



Colby Community College (CCC) – Laptop Replacement 1 RFP (Submission deadline is noon on 5 December 2022)

Overview and Background:

Colby Community College is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The college was established in 1964; it is a dynamic institution of more than 2,400 students. In addition to a main campus of approximately 60 acres, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility.

CCC owns and maintains multiple laptops as a part of its deployment. Laptops are maintained and refreshed on a three-year basis to ensure that employees have reliable hardware as a part of working or learning at CCC. Each year, the CCC Information Technology staff evaluates each device.

Project Goals:

CCC is seeking competitive, sealed bids in order to purchase seventy five (75) new laptops for our campus needs.

General Information: CCC is open to HP Probook laptop model from vendor recommendations regarding the specifications listed below. **Please submit a bid for each CPU, 12th Gen Intel Core i7 and 12th Gen Intel Core i5 processor.**

- Integrated Intel® Iris® X^e Graphics
- 16 GB DDR4 RAM (1 x 16 GB) 2 SODIMM SLOTS
- 512 GB PCIe® NVMe™ SSD
- 15.6" diagonal, FHD (1920 x 1080), IPS
- Integrated Webcam 720p or greater
- Keyboard Backlight
- Wi-Fi 6 Bluetooth® 5.2 combo
- USB Type-A, USB Type-C, USB Power Delivery, headphone/microphone combo, AC power, RJ-45, HDMI
- All devices must include a three-year term support and warranty including accidental damage.

- Any questions can be directed to Efrain Ledesma, Information Technology, at (785) 460-5484 or email him directly at efrain.ledesma@colbycc.edu.
- The RFP will be posted on CCC's website, <https://www.colbycc.edu/vendors>, and can be downloaded from there directly as of 5:00 p.m. on 15 November 2022.

Project Timeline:

The laptop bids proposed **MUST** include an ETA for delivery to CCC before April 3, 2023. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate.

Submission of Proposals:

Respondents to this RFP must submit their sealed proposal – by hand or email – no later than 12:00 p.m. (CST) on 5 December 2022, to Sheri Knight, located in the Thomas Hall Administration Office (CCC's Main Campus), or via email sheri.knight@colbycc.edu.

*The proposals will be opened by the Vice President of Business Affairs, Vice President of Academic Affairs, and the Director of Special Projects.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated, and then CCC will recommend to the Board of Trustees (BOT) for a decision; the BOT meeting will be held on 12 December 2022. The selected vendor will be notified within 24 hours after a recommendation has been approved by the BOT.

Elements of Proposal:

A submission should, at a minimum, include the following elements:

1. Manufacturer and model of units being proposed.
2. All additional options.
3. Please disclose the Manufacture Suggested Retail Price (MSRP).
4. Specific warranty details for each unit proposed.
5. Document any related fees or processing fees.
6. Document any delivery fees to have the items delivered to CCC.
7. Timeframe to secure and deliver items.

Mandatory Disclosures:

Tax Exempt:

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect no sales tax included in the final submission.

Exclusions:

If any exclusions exist as a part of this proposal, vendors must clearly define them in a section labeled *exclusions*.

Sub-Contracted Work (if applicable):

If any of the scope of the project will be outsourced to a third party, the vendor name and work to be completed must be included in the proposal. CCC reserves the right to request a different sub-contracted company.

RFP Questions (if applicable):

Vendors should only direct inquiries and questions to the following individual(s) at CCC. Any communication received by anyone else at CCC should not be included in the proposal.

Point(s) of Contact:

- Sheri Knight, sheri.knight@colbycc.edu or contact her directly at 785/460-5407

Statement of Disclosure:

The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).