



## **REQUEST FOR QUOTE: WINDOWS BASED DEVICES (2026)**

### **Opportunity Overview**

Independent School District No. 273 Edina Public Schools is seeking proposals for the **PURCHASE** of Windows-based Devices – (Laptops 200 units). Detailed information on the specs required by the district is included in the specifications portion of this RFQ.

### **Eligibility**

Vendors must have a current, eligible Joint Powers-eligible cooperative agreement in which to base their proposed pricing on.

### **Submission Process**

Questions can be submitted via email up until **December 19, 2025**

Questions can be emailed to [ktrites@catalystsourcing.com](mailto:ktrites@catalystsourcing.com).

After receipt of all questions, a response addendum will be emailed to all known participating vendors.

Proposals for devices and related items will be received either electronically until **5:00 PM, January 5, 2026** by emailing your proposal documents to [ktrites@catalystsourcing.com](mailto:ktrites@catalystsourcing.com).

### **Proposal Content Requirements**

#### **Submissions should include:**

- **Proposal Forms**
  - Vendors shall submit their proposals upon the Submission Worksheet included with the specifications.
    - The Edina Public Schools' School Board reserves the right to accept or reject any or all proposals or parts of such proposals and waive any formalities or irregularities in quoting process. No proposal may be withdrawn for a period of thirty (30) days after receipt without the consent of the Edina Public Schools' School Board. All quotations are to be F.O.B., Edina, MN.
- **Proposal Data**
  - Vendors are encouraged to provide other information or documentation applicable to their proposal along with the worksheet provided.
  - Proposed data should include:
    - Specification sheets for proposed devices
    - Document explaining repair process, estimated completion time, status communications, and remedies for service failure (time or completion)
    - Documentation on the repair process to include any Web portals, paperwork, and contact information needed to facilitate repairs of devices

### **Process Timeline**

Event/Milestone	Date
Release of Documentation	<b>12/8/2025</b>
Deadline for vendor questions	<b>12/19/2025</b>
Proposal Deadline	<b>1/5/2026</b>
School Board Recommendation	<b>2/5/2026</b>
Submission of Purchase Order (no later than)	<b>3/1/2026</b>
Product Delivery (on-or-before)	<b>5/1/2026</b>

## Evaluation and Selection Criteria

The district will evaluate each individual item and may choose to award any combination of items to vendors who submit. Contracts will be awarded after confirmation by the Edina School District of the Vendor's ability to comply with all requirements called for in the general provisions and specifications.

The Edina School District reserves the right to evaluate all proposals and determine whether the district's specifications and requirements are satisfied and to award contracts as the Edina School District determines to be in its best interest.

The Edina School District reserves the right to award the contract; reject all proposals; and/or waive minor irregularities or discrepancies within the sourcing process based solely on the district's evaluation of best value.

The following criteria will be used for evaluating proposals:

Evaluation Point Description	Weight (%)
Cost	35%
Adherence to technical specifications	30%
Warranty and support offerings	20%
References and prior performance/relationship with district	15%

## Terms and Conditions

- A. **Eligibility & Compliance with Federal and State Law:** Vendor must assure District that they have complied with all applicable Federal and State laws, regulations and rules.
- B. **Invitation:** The invitation to quote, which is attached hereto, and everything contained therein is adopted by reference and made part of these specifications and conditions.
- C. **General Criteria for Award:** After taking into consideration conformity with the specifications, timelines and other conditions imposed in the call for proposals, an award shall be made to the lowest responsible vendor.
- D. **Writing:** Within ten days of the award, persons having authority to contract for the parties shall duly execute a formal contract covering the subject matter of the proposal.
- E. **Form of Proposals:** The proposal must be submitted on the form prescribed by the District, a sample of which is contained in these specifications.
- F. **Vendor Qualifications:** The District reserves the right to refuse to consider the proposal of a vendor who is not known to be reliable, skilled, and regularly engaged in providing the service and/or goods described in the request. In addition, the District may require of any vendor to provide evidence satisfactory to the District, of the vendor's financial responsibility, and ability to efficiently, economically and satisfactorily perform the services and/or deliver the goods required by the District.
- G. **Rejection of Proposal:** In addition to grounds for rejection stated elsewhere in law, or in these specifications and conditions, the District may reject a proposal if:
  - 1) The vendor fails to provide reasonable evidence reasonably requested pursuant to G.
  - 2) The vendor misstates or conceals any material fact in their proposal.
  - 3) The proposal submitted is conditional.
- H. **Alterations and Erasures:** A proposal containing an alteration or erasure of any price contained in the proposed quote, which is used in determining the lowest responsible quote shall be rejected unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the proposal.
- I. **Identical low Proposals:** In the case of identical low proposals from two or more vendors, the Board may at its discretion utilize negotiated procurement methods with the tied low vendors with lowest proposals for that particular transaction, so long as the price paid does not exceed the original proposal.
- J. **Single Quote:** In the case where only a single proposal is received, the Board may, at its discretion, negotiate a mutually agreeable contract with the vendor so long as the price paid does not exceed the original proposed quote.
- K. **Withdrawal and Award Deadlines:** No vendor may withdraw his/her proposal within 60 days after the date of opening. The District may elect to take up to 60 days to decide which vendor is to receive the award.
- L. **Award Options:**  
District reserves the right to:
  - 1) Award this contract in part or whole to a single vendor
  - 2) Reject any or all quotes/proposals.
  - 3) Award contract based on the investigation of vendors, as well as acceptance of alternates, all of which the Owner deems to be in their best interest.
  - 4) Waive informalities or minor irregularities in proposals and waive minor irregularities or discrepancies in RFP procedure.
  - 5) Cancel a contract entered in to with the successful vendor at any time, upon 30 days' written notice, if the District's standards are not met.
  - 6) the District is solely responsible for rendering the decision in matters of interpretation of all terms and conditions.
  - 7) The District, in determining the lowest responsible vendor, will consider in addition to the RFP process, the quality, suitability and adaptability of the item(s) to be purchased for the use for which it is intended.
  - 8) Trade-in policy and allowances will be considered where appropriate.
- M. **Collusion:**  
Collusion is grounds for bid rejection of all collusive vendors.

## Terms & Conditions (cont'd)

- N. **Title IX Compliance Notice & Non-Discrimination Policy:** The District strictly adheres to Minnesota State Statute Section 181.59, Discrimination on Account of Race, Creed, or Color Prohibited in Contract, for the contracts it will enter into. During the performance of this contract, the vendor agrees that it shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, sexual orientation, disability, age, marital status, or public assistance status. The Bidder will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status.

Vendors shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute Chapter 363A
  - The Equal Employment Opportunity Act of 1972
  - The Rehabilitation Act of 1973
  - The Age Discrimination in Employment Act of 1967
  - The Equal Pay Act of 1963
  - The Job Training Partnership Act of 1982
- O. **Equal Opportunity:** It is the policy of the District, in compliance with current Federal and State statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, not to discriminate on the basis of sex, race, religion, color, national origin, economic status, disability, age or marital status in any of the educational programs or personnel practices of the Edina School District. The Superintendent is designated as coordinator for compliance for all areas relating to educational programs and personnel practices. Title IX prohibits school districts from conducting business with any contractor or vendor not complying with Title IX requirements.
- P. **Requirements for onsite service providers:** Vendor employees and contractors who will be providing services on District premises must have been subject to a state and federal criminal background check and drug/chemical screening within the past 18 months.
- Q. **Insurance Requirements:** You may be required to provide proof of insurance as requested by District. Coverage levels described below should be considered MINIMUM requirements.

Insurance	Description	Coverage	Aggregate
Worker's Compensation	State Statutory Employer's Liability	\$500,000	n/a
Comprehensive General Liability (including Premises-Operations; Independent Contractor's Protective; Products and Completed Operations; Broad-Form Property Damage)	Bodily Injury; Property Damage; Combined Single Limit	\$1,000,000 each occurrence	\$2,000,000 aggregate
Blanket Contractual Liability	Bodily Injury; Property Damage; Combined Single Limit	\$1,000,000 each occurrence	\$2,000,000 aggregate
	Personal Injury, with Employment Exclusion Deleted	\$1,000,000 each occurrence	\$2,000,000 aggregate
Comprehensive Automobile Liability	Bodily Injury; Property Damage; Combined Single Limit	\$1,000,000 each occurrence	\$2,000,000 aggregate

- R. **Non-Waiver of Specifications and Conditions:** Failure or neglect of the District to require compliance with any term, condition, or specification of the quoting shall not be deemed a waiver of the same.
- S. **Terms of Payment:** Payments will be according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest. Nothing in the vendor's proposal, quote, contract, or invoice will override this provision.
- T. **Prompt Payment to Subcontractors:** Contract to comply with 2006 Minnesota Statute, Chapter 471.425 regarding "Prompt Payment to Subcontractors" or the specification whichever is most stringent. 471.425 requires the prime contractor to pay any subcontractor or supplier within 10 days of the prime contractor's receipt of payment from the municipality for undisputed services or supplies provided by the subcontractor or supplier. Refer to the statute for additional information.
- U. **Taxes:** No direct charge may be made for federal, state or municipal sales and excise taxes, for which Independent School District 273 is exempt. The quote price shall not include the amount of any such tax. The vendor shall pay all taxes imposed on any and all goods and/or services used so that there will be no liability on the part of the Owner for any type of tax assessed thereon.  
**Minnesota Taxes:** Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Sub 1, Para. (J).  
**Excise Taxes:** Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by successful vendor(s) to reclaim such charges.
- V. **Confidentiality:** All documents, materials and information supplied to the School District are subject to the Minnesota government data practice act.

## General Specifications

It is the intent of the Edina School District No. 273 to acquire Windows-based Laptops and accessories as described in the specifications below. These can be awarded to one vendor, or each item can be awarded to individual vendors based on response.

All equipment supplied pursuant to this solicitation shall be new, or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The Vendor shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts, or workmanship and/or inadequate design at no cost to the purchaser.

Proposed price shall be all inclusive so that no other charges shall be applicable to the Edina School District.

The specifications describe the approved models as an example. Participating vendors can propose these specific devices or those that are equivalent.

## Laptop Specifications

Description	Specification
<b>Approved Models*</b>	Lenovo L14 Gen 6 or equivalent
<b>Processor</b>	AMD Ryzen 5 Pro or equivalent/better
<b>RAM</b>	DDR5 32 GB minimum (on single SODIMM with 2nd open slot preferred, open to two (2) 16-GB sticks)
<b>Storage (Hard Drive)</b>	512 GB NVMe or greater
<b>Network Interface Card</b>	10/100/1000 LAN w/ Wake-on-LAN capabilities
<b>Wi-Fi</b>	Wi-Fi 6e or better
<b>Display</b>	14" screen 1920x1080 or better <b>touchscreen</b>
<b>Graphics</b>	Integrated
<b>Bluetooth</b>	Yes
<b>Camera</b>	Webcam built-in
<b>USB</b>	3 or more (2 USB-Cs + at least 1 USB-A)
<b>Video Out</b>	Full HDMI
<b>Expansion Slot</b>	Card reader (optional)
<b>Keyboard</b>	Integrated <b>Backlit</b> keyboard
<b>Biometrics</b>	Fingerprint Reader
<b>Trackpad</b>	Physical mouse buttons on trackpad preferred
<b>Audio</b>	Integrated sound with audio in/out
<b>Warranty</b>	3-Year Depot Warranty
<b>Battery</b>	8+ hours battery (longer preferred)
<b>Additional peripherals or accessories</b>	<p>The district is interested in any additional items that may be included in the proposal. This could include enrollment and preparation services.</p> <p>Please indicate if your proposal includes items and quantities such as additional batteries, power adapters, and spare parts depot.</p>

**All equipment must be delivered no later than May 1, 2026**

## Quote Worksheet

### Your Company Information

Company Name	CDW	Contact Name	Mayank Srivastava
Address	625 W Adams	City	Chicago
State	IL	Zip	60010
Joint Powers Agreement utilized (Holding organization & contract number)		SourceWell	

### References

District/Organization	Contact Name	Contact Email	Contact Phone
Mankato Public Schools	Angie Potts	<a href="mailto:Apotts1@isd77.org">Apotts1@isd77.org</a>	5073877698
Green Bay Public Schools	Amy Jaeckel	<a href="mailto:aljaeckel@gbaps.org">aljaeckel@gbaps.org</a>	9204482149

### Questions

Question	Your Response
Have you reviewed & agree with all terms, conditions, specifications, and requirements as described? [Y/N]	Y
Have you provided all documentation required (as found on page 1)? [Y/N]	Y
Are you able to maintain the proposed pricing for up to 1-year for additional orders? [Y/N]	N-Market Conditions will not allow
What is the approximate number of weeks between order submission date and delivery to district? [#]	4-6 weeks
What is the latest date for receipt of Purchase Order to ensure delivery by May 1 <sup>st</sup> , 2026? [DATE]	ASAP

### Device Pricing

Description	Qty	Unit Manufacturer	Unit Model	Price Per Unit (FOB)	Net
Laptop Computers	200	Lenovo	L14	\$985	\$197,000

### Alternative Option - Device Pricing

Description	Qty	Unit Manufacturer	Unit Model	Price Per Unit (FOB)	Net
Laptop Computers	200				

### Additional Item Pricing

Please share any additional parts, services, or warranty included or discounted based on the proposed units above.

- Examples: Power Cords, Parts Depot, Batteries, additional support, extended warranty coverage, etc.

Description/Includes	Quantity Proposed	Per unit price proposed	Net
3-Year Depot Warranty – Laptops	200	Included	NA
Basic Tenant Enrollment	200	\$7	\$1400