

Request for Proposals

Purchase of Seven Business-Class Laptop Computers

RFP Number: BCIDA-2026-092920262

Issue Date: 9-29-2026

Proposal Deadline: 10-09-2026

Issued by

Industrial Development Authority of Brunswick County, Virginia
116 W. Hicks Street
Lawrenceville, Virginia 23868

1. Purpose

The Industrial Development Authority of Brunswick County, Virginia (“IDA”) is requesting proposals from qualified technology vendors for the purchase and delivery of seven new business-class laptop computers.

The IDA intends to select the proposal offering the best overall value based on compliance with the specifications, price, warranty and support, delivery schedule, and vendor qualifications.

2. Procurement Schedule

Activity	Date
RFP issued	09-29-2026
Deadline for vendor questions	10-05-2029
Responses to questions issued	10-06-2029
Proposal submission deadline	10-09-2026
Anticipated award	TBD
Desired delivery	Within 30 calendar days of award

The IDA may modify this schedule by issuing a written addendum.

3. Contact Information

All questions concerning this RFP shall be submitted in writing to:

Jeff Reed, Executive Director

Industrial Development Authority of Brunswick County, Virginia

Telephone: 434-202-9972
Email: jreed@bcida.org

Vendors shall not contact individual IDA Board members regarding this procurement.

4. Minimum Technical Specifications

The IDA is requesting seven identical laptops. Each laptop must be new, currently supported by the manufacturer, and supplied through an authorized reseller or distributor. Used, refurbished, demonstration, or previously registered equipment will not be accepted.

Component	Minimum requirement
Quantity	Seven laptops
Classification	Business-class laptop
Operating system	Microsoft Windows 11 Professional, 64-bit
Processor	Current-generation Intel Core Ultra 5, AMD Ryzen 5 PRO, or equivalent/better x86-64 processor
Memory	Minimum 16 GB RAM
Storage	Minimum 512 GB NVMe solid-state drive
Display	14- to 16-inch, minimum 1920 × 1080 resolution, anti-glare
Graphics	Integrated graphics or better
Camera	Minimum 1080p webcam with privacy shutter
Audio	Integrated speakers and dual-array microphone suitable for Microsoft Teams or similar conferencing
Wireless	Wi-Fi 6E or better and Bluetooth 5.3 or better
Ports	At least two USB-C ports, two USB-A ports, one HDMI port, and an audio connection
Charging	USB-C charging preferred
Keyboard	Full-size, spill-resistant, backlit keyboard
Security	TPM 2.0, Secure Boot, BIOS/UEFI password capability, and BitLocker compatibility
Battery	Manufacturer-rated for at least eight hours of normal business use
Adapter	Manufacturer-provided AC power adapter included
Warranty	Minimum three-year manufacturer warranty with next-business-day onsite service preferred
Condition	New equipment in original manufacturer packaging

Proposals may offer specifications exceeding these requirements. Vendors shall clearly identify any specification that does not meet the stated minimum.

5. Preferred Features

The following features are preferred and may be considered during evaluation:

- Three-year accidental-damage protection.
- Onsite warranty service.
- User-replaceable or serviceable storage and battery.
- EPEAT Gold or ENERGY STAR certification.
- Minimal manufacturer-installed trial software.
- Manufacturer recovery media or recovery-image access.
- Fingerprint reader or Windows Hello-compatible facial recognition.
- A minimum of one Thunderbolt 4 or USB4 port.
- Weight of approximately four pounds or less.

6. Optional Pricing

Vendors shall provide separate optional pricing for the following items. Optional items will not necessarily be purchased and shall not be included in the base laptop price.

1. Upgrade to 32 GB RAM.
2. Upgrade to a 1 TB NVMe solid-state drive.
3. Compatible USB-C docking station.
4. Business-grade padded carrying case.
5. Three-year accidental-damage protection.
6. Initial setup, operating-system updates, removal of trial software, and installation of IDA-provided applications.
7. Secure data transfer from existing computers, if requested.

7. Vendor Responsibilities

The selected vendor shall:

- Provide seven identical laptop computers meeting or exceeding the specifications.
- Include all shipping, handling, delivery, and related charges in the proposed price.
- Provide manufacturer names, model numbers, and complete technical specifications.
- Confirm that the vendor is authorized to sell and support the proposed equipment.
- Register warranties in the name of the IDA when requested.
- Provide warranty documentation and serial numbers at delivery.
- Coordinate delivery with the IDA's designated representative.
- Replace equipment delivered damaged, defective, incorrectly configured, or otherwise noncompliant at no additional cost.
- Notify the IDA before making any substitution to an approved manufacturer or model.

8. Proposal Requirements

Each proposal shall include:

1. Vendor's legal name, address, telephone number, website, and primary contact.
2. Manufacturer and exact model number of the proposed laptop.
3. Detailed technical specifications.
4. Completed pricing schedule.
5. Warranty coverage and service-response information.
6. Estimated delivery date following receipt of a purchase order.
7. Description of available technical support.
8. Identification of any exceptions to the RFP requirements.
9. Confirmation that pricing will remain valid for at least 60 days.
10. Two references from government, nonprofit, or business customers for which the vendor has provided comparable equipment.
11. A completed and signed Proposal Certification.

9. Pricing Schedule

Required Equipment

Item	Quantity	Unit price	Extended price
Business-class laptop meeting specifications	7	\$ _____	\$ _____
Shipping and delivery	1	\$ _____	\$ _____
Other required charges—describe	1	\$ _____	\$ _____
Total proposed price			\$ _____

Optional Equipment and Services

Optional item	Quantity	Unit price	Extended price
Upgrade to 32 GB RAM	7	\$ _____	\$ _____
Upgrade to 1 TB SSD	7	\$ _____	\$ _____
USB-C docking station	7	\$ _____	\$ _____
Carrying case	7	\$ _____	\$ _____
Three-year accidental-damage protection	7	\$ _____	\$ _____
Initial configuration and software setup	7	\$ _____	\$ _____
Data transfer from existing computers	7	\$ _____	\$ _____

The IDA is generally exempt from Virginia retail sales and use taxes. Applicable tax-exemption documentation will be provided to the selected vendor.

10. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Criterion	Weight
Compliance with technical specifications	30%
Total cost	30%
Warranty, service, and technical support	20%
Delivery schedule and product availability	10%
Vendor qualifications and references	10%
Total	100%

The IDA may request clarifications, conduct discussions, or seek a best-and-final offer from one or more vendors.

11. Submission Instructions

Proposals must be received no later than **NOON on 10-09-2026**.

Electronic proposals should be submitted in PDF format

Email: jreed@bcida.org

Subject: Proposal—Seven Laptop Computers—RFP BCIDA-2026-092920262

Alternatively, sealed printed proposals may be delivered to:

Industrial Development Authority of Brunswick County, Virginia
 Attn: Jeff Reed, Executive Director
 116 W. Hicks St.
 Lawrenceville, Virginia 23868

Late proposals may not be considered. The vendor is responsible for confirming timely receipt.

12. General Terms and Conditions

1. The IDA may reject any or all proposals, waive minor informalities, cancel this solicitation, or request additional information when determined to be in its best interest.
2. Issuance of this RFP does not obligate the IDA to make an award or reimburse vendors for proposal-preparation costs.
3. Award may be made without further negotiation. Vendors should submit their most favorable terms initially.
4. The IDA anticipates making a single award for all seven laptops but reserves the right to make a partial award.
5. The successful proposal, this RFP, applicable addenda, and the IDA's purchase order will constitute the basis of the resulting agreement.
6. Equipment shall remain subject to inspection and acceptance by the IDA.
7. Payment will be made following delivery, inspection, acceptance, and receipt of a correct invoice. Unless otherwise agreed, payment terms shall be net 30 days.

8. No product substitutions may be made without prior written approval.
9. The successful vendor shall comply with applicable federal, Virginia, and local laws and procurement requirements.
10. The vendor shall not discriminate against any employee or applicant for employment on the basis of any status protected by law.
11. Small, women-owned, minority-owned, service-disabled veteran-owned, and other certified businesses are encouraged to submit proposals.
12. The contract shall be governed by the laws of the Commonwealth of Virginia.
13. Proposal materials may become public records subject to the Virginia Freedom of Information Act. Vendors must clearly identify information they believe qualifies for lawful protection and state the legal basis for the requested protection.
14. Any contractual terms submitted by a vendor that conflict with Virginia law or the terms of this RFP shall not bind the IDA unless expressly accepted in writing.

13. Proposal Certification

By signing below, the vendor certifies that:

- The information contained in the proposal is accurate.
- The proposed equipment is new and meets or exceeds the stated specifications, except where clearly disclosed.
- The proposed prices include all costs necessary to complete the purchase.
- The proposal will remain valid for at least 60 days.
- The vendor is authorized to transact business in the Commonwealth of Virginia, if required.
- The proposal was developed independently and without collusion.
- The signer is authorized to submit the proposal and bind the vendor.

Vendor's legal name: _____

Authorized representative: _____

Title: _____

Signature: _____

Date: _____

Telephone: _____

Email: _____