



August 21, 2018

Deadline for bid submissions: 9:00 a.m. CST, Monday, September 10, 2018.

INTRODUCTION

Colby Community College will replace 75 HP Prodesk Mini G3 Desktops, 75 HP Probook 450 G5 Laptops, 150 HP ProDisplay P240a24" Monitors, and 6 HP 3005 PR Port Replicators which will have more speed, more features, and greater capacity.

PROPOSAL SYNOPSIS

Colby Community College will replace 75 HP Prodesk Mini G3 Desktops, 75 HP Probook 450 G5 Laptops, 150 HP ProDisplay P240a24" Monitors, and 6 HP 3005 PR Port Replicators with new ones that have more speed, more features, and greater capacity. Colby Community College will also be considering the option to acquire dual monitor functionality for both the desktops and the laptops.

These HP Desktops and HP Laptops are primarily intended for business operations: staff, faculty, and other areas.

DEFINITIONS

1. Service provider -It is a provider of parts or services, and is otherwise known as a "contractor" or "vendor".
2. "Must" and "Shall" -Indicate the state of being mandatory and not optional. In this document, all requirements that "must" or "shall" exist or take place are required in order for a proposal to be considered.
3. "Should" – Indicates a preference for something. Proposals with stated preferences included will be scored higher than those without.
4. "Can", "May" and "Could" – Indicate an option for which there is no preference for or against. Such options are stated to provide suggestions/guidance to the service provider.



5. “Usable Capacity” and “Usable Storage Capacity” – This is the amount of data storage space for use by The College after Microsoft Windows formatting.

INSTRUCTIONS TO BIDDERS

1) **Date and Place** -Proposals can be mailed to Colby Community College, Attn: Seth Carter, 1255 S. Range Ave. Colby, KS 67701 and must be received no later than Monday, September 10 at 9:00 a.m. Central Standard Time

2) **Submitting Proposals** -The submitted proposal must be valid for a period of sixty (60) days from the closing date. Proposal submissions must include:

- A. A complete copy of this document with the company name filled in on the title page
- B. Signed statement (provided herein) from authorized signatory of service provider indicating their agreement to stand behind the proposal submission and its quotes
- C. A proposal which includes all mandatory requirements and all information asked for within the Proposal Details section below, as well as details of any optional components described by the proposal details
- D. Estimated dates of deliverables

3) Acceptability

- A. If proposals are incomplete, unsigned, conditional, illegal, obscure, illegible, or contain conditions not called for, reservations, erasures, alterations, or irregularities of any kind, they may be rejected. Late proposals will be rejected.
- B. Dates for deliverables: The College reserves the right to reject a proposal if estimated dates of equipment delivery or estimated date to perform installation and configuration, if applicable, are deemed unreasonably distant in the future.
 - I. Delivery of equipment is preferred to be within 30 calendar days of proposal being awarded.
 - II. Installation and configuration, if included as an optional component of the proposal, is preferred to be completed within 45 calendar days of proposal being awarded



4) Costs

- A. The proposal costs should be Best and Final pricing. The college will not negotiate price with non-selected proposals after the submission deadline.
- B. For proposals that include one or more of the stated optional components below, costs of all included optional components must be separated out from the rest of the proposal as well as from each other.
- C. All costs for the proposal must be included within proposal. Any and all other costs not specified must be absorbed by the service provider.

5) General

Colby Community College reserves the right to:

- A. Reject any or all proposals. Lowest or any proposal not necessarily accepted.
- B. Choose the proposal based on a lowest evaluated bid, which includes, but is not limited to, costs. Lowest evaluated bid is based on scoring on several factors below.
- C. Withdraw or amend this RFP at any time. d) Reject proposals from parties without reasonable acquaintance with the class of equipment or work specified.
- D. Negotiate with the awarded service provider for adjustments in their proposal.
- E. Accept or reject any combination of the optional components provided by the service provider as part of the proposal. g) Ask service provider for clarifications on details of proposal.

6) Scoring -Scoring of the proposals is based on the following items:

- A. Vendor Qualifications
 - a. Stability, experience and abilities
 - b. Maintenance/support capability
 - c. References
- B. Degree to which criteria in this RFP are met
- C. Quality of goods and services offered
- D. Perceived value of features in solution
- E. Scalability
- F. Performance
- G. Capacity



H. Ease of implementation/management

I. Delivery schedule

7) **Advertising** Awarded service provider cannot advertise that any work, products or services were provided to The College without first obtaining the express written permission from The College. Colby Community College will provide express written permission upon satisfactory and complete implementation of winning proposal, if requested.

PROPOSAL DETAILS

Mandatory Requirements. The 75 HP Prodesk Mini G3 Desktops Must:

- Be in a new factory condition with full warranty
- Include at least a three (3) year parts and labor warranty
- Include replacement of broken and worn out parts under the parts warranty
- Intel I5 8th Generation - Quad Core 2.6 GHz or faster
- 8 GB of DDR4-2400 Memory or faster
- 256 GB SSD storage or faster
- HDMI 1.4 or better
- Support dual Display Ports
- USB 3.1 or better
- 1 RJ-45 Ethernet
- Display port cables
- 101 Key Keyboard and laser mouse combination



The 75 HP Probook 450 G5 Laptops Must:

- Be in a new factory condition with full warranty
- Include at least a three (3) year parts and labor warranty
- Include replacement of broken and worn out parts under the parts warranty
- Intel I5 8th Generation – Quad Core 2.6 GHz or faster
- 8 GB of DDR4-2400 Memory
- 256 GB PCIe NVMe SSD
- DVD-Writer
- HDMI 1.4 or better
- Display Port
- USB 3.1 or better, USB 3.1 TYPE – C Gen 1 or better
- 1 RJ-45 Ethernet
- Internal Wireless Adaptor capable of 802.11 A/B/G/N/AC Wi-Fi
- 15.6” LED Display with a minimum resolution of (1920 x 1080)
- High Definition Audio with Dual Speakers and Microphone array
- 720P HD camera
- 30 spare HP Probook 450 G5 laptop chargers
- 6 HP 3005 PR Port Replicators



The 150 HP Prodisplay P240a 24” Monitors Must:

- 24 inch diagonal size
- minimum resolution of (1920 x 1080)
- have HDMI 1.4 or better connection
- have Display Port

CERTIFICATION

I hereby certify, on behalf of the **Company** I represent, that the information and prices supplied as part of this proposal are accurate, and that the costs for any errors contained herein will be borne solely by the **Company** I represent.

Further to the above, I hereby certify that this proposal is submitted without any connection, knowledge, comparison of figures, or arrangements with any other company, firm or person submitting a proposal for the same.

Name of Company :

Signed by Company Official:

Witness

Date: _____