

TOWN OF TRUMBULL, CONNECTICUT
TRUMBULL PUBLIC SCHOOLS
REQUEST FOR QUOTATION (RFQ)
SAMSUNG CHROMEBOOK2 COMPUTERS, LENOVO THINKPAD 11E LAPTOPS
AND BRETTFORD NETBOOK CARTS

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6115

DUE: APRIL 22, 2015 2:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from qualified vendors (herein after referred to as vendor, firm or bidder) for **SAMSUNG CHROMEBOOK2 COMPUTERS, LENOVO THINKPAD 11E LAPTOPS AND BRETTFORD NETBOOK CARTS**. As detailed herein for Trumbull Schools and in accordance with the enclosed Terms and conditions, specifications, and requirements.

1. **PREPARATION OF PROPOSALS**

Bids shall be submitted by using the BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

2. **BID SUBMISSION**

Bids are to be submitted in a sealed envelope clearly marked and addressed as follows:

Bid 6115 Due: APRIL 22, 2015

Purchasing Agent

KEVIN BOVA

Town of Trumbull

5866 Main Street

Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. **BID TIME**

Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any bid received after that time will not be opened or considered. A bidder may withdraw a proposal at any time prior to the above scheduled date and time.

4. **TOWN OPTIONS**

- a) The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. **INQUIRIES**

All inquiries regarding this request shall be answered up to the close of business on **APRIL 14, 2015**, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or

by Fax as appropriate to all bidders. All inquiries may be directed to Jeffrey Hackett, Trumbull BOE Technology at 203.452.4311 hackettj@trumbullps.org.

Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent or BOE will issue notification of award in writing or with a formal Purchase Order.

8. **PRICING**

All prices quoted are to be firm for a period of one (1) year following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

9. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

10. **HOLD HARMLESS CLAUSE**

The Bidder further agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

11. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

12. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

13. **ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

14. **REFERENCES**

All responders to this request shall submit with their proposal (See Attached Form) at least five (5) references for products supplied similar to those required herein. (List primary contact names, addresses and phone numbers, etc.). It is the intention of the Town to contact all references listed.

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OVERVIEW, SCOPE OF WORK, REQUIREMENTS AND SPECIFICATIONS

Statement of Purpose:

Trumbull Public School is seeking sealed bids for Samsung Chromebook2 Computers, Lenovo ThinkPad 11e Laptops and Bretford Netbook 32 Carts.

Overview:

Trumbull Public Schools would like to purchase 60 Samsung Chromebook2's installed in two carts (30 ea.) and 30 Lenovo ThinkPad 11e laptops installed in 1 cart. The Samsung Chromebook2's must have the Google Chrome OS Management License. The ThinkPad 11e laptops must have the TPS supplied software image loaded on each device. No product substitutions accepted.

Scope of Work:

1. All units are to be asset tagged (tags provided by TPS); installed in their respective Carts. ThinkPad 11e windows laptops must have TPS software image loaded.
2. The Carts need to be assembled, labeled and custom wired including AC Adapter Commercial Velcro per TPS specification.
3. All vendor work MUST be done offsite. Carts and laptops must be delivered as a finished product ready for use. Configuration, assembly or software imaging can NOT be done on TPS property. Delivery will be to 2 different school locations

Vendor Requirements:

1. Vendor bids shall conform to the requirements listed in this RFB.
2. The selected vendor shall have the responsibility to ensure that the products that are delivered to the District match the bid and the specifications listed in this RFB and all equipment is new and not refurbished.
3. The vendor shall have responsibility for any damage incurred during transit.
4. The selected vendor shall not increase the pricing listed in this RFB through June 1, 2015. If vendor sources reduce pricing, it is expected that this price reduction be passed on to the District.
5. The vendor must provide assurance that items ordered will be received within two weeks of purchase order release.
6. Pricing should be guaranteed for 60 days from bid award.
7. Vendor must be an authorized Google Education Reseller
8. Vendor must be an authorized Lenovo Service Center

Subcontracting:

Subcontracting of any services requested under this RFB is prohibited, unless those services requested exceed the scope of this proposal and are required to effect timely completion of requested service and are agreed to by the District in advance of service initiation and start of work.

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Selection Process and Minimum Requirements:

Each Vendor must meet the following minimum qualifications (company may not use sub-contractors to fulfill any obligations within its contract).

- Vendor shall conform to the requirements listed in this request.
- The selected contractor shall have the responsibility to ensure that the products that are delivered to District match the request and the specifications listed.
- If the vendor's source reduces pricing, it is expected that this price reduction be passed on to the School District.
- Vendor must provide three (3) total references of similar work performed

Evaluation Criteria:

Each Vendor's proposal will be evaluated. TPS will judge the quality of the each proposal based on (but not limited to) the following factors:

- Vendor Experience and References – 25%
 - Vendor's financial status and stability, commitment to program, history, experience, etc.
- Total Financial Cost – 35%
 - total financial value of proposal including hardware, leasing terms and Conditions, warranties, service and maintenance support, and any other value added options
- Vendor Management and Support Services – 40%
 - the extent the proposal provides the management and support services necessary to successfully implement the project

Bid Equipment and Specifications:

Windows Laptops:

- ThinkPad 11e Education N2940 4G/500G/W7P
- ThinkPad 1 year Depot

Chromebooks:

- Samsung Chromebooks2, 2.16GH/2GB/16GB/11.6
- Chrome OS Management Service – EDU Per unit

Carts:

- Bretford 32 Netbook Cart w/ 5in Casters + 2 locks

Custom wiring per TPS specs

Delivery of finished product

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PROPOSAL FORM

Item	Qty	Description	Unit Price	Total
1	30	Laptop ThinkPad 11e	\$	\$
2	3	Bretford Cart, Fully assembled and delivered	\$	\$
3	60	Chromebook2	\$	\$
4	60	Chrome OS Management	\$	\$
			TOTAL ITEMS 1 - 4	\$

TOTAL AMOUNT OF BID:

_____ DOLLARS

IN WORDS

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

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PROPOSAL FORM (continued)

The undersigned hereby submits proposal(s) for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

All detailed specifications and literature as required attached.

Delivery is (guaranteed) _____ days after receipt of order (ARO)

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for _____ days.

Company Name

by (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax

Email

Website

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REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least four (4) clients in the past five (5) years (attach any other client references if desired). PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 2:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 3:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 4:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

