

# SCHOOL DISTRICT OF MARTIN COUNTY

## PURCHASING DEPARTMENT

### REQUEST FOR PROPOSAL (RFP) REQUIRED RESPONSE FORM

RFP 5001-0-2007/JC

DATE: January 26, 2007

#### TITLE: RFP FOR DELIVERED AND INSTALLED DESKTOP AND LAPTOP COMPUTERS

This proposal must be submitted to the School District of Martin County, Purchasing Department, 2845 SE Dixie Hwy., Stuart, Florida 34997 no later than 2:00 PM on February 20, 2007 plainly marked

**RFP- 5001-0-2007/JC** . Proposals are due and will be opened at this time.

#### Anti-Collusion Statement / Public Domain

I, the undersigned proposer have not divulged, discussed, or compared this proposal with any other proposers and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal.

I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

#### Proposal Certification

I hereby certify that I am submitting the following information as my company's proposal and understand that by virtue of executing and returning with this proposal this **REQUIRED RESPONSE FORM**, I further certify full, complete and unconditional acceptance of the contents of Pages 1 through 21 inclusive of this Request for Proposal, and all appendices and the contents of any Addendum released hereto.

PROPOSER (firm name): \_\_\_\_\_

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

CITY & STATE: \_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON'S ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ TOLL FREE: \_\_\_\_\_

INTERNET E-MAIL ADDRESS: \_\_\_\_\_ INTERNET URL: \_\_\_\_\_

PROPOSER TAXPAYER IDENTIFITION NUMBER: \_\_\_\_\_

NOTE: Entries must be completed in ink or typewritten. **An original manual signature is required.**

**SCHOOL DISTRICT OF MARTIN COUNTY, FLORIDA  
REQUEST FOR PROPOSAL FOR  
DELIVERED AND INSTALLED DESKTOP AND LAPTOP COMPUTERS  
RFP 5001-0-2007/JC**

**Contents**

1.0	General Information
2.0	Scope of Services
3.0	Selection Process
4.0	Implementation Schedule
5.0	Instructions to Proposers
6.0	School District Of Martin County, Florida Rights
7.0	Proposal Preparation Expenses
8.0	Additional Information
9.0	Information to be Included in the Submitted Proposal
10.0	Cancellation of Award/Termination
11.0	Default
12.0	Legal Requirements
13.0	Conflict of Interest
14.0	Insurance Requirements
15.0	Indemnification/Hold Harmless Agreement
16.0	Public Record Law
17.0	Permits and Licenses
18.0	Intellectual Property Rights
19.0	Sub-Contracts
20.0	Indulgence
21.0	Proposer's Mailing Address
22.0	Sub-Contracting/Minority Business Participation
23.0	Public Entity Crimes
24.0	Assignment of Contract and/or Payment
25.0	Agreement
26.0	Joint Proposal

**ATTACHMENTS**

- A. Definitions
- B. Drug-Free Workplace Certification
- C. Statement of No Bid

**1.0 GENERAL INFORMATION:**

Notice is hereby given that sealed proposals will be received at the Martin County School District Purchasing Office located at 2845 SE Dixie Hwy., Stuart, FL 34997 until 2:00 pm February 20, 2007 local time, for furnishing all labor, materials and equipment, and performing all work necessary and incidental to this RFP. Proposals may not be withdrawn for one hundred twenty (120) days from that date.

Awarded vendor will provide delivered and installed desktop computers to various schools and departments throughout Martin County for a period of three (3) years with three (3) one (1) year renewal options in accordance with the Martin County School District plans, specifications and contract documents. The School District of Martin County expects to replace and/or add 1000 standard desktop computers per year for each year of the contract. The awarded vendor will also provide an estimated 100 District Standard Laptop computers as specified per each year of the contract. Laptops will be delivered to a single central location unless otherwise indicated on the purchase order. The School District of Martin County reserves the right to increase or decrease estimated need. Unit prices must include all value added services outlined in this request for proposal.

Proposals shall be delivered and addressed to the Martin County School District Purchasing Department, 2845 SE Dixie Hwy., Stuart, FL 34997 and shall be labeled RFP No. 5001-0-2007JC Deadline: 2:00pm, February 20, 2007 Any Proposer who wishes his or her proposal to be considered is responsible for making certain that his or her proposal is received in the Purchasing Office by the proper time. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered unless specified. Proposals received after the scheduled Submittal Deadline will be returned unopened.

**2.0 SCOPE OF SERVICES:**

Awarded vendor will provide delivered and installed desktop and laptop computers to various schools and departments throughout Martin County. Unit cost should include the following value added services.

**ONSITE TECHNICAL SUPPORT:** The vendor will provide a full time qualified on site Technician / Project Manager holding a minimum A+ and MCSE certification and three years of computer experience. The technician will interface with the District and equipment manufacturer to complete installations. This person will be a full time employee (Monday – Friday 8:00 am to 5:00 pm) dedicated on site to the District and will report to the help desk daily. The vendor will also assign an inside team to support the Technician / Project Manager to assure redundant support for the district installations. The Tech / PM will have at his/her discretion additional resources available to him to efficiently complete all installations large or small.

**HARDWARE REQUIREMENTS:**

• **Desktop**

- **Form Factors:** small form factor, convertible mini-tower and ultra small form factor/ultra small desktop. Same manufacturer. Same model preferred.
- **CPU:** Modern dual- or multi-core CPU, Intel, e.g. Core 2 Duo, 1.8 GHz or higher
- **RAM:** 1 gigabyte of RAM
- **Hard Drive:** 60 GB hard drive (SATA)
- **Optical Drive:** DVD/CDRW (SATA or PATA)
- **Network Connectivity:** 1 Gbps (1000 Mbit) network card, Intel or Broadcom chipset
- **Graphics Capability:** DX 9-capable graphics card
- **Graphics Connector(s):** VGA connector
- **Display:** 17" flat panel LCD (at least .26mm dot pitch, 300 nits or better, 12ms or better response, 500:1 contrast ratio of better, 1024x768 native resolution)
- **Peripheral Connectivity:** USB 2.0 ports, at least 2 front, 4 rear; PS/2 Keyboard and mouse ports
- **Audio Ports:** Front & rear in and out
- **Power Supply:** Form-factor appropriate
- **Internal Ports:** min. 2 PCI slots, min. 1 PCI-Express slot (where form-factor appropriate)

- Additional Features: Internal cooling fans and heat sync; memory card reader (front; optional), vertical stand (where form-factor appropriate)
- Internal Speakers
- An installed OEM OS, Win XP/SP2 or newer
- Enterprise - Level vendor/manufacturer
- Warranty: 3 yrs parts, 3 yrs labor, on-site, same day
- Tagging: tagged at factory based on provided asset tag scheme and label format
- Security: TPM, lockable case

**• Laptop**

- Display: 15-16" LCD
- CPU: Core 2 Duo (1.8 GHz or higher)
- Network: 10/100/1000 on-board NIC
- Memory: 1024 MB RAM
- Hard Drive: 60GB SATA or larger
- Optical: DVD/CDRW combo drive
- Wireless: 802.11 A/B/G and Bluetooth
- USB: min. 3 USB 2.0 ports
- Firewire: min. 1 Firewire 400 port
- Audio: on-board audio; microphone and headphone jacks
- External Controls: wireless, audio toggles
- Security: integrated finger print reader
- Internal Speakers
- Misc: Multimedia/memory card reader
- External Video Ports: External VGA port, S-Video
- Docking Station

VENDOR REQUIREMENTS: The vendor shall provide and comply with the following installation services for all purchased workstations/equipment:

- The vendor will email the completed spreadsheet to the Property Management Specialist and ET immediately following installation.
- The Vendor must be willing to accept Visa for payment and be agreeable to MCS D Capital Pcard procedures.
- The Vendor's Project Manager will provide schedule of installation tasks and site prep to the district for approval before the actual installation is performed.
- The vendor will submit to the manufacturer a forecast to ensure that the products will be available to meet timeline that was coordinated with district.
- The District has the option of issuing purchase orders directly to manufacturer or the vendor/reseller.
- The vendor will check the District's Purchase Orders with the manufacturer to verify that part numbers are correct and make any changes or updates; the vendor will ensure that all necessary information is present, and verify that the price is at or less than the bid price. If there is a replacement part for a specific component, then vendor will guarantee that this replacement component is at or less than the bid price. In addition, rollout information will be included when the vendor places orders with the manufacturer (i.e. delivery dates, point of contact and requested freight carrier).
- The vendor will perform a walk-through of sites ahead of time, identify setup of facilities, including secure delivery room for receiving and storing new and old computers and room locations for workstation placement.
- The vendor and the District will agree on room locations for delivery and un-boxing of computers.
- The vendor and the District will agree on dumpster locations for disposal of packaging at each site.
- The vendor and the District will ensure that there is adequate space in the identified dumpster for disposal of packaging.
- The vendor and the District will agree on the hours of operation that the vendor may work.
- The vendor and the District will discuss the availability of flat bed carts at each location and if the vendor needs to supply them.
- The vendor will contact the freight carrier and submit a rollout schedule that will include delivery dates, site address, designated room location for delivery, and delivery times.
- The vendor will be responsible for the inspection of boxes and will note on the carrier's waybill any damage that is observed.

- The vendor will also contact the manufacturer about the damages so that they may process the claim and ship a new workstation to the customer.
- The vendor will verify received quantities against packing slips and purchase orders. The vendor will then notify the manufacturer of any discrepancies so that they may be resolved immediately.
- The vendor will provide additional staff in order to accomplish large deployments on a fixed and timely schedule.
- The vendor will unpack workstations and components. In addition, the vendor will verify all components are accounted for (i.e. manuals, mice, and keyboards). The vendor will contact the manufacturer if any components are missing.
- The vendor will escalate and resolve DOA and/or defective merchandise immediately through the manufacturer's warranty process.
- The vendor will setup and connect all peripherals including network cable connections to the computer.
- The vendor will boot all computers after making hardware connections and verify that the factory installed image is working properly. If not, the vendor will re-image the workstation and notify the manufacturer of the issue.
- The vendor will enter the correct machine name when the machine is initially installed. The system name schema will be obtained from the Technology department.
- The vendor will verify that the system connects to the network properly and the network login screen appears.
- The vendor will go to the login screen/options and change the "log on to" option from the local machine name to the domain name using the drop down menu and log on to the systems with the credentials provided by the Technology department.
- The vendor and the District will discuss and agree on responsibility for the installation of printer software and mapping printers to workstations.
- The vendor will remove all installation packaging to a District-designated area within the immediate installation location or arrange with the District for removal.
- The District will provide a map of rooms at each site with a list of locations to deploy computers and quantities to install in each room. The vendor and the District will verify the following items at all locations:
- The vendor will discuss with the District if existing workstations are being replaced or if workstations are in addition to existing units. If they are replacements, the District will notify the vendor of the location where the existing workstations should be placed and who is responsible for removing the old data from PC.
- The vendor will verify that power strips are available (if needed).
- The vendor will verify that the necessary network outlets are available, active, and patch cords are available.
- The vendor will use DHCP to connect PC's to the network and confirm connectivity.
- The vendor's technician will report to the District help desk daily to gather hardware and work orders from the District's system. In the event that all help desk tickets are completed, the District may use the dedicated hardware technician as a technical resource for other technology-related tasks. The vendor will be responsible for all transportation for the hardware technician.
- The Vendor will supply the hardware technician with a cell phone for communicating to the district.
- Technician will provide a daily schedule to the help desk at the beginning of each day.
- The vendor's technician will close out all completed tickets on the District's system and report back at the end of each day on the tickets completed.
- Upon determination of a hardware related issue, the District will then notify the vendor of the issue via the District's work order system. The vendor's onsite dedicated hardware technician will then either order the appropriate part or go on site to diagnose the problem.
- The vendor will diagnose the problem, order the proper part and install the part when received.
- If the defective part is one that requires the workstation to be re-imaged, then the vendor will image the workstation with the correct image for that site and test.
- The Vendor shall provide, at no cost to the District, factory-trained technician(s) to install and commission the equipment and insure its ability to operate.
- The Vendor will provide training and certification to school district employed technicians that will enable each to conduct warranty work.
- The vendor will ensure that all technical staff is familiar with and complies with all district policies relating to conduct and dress codes.

**MCS D REQUIREMENTS:**

- The location that requisitions a computer(s) would be required to identify the cost center(s) and quantities for each installation if it was different from the one in the requisition. They would also be required to include a contact and phone number for each installation site.

- The Property Management Specialist would be responsible for verifying the information, completing the spreadsheet, e-mailing it to the vendor, ET, and installation site(s).
- The Property Management Specialist would also be responsible for mailing property control tags to the vendor to be affixed to the computer equipment as soon as the equipment was unpackaged at the installation site.
- The Property Management Specialist would coordinate uploading into TERMS and complete the equipment record when a check was issued to pay for the equipment.
- The Property Management Specialist would work with a TERMS specialist to create a spreadsheet that would upload into TERMS effectively.
- The District will provide a master key to allow the vendor to complete deployments in a timely manner.

**DE-INSTALLATION SERVICES:**

- The vendor will work with the District to establish a procedure for removal of data from computers before they are removed from the site.
- The vendor will disconnect components of old system or printer.
- The vendor will disconnect cable from network jack.
- The vendor will disconnect power source.
- The District will provide a secure location with adequate space to store the computers which were removed.
- The vendor will remove materials to a District-designated area within the immediate installation location, or arrange with the District for removal.

**IMAGING:**The manufacturer will load the District's image initially on the workstation before it is shipped. The process for this will be as follows:

- The District will purchase the selected workstation in order to create an image.
- The District will then send the workstation to the manufacturer so that an image can be verified and created.
- The manufacturer will create the image from the workstation.
- The manufacturer will then send the workstation back to the District with the image on it to verify that it complies with all the District's requirements.
- Upon verification from the District, the manufacturer will then begin using the image for all workstations the District purchases of that model.
- The manufacturer will also send the District a bootable DVD of the image that the District can use to re-image that model of workstation.

**PRINTER AND PERIPHERAL EQUIPMENT INSTALLATION:**

- The vendor will install network printer(s) and test for proper operation
- The vendor will install local printer(s) and driver(s) and test for proper operation
- The vendor will install peripheral equipment (scanners, external drives, etc.), load drivers and test for proper operation

**WARRANTY/REPAIR:**

- The vendor will provide **next business day response to all warranty requests**. This is accomplished by providing a full time onsite dedicated Technician/Project Manager to the District for warranty repair as well as project management of installations and any special projects which the vendor and the District identify.

**3.0 SELECTION PROCESS:**

A selection committee will be composed of members from the Educational Technology department, and other district staff deemed appropriate. The proposers will be ranked according to their fulfillment of the following criteria.

3.1 Extent to which the proposer successfully address the requirements listed in sections 1.0, General Information,

- 2.0 Scope of Services/Hardware Requirements, and 9.0, Information to be Included in the Submitted Proposal plus any additional service provided, and availability of proposer's personnel to support the districts project. **25 Points**
- 3.2 Experience and positive references of proposer with similar systems. **20 Points**
- 3.3 Financial strength and stability of the organization. Vendor must document their financial capabilities. **20 Points**
- 3.4 Delivered and Installed Unit Prices. **25 Points**
- 3.5 Review of vendor provided statistical data and pertinent information relative to Repair Cost, Mean time to failure, DOA, Lifespan of Hardware, and Platform flexibility. **10 Points**
- 3.6 The selection committee will select the highest ranked proposer that meets the requirements of the Request For Proposal (RFP). At that point, negotiations will begin to develop a contract for DELIVERED AND INSTALLED DESKTOP AND LAPTOP COMUTERS. Should a contract not be agreed upon, the committee will begin negotiations with the second ranked proposer. This will continue until an acceptable agreement can be developed. The resulting contract will be sent to the Board for approval along with the award recommendation.
- 4.0 **IMPLEMENTATION SCHEDULE:**

The following is a tentative implementation schedule and may be subject to change.

January 28, 2007	Release Date
February 5, 2007	Pre-proposal conference Date
February 20, 2007	RFP Opening Date - 2:00 PM
February 26, 2007	Evaluation Process Completed
March 1, 2007	Interviews Scheduled, If Required
March 5, 2007	Recommendation to Board for Approval on March 20, 2007

5.0 **INSTRUCTIONS TO PROPOSERS:**

5.1 **Submission of Sealed Proposals:**

All firms interested in being considered for providing DELIVERED AND INSTALLED DESKTOP AND LAPTOP COMUTERS to The School District are required to submit a written sealed proposal addressing all criteria listed in sections 1.0 "General Information", 2.0 "Scope of Services/Hardware Requirements" and include the information identified in section 9.0 "Information to be Included in the Submitted Proposal".

5.2 **Pre-Proposal Conference:**

**A Pre-Proposal Conference will be held at the Service Center/Warehouse located at 2845 SE Dixie Highway, Stuart, Florida. The conference will be open to all interested parties, and will be held on Monday, February 5, 2007, 11:00 A.M. at which time District staff will be present to answer questions and explain the intent of the RFP Documents. Attendance is not mandatory. Any conclusions reached at this conference, which amend the RFP Documents, will be issued in the form of an Addendum.**

5.3 **An original and 5 copies of the sealed proposal must be submitted prior to 2:00 P.M. on February 20, 2007, to the following location:**

School District of Martin County, Florida  
Purchasing Department  
2845 SE Dixie Hyw  
Stuart, Florida 34997-5037  
Attention: Jeff Carver

Proposals are to be packaged, sealed, and submitted to the address shown above and clearly marked on the outside of the envelopes and/or packages - **Sealed RFP #5001-0-2007/JC Opening: February 20, 2007 2:00 P.M.**

**6.0 SCHOOL DISTRICT OF MARTIN COUNTY, FLORIDA RIGHTS:**

*The School Board reserves the right to:*

- 6.1 Reject any and all offers received as a result of this RFP.
- 6.2 Disqualify a proposer from receiving the award if such proposer, or anyone in the proposer's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts.
- 6.3 Seek clarification of information submitted and to waive minor irregularities in any proposal.
- 6.4 Accept and utilize any and all ideas submitted in any proposal.
- 6.5 Adopt all or any part of a proposal in selecting the optimum program.
- 6.6 Negotiate further with any proposer responding to this RFP if it will serve the best interest of the School District.
- 6.7 Select and award the contract to the responsive proposer providing the best value to the School District.
- 6.8 Subsequent to establishing a contract resulting from this RFP, if the School District determines additional features, service, modifications, or deletions are needed and it is in the District's best interest, the District may enter into negotiations with the contractor to amend the contract.

**7.0 PROPOSAL PREPARATION EXPENSES:**

The School District is not liable for any costs incurred by a proposer in the preparation of their proposal or for any services or work performed prior to the issuance of a contract.

**8.0 Additional Information:**

Inquiries and/or additional information regarding proposal requirements and/or procedures may be obtained from:

Jeff Carver  
Purchasing Manager  
2845 SE Dixie Hwy.  
Stuart, Florida 34997-5037

**Telephone: (772) 219-1255 Ext.204**  
Fax Number: (772) 219-1267  
E-mail: carverj@martin.k12.fl.us

**9.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL:**

In order to maintain comparability and enhance the review process, it is requested that proposals be organized in the manner specified below. Include all information in your proposal. **It is required that five (5) copies of the proposal be submitted with the original proposal.** The original proposal shall be so noted.

- 9.1 **Title Page:** Show the RFP number, subject, the name of the proposer, address, telephone number and the date.
- 9.2 **Table of Contents:** Include a clear identification of the material by section and by page number.

**9.3 Letter of Transmittal - Limit to two pages and:**

1. Briefly state the understanding of the proposer regarding the work to be done and make a positive commitment to perform the work within the specified time period.
2. Give the names of the persons who will be authorized to make representations for the proposer. Include their titles, addresses and telephone numbers.
3. Give the Federal taxpayer identification number of the proposer.

9.4 **Request for Proposal:** (Required Response Form, page 1 of RFP) with all required information completed and all signatures as specified.

**9.5 Profile and Qualifications:**

9.5.1 Experience and Qualifications of the Firm

1. State whether the proposer is local, regional or national.
2. Give the location of the office from which the work is to be done.
3. Describe the range of services offered.
4. Describe the relative COMPUTER HARDWARE experience of the proposer within the State of Florida and in other states.
5. Provide reference name and contact information from all Florida School Districts or similar agencies for which you have completed work similar to that contemplated by this RFP.

9.5.2 Qualifications and Experience of Staff

1. Experience providing similar service to school districts or other public agencies.
2. Identify the specific individual who would serve the District on a day-to-day basis as a primary point of contact and be responsible for completion of the project. The individual identified shall be available within 24 hours notice by telephone to accomplish the following:
  - a. Attend meetings.
  - b. Respond to telephone calls.
  - c. Respond to specific inquiries.

9.5.3 Provide proof of your company's insurance as required in Section 14.0 of this RFP or submit a letter of your intention to have the required insurance within ten days of notification by the District.

9.6 **APPROACH TO IMPLEMENTATION:** Clearly describe the approach that the proposer will use in implementing the products and services described in Sections 1, 2, and 9.

9.7 **RESPONSE:** Proposers are required to respond to the equipment and capabilities requirements. **Submittal of vendor's standard response forms, qualification, specification or product literature will not satisfy the requirements of this section.** Proposers must provide a response or indicate "No Response" for each item listed in this section. Lengthy responses or a response requiring an attachment may be added. Any additional sheets or attachments must be clearly labeled with a reference to the corresponding section number, IE; your "Sample Project Plan" would be attached and be labeled 9.7.1.2. Sample Project Plan. To be considered responsive, a proposer must submit a complete proposal that materially satisfies all requirements stated in this Request for Proposal. Proposers must be in a position to begin implementation of plan upon acceptance by the School Board of Martin County, Florida.

9.7.1 Training Requirements

The awarded bidder will provide training and certification to school district employed technicians.

**9.8 PRICING:**

**Delivered and installed with all value added services specified  
MCSD Standard Desktop With Monitor**

Unit Price:
Quote Number:
Proposer's Item Number:
<u>Form Factors</u> : small form factor, convertible mini-tower and ultra small form factor/ultra small desktop. Same manufacturer. Same model preferred.
<u>CPU</u> : Modern dual- or multi-core CPU, Intel, e.g. Core 2 Duo, 1.8 GHz or higher
<u>RAM</u> : 1 gigabyte of RAM
<u>Hard Drive</u> : 60 GB hard drive (SATA)
<u>Optical Drive</u> : DVD/CDRW (SATA or PATA)
<u>Network Connectivity</u> : 1 Gbps (1000 Mbit) network card, Intel or Broadcom chipset
<u>Graphics Capability</u> : DX 9-capable graphics card
<u>Graphics Connector(s)</u> : VGA connector
<u>Display</u> : 17" flat panel LCD (at least .26mm dot pitch, 300 nits or better, 12ms or better response, 500:1 contrast ratio of better, 1024x768 native resolution)
<u>Peripheral Connectivity</u> : USB 2.0 ports, at least 2 front, 4 rear; PS/2 Keyboard and mouse ports
<u>Audio Ports</u> : Front & rear in and out
<u>Power Supply</u> : Form-factor appropriate
<u>Internal Ports</u> : min. 2 PCI slots, min. 1 PCI-Express slot (where form-factor appropriate)
<u>Additional Features</u> : Internal cooling fans and heat sync; memory card reader (front; optional), vertical stand (where form-factor appropriate)
An installed OEM OS, Win XP/SP2 or newer
Internal Speakers
<u>Warranty</u> : 3 yrs parts, 3 yrs labor, on-site, same day
<u>Tagging</u> : tagged at factory based on provided asset tag scheme and label format
<u>Security</u> : TPM, lockable case
Imaging Services

**Itemized cost of the above**

<b>Description</b>	<b>Unit Price</b>
PC as specified:	
Display 17" Flat Panel LCD as specified:	
Three year Warranty:	
Asset Tagging:	
Imaging Services	

**Price Proposal Sheet**

**Delivered and installed with all value added services specified  
MCS D Standard Desktop Without Monitor**

<b>Unit Price:</b>
<b>Quote Number:</b>
<b>Proposer's Item Number:</b>
<u>Form Factors:</u> small form factor, convertible mini-tower and ultra small form factor/ultra small desktop. Same manufacturer. Same model preferred.
<u>CPU:</u> Modern dual- or multi-core CPU, Intel, e.g. Core 2 Duo, 1.8 GHz or higher
<u>RAM:</u> 1 gigabyte of RAM
<u>Hard Drive:</u> 60 GB hard drive (SATA)
<u>Optical Drive:</u> DVD/CDRW (SATA or PATA)
<u>Network Connectivity:</u> 1 Gbps (1000 Mbit) network card, Intel or Broadcom chipset
<u>Graphics Capability:</u> DX 9-capable graphics card
<u>Graphics Connector(s):</u> VGA connector
<u>Peripheral Connectivity:</u> USB 2.0 ports, at least 2 front, 4 rear; PS/2 Keyboard and mouse ports
<u>Audio Ports:</u> Front & rear in and out
<u>Power Supply:</u> Form-factor appropriate
<u>Internal Ports:</u> min. 2 PCI slots, min. 1 PCI-Express slot (where form-factor appropriate)
<u>Additional Features:</u> Internal cooling fans and heat sync; memory card reader (front; optional), vertical stand (where form-factor appropriate)
An installed OEM OS, Win XP/SP2 or newer
Internal Speakers
<u>Warranty:</u> 3 yrs parts, 3 yrs labor, on-site, same day
<u>Tagging:</u> tagged at factory based on provided asset tag scheme and label format
<u>Security:</u> TPM, lockable case
Imaging Services

**Delivered and installed with all value added services specified  
MCS D Standard Laptop**

<b>Unit Price:</b>
<b>Quote Number:</b>
<b>Proposer's Item Number</b>
<u>Display:</u> 15-16" LCD
<u>CPU:</u> Core 2 Duo (1.8 GHz or higher)
<u>Network:</u> 10/100/1000 on-board NIC
<u>Memory:</u> 1024 MB RAM
<u>Hard Drive:</u> 60GB SATA or larger
<u>Optical:</u> DVD/CDRW combo drive
<u>Wireless:</u> 802.11 A/B/G and Bluetooth
<u>USB:</u> min. 3 USB 2.0 ports
<u>Internal Speakers</u>
<u>Firewire:</u> min. 1 Firewire 400 port
<u>Audio:</u> on-board audio; microphone and headphone jacks
<u>External Controls:</u> wireless, audio toggles

<u>Security</u> : integrated finger print reader
<u>Misc</u> : Multimedia/memory card reader
<u>External Video Ports</u> : External VGA port, S-Video
Docking Station

**Itemized cost of the above**

<b>Description</b>	<b>Unit Price</b>
Laptop as specified:	
Three year Warranty:	
Asset Tagging:	
Imaging Services	
Top Load Nylon Carry Case Unit Price:	
External Floppy Drive for MCSD Standard Laptop Unit Price:	

**Delivered MCSD Standard Desktop With Monitor  
Hardware Only**

<b>Unit Price:</b>
<b>Quote Number:</b>
<b>Proposer's Item Number:</b>
<u>Form Factors</u> : small form factor, convertible mini-tower and ultra small form factor/ultra small desktop. Same manufacturer. Same model preferred.
<u>CPU</u> : Modern dual- or multi-core CPU, Intel, e.g. Core 2 Duo, 1.8 GHz or higher
<u>RAM</u> : 1 gigabyte of RAM
<u>Hard Drive</u> : 60 GB hard drive (SATA)
<u>Optical Drive</u> : DVD/CDRW (SATA or PATA)
<u>Network Connectivity</u> : 1 Gbps (1000 Mbit) network card, Intel or Broadcom chipset
<u>Graphics Capability</u> : DX 9-capable graphics card
<u>Graphics Connector(s)</u> : VGA connector
<u>Display</u> : 17" flat panel LCD (at least .26mm dot pitch, 300 nits or better, 12ms or better response, 500:1 contrast ratio of better, 1024x768 native resolution)
<u>Peripheral Connectivity</u> : USB 2.0 ports, at least 2 front, 4 rear; PS/2 Keyboard and mouse ports
<u>Audio Ports</u> : Front & rear in and out
<u>Power Supply</u> : Form-factor appropriate
<u>Internal Ports</u> : min. 2 PCI slots, min. 1 PCI-Express slot (where form-factor appropriate)
<u>Internal Speakers</u>
<u>Additional Features</u> : Internal cooling fans and heat sync; memory card reader (front; optional), vertical stand (where form-factor appropriate)
An installed OEM OS, Win XP/SP2 or newer
<u>Warranty</u> : 3 yrs parts, 3 yrs labor, on-site, same day
<u>Security</u> : TPM, lockable case

**Delivered MCSD Standard Laptop  
Hardware Only**

<b>Unit Price:</b>
<b>Quote Number:</b>
<b>Proposer's Item Number:</b>
<u>Display:</u> 15-16" LCD
<u>CPU:</u> Core 2 Duo (1.8 GHz or higher)
<u>Network:</u> 10/100/1000 on-board NIC
<u>Memory:</u> 1024 MB RAM
<u>Hard Drive:</u> 60GB SATA or larger
<u>Optical:</u> DVD/CDRW combo drive
<u>Wireless:</u> 802.11 A/B/G and Bluetooth
<u>USB:</u> min. 3 USB 2.0 ports
<u>Firewire:</u> min. 1 Firewire 400 port
<u>Audio:</u> on-board audio; microphone and headphone jacks
<u>Internal Speakers</u>
<u>External Controls:</u> wireless, audio toggles
<u>Security:</u> integrated finger print reader
<u>Misc:</u> Multimedia/memory card reader
<u>External Video Ports:</u> External VGA port, S-Video
Docking Station

**9.8.1 PRICE DEESCALATION**

The District will evaluate products and proposal prices annually. The awarded vendor will offer next generation version of all proposed items **immediately as available** at the same proposal price or less.

**9.9 ADDITIONAL DATA:**

Since data not specifically requested must not be included in the foregoing proposal sections, give any additional information considered essential to the proposal in this section. If there is no additional information to present, state in this section "There is no additional information that we wish to present."

**10.0 CANCELLATION OF AWARD/TERMINATION:**

10.1 In the event any of the provisions of this proposal are violated by the proposer(s), the Superintendent or designee will give written notice to the proposer(s) stating the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation will be made to the District for immediate cancellation. Upon cancellation hereunder, the District may pursue any and all legal remedies as provided herein and by law.

10.2 The District, reserves the right to terminate any contract resulting from this RFP, at any time and for any reason, upon giving 90 days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, the District will be relieved of all obligations under said contract. The District will only be required to pay to the proposer(s) that amount of the contract actually implemented, tested and accepted to the date of termination.

10.3 The awardee(s) will have the option to terminate the contract upon written notice to the Director of Purchasing. Such notice must be received at least 90 days prior to the effective date of termination.

10.4 Cancellation of contract by awardee may result in removal from bidders list for a period of three years.

11 **DEFAULT:**

In the event that the awarded proposer(s) should breach this contract the District reserves the right to seek remedies in law and/or in equity.

12 **LEGAL REQUIREMENTS:**

12.1 It shall be the responsibility of the contractor to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the proposer(s) will in no way be a cause for relief from responsibility.

12.2 Proposer(s) doing business with the District are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

12.3 **CODES AND REGULATIONS, FINGERPRINTING** Awarded bidder will comply with all requirements of Fla. Stat. 1012.32 and 1012.465 by completing the fingerprint screening required of the awarded bidder and all of its employees who provide services under this contract. Awarded bidder shall contact the District's Personnel Department at 772/219-1200 ext. 30242 to schedule an appointment for the screening. The fingerprint screening must be completed in advance of the awarded bidder providing any services. The awarded bidder will bear the cost of acquiring the background screening required by Fla. Stat. 1012.32, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to the awarded bidder and its employees. Awarded bidder will provide District with a list of its employees. Awarded bidder will update these lists in the event that any new employees are added and awarded bidder agrees that new employees shall be fingerprinted. Awarded bidder agrees that in the event any employee is convicted of a criminal offense, the awarded bidder will notify the District within forty-eight (48) hours. The parties agree in the event that the awarded bidder fails to perform any of the duties described in the above paragraph, this will constitute a breach of the contract entitling the District to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. Awarded bidder agrees to indemnify and hold harmless the District, its officers and employees from any liability whatsoever resulting from awarded bidder's failure to comply with the requirements of this paragraph or Fla. Stat. 1012.32 and 1012.465.

13.0 **CONFLICT OF INTEREST:**

All proposers must disclose the name of any officer, director, or agent who is also an employee of the District. All proposers must disclose the name of any District employee who owns, directly or indirectly, any interest in the proposers' business or any of its branches.

14.0 **INSURANCE REQUIREMENTS:**

14.1 Proof of the following insurance will be furnished by the awarded bidders to the School District of Martin County by Certificate of Insurance. **THE SCHOOL DISTRICT OF MARTIN COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE FOR ALL REQUIRED INSURANCE. ALL INSURANCE MUST BE ISSUED BY A COMPANY OR COMPANIES APPROVED BY THE SCHOOL DISTRICT.**

14.2 Certificates of Insurance meeting the specific required provision specified within this contract/agreement shall be forwarded to the Martin County School District's Purchasing Department that originated the contract, and approved 30 days prior to the start of any work or the possession of any school property. Renewal certificates must be forwarded to the same department prior to the policy renewal date.

14.3 Thirty days written notice must be provided to the Martin County School District via certified mail in the event of cancellation. The notice must be sent to the Purchasing Department.

14.4 The awarded bidders shall provide complete copies of any insurance policy for required coverage within seven days of the date of request by the Purchasing Department, but in any event at least 30 days prior to the commencement of any term. For all contracts with a bid amount of \$500,000 or more the actual **INSURANCE POLICY** must be included with the Certificate of Insurance.

A. **WORKERS' COMPENSATION:** Proposer(s) must comply with FS 440, Workers' Compensation and Employees' Liability Insurance with minimum statutory limits.

B. **COMPREHENSIVE GENERAL LIABILITY:** Awarded bidders shall procure and maintain, for the life of this contract/agreement, Comprehensive General Liability Insurance. This policy shall provide coverage for death, bodily injury, personal injury, or property damage that could arise directly or indirectly from the performance of this agreement. It must be an occurrence form policy.

The minimum limits of coverage shall be \$1,000,000.00 per occurrence, Combined, Single Limit for Bodily Injury Liability and Property Damage Liability.

C. **BUSINESS AUTOMOBILE LIABILITY:** Awarded bidders shall procure and maintain, for the life of the contract/agreement, Business Automobile Liability Insurance.

The minimum limits of coverage shall be \$500,000.00 per occurrence, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This coverage shall be an "Any Auto" or "Comprehensive Form" policy. The insurance must be an occurrence form policy.

In the event the contractor does not own any vehicles, we will accept hired and non-owned coverage in the amounts listed above. In addition, we will require an affidavit signed by the contractor indicating the following:

\_\_\_\_\_ (Company Name) does not own any vehicles. In the event we acquire any vehicles throughout the term of this contract/agreement, \_\_\_\_\_ (Company Name) agrees to purchase "Any Auto" or "Comprehensive Form" coverage as of the date of acquisition.

D. **PROFESSIONAL LIABILITY:** The awarded bidder shall procure and maintain Professional Liability Insurance for the life of this contract/agreement, plus two years after completion. This insurance shall provide coverage against such liability resulting from this contract. The minimum limits of coverage shall be **\$1,000,000.00** with a deductible not to exceed \$25,000. The deductible shall be the responsibility of the insured. Professional liability policies shall include an endorsement whereby the awarded bidder holds harmless the Martin County School District and each officer, agent and employee of the Martin County School District against all claims, against any of them, for personal injury or wrongful death or property damage arising out of the negligent performance of professional services or caused by an error, omission or negligent act of the awarded bidder or anyone employed by the awarded bidder.

This policy must be continued or tail coverage provided for two years after completion of the project.

15.0 **INDEMNIFICATION / HOLD HARMLESS AGREEMENT:**

15.1 Awarded proposers shall, in addition to any other obligation to indemnify the Martin County School District and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the School District, their agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged;

- A. bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or
- B. violation of law, statute, ordinance, governmental administration order, rule or regulation by contractor in the performance of the work; or
- C. liens, claims or actions made by the contractor or any subcontractor or other party performing the work.

15.2 The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the contractor of any subcontractor under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar.

15.3 Any costs or expenses, including attorney's fees, incurred by the Martin County School District to enforce this agreement shall be borne by the contractor.

15.4 Awardee(s) recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant and expressly acknowledges the receipt of TEN DOLLARS payable upon receipt of first invoice and other good and valuable consideration provided by the District in support of this indemnification in accordance with the laws of the State of Florida. This article will survive the termination of this contract.

16.0 **PUBLIC RECORDS LAW:**

All proposal documents or other materials submitted by the proposer in response to this RFP will be open for inspection by any person and in accord with Chapter 119, Florida Statutes.

17.0 **PERMITS AND LICENSES:**

The proposer(s) will be responsible for obtaining any necessary permits and licenses and will comply with laws, rules, and regulations whether state or federal and with all local codes and ordinances without additional cost to the District.

18.0 **INTELLECTUAL PROPERTY RIGHTS:**

The proposer(s) will indemnify and hold harmless, the District from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, service marked, trademarked, patented or unpatented invention, process, article or work manufactured or used in the performance of the contract, including its use by the District. If the proposer(s) uses any design, device, materials or works covered by letters, service mark, trademark, patent, copyright or any other intellectual property right, it is mutually agreed and understood without exception that the proposal prices will include all royalties of costs arising from the use of such design, device, or materials in any way involved in the work.

This article will survive the termination of any contract with the School District.

19.0 **SUB-CONTRACTS:**

19.1 Nothing contained in this specification will be construed as establishing any contractual relationship between any sub-proposer(s) and the District.

19.2 The proposer(s) will be fully responsible to the District for the acts and omissions of the sub-proposer(s) and their employees.

19.3 After award of contract, any changes in subcontractors or subproposers requires prior School District written approval.

**20.0 INDULGENCE:**

Indulgence by the District on any non-compliance by the proposer does not constitute a waiver of any rights under this RFP.

**21.0 PROPOSERS MAILING ADDRESS:**

It is the responsibility of every proposer to register and maintain their current registration information. Proposers that have received the RFP from DemandStar.com must maintain their information on the DemandStar database. Proposers that have received the RFP documents from the Martin County School District Purchasing Department and have not subscribed to the DemandStar service must maintain their current registration information with the Purchasing Department. The information used by the Purchasing Department is maintained at <http://www.demandstar.com>. DemandStar will be used to make notice of RFPs and other information to proposers. To check your current registration information log on to <http://www.demandstar.com>. You may also change/update/revise your mailing address and commodity information on that web site.

**22.0 SUB-CONTRACTING/MINORITY BUSINESS PARTICIPATION:**

The District strongly encourages the use of Minority/Woman owned business enterprises for participation as associates, joint ventures, prime proposers, and sub-proposers in contracting opportunities.

**23.0 PUBLIC ENTITY CRIMES:**

23.1 A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid/RFP on a contract to provide any goods or services to a public entity, may not submit a bid/RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids/RFPs on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

23.2 The proposer(s) certifies by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

**24.0 ASSIGNMENT OF CONTRACT AND/OR PAYMENT:**

24.1 This contract or agreement is personal to the parties herein and may not be assigned, in whole or in part, by the proposer without prior written consent of the School District.

24.2 The proposer herein shall not assign payments under this contract or agreement without the prior written consent of the School District.

**25.0 AGREEMENT:**

A purchase order and/or a contract will be released, after award, for any work to be performed as a result of this RFP. The proposal, negotiated term, agreement if applicable, and the corresponding purchase order will constitute the complete agreement between proposer and the District. If proposer requires an additional contract, then proposer should include their sample contract as an attachment to the proposal submitted for review.

**26.0 JOINT PROPOSAL:**

In the event multiple proposers submit a joint proposal in response to the RFP, a single proposer shall be identified as the Prime Vendor. If offering a joint proposal, Prime Vendor must include the name and address of all parties of the joint proposal. Prime Vendor shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one proposer shall be acceptable. Prime Vendor responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other proposers participating or present at District meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Vendor shall also prepare and present a consolidated invoice(s) for services performed. The District shall issue only one check for each consolidated invoice to the Prime Vendor for services performed. Prime Vendor shall remain responsible for performing services associated with response to this RFP.

ATTACHMENT A

**DEFINITIONS**

- 1 **BID** means a formal price offer by vendor to the buyer to furnish specific goods and/or services in response to an Invitation for Bids, Request for Quotation, or a multi-step bidding procedure.
2. **CONTRACT** means (1) a deliberate verbal or written agreement between two or more competent parties to perform or not perform a specific act or acts; and (2) any type of agreement regardless of what it is called for the procurement or disposal of supplies, services or construction.
3. **CONTRACTOR** means a separate and distinguishable business entity participating or seeking to participate in the performance of a contract.
4. **DISTRICT** means the Martin County School District, its individual and collective departments, managers, staff, and facilities.
5. **MINORITY** means an individual who is a citizen or lawful permanent resident of the United States who is:
  - A. A "**Black American**", a person having origins in any of the Black racial groups of Africa.
  - B. A "**Hispanic American**", a person of Spanish or Portuguese culture with origins in Mexico, Central or South America, or the Caribbean, regardless of race.
  - C. An "**Asian American**", a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
  - D. A "**Native American**", a person who is a member of, or is eligible to be a member of, a federally recognized Indian tribe. A "federally recognized Indian tribe" means an Indian tribe, band, nation, rancheria, pueblo, colony, or other organized group or community, including any Alaska native village, which recognized by the Secretary of the Interior on October 1, 1985, as having special rights and is recognized as eligible for the services provided by the United States to Indians because of their status as Indians, and any tribe that has a pending application for federal recognition on October 1, 1985, as having special rights and is recognized as eligible for the services provided by the United States to Indians because of their status as Indians, and any tribe that has a pending application for federal recognition on October 1, 1985.
  - E. A "**physically disabled person**" a person who has a physical impairment, defect, disease, ailment or disability of a permanent nature which in any way limits the type of employment for which the person would otherwise be qualified.
6. **M/WBE** means a minority owned business enterprise or a women owned business enterprise or a combination minority and women business enterprise.
7. **OWNED**, for the purposes of determining whether a business is a minority or woman business enterprise, shall mean that the minorities or woman, as the context requires, shall possess an ownership interest of a minimum of 51%.
8. **PRE-BID OR PRE-PROPOSAL CONFERENCE** means a meeting held prior to the date of bid or proposal submittal, which disseminates to all bidders or proposers in attendance information to assist them in submitting a bid or proposal including, but not limited to, information regarding the M/WBE requirements of the School District.
9. **PROCUREMENT** means buying, purchasing, renting, leasing or otherwise acquiring any goods and/or services for public purposes in accordance with the law, rules, regulations and procedures intended to provide for the economic expenditure of public funds. For the purpose of this policy, procurement refers to those goods and/or services, except professional services, solicited by the Department of Purchasing pursuant to District and Department of Education requirements.
10. **REQUEST FOR PROPOSAL (RFP)** means a solicitation of responses for goods and/or services for which the scope of work, specifications or contractual terms and conditions cannot reasonably be closely defined. Evaluation of a proposal is based on prior established criteria which may include but may or may not be totally limited to price.
11. **RESPONSIBLE BIDDER, OFFERER, QUOTER, OR RESPONDENT** means an individual or business which has submitted a bid, offer, proposal, quotation, or response, which has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will give reasonable assurance of good faith and performance.
12. **RESPONSIVE BIDDER, OFFERER, QUOTER, OR RESPONDENT** means an individual or business which has submitted a bid, offer, proposal, quotation or response, which conforms in all material respects to the solicitation, including, but not limited to, compliance with any M/WBE requirements contained within the solicitation.
13. **SUBCONTRACTOR** means any person providing goods and/or services to a prime contractor for profit, if such goods and/or services are procured or used in fulfillment of the prime contractor's obligations arising from a contract with the Martin County School District, except persons providing goods to a prime contractor whose contract with the District is for the provision of materials, equipment, or supplies.
14. **ENTERPRISE-LEVEL VENDOR/MAUFACTURER** means that the vendor/manufacturer can provide a full range of Enterprise-level Solutions.
15. **VENDOR** means an actual or potential supplier of goods and/or services.

**ATTACHMENT B**

# **DRUG-FREE WORKPLACE CERTIFICATION**

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement effects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

**IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
VENDOR'S SIGNATURE

**Must be executed and returned with attached proposal to be considered.**

STATEMENT OF NO RESPONSE

If you are not bidding on this service/commodity, please complete and return this form to: Purchasing Department, School District of Martin County, 2845 SE Dixie Hwy, Stuart, FL 34997. (Please print or type, except signature)

COMPANY NAME: ADDRESS: CITY: STATE: ZIP: CONTACT TELEPHONE: PERSON:

We, the undersigned, have declined to respond to our proposal No. 5001-0-2007/JC

For DELIVERED AND INSTALLED DESKTOP AND LAPTOP COMUTERS because of the following reasons:

- We do not offer this service or the equivalent. Insufficient time to respond to the RFP. Remove our name from this bid list only. Our schedule would not permit us to perform. Other. (Specify below)

REMARKS:

SIGNATURE:

DATE: