

Eastern Greene Schools
Request for Quote | Dell OptiPlex 3060, Dell 3100 & Carts

The purpose of this document is to provide the vendor with enough information to quote fixed prices for equipment and delivery.

A total of 230 Dell OptiPlex 3060 Small Form Factor, a total of 140 Dell 3100 non-touch, a total of 60 Dell 3100 touch & a total of 4 carts is requested. All prices will include delivery to Eastern Greene Schools, 1471 N. State Road 43 Bloomfield, IN 47424.

Sealed bids must be received by the Janeen Henderson at 1471 N. State Road 43 Bloomfield, IN 47424 on or before 10:00 a.m. local time on Friday, June 7, 2019. Bids received after this date and time will not be accepted for consideration.

A public bid opening will be held on Friday, June 7, 2019, at 11:00 a.m. local time in the Boardroom at the Eastern Greene administration office located at 1471 N. State Road 43, Bloomfield, IN 47424. The Eastern Greene Board of Education reserves the right to reject any or all quotes.

All proposals must be addressed to:
Janeen Henderson - Treasure
Eastern Greene Schools
1471 N. State Road 43, Bloomfield, IN 47424

All proposals must be submitted in sealed envelopes, which shall clearly be marked "Proposal – Summer Project 2019"; faxed or emailed proposals will not be accepted.

Vendor to quote only brand new (not refurbished) equipment.

Be certain to quote on the exact quantity, services, and other items specified. Eastern Greene reserves the right to adjust quantities prior to purchasing to meet the needs of the corporation. **NO SUBSTITUTIONS WILL BE ACCEPTED.**

The school corporation is tax-exempt and as such will not pay any sales, use or property tax. Tax exemption certificate available upon request.

Delivery charges must be included.

All proposals submitted shall remain firm for a period of ninety (90) days following the submission deadline.

The vendor shall include warranty information for all equipment offered with the proposal.

For the purpose of assuring the Eastern Greene Schools of the quality of workmanship, materials, equipment, and service, the school corporation will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project.

Eastern Greene Schools
Request for Quote | Dell OptiPlex 3060, Dell 3100 & Carts

The following information must be included with each proposal:

- description of the company location and the number of years in business.
- description of experience for similar projects.
- a list of not less than three (3) references for similar projects performed.

All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.

The school corporation reserves the right to accept or reject any proposals, or part thereof, and to award the contract to other than the low quotes.

The proposals will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the proposals have been awarded by the school corporation.

Vendors shall furnish school corporation with brochures, documentation and specification sheets, if requested.

Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to the school corporation, taking into consideration price and other evaluation factors set forth in the specifications, lowest responsible and responsive vendor.

The school corporation reserves the right to reject any or all proposals and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.

The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by the school corporation official who is authorized to issue orders.

Any proposals may be rejected if it contains any alterations or erasures without being properly initialed by the person submitting the bid.

The vendor shall file and invoice upon acceptance of services, payment will be made within forty-five (45) days.

Questions regarding specifications should be directed to **Janeen Henderson via email**
jhenderson@egreene.k12.in.us with the subject line of "Proposal – Summer Project 2019".

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Instructions to All Vendors

Read all the general conditions carefully before submitting your quote to be certain that you completely understand all requirements.

Unit cost and extensions should be verified and thoroughly checked before submitting your quote. If an error is made on the unit pricing, the school corporation cannot accept any responsibility. It is assumed that the pricing submitted is the price you will be honor. Therefore you will be legally held to this price.

The Quote Proposal Forms must be completed, properly signed and returned with your quote.

All packing slips and invoices must reference the purchase order number assigned to any items awarded to your company. Also, any back orders must be noted on invoices

The school corporation will not be responsible for any deliveries that are not signed for by an authorized employee or employee of the school's technology managed services provider

The school corporation reserves the right to reject any or all quotes and to make an award deemed to be in its best interests.

- **Required Quote - Qty (230)**

- Dell OptiPlex 3060 Small Form Factor
 - Intel Core i5-8400 (6 Cores/9MB/6T/up to 4.0GHz/65W)
 - 8GB 1X8GB DDR4 2666MHz UDIMM Non-ECC
 - 256GB SSD Class 40 drive
 - Onsite Service After Remote Diagnosis 3 Years
 - Please provide information related to the warranty of the computer at the time of purchase

- **Required Bid- Qty 140**

Dell 3100 Non-touch
4GB 2400MHz LPDDR4 Non-ECC
16GB eMMC Hard Drive
11.6" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable
1-Year Warranty

- **Required Bid- Qty 60**

Dell 3100 Touch
4GB 2400MHz LPDDR4 Non-ECC
32GB eMMC Hard Drive
11.6" HD 1366 x 768 WVA 16:9 Touch with Corning(R) Gorilla(R) Glass NBT, Camera & Microphone
WLAN Capable
1-Year Warranty

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- **Required Bid- Qty 190**
Google Management Console license

- **Required Bid Chromebook Cart - Qty 4**
 - **Cart to hold a minimum of 24, a maximum of 30**
 - **Cart to come pre-assembled**

- **Optional Bids**
Submit a bid that includes a case.

- **Optional Bids**
Submit a bid or bids that includes an additional 2, 3 and/or 4 year extended warranty on the Chromebook. Please provide details regarding the extended warranty.

All quotes should include detailed line items and subtotals along with the total purchase price.

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Request for Quote | Dell OptiPlex 3060, Dell 3100 & Carts

Appendix A
Eastern Greene Schools

Dell OptiPlex 3060, Dell 3100 & Carts Proposal Form

Must be submitted with proposals

We, the undersigned, have reviewed the specifications herein for the supply of the above-listed items(s). We propose to furnish and deliver all materials and accessories to complete the project, in accordance with the attached quote Specifications and general conditions. We understand that the Eastern Greene Schools reserves the right to reject any and all quotes and to make awards on the basis of quality as well as price.

Company Name

Address

Authorized Signature

Printed Name

Title

Telephone Number

Email Address

Date