



WESTERVILLE CITY SCHOOLS

REQUESTS FOR PROPOSALS FOR PURCHASE AND INSTALLATION OF COMPUTER HARDWARE AND PERIPHERALS FOR WESTERVILLE SCHOOLS

1. Proposals for the purchase of hardware and peripherals for Westerville Schools must be received by Greg Lewis, Director of IT. **Proposals must be received by 12:00 noon (EST) on Friday, March 5, 2021, at Westerville Schools Early Learning Center, 936 Eastwind Drive, Westerville, OH 43081.** All proposals must be clearly marked as such on the envelope or electronic containing the proposal. Proposals received after the deadline will not be accepted. Proposals will be opened privately.
2. Questions concerning the specifications should be addressed to **Greg Lewis, Director of IT**, Westerville Schools, 936 Eastwind Drive, Westerville, OH 43081. Phone: 614/797-5780.
3. In submitting this proposal, it is understood that the right is reserved by the Owner (Westerville Schools Board of Education) to reject any and all proposals or parts of any proposal, and it is agreed that the Proposal may not be withdrawn for a period of 60 days subsequent to March 5, 2021 without consent of the Owner, which the Owner may withhold in its sole discretion.
4. The Owner is exempt from all taxes; therefore, taxes for services shall not be included in the bid.
5. Quotations must be the completed price.
6. The proposal shall be accompanied by a statement citing the names, addresses, and contact persons of at least 3 owners for whom the vendor has installed similar systems to that proposed for the Westerville Schools.
7. All proposals are deemed to be submitted based upon all of the specifications and form of proposal, including all addenda, if any.
8. **QUOTE FORMS:**

The vendor's proposal and price quotes shall be submitted upon forms furnished by the Owner. (Forms are available on diskette upon written request) All words and figures shall be printed in ink or typewritten. The proposal must be signed in ink by the individual, by one or more members of the partnership, or by one or more officers of the corporation, or by an agent of the contractor legally qualified and acceptable to the Owner. Quotes which are not submitted on the required forms will not be considered.



9. CONTRACT AWARDS:

The Owner reserves the right to make contract awards to the vendor or vendors whose system or components of the system is, in the opinion of the Owner, best suited for use in said schools and the best value for the amount expended.

The Owner will not necessarily be bound by the lowest bid. Quality, value, and performance of the system shall be considered at all times and the Owner shall be the sole judge of such.

The purchase, installation, support, and maintenance contracts between the Owner and the successful vendor(s) will be in form and substance acceptable to the Owner, and will include, but not be limited to, the provisions referenced below.

10. REGULATIONS:

All local, state, and federal laws, codes, ordinances, and regulations shall be followed in regard to the preparation of proposals and delivery of items purchased.

11. QUALITY AND DURABILITY:

All equipment shall be new. Workmanship and material shall be of good quality. In general, all equipment mentioned must be in the top grade of their respective kinds for the purpose for which it is intended and must conform to specifications.

12. GUARANTEE:

The vendor warrants that the system, including each of its parts, (i) will be free from defects in design, material, and workmanship; (ii) will conform to the Specifications and to the terms of the agreement; (iii) will be compatible and operate as an interconnected computer network without additional software or hardware; (iv), will operate with reasonable response times using the original hardware configuration described in the agreement; (v) insofar as the hardware is concerned, will be new; and (vi) will be free of all liens, encumbrances, and security interests.

In the event of a breach of any of the foregoing warranties, the vendor will correct the breach. If the breach has a material adverse effect on the operation of the system or its value, the vendor will proceed to begin to correct the breach within five days of written notice of the breach, use its best efforts to correct such breach, and correct such breach in not less than 30 days. The vendor will correct all other breaches within a reasonable time of written notice of the breach. If a breach results in hardware becoming non-repairable, the vendor will replace such hardware without charge to the Owner. The vendor will be liable to the Licensee for any direct damages incurred by Licensee as a result of the breach of any of the foregoing warranties. The vendor assigns to the



Owner any and all manufacturers' warranties it has with respect to the system.

The vendor warrants that it has sole ownership of and/or the right to license or sublicense the software. The vendor further warrants that the system is non-infringing and free from any rightful claim based on patent or copyright infringement and/or trade secret violation. The vendor shall defend and hold harmless Licensee from and against any claim that any part of the system or any individual component thereof or any service, technique, or property provided to the Owner infringes upon any United States patent, copyright, trade secret, or any intellectual property of any person. The vendor shall pay all amounts, including costs and attorneys' fees, that are finally awarded or that the vendor agrees to in settlement of any such claim.

13. LITERATURE, SPECIFICATIONS, AND SAMPLES:

Descriptive literature and specifications **MUST** be submitted for each item with the proposal, and the same shall be properly labeled as to proposal item number, name, and model.

All proposals shall include complete standard hardware and software, as specified, unless substitutes are definitely indicated.

Demonstration of equipment shall be provided **only upon the request of Mr. Greg Lewis**, at no expense to the Board of Education. Said equipment shall be properly labeled as to proposal item number, name, and model.

14. INSTALLATION:

All equipment shall be installed at site agreed to between the Westerville Schools Board of Education and Contractor, as discussed later in this document.

Prices must be quoted with equipment unpacked, assembled, placed in designated locations, and connected to the Owner's existing wiring infrastructure. Suppliers shall be responsible for cleaning up any debris and repairing any damage done to the building or equipment incident to the installation of the system. Vendor shall not use any district owned dumpster for disposal of any debris. Vendor must work around any summer cleaning schedule the custodial departments have created.

Installation shall be completed within 60 days of Owner's submission of signed purchase order. An earlier installation would be acceptable.

A later installation date may be acceptable provided it is set forth in the proposal and accepted by the Owner. The proposal shall identify any and all special installation requirements for the system for which the Owner is responsible for the system to operate in accordance with Specifications, including any electrical and cabling



requirements, when such requirements must be met and the availability of, and the cost to the Owner for, the vendor to meet such requirements on behalf of the Owner. **Any delinquency in installation without the advance approval of Mr. Greg Lewis may result in cancellation of contract or a penalty charge of \$500 per day for each day beyond the scheduled installation.**

15. **DELIVERY:**

The shipper will notify the carrier that the consignee must be contacted in advance of date and time of arrival. The shipper must assume the responsibility for all shipping arrangements including unloading of equipment and storage. No deliveries shall be made on Saturdays, Sundays, or after 3:30 p.m. Eastern Standard Time weekdays, without the consent of the Owner. All deliveries will be made to each site as indicated on each purchase order.

Shipment shall be made F.O.B. Destination prepaid.

16. **ACCEPTANCE TESTING:**

After the delivery and installation of the hardware, software, and network (the "system"), the Owner will have 30 days to test the system, which may include real time usage, and to notify the vendor of any non-conformity between the system as installed and the Specifications. The vendor will commence to correct any non-conformity promptly, will correct any non-conformity which has a material adverse effect on the operation of the system in less than 30 days from the notice of non-conformity, and will correct all other non-conformities in a reasonable time. The Owner's obligation to pay the vendor under any agreement will not commence until the vendor has corrected all material non-conformities.

17. **LICENSE:**

The vendor will grant to the Owner a perpetual, nonexclusive, nonassignable, nontransferable license to use any custom software, including any subsequent fixes, patches, updates, or improvements, and the source code for any custom software as necessary to maintain the software. The vendor will deposit the aforementioned source code with an escrow agent and update the source code within 30 days after any major revisions are made to the software. Among other things, the escrow agreement will provide for the release of the source code to the Owner upon the Owner's certification that the vendor has failed to cure a breach as required by the Agreement or a breach of any of the warranties and representations applicable to the software, which has a material adverse effect on the operation of the system.

The vendor will provide the Owner with any necessary assistance to obtain perpetual, nonexclusive, nonassignable, nontransferable licenses to use any commercial ("off-the-



shelf”) software, including any subsequent bug “fixes” or “patches” in the manner and on the hardware as specified later in this document.

18. SOFTWARE UPDATES AND FIXES:

The vendor will provide the Owner with all modifications, enhancements, functional changes, and upgrades made by the vendor with respect to any custom software fixes on a timely basis and at no additional cost to the Owner. The vendor will provide updated system documentation at least 10 days prior to the date any new version of the custom software or any part of it which is to be installed as part of the system and shall provide updated changes to the system documentation for any and all changes to the custom software.

The vendor will provide the Owner with any bug “fixes” or “patches” or with the necessary assistance to obtain “bug” fixes for all commercial (“off-the-shelf”) software to be installed on the systems, including contacting the software publisher and obtaining bug “fixes” or “patches” for the Owner. These services, including obtaining any “fixes,” shall be provided in a timely basis and at no additional cost to the Owner.

19. APPLICATION FOR PAYMENT:

The Contractor shall submit for payment an itemized invoice for the complete shipment of the order.

20. PAYMENT WITHHELD:

The authorized representative of the Board of Education may withhold or cause the withholding in whole or part of the contract amount, to such an extent as may be necessary to protect the Board of Education from loss due to defective workmanship or equipment.

21. CORRECTION AFTER FINAL PAYMENT:

Neither final payment nor any provision in the contract documents shall relieve the Contractor of responsibility for faulty materials or workmanship. Repairs or replacements shall be made without cost to the Board of Education.

22. PROPOSAL (QUOTE) ITEMS:

References to trade name or manufacturer’s name of materials or equipment is intended to specify the referenced items unless any equivalent model (brand) is listed as acceptable or the specified model has been, or is being, discontinued by the manufacturer and replaced with a new version.



REQUESTS FOR PROPOSALS FOR PURCHASE AND INSTALLATION OF COMPUTER HARDWARE AND SOFTWARE

PROPOSAL SPECIFICATION DOCUMENT

Westerville City Schools are requesting proposals for computer hardware for the establishment of a purchasing program with a computer hardware vendor. This program will be used by the district to purchase computer hardware, and peripherals for the fulfillment of replacement equipment six years old and other needs in (grades K-12). The program will establish a set pricing structure by the vendor that will provide hardware, and/or computer peripherals to the district. The program will provide a dynamic system that allows for price reductions and/or component upgrades in the technology market and a consistent form of purchasing. The school district plans to purchase between 635-650 computers over the 2021/2022 school year. Vendors are asked to quote one workstation configuration. Approximately 635 workstations will be purchased meeting the specifications set in Form A. These purchases will be made for delivery in May-July 2021.

Program Outline

The district is looking for an innovative company that will supply hardware and services for the district. Successful proposals will include a detailed description of the company, company's history, and three or more *current* references.

- I. Vendor will propose a standard workstation with options that meet the Owner's specifications (see attached Form A). This hardware specification will be used by the Owner as a standard workstation to judge the merits of each vendor's proposal. The vendor must submit a plan to upgrade this standard workstation as technology advances and to pass along all savings as prices in the market change prior to the issuance of district purchase orders for this equipment.

The Owner will not pay more for this standard workstation than the original quote based upon fluctuations in the market.

- II. Vendor will include a price list of add-on hardware that, *at the Owner's discretion*, could be added to the standard workstation. This would include memory, hard drive capacity, video cards, processors, etc. as specified on Form B.
- III. The vendor will include a price list for options and peripherals listed on Form B-C from which the Owner may purchase. This peripheral list will not be directly evaluated as a part of the base proposal but will be used for comparison purchases when the need to order specific peripherals is established.
- IV. The vendor will deliver and install each workstation to the Owner's existing Wide Area



Network (WAN) at the location(s) indicated at the time of purchase. All costs for delivery, freight, packing, unloading, unpacking, plug-in, verifying network connectivity and removing all packaging material shall be included. Installation of each computer on the Owner's WAN will be under the direction of the Owner's Director of Information Management Services (IMS), Mr. Greg Lewis.

- V. The vendor shall submit a written narrative, not to exceed three typewritten double-spaced pages, which includes a detailed description of the company, the company's history, and the company's plan for upgrading the standard workstation and/or passing the savings along to the Owner as prices change, and three or more current references.
- VI. The Vendor shall provide an expected life cycle for the proposed model as well as a schedule of future revisions which will require a change to the Districts standard image.

The district reserves the right to negotiate a contract in more detail with any selected vendor proposals. The district reserves the right to request changes and to provide addenda to the vendor proposals during the proposal process.

Documentation

The following network documentation will be provided by the vendor to the district upon completion of the project. Documentation will include:

- Warranty information, including contact persons.
- Full documentation of the workstation, software, peripherals, including S/N, Asset Tag number and equipment location.
- Full documentation of all installations on the WAN.

Warranty and Support

Vendors will provide warranty on all parts and labor involved with this installation. **All vendor warranties will be a major evaluation point for successful proposals.** Warranties will be comprehensive and encompass all aspects of this proposal. Warranty information must be included with this proposal.

Application

All applications to this Request for Proposal (RFP) should be thorough and complete. Applicants will be evaluated and selected respondents may be requested to meet with district personnel to further discuss the details of their individual proposals.



Form A (Rev. 2/19/21)

VENDOR WORKSHEET - STANDARD WORKSTATION

Vendor Name _____

This worksheet must be completed to these specifications. Options may be included on a separate worksheet, using the same format. Vendors who choose to include an item that is either different or outside these specifications may be rejected by the district. Vendors should include a separate worksheet on options, peripherals and software (see Forms B-C).

| Part | Description | Unit Cost | Total Unit Cost |
|----------------------------|--|------------------|------------------------|
| System | PC (Standard Workstation) | | |
| System / Case | Lenovo – M90a All-in-One 23.8” Full HD (1920 x 1080) | | |
| Stand | UltraFlex Stand | | |
| CPU | 10th gen Intel Core i5-10500 with vPro, 6 Cores, 12 Threads, 3.10/4.50GHz | | |
| OS | Microsoft Windows 10 installed | | |
| Video | Integrated Intel® UHD Graphics 630/610 | | |
| Solid State Drive | 256GB SSD, 2.5”, SATA3, OPAL2.0 Capable | | |
| Memory | 16GB DDR4 2667MHz | | |
| Optical Drive | DVD-RW Combo | | |
| Ethernet | Integrated 100/1000M | | |
| WiFi Wireless/Bluetooth | Intel® WiFi 6 AX201 802.11AX with vPro® (2 x 2) & Bluetooth® 5.1 | | |
| Keyboard and Mouse | USB Traditional Keyboard and Mouse | | |
| Audio | Integrated with Internal Speaker | | |
| Camera / Microphone | IR & 1080p HD with ThinkShutter | | |
| Security | Chassis Intrusion Switch | | |
| Image | Load district standard image | | |
| Bios/PXE/Name | Set custom BIOS/PXE/Name settings – per WCS | | |
| Asset Tag | Place districts asset tag on CPU | | |
| Documentation | Spreadsheet with – S/N, Asset Tag, Room number, Install Date, Invoice number, PO#, and Location | | |
| Installation | Installed on-site, unpacked, assembled, placed in designated locations, tested, and connected to existing wiring infrastructure. | | |
| Warranty | 6 years, 4 hour on-site response, including all parts and labor (any exceptions must be noted by vendor) Shipping, handling and installation should be included. | | |
| Total: | | | |



Form B (Rev. 2/19/21)

VENDOR WORKSHEET - HARDWARE OPTIONS

Vendor Name _____

| Part | Description | Cost |
|------------|---|------|
| PC Removal | Remove old PC from location Low level format Hard Drive Give a detailed report of S/N, building locations, and asset tag numbers PC Specifications: AIO Chassis with 21.5" LCD 16:9 1080p full HD (1920 x 1080 resolution) and with Intel Desktop board DQ77KB motherboard with speakers – Intel Core i5-3570T, 8GB memory, 256gb hard drive, keyboard and mouse | |
| Monitor | Touchscreen | |
| CPU | 10th Generation Intel® Core™ i7-10700 Processor with vPro™ (2.90 GHz, up to 4.80 GHz with Turbo Boost, 8 Cores, 16 Threads, 16 MB Cache) | |
| CPU | 10th Generation Intel® Core™ i5-10600 Processor with vPro™ (3.30 GHz, up to 4.80 GHz with Turbo Boost, 6 Cores, 12 Threads, 12 MB Cache) | |
| | | |
| | | |
| | | |
| | | |



Form C (Rev. 2/19/21)

VENDOR WORKSHEET - HARDWARE PERIPHERALS

Vendor Name _____

| Part | Description | Unit Price |
|-----------------|---|------------|
| Mouse Pad | Black – Mouse Pad | |
| | | |
| Cable | Black Cat 6 – Network Cable with RJ45 Connector – 14' | |
| Cable | Black Cat 6 – Network Cable with RJ45 Connector – 25' | |
| | | |
| Cable | 6' HDMI cable | |
| Cable | 6' DVI cable | |
| Cable | 6' VGA cable | |
| | | |
| Graphic Dongle | Lenovo DisplayPort to HDMI Adapter | |
| Graphic Dongle | Lenovo Display Port to DVI Adapter | |
| Graphic Dongle | Lenovo Display Port to VGA Adapter | |
| | | |
| Surge Protector | Tripp Lite STRIKER, 7 outlet, 750-joule | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |



Form D (Rev. 2/19/21)

VENDOR WORKSHEET – PC LOCATIONS

1. Alcott Elementary

7117 Mount Royal Ave
Westerville, OH 43082
(51) new computers

8. Early Learning Center

300 Polaris Parkway – Suite 3200
Westerville, OH 43082
(15) new computers

2. Fouse Elementary

5800 S. Old 3C Highway
Westerville, OH 43082
(56) new computers

9. Early Learning Center

936 Eastwind Drive
Westerville, OH 43081
(21) new computers

3. Robert Frost Elementary

270 North Spring Road
Westerville, OH 43082
(43) new computers

4. Huber Ridge Elementary

5757 Buenos Aires Blvd.
Westerville, OH 43081
(49) new computers

5. Genoa Middle School

5948 Old 3C Highway
Westerville, OH 43082
(148) new computers

6. Central High School

7118 Mount Royal Ave
Westerville, OH 43082
(270) new computers

TOTAL: (637) - new computers



Form E (Rev. 2/19/21)

NARRATIVE DESCRIPTION

Vendor Name _____

This section must provide a detailed description of the company, the company's history, and the company's plan for upgrading the standard workstation and/or passing the savings along to the Owner as prices change, and three or more current references. Attach up to two additional typewritten, double-spaced pages. (Descriptive brochures may also be submitted in addition to the typewritten narrative.)



Submission of Proposals

All proposals should be submitted to: Greg Lewis
Director of IT
Westerville Schools
936 Eastwind Drive4
Westerville, OH 43081

Proposals must be received by 12:00 noon (EST) on Friday, March 5, 2021, at Westerville Schools Early Learning Center, 936 Eastwind Drive, Westerville, OH 43081.

Form of Proposal

All proposals must be submitted in duplicate, in a labeled, sealed envelope, on the Forms provided, and typewritten or printed in ink.

Opening Statement

Having carefully examined the Request for Proposals, including pages 1-13, Forms A-E, dated February 19, 2021, the undersigned hereby proposes the installation of computers, peripherals, and/or software for Westerville Schools in full conformance with the Request for Proposals and Specification Document.

The undersigned hereby agrees that the information contained in the attached proposal is accurate and complete.

The undersigned hereby agrees to accept the award of the contract if it is made within sixty (60) calendar days after the proposal meeting.

Vendor Name: _____

Address: _____

Authorized Signature: _____

Title: _____

Date: _____