

Mansfield Middle School  
REQUEST FOR QUOTE (RFQ)

**HP EliteDesk 800 G3**

May 2017

**SUBMISSION/CONTACT ADDRESS**

Mansfield Middle School  
Mansfield, CT  
Attn: Jamie Reopell  
RFQ16MS@mpssites.org

*Quotes will be accepted in electronic format.*

**Summary**

Mansfield Middle School is seeking desktop computers to upgrade student machines for classrooms/computer labs. The requested model is HP EliteDesk 800 G3.

**Core Specifications**

The quote must include the following:

- Quantity 20: HP EliteDesk 800 G3 – HP Part# 1FZ06UT#ABA
  - 8GB RAM
  - 256GB SSD
  - Core i5 7500

Mansfield Middle School reserves the right to potentially modify the above quantities depending on pricing and available funding.

**Proposal Submission Requirements**

Quotes will be accepted in electronic format only. If there are any additional costs for shipping or otherwise, it should be listed on the quote. Vendors may use a format of their own choosing for the quote. The quote can be submitted at the email address identified earlier in this RFQ. Questions about the process should be directed to the same email address as well.

**Selection Process**

Pricing is the driving factor in the selection process, however it is not the only factor as the school will consider the vendor's ability to fulfill this product request. Mansfield Middle School reserves the right to reject any or all submissions, to select an applicant in a manner that is advantageous to the school, and to waive all formalities in the bidding. The vendor is responsible for submitting a quote for consideration in a timely manner with a desired deadline of Tuesday, May 30th, 2017. If a sufficient number of proposals are not received by the deadline, Mansfield Middle School

reserves the right to extend the deadline. Mansfield Middle School reserves the right to extend the deadline to request additional information from vendors.

Mansfield Middle School does not expressly state or imply any obligation to reimburse responding applicants for any expenses incurred in preparing submissions in response to this request. The selected firm is expected to meet any relevant state and federal legal requirements. Mansfield Middle School is an equal opportunity employer.