

WILSON COUNTY SCHOOLS
James M. (Mike) Davis
DIRECTOR OF SCHOOLS



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March 25, 2009

Request for Proposal

Sealed proposals will be received by the Supervisor of Finance and Administration for the Wilson County School District, Lebanon, Tennessee, for Data Processing Equipment and Services meeting the attached specifications.

Proposals will be accepted until 10:00 AM on April 9, 2009 at the Central Office of Wilson County Schools, 351 Stumpy Lane, Lebanon, Tennessee, at which time they will be opened.

Proposals are to be specific approved brands only. No substitutions will be accepted.

All proposals are to be F.O.B. Lebanon, Tennessee.

A product data sheet for the model bid must accompany the bid.

The Wilson County School District reserves the right to accept or to reject any or all proposals and to waive any formalities. The District also reserves the right to accept the bid considered most advantageous to the Wilson County School District.

Thank you for your participation in this bid effort.

Sincerely,

Mickey Hall
Supervisor of Finance and Administration

Overview

The purpose of this bid is to allow the Wilson County School District to establish a long term purchasing agreement with a single data processing equipment and services supplier. The initial bid period will be for 5 years beginning on the contract award date with an option to extend the contract for another 5 years. The contract renewal process will include a contract pricing and services review and a mutual agreement between Wilson County Schools and the awarded vender. If, at any time, the supplier is unable or unwilling to provide product or service as outline in the bid, the School District at its discretion will have the option to terminate the agreement. Wilson County Schools is not obligated to purchase a set amount per year or for the duration of the contract period.

Acceptable Respondents

Bid proposals will be accepted from OEM manufacturers only and all respondents must bid Business Class equipment and no retail or user class machines can be bid or substituted.

Equipment and Services Ordering

School District orders for equipment and services will be made on a random basis during the year. All orders will be placed by the district's Finance Department utilizing purchase orders that will be mailed, faxed or ordered online to the awarded vender for the beginning period. Individual itemized invoices will be required for each purchase order. Venders responding are required to be able to accept orders directly from Wilson County Schools Finance software and this capability shall be furnished by the vender at no charge to Wilson County Schools. For more information on the finance software and these requirements you will need to contact Tom Waller at the contact address at the end of this RFP.

Vendor must respond with pricing or technical information requested by a School District representative within twenty-four (24) business hours on requested pricing or technical information for system configurations or individual items made via telephone, FAX, or E-mail.

Vendor will supply one designated point of contact for communication of problems and needs. A listing of equipment description, serial numbers, and delivery point will be furnished to the Supervisor of Finance and Administration or designated Technology Department Contact of Wilson County Schools.

"On Line" Internet tracking of School District purchase orders, unit order, order status, shipping status, delivery information including whom and when signed for upon delivery, complete invoice information, complete unit description including unit configurations, and tracking of warranty/support repair items and history of repair is highly desirable. These requirements may be furnished by the manufacturer, vender or through the shipping company or through all of the above means.

Shipping

It is required that shipments of equipment from your facility be made within 30 working days after receipt of our purchase order. Shipments are to be delivered to individual school locations as directed on the purchase order. All shipping and handling charges of original equipment and all warranty items must be included in the published bid pricing.

Installation

School District personnel will be utilized to install equipment. Unless otherwise notified for large projects. Proposal participants must include separate pricing for desktop computer installation which will include unloading/unpacking, setup, and asset labeling and tracking and printer installation of desktop computers and in the case of units being replaced all equipment designated as surplus by Wilson County Schools Technology Department representative will be disposed of by winning vender. This price will include the removal of all packing materials and the retention of any documents, software or items to be used with the equipment such as cabling, mouse pads, etc. All items will then be turned over to the school system personal. These charges should be included and noted as "add-on" expense and should not be included in the submitted base unit bid pricing.

Software Imaging

The computer supplier must be able to install custom imaged hard drive configurations (supplied by the school district) on any ordered system when requested. Any imaging charges must be outlined in your bid proposal. These charges should be included and noted as "add-on" expense and should not be included in the submitted base unit bid pricing. The vendor submitting this bid will image the ordered systems upon request. Wilson County Schools will work with the OEM supplier to customize this image for our environment.

Software Compatibility

Systems are guaranteed to be fully compatible with: Windows Vista, and previous versions back to Windows 2000 Pro, Novell NOS release, Windows server 2000 to Windows server 2008. Computer systems must be compatible with popular educational software including Advantage Learning Systems, Follett, and Pearson products and Tyler Technologies product line. While compatibility is difficult to guarantee, preferential consideration will be given to vendor systems that have programs in place to certify such software.

Factory Testing

The computer supplier must have a process to certify each system to be in full working condition prior to shipment to School District sites.

Warranty Repair and Support

Each computer system must be bid to include a four (4) year next business day on-site parts and labor warranty. The warranty must cover the CPU and components within, the keyboard, mouse, speakers, and monitor for the duration of the factory warranty. On site labor warranty repair must include internal components with the vender having the option to direct ship via next business day any external components for the school district's personnel to replace and return. Furthermore, the vendor must be able to supply replacement parts for each system for a total of five (5) years (minimum) after the invoice date. The School District will be responsible for charges for replacement parts after the initial four (4) year warranty period. The district's Technology Department personnel must be provided 24 business hours, seven days per week telephone technical support for the duration of the warranty period. Support should also include Internet on-line technical support and parts ordering and tracking.

The Wilson County Schools District's Technology Department must have the option of repairing the computer systems in-house. The vendor must supply to the School District documentation outlining the vendor's user maintenance program allowing the School District to be compensated for performing warranty repairs any parts, certification fees or membership fees must be provided by the vender. Warranty parts ordered by 3:00pm Central time must be processed and shipped to allow next business day delivery from the time of vendor/School District communications. Warranty parts shipping charges and defective parts return shipping charges and arrangements are the responsibility of the computer supplier.

Pricing

Submitted bid pricing is to represent today's pricing of the specific model being offered. This pricing must relate in some defined way to a published reference price for the item available somewhere on the venders web site and discount for the bid response must be in discount percentages off of MSP.

Using the defined pricing formula, Wilson County School District personnel must be able to access and calculate current pricing for any current computer configuration available from your company. This bid is not limited to computer equipment and may include all products and services that the vender/manufacture offers.

Customized Online Resources

It is greatly desirable to have an online customized location available to allow Wilson County School District personnel access to specific information. This information should include current model offerings in all categories outlined in this bid along with additional predetermined options available. These upgrade options may be listed as individual upgrade items or specific upgraded models. In addition, the ability to configure, price, and purchase online should be available. There should be an option for the status and tracking of all orders and management reporting and history for the equipment.

Note: All pricing in this customized equipment listing must be verifiable using the defined pricing guidelines previously outlined. Only district Finance and Technology Department personnel need access to verify correct current district price listings.

Computer Categories

Bid pricing will be required for computers in each of these 6 categories:

1. Basic notebook computer
2. Loaded notebook computer
3. Basic desktop/tower computer
4. Loaded mid-tower computer
5. Basic server (ie. Webserver application)
6. App server

The following specifications represent what the Wilson County School District considers typical for the various categories utilizing today's technology. Actual orders will be placed for data processing equipment and services in the various categories using prevailing specifications at the time of the order.

Category 1 – Basic Notebook Computer

Minimum Bid Specifications:

- Full 2.0GHz (minimum) Intel Core 2 Duo 800 FSB (no substitutions such as Celeron or Athlon)
- 2 M level 2 cache
- 80GB hard drive, minimum
- 2 GB SDRAM, minimum
- 24 X CDRW/DVD-ROM drive
- 14" (minimum) Wide Screen WXGA display
- Ports (minimum): 1 VGA (must be able to display LCD and/or VGA out individually or simultaneously), 2 USB, Microphone in, Speaker out
- Ethernet port integrated
- Integrated WiFi 802.11 b/g
- Two type I/II or one type III pc card bus
- Operating system: Vista Business license with XP downgrade license included
- Software: Microsoft Office 2007 , Select Licensing

*Specifications for model bid must be submitted for review.

*Vendor must note in writing any specifications that do not meet requested specifications.

Delivered bid price: _____

Pricing method used to arrive at bid price: _____

Category 2 – Loaded Notebook Computer

Minimum Bid Specifications:

- Full 2.66GHz (minimum) Intel Core 2 Duo 800 FSB (no substitutions such as Celeron or Athlon)
- 6 M level 2 cache Dual Core
- 160GB hard drive (minimum)
- 4.0 GB (minimum), DDR2-800 SDRAM
- DVD-ROM/CD-RW combo drive
-
- Ports (minimum): 1 VGA (must be able to display LCD, VGA out individually or simultaneously), 2 USB, 1 s-video, Microphone in, Speaker out
- 14" Widescreen WXGA (1280X800)
- 160MB VRAM
- Ethernet port (or equal) with wake on LAN, integrated
- Integrated Webcam with Digital Mic
- Capable of accepting a docking station or port expander device when requested
- Operating system: Vista Business license with XP downgrade license included
- Software: Microsoft Office 2007 PRO, Select Licensing

*Specifications for model bid must be submitted for review.

*Vendor must note in writing any specifications that do not meet requested specifications.

Delivered bid price: _____

Pricing method used to arrive at bid price: _____

Category 3 – Basic Desktop Computer

Minimum Bid Specifications:

- 2.66 GHz (minimum) Intel Core 2 Duo (no substitutions such as Celeron or Athlon)
- 3M level 2 cache
- 80 GB SATA 3.0/Gb/s hard drive
- 1066 MHz minimum FSB
- 2 GB 800 MHz DDR2 2X1 GB
- 3.5in, 144MB Floppy
- Remote configurable and manageable BIOS
- 16x (or better) DVD+/-RW SATA Drive
- 10/100/1000 Mb NIC, ACPI, auto sensing, full duplex, wake-up on LAN Ethernet NIC integrated on motherboard, or equivalent.
- Minimum of 2 PCI slots
- Color Matching Sound bar for Flat Panel Monitor
- 20" Wide Flat Panel
 - *Note: Monitor manufacturer must match CPU manufacturer and color*
- Operating system: Vista Business license with XP downgrade license included
- Software: Microsoft Office 2007 PRO, Select Licensing
- Manageability: Desktop Management Interface 2.0s compliant
- CIM, WBEM, WFM 2.0, SNMP, SM bios 2.3, DDC26, Systems providing management/monitoring software such as Must include Desktop Management Interface (DMI) 2.0s, CIM, WBEM, Wired for management (WfM) 2.0, SNMP, SM BIOS 2.3, APM, Advanced Control Power Interface 1.0 (ACPI), DDC2b, multiple remote-boot protocol is desirable
- System supporting/ including remote system alerts, remote wake-up, remote BIOS flash updates, remote BIOS configuration, DIMM Pre-Failure Alert, DMI configuration change alert, Chassis Intrusion Alert, Enhanced SMART II HDD Alerts, and Global Unique Identifier is desirable
- 4 USB – all concurrently usable, at least two accessible from the front of the CPU, 2 serial, 1 parallel, 1 RJ-45 network port, stereo out in front and back with microphone, stereo in, and stereo out in back.
- USB 2 button optical mouse
- Quiet keyboard

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*Vendor must note in writing any specifications that do not meet requested specifications.

Delivered bid price: _____

Pricing method used to arrive at bid price: _____

Category 4 – Loaded Mini-Tower/Tower Computer

Minimum Bid Specifications:

- 3.33 GHz Intel Core 2 Duo (no substitutions such as Celeron or Athlon)
- 6MB level 2 cache
- 320 GB SATA 3.0/Gb/s hard drive
- 1333 MHZ FSB
- 4 GB 800 MHz DDR2 4X1 GB
- Remote configurable BIOS
- 1.44MB floppy drive
- 16x (or better) DVD+/-RW SATA Drive
- 10/100/1000 Mb NIC, ACPI, auto sensing, full duplex, wake-up on LAN Ethernet NIC integrated on motherboard, or equivalent.
- Minimum of 4 PCI slots full height slots – no small form cases
- One 3.5" and two (2) 5.25" bays minimum
- 200W power supply minimum
- 256 MB Dual DVI and VGA and TV Out Video Card
- 24" video monitor, with adjustable height
 - *Note: Monitor manufacturer must match CPU manufacturer and color*
- Operating system: Vista Business license with XP downgrade license included
- Software: Microsoft Office 2007 PRO, Select Licensing
- Manageability: Desktop Management Interface 2.0s compliant
- CIM, WBEM, WfM 2.0, SNMP, SM bios 2.3, DDC26, Systems providing management/monitoring software such as Must include Desktop Management Interface (DMI) 2.0s, CIM, WBEM, Wired for management (WfM) 2.0, SNMP, SM BIOS 2.3, APM, Advanced Control Power Interface 1.0 (ACPI), DDC2b, multiple remote-boot protocol is desirable
- System supporting/ including remote system alerts, remote wake-up, remote BIOS flash updates, remote BIOS configuration, DIMM Pre-Failure Alert, DMI configuration change alert, Chassis Intrusion Alert, Enhanced SMART II HDD Alerts, and Global Unique Identifier is desirable
- 4 USB – all concurrently usable, at least two accessible from the front of the CPU, 2 serial, 1 parallel, 1 RJ-45 network port, 2 PS/2 ports, stereo out in front and back with microphone, stereo in, and stereo out in back.
- USB 2 button optical mouse
- Quiet keyboard

*Specifications for model bid must be submitted for review.

*Vendor must note in writing any specifications that do not meet requested specifications.

Delivered bid price: _____

Pricing method used to arrive at bid price: _____

Category 5 – Department Web Server

Minimum Bid Specifications:

Processor:	Minimum 3.0 GHz Intel Dual Core Processor
Bus:	1333 MHz front side bus
Cache:	6MB Cache
Memory:	4GB DDR2 800 MHZ 4X1G Dual Rank
Expansion Slots:	At Least Two PCI-Express Expansion Slots
Drive Controllers:	SATA/SAS Controller
Drive Bays:	At Least four (4) hard drive bays
Hard Drives:	Two (2) 73 GB 15,000 RPM Serial Attached SCSI 3 Gbps Minimum DVD Drive
Network Adapter:	1000 MB + Dual-port Server Adapter
Input Devices:	Standard Windows Keyboard Mouse
Video:	Integrated VGA Controller
Management:	Fault monitoring of voltage, fan, and thermal conditions utilizing monitoring software ECC Memory Error Tracking Automatic Server Recovery Asset Management including server configuration, CPU, memory, and disk information Remote Management software compatible with DMI 2.0 monitoring software systems
Monitor:	None
Support:	4_Year Onsite Parts and Labor warranty Next Business Day

*Specifications for model bid must be submitted for review.

*Vendor must note in writing any specifications that do not meet requested specifications.

Delivered bid price: _____

Pricing method used to arrive at bid price: _____

Category 6 – Server

Minimum Bid Specifications:

Processor:	Minimum 2 2.26 GHz Intel Xeon Processor (Expandable to 2 Processors)
Bus:	1066 MHZ front side bus
Cache:	8Mb Cache
Memory:	8GB DDR2 1066 MHZ 4X1G Dual Rank
Expansion Slots:	2 PCIe X 8 2 PCIe X 4
Drive Controllers:	Internal 6/I SAS RAID controller 2X4 Connectors
Drive Bays:	At Least Six (6) hard drive bays
Hard Drive Backplane:	2 x 1 Hot-Pluggable Hard Drive Backplane
Hard Drives:	Two (2) 146 GB 15,000 RPM Serial Attached SCSI Three (3) 450 GB 15,000 RPM Serial Attached SCSI
Additional Drives:	Minimum DVD SATA Drive
Network Adapter:	1000Mb + Server Adapter
Input Devices:	Standard Windows Keyboard Mouse
Power:	Two 300-Watt Power Supplies (Redundant power capable)
Video:	Integrated VGA Controller
Management:	Fault monitoring of voltage, fan, and thermal conditions utilizing monitoring software ECC Memory Error Tracking Automatic Server Recovery Asset Management including server configuration, CPU, memory, and disk information Remote Management software compatible with DMI 2.0 monitoring software systems
Chassis	Rack Mountable with rails and cable management
Monitor:	None
Support:	4 Year Onsite Parts and Labor warranty Next Business Day

*Specifications for model bid must be submitted for review.

*Vendor must note in writing any specifications that do not meet requested specifications.

Delivered bid price: _____

Pricing method used to arrive at bid price: _____

Proposal Evaluation

Proposal responses will be evaluated to determine both best overall pricing and best overall bid package

Pricing: Determination of bid pricing will be arrived at by weighting the submitted bid pricing in the seven listed categories in the proposal. The factors for each category will be:

The proposals will be evaluated based on four factors.

- 1) 30% price
- 2) 20% service and support
- 3) 20% serviceability of computer units
- 4) 30% overall package (optional services provided by vendor)

Overall Package

In addition to bid pricing, a number of other variables will be considered in the selection process. Items such as method of access to ordering information ease of configuring models to order, pertinent product information and even our ability to work with an assigned sales representative are examples of things to be considered when evaluating the total package. With this in mind, please supply as much information as you feel is needed to adequately reflect your total offering in the areas of customer service and product offering.

Counties, School Districts, municipalities, utility districts and other local governments may participate in cooperative purchasing agreements for procurement of supplies, services or construction. T.C.A. § 12-3-1009.

If you need clarification on any item in this bid, please contact Tom Waller at (615)443-2702 or by Email at waller@wcschools.com prior to specified bid opening.

COMPANY NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

AUTHORIZED SIGNATURE _____

WILSON COUNTY SCHOOLS
351 Stumpy Lane
LEBANON, TENNESSEE 37090
615-444-3282

March 24, 2009

NOTICE TO PROSPECTIVE VENDORS:

You have been identified as a supplier of Data Processing Equipment and Services and we wish to invite you to bid with us.

Please refer to the attached "Request for Bids" and indicate your bid price, note all general conditions and specifications of this solicitation.

IMPORTANT: All bids must be sealed prior to mailing or delivery to the Wilson County Schools and clearly marked on the outside with the following information on the lower left hand corner of the Bid package.

- | | |
|--|---|
| 1. BID NUMBER: | <u>2009-14</u> |
| 2. FOR: | <u>WILSON COUNTY SCHOOLS</u>
<u>DATA PROCESSING EQUIPMENT &</u>
<u>SERVICES</u> |
| 3. DATE & TIME RECEIVING
AND OPENING BID: | <u>THURSDAY, APRIL 9, 2009 AT 10:00 a.m.</u> |
| 4. STATE/BUSINESS LICENSE: | _____ |
| 5. EXPIRATION DATE OF LICENSE: | _____ |

We look forward to hearing from you, and should you have questions please telephone. Thank you for your interest in Wilson County Schools.

Respectfully,

MICKEY HALL
SUPERVISOR OF FINANCE AND ADMINISTRATION
WILSON COUNTY SCHOOLS

cc: FILE: 2009-14 – Data Processing Equipment and Services