

REQUEST FOR PROPOSAL

[RFP#2023.01-SURFACE]

OCTOBER 26, 2023



1.0 SCOPE OF WORK & OTHER REQUIREMENTS FOR RFP#2023.01-Surface

1.1 Intent. The Western Dubuque Community School District (hereafter referred to as “WDCSD”) is seeking sealed quotation proposals from qualified vendors to provide mobile computer notebook devices and support for K-12 educational use.

1.2 District Profile. The WDCSD was established in the early 1960's with the surrounding rural area. The geographical area that WDCSD serves is over 555 square miles. The WDCSD operates five elementary schools, one middle school, two high schools and an alternative learning center.

The WDCSD has a current enrollment of approximately 3,523 students, as reported as the district’s certified enrollment to the Iowa Department of Education in the fall of 2019.

WDCSD is seeking to distribute Microsoft Surface Pro computers that are capable of hosting Microsoft Windows 10 operating systems for programs and applications to facilitate a high mobile education environment.

1.3 Scope of Products and/or Services. The WDCSD is seeking competitive quotes for a Microsoft Surface Pro 9 computer with Surface keyboard and pen included or equivalent solution.

1.4 Specifications and Quantities.

1.4.1 Vendor must provide prices for the following products: *See the Product Technical Specifications Page (Attachment "A") describing the aforementioned equipment being solicited.*

| Mfg. Part Number | Product Description | Quantity |
|------------------|--|----------|
| | Microsoft Surface Pro 9 i5/8GB/128GB SSD | 140 |
| | Surface Pro 9 Keyboard with slim pen 2 | 140 |
| | Standard 1 year warranty | |

1.5 Vendor Requirements.

- a) The price submitted by the Vendor shall include all handling, freight and transportation fees associated with any orders.
- b) Vendor must submit all applicable warranties with the quote.
- c) Pricing must remain secure for a period of no less than 120 days.
- d) Do not include extraneous materials with the proposal. Only materials requested by this RFP are to be included in the proposal package.
- e) All the part numbers or descriptions and quantities in the quote must remain the same.
- f) WDCSD reserves the right to increase or decrease the quantities within the 120 day period of the quote without any increase in price per unit.
- g) WDCSD reserves the right to order only specific part numbers from this RFP to suit the needs of WDCSD.
- h) Vendor must ensure all software and hardware are deliverable to WDCSD.
- i) It is the responsibility of the Vendor to ensure that all addendums are included in the proposal submission. Failure to include addendums could result in your proposal being declared unresponsive.
- j) All RFPs must be signed, with the firm named as indicated. A RFP by a corporation must be signed by a duly authorized officer, employee or agent, with his or her title. Obligations assumed by such signature must be fulfilled.

1.6 Pricing. The Vendor is required to complete the Pricing Page (Attachment “B”). This Pricing Page is to be included with the Vendor’s quote. The Pricing Page must show unit pricing, extended pricing and a grand total. When there is a discrepancy of the extended or grand totals, the unit price will prevail.

1.7 Unspecified Value Add Offerings. List items or services, as an attachment(s), you are offering in addition to those required by the attached specifications, offered as part of your proposal and included in your proposal pricing, if any.

1.8 Responses.

Responses should be received by WDCSD **before 10 AM CST on December 1st, 2023**. Direct your responses in a sealed envelope to:

Western Dubuque Community School District
Attention: Nathan Corbin
310 4th St. SW
Farley, IA 52045

The outside of the envelope must be clearly marked with “**2023 WDCSD Surface.**”

Bidders are cautioned to write all descriptions and prices clearly so there is no doubt as to the intent and scope of the proposal. In the event of price discrepancy, unit price will prevail. All itemized costs must be included in the grand total.

All proposals must be signed by an authorized agent of the company making the proposal.

1.9 Email Responses.

You may also email your bids to the following email address Nathan.corbin@wdbqschools.org. The Subject line must be labeled **2023 WDCSD Surface**. Have the attached bid on the email in a standard file format such as pdf for viewing.

All questions relating to the technical aspects of this RFP should be directed to Nathan Corbin by emailing questions to nathan.corbin@wdbqschools.org

1.10 Right to Accept and Reject Proposals. The WDCSD reserves the right to waive any irregularities, reject any or all proposals, and modify or negotiate any and all proposals received in conjunction with this Request for Proposal.

This Request for Proposal in no manner obligates the WDCSD to an eventual contract for any items described, implied, or which may be proposed, until confirmed by written agreement (and approved by the Board of Education, if necessary) and may be terminated by the WDCSD without penalty or obligation at any time prior to the signing of a contract by all parties.

Attachment "A" – Product(s) Technical Specifications Page

| Product Number: | Description: |
|-----------------|--|
| | Microsoft Surface Pro 9 or equivalent |
| | Intel Core i5 1245U or equivalent |
| | 8 GB RAM |
| | 128 GB Solid State Drive |
| | Windows 11 Pro 64 bit |
| | 13" touchscreen 2880 x 1920 @120 Hz – UHD Graphics |
| | Wi-Fi 6, Bluetooth |
| | Surface Pro 9 Signature Keyboard - black |
| | Surface Slim Pen 2 |
| | 1/1/0 Warranty US |
| | |
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Attachment “B” – Pricing Page

Vendor is required to complete this Attachment “B” - Pricing Page as part of the quote. This pricing page **must** be completed and attached to the Vendor’s quote. ***Failure to comply with the instructions for this pricing page may deem the Vendor’s response non-compliant.***

| | |
|------------------------|--|
| Vendor Name: | |
| Vendor Contact Person: | |
| Vendor Address: | |
| Vendor Phone: | |
| Vendor Fax: | |
| Vendor E-mail: | |

Microsoft Surface Pro 9 or Equivalent hardware, and all other cost.

| Mfg. Part Number | Product Description | QTY: | Unit Cost: | Extended Cost: |
|---------------------|---------------------|------|------------|----------------|
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| Grand Total: | | | | |

Warranty Description [Supplemental documentation provided concerning warranty is also acceptable]

Signature: _____

Printed Name: _____

Title: _____