

Release Date: July 1, 2009

**Computer and Office Equipment for the Lower East Side Business Improvement District
Request for Proposals**

I. GENERAL INFORMATION

A. Mission of the Lower East Side Business Improvement District

The Lower East Side Business Improvement District (LES BID) was established in 1992 as a non-profit corporation to enable property owners, merchants, and residents to collaboratively preserve and enhance the unique character of Manhattan's Lower East Side neighborhood. The LES BID was formed in response to the many years of economic and physical decline of the commercial area and surrounding neighborhood. Today, the LES BID has a membership that includes over 600 merchants and property owners. Many of these business owners reside in the neighborhood and employ local residents. The LES BID's mission is to revitalize the Orchard Street Shopping District while preserving its unique and diverse character.

B. Overview of Services Requested and the Submission Process

The LES BID recently signed a lease for the commercial space at 54 Orchard Street, which will serve as the organization's Visitor Center and administrative offices. The organization's Board of Directors elected to rent this new location in an effort to overcome the overcrowding and poor spatial layout that the LES BID experienced in its previous location. The LES BID will occupy both the ground floor space at 54 Orchard Street, which comprises roughly 1,780 square feet. As part of the outfitting of the new office, the LES BID seeks a consultant to help the organization design a computer system to meet its needs, purchase and install computers/related equipment (including any necessary cabling), and provide an ongoing service agreement.

II. PROJECT

The LES BID will renovate its new office space at 54 Orchard Street this summer. As part of its renovation and restructuring, the organization wishes to purchase all new **Apple Computers** as well as compatible software (including user licenses) and equipment (including printers). The proposed system will be used by up to eight (8) staff people (including a graphics designer), and will also include an informational kiosk for visitors and an Internet access point for merchants who comprise the business improvement district. The LES BID requests the services of an experienced computer consulting firm to help us design the system to meet our needs, purchase and install the equipment, and also provide options for ongoing service and maintenance. **Schedule A** includes a sample of the equipment the LES BID wishes to purchase. The organization may purchase all or part of the equipment in this list, but will use each responding consultant's pricing as a means to evaluate the competitiveness of each proposal.

III. INSTRUCTIONS

Proposals should provide a straightforward, complete and concise description of the firm's capabilities to satisfy the requirements of the RFP.

- Please review the requirements and schedule noted Schedule A.
- Please email any questions to Anthony Scotto, Project Manager at atsgrantwriter@gmail.com. (Subject Line: Computer BID Question)
- Please submit the required pricing information via mail in a sealed envelop

Proposals must be received no later than 5:00 pm EST, July 31, 2009

Deliver proposals to:

ATTN: Roberto Ragone/RFP
Lower East Side Business Improvement District
54 Orchard Street
New York, NY 10002
212.226.9010, ext. 14

NOTE: The fee proposal must be submitted in a separate, clearly-marked, sealed envelope. The fees will not be opened until all proposals have been initially evaluated. Although proposed fees will be taken into account, the LES BID reserves the right to negotiate a lower or different fee structure with any firm that is selected.

IV. TAX EXEMPTION

The LES BID is a non-profit 501 (c)(3) organization. Our tax exempt status must be reflected in the pricing.

V. QUALITY and SERVICE REQUIREMENTS

- No substitutions of any of the items are to be made.
- All hardware and software must arrive without defect.
- Any shipping damages must be rectified within 24 hours.
- All materials to be shipped must be done so in boxes clearly marked Lower East Side BID, 54 Orchard Street, New York, NY 10002.
- A packaging slip must be included with the following information: line item description, quantity ordered, quantity included in shipment, and unit price.

VI. SELECTION CRITERIA

For the bid selection process each category will be evaluated separately for completeness. Evaluation is based on pricing for the category including any shipping costs to 54 Orchard Street, New York, NY. Experience providing services to non-profit organizations, as well as familiarity

with HUD/CBGB grants are preferred. Reasons for bid disqualification: Not properly following instructions or being able to meet the Quality and Service requirements.

The LES BID reserves the right to reject any proposals submitted if such election is deemed to be in the best interest of the LES BID. The LES BID assumes no obligation, no responsibility and no liability for costs incurred by the responding firms prior to the issuance of a contract.

Schedule A

This list represents a sample of some of the equipment the LES BID may purchase through its agreement with a potential bidder. Please indicate the following:

Item	Unit Cost
HP Photosmart C2780 All-in-One Printer	
Brother MFC-8460N Multifunctional Printer	
iMAC 24" / 3.06GHz Intel Core 2 Duo / 4GB RAM / 1 TB HD (SKU: MB420LL/A)	
3-Year AppleCare Protection Plan for iMac	
Xserve Two 2.26Ghz Quad Core (8 Core) Xeon (SKU: Z0GM1LL/A)	
Xserve RAID Card	
Apple Drive Module 1 TB SATA for Xserve (SKU: MB838G/A)	
750W Xserve Power Supply Kit	
MS Office 2008 for Mac	

Please also indicate the following:

- a) Price for consultation to understand LES BID computer needs and design system.
- b) Price for installation, including cabling, by hour or sum total.
- c) A selection of possible service and maintenance plans with pricing.
- d) Your company's experience, examples of relevant past work, three references, and evidence of services provided to non-profit organizations.

[End of Schedule A – Project Bid List]