

Request for Proposals Laptops & Chromebooks FY23 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. (25)** *Student* Laptop Computers
- **Qty. (12)** *Staff* Laptop Computers
- **Qty. (200)** Chromebooks for student use
- **Qty. (200)** ChromeOS Licenses

This document describes the computer specifications we are seeking, the method for vendors to submit questions, and the due date and submission method for vendor quotes.

RFP Due Date, Submission Requirements, and Date

Proposals are due Friday, May 27th, by 3:00 PM 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. Please mark the envelope (or subject line if email), "Newmarket - Laptops & Chromebooks FY23 RFP".

Proposals delivered via common carrier should be sent to"

Newmarket Jr/Sr High School
ATTN: Newmarket - Laptops & Chromebooks FY23 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

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

Questions submitted after **Wednesday, May 25th, at 3:00 PM 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 **May 27th 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 visiting the district's website: <https://www.newmarket.k12.nh.us/sau31/business-finance/current-bids> . Bid results will only be released to parties via email once the Newmarket School Board has been presented with all bids, and has awarded the bid to a selected bidder. 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, and 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.

Delivery will be made to this location:

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

*** A loading dock is available at this location**

Quantity

The Newmarket School District seeks to purchase:

- **Qty. (25) Student Laptop Computers**
- **Qty. (12) Staff Laptop Computers**
- **Qty. (200) Chromebooks for student use**
- **Qty. (200) ChromeOS Licenses**

Warranty

Please include in your proposal a detailed description of the standard warranty.

Award Date

The winning vendor will be announced following School Board approval.

Additional Requirements in Bids

Please include the following line items:

- Description of the laptop and Chromebook warranties.
- ***An estimated time of arrival for the requested equipment.***

Specifications

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

<i>Student Laptop Computers</i>	
<i>These student laptops will be used to support our Jr/Sr High School Unified Arts Department. A robust mobile workstation that can seamlessly run the Adobe Creative Cloud platform is required.</i>	
Feature	Minimum Specification
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	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

<i>Staff Laptop Computers</i>	
<i>* HP ProBook 445 G8 or equivalent mobile workstation is preferred</i>	
Feature	Minimum Specification
Display Size	14" Diagonal Screen
Display Technology	LCD
Display Type	Widescreen
Display Resolution	1920 x 1080
RAM	8GB
Hard Drive Capacity	256GB

Hard Drive Type	Solid State Drive (SSD)
Processor	Ryzen 5 or Intel i5 (Ryzen preferred but will work with availability)
Graphics	AMD Radeon Graphics or equivalent
Operating System	Windows 10 Pro 64-bit Edition
Extended Warranty	3 year Next Business Day

<i>Student Chromebook Computers</i>	
<i>* HP Chromebook 11MK G9 Education Edition or equivalent is preferred</i>	
Feature	Minimum Specification
Operating System	ChromeOS
Processor	4 to 8 core (AMD/MediaTek/Intel)
RAM	8 Gb
Storage	32 Gb
Screen Size	11.6"
Screen Resolution	1366 x 768
Hinge	180°
Field Replaceable Battery	Yes
Camera	720p HD camera
Integrated Microphone	Yes
Audio	Stereo speaker(s) / 3.5mm headphones/microphone jack
Keyboard	Spill-proof keyboard
Battery Life	Minimum 8 hours
Cooling	Fanless
USB Ports	Minimum (2) USB-C & (2) USB-A
Card Reader Slot	Yes
Video Out	Digital/HDMI
Wireless Card	802.11ac

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. (25) Student Laptop Computers
 - 5-year Next Business Day **Warranty**
- Pricing for Qty. (12) Staff Laptop Computers
 - 3-year Next Business Day **Warranty**
- Pricing for Qty. (200) Chromebook Computers
- Pricing for Qty. (200) ChromeOS Licenses
- Standard warranty description for Chromebooks
- Estimated date of arrival for equipment**