



Emery School District 2024 Desktop & Monitor REQUEST FOR PROPOSAL (RFP)

Issue Date: February 27th

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Summary

Emery School District is seeking to purchase desktops and monitors to replace aging devices used in our schools. This document describes the specifications we are seeking, the method for vendors to submit questions, the due date and submission method for vendor proposals.

RFP Due Date, Submission Requirements

Proposals are due by **March 8th at 5:00PM Mountain time**. Proposals received after this date will be late and may be ineligible for consideration. All proposals will need to be sent electronically in pdf format by email to doug@emeryschools.org, or by mail. If a vendor wishes to offer several solutions, he/she may do so either by submitting separate proposals or by including a line item cost table for each manufacture in one proposal.

Evaluation of Proposals

All proposals shall remain valid for a minimum of 30 days after the Proposal Due Date to allow adequate time for evaluation. The District may award a contract based on initial proposals received without discussion of such proposals with suppliers. Accordingly, each initial proposal should be submitted with the most favorable price and service available. The District reserves the right to negotiate with any or all offering proposals, to reject any or all proposals, and to call for best and final offers after negotiations have concluded.

Vendor Q&A

Please email all questions to:
Doug Johnson
Doug@emeryschools.org
Emery School District Technology Coordinator

References

If you are a new vendor or have not done business with Emery School District in the last 3 years, please provide at least two references (school systems) for whom you have provided equipment in similar or greater quantity and whom we may contact.

Award of the RFP

Upon completion of the evaluation process, the District may award the RFP to the vendor whose proposal is determined to be most advantageous to the District. All pertinent District policies and State of Utah purchasing codes and State procurement policies and procedures apply. A Vendor will be chosen based on:

- Cost (primary factor)
- Specifications
- Warranty
- Experience with vendor or references
- Ability to deliver by requested delivery date
- Degree to which the merits of the proposal meet or exceed the requirements in this RFP

Purchasing Timeline

Purchasing will be done around March 31st. The option of purchasing more desktops or monitors at the same pricing if the need arises should be an option.

Delivery

Delivery is expected by the first week of June although the earlier the delivery date the better. Cost of delivery must be included in your proposal either as a separate line item or built into the cost.

Warranty

Please include in your proposal the standard warranty description and any options that are available for an extended warranty. Also explain the warranty repair process including shipping cost if any.

SPECIFICATIONS

Listed below are parts and quantities for proposal. Vendors may submit alternative equipment as long as the equipment is an equivalent model or serves a similar functionality. Vendors can issue bids on different manufactures and models. All shipping, handling, and misc. costs should be included in the proposal.

Teacher Computer Bid Min Specs

Computer:

Quantity= 15

Form Factor: Mid or Mini Tower Case (Small Form Factor)

Intel or AMD: CPU Mark of 17,000 or higher, Minimum 10th generation Intel or compatible AMD

At least 6 USB ports excluding USB-C

Memory: 16GB

Video Ports: Three Video outputs (at least 1 HDMI, can be an included adapter)

Hard Drive: 512GB NVMe SSD

Sound: Integrated

Network: Gigabit Ethernet with RJ45 Port

Keyboard and optical mouse

Support: 3 Year Warranty with English Speaking Support

Microsoft Windows 10 or 11 Home or Pro

Priced out Options:

Upgrade to a 5 Year Warranty with English Speaking Support

Upgrade RAM to 32 GB

Monitors:

Quantity= 15

23-24" Full HD Monitor that will work with the above computer in a multiple monitor environment.



High End Computer Lab Bid Min Specs

Computer:

Quantity= 60

Form Factor: Mid or Mini Tower Case (Small Form Factor)

Intel or AMD: CPU Mark of 17,000 or higher, 10th generation Intel or compatible AMD

Memory: 16GB

Discrete Video Card : GPU Benchmark at least 4000 (2 video outputs)

Hard Drive: 512 NVMe SSD

Sound: Integrated

Network: Gigabit Ethernet with RJ45 Port

Keyboard and optical mouse

Support: 3 Year Warranty with English Speaking Support

Microsoft Windows 10 or 11 Home or Pro

Priced out Options:

Upgrade to a 5 Year Warranty with English Speaking Support

Upgrade RAM to 32 GB

Monitors:

Quantity= 60

23-24" Full HD Monitor



Lab Computer Bid Min Specs

Computer:

Quantity= 130

Form Factor: Micro Form Factor

Intel or AMD: CPU Mark of 17,000 or higher, 10th generation Intel or compatible AMD

Memory: 16GB

Video: Integrated

Hard Drive: 512GB NVMe SSD

Sound: Integrated

Network: Gigabit Ethernet with RJ45 Port

Keyboard and optical mouse

Support: 3 Year Warranty with English Speaking Support

Microsoft Windows 10 or 11 Home or Pro

Priced out Options:

Upgrade to a 5 Year Warranty with English Speaking Support

Monitors:

Quantity=130

23-24" Full HD



Evaluation Matrix

Evaluation Matrix	
Factor	Points
Prices of Product or Services	50
Prior Experience with Vendor including Support	20
Specifications	25
Local Vendor	5