test).
- f) Google Automatic Update Expiration (AUE) of no earlier than July 1, 2022.
(<https://support.google.com/chrome/a/answer/6220366?hl=en>)
- g) Minimum 1 Year Warranty.

3.1.3 Laptop-2-in-1 Specifications

- a) 2-in1 "Business Class"
- b) Minimum Intel I5 or better processor
- c) Minimum 8GB Ram
- d) Minimum 256Gb SSD
- e) Minimum 13" HD multi-Touch
- f) Minimum 8 hour battery life
- g) Win 10 x64 Support (district will install Win 10 x64 Edu)
- h) Wi-Fi 8011.ac
- i) Pen input with included Pen
- j) Ethernet port and/or Ethernet port adapter (3rd party adapter acceptable)
- k) HDMI out or HDMI adapter included (3rd party adapter acceptable)
- l) VGA out or VGA adapter included (3rd party adapter acceptable)
- m) Available MS Configuration Manager (SCCM) driver package bundle and/or central driver update utility (e.g. Lenovo, Thinstall, HP SSM, Dell DCSU).
- n) Available BIOS scripting tools.
- o) Extra Laptop Power Adapter for each laptop.
- p) Minimum 1 Year warranty.

3.1.4

Laptop Specifications

- a) "Thin and Lite" or Ultrabook model
- b) Minimum Intel I5 or better processor
- c) Minimum 8GB Ram
- d) Minimum 256Gb SSD HD
- e) 14" HD Non-Touch Screen
- f) Minimum 8 hour battery life
- g) Win 10 x64 Support (district will install Win 10 x64 Edu)
- h) Wi-Fi 8011.ac
- i) Ethernet port and/or Ethernet port adapter (3rd party adapter acceptable)
- j) HDMI out of HDMI adapter included (3rd party adapter acceptable)
- k) VGA out or VGA adapter included (3rd party adapter acceptable)
- l) Available MS Configuration Manager (SCCM) driver package bundle and/or central driver update utility (e.g. Lenovo Thin Installer, HP SSM, Dell DCSU).
- m) Available BIOS scripting tools.
- n) Extra Laptop Power Adapter for each laptop.
- o) Minimum 1 Year warranty.

3.1.5

Computer Specifications

- a) Small form factor desktop chassis
- b) Minimum Intel I5 or better processor
- c) Minimum 8GB Ram
- d) Minimum 500GB HD
- e) Win 10 x64 Support
- f) Available MS Configuration Manager (SCCM) driver package bundle and/or central driver update utility (Lenovo Thin Installer, HP SSM, Dell DCSU).
- g) Available BIOS scripting tools
- h) Minimum 1 Year warranty.

3.1.6 Monitor Specifications

- a) Minimum 21"
- b) Aspect Ratio 16:9
- c) Minimum 1920 x 1080 resolution
- d) Displayport and VGA inputs
- e) Built-in Speakers
- f) VESA mountable
- g) Minimum 1 year warranty

3.1.7 GoGuardian License

Current license is for 1500 devices good through 11/2018. Request is for a 12-month renewal of the license at the 1500 level.

3.1.8 Cases

If proposing an alternate case from the reference SKU, a sample of the proposed case must be provided with the proposal at no-charge to the district. The sample will not be returned.

3.1.9 Quantities

Quantity totals within a category represent the expected minimum number of units that will be ordered. However, quantities listed for individual items within a category may change. For example, when listing a touch and non-touch version of a device, the district is committing to purchase the minimum quantity of total devices listed; however, the specific number of touch and non-touch models may change to meet district requirements.

3.1.10 Equivalent Items

For line items specified with "or equivalent" in the manufacturer/model, you may propose and alternate SKU from any vendor that matches specifications. Vendor must provide product data sheets for equivalent items specified. The district shall make the final determination as to whether the specified SKU is equivalent to the provide one. For items that are not marked "or equivalent", no substitutions will be accepted unless vendor has discontinued the item or "or equivalent" language appears in the manufacturer/model column.

3.1.11 OEM Only

For line items specified with "OEM only", the item is an accessory to another item on the list. The accessory must be an original equipment manufacturer (OEM) part from the same manufacturer the proposed equipment the item is an accessory to. No third party parts will be accepted for these items.

3.1.12 Microsoft Licensing

The district is eligible to participate Microsoft's Shape the Future program offering discounted Windows licensing on STF Value +, Standard, and Plus SKUs. In addition, the district participates in the Microsoft Enrollment for Education solution program, which provides upgrade rights to the district for any Windows version.

Attachment A- Part 1: Vendor Response – Contact/Affirmations

Proposer Contact Information:

Company Name: _____

Contact Person: _____

Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____

Fax Number: _____

E-mail: _____

Affirmations:

Please affirm the following statements by writing "YES" next to each statement.

Proposer agrees to all requirements as listed in Section 1.3, Terms and Conditions

Proposer is an authorized distributor of all proposed equipment and will provide proof of same upon request.

Proposer Signature:

In submitting a response to this document, the proposer acknowledges acceptance of all sections of the entire document and has clearly delineated any exceptions:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Appendix A –Part 2: Vendor Response – K-12 References

Reference 1: _____
School Name: _____
Contact Person: _____
Contact Phone: _____
Contact E-Mail _____

Reference 2: _____
School Name: _____
Contact Person: _____
Contact Phone: _____
Contact E-Mail _____

Reference 3: _____
School Name: _____
Contact Person: _____
Contact Phone: _____
Contact E-Mail _____

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Attachment A – Part 3: Vendor Response – Pricing

Item Specifications					Vendor Response			
Category	Device Type	Quantity	Manufacturer/Model	SKU	Manufacturer/Model	SKU	Unit Cost	Extended Cost
Chromebook	Chromebook – Non Touch	315	Lenovo 100e Or Equivalent	81ER0002US				
	Chromebook Power Adapter	40	For Lenovo 100e Or Equivalent- OEM Only	4X20M26252				
	Chromebook Protective Shell	315	iPearl Chromebook Shell for 100e or equivalent	New Product				
	Chromebook-Touch	10	Lenovo 300e or Equivalent	81H00000US				
	Chromebook Power Adapter	5	For Lenovo 300e or Equivalent – OEM Only	4X20M26252				
	Chromebook Protective Shell	10	iPearl Chromebook Shell for 300e or equivalent	New Product				
Chromebook - Accessories	Chrome Management License	325	Google CHROME OS Management Console- EDU License	CROS-SW-DIS-EDU				
	GoGuardian License	1500	GoGuardian Admin/Teacher 1Y- 1500 level	GG-BAT1Y-001500				
	Chromebook Case	325	Belkin Air Protect Sleeve or equivalent	B2A070-C00				
	Charging Station	27	Belkin Store 'n Charge	B2B074				

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Item Specifications					Vendor Response			
Category	Device Type	Quantity	Item Description	SKU	Manufacturer/Model	SKU	Unit Cost	Extended Cost
Laptop	2 in 1 Windows Laptop	70	Lenovo X380 Yoga or Equivalent	20LH000YUS				
	Laptop Power Adapter	70	For Lenovo X380 Or Equivalent - OEM only	4X20M26268				
	Windows Thin-and Lite Laptop	5	Lenovo E480 Or Equivalent	20KN003XUS				
	Laptop Power Adapter	5	For Lenovo E480 Or Equivalent - OEM only	4X20M26268				
Laptop Accessories	Laptop Case	80	Case Logic	AUA-314-BLACK				
	Ethernet Adapter if required	80 or as required by laptop selection	Lenovo Ethernet Extension Cable or Equivalent	4X90F84315				
	VGA Adapter if required	80 or as required by laptop selection	Not specified	Not Specified				
	HDMI Adapter if required	80 or as required by laptop selection	Not Specified	Not Specified				
	Laptop Dock	5	Lenovo USB-C Dock or Equivalent	40A90090US				
Desktop	Windows Desktop	102	Lenovo M710e Desktop Or Equivalent	10UR001JUS				
Display	Monitors	122	Viewsonic 21.5" VA2252SM Or Equivalent	VA2252SM-LED				
	DVI Cable	122	C2G Displayport M/M Cable 6ft Or Equivalent	24904				
							Total Cost	
<ul style="list-style-type: none"> • No substitutions will be accepted unless vendor has discontinued the item or "or equivalent" language appears in the manufacturer/model column. • OEM Only: only a compatible item from the manufacturer of the proposed device type will be considered. 								

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Attachment C: Non-Collusion Affidavit

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. ss 1161 Et. Seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connections with the prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of completion.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

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NON-COLLUSION AFFIDAVIT

State of _____
County of: _____

Contract/Bid No. _____

I state that I am _____ of _____ and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

{Title} {Name of firm}

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor. Bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____, it affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law on any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

{Name of firm}

I state that _____ understands and acknowledges that the above representation are material and important, and will be relied on by Tyrone Area School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Tyrone Area School District of the true facts relating to the submission of bids for this contract.

(Official Signature and Company Position)

Sworn to and subscribed before me
This _____ day of _____, _____.

Notary Public
My commission expires: _____

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Attachment D: Piggyback Clause

During the term of the Agreement resulting from this bid, the Tyrone Area School District would like to afford the same prices, terms and conditions to any current or future members of the Appalachia Intermediate Unit 8 Consortium (hereafter IU8 Consortium), even though their requirements are not included in the quantities listed on the Bid. The IU8 Consortium consists public school districts, public charter schools, vocational schools as well as the IU8 facilities located within Bedford, Blair, Somerset and Cambria counties in Pennsylvania. Membership information may be found at <https://www.iu08.org/Page/107>. A non-affirmative response will in no way have a negative impact on the district's evaluation of the bid.

Please check the appropriate option:

_____ I will offer the quoted prices to all members of the IU08 Consortium during the term of this agreement.

_____ I will not offer quoted prices to all authorized members of the IU08 Consortium.