



# UNICOI COUNTY BOARD OF EDUCATION



600 N. Elm Ave • Erwin, TN 37650 • Phone: (423)743-1600 • Fax: (423)743-1615

*Denise H. Brown, Director of Schools • "Educate Children, Create Citizens"*

October 22, 2011

The Unicoi County School District invites you to respond to a Request for Proposals for off-lease LCD monitors to be used in the Unicoi County School District. This shall be a single-year contract. Quoted prices must be planned to be effective starting July 1, 2011.

**A. Format, Due Date**

Proposals are **due no later than 04:00 p.m. EST, Friday, December 2<sup>nd</sup>, 2011.** Late proposals will not be considered. Submit responses in a sealed envelope, marked "Bid Proposal – LCD Monitor" to:

Bruce Tolley  
Supervisor of Technology  
Unicoi Co School District  
600 North Elm St  
Erwin, TN 37650

All submitted proposals will be considered the property of the Unicoi County School District. Two (2) copies of your completed proposal should be submitted.

**B. Contract**

The proposal should include a contract for proposed services. If the vendor does not wish to submit an actual contract with the proposal, a sample contract should be submitted with the proposal.

## **C. Services/Hardware Requested**

### **Hardware:**

The bid will be for off lease flat panel LCD computer monitors that conform to the following specifications.

- Non Widescreen
- 17" or larger
- VGA cable included
- Power cable included
- Color: Black
- All monitors purchased must be similar brand and look
- One year advanced replacement warranty
- Shipping cost included in total price

## **D. Vendor Background**

### **Company Information**

List your company's legal name, address, and telephone number. Include parent company information if applicable.

### **References**

Provide a minimum of 3 references for customers with operations similar to ours that your company has worked with in the past two years. Include contact names and telephone numbers, and addresses.

### **Vendor Authorizations**

Provide Company authorizations

### **Technical Support**

Provide normal support hours. Provide technical certifications of all staff members.

## **E. Confidentiality**

All material submitted by Unicoi County School District must be treated as confidential and cannot be used for any other purpose than the response to this RFP. Information submitted by any vendor will be considered confidential to Unicoi County School District and will not be used for any other purpose than evaluating vendor responses.

## **F. Selection Process**

A number of factors will influence Unicoi County School District's decision in selecting the vendor. These factors include a technical evaluation based upon the vendor's ability to deliver these services in a timely manner.

No other factor will receive more weight than cost; however, please note that Unicoi County School District will evaluate the cost-effectiveness based on features, functionality, support services and implementation difficulties; and is not obligated to select the lowest price bidder.

### **G. Disclaimer and Cancellation**

The Unicoi County School District reserves the right and to waive any informality received where such acceptance, rejection, or waiver is considered to be in the best interest of the Unicoi County School District (UCSD). Unicoi County School District also reserves the right to reject any proposal where evidence or information submitted by the Vendor does not satisfy the UCSD. Vendor is qualified to carry out the requirements of the contract documents.

This RFP does not commit Unicoi County School District to any specific course of action. Unicoi County School District reserves the right to not select any vendor or purchase any goods or services resulting from this RFP. Unicoi County School District may choose not to purchase these services if Unicoi County School District cannot fund the project.

Either party may cancel any contract signed under this RFP with 60 days written notice.

The Unicoi County Board of Education reserves the right to reject or take exception to any part of or all bids.

Please return bids by **due no later than 04:00 p.m. EST, Friday, December 2<sup>nd</sup>, 2011.**  
Mark sealed envelope

“Bid Proposal – LCD Monitor”

and return to

Bruce Tolley, Technology Supervisor  
600 North Elm Ave.,  
Erwin TN 37650.