

# REQUEST FOR PROPOSAL (RFP)

Issue Date: February 10th, 2021

## Printers

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through fair and competitive negotiations for Desktops/Monitors.

Questions can be submitted to Doug Johnson, Technology Director, through email at: [doug@emeryschools.org](mailto:doug@emeryschools.org). Answers to questions may be shared with other vendors if necessary to provide clarification to the RFP process.

## DUE DATE

Proposals will be received in the Emery County Schools District Offices at the following address: 120 North Main Street, Box 120, Huntington, Utah. All proposals must be received by end of business day, **March 10th** Electronically or by Mail. It is the vendor's responsibility to have sealed bids delivered on time. The District reserves the right to reject any or all bids.

## 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.

Please estimate delivery date of each product bid.

Evaluation Matrix	
Factor	Points
Prices of Product or Services	50
Prior Experience with Vendor including Support	20
Meets or Exceeds Specifications	15
Ability to deliver product in a timely manner	5
Local Vendor	10

# **Printer Bid**

## **Black and White Volume Printer:**

Quantity=4 HP Laserjet m404dn 40pgs min.

## **Color Volume Printer:**

Quantity=2 HP Color Laserjet m555dn 40 pgs min.

## **Teacher Color Printer:**

Quantity=6 HP Color Laserjet m255dn 22pgs min.