

# **Mecosta Osceola ISD Request for Proposal**

**HP Laptops  
April 2024**

**Mecosta Osceola ISD**  
15760 190<sup>th</sup> Ave  
Big Rapids, MI 49307  
231-796-3543

**REQUIRED BID FORM**

We reserve the right to disqualify the bid if this sheet is not included.

**One sheet per bid number.**

**BID PROPOSAL SHEET**

**Mecosta-Osceola ISD**  
Request for Proposal

NAME OF BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

Itemized information and cost:  
(Additional pages may be attached if more space is needed)

Cost for the RFP:

Individual Unit Cost: \_\_\_\_\_

Total bid cost for ninety (90) laptops including shipping: \_\_\_\_\_

Warranty terms must be included at the time of the bid.

Bid number as listed on bid item **RFP: April 2024 HP Laptops Proposal Bid**

I agree to abide by all of the terms of this request for proposal unless otherwise stated in my bid proposal. Any omission of cost in the RFP will be the vendor's responsibility or the Mecosta Osceola Intermediate School District may reject the bid.

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Print Name, Title

**Note: All documents submitted must be on paper in a sealed envelope.**

**(END of Section)**

## **Request for Proposal HP Laptops**

**Proposals are due at 2:00 p.m. EST on April 30, 2024.**

**All proposals should contain the subject line  
MOISD RFP – April 2024 HP Laptops bid.**

**All proposals must be mailed to:**

**Mecosta Osceola ISD  
Attention: Superintendent Locke  
April 2024 HP Laptops bid  
15760 190th Ave  
Big Rapids, MI 49307**

***Late proposals will not be accepted. Faxed proposals will not be accepted.***

Questions regarding the proposal process should be directed to the Assistant Superintendent of Technology, Fred Sharpsteen. Value-added resellers must base their proposal on the specifications listed and may explain pricing in their proposal documentation.

**Contact information for clarification of RFP:**

**Fred Sharpsteen, Assistant Superintendent of Technology**  
[fsharpsteen@moids.org](mailto:fsharpsteen@moids.org)  
[231-592-9601](tel:231-592-9601)

- MOISD is a tax-exempt entity; therefore, the project shall be exempt from Michigan state sales tax.
- MOISD reserves the right to accept or reject all or any parts of any proposal, waive minor technicalities, and award the proposal that appears to serve the interest of the District best. Please note any irregularities in your proposal.

### **Intent/Purpose:**

This Request for Proposal has been prepared by the MOISD, seeking a proposal for brand-new HP laptops. Please see the *Parts List* table for quantities. This may change at the time of the purchase. Proposals should include **all fees, including shipping, licensing, etc.**

### **Bid Requirements**

- **Devices may be required to be shipped to multiple locations. This will be determined at the time of the PO.**
- Competitive pricing.
- All costs must be listed and priced as detailed individual line items.
- Clearly defined documentation of warranty on parts and services provided.
- Tracking information for all shipped hardware must be provided to the Director of Technology immediately upon shipment, with a District delivery guaranteed before May 15, 2024. Any shipping delays or irregularities should be outlined in the proposal.
- Laptops must have at least 16GB of RAM and 256GB SSD.
- Detailed documentation outlining what is covered under the 1-year warranty.

### **Vendor Requirements**

- Vendors must be authorized resellers of the products that they propose.
- Vendors may be asked to provide references related to product installation, financial stability, support services, and understanding of educational computing needs.

### **Selection Criteria**

1. **Alternatives, variations, and exceptions must be clearly stated.**
2. The district reserves the right to consider proposals based on their relative merit, risk, and value to our school district.
3. The district reserves the right to cancel this RFP in part or in full if it is in the best interest of our students.
4. This RFP does not commit us to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
5. Where the quantity purchased affects the price per unit, the vendor is to indicate the price break points with the number of units.
6. The vendor's proposal will indicate the product's availability and a delivery timetable.
7. All bids must be itemized and include the per unit cost and total extended cost of items. All delivery, shipping, and insurance charges must also be listed.
8. In submitting a bid, each vendor represents that they have read and understand these requirements.

**Parts Table**

<b>Description</b>	<b>Part Number</b>
● HP Probook 450 G10	974X6AV
● HP IDS UMA i5-1334U RT USBC 450 G10 Base NB PC	1Y632AV
● Electronic Energy Star labeling (EStar)	72F52AV
● OST Win 11 Pro 64 MSNA STD	4SS11AV
● OS Localization	726V7AV
● DM 5MP USB2 IR WFOV INTGRTD CAM - HP - PSG TOP CONFIG Camera	726U6AV
● 15.6 inch AG FHD (1920x1080) LED UWVA 250 f5MP IR LCD	726W2AV
● 16GB (1x16GB) DDR4 3200	71K03AV
● 256GB PCIe NVMe Value Solid State Drive	726U2AV
● Pike Silver Aluminum U15/Pentium ID	727Q1AV
● Intel AX211 Wi-Fi 6E 160 MHz +Bluetooth 5.3 WW WLAN	72F56AV
● No WWAN	71K00AV
● No Fingerprint Sensor	727N7AV
● Long Life 51Whr Fast Charge 3 cell Battery	727M8AV
● 45 Watt NPFC USB-C Straight AC Adapter	72M11AV
● Clickpad with numeric keypad spill-resistant	72F90AV
● Country Localization	68V61AV
● C5 1.0m Sticker Conventional Power Cord	72G12AV
● 1/1/0 Warranty	

**Quantities**

**Quantity may be changed at time of PO. Please list breakpoints.**

<b>PROPOSAL 1</b>		
<b>Item</b>	<b>Description</b>	<b>Quantity</b>
HP Laptop	New HP ProBook Laptops 16 GB of RAM and 256 GB SSD	90

**End of Document**