

**SCHOOL DISTRICT NO. 25  
Bannock County  
Pocatello, Idaho**

Administration Offices  
3115 Pole Line Road  
Pocatello, Idaho

**B I D   S P E C I F I C A T I O N S:**

**COMPUTER COMPONENTS AND ACCESSORIES**

**Bid Opening:**

April 11, 2017

11:30 AM

**SCHOOL DISTRICT NO. 25  
Bannock County  
Pocatello, Idaho**

**INVITATION TO BID:  
COMPUTER COMPONENTS AND ACCESSORIES**

Sealed bids for furnishing computer components and accessories will be received by a representative of the Board of Trustees of School District No. 25, Bannock County, Idaho, at 3115 Pole Line Road, Pocatello, Idaho 83201, until 11:30 AM, April 11, 2017.

Specifications or additional details (including bid forms) may be secured from the School District No. 25 Business Office located at 3115 Pole Line Road, Pocatello, Idaho 83201. All bids must be on the forms furnished, all blank spaces filled in, and signed with the name and address of the Bidder.

Each bid shall be accompanied by a certified check, cashier's check or a bidder's bond (executed by a qualified surety company with the power to do business in the State of Idaho) in the sum of not less than five percent (5%) of the total bid, made payable to School District No. 25, Bannock County, Pocatello, Idaho. This surety shall be forfeited by the bidder in the event of failure to fulfill provisions of bid on which purchase order award is based. Personal or company checks will not be accepted.

The Board of Trustees reserves the right to reject any or all bids or to waive any informalities, or to accept the bid or bids deemed best for School District No. 25, Bannock County, Pocatello, Idaho.

Jacob Gertsch, Clerk  
School District No. 25

To be published on the dates of:

March 28, 2017  
April 4, 2017

IDAHO STATE JOURNAL

## INSTRUCTIONS TO BIDDERS

### BIDS:

Sealed "BIDS" will be received on or before the time and date set forth under "INVITATION TO BID".

The owner reserves the right to accept or reject any part or all bids.

All bids shall be in a sealed envelope addressed to the Board of Trustees, School District No. 25, 3115 Pole Line Road, Pocatello, Idaho, 83201. The following shall be written on the exterior of the envelope: **“Bids for Computer Components and Accessories to be opened on April 11, 2017 at 11:30 AM.”** Bids not delivered by vendor at time of bid opening, must be received by mail or courier no later than 4:00 PM on April 10, 2017, the day before the bid opening.

This invitation for bid solicits bids for the purchase of computer components and accessories as described in the bid specifications. As a potential aid to prospective bidders, the District has provided brand names, and estimated the quantities of each part needed. Actual purchase quantities may vary dependent upon conditions existent at the time of purchase, and the prices set forth here. The District reserves the right to award each line item on a lowest responsible bidder basis.

School District No. 25 is most desirous of establishing a low cost instructional and administrative computing alternative for Bannock County schools and encourages bidders to include all possible discounts applicable.

### CONTACT INFORMATION:

Oral communications with District staff, except the official contact concerning the bid shall not be binding on the District and shall in no way excuse the bidder of his obligations as set forth in the bid specifications. No information, concerning who may be the successful bidder, will be available from District staff prior to the next available board meeting after bids are evaluated.

An electronic version of this document is available upon request.

Contact: **Joel Burkman** Technology Coordinator (208) 235-3295  
E-mail: <mailto:burkmajo@sd25.us> (208) 235-6820 - Fax

## **SPECIFIC BID CONDITIONS**

### **RESPONSIBILITY OF VENDOR:**

No bid will be accepted unless accompanied by a CERTIFIED CHECK, OR BIDDER'S BOND, (executed by a certified surety company with the power to do business in the State of Idaho) for not less than five percent (5%) of the total amount of the bid (see page 10) as a guarantee, which is to be forfeited in case the successful bidder fails, neglects, or refuses to either enter into a contract or execute bonds for the faithful performance of the contract. PERSONAL OR COMPANY CHECKS WILL NOT BE ACCEPTED.

Bids are to be made F.O.B. Pocatello. All bids must include the cost of the transportation to the Warehouse of School District No. 25, 3115 Pole Line Road, Pocatello, Idaho.

Each vendor shall be responsible for the delivery of materials of such quality and in quantities as is specified. THE FAILURE TO ADHERE TO ACCEPTED BID WILL BE DEEMED SUFFICIENT REASON FOR FORFEITING THE FIVE PERCENT (5%) DEPOSIT MADE OR BIDDER'S BOND.

### **IDAHO EMPLOYER ALCOHOL AND DRUG-FREE WORKPLACE ACT**

Include with your bid sheet a contractor's affidavit pursuant to Idaho Code, Section 72-1717.

**BIDDER CERTIFICATION FORM:** Include with your bid sheet.

### **FIXED PRICES:**

Unless otherwise provided by the District in the specification documents, prices will remain firm for the period of one year and may be extended for a 2<sup>nd</sup> year upon agreement of both School District No. 25 and the vendor. Any price decreases announced by the manufacturer and provided to all customers shall also be provided to the District. The District also recognizes that certain parts may be discontinued within a short time period. Should this occur, the vendor may substitute higher quality or increased performance parts for the same price with District permission. to award a contract for the period of one year, the District requires the vendor to establish a "guaranteed discount structure." On the bid form, please describe the "discount structure" that was used to price materials listed in the bid section, as well as how this "discount structure" will be used on replacement materials as they develop.

### **QUALITY CONTROL AND SUBSTITUTIONS:**

For purposes of determining equality, technical and general information set forth on the respective data sheets by manufacturers named in the actual bid section for each specified item shall be considered as part of these specifications and binding herein. Any proposed equal item offered as a substitute shall be substantiated fully to prove equality. The District reserves the right to require a complete sample of any proposed equal item and may, if necessary, request a

sample tested by and a copy of the test results by an independent testing laboratory to prove equality. It is the vendor's responsibility to provide written data to show where substitute items meet or exceed what has been requested in both price, performance, usability, and reliability. The decision of the District regarding equality of proposed equal items will be final.

MINIMUM WARRANTY AND SUPPORT:

The District reserves the right to request vendor assistance in obtaining warranty service, parts, and technical support. System Warranty shall cover parts, labor and shipping and handling of any kind for the period of three (3) years. **Installation support and service is not desired or required.**

REJECTION OF BIDS:

The Board of Trustees of School District No. 25 shall have the right to reject or not accept any and/or all bids when: (1) it is in the best interest of the School District; (2) the bid does not meet the minimum bid specifications; or (3) the bid is not the lowest responsible bidder; or (4) the item offered deviates to a major degree from the bid specifications, as determined by the Administrator (minor deviations, as determined by the Administrator, may be accepted as substantially meeting the bid requirements of the School District). Deviations will be considered major when such deviations appear to frustrate the competitive bidding process.

The Board of Trustees may reject all bids with or without cause. The Board of Trustees may waive any immaterial deviation in a bid.

DELIVERY:

Delivery is to be made to the District warehouse located at School District No. 25, 3115 Pole Line Road, Pocatello, Idaho 83201. The delivery point within the District may be changed at the time of ordering.

Delivery of the components on the initial Purchase Order must be no later than July 1, 2017 to accommodate component installation in the schools prior to school start date August 2017. All future orders should be delivered within 10 business days of receipt of the respective Purchase Order.

PAYMENTS:

Prices must remain firm as quoted by supplier until quantity awarded is received. Application for payment dated on or before the 25<sup>th</sup> of the month, shall be paid by the 15<sup>th</sup> of the following month. Application for payment dated after the 25<sup>th</sup> of the month, shall be paid within 30 days. Delivery may be accepted any time before July 1, 2017; however, payment will not be made until after July 1, 2017.

## **CONTRACT INFORMATION**

### **CONDITIONS OF CONTRACT:**

Notices, conditions and specifications issued incident to the bid to supply computer components as described herein, together with the purchase policies of School District No. 25, on file for examination in the Office of the Director of Business Operations, shall form a part of the contract conditions.

### **NATURE OF CONTRACT:**

This is an indefinite quantity, indefinite delivery contract. Unless otherwise stipulated by the District in the specification document, the right is reserved to order such quantities of items and at such dates during the term of this contract as are necessary.

The various items of manufacture under these proposed contracts are specified under the respective division. Specifications are technical for purposes of establishing high standards of material purchasing. Bidders shall indicate the manufacturer's brand names where specified in their bids.

Contracts for purchase will be put into effect by means of a purchase order executed by the Director of Business Operations after tabulations are compiled.

### **TIME PERIOD:**

The contract period shall extend for a period of one year from the bid award date.

Options: Upon mutual agreement by both parties, the contract may be extended under the same terms and conditions of this contract for an additional period equal to the original contract term, but not to exceed a total of two (2) years.

### **CHANGES/MODIFICATIONS:**

Changes of specifications or modification of this contract in any particular way can be effected only upon written consent of the District Technology Coordinator and the Director of Business Operations, but not until any proposed change or modification has been submitted in writing, signed by the one proposing the said change.

### **TERMINATION:**

Termination of the contract may be made by the School District when the vendor has been notified of default or non-compliance, and the vendor has failed to cure the default or non-compliance within a reasonable time after receipt of such notice. This termination may happen at any time the District becomes unhappy with the service and/or product or the product reliability in our usage.

## **EVALUATION PROCEDURES:**

### A. Evaluation Committee

Bids submitted will be evaluated by a committee consisting of district administration and the district technology department.

### B. Evaluation of Bids

1. The following is intended to give a brief description of the steps that will be used in the evaluation of the bids. The evaluators will compare the relative merits of each vendor and assign a point value to each area of competency. As part of this evaluation, the Committee may hold discussions with all qualified vendors. Discussions may be conducted via teleconference or may take the form of questions to be answered by the vendors and conducted by mail, E-mail, or facsimile transmission at the discretion of School District No. 25. During the evaluation process, the committee may request technical assistance from any source.

2. Vendors may be asked to make an oral presentation to the Evaluation Committee. The purpose of the oral presentation is to provide an opportunity for the vendor to clarify its bid submission or substantiate bid representation. The oral presentation is a part of the technical evaluation.

3. The committee will recommend the vendor whose overall bid provides the most advantageous offer to School District No. 25, considering price and the other evaluation factors with best price being the primary factor.

### C. Evaluation Criteria

A point system will be used to evaluate each proposal using the following matrix:

Technical Criteria	Point Range
Price of configuration outlined in bid specification	0-50
Suitability of proposed configuration	0-25
Vendor experience/capability	0-15
Fiscal integrity/financial stability of vendor	0-10
<b>MAXIMUM POINTS</b>	<b>0-100</b>

While the total score will be the significant factor, the District reserves the right to make a final selection.

D. Final Selection

School District No. 25 will select a vendor based upon the recommendation of the Evaluation Committee. The committee's recommendation will be presented to the Board of Trustees at the regular board meeting on April 18, 2017. A purchase order will be issued to the selected vendor after that meeting.

E. Right to reject proposals

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between School District No. 25 and the vendor selected.

School District No. 25 reserves the right without prejudice to reject any and all proposals.

## **REMINDER**

1. NO BID WILL BE ACCEPTED UNLESS ACCOMPANIED BY A CERTIFIED CHECK, CASHIER'S CHECK OR BIDDER'S BOND. PERSONAL OR COMPANY CHECKS WILL NOT BE ACCEPTED.
2. SPECIFICATIONS AND SAMPLES MUST BE SUBMITTED AT THE BID OPENING WHEN ANY SUBSTITUTION IS MADE, OR THE BID WILL BE CONSIDERED NON-RESPONSIVE.
3. ALL ITEMS MUST BE DELIVERED UNDER THE TERMS SET FORTH IN THE SECTION (DELIVERY). FAILURE TO ADHERE WILL BE SUFFICIENT REASON TO FORFEIT THE FIVE PERCENT (5%) DEPOSIT.
4. SUBSTITUTIONS OF BRANDS OR SIZES MAY NOT BE ALLOWED ON SOME PARTS OR COMPONENTS. BE SURE TO CHECK THE ITEM DESCRIPTION IN THE BIDDING SECTION CAREFULLY.
5. BID RESPONSE MUST BE LEGIBLE AND MUST BE PRICED TO OUR UNIT OF MEASUREMENT OR BID WILL BE CONSIDERED A NON-RESPONSIVE BID.





## BIDDER CERTIFICATION FORM

1. **Debarment and Suspension** – In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
2. **Anti-Collusion** – In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
3. **Anti-Lobbying** – In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
4. **National Sexual Offender Registry** – In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: <http://www.nsopr.gov/>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

## BID SECTION

The intent of this bid is to purchase micro-computer components and accessories for use in classroom and office settings.

### VENDOR RESPONSIBILITIES:

1. Bid and supply the components listed for the options contained herein.
2. Guarantee that all components comply with our required specifications.
3. The CPU UNITS must have FCC certification stickers affixed to the Power Supply. The mother board must be capable of accommodating all of the CPU'S listed under processor on page 8.

\* NOTE: You should bid each line item separately. School District No. 25 reserves the right to pick and choose, item by item, from your quote.

\* NOTE All CPU units must come with stickers placed on them which clearly state  
1) Warranty period(s)

\* NOTE All monitors must come with stickers placed on them which clearly state  
1) Warranty period(s)

\* NOTE The vendor may offer alternate bids for higher compatible components where acceptable.

\* NOTE All necessary manuals, cords etc. For the bid items must be included in the deliveries.

## DESCRIPTIONS AND BID SHEETS

<u>Basic CPU Configuration #1 To Include The Following</u>	<u>If Your Bid Item Does Not Match Our Configuration Please Describe The Difference</u>
<p>A. <b><u>MINI TOWER CASE</u></b>: Small Form Factor Case (District approved) with a power supply consistent with Intel I3-6100T requirements and a front facing optical drive slot.</p> <p>B. Completed unit must come with the following I/O devices, processor, memory and software installed.</p> <ol style="list-style-type: none"> <li>1. Intel I3-6100T 3.2 GHZ Processor ( See Processor Page 8 ) (3 Year Warranty)</li> <li>2. 1 Solid State Drive -Minimum 128 GB (3 Year Warranty)</li> <li>3. Memory - 8 GB DDR4 RAM (3 Year Warranty)</li> <li>4. The CPU Unit must come with FCC certification stickers affixed to power supply.</li> <li>5. Microsoft Windows 10 Home Or Windows License sticker on case.</li> </ol> <p>C. System Warranty shall cover Parts, Labor and Shipping and handling of Any kind for a period of Three (3) years.</p>	

### Processor Configuration #1

Intel 6th Gen I3-6100T 3.2 GHZ Processor 2 cores, 4 Threads, 64 Bit Instruction Set, SSE4.1/4.2 AVX2.0, Dual Display Capable (3 Year Parts, Labor and Shipping Warranty)

- Processor

Intel® Socket 1151 for 6<sup>th</sup> Generation Core™ i7/Core™ i5/Core™ i3/Core™ Processors

- Chipset

Intel® H110

- Memory

2 x DIMM, Max. 16GB, DDR4 Non-ECC, Un-buffered Memory  
Dual Channel Memory Architecture

- Graphics

Integrated Intel® HD Graphics 530 or greater  
Multi-VGA output support : DisplayPort/VGA ports  
Dual independent displays support with DisplayPort

- Network

1 x Gigabit LAN Controller

- Audio

Headphone Connector

Line-Out Connector

Microphone Connector

- USB Ports

6 x USB 3.0/2.0 port(s)

Special Features

**Case must include slot for a DVD optical drive.**

- Operating System Support

Windows® 10 86x64

- Back I/O Ports

1 x DisplayPort

1 x VGA

1 x LAN (RJ45) port(s)

2 x USB 3.0 (blue)

2 x USB 2.0

2 x Audio jack(s)

- Front I/O Ports

2 x USB port(s)

1 x Front headset audio connector

1 x Front microphone audio connector

**DESCRIPTIONS AND BID SHEETS**

<p align="center"><b><u>Basic CPU Configuration #2 To Include The Following</u></b></p>	<p align="center"><b><u>If Your Bid Item Does Not Match Our Configuration Please Describe The Difference</u></b></p>
<p>A. <b><u>MINI TOWER CASE</u></b>: Small Form Factor Case (District approved) with a power supply consistent with Intel I5-6500 requirements and a front facing optical drive slot.</p> <p>B. Completed unit must come with the following I/O devices, processor, memory and software installed.</p> <ol style="list-style-type: none"> <li>1. Intel I3-6100T 3.2 GHZ Processor ( See Processor Page 8 ) (3 Year Warranty)</li> <li>2. 1 Solid State Drive -Minimum 256 GB (3 Year Warranty)</li> <li>3. Memory - 8 GB DDR4 RAM (3 Year Warranty)</li> <li>4. The CPU Unit must come with FCC certification stickers affixed to power supply.</li> <li>5. Microsoft Windows 10 Home Or Windows License sticker on case.</li> </ol> <p>C. System Warranty shall cover Parts, Labor and Shipping and handling of Any kind for a period of Three (3) years.</p>	

Processor Configuration #2

Intel 6th Gen I5-6500 3.2 GHZ Processor 2 cores, 4 Threads, 64 Bit Instruction Set, SSE4.1/4.2 AVX2.0, Dual Display Capable (3 Year Parts, Labor and Shipping Warranty)

- Processor

Intel® Socket 1151 for 6<sup>th</sup> Generation Core™ i7/Core™ i5/Core™ i3/Core™ Processors

- Chipset

Intel® H110

- Memory

2 x DIMM, Max. 16GB, DDR4 Non-ECC, Un-buffered Memory  
Dual Channel Memory Architecture

- Graphics

Integrated Intel® HD Graphics 530 or greater  
Multi-VGA output support : DisplayPort/VGA ports  
Dual independent displays support with DisplayPort

- Network

1 x Gigabit LAN Controller

- Audio

Headphone Connector

Line-Out Connector

Microphone Connector

- USB Ports

6 x USB 3.0/2.0 port(s)

Special Features

**Case must include slot for a DVD optical drive.**

- Operating System Support

Windows® 10 86x64

- Back I/O Ports

1 x DisplayPort  
1 x VGA  
1 x LAN (RJ45) port(s)  
2 x USB 3.0 (blue)  
2 x USB 2.0  
2 x Audio jack(s)

- Front I/O Ports

2 x USB port(s)  
1 x Front headset audio connector  
1 x Front microphone audio connector

## BID SHEETS FOR FULLY CONFIGURED SYSTEMS

Please provide pricing for the following configuration quantities. School District No 25 will determine what quantity, if any, to award. *(Note: The shaded lines are for single item purchase only)*

CPU Configuration #1	Quantity	Price ea.
<u>CPU CONFIGURATION #1</u> as described on page 8 with an Intel I3-6100T Processor	10 or less	
	900	

CPU Configuration #2	Quantity	Price ea.
<u>CPU CONFIGURATION #2</u> as described on page 10 with an Intel I5-6500 Processor	10 or less	
	200	

Please enter the total requested quantity extended price (from the table above) and enter the sum in the **GRAND TOTAL** below. \*note your bid bond must equal 5% of the total entered below and cannot be in the form of a personal check.

Please check this box if your bid includes a parts closet

<b>GRAND TOTAL</b>	<b>\$</b>
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**(Must include Freight and any Warranty costs!)**

Expected Delivery Time/Date: \_\_\_\_\_

## Warranty

1. The CPU units must have a minimum of three years warranty on parts, labor and Shipping and handling of any kind.

## Future Purchasing Plan

Please attach a detailed sheet outlining your plan for pricing any future purchases by School District No, 25 for the next 12 months.

## Vendor & Product Information

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail address: \_\_\_\_\_

CPU Configuration 1 Brand: \_\_\_\_\_

Model or ID#: \_\_\_\_\_

Warranty: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Your signature on this page verifies that all is in accordance with the specifications stated in this document.



## COMPONENT AND ACCESSORY PRICING

School District #25 may decide in the future to purchase individual cards, drives etc. We are therefore requesting price information on such individual components. *This is for information only. Do not add the price quotes below into the Grand Total on page 11.*

This table is for information only do not include in any total	Quantity	Price
22"ViewSonicVA2252Sm LED Monitor or (district approved equivalent) Minimum: Contrast 3000:1, Brightness 250 cd/m2, Response 6.5ms, Resolution 1920 x 1080	49 or less	
	50 or more	
24"HP ProDisplay P240va LCD Panel or (district approved equivalent) Minimum: Contrast 5000000:1 Dynamic and 3000:1 Static, Response 8ms, Resolution 1920 x 1080	49 or less	
	50 or more	
256 GB (SSD) Drive. (STATE MANUFACTURER AND WARRANTY)	49 or less	
	50 or more	
512 GB (SSD) Drive (STATE MANUFACTURER AND WARRANTY)	49 or less	
	50 or more	
1TB SATA Hard Drive (STATE MANUFACTURER AND WARRANTY)	49 or less	
	50 or more	
4GB Ram DDR4 RAM	49 or less	
	50 or more	
8GB Ram DDR4 RAM	49 or less	
	50 or more	
PCI Express ATI VGA Card 1 GB Ram Minimum with/ low profile mounting bracket	49 or less	
	50 or more	
nVidia PCI Express VGA Card 1 GB Ram Minimum with/ low profile mounting bracket	49 or less	
	50 or more	
Intel 10/100/1000 Network Card	49 or less	

	<b>50 or more</b>	
<b>Samsung or LG or LiteOn DVD RW Min 16X w/ Burner Software</b>	<b>49 or less</b>	
	<b>50 or more</b>	
<b>Black USB Mouse: Microsoft, Logitech (only)</b>	<b>49 or less</b>	
	<b>50 or more</b>	
<b>Black USB Keyboard: Logitech or Microsoft (only)</b>	<b>49 or less</b>	
	<b>50 or more</b>	