



Invitation for Bids

Staff Laptops 2025

Issue Date: May 19, 2025

Due Date: June 11, 2025

ISSUED BY

Richland-Bean Blossom Community School Corporation

REPRESENTATIVE

Rick Routon

rrouton@rbbschools.net

812-876-7100 Ext. 2115

Purpose of this Invitation for Bids

The Richland-Bean Blossom Community School Corporation (RBBCSC) is seeking competitive bids to purchase new staff laptops, including extended warranties. This Invitation for Bids (IFB) outlines the requirements and evaluation criteria that will guide vendor selection through a fair and transparent procurement process.

This IFB is intended solely for information gathering and evaluation purposes. It does not constitute a commitment by RBBCSC to award a contract, pay any costs incurred in preparing a response, or enter into any agreement related to the goods or services described herein.

RBBCSC reserves the right to request clarifications, hold discussions with vendors, and solicit additional information as needed. The District also reserves the right to accept any portion of a proposal, reject all proposals, or make no award at its sole discretion.

The District retains the right to select all, none, or any selected portion of the proposed services.

1. Introduction

Richland-Bean Blossom Community School Corporation (RBBCSC), located in northwestern Monroe County, Indiana, invites qualified vendors to submit bids for the procurement of 400 laptops. Since its establishment in 1963, RBBCSC has served the communities of Ellettsville, Stinesville, Beanblossom Township, and Richland Township. The district comprises five schools: Edgewood High School (Grades 9–12), Edgewood Junior High School (Grades 6–8), Edgewood Intermediate School (Grades 3–5), Edgewood Primary School (Grades K–2), and Edgewood Early Childhood Center (Pre-K). These laptops will be used to support our instructional staff in both classroom activities and professional development sessions.

2. Scope of Work

The selected vendor will provide 400 Laptops, with the option to bid on one or more of the following models (or equivalent newer models with demonstrably superior specifications):

- **Acceptable Manufacturers - Dell, Lenovo**
- **Processor:** Intel® Core™ Ultra Processor Minimum Ultra 5
- **Operating System:** Windows 11 for Education
- **Graphics Card:** Integrated Intel® graphics
- **Display:** 15.6", FHD 1920x1080, 60Hz, IPS, Touch, AG, 250 nit, 45% NTSC, FHD Cam
- **Memory:** 16 GB: 2 x 8 GB, DDR5, 5600 MT/s
- **Hard Drive:** 512 GB, M.2 2230, TLC, Gen 4 PCIe NVMe, SSD
- **Keyboard:** Backlit English US Keyboard and 10 Key Numpad
- **Ports:**
 - 2 Thunderbolt™ 4 (40 Gbps) with DisplayPort™ Alt Mode/USB Type-C/USB4/Power Delivery
 - 1 USB 3.2 Gen 1 port with PowerShare
 - 1 USB 3.2 Gen 1 port
 - 1 HDMI 2.1 port
 - 1 universal audio port
 - 1 RJ45 Ethernet port
- **Weight:** 3.50 lbs or lighter
- **Camera:** 1080p at 30 fps, FHD RGB camera, with a microphone with noise cancellation, with Webcam privacy shutter
- **Touchpad:** Multi-Function
- **Audio and Speakers:** 2 x 2W stereo speakers (Dolby or Realtek)
- **Wireless:** Intel® Wi-Fi 6E (6 where 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth® 5.3 wireless card
- **Battery Life:** Up to 11 hours
- **Power:** USB Type-C

- **Optional Components (Per Unit)**
 - Docking Stations up to 3 monitors
 - 24-inch Monitor
 - Sound Bar
 - Wireless Keyboard and Mouse Combo
 - Mouse Pad
 - Laptop cases or protective sleeves

3. Optional Services

- Hardware Support Services:
 - Five (5) years of unlimited protection coverage for all devices
- White Glove Service
 - Barcode asset tags are affixed to each device, using Richland-Bean Blossom C.S.C. asset numbers.
 - The vendor provided a spreadsheet detailing device serial numbers and corresponding barcode numbers.
- Eco-Friendly Packaging
 - Devices repackaged in sustainable green packaging, with 10 laptops per box.

4. Proposal Requirements

Vendors must submit their proposals in a **non-three-ring binder** and include a **USB Flash Drive** containing a PDF version of the bid. Each proposal must consist of the following components:

Company Profile and Background:

- Provide detailed information about your company, including:
 - Years in business
 - Experience with educational institutions

- Relevant certifications or partnerships

Pricing Information:

- Include comprehensive pricing for the proposed laptop model(s), clearly outlining:
 - Unit pricing
 - Volume or educational discounts
 - Optional white-glove service costs
 - Shipping and handling fees
 - Any additional applicable costs

Warranty and Support:

- Provide full details on:
 - Warranty coverage
 - Technical support availability (including contact methods and response times)
 - Optional extended warranty plans

Delivery Timeline:

- Submit a detailed delivery schedule, including:
 - Estimated delivery dates

References:

- Provide at least three references from educational institutions or similar organizations. Each reference must include:
 - Organization name
 - Contact name and title
 - Phone number and email address
 - A brief description of the services provided

Additional Information:

- Include any other relevant details, such as:
 - Value-added services
 - Unique capabilities
 - Sustainability practices or certifications

5. Evaluation Criteria

Bids will be evaluated based on the following weighted criteria:

- **Price (30%):** Competitiveness of pricing for each proposed model.
- **Quality and Features (30%):** Technical specifications, features, and overall quality of each proposed Laptop model.
- **Warranty and Support (20%):** Breadth of warranty coverage, responsiveness of technical support, and availability of extended warranty options.
- **Delivery Timeline (10%):** Timeliness and feasibility of the proposed delivery schedule.
- **Vendor Experience and Reputation (10%):** Experience in the education sector, past performance, and references.

6. Submission Instructions

Bids must be submitted to Richland-Bean Blossom Community School Corporation in sealed envelopes marked “Sealed Bid-Attention Rick Routon / Bid for Staff Laptops” to 600 S Edgewood Dr., Ellettsville, IN 47429. The deadline for bid submission is June 11th, 2025, at 4:00 PM EST. Bids received after this deadline will not be considered.

7. Timeline

- Bid Issue Date: May 19, 2025
- Bid Due Date and Opening: June 11, 2025, at 4:00 PM EST
- Bid Award: June 17, 2025, at 6:00 PM EST
- Delivery of Laptops: August 1, 2025

8. Contact Information

All inquiries regarding this Invitation for Bids should be directed to:

Rick Routon, Technology Director 812-876-7100 Ext. 2115 - rrouton@rbbschools.net

9. Additional Information

- RBBCSC reserves the right to reject any or all bids received.
- RBBCSC is not obligated to award a contract to the lowest bidder.
- RBBCSC may request additional information or clarification from vendors.

10. Conclusion

RBBCSC anticipates receiving competitive bids from qualified vendors and looks forward to collaborating to provide these essential learning tools.