

**Propel Schools  
24 S. 18<sup>th</sup> St  
Pittsburgh, PA 15203**

**Bid #81**

**Sealed bids for material listed herein will be received in the Propel Administration Office until 11 o'clock A.M., Tuesday, June 10, 2008 and will be opened at the same hour in CONFERENCE ROOM.**

**Price each item and service as indicated**

Insert Prices, Model No., etc., sign the bid form and Return **ONE** Copy

---

**COMPUTER EQUIPMENT  
& SUPPLIES**

1. All bids shall be returned in sealed envelopes and addressed to Propel Schools. Please show the bid inquiry number on the outside of the envelope.
2. The Bidder is responsible for ensuring that the Bid document is received prior to 11:00 AM on the date of the Bid Opening.
3. One copy of this bid inquiry document is to be filled out, signed and returned to Propel Schools.
4. Bids shall be submitted on this Inquiry form which must be signed by a duly authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid document will automatically leave this bid null and void.
5. Bidders will quote prices on the unit as specified.
6. Prices quoted will be considered net unless otherwise noted on bid. No escalator clauses will be permitted.
7. Not more than one alternate product may be quoted on any single item of the bid. Description and pricing for such alternate must be typed in on this document immediately below space for pricing of primary bid.
8. All bids shall be effective for a period of 60 days from the opening date of this bid, and no bid may be withdrawn prior thereto.
9. Propel Schools reserves the right to increase quantities of items to be purchased to reflect actual needs at the time that orders are issued. Such additional quantities will be purchased at the price indicated on this bid.
10. Propel Schools reserves the right to reject any or all bids, and to accept or reject any item or group of items, for which bid is submitted.
11. Propel Schools seeks to create opportunities for MBE/WBE/DBE firms. Bidders are required to complete the MBE/WBE participation form indicating how they will help Propel to meet this goal.
12. Prices must include delivery and installation at 5 Propel sites located at 15120, 15130, 15145, 15203, and 15205.
13. Propel Schools is a public school entity and is PA sales tax exempt.

## MBE/WBE/DBE Participation Form

Describe how awarding business to your firm would help Propel meet its goal of creating opportunity for minority, women, and disadvantaged business enterprises:

---

---

---

---

---

We, the undersigned, hereby certify that the above information regarding MBE/WBE/DBE participation is correct and can provide documentation to support the information upon request.

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

Sign Here \_\_\_\_\_

Original Signature Required

Telephone No. \_\_\_\_\_

**Propel Schools**  
24 S. 18<sup>th</sup> St  
Pittsburgh, PA 15203

Bid Number 81  
SHEET NUMBER 1 OF 5

	Articles	Price
	<p style="text-align: center;">SPECIFICATIONS</p> <p style="text-align: center;">FOR</p> <p style="text-align: center;">COMPUTER EQUIPMENT &amp; SUPPLIES</p> <p>Propel Schools proposes to enter into a contract for the purchase and delivery of computer equipment and supplies for the period of one year from July 1, 2008 to June 30, 2009.</p> <p>ANY QUESTIONS PERTAINING TO THIS BID SHOULD BE DIRECTED TO:</p> <p style="text-align: center;">Michelle Hughson</p> <p style="text-align: center;">Propel Schools 24 S. 18<sup>th</sup> St. Pittsburgh, PA 15203</p> <p style="text-align: center;">PHONE: (412) 325-7305 x111 EMAIL: mhughson@propelschools.org</p>	

We, the undersigned, hereby propose and agree to furnish to Propel Schools any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

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

Sign Here \_\_\_\_\_  
Original Signature Required

Telephone No. \_\_\_\_\_

**Propel Schools**  
 24 S. 18<sup>th</sup> St  
 Pittsburgh, PA 15203

Bid Number 81  
 SHEET NUMBER 2 OF 5

<u>ITEM NUMBER</u>	<u>Articles</u>			<u>Price</u>
	<b><u>COMPUTER EQUIPMENT &amp; SUPPLIES</u></b>			
	<b><u>ITEMS 1 – 3 WILL BE AWARDED AS A GROUP</u></b>			
1.	50	EACH	COMPUTER WORKSTATION, 17" LCD MONITOR, TO MEET ATTACHED STUDENT DESKTOP SPECIFICATION AND TO INCLUDE INSTALLATION. TO INCLUDE FOUR YEAR (4) MANUFACTURERS PARTS AND LABOR WARRANTY, HP COMPAQ (DC5000 or 7000 series) OR DELL (OPTIPLEX 755 or 740) (NO SUBSTITUTE)	
	MFG.	_____	MFG. # _____	PRICE EACH \$ _____
2.	80	EACH	COMPUTER NOTEBOOK, TO MEET THE ATTACHED SPECIFICATIONS FOR STUDENT NOTEBOOK AND TO INCLUDE INSTALLATION. TO INCLUDE FOUR (4) YEAR MANUFACTURERS PARTS AND LABOR WARRANTY HP COMPAQ (6500 series or 6700 series) OR DELL (D530 series, D630 series) (NO SUBSTITUTE)	
	MFG.	_____	MFG. # _____	PRICE EACH \$ _____
3.	25	EACH	COMPUTER NOTEBOOK, TO MEET THE ATTACHED SPECIFICATIONS FOR TEACHER NOTEBOOK AND TO INCLUDE INSTALLATION. TO INCLUDE FOUR (4) YEAR MANUFACTURERS PARTS AND LABOR WARRANTY HP COMPAQ (6500 series or 6700 series) OR DELL (D530 series, D630 series) (NO SUBSTITUTE)	
	MFG.	_____	MFG. # _____	PRICE EACH \$ _____
			TOTAL LOT PRICE (ITEMS 1-3)	\$ _____

We, the undersigned, hereby propose and agree to furnish to Propel Schools any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

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

Sign Here \_\_\_\_\_

**Original Signature Required**

Telephone No. \_\_\_\_\_

Propel Schools  
24 S. 18th St  
Pittsburgh, PA 15203

INQUIRY NUMBER 81  
SHEET NUMBER 3 OF 5

Articles	Price
<p><b><u>ADDITIONAL BID CONDITIONS</u></b></p> <ol style="list-style-type: none"><li>1. PURCHASE ORDERS FOR EQUIPMENT ORDERED AS A RESULT OF THIS BID INQUIRY WILL BE ISSUED APPROXIMATELY JULY 1, 2008.</li><li>2. PRICES ON ITEMS BID TO BE HELD FIRM FOR ONE (1) YEAR FROM JULY 1, 2008 TO JUNE 30, 2009.</li><li>3. DELIVERY LOCATION AND INSTALLATION SCHEDULE FOR EQUIPMENT BID MUST BE COORDINATED WITH William Shick EMAIL (wshick@propelschools.org)</li><li>4. IF THE MODEL SPECIFIED IS DISCONTINUED BY THE MANUFACTURER AFTER THE AWARD OF THIS BID, THE ONLY ACCEPTABLE SUBSTITUTE WILL BE THAT <u>SAME MANUFACTURER'S STANDARD REPLACEMENT</u> IN A CONFIGURATION THAT MEETS OR EXCEEDS THE SPECIFICATIONS AND OPERATING CAPABILITIES OF THE "AS SPECIFIED" UNIT.</li></ol>	

We, the undersigned, hereby propose and agree to furnish to Propel Schools any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

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

Sign Here \_\_\_\_\_

Original Signature Required

Telephone No. \_\_\_\_\_

	Articles	Price
	<p><b><u>ADDITIONAL BID CONDITIONS</u></b></p> <p>5. SUCCESSFUL BIDDER SHALL SHOW SATISFACTORY EVIDENCE THAT THEY MAINTAIN IN AN INTEGRAL PART OF THEIR ORGANIZATION, A FULLY EQUIPPED SERVICE REPAIR FACILITY WITHIN ALLEGHENY COUNTY CAPABLE OF FULFILLING THE FOUR AND THREE YEAR PARTS AND LABOR WARRANTY REQUIREMENTS OR CAN PROVIDE THE EQUIVALENT CAPABILITY THROUGH AN EXISTING SERVICE ORGANIZATION IN ALLEGHENY COUNTY. THE SERVICE ORGANIZATION MUST HAVE AN ADEQUATE NUMBER OF SKILLED PERSONNEL TO SUPPORT WARRANTY REQUIREMENTS A MINIMUM NUMBER OF ONE (1) MICROSOFT CERTIFIED SYSTEMS ENGINEER AND ADEQUATE STAFFED TECHNICIANS TO PROVIDE THE NEXT BUSINESS DAY SERVICE RESPONSE. LIST BELOW THE NAME, ADDRESS AND CONTACT PERSON FOR THAT ORGANIZATION.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>6. THE EQUIPMENT REQUIRES A FOUR (4) YEAR ON-SITE WARRANTY.</p> <p>A. FOR ON-SITE WARRANTY, SERVICE RESPONSE TIME MUST BE BY THE NEXT BUSINESS DAY.</p> <p>B. REPAIR TECHNICIAN MUST CARRY REPAIR PARTS OR REPLACEMENT EQUIPMENT FOR FIRST VISIT REPAIR.</p> <p>C. LIST BELOW THE NAME AND ADDRESS OF THE REPAIR FACILITY THAT WILL SERVICE THE WARRANTY.</p> <p>_____</p> <p>_____</p>	

We, the undersigned, hereby propose and agree to furnish to Propel Schools any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

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

Sign Here \_\_\_\_\_

**Original Signature Required**

Telephone No. \_\_\_\_\_

Articles	Price
<b><u>ADDITIONAL BID CONDITIONS</u></b>	
<p>7. INSTALLATION OF EQUIPMENT PROVIDED MUST NOT IN ANY WAY INTERFERE WITH OR VOID ANY PART OF THE NEW OR EXISTING MAINTENANCE AGREEMENT OR WARRANTIES WHICH COVER THE COMPUTER EQUIPMENT.</p> <p>8. PRICES QUOTED ON THIS BID MUST INCLUDE THE COST FOR:</p> <p>A. ALL NORMAL OPERATING AND REFERENCE MANUALS</p> <p>B. ALL CONNECTING CABLES REQUIRED FOR INSTALLATION OF THE COMPUTER ACCESSORIES IN OPERATING CONDITION</p> <p>C. DELIVERY INSTALLATION AND INVENTORY IN ACCORDANCE WITH THE SPECIFICATIONS AS OUTLINED IN APPENDIX A</p> <p>9. PROPEL SCHOOLS RESERVES THE RIGHT TO INCREASE QUANTITIES OF ITEMS TO BE PURCHASED TO REFLECT ACTUAL BOARD NEEDS AT THE TIME THAT ORDERS ARE ISSUED. SUCH ADDITIONAL QUANTITIES WILL BE PURCHASED AT THE PRICE INDICATED ON THIS BID. QUANTITIES OF ITEMS TO BE PURCHASED MAY BE LESS THAN QUANTITY LISTED FOR EACH ITEM. QUANTITIES ARE ESTIMATED.</p> <p>10. SUCCESSFUL BIDDER IS REQUIRED TO PROVIDE PROOF OF ACT 33 AND 34 CLEARANCES TO THE PURCHASING DEPARTMENT FOR PERSONNEL BEFORE PERFORMING ANY DUTIES IN SCHOOL BUILDINGS.</p>	

We, the undersigned, hereby propose and agree to furnish to Propel Schools any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

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

Sign Here \_\_\_\_\_

**Original Signature Required**

Telephone No. \_\_\_\_\_

## Specifications for Item # 1 – Desktop Computer

<b>Processor</b>	Minimum Intel Core2 Duo 2.66GHz processor and 1GHZ front-side bus <b>OR</b> AMD Athlon 64 X2 5200+ processor, 2.6 GHZ front-side bus
<b>Cache</b>	Minimum 1MBx2 total integrated L2 cache
<b>Memory</b>	Minimum 2 GB DDR (1DIMM), expandable to minimum of 4GB
<b>Expansion slots</b>	Minimum 1 Low-Profile or Full Height PCI
<b>Expansion bays</b>	Minimum 1 internal 3.5”, 1 external 5.25”
<b>Expansion ports</b>	Minimum 4 USB 2.0 ports
<b>Hard Drive</b>	Minimum 80GB 7200 RPM
<b>CD/DVD-Rom</b>	Minimum 24X CD RW/DVD to include a DVD Playback application
<b>Video System</b>	Minimum Integrated Intel or nVidia or ATI Graphics Compatibility
<b>Monitor</b>	17” LCD with speaker bar. Case color and brand to match PC
<b>Sound System</b>	Integrated AC’97 or Intel audio
<b>Network Interface</b>	Minimum Integrated 10/100/1000 NIC + 10ft, CAT6e patch cable, yellow, with boots
<b>Keyboard</b>	USB or PS/2 104+ Keyboard with Windows keys
<b>Case</b>	Small Form Factor (to match expansion slot specifications)
<b>Mouse</b>	Vendor Branded 2-Button USB Scroll Optical w/ mouse-pad
<b>Warranty</b>	4 year manufacturer parts and labor warranty
<b>Operating System</b>	Minimum Windows Vista Business
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>– All components must be compatible for use with Windows Vista by the Microsoft Hardware compatibility list and the computer vendor</li> <li>– Each computer delivered must have the identical components specified above. Components must be the same model, same revision and be configured to use the same interrupt and memory addresses.</li> <li>– Must be U.L. Listed.</li> <li>– Must be latest Bios and must support all components provided..</li> <li>– All chipsets must be current technology, not end of life ( EOL ) products.</li> <li>– All systems must provide 24X7, lifetime toll free Technical support in final cost.</li> </ul>
<b>Power Strip</b>	<b>One each Belkin M/N F9H610-04 or Equivalent</b>

## Specifications for Item # 2 –Student Notebook Computer

<b>Processor</b>	Minimum Mobile Intel Core 2 Duo 2.2GHZ or AMD Turion 64 X2 Mobile processor 2.2 GHZ
<b>Display</b>	Minimum 15” XGA
<b>Memory</b>	Minimum 2 GB DDR (1 DIMM) expandable to minimum of 2GB
<b>Expansion slots</b>	Minimum 1 available PCMCIA, Type 1or 2
<b>Expansion bays</b>	Minimum Two, Internal
<b>Expansion ports</b>	Minimum Internal 2 USB 2.0 port, Video Out, Microphone In, Headphone/speaker.
<b>Hard Drive</b>	Minimum 80 GB Internal 7200RPM
<b>Floppy Drive</b>	None
<b>CD/DVD-Rom</b>	Minimum 24X CD RW/DVD to include a DVD Playback application
<b>Video System</b>	Minimum Integrated Intel, ATI,or NVidia Graphics Accelerator or compatible
<b>Battery &amp; Power</b>	<b>Minimum one each 6 Cell Lithium Ion, One each A/C power adaptor</b>
<b>Audio System</b>	Integrated SoundBlaster Compatible with Two internal speakers
<b>Network Interface</b>	Integrated 10/100 Ethernet NIC, Integrated Wireless 802.11b/g and 10ft CAT 6e patch cable with boots
<b>Warranty</b>	4 year manufacturer parts and labor warranty
<b>Operating System</b>	Minimum Windows Vista Business
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>– All components must be compatible for use with Windows Vista by the Microsoft Hardware compatibility list and the computer vendor</li> <li>– Each computer delivered must have the identical components specified above. Components must be the same model, same revision and be configured to use the same interrupt and memory addresses.</li> <li>– Must be U.L. Listed.</li> <li>– Must be latest Bios and must support all components provided..</li> <li>– All chipsets must be current technology, not end of life ( EOL ) products.</li> <li>– All systems must provide 24X7, lifetime toll free Technical support in final cost.</li> </ul>

\\laptop specs 2.doc

### Specifications for Item # 3 – Teacher Notebook Computer

<b>Processor</b>	Minimum Mobile Intel Core 2 Duo 2.2 GHZ or AMD Turion 64 X2 Mobile processor 2.2 GHZ
<b>Display</b>	Minimum 15” XGA
<b>Memory</b>	Minimum 2 GB DDR (1 DIMM) expandable to minimum of 2GB
<b>Expansion slots</b>	Minimum 1 available PCMCIA, Type 1or 2
<b>Expansion bays</b>	Minimum Two, Internal
<b>Expansion ports</b>	Minimum Internal 2 USB 2.0 port, Video Out, Microphone In, Headphone/speaker.
<b>Hard Drive</b>	Minimum 80 GB Internal 7200RPM
<b>Floppy Drive</b>	None
<b>CD/DVD-Rom</b>	Minimum 24X CD RW/DVD to include a DVD Playback application
<b>Video System</b>	Minimum Integrated Intel, ATI,or NVidia Graphics Accelerator or compatible
<b>Battery &amp; Power</b>	<b>Minimum one each 6 Cell Lithium Ion, one Each A/C power adaptor</b>
<b>Audio System</b>	Integrated SoundBlaster Compatible with Two internal speakers
<b>Network Interface</b>	Integrated 10/100 Ethernet NIC, Integrated Wireless 802.11b/g and 10ft. CAT 6e patch cable, yellow, with boots & Integrated Bluetooth Wireless module
<b>Case</b>	Nylon Carry Case
<b>Warranty</b>	4 year on-site manufacturer parts and labor
<b>Operating System</b>	Minimum Windows Vista Business
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>– All components must be compatible for use with Windows Vista by the Microsoft Hardware compatibility list and the computer vendor</li> <li>– Each computer delivered must have the identical components specified above. Components must be the same model, same revision and be configured to use the same interrupt and memory addresses.</li> <li>– Must be U.L. Listed and class “B” F.C.C. Certified.</li> <li>– Must be latest Bios and must support all components provided.</li> <li>– The system should be built using an ISO9002 certification standard.</li> <li>– All systems must be manufactured using OEM tested and approved component parts.</li> <li>– All Intel chipsets must be current technology, not end of life ( EOL ) products.</li> <li>– All systems must provide 24X7, lifetime toll free Technical support in final cost.</li> </ul>
	–

## Appendix A

### Bid award and Image creation

The vendor will be notified on or about June 15, 2008 of the decision to select the proposal and proceed with the Alternate. One system of each item must be provided to Propel no later than June 30, 2008 for configuration and testing. The software configuration and testing is to be completed by the district by July 11, 2008. There will be one software image to be cloned on each device. The vendor will be responsible for cloning, error free, all systems from the prototypes provided by the district. This includes programming a unique Windows XP SID for each computer. All license fees for the software have been paid for by Propel. The vendor's representative must pickup the prototype computer by July 15, 2008. The vendor will then be responsible for verifying the clone and providing a list of image contents via email. After receipt of contents sent by vendor, we will certify the image for use.

### Delivery and Installation Guidelines

- Propel will be responsible for having furniture and wiring ready for system installation.
- Inside delivery on all equipment is required at each location.
- **The vendor will be responsible for installation at individual school sites throughout the length of the contract**
- ALL serial numbers for computers MUST be recorded with copy given to Propel staff at installation.
- The vendor is responsible for removal of empty computer and monitor cartons and packaging.

### Additional Installation Information

- Each workstation is to be removed from their shipping carton, setup on existing table, plugged in, turned on, installed and tested as per the attached Equipment Checklist and Installation Guideline sheets.
- The Equipment Checklist is to be completed by the vendor technician on-site, for each workstation, printer, or scanner.
- The Equipment Checklist should subsequently be signed by the vendor certifying the proper installation and testing of all components.
- All Equipment Checklists should be sent to Propel Schools, Bill Shick, 24 S. 18<sup>th</sup> St., Pgh, Pa 15203.

### Inventory

The Vendor is responsible for installing each computer base unit with a non-removable sticker for inventory (Propel supplied). An email containing the inventory in Excel spreadsheet format must be provided in a timely and accurate manner as each site is completed. The successful vendor must consult with Propel on the format to be used, prior to preparation. Propel will provide the range of numbers to be used. The spreadsheet should contain the following information:

School name	Manufacturer	Unit Cost
Type of Device (computer, etc.)	PO Number	Tag number
Serial Number	Invoice Number	Installation Date
Room Number	Model Number	

### Additional Conditions

**Each computer asset tag must be recorded into the system BIOS record (can be done at time of on-site installation)**

## Computer Checklist and Test Procedure

**School Name** \_\_\_\_\_ **Room #** \_\_\_\_\_ **PROPEL Inventory #** \_\_\_\_\_

**Computer Serial #** \_\_\_\_\_ **Computer Name** \_\_\_\_\_ **IP Address** \_\_\_\_\_

**Date Installation Completed** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Purchase Order #** \_\_\_\_\_

- Plug new equipment into existing or new power strip
- Attach network patch cable from computer to drop
- Password protect BIOS w/ PROPEL supplied password and enter system asset tag number in BIOS
- Computer boots and begins sysprep. <please wait while windows begins to start.....>
- Change Computer name to unique PROPEL provided name <at computer name and Administrator password window>
- Do not input anything for administrator password, click next.
- At Workgroup or Computer domain window, select back.
- At Network Settings, select Custom Settings.
- Configure static network address for IP, DNS, WINS, Gateway, etc (use Network scanner to obtain available address), next
- At Workgroup or Computer domain window, add computer to the Domain
- System will reboot upon completion of sysprep setup.
- Computer Boots to Windows XP login screen. Login supplied by PROPEL
- Configure Norton Anti-Virus
- Check that monitor and sound is operational including speakers and headphone jack.

**Vendor's technician signature** \_\_\_\_\_

**Issues/Comments** \_\_\_\_\_