



INVITATION TO BID

PROJECT TITLE:

Purchase of 50 desktops that meet the requirements for running AHS Game Design/Animation software.

USD #402 Augusta, Kansas 67010

PROJECT SCOPE:

The purchase of aforementioned desktops computers as stated in the (Bid Form Copy) attached.

BIDDER'S REPRESENTATION:

1. Each Bidder by making his Bid represents that:
 - a. He has read and understands any and all Bidding Documents and his Bid is made in accordance therewith.
 - b. His Bid is based upon the materials and or equipment specified in the Bid Form Copy without exception.

RECEIVING OF BID PROPOSALS:

Sealed bids will be received by the owner at the Board of Education office in accordance with the "Instructions to Bidders":

Bids received by: **9:30 A.M. Friday, June 23rd, 2017**

Bid opening: **10:00 A.M. Friday, June 23rd, 2017**

All sealed bids received after the time stipulated will be returned unopened.

Sealed bids will be publicly opened and read aloud at location designated for receiving bids.

Any sealed bids to be submitted by mail shall be sealed and sent to:

Administrative Office
C/o Connie Hummel, Board of Education Clerk USD #402
2345 Greyhound Drive
Augusta, Ks. 67010

INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS:

Bidders requiring clarification or interpretation of the Bidding Documents shall make such request to the following person:

Bart Hamilton
Director of Technology
Ph. (316) 775-5484 Ext. 122
Fax (316) 775-5035
Email bhamilton@usd402.com <<< Preferred method of contact for the summer.

END OF SECTION

INSTRUCTIONS TO BIDDER**A. DEFINITIONS**

1. Where the term Owner is used it shall be taken to mean USD 402.
2. Bidding documents include the Invitation to Bid, Instructions to Bidders, and the Bid Form.
3. A bid is a complete and properly signed proposal to sell equipments to Owner for the sums stipulated therein supported by data called for by the Bidding Documents.
4. A Bidder is one who submits a Bid for sale of equipment to Owner.

B. BIDDER'S REPRESENTATION

1. Each Bidder by making his Bid represents that:
 - a. He has read and understands the Bidding Documents and his Bid is made in accordance therewith.
 - b. His Bid is based upon the equipment described in the Bidding Documents without exception.

C. BIDDING DOCUMENTS

1. Complete set of Bidding Documents attached shall be used in preparing Bids.
2. The Owner in making copies of Bidding Documents available, do so only for the purpose of obtaining Bids on equipment.

D. INTERPRETATION OF BIDDING DOCUMENTS

1. Bidders requiring clarification or interpretation of the Bidding Documents shall make such requests by emailing Bart Hamilton, Director of Technology at bhamilton@usd402.com with questions.
2. Any interpretation correction or change of the Bidding Documents will be made by Addenda.

E. ADDENDA

1. Addenda will be e-mailed or delivered to all who are known by the Owner to have received a set of Bidding Documents.
2. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.
3. Each bidder shall ascertain prior to submitting his Bid that he has received all Addenda issued. He shall acknowledge receipt in his Bid.
4. Any Addendums issued will become a part of the Bid.

F. FORM AND STYLE OF BIDS

1. Bids shall be submitted on forms reproduced directly from the sample bound with the Bidding Documents.
2. All blanks on the Bid Form shall be filled in digitally or manually in ink.
3. Where so indicated by the makeup of the Bid Form, amounts shall be expressed in both words and figures, and in case of discrepancy between the two, the written amount shall govern.
4. Any interlineations, alteration or erasure must be initialed by the signer of the Bid.
5. Bidder shall make no additional stipulation on the Bid form nor qualify his Bid in any other manner.
6. Each Bid shall include the legal name of Bidder and a statement whether Bidder is a sole proprietor, a partnership, a corporation, or any other legal entity, and each copy shall be signed by the person or persons legally authorized to bind the Bid. A Bid by a corporation shall further give the state of incorporation and have the Corporate seal affixed. A Bid submitted by an agent shall have a current Power of Attorney attached, certifying the agent’s authority to bind Bidder.

G. SUBMISSION OF BIDS

1. The Bid Form and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope with the following legend:

BID PROPOSAL FOR: AHS Game Design/Animation Desktops
 Unified School District #402
 Augusta, Kansas 67010

ATTN: Connie Hummel (Clerk of the Board)

NAME OF BIDDER: _____

2. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation “Bid Enclosed” on the face thereof.
3. Bids shall be deposited at the designated location prior to the time and date of receipt of Bids indicated in the Invitation To Bid, or any extension thereof made by Addenda.
4. Bidder shall assume full responsibility for timely delivery at locations designated for Receipt of Bids.
5. Oral, telephonic or facsimile Bids are invalid and will not receive consideration.
6. Bids received after the time and date for Receipt of Bids will be returned unopened back to sender.

H. CONSIDERATION OF BIDS

1. Unless stated otherwise in the Invitation to Bid, Bids received on time will be opened Publicly and will be read aloud.
2. The Owner shall have the right to reject any or all Bids and in particular to reject a Bid not accompanied by any required Data.
3. The Owner shall have the right to waive any informality or irregularity in any Bid received.
4. It is the intent of the Owner to award a Contract or accept a Bid from the lowest responsible Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents, is judged to be reasonable, and does not exceed the funds available.
5. The Owner shall accept (award) or reject Bids within forty (40) days after the opening of Bids.

I. COMPLETION AND/OR DELIVERY TIME

1. Bidder of this Contract must deliver to Owner the equipment specified within the time frame stated on the Bid Form.
2. Bidder must acknowledge on the Bid Form acceptance of the indicated delivery time frame.
3. The Owner shall have the right to reject the Bid of any Bidder who does not acknowledge acceptance of the specified delivery time.

END OF SECTION

BID FORM

BID PROPOSAL FOR: AHS Game Design/Animation Desktops

DATE: _____

BIDDER: _____

ADDRESS: _____

City _____

State _____

PROJECT TITLE:

Title the package that you are bidding on and make that what is listed on package. Look at **BID # 1** example in >> "**NOTICE TO BIDDER**" below.

Purchase of 50 AHS Game Design/Animation Desktops

Administration Office
2345 Greyhound Dr.
Augusta, Ks. 67010

NOTICE TO BIDDER:

Bids must include a 3 year warranty. Multiple bids accepted. No combinations of Bids to act as one Bid will be permitted.

BID # 1 Purchase of Purchase of 50 AHS Game Design/Animation Desktops <<< (SEE SPEC'S)

The undersigned agrees to furnish if awarded contract the equipment stated on **Bid #1** on the Equipment Mfg. and Specification Form for the sum of:

_____ Dollars

(\$_____).

**EQUIPMENT SPECIFICATION SHEET
FOR BID**

Purchase of 50 desktops that meet the requirements for running AHS game design and animation software.

Minimum Requirements

**3 year warranty
USB 3.0 Ports located on front
Intel Processor Minimum Core i5 7500 Quad Core 3.4 GHz
16GB Memory
DVD Writer
Nvidia GTX 10 Series 1060 or better
256GB SATA SSD for OS Boot
1TB 7200RPM Sata3 Hard Drive for software storage
Windows 10 Professional
21.5 LED VESA Compliant Monitor**

END OF SECTION

