Request for Quotation (RFQ)  
RFQ 615-14  
Tablet Computers for Student Use  

Due:  
August 5, 2014 at 2:00PM MOUNTAIN TIME  

Buyer:  
Steve Boyd  
Purchasing  
802 Grand Avenue  
Glenwood Springs, CO 81601  
sboyd@coloradomtn.edu
Introduction.

Colorado Mountain Junior College District ("CMC") is a Colorado statutory junior college district established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles. Please visit our website at www.coloradomtn.edu for more information about our college.

CMC is in the process of selecting and evaluating the performance of tablet computers in our Outdoor Education program at our Leadville campus. The product will be used both in a classroom and outdoor setting so a sturdy case is needed. Tablet type and manufacturer are not specified in this RFQ. CMC may award the entire contract to one vendor, split the award between vendors or award no contract at all. However, it is our intention to purchase 39 laptops meeting or exceeding the following performance specifications:

- Quantity = 39
- Tablets to be used by students and educators for digital integration in the classroom
- Minimum 1.5 GHz dual core processor
- 2M of cache
- 4GB DDR3 Ram
- 64 GB SSD combo wireless LAN and Bluetooth Card
- Wireless LAN 802.11 n
- 1 year warranty minimum (please include pricing to upgrade to a 3 year warranty, if available)
- Micro SD card slot
- USB 3.0 ports preferred but not required
- HDMI port is required
- Screen size 10.1 inches or your next largest size
- Must be compatible with Windows 8 Professional
- Indicate whether any set-up or other assistance from your firm is expected to be needed upon delivery
- Include detachable keyboard (may submit more than one option for consideration)
- Include sturdy case (may submit more than one option for consideration)
- Please confirm the latest date that CMC can place an order with you to comfortably ensure delivery of all units no later than September 5, 2014.

Please indicate if CMC will pay a higher per unit price if we were to place an order with you for something less than 39 tablets. Please include shipping cost and any other expense CMC may incur with this purchase. Delivery is needed on or before September 5th. Please bid to the specifications above. In addition, our selection committee values your ideas for a solution and encourages you to submit alternate ideas for CMC to consider. Price will be one selection factor but will not be the only consideration. Please price the tablets, cases, warranties and shipping separately.

CMC reserves the right to make multiple awards resulting from this RFQ or to award no contract at all.
Deadlines:

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<td><strong>ISSUE DATE</strong></td>
<td>7/28/14</td>
<td>4:00 PM</td>
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<td><strong>DEADLINE FOR QUESTIONS</strong></td>
<td>7/31/14</td>
<td>2:00 PM</td>
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<td><strong>REQUEST FOR QUOTATIONS (RFQ) DUE</strong></td>
<td>8/05/14</td>
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CMC will evaluate and recommend for award based on a quotation that best meets price, quality, delivery, service, past performance and reliability. CMC will accept quotations from alternate brand names if the product is equivalent to or better than the specification, in CMC’s judgment. In such case, please clearly state any exceptions to, or deviations from, the specifications, terms or conditions, including specifications and pictures depicting proposed equals. Responses not specifying brand name and model number shall be considered as offering the exact product specified by CMC. Please submit your best and final offer.

If you would like to submit your quotation you may do so by emailing sboyd@coloradomtn.edu BEFORE 2:00 PM MOUNTAIN TIME on the Award Date indicated above.

Along with your quote, please submit a certificate of liability insurance per the attached requirements (Exhibit A) for evidence only. If your bid is accepted and a contract awarded, an authorized certificate of insurance may be required with all endorsements at that time. CMC cannot accept a late or incomplete quotation. If your quotation is received after the proposed date and time or is incomplete it will not be accepted. The official time for submittal will be the time stamped on the email received by CMC. Please submit your quotation at least 10 minutes early to avoid timing discrepancies. You will receive an error message if your email was not successfully delivered. In the absence of that message you can assume confirmation that your quotation was accepted. CMC cannot promise to individually confirm all quotation submittals.

The bid award will be posted to the Purchasing Department’s website at www.coloradomtn.edu/purchasing under the bids, RFPs, RFQs, section at the time defined above. It shall be the bidder’s responsibility to monitor the website on a regular basis for any changes, addenda. Any additional correspondence regarding this RFP will be posted to this website; no materials will be posted on Rocky Mountain e-Procurement and no submittal needs to be uploaded. Your emailed proposal is the official way to submit and all that is needed.
Miscellaneous Terms.

Contract Terms. Any contract resulting from a selection arising from this RFQ shall include CMC’s Terms and Conditions, and any other written requirements of CMC, including but not limited to the CMC Insurance Requirements described on Exhibit A.

Tax and Delivery. All prices must be firm and quoted complete and F.O.B. CMC. Do not include sales and use tax as CMC is a tax exempt entity.

Submission of Quotes. By submitting a response to the RFQ, each bidder represents that it has read and completely understands the RFQ documents, has answered all of the questions (failure to provide requested information may result in rejection of the response) and has signed the response.

Errors. Bidders shall promptly notify CMC of any ambiguity, inconsistency, or error, which they may discover upon examination of the RFQ documents.

Qualifications of Bidders. CMC reserves the right to reject any bid if evidence shows that bidder is not properly qualified to carry out the obligations anticipated under this RFQ; bids will be considered from vendors with a demonstrated history of successfully providing similar goods and services to CMC or other institutions of higher education and evidence of appropriate insurance requirements. CMC shall reject any response to the RFQ that makes any material misrepresentation in the response.

Appropriation of Funds. Any contract resulting from a selection arising from this RFQ shall be contingent upon sufficient appropriations by the CMC Board of Trustees, in its sole discretion.

Federal and State Law. All quotations must conform to the minimum federal and state regulations applicable to CMC with respect to bidding, discrimination, wage rates, conflicts of interest, etc.

Rejection/Acceptance of Proposal. CMC reserves the right to reject any and all quotations and to waive informalities. CMC reserves the right to purchase none, all or part of the materials/services listed and to reject any and all quotations, whichever is deemed to be in the best interest of CMC. CMC shall not be required to enter into a contract with any vendors submitting responses to this RFQ.

Thank you for your interest in CMC and this project.