

**REQUEST FOR PROPOSAL  
RFP # Tech 25-003 Desktops  
Desktops**

**For the purchase of:  
70 Desktops**

**Proposals will be accepted until 10:00 a.m. on April 17, 2024 at the following location:**

**Ball-Chatham District Office  
201 West Mulberry Street  
Chatham IL 62629**

**For inquiries please contact:  
Josh Mulvaney  
Director of Technology  
Ball-Chatham CUSD 5  
201 West Mulberry Street  
Chatham IL 62629  
217-483-2416 ext 1820**

Sealed proposals **plainly marked with “RFP Tech 25-003 Desktops Desktops” ON THE OUTSIDE OF THE MAILING ENVELOPE AND ON THE SEALED PROPOSAL ENVELOPE**, delivered to Ball-Chatham District Office, 201 West Mulberry Street, Chatham, IL 62629 will be accepted until the date and time identified on page 1 of this RFP. The enclosed bid proposal form, certifications, and this document must be received in a sealed envelope by the date/time specified.

The Ball-Chatham CUSD #5 is interested in receiving proposals from vendors selling **new** desktop computers. It is the desire of the district to purchase 70 desktop computers. The District is seeking to place the order in April 2024. **INVOICE FOR THE DEVICES MUST BE DELAYED UNTIL JULY 1st, 2024. *BCSD5 will accept shipment prior to that date, but invoicing cannot occur earlier than July 1st, 2024. Also warranty must be inactive with a future start date of August 1st, 2024.*** All pricing/terms must be valid for a period of at least 90 days from April 17, 2024, regardless of quantity ordered.

**Tax:**

Do not include Federal and State Sales Tax as the school district is tax exempt.

**The equipment being purchased will meet or exceed the following specifications:**

<b>MAKE/MODEL</b>	HP small form factor. District will consider other manufacturers as well. District does not want mini or desktop sizes.
<b>PROCESSOR</b>	Preferred newest generation of Intel i7 5.2 ghz
<b>MEMORY</b>	16 GB Ram
<b>HARD DRIVE</b>	256 GB <b>SOLID STATE DRIVE</b>
<b>OPERATING SYSTEM</b>	Windows 10 64bit Professional/Enterprise. Downgraded with a Windows 11 Enterprise license.
<b>DISPLAY</b>	Must have dual display cards or a secondary display port. Can have two display ports and an HDMI port.
<b>MISC.</b>	DVD-RW drive, USB optical mouse, USB keyboard
<b>WARRANTY</b>	No less than 1 year

## **Section 1**

### **B. Bidding Instructions**

1. All bids must be sealed in an envelope. We will not accept any bid that is not sealed in an envelope.
2. Each bidder, by submitting a bid, represents that the bidder “understands fully” the bidding documents and is able to fulfill the requirements of the bid. Oversights and errors will not relieve the bidder of requirements contained in the bids.
3. Written inquiries relating to the bid item specification should be directed to:

Josh Mulvaney  
Director of Technology  
Ball-Chatham CUSD #5  
201 W. Mulberry Street  
Chatham, IL 62629  
Email: [jmulvaney@bcasd5.org](mailto:jmulvaney@bcasd5.org)

### **C. Bidding Conditions & Instructions**

1. Ball-Chatham CUSD #5 reserves the right to accept or reject any and all bids, or any part thereof, to waive immaterial technicalities, and to accept the bid deemed most favorable to the interest of the district, after all have been examined and evaluated. Ball-Chatham CUSD #5 reserves the right to accept one or none of any item that is bid upon.
2. The Board of Education is not obligated to accept the lowest dollar quote and reserves the right to reject any and all quotes.
3. Bids received late will not be considered.
4. Bids shall be for the brand name product specified.
5. All Public School districts in Illinois are exempt from federal, state, and local municipal taxes. On articles that are subject to such taxes, the district, upon request, will furnish exemption certificates.

### **C. Delivery and Payment**

1. SHIPMENT OF PRODUCT MUST BE NO LATER THAN JULY 1st, 2024. Failure to provide shipment by date listed will allow Ball-Chatham CUSD 5 to cancel the purchase.
2. Due to timing of Board of Education monthly approval of invoices, bidder invoice should read net 45 days.

### **D. Warranty**

1. Bidder guarantees equipment to be free from defects in material and workmanship and provides a warranty for a period of one year from the date of purchase.
2. Payment for defective equipment will be held until bidder delivers an replacement free of defects.

## **Section II**

### **A. Equal Employment Opportunity Clause**

Bidder shall comply with E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

### **B. Sexual Harassment Policy**

Successful bidder does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (it) has a written sexual harassment policy that includes, at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal course, investigative and complain process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

**C. Illinois Drug-Free Workplace Act**

Successful bidder, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 58073) that (it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certifies, that (it) is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

**D. Discrimination Policy**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, and Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

**E. Prevailing Wage**

All bidders are required to pay the current prevailing rate of wages as determined by the Illinois Department of Labor prevailing rate of wages for the county where the contract is being performed, and for each craft or type of worker needed to execute the contract.

The complete specification list and bid forms are available electronically at [www.chathamschools.org](http://www.chathamschools.org) under Board of Education, then Requests for Bids/Proposals. The Ball-Chatham Board of Education reserves the right to reject any or all proposals, to waive any technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Ball-Chatham School CUSD #5 (District).

## **REQUEST FOR PROPOSAL**

### **RFP Tech 25-003 Desktops**

The undersigned hereby certifies that he has read, understands, and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order or other documents will create a binding contract. Further, bidder agrees to comply fully with all terms and conditions as set forth in the Board of Education purchasing Rules and Regulations as amended October 3, 1988, together with the specifications and other documentary forms and regulations herewith made a part of this specific procurement or contract. The Ball-Chatham CUSD #5, Board of Education reserves the right to reject any or all bids or portions thereof.

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Name \_\_\_\_\_ Email address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Submitted By \_\_\_\_\_