

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

MARCH 11, 2015
REQUEST FOR PROPOSAL
RFP # 15-03233-A150
HENRY COUNTY PURCHASING DEPARTMENT

The Henry County Schools solicits firms to submit proposals for “**Lease Purchase of Laptops.**” The **original** and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), marked “**Lease Purchase of Laptops**” RFP #15-03233-A150 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, March 23, 2015, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP #15-03233-A150

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for one (1) year with the right to negotiate with awarded vendor for an additional four (4) 1-year terms, for the lease of additional units of listed items within the specifications. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms.

The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please contact Rob Landon at rlandon@henry.k12.va.us for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 15-03233-A150

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# 15-03233-A150 for **Lease Purchase of Laptops**.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors



P.O. Box 8958
3300 Kings Mountain Road
Collinsville, VA 24078
Phone: (276)634-4700
Fax: (276)638-2925

Overview:

Henry County Public Schools is seeking proposals for a Lease Purchase of a minimum of 800 standard laptops (see attached specifications) for students and a minimum of 280 for teachers.

Requirements:

All proposals shall include a lease purchase option, custom configuration deployment and inventory management. Each vendor shall provide detailed information regarding its custom configuration deployment and inventory management. Hardware specifications are listed on the attached pages. *Please identify any items on which you could not meet the minimum specifications. Henry County Public Schools may request a demo of proposed equipment and vendor must be willing to present if asked.

Proposal Evaluation Criteria:

- Price 50%
- Service 20%
- Warranty 10%
- Deployment Plan 10%
- Inventory Management 10%

Contact information:

All questions regarding this request for proposal shall be directed to Mr. Rob Landon at 276-634-4780 or rlandon@henry.k12.va.us.

Desktop Minimum Requirements 2015

Small Form Factor Desktop

4th Generation Intel Core iS-4590 Processor (Quad Core, 6MB, 3.30GHz)

Intel Integrated Graphics

19 Inch Display 1366x768 Resolution

Windows 8.1 Pro

8GB Memory

500GB Solid State Hybrid Drive

Integrated Gb Ethernet Port (RJ-45)

4 USB Ports on Front (at least 2 shall be USB 3.0)

6 USB Ports on Rear (at least 2 shall be USB 3.0)

1 VGA Port

2 Display Ports

Front Headphone and Microphone Jacks

Rear Microphone and Speaker Jacks

Internal Speaker

Full Size 104 Key USB Keyboard

USB Optical Mouse with Scroll Wheel

4 Year Next Business Day Onsite Service

Guaranteed 12 month lifespan (guarantee that first and last ordered within 1
year would be identical)

290W Power Supply

Windows 8.1 Pro Installation Media

Drivers and Applications Installation Media

Microsoft Office Professional Plus 2013 OLP License

SSOVA UPS

Option 1: Internal Wireless 802.11ac/a/b/g/n

Student Laptop Minimum Requirements 2015

Non-Touch 13.3” 16:9 HD (1366x768) Display

4th Generation Intel Core i3-4005U Processor (Dual Core, 1.70GHz, 3M cache)

Intel Integrated HD Graphics

Windows 8.1 Pro

4GB Memory

500GB Solid State Hybrid Drive

Integrated Gb Ethernet Port (RJ-45) Internal Wireless

802.11ac/a/b/g/n Bluetooth 4.0

2 USB 3.0 Ports

HDMI port

SD 4.0 Card Reader

Multi-touch Touchpad

6 Cell Battery with Extended 4 Year Warranty

Power Adapter

4 Year Next Business Day Onsite Service

4 years Accidental Damage Protection

Guaranteed 12 month lifespan (guarantee that first and last ordered within 1 year would be identical)

Windows 8.1 Pro Installation Media

Drivers and Applications Installation Media

Microsoft Office Professional Plus 2013 OLP License

Laptop Minimum Requirements 2015

Non-Touch 14" 16:9 HD (1366x768) Anti-Glare LED Display

4th Generation Intel Core i5-4210U Processor (1.7GHz, 3M cache)

Intel Integrated HD Graphics

Windows 8.1 Pro

8GB Memory

500GB Solid State Hybrid Drive Integrated Gb Ethernet Port (RJ-45)

Internal Wireless 802.11ac/a/b/g/n Bluetooth 4.0

3 USB Ports on (at least 2 shall be USB 3.0)

HDMI Port

VGA Port

SD 4.0 Card Reader

Multi-touch Touchpad

9 Cell Battery with Extended 4 Year Warranty

Power Adapter

4 Year Next Business Day Onsite Service

4 Years Accidental Damage Protection

Guaranteed 12 month lifespan (guarantee that first and last ordered
within 1 year would be identical)

Windows 8.1 Pro Installation Media

Drivers and Applications Installation Media

Microsoft Office Professional Plus 2013 OLP License

Laptop Minimum Requirements 2015

MacBook Pro 13-inch: 2.5GHz Dual-core Intel Core i5065-07312.SGHz
Dual-core Intel Core iS, Turbo Boost up to 3.1GHz

065-0733 4GB 1600MHz DDR3 SDRAM- 2x2GB 065-0739 500GB Serial
ATA Drive@ 5400 rpm 065-0747 SuperDrive Bx (DVD±R DL/DVD
±RW/CD-RW)

065-0760 Backlit Keyboard (English) *I* User's Guide (English)

4 year-AppleCare Protection Plan- 11-inch and 13-inch MacBook Air/13-
inch MacBook Pro- Auto Enroll

Internal Wireless 802.11ac/b/g/n

Bluetooth 4.0

2 USB 3.0 Ports

HDMI port

Multi-Touch touchpad

SD 4.0 card reader

Microsoft Office Professional