**MEMO TO:** Prospective Bidders

**MEMO FROM:**  Michael Gerszewski, Technology Coordinator

 Williston Public School District #1

**DATE:** August 4, 2011

**SUBJECT:** Request for Proposals (RFP)

Sealed proposals will be received by John Heise, Business Manager, Williston Public School District #1, 1201 9th Ave NW, PO Box 1407, Williston, ND 58801. Proposals are due **Tuesday August 16th, 2011 at 1:00 PM** for the purchase of computers meeting the attached specifications. Questions regarding the RFP should be directed to Michael Gerszewski, Technology Coordinator, at michael.gerszewski@sendit.nodak.edu (preferred) or 701-572-6809.

**GENERAL CONDITIONS**

1. PROPOSAL FORM

 All proposals shall be submitted on the attached proposal form. Documents should be provided which describe in detail the equipment which is being proposed.

2. GUARANTEES

 Hardware/system components are required to have a minimum three year warranty on parts and labor with on-site labor for the full 3 years. Vendor is required to guarantee repairs will begin no later than two working days after notification of a problem. “Parts closet” systems along with pre-paid shipping of warranty related items can be added in lieu of on-site labor. All hardware/system components should be new and not refurbished.

3. ADDITIONAL WARRANTY COVERAGE

 Vendors are requested to also provide a quote for accidental damage coverage for these units if such damage is not covered under the normal warranty. Williston Public School District #1 reserves the right to place the entire order with our without accidental damage coverage.

4. PROPOSAL ENVELOPE

 Proposal(s) should be submitted in a sealed envelope marked on the exterior, “Proposal for Laptops Fall 2011”

5. DELIVERY TERMS:

 Delivery of equipment is to be made to Williston High School at 502 West Highland Drive, Williston, ND 58801

 After order is placed, it is expected that items will be delivered within 30 days.

6. PAYMENT

 Payment will be made after delivery, inspection and acceptance of all merchandise and proper invoicing for each order.

7. PROPOSAL REJECTION

In preparation of this proposal, it should be understood that Williston Public School District #1 reserves the right to reject any or all proposals or portions of proposals along with any or all informalities in said proposals.

**WILLISTON PUBLIC SCHOOL DISTRICT #1**

**RFP for Laptop Computers**

Minimum Specifications:

15.4” LED-backlit display, 1280x800 native resolution

Intel 2.5 GHz, Core i5 or better

3GB DDR3 1066 MHz

250 GB 7200 RPM SATA hard drive

DVD+/-RW drive

100/1000 Mbps NIC

Intel 802.11 a/g/n wireless card

Integrated webcam and digital microphone

9 cell primary battery

Secondary integrated battery (at least 8 cell): can be attached to the laptop and provide power at the same time as the primary battery

90W Power Adapter

Case dimensions (with both batteries) no larger than 14.25” x 11.25” x 2.25”

Intel vPro or similar advanced management

Windows 7 Professional 32 bit

DVD playback software

DVD/CD burning software

Note: Total battery life should be 8+ hours

Note: In lieu of an integrated secondary battery, vendor can also price and provide an additional battery and battery charging system to charge all batteries outside of the laptops.

**Quantity Model# Price Each Total**

30

30 Secondary Battery

1 (Optional) Battery charging system for 30 batteries

**Shipping:**

**Total:**

**Laptop size (with power adapter and secondary battery):**

**W: D: H:**

**Estimated battery life with normal usage: \_\_\_\_\_\_\_\_\_**

**Secondary battery: Denote whether secondary battery can be used at the same time as primary battery:**

 **Yes \_\_\_\_ No \_\_\_\_\_ (if No, please include pricing for battery charging system)**

**Price includes Accidental Damage Coverage: Yes \_\_\_\_ No \_\_\_\_**

 **Additional cost per system to include Accidental Damage: $\_\_\_\_\_\_\_\_\_\_**

Attach a complete list of the specs for the computer model quoted to show it meets or exceeds the minimum specifications above.

If the computer does not meet all of the minimum specs, please include documentation stating why.

Also include: 1) Warranty information 2) Picture of the laptop.

Additional notes:

**Company Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_