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INTRODUCTION

Lincoln Land Community College (LLCC) requests proposals to supply all of its PC-compatible computers, including servers, for a maximum of five (5) years.

*Proposals must be delivered to the Purchasing department at LLCC on or before 2:00 P.M., Springfield time, Friday, July 10, 1998 at which time they will be opened.* Vendors may attend the opening if desired. No advantage will be gained by attendance.

ENVIRONMENT


At present, the College serves over 12,000 credit students (approximately 4,500 FTE) annually in a 15 county, 4,007 square mile district in central Illinois. The College currently operates off-campus service centers in Springfield and Petersburg. More comprehensive education centers are operated by the College in Jacksonville, Hillsboro, Litchfield and Taylorville. In January Lincoln Land will open the Capital City Center, a new education center to be located in downtown Springfield.

The College currently owns over 400 PC-compatible computers and expects that number to increase significantly in the next few years. In the coming fiscal year (beginning July 1, 1998) alone Lincoln Land expects to purchase or lease nearly 300 new PC-compatible computers.

For the past four (4) years the College has purchased only Compaq brand machines for its PC-compatible computer needs. Compaq brand desktop computers and servers have met the needs of the College well during this time. However, the Compaq brand laptops purchased by LLCC have been significantly less reliable than needed.

TERMS & CONDITIONS

Vendor Eligibility
Vendor hereby certifies through the submittal of this Request for Proposal (RFP) that same is not barred from bidding as a result of a violation of Section 33E, Chapter 720 of the Illinois Compiled Statutes.

Request For Proposal as Contract
The specifications and provisions included in this RFP shall, along with the successful Vendor’s response, constitute the full and complete contract for the goods and services specified herein and in the proposal.
**Price**

The purpose of this RFP regarding the price of computer systems is to ascertain the markdown (i.e. discount percentage) from the manufacturer list price that will be extended to LLCC. This will ensure that the College receives the lowest price possible throughout the term of this contract without renegotiating the price each time there is a change in product features or capabilities.

In the case where the purchase price (as indicated on the Purchase Order) differs from the price available after the order is placed (yet before the product is shipped), the successful Vendor will invoice the College with the lowest price available prior to shipment.

**Governing Law**

The successful Vendor shall at all times observe and comply with federal, State of Illinois and local laws, ordinances, orders and regulations existing at the time of or enacted subsequent to the execution of this contract which in any manner affects the Vendors’ ability to perform contractual requirements.

**External Law**

If there is any conflict between the provisions of this RFP and any legal obligations or affirmative action requirements imposed on LLCC by federal or state law, such legal obligations or affirmative action requirements thus imposed shall be controlling.

**Vendor Costs**

All costs incurred by vendors associated with the preparation, submission, presentation and demonstration of proposals, and attendance at meetings, including but not limited to, costs related to transportation, meals, lodging and other related expenses, will be the sole responsibility of the Vendor and will not, under any circumstances, be reimbursed by LLCC.

**Proprietary Information**

Any restrictions of the use of information contained within the Vendor proposal must be clearly stated in the proposal itself. LLCC cannot ensure that all information submitted by Vendor will be kept confidential and suggests that any proprietary information be clearly marked or otherwise protected by Vendor.

**Withdrawal of Proposal**

Respondents may withdraw or modify a proposal if notice of the withdrawal or modification is received by the Director of Purchasing before the time specified for receipt of proposals. A written request, signed by a duly authorized representative, must be submitted to withdraw or modify a proposal. Withdrawal or modification of a proposal after the deadline for receipt of proposals will not be permitted.
Alternative Proposals
Alternative proposals may be submitted, if desired. If more than one proposal is submitted, each
must be complete and clearly identified as a separate proposal.

Assignment
Any subcontracting or assignment by the successful Vendor in whole or in part must have prior
written approval by LLCC.

Errors and Omissions
All proposals shall be assumed to be complete. No claim for relief because of errors or omissions
in the proposal will be considered. Vendors will be held strictly to the proposal as submitted.
However, in those cases where, in the sole judgment of the College, based on clear and
demonstrable evidence, the proposing Vendor has made a bona fide error in the preparation of
the response and such an error will result in a substantial loss to the Vendor, an exception may be
made.

Negligence on the part of the Vendor in preparing its proposal confers no right of withdrawal or
modification of the response after the deadline for receipt of proposals.

Should a Vendor find any discrepancies in or omissions from this RFP, or be in doubt as to its
meaning, it shall advise the Director of Purchasing by 2:00 P.M., Springfield time, Friday, June
26, 1998, via facsimile at (217) 786-2468 who in turn will issue any necessary clarifications to all
prospective vendors by means of an addendum.

Signature Constitutes Acceptance
The signing of these proposal forms shall be construed as acceptance of all provisions contained
herein.

Amendment
The terms, conditions and provisions of this contract may be amended by mutual written
agreement of both parties.

Renewal and Termination of Contract
This contract shall be renewable annually for a maximum contract period of five (5) years. The
contract will renew automatically unless Vendor provides written notice to LLCC of its intent to
terminate contract ninety (90) days prior to proposed termination date. LLCC may terminate this
contract at any time upon thirty (30) days notice.
Award of Purchase
Vendor proposals will be evaluated using the following criteria:

- cost of computer systems
- quality and reliability of computer systems
- ability to deliver computer systems configured precisely as ordered
- ability to deliver computer systems in a timely manner
- ability to effectively provide warranty services
- customer service and support

While cost is clearly a very important factor, the College will select a vendor using all of the criteria listed above.

LLCC reserves the right at any time prior to the selection of a vendor and for any reason, to request and consider “best and final” proposals from one or more vendor(s) which submitted proposals. Further, LLCC reserves the right to reject any or all proposals, to award in whole or in part, and to waive minor or immaterial defects in proposals.

Selection of a vendor will be made in the best interest of LLCC and must be approved by the LLCC Board of Trustees.

Payment
LLCC shall pay only after delivery of the product(s) and receipt of invoice. Upon receipt of the invoice by the first of the month, payment shall be mailed the fourth Thursday of same month.

Questions
All contact and questions concerning this RFP must be directed in writing to Sylvia Stemmons, Director of Purchasing, via facsimile at (217) 786-2468 prior to 2:00 P.M., Springfield time, Friday, June 26, 1998. All submitted questions and responses to them will be communicated to all vendors, via facsimile, in the form of an addendum. In order to comply with the Illinois Compiled Statutes Chapter 720, Section 33E, no questions regarding specifications will be addressed outside of the addendum.

All vendors intending to submit a proposal must provide the Purchasing department with a contact name, voice telephone number and facsimile number to receive the addendum. The addendum will be sent, via facsimile, on or before Wednesday, July 1, 1998. Vendors failing to do so will forfeit the opportunity to receive a copy of the addendum should there be one.
SPECIFICATIONS

Computer Systems
LLCC seeks a single vendor to supply its PC-compatible computer systems. All computers must be business grade and designed to be used in a managed network environment.

Further, LLCC prefers to standardize on the PC-compatible computer systems of a single manufacturer if such systems meet the broad range of computing needs at the College with a high level of reliability and quality. Proposals will be considered in which desktops and servers are manufactured by one company and laptops by another.

The computer systems to be provided by the successful Vendor must be manufactured and branded by Compaq Computer Corporation, Dell Computer Corporation, Hewlett-Packard Corporation, or Toshiba America, Inc. Computers manufactured by other companies will not be considered.

Vendor is encouraged to submit an alternate proposal(s) if capable of supplying PC-compatible computer systems from more than one of the manufacturers listed above.

Exceptions
All exceptions, deviations and exclusions to any specification must be clearly noted.

PROPOSAL FORMAT & SUBMISSION

Proposal Format
Vendor proposal must include this entire document in completed form with an attachment containing the following sections.

<table>
<thead>
<tr>
<th>Section</th>
<th>Contents</th>
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<tbody>
<tr>
<td>1: Vendor Overview</td>
<td>Describe the company, including its size, and give a brief overview of its experience in supplying the proposed computer systems to various clients.</td>
</tr>
<tr>
<td>2: Product Information</td>
<td>Provide detailed information on the product line currently available from the manufacturer. Warranty terms and conditions for all components must be included.</td>
</tr>
<tr>
<td>Section</td>
<td>Contents</td>
</tr>
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</table>
| 3: Cost | Price information should be provided for outright purchases as well as leasing options. Price information should be provided for end-user systems as well as servers, both in a variety of configurations (entry level, mid-level and high end) and form factors (desktop, tower, laptop, rack mount).

Vendor must include a copy of the contract LLCC would be expected to sign if it chooses to lease PC-compatible systems. All terms of the lease agreement must be provided. Vendor must clearly identify if lease will be a third-party arrangement.

In addition to providing the markdown (i.e. discount percentage) from the manufacturer list price that will be extended to LLCC, vendor should provide list and net cost information for a variety of computer systems currently available from the manufacturer. |
| 4: Service & Support | Describe the company service philosophy and its policies and procedures that relate to customer service and support, including the handling of problems with hardware under warranty.

Vendor should provide information regarding the availability of a “self-maintenance” program in which College technical staff would be trained and certified to perform authorized on-site warranty repairs to computers it owns.

Information regarding any value added services included in the cost of the computer systems should be detailed. Optional value added services should be clearly labeled as such with the cost specified.

Vendor should specify how long it will take for computer systems to arrive at the College from the time a purchase order is received. Vendor should indicate if it can guarantee the shipment and delivery of computer systems to LLCC in a specified amount of time, not to exceed two (2) weeks. Vendor should then also indicate what remuneration will be given to the College should Vendor be unable to satisfy the delivery guarantee. |
| 5: References | List a minimum of three references, with contact information, for which Vendor is currently supplying the proposed computer systems. |
Submission of Proposals
Vendors must submit one (1) signed original and one (1) copy of the complete proposal to the following address:

Sylvia Stemmons, Director of Purchasing
Request For Proposal #FY99-5
Lincoln Land Community College
5250 Shepherd Road
PO Box 19256
Springfield, IL 62794-9256

in a sealed envelope clearly marked:

Request for Proposal #FY99-5: PC Supplier.

If Vendor will be using FedEx to mail the proposal, please use zip code 62703.

Proposals must be submitted on paper. Proposals in electronic format will not be accepted. Proposals submitted via facsimile will not be accepted.

Proposals will be accepted prior to 2:00 P.M., Springfield time, Friday, July 10, 1998. Vendors are responsible for ensuring that proposals are received by the above office prior to the deadline. Proposals received after the deadline will not be considered.

Signature of this proposal constitutes a legal offer.

Time Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 P.M., Friday, June 26, 1998</td>
<td>Questions, discrepancies, clarifications, etc. regarding RFP are due, via fax, to the Director of Purchasing.</td>
</tr>
<tr>
<td>Friday, June 26, 1998</td>
<td>Vendor contact name, voice telephone number and fax number due, via fax, to the Director of Purchasing.</td>
</tr>
<tr>
<td>Wednesday, July 1, 1998</td>
<td>Addendum faxed to all perspective vendors.</td>
</tr>
<tr>
<td>2:00 P.M., Friday, July, 10, 1998</td>
<td>Proposal due.</td>
</tr>
</tbody>
</table>

Note: All times listed are prevailing for Springfield, IL.
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<th>Vendor Information</th>
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<tr>
<td>Company</td>
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<tr>
<td>Address</td>
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<tr>
<td>Authorized Signature and Title</td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Phone Number</td>
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<td>Fax Number</td>
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