



PELHAM SCHOOL DISTRICT
REQUEST FOR PROPOSALS FOR:
Teacher Laptops FY25

TO: All Prospective Submitters

DATE: May 6, 2024

Project Summary

The Pelham School District is seeking proposals for the purchase of 70 new Teacher Laptops for the 2024-2025 school year. The minimum required spec information which we are seeking pricing and manufacturer information for are listed below. Responses may include prices for one or multiple models to allow for district options based on pricing.

Proposal Instructions and Timeline

1. May 6, 2024 RFP is issued
2. Vendor Questions: Please direct any questions regarding the RFP in writing to: Keith Lord at klord@pelhamsd.org and CC Deborah Mahoney at dmahoney@pelhamsd.org
3. One copy of the proposal shall be received no later than 12:00 pm EST on **Tuesday, May 28 2024**. Proposals shall be submitted by mail or in person in a sealed envelope labeled "Teacher Laptop Bid FY25" to the address listed below or alternatively may submit electronically to Keith Lord and Deb Mahoney at the email addresses listed. Please indicate "Teacher Laptop Bid FY25" in the subject line in order to be considered.

Pelham School District
ATTN: Keith Lord/Deb Mahoney
59A Marsh Road
Pelham, NH 03076
dmahoney@pelhamsd.org

4. Proposals will be opened at **1:00 PM on May 28, 2024**.
5. The district reserves the right to select the order quantity for individual models to equal a total of 70 pieces.
6. The Pelham School District (School Administrative Unit 28) reserves the right to reject any and all proposals or parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision of the Request for Proposal, to modify the terms of the Request for Proposal, and to select the vendor whom, in the District's sole discretion it determines is in the best interest of the District even though the vendor may not submit the lowest proposal. The District reserves the right to negotiate with the selected vendor. The District reserves the right to make no award to

any responder.

7. Under no circumstances will the District be responsible for the cost of preparing any proposal. Any proposal may be withdrawn prior to the scheduled time for the opening of proposals. Any proposal received after the time and date specified shall not be considered.
8. Each vendor receiving and/or otherwise acquiring this RFP package acknowledges that, in the determination as to award of the ultimate contract, the Pelham School District will exercise discretion in making the final decision. Each party submitting a proposal does so recognizing that no cause of action or claim will arise in such party's favor in any way relating to the exercise of such discretion against the Pelham School District, any consultant, or any person, firm, corporation, or other legal entity engaged by the Pelham School District to assist in making the final decisions.
9. No vendor may withdraw their proposal for at least thirty (30) days after the time and date set for the receipt of proposals to ensure time to manage the bid award. **The anticipated delivery schedule must be included in the vendor's response.**
10. All proposals must be signed by an authorized representative of the vendor.

Chromebook Specifications

Below are the specifications for the models of chromebooks that the District is considering. Vendors provide proposals for these models only; no substitutes will be considered. All devices must be new and not refurbished. Vendors submitting proposals for one or all models must meet our minimum specifications.

Description	Minimum Specifications
Dell or Lenovo Laptops strongly preferred	Windows 11 OS i5 Processor Or Equivalent 16 GB RAM 15 Inch Display Or Similar HDMI Port (at least 1)

Cost

Please provide any agreements that will require signature along with the proposal. The price will include any shipping costs. All prices must be quoted completely. Separate prices must be included for additional warranty costs, beyond the standard warranty, if offered.

Order and Delivery

Vendors are required to provide a delivery plan and schedule as part of their response.

Receipt of materials shall not occur prior to July 1, 2024. Expected delivery shall be no later than August 1st, 2024. Please indicate in your bid package if you are unable to meet these delivery requirements.

Evaluation Criteria

This proposal is seeking the best option for the staff and students of the Pelham School District. While the lowest price within the available budget will be the highest factor in evaluating proposals, other factors such as: Meets the Needs of the District. (Ruggedness, durability, battery life, additional features, and delivery commitment) will be considered.

COST PROPOSAL - TEACHER LAPTOP BID FY25
 Vendor Response Information and Proposal Specifications Form

VENDOR NAME: _____

OPTION 1

Description	Quantity	Unit Cost	Total Cost
Indicate which model is being quoted MFG#: _____ <i>*Attach Spec Sheet To This Document*</i>	70		

OPTION 2

Description	Quantity	Unit Cost	Total Cost
Indicate which model is being quoted MFG#: _____ <i>*Attach Spec Sheet To This Document*</i>	70		

OPTION 3

Description	Quantity	Unit Cost	Total Cost
Indicate which model is being quoted MFG#: _____ <i>*Attach Spec Sheet To This Document*</i>	70		

Delivery Plan

With board approval, order may be placed as early as June 6, 2024. Indicate the delivery schedule below. Include the expected date of delivery:

Authorized Vendor Signature: _____