



Mineral Area College

5270 Flat River Drive PO Box 1000
Park Hills, MO 63601

Phone: (573) 431-4593
www.mineralarea.edu

Andrew White
*VP of Information
Technology and
Cybersecurity*

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President

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Request for Proposal

Laptop Computer Purchase

Board of Trustees
Mineral Area College

Due: June 5, 2024

IT Services
5270 Flat River Dr
PO BOX 1000
Park Hills, MO 63601
(573) 518-2255

Prepared by: Andrew White

OVERVIEW

This Request for Proposal (RFP) documents Mineral Area College's requirements for a purchase of new laptops.

The acceptance of a proposal does not obligate Mineral Area College to purchase hardware from any vendor. Mineral Area College reserves the right to reject all proposals and not make a decision. All costs for proposal preparation are the responsibility of the bidder. After receipt of the proposal, and prior to signing the contract/proposal, Mineral Area College reserves the right to modify the system requirements by adding or deleting specific equipment specifications.

Preference will be given to the vendor that provides a comprehensive, cost-effective solution for current specifications, future system requirements, and ongoing service and support. As part of the proposal, you must include at least three references for similar clients served. References should include the company name, address, contact person, their title, phone number and email address.

GENERAL CONDITIONS

1. The Mineral Area College (hereafter "College") will receive proposals from interested vendors to be eligible to submit bids for the College's hardware purchase.
2. Vendors are strongly encouraged to carefully read the entire Request for Proposal (RFP).
3. Proposals will be received until **11:00 a.m. June 5, 2024**.
4. The College is not responsible for lateness or non-delivery by the US Postal Service or other carrier to the College. The time and date recorded by the College shall be the official time of receipt.
5. Proposal openings shall be public on the date and the time specified on the proposal form. It is the Proposer's responsibility to assure that their proposal is delivered at the proper time and place of the proposal opening.
6. In accordance with Public Records Law, and except as may be provided by other applicable State and Federal law, all Proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the Proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received from Proposers in response to this Request for Proposal will become the property of the Mineral Area College and will not be returned to the Proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the College.
7. Proposals may be modified or withdrawn by written notice or in person by the Company or its authorized representative, provided the withdrawal is made prior to the deadline.
8. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the College. There is no expressed or implied obligation for the College to reimburse responding Vendors for any expenses incurred in preparing proposals in response to this request.
9. All proposals must be submitted on the basis of the specifications attached. No alternate Proposals that significantly deviate or modify the concept and ultimate objectives of this Proposal will be considered. Non-compliance with RFP specifications will disqualify Proposals from further consideration.
10. Any explanation or statement that the Vendor wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Vendor so indicates, it is understood that the Vendor has proposed in strict accordance with the RFP requirements.
11. The College reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The College, in its sole discretion, will determine whether an irregularity is minor.
12. The College reserves the right to decline any or all Proposal submissions, or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the College to any Vendor for any expense, cost, loss or damage incurred or suffered by the Vendor as a result of such withdrawal.
13. While the College has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is contained solely as a guideline for

proposers. The information is not guaranteed or warranted to be accurate by the College, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions with respect to the matters addressed in the RFP document.

14. The Vendor is responsible for its own verification of all information provided to it. The Vendor must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained.
15. No oral interpretation will be made to any Vendor as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the College. Questions and inquiries about the RFP should be made in writing by email and submitted before 11:00 a.m. Central Time, on **May 28, 2024** to Andrew White at alwhite@mineralarea.edu.
16. The College reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Vendors that have received a copy of the specifications, but failure to notify shall impose no obligation or liability on the College.
17. The Vendor shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Trustee member of the College for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
18. If the Vendor claims to be a Minority/Women Business Enterprise Plan, the College requests copies of certification in their appropriate area(s) of expertise at the time of proposal submission.
19. The College supports local Vendors and will provide preference to such Vendors that submit a Proposal with a favorable price, service and can handle large purchases and deliveries of services/hardware.
20. The College may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.
21. To facilitate consideration of the Proposals, the College may, at its option, conduct interviews after receipt of the Proposal. If this is necessary, the Vendor will be contacted to arrange a time for an interview.
22. The College reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal.
23. The College reserves the right to negotiate final contract terms with any Vendor, regardless of whether such Vendor was interviewed or submitted a best and final Proposal.
24. The College reserves the right to withdraw the award to a successful Vendor within 30 days of the award if, in the opinion of the College, the successful Vendor is unable or unwilling to enter into a form of contract satisfactory to the College. The College shall be entitled to do so without any liability being incurred by the College to the Vendor.
25. In the event of a conflict between the Proposal and the RFP, the College shall resolve any inconsistency in favor of the RFP. Additionally, the College shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Vendor agrees to abide by the decisions of the College. Any ambiguity in the Proposal because of omissions, error, lack of clarity or noncompliance by the Vendor with specifications, instructions and all conditions of bidding shall be construed in the favor of the College.

26. All of the terms and conditions of this RFP are deemed to be accepted by the Vendor and incorporated into the Vendor's Proposal submission. The terms and conditions stated in this RFP and the successful Vendor's response to this RFP shall be incorporated into the contract between the College and the successful Vendor.
27. By submitting a Proposal, the Vendor certifies that it is not currently barred or otherwise prohibited from submitting proposals for contracts to any political subdivision or agency of the State of Missouri and it is not an agent of a person or entity that is currently barred or otherwise prohibited from submitting proposals for contracts by any political subdivision or agency of the State of Missouri.
28. The successful Vendor will be responsible for the safe delivery of all hardware. If deliveries prove to be unsatisfactory, or other problems arise, the College reserves the right to withdraw the award to the successful Vendor.
29. Delivery of purchases will be made within 30 calendar days after receipt of order, F.O.B. destination, and freight pre-paid and allowed, to any and all locations of Mineral Area College. Bid prices must include all packing, freight, insurance charges and operation manuals.
30. The College shall reserve the right to return equipment that does not meet the purchase agreement or is unsatisfactory at the cost to the Vendor within thirty (30) days of delivery.
31. The College is seeking a vendor for a College Hardware purchase that can be designed as a renewable multiple-year offering.
32. If awarded bid, we will place the order no later than **June 21, 2024**. We will accept delivery during the month of **July, 2024**.

SCHEDULE OF EVENTS

The following schedule lists meeting and deadlines related to this Request for Proposal (RFP) on the College hardware purchase. Deadline dates are as indicated unless otherwise changed by the Vice President of Information Technology. In the event that the Vice President of Information Technology finds it necessary to change any of the dates or activities listed in this calendar, it will do so by issuing an amendment to the RFP to prospective Vendors.

Event	Target Completion Date
1. Formal Issuance of RFP	May 1, 2024
2. Last day for submitting inquiries about RFP by email	11:00 a.m. CT, May 28, 2024
3. E-mail delivery to Prospective Vendors of answers and amendment(s) to the RFP	May 30, 2024
4. Proposals due from Prospective Vendors	11:00 a.m. CT, June 5, 2024
5. Selection and announcement of Solution and Vendor	June 20, 2024
6. Execution of Agreement and estimated Solution start date	June 21, 2024

CRITERIA FOR AWARD OF PROPOSAL

The criteria for award of this proposal will be based on a complete analysis of each proposer's response. Specifically, each proposal will be judged on its overall ability to meet the requirements as outlined in this RFP. Further, the proposer's proven ability to service a request of this size and proven references of a similar company or department will also be part of the evaluation process. And finally, the overall price performance will be evaluated.

Mineral Area College reserves the right to reject any and all proposals, to waive irregularities, and to award that proposal or proposals which is deemed to be in the best interest of the school College. Mineral Area College reserves the right to accept a part or parts of a proposal unless otherwise restricted in the proposal. During the evaluation process, the school College has the right to request additional information and presentations for clarification in order to understand the Vendor's approach to the scope of work. Mineral Area College further reserves the right to make an award without further clarification of the proposals reviewed. Any changes to a submitted proposal made before executing the contract will become part of the final vendor contract.

HARDWARE PURCHASES TERM

The Mineral Area College Laptop Computer Purchase prices shall be effective on the date that the College issues the first Purchase Order.

REQUIREMENTS**Equipment**

- 40 – Laptop Computers
Suggested Minimum Technical Specifications
 - 14" or 15" screen size non touch
 - Processor: Intel i5/i7 12th Gen or greater
 - Memory: 16 GB or greater
 - Hard Drive Capacity: 256 GB SSD NVMe or greater
 - 1 native HDMI port
 - 1 RJ-45 Gigabit Ethernet Port
 - Wi-Fi 6E
 - 2 x USB 3.2 (1 with power delivery)
 - USB 2.0
 - USB C 3.2 video support and power delivery
 - Headphone/microphone combo jack
 - Bluetooth 5.1
 - 720p or better Camera
- 40 – Docking Stations
 - USB-C/Thunderbolt 4 Dock
 - Power Adapter
 - Support up to 100W Power Delivery
 - 1 RJ-45 Gigabit Ethernet Port
 - 1 x HDMI port
 - 1 x DisplayPort
 - 4 x USB 3.2 (1 always on)
 - 1 x USB C 3.2
 - 3.5 mm Headphone/microphone combo jack

Warranty

- 4-Year Warranty/Support for All Items

Substitutes

- Brand and model substitutions will be considered. Subject to the approval of college designee.

Additional Requirements

- All costs to Mineral Area College associated with the RFP must be included in the bid.
- Pricing for purchasing additional equipment listed in the requirements that will be above the quantity listed.

CONTACT AND SUBMISSION OF PROPOSALS

Contact

For questions and clarification, contact:

Andrew White, Vice President of Information Technology and Cybersecurity

Phone: 573-518-2255

Email: alwhite@mineralarea.edu

Submission of Proposal

Submit Proposals to before submission deadline:

Andrew White

IT Services Department

Mineral Area College

5270 Flat River Dr.

PO Box 1000

Park Hills, MO 63601

Submission Requirements

- Proposals must meet all minimum requirements to be considered a valid bid. Equivalent equipment substitutions will be considered.
- All items must be included in the bid.
- One (1) electronic copy of the response should be included in Submission of Proposal address listed above.
- Allowable formats are PDF and Microsoft Office.

Submission Deadline

Proposals are due June 5, 2024 at 11:00 a.m.

Acceptance of Proposals

The acceptance of a proposal by the school College does not bind the College to purchase.

Only a Purchase Order from the College is a legitimate order for purchasing.