**REQUEST FOR PROPOSAL (RFP)** **Town of Houlton – Computer Equipment Purchase and Installation**

**Issue Date:** September 2, 2025

**Proposal Due Date:** September 17, 2025 at 10:00 AM

### **1. Introduction**

The Town of Houlton is seeking qualified vendors to submit proposals for the **purchase, installation, and data migration** of **17 desktop computers** and **5 laptop computers**. The selected vendor will be responsible for furnishing all labor, equipment, and materials necessary to complete the installation and ensure seamless transfer of existing data to the new systems.

### **2. Scope of Work**

The successful bidder shall provide:

* 17 new desktop computers meeting the specifications outlined below.
* 5 new laptop computers meeting the specifications outlined below.
* Installation and setup of all equipment.
* Data migration from existing systems to new systems.
* Testing to ensure full operability post-installation.

### **3. Equipment Specifications**

#### **Desktop Computers (Qty: 17)**

* Processor: Intel i5, 14th generation or equivalent/newer
* RAM: Minimum 16 GB DDR5
* Ports: USB, USB-C, 2 DisplayPorts, HDMI
* Peripherals: Keyboard and mouse (monitors not required)
* Operating System: Windows 11

#### **Laptop Computers (Qty: 5)**

* Screen Size: Minimum 16 inches
* Processor: Intel i5, 14th generation or equivalent/newer
* RAM: Minimum 16 GB DDR5
* Keyboard: Must include a number keypad
* Operating System: Windows 11

### **4. Deliverables**

* Delivery and installation of all 22 systems
* Transfer of data and user settings from current machines
* Documentation of work performed and equipment installed
* Warranty and support information

### **5. Proposal Requirements**

All proposals must include the following:

* Itemized cost breakdown (hardware, labor, installation, etc.)
* Equipment specifications (make/model)
* Estimated delivery and installation timeline
* Company qualifications and relevant experience
* Warranty and support terms

### **6. Evaluation Criteria**

Proposals will be evaluated based on the following:

* Cost effectiveness
* Compliance with equipment specifications
* Experience and qualifications
* Delivery and installation timeline
* Warranty and support offerings

### **7. Submission Guidelines**

Proposals must be submitted by September 17, 2025 at 10:00 AM to:

**Contact Name:** Cameron Clark  
 **Title:** Town Manager  
 **Email:** town.manager@houlton-maine.com  
 **Mailing Address:** 21 Water Street, Houlton, Maine 04730  
 **Phone:** (207) 532-7111

Late submissions will not be considered.

### **8. Terms & Conditions**

* The Town of Houlton reserves the right to reject any or all proposals.
* Vendors are responsible for ensuring compatibility with existing infrastructure.
* Any proprietary software or licenses must be disclosed in the proposal.