

# Request for Proposals NJSHS Computer Lab Refresh July 2021 Newmarket School District



186A South Main Street  
Newmarket, NH 03857  
rfp@newmarket.k12.nh.us

## Summary

The Newmarket School District (SAU31) is seeking itemized pricing on the following technology equipment:

- **Qty. (20)** Laptop computers
  - 17" Option
  - 15.6" Option
- **Qty. (20)** Spare AC adapters
- **Qty. (20)** 27" LED Monitors
- **Qty. (20)** Keyboards & Mice
- **Qty. (1)** Computer mobile cart

This document describes the laptop computers, monitors, AC adapters, keyboards and mice, and cart specifications we are seeking, the method for vendors to submit questions, and the due date and submission method for vendor quotes. ***This is an FY22 purchase. A purchase order will be issued and payment made after July 1st, 2021.***

## RFP Due Date, Submission Requirements and Date

***Proposals are due Tuesday, June 8th, by 3:00PM Eastern Time***

Quotes can be presented via USPS, UPS, FedEx, etc. to the Newmarket Jr/Sr High School or electronically in PDF format by email to [rfp@newmarket.k12.nh.us](mailto:rfp@newmarket.k12.nh.us). Please mark the envelope (or subject line if email), "NJSHS Computer Lab Refresh - July 2021 RFP".

Proposals delivered via common carrier should be sent to:

Newmarket Jr/Sr High School  
ATTN: NJSHS Computer Lab Refresh - July 2021 RFP  
213 South Main Street  
Newmarket, NH 03857

## Vendor Q&A

A link to the vendor Q&A section can be found [HERE](#)

Please email questions to [rfp@newmarket.k12.nh.us](mailto:rfp@newmarket.k12.nh.us)

We will anonymously post your questions and our answers within 48 hours of receiving them.

Questions submitted after **Wednesday, June 2nd, at 3:00PM Eastern Time** will not be answered. Questions asked via telephone will not be answered.

## Terms and Conditions

It is the intent of the District to award the contract to a single vendor for all work and materials.

**BID ACCEPTANCE:** The Newmarket School District reserves the right to accept or reject any and all bids or proposals received or any parts thereof for any reason whatsoever in accordance with district policy [DJE-Bidding Requirements](#), to waive any informalities in any bid or proposal or in any provision in the request for bids or proposals, to negotiate with any or all proposers, to require a modification of the RFP at any time, and to select the proposer whom, the District, in its sole discretion determines is in the best interests of the District even though the proposer may not submit the lowest bid or proposal. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

**LATE PROPOSAL/BIDS:** *Email bids and sealed paper bids will be accepted. No late bids will be accepted after June 8th, 2021 at 3:00 pm Eastern Time.* Any bids received after the specified date and time will not be considered, nor will late bids be opened.

**PAYMENT TERMS:** It is the custom for the SAU31 Newmarket School District to pay its bills within thirty (30) days following receipt of vendors' invoices.

**WITHDRAWAL OF BIDS/PROPOSALS:** Proposals may be withdrawn prior to the opening date and time upon written request of the Bidder. Negligence on the part of the Bidder in preparing his/her proposal shall not constitute a right to withdraw a bid subsequent to the bid opening.

**PRICING:** Unless otherwise specified, all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered.

**BID RESULTS:** SAU31 will not respond to phone inquiries for bid results, other than to identify the vendor to whom the bid was awarded and the total bid price. Individuals or company representatives may secure bid results by emailing [mellonj@newmarket.k12.nh.us](mailto:mellonj@newmarket.k12.nh.us). Bid results will only be released to parties via email once the Newmarket School Board has been notified of the bid results. Procurement information shall be a governmental record to the extent provided in NH RSA 91-A:4 and RSA 91-A:5 and shall be available to the public. Proprietary information shall be considered a governmental record.

**STATUTORY COMPLIANCE:** All bidders will observe and comply with all regulations, laws, ordinances of local, state, and federal government, as applicable.

**NON-TRANSFERRING OF AWARD:** No bidder will be allowed to assign the contract.

## Selection Criteria

Vendors' quotes will be thoroughly evaluated on factors including:

- Availability of goods
- Total Cost of Eligible Goods
- Degree to which the merits of the quote meet or exceed the requirements set forth in the RFP Specifications section
- Prior experience with school districts (please include references)
- Reputation of equipment and equipment manufacturers proposed
- **Product warranty and support**

## Delivery

Delivery will be FOB destination, freight prepaid and allowed.

**ALL EQUIPMENT MUST BE RECEIVED BY JULY 30th, 2021**

**IF DELIVERY CANNOT BE GUARANTEED BY JULY 30, 2021, THE NEWMARKET SCHOOL DISTRICT RESERVES THE RIGHT TO CANCEL THE ORDER AT ANYTIME**

Delivery will be made to this location (**LOADING DOCK AVAILABLE**):

*Newmarket Jr/Sr High School  
213 South Main Street  
Newmarket, NH 03857*

## Quantity

The Newmarket School District seeks to purchase:

- **Qty. (20)** Laptop computers
- **Qty. (20)** Spare AC adapters
- **Qty. (20)** 27" LED Monitors
- **Qty. (20)** Keyboards & Mice
- **Qty. (1)** Computer mobile cart

## Warranty

Please include in your proposal a detailed description of the standard warranty, as well as pricing for an extended 5 year warranty.

## Award Date

The winning vendor will be announced following School Board approval.

**THIS IS AN FY22 PURCHASE  
A PURCHASE ORDER WILL BE ISSUED AND PAYMENTS WILL BE MADE AFTER  
JULY 1, 2021**

## Additional Requirements in Bids

Please include the following line items:

- Description of the laptop, AC adapter, monitor, and cart warranties.
- ***An estimated time of arrival for the requested equipment.***

## Specifications

The computer equipment proposed must meet or exceed the *minimum* specifications below.

Item #1 Laptop Computer	
Option A - 17" Laptop Computer	
Feature	Minimum Specification
Display Size	17" diagonal screen
Display Technology	LCD
Display Type	Widescreen
Display Resolution	1920x1080
RAM	16GB
Hard Drive Capacity	512GB
Hard Drive Type	Solid State Drive (SSD)
Processor	i7 or Ryzen 7 (Ryzen preferred but will work with availability) 6 or more cores
Graphics	DirectX11 (Direct3D 10.1 or greater) Dedicated GPU with 4 GB or more of VRAM OR

	Integrated graphics with 6 GB or more of RAM
Operating System	Windows 10 Pro 64-bit Edition
Extended Warranty	5 Year Next business day
<b>Option B - 15.6" Laptop Computer</b>	
<b>Feature</b>	<b>Minimum Specification</b>
Display Size	15.6" Diagonal Screen
Display Technology	LCD
Display Type	Widescreen
Display Resolution	1920 x 1080
RAM	16GB
Hard Drive Capacity	512GB
Hard Drive Type	Solid State Drive (SSD)
Processor	i7 or Ryzen 7 (Ryzen preferred but will work with availability) 6 or more cores
Graphics	DirectX11 (Direct3D 10.1 or greater) Dedicated GPU with 4 GB or more of VRAM OR Integrated graphics with 6 GB or more of RAM
Operating System	Windows 10 Pro 64-bit Edition
Extended Warranty	5 year Next Business Day

<b>Item #2 - Spare AC Adapters</b>	
<b>Feature</b>	<b>Minimum Specification</b>
Compatibility	Must be compatible with proposed laptop (Item #1 above)

<b>Item #3 - 27" LCD Monitors</b>	
<b>Feature</b>	<b>Minimum Specification</b>
Size	27" Diagonal
Panel Type	IPS-Type LCD
Resolution	1920 x 1080

Aspect Ratio	16:9
Contrast Ratio	1000:1
Connectivity	1 x HDMI 1.4 Port 1 x VGA Port
<b>PLEASE NOTE: If the monitor or laptop does not include the proper cable or adapter to connect the two, please include Qty. (20) of whatever additional equipment is needed.</b>	

Item #4 - Keyboards & Mice	
Feature	Minimum Specification
Compatibility	Must be compatible with USB ports on proposed laptop (Item #1 above), either USB or USB-C

Item #5 - Tablet Carts	
Feature	Minimum Specification
Capacity	Qty. (20) 17" Laptops
Charging	Digital cycle timer to rotate charging to each shelf
Accessibility	Rear panel for easy access to cable management
Mobility	Cart must have casters
Security	Must be able to lock cart

## Proposal Checklist

Here's a checklist to make clear what we require to be included in your quote:

- Vendor's Contact Information
- Vendor References
- Pricing for Qty. (20) 17" Laptop Computers - *Option A*
- Pricing for Qty. (20) 15.6" Laptop Computers - *Option B*
- Pricing for Qty. (20) AC Adapters for Laptops Computers
- Pricing for Qty. (20) 27" LED Monitors
- Pricing for Qty. (20) USB Keyboards and Mice

- ❑ Pricing for Qty. (1) Mobile Computer Cart
- ❑ Standard warranty description
- ❑ **Estimated date of arrival for equipment**