



June 3, 2010

TO: Potential Bidders

RE: REQUEST FOR PROPOSAL
School Laptops Televisions, and Computer Equipment
The Museum School of Avondale Estates

To Whom It May Concern:

The Avondale Education Association (AEA) ("Owner") is seeking a qualified Vendors (Dealers) to solicit proposals for laptops and miscellaneous computer equipment to equip The Museum School of Avondale Estates, Georgia. The Museum School will provide a complete facility for Kindergarten, 1st through 8th grade children. Initially, the school will house K – 3rd grades. The school will be located near the city limits of Avondale Estates, GA.

The laptops, equipment, and procurement services will include but not be limited to the following:

- Laptops
- Televisions
- Software
- Accessories

A further description of requirements may be found on the attached pages. Hard copy proposals are due on **Monday, June 21 by 4:00pm EDT**. All questions must be submitted via email to the address below. The deadline for Request for Information questions is Wednesday, June 16 at 5:00pm EDT. Two (2) copies of each proposal shall be delivered to:

Attn: LaptopsTV&ComputerEquipment RFP
The Museum School of Avondale Estates
151 Locust Street
Avondale Estates, GA 30002

Within your proposal please include:

- Contact Person
- Bid details and price

The time process for vendor selection shall be as follows:

Laptops, Televisions & Computer Equipment RFP Issued	6.8.2010
Request for Information Deadline	6.16.2010RFP
Response Due	6.21.2010
Vendor Selection	6.24.2010
Implementation Grant Funding	7.2.2010
Delivery	6.28.2010 - 7.9.2010

The Vendor will be selected based upon the vendor's capabilities, fee structure, product compatibility and ability to meet the project schedule. We look forward to your response.

Sincerely,

Craig Chiofalo, Technology Committee Member
The Museum School of Avondale Estates
cchiofalo@gmail.com

GENERAL REQUIREMENTS

A. COMPENSATION

The Museum School applied for a federally funded Implementation Grant in February and expects to receive notice of status in June. Grant funds will not be available to schools until July 2, 2010. These funds are to be applied specifically to start-up costs, including furniture and curriculum materials. Though The Museum School will receive QBE funding from the state of Georgia, the majority of the associated costs will be paid through the Implementation Grant. Upon notice of status and funding amount, The Museum School will provide documentation to vendors, highlighting funds available. It is the school's preference to pay for the majority of costs using grant funds, as is the intent of the grant itself. Therefore, the school is seeking to contract with a vendor where a minimal down payment is required. Please state in your proposal the down payment required and offer suggestions for timing of the first bulk payment given the time constraints listed here. Final payment is expected to be made promptly after delivery of all goods.

PRODUCT SPECIFICATION

- 1.A. The Owner has prepared the following package – Attachment A, B and C -- for the equipment. Alternate suggestions will be considered for acceptance based on budget constraints. Timing is also an issue, so items with shorter lead times will also be considered.

General needs include the following:

- Laptops (45)
- Laptop Bags (11)
- Mice (45)
- Windows 7 (45)
- Microsoft Office Professional 2007 (10)

PRODUCT PROPOSAL

2.A. CONNECTORS & ACCESSORIES

Any connectors, part or accessories that are required to supply a finished project whether or not they are identified or implied, must be included in the pricing and delivery.

2.B. PRODUCT WARRANTIES

A minimum one year warranty is required and must be stated in the proposal. The Vendors shall itemize their warranties and guarantees for their products prior to contract award. State any extended warranties beyond the minimum one year parts and materials.

2.C. PERIPHERALS AND SOFTWARE

Attached to the RFP – Attachment C – basic computer peripherals and software. Bidders are encouraged to offer additional recommendations..

2.D. PRICING

Pricing should be complete with each item priced and listed separately. Vendor may use the provided spreadsheet to assist filling out line-item pricing. However, Vendor will indemnify The Museum School and its representatives for any misuse of this spreadsheet or any errors or omissions. Vendor will use this spreadsheet at his own risk. The bid should include the total cost of all products with delivery, FOB, and any additional costs should be itemized. The Museum School of Avondale Estates is established as a 501c3 non-profit state institution and is therefore exempt from paying sales taxes **and is eligible for ANY special pricing programs commonly available to such organizations**. Installation services are not required; however, such services may be considered at a future date.

All project pricing, unit list prices and discounts shall be valid on all items for one year. The Dealer shall indicate if unit pricing is based on volume and provide a scale if this is the case. The Dealer shall provide written guarantee of lead-time for fulfillment of this contract and future reorders/replacement order. The unit price for reorders or replacement



orders should be indicated if different. The Owner intends to purchase equipment as listed in Attachment “A”, “B” and “C”.

The price submitted shall be valid without commitment from the Owner for sixty (60) days from the bid date. The Owner reserves the right to accept or reject any or all bids. It is understood that price is an important criterion; however, the Owner reserves the right to award a contract to any bidder at the sole discretion of the Owner.

The cost for preparing a response to this RFP is the sole responsibility of the responding firms. The Owner will not provide reimbursement for such costs.

DELIVERY & STORAGE

3.A. DELIVERY

Delivery may require after-hour (5PM – 8PM) or weekend delivery and ALL delivery times must be coordinated to a specific time in order to access available storage. The submitted pricing shall include all delivery. A minimum of 48 hours advanced notice must be provided prior to delivery of products. Bulk product delivery in a minimum number of installments is highly encouraged.

3.B. COORDINATION

The Vender will coordinate delivery to integrate with the overall project schedule.

3.C. DAMAGE, MISSING OR INCORRECT PRODUCT

Upon delivery your company will be responsible for cataloging all damaged, incorrect, or missing product. The Vendor will be required to replace damaged product, or locate product to complete the order within two weeks of the initial delivery.

All products shall be delivered in new condition. B-stock or repackaged products are not acceptable.

Attachments:

A –Laptop Requirements (Staff)

B –Laptop Requirements (Media/Stu)

C –Peripherals and Software

A – Laptop Requirements (Staff)

Padded Laptop Bag	Yes
Warranty Terms – Parts	1 year
Warranty Terms – Labor	1 year
Extended Warranty	2 years
Processor Speed	2.13GHz Minimum - Duo Core etc.
Battery Type	6-cell lithium-ion or higher
Display Type	high-definition (1366 x 768) minimum
Screen Size (Measured Diagonally)	14" Minimum
System Memory (RAM)	4GB Minimum
Type of Memory (RAM)	DDR2/3 SDRAM
Computer Hard Drive Size	300GB Minimum
Optical Drive	DVD±RW
Digital Media Reader or Slots	Digital media card reader (Optional)
Built-in Webcam	Yes
Networking	1GIG LAN (with RJ-45 interface)
Wireless Networking	Wireless-B+G+N
Audio	Yes
USB 2.0 Ports	3 or more
Pointing Device	Touchpad
HDMI /VGA Output	Yes
Operating System Platform	Windows
Operating System	Windows 7 Professional 64-bit
Included Software	DVD Suite, Microsoft Works
Power Supply	Yes

B – Laptop Requirements (Media/Stu)

Laptop Bag	Optional
Warranty Terms – Parts	1 year
Warranty Terms – Labor	1 year
Extended Warranty	2 years
Processor Speed	2 GHz Minimum
Battery Type	6-cell lithium-ion or higher
Display Type	high-definition (1366 x 768) minimum
Screen Size (Measured Diagonally)	14" Minimum
System Memory (RAM)	2GB Minimum
Type of Memory (RAM)	DDR2/3 SDRAM
Computer Hard Drive Size	150GB Minimum
Optical Drive	DVD±RW
Digital Media Reader or Slots	Digital media card reader (Optional)
Built-in Webcam	No
Networking	1GIG LAN (with RJ-45 interface)
Wireless Networking	Wireless-B+G+N
Audio	Yes
USB 2.0 Ports	3 or more
Pointing Device	Touchpad
HDMI Output	Optional
Operating System Platform	Windows
Operating System	Windows 7 Professional 64-bit
Included Software	DVD Suite, Microsoft Works
Power Supply	Yes

C – Peripherals and Software

Padded Laptop Bag	Yes (10) Minimum
Operating System	Windows 7 Professional 64-bit (All Laptops) (Volume license if possible)
Office Software:	Microsoft Office Professional (10) Licenses Microsoft Office Student (35) (Volume license if possible)
Optical Mice	45
Digital Camera Padded Case 12 Megapixel or better USB Rechargeable Zoom 2Gig Memory Minimum	9
Digital Camcorder Tripod Zoom Padded Case 16 Gig Minimum Storage USB	2
Flat Panel Televisions Cable, PC, HDMI, Composite , Component, Audio/Video Inputs Remote Built-in Speakers HDTV Tuner Samsung, Sony, Sharp, LG, or NEC Floor Mount Cart	2 (32" Min.)
Power Strip w/Surge Protection	20