

REQUEST FOR QUOTATION	<h1>TROY SCHOOL DISTRICT</h1> <p>1140 RANKIN, TROY, MICHIGAN 48083</p> <p>248-823-4052</p> <p>FAX: 248-823-4077</p>	
No. 9712		
DUE DATE NO LATER THAN 6/1/11 3 p.m.		DATE 5/13/11

REQUEST FOR QUOTE - NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with CAD WORKSTATIONS AT ATHENS HIGH SCHOOL</p> <p style="text-align: center;">Copies of the bid are available at:</p> <p style="text-align: center;">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm (left column)</p> <p style="text-align: center;">Bid recaps will be available at:</p> <p style="text-align: center;">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm (right column)</p> <p><i>FACSIMILE BID IS NOT ACCEPTABLE</i></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

THIS AREA MUST BE FILLED IN

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

Note: All bidders are specifically reminded that a completed Affidavit of Bidder (Familial Disclosure) MUST be completed and submitted with the bid response. Failure to include a completed copy will be grounds for disqualification of bid. The Affidavit of Bidder is required to be notarized for construction bids only. All others only require completion and signature.

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder), pursuant to the familial disclosure requirement provided in the _____ (the "School District") advertisement for construction bids, hereby represent and warrant except as provided below, that no familial relationships exist between the over(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2011, by _____.

,Notary Public

_____County, Michigan

My Commission Expires: _____

Acting in the County of: _____

Advertisement for Bids

Date: May 13, 2011

Project: Troy School District
CAD Workstations at Athens High School
TSD Bid #9712

Bids Received: The District will accept sealed bids for the work as defined in the bid documents until 3:00 pm local time on June 1, 2011 at:

Troy School District
Purchasing Department
1140 Rankin
Troy, MI 48083
Attn: Frank Lams, Purchasing Consultant

All bids will be publicly opened and read aloud promptly at 3:00 pm. A bid tabulation summary will be available.

The bid documents will be available on and after May 13, 2011 from the Troy School District Purchasing Department as indicated above or electronically at http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm

A recommended pre-bid conference is scheduled for May 23, 2011 at 10 am local time. All Bidders are responsible for complying with content presented at the pre-bid conference, to be held at the Troy School District Services Building, 4420 Livernois Rd Troy MI 48098.

Each bidder fully waives any claim it has or may have with Troy School District arising from or in connection with the administration, evaluation, or recommendation of any bid.

The District reserves the right to reject any or all Bids, either in whole or in part, to reject a bid not fully compliant with the bid documents or to reject a bid which is in any way incomplete or irregular and to waive informality or irregularity in bid responses and in bidding.

The District reserves the right to consider Alternates that may be proposed, in any combination or order, and to determine the low bidder based on base bid plus selected Alternates, if any, to award a bid that the District, in its sole discretion, determines to be in its best interest. Low bid may not be the sole determining factor in selecting the bid that is deemed in the District's best interest.

INSTRUCTIONS TO BIDDERS

1. The Bid Documents shall include this set of instructions and bid specifications, properly executed Familial Disclosure and Affidavit of Bidder forms, and any Addenda that may arise through the bid process.
2. Addenda shall be posted on the District's website at http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm. Bidders are responsible for confirming that their response complies with all Bid Documents.
3. Respondents to the RFQ shall be considered formal Bidders, and are bound by and agree to all terms and conditions described herein.
4. A sealed response to this documentation that is submitted in a timely fashion by the deadline provided in the Advertisement for Bids shall be considered a Bid.
5. The Base Bid shall be the total dollar amount for which the Bidder agrees to complete all of the work described herein, inclusive of shipping, permits, fees, and other charges. This total may be modified solely through change orders initiated by the District, using pricing provided as Alternates or Unit Pricing on the bid form.
6. Bidders shall include unit prices for all components identified on the bid form. Unit price values are used in the evaluation of a bid submission. Any unit price, add or deduct, that is determined to be unusual or obviously far above or below expected market costs may be rejected without affecting the base bid or other unit prices. Numerous irregularities in unit pricing that do not coincide with the base bid may be cause for complete disqualification.
7. Unit prices shall be firm and honored for the entire duration of the project, as described in the bid documents.
8. Bidders shall not propose substitutes or alternative makes or models for any product, unless specifically permitted in the bid specifications.
9. Troy School District is Tax Exempt, and no federal, state, or local taxes shall be included.
10. Bidders shall prepare their response using the Bid Form located within the Bid Documents. ALL BLANKS MUST BE COMPLETED by typewriter or by hand in ink – any items that do not affect the base bid shall be marked "NO CHANGE" – do not leave blanks. The Bid Forms shall not be provided electronically in a modifiable format.
11. Amounts shall be entered in words and in figures. In the case of a discrepancy, the amount stated in words shall be the determinant.
12. Questions regarding this bid shall be accepted in writing until the bid schedule listed below. Submit all questions via e-mail to bids@troy.k12.mi.us Subject "Athens CAD Workstations" or via fax to 248-823-5050 ATTN: Athens CAD Workstations Questions. Any attempt to communicate directly with District staff in any other fashion regarding this bid may be cause for disqualification of that Bidder.

13. Submit the original bid and **three copies** (clearly identify which is the original) to the District address defined in the Advertisement for Bids on or before the deadline provided. The outside of the bid submission package shall clearly indicate the following:

Athens CAD Workstations – SEALED BID ENCLOSED
TSD BID #9712
Bidder's Name
Date and Time of Bid Opening

14. The Bidder is solely responsible for timely delivery and receipt of the bid. Late bids will not be accepted, for any reason.
15. Bid responses must be sealed and physically received in the bid office before the deadline. NO E-MAIL OR FAXED BID RESPONSES WILL BE ACCEPTED.
16. Unauthorized terms, conditions, limitations, or provisions may be cause to reject the Bid.
17. Bids may not be modified, canceled, or withdrawn for sixty (60) calendar days after Bid Opening.
18. Any bid submitted before the deadline may be withdrawn or modified in writing, either personally or by written request to the bid office described in the Advertisement for Bids, prior to the Bid Opening.
19. All costs of preparing and submitting a bid response shall be covered by the Bidder.
20. The District reserves the right to reject any or all Bids, either in whole or in part, to reject a bid not fully compliant with the bid documents or to reject a bid which is in any way incomplete or irregular and to waive informality or irregularity in bid responses and in bidding.
21. The District reserves the right to consider Alternates that may be proposed, in any combination or order and to determine the low bidder based on base bid plus selected Alternates, if any.
22. The District reserves the right to award a bid that the District, in its sole discretion, determines to be in its best interest. Low bid may not be the sole determining factor in selecting the bid that is deemed in the District's best interest.
23. The District reserves the right to negotiate with any Bidder without rebidding the project in whole or in part.

The Bid Schedule is as follows:

Bids available	May 13, 2011
Pre-Bid conference	May 23, 2011, 10:00 am
Deadline for questions	May 24, 2011, 3:00 pm
Questions & Answers/addendum posted	May 27, 2011, 2:00 pm
Bids Due	June 1, 2011, 3:00 pm
Bids Opened	June 1, 2011, 3:01 pm
Post Bid Interviews	June 8, 2011, TBA
Bid Award	June 21, 2011, 7:00 pm Board of Education meeting

By submitting a response, Bidders confirm that they understand and comply with all terms, conditions, and specifications outlined in the Bid Documentation.

BONDS

Each bid response shall include a bid bond, certified check, cashier's check or money order payable to Troy School District for not less than five percent (5%) of the Base Bid to guarantee the proposal. Bid Bonds shall be issued by a company licensed to provide such services in the State of Michigan.

The selected bidder shall provide Performance, Labor and Materials payment bonds covering the full 100% of the contract amount. All Bonds shall be issued by a company licensed to provide such services in the State of Michigan. The selected bidder shall provide said bonds within five business days of award of the work. Failure to agree to the scope of work after award, or to furnish all required bonds shall result in forfeiture of Bid Bond to Troy School District as liquidated damages, not as a penalty.

OVERVIEW

The Troy School District ("the District") is a 12,000 student public K-12 school district in Oakland County, MI, comprised of 20 instructional buildings (twelve elementary, four middle, two comprehensive high, one alternative/community high, and one International Baccalaureate high school) and four administrative and support facilities. Each building has high speed Internet connectivity via a district fiber optic network, and every classroom has at least one dedicated instructional computer. Overall student:computer ratio in the district is approximately 2.6:1.

Currently the district is running workstations that were purchased in 2006 that can no longer keep up with the software or new curriculum in the classroom. This document seeks pricing to acquire new workstations in one of the district's high school classrooms.

DESIRED CONFIGURATION

Troy School District is seeking to purchase 30 PC workstations dedicated for CAD use. Bid is equipment only, no labor requested. All equipment must be new and backed with a minimum three (3) year warranty with advanced parts replacement.

The following approximate quantities will be included in the base bid price. The District reserves the right to increase or decrease the quantities throughout the duration of the project. Troy School District may also substitute any alternate components below, also located in the bid form, into the final bid configuration. Unit pricing shall dictate any changes in quantity.

<u>Quantity</u>	<u>Item</u>
30	PC Workstations with following configuration

- Standard Tower Form Factor
- Quad-Core Intel Core i7-2600 3.40Ghz, 8M L3 Cache
- 8GB DDR3 RAM – two 1333MHz DIMMs
- 1 TB 7200 RPM 3.0 Gbps SATA hard drive
- 80GB Solid State Drive
- NVIDIA Quadro 4000 2.0GB GDDR5 Video Card
- On-board Gigabit Ethernet adapter
- 16x DVD+/-RW SATA DVD drive
- Windows 7 Professional – No media needed
- Three year warranty with advanced parts replacement

Mandatory Alternates

- MA-1: 300GB SATA 3.0 Gbps 10K RPM Hard Drive
- MA-2: 12GB DDR3 RAM – three 1333MHz DIMMs (4GB additional memory)
- MA-3: NVIDIA Quadro 2000 1.0GB GDDR5 Video Card
- MA-4: No Windows Operating System
- MA-5: Matching USB Keyboard and USB Mouse for each system
- MA-6: Five-Year Warranty with advanced parts replacement

BIDDER QUALIFICATIONS

All bidders are required to have done business in Michigan for no less than five years, at least three of those years dealing with educational institutions. Bidders must also provide five educational references, three of which must be within the state of Michigan.

BID SUBMISSION REQUIREMENTS

Bidders are instructed to prepare one original and three (3) copies of the bid documents in the following format:

- 1) Cover Letter – summary of the bid response and declaration of Bidder's complete understanding of the project. Highlight value-adds to distinguish this Bidder from all others
- 2) Company profile – Details about the bidding company, including size, years in business, years providing PC workstation customizations, and support procedures.
- 3) Bid Proposal – Completed bid forms, affidavits, declarations & bid bond
- 4) Equipment list – itemized Bill of Materials for the project, including quantities, manufacturer, item number, item description, unit cost and extended cost for the full scope of the project
- 5) Voluntary Alternates – Detailed description including text description of rationale and proposed benefit to the District, Bill of Materials and price change

**TROY SCHOOL DISTRICT
CAD WORKSTATIONS AT ATHENS HIGH SCHOOL
BID 9712**

Bid Form

NAME OF BIDDER: _____

ADDRESS: _____

TELEPHONE: _____

Pursuant to and compliant with your Advertisement for Bids and Bid Documents, we the undersigned propose to furnish the equipment and materials described therein for the purpose of supplying the Troy School District with PC Workstations, and agree to the payment terms outlined within the Bid Documents.

BASE BID – Build and deliver PC Workstations.

_____ Dollars \$ _____

Note: The amount shall be shown in both words and figures. In case of discrepancy, the amount in words shall be determinant.

VOLUNTARY ALTERNATES – Bidders may propose alternatives to certain solutions if permitted in the bid documents. Attach additional alternates, if any, on a separate sheet of paper. The amounts provided below are inclusive of all costs, expenses, fees, shipping, overhead & profit, and other charges.

Alternate 1: _____

Add/Deduct _____

_____ Dollars \$ _____

Alternate 2: _____

Add/Deduct _____

_____ Dollars \$ _____

Alternate 3: _____

Add/Deduct _____

_____ Dollars \$ _____

UNIT PRICES – Total quantities may be increased or reduced based on the following schedule of unit prices. The amounts provided below are inclusive of all costs, expenses, fees, shipping, overhead & profit, and other charges.

Unit Price	Description	Add	Deduct
UP-1	Cost to furnish one (1) Standard ATX Tower	_____	_____
UP-2	Cost to furnish one (1) Quad-Core i7-2600 3.4 Ghz Processor	_____	_____
UP-3	Cost to furnish two (2) 4GB DDR3 1333MHz DIMMs (total 8GB)	_____	_____
UP-4	Cost to furnish one (1) 1TB 7200 RPM 3.0Gbps SATA hard drive	_____	_____
UP-5	Cost to furnish one (1) 80GB Solid State Hard Drive	_____	_____
UP-6	Cost to furnish one (1) NVIDIA Quadro 4000 2.0GB GDDR5 Video Card	_____	_____
UP-7	Cost to furnish one (1) Windows 7 Professional license	_____	_____
UP-8	Cost to furnish one (1) hardware 3 year Subscription & Support	_____	_____
UP-9	Cost to deliver thirty (30) workstation computers	_____	_____

MANDATORY ALTERNATES – The District reserves the right to increase or decrease the Base Bid price using the following schedule of prices. The amounts provided below are inclusive of all costs, expenses, fees, shipping, overhead & profit, and other charges.

Unit Price	Description	Add	Deduct
MA-1	Upgrade 80GB Solid State Drive to 300GB SATA 10k RPM Hard Drive	_____	_____
MA-2	Upgrade total system RAM to 12GB – using (3) 4GB memory sticks	_____	_____
MA-3	Downgrade NVIDIA Quadro 4000 2.0GB Video card to NVIDIA Quadro 2000 1.0GB Video Card	_____	_____
MA-4	Deduct Windows Operating System from configuration	_____	_____
MA-5	Add matching USB keyboard and USB mouse for each workstation	_____	_____
MA-6	Add two years (5 years total) warranty support for workstations	_____	_____
	SHIPPING CHARGES		_____

Delivery Address:

Technology Resource Center
Troy School District
4420 Livernois
Troy, MI 48098

**Troy School District
CAD Workstations at Athens
Bid 9712**

Inacomp TSG

Netech

Base Bid:

Build and Deliver PC Workstations

\$ 61,440.00

\$ 97,151.52

Voluntary Alternate 1:

Add/Deduct

Optiplex 990 w/Radeon 6450

DEDUCT (57,780.00)

Voluntary Alternate 2:

Add/Deduct

Optiplex 990 w/Quadro 4000

DEDUCT (36,090.00)

Voluntary Alternate 3:

Add/Deduct

Remove Performance Bond Requirement

DEDUCT (971.52)

Unit Prices

	ADD	2,048.00	
(1) Standard ATX Tower	DEDUCT	(2,048.00)	n/a
(1) Quad-Core Processor		n/a	n/a
(2) 4GB DDR3 DIMMs		n/a	n/a
(1) 3.0Gbps Hard Drive		n/a	n/a
(1) 80GB Hard Drive		n/a	n/a
(1) NVIDIA Quadro Video Card		n/a	n/a
(1) Windows 7 License		n/a	n/a
(1) Hardware 3 yr Subscription		n/a	n/a
Cost to deliver 30 computers		n/a	n/a

**Troy School District
CAD Workstations at Athens
Bid 9712**

	Inacomp TSG		Netech	
Mandatory Alternates				
Upgrade 80GB to 300GB Hard Drive Add/Deduct	DEDUCT	(132.00)	DEDUCT	(12,660.00)
Upgrade RAM to 12GB Add/Deduct	ADD	74.00	Included	0
Downgrade NVIDIA 2.0GB to 1.0GB Video Card Add/Deduct	DEDUCT	(336.00)	DEDUCT	(7,230.00)
Deduct Windows from configuration	DEDUCT	(56.00)	DEDUCT	(660.00)
Add USB keyboard & USB mouse for each workstation Add/Deduct	ADD	16.00	ADD	570.00
Add two years warranty Add/Deduct	ADD	129.00	ADD	4,320.00
Shipping		0		0

Academic Superstore: No Response

CDW: No Response

Dell: No Response

Global Gov/Ed Solutions: No Response

GovConnection Inc: No Bid

HP: No Response

IBM: No Response

New Tech Solutions: No Response

Sehi: No Response

Technical System Integrators: No Response

Thinkmate: No Response

Tiger Direct: No Response

XI Computers: Performance Bond against policy