



REQUEST FOR PROPOSAL 2023 - IT MANAGEMENT & MAINTENANCE

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Due: Monday, January 30, 2022 at 9am

SUMMARY: The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to The Lakeview East Chamber of Commerce, a non-profit business organization is seeking requests for proposals for IT management and maintenance.

EQUIPMENT DETAILS:

Computers: 6 Broadway
3 Sheffield

Laptops: 3

1. Samsung Notebook, Model: NP365E5C
2. Lenovo Thinkpad
3. Lenovo Thinkpad
4. Lenovo (Bookkeeping laptop)

OBJECTIVE:

1.1 Provide Customer maintenance service during the Service Period. To keep all systems upgraded and running at appropriate speeds. Maintenance service may be provided by either remote service or by on-site visits when performing necessary or proactive service on Covered components. We would also like managed anti-virus and 24x7 access to a help desk. Monthly retainer fees or per hour service calls must be included.

1.2 Maintenance service obligations described herein extend to the computers, laptops, servers, switches, firewalls and other related network components.

DESCRIPTION OF CURRENT OPERATIONS: On-site server, External phone provider and Comcast as our internet provider (wifi).