

# **REQUEST FOR PROPOSAL**

**Purchasing & Procuring Hardware, Management of Computers &  
Warranty Repairs.**

**For the Fiscal Year 2022-2023**

**PROPOSALS TO BE RECEIVED BY:**

**DATE: May 5, 2023**

**TIME: 5: 00 PM**

**EMAIL: [ksauter@hcacs.net](mailto:ksauter@hcacs.net)**

**PROPOSER INFORMATION**

Vendor Name/Consultant Name: Vendor

Mailing Address: Mailing address

City, State, Zip Code: City State Zip code

Federal ID or Social Security Number: Number

Contact Person: Contact name

Email Address: Contact email address

Telephone Number: Contact telephone number

Toll-Free Telephone Number: Telephone number

Fax Number: Fax number

*I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.*

Authorized Signature: \_\_\_\_\_

Name (type or print): \_\_\_\_\_ Title: \_\_\_\_\_

## **PURPOSE OF THE REQUEST FOR PROPOSAL**

Horse Creek Academy of Aiken, SC is seeking Request for Purchasing & Procuring of Hardware, Management of Computers & Warranty Repairs. The selected company will have computers equipped with the required testing. The selected company will help maintain the computers as well as repair broken computers.

### **Instruction and Information to Proposers**

The deadline for submission of proposals is 5:00 p.m. EST, May 5, 2023. One copy of your proposal is required and should be emailed/delivered or addressed to Katie Sauter Horse Creek Academy, 1200 Toolebeck Rd, Aiken, South Carolina 29803. Any proposals received later than the specified time will not be considered and will be returned unopened to the offeror regardless of when it was mailed. Evaluation of each proposal will be made as soon as possible with the award contingent upon approval of the Horse Creek Academy Leadership Team.

Horse Creek Academy reserves the right to reject any or all proposals or to cancel this request in its entirety.

Any questions relating to this proposal must be submitted in writing by email ksauter@hcacs.net through May 5, 2023. If an email response verifying receipt of request is not received within 24 hours, please call Katie Sauter at 803-226-0160.

*Award:* The project will be awarded based upon the approval of the Horse Creek Academy Leadership Team.

*Termination:* Subject to the provisions below, the contract may be terminated for any reason by the Institute with a thirty (30) day advance notice in writing to the firm.

*Termination for Convenience:* In the event that this contract is terminated or cancelled upon request, and for the convenience of Horse Creek Academy without the required thirty (30) days advance written notice, Horse Creek Academy may negotiate reasonable termination costs, if applicable.

*Termination for Cause:* Termination by Horse Creek Academy for cause, default, or negligence on the part of the firm shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The thirty (30) days advance notice requirement will be waived and the default provision in this bid shall apply.

## ***Description of Horse Creek Academy***

### **Background**

Horse Creek Academy was founded in 2002 under the name Midland Valley Preparatory School in Graniteville, S.C. A small institution, it started with a low number of students in grades 4K-6 set up in small portable units. The closeness of the faculty, staff, students and parents fostered a supportive community that was in tune with every child's individual educational experience. MVP soon expanded to include education in 7th and 8th grade, offering a complete middle level education based in its philosophy of choice in education and individual attention. In fall 2013, under new direction, the MVP administration and executive board saw that it was difficult for the nurturing faculty to carry out its important mission in such a small space. The school was created to give parents and students a worthy choice in free public education, so they decided that an expansion would provide the means to do so. Plans to buy a new facility started taking shape at the beginning of 2014, and the purchase of a property in Aiken, housing an unfinished school, was made in April of that year. Once plans were in motion to purchase the new facility, the decision to change the name of the school was made. Midland Valley Preparatory School became Horse Creek Academy to signify both the school's journey into the horse country of Aiken, S.C., and its roots in the Horse Creek area.

### **Political Information**

Currently Horse Creek Academy's Board of Directors is a nine-member body.

### ***Time Considerations***

All proposals must be submitted to Horse Creek Academy no later than 5:00 p.m. May 5, 2023.

Horse Creek Academy may elect to interview representatives from selected consultants/firms.

The contract should be awarded no later than end of May 2023..

### **Proposal Packet**

In setting forth its qualifications, each consultant/firm submitting a proposal shall:

Provide the name of the firm and how long the firm has been in business;

Identify the specific cleaner to be installed and its specs;

Identify estimated time to complete project;

And provide any additional information that you feel would distinguish your firm in its service to Horse Creek Academy.

### **Communications and Response**

Katie Sauter is the designated representative for this project. For any information relative to this RFP, please direct all inquiries to:

Katie Sauter  
Horse Creek Academy  
Ksauter@hcacs.net  
803-226-0160

### **Notification of Intent to Respond and Clarification Questions**

Please indicate your intention to respond, by email, to the above email address by the *Intent to Respond and Questions Due* date outlined in the *Key Dates* table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the *Answers Provided* date.

### **Response Delivery Instructions**

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5:00 pm ET) on the *Proposals Due* date indicated in the *Key Dates* table below.

## Key Dates

<b>Event</b>	<b>RFP Issued</b>	<b>Intent to Respond and Questions Due</b>	<b>Answers Provided</b>	<b>Proposals Due</b>
<b>Date</b>	04/14/2023	05/03/2023	05/04/2023	05/05/2023
<b>Time</b>	5 PM	5 PM	5 PM	5 PM

### **No Obligation**

The submission of a proposal shall not in any manner oblige Horse Creek Academy to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

### **Agreement of Non-Disclosure**

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of Horse Creek Academy solely for the benefit of Horse Creek Academy.

### **No Guarantee**

Horse Creek Academy makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

Does your firm have a record of substandard work? Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

How can your firm help Horse Creek Academy streamline existing processes and improve productivity with your product or services?

***All offertories must visibly mark as “Confidential” each part of their proposal, which they consider containing proprietary information.***