

TOWN OF TRUMBULL, CONNECTICUT
TRUMBULL PUBLIC SCHOOLS
REQUEST FOR QUOTATION (RFQ)
DESKTOP COMPUTERS AND MONITORS

BID NUMBER 6200

DUE: AUGUST 4, 2016 2:00PM

GENERAL INSTRUCTIONS TO BIDDERS

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

DESKTOP COMPUTERS AND MONITORS

As detailed herein for Trumbull Schools and in accordance with the enclosed Terms and conditions, specifications, and requirements.

It is the intention of Trumbull Public Schools to contract for products and services to purchase and install instructional computers for Trumbull High School. The district is seeking more than a commodity vendor as the RFP is intended to incorporate the Vendors' expertise in streamlining the ordering, delivery, maintenance and support. Only Vendors with proven past performance with successful outcomes in similar initiatives will be considered. The Trumbull Public Schools plans to reduce total cost of ownership by working with an experienced vendor committed to providing the best full-service solution.

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 6200 Due: AUGUST 4, 2016 @ 2PM

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 **JULY 27, 2016**, 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. All other questions may be directed to **Kevin J. Bova Purchasing Agent** (203.452.5042) kbova@trumbull-ct.gov

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 will issue notification of award in writing along with Standard Contract agreement, The BOE will issue a formal Purchase Order.
Award will be made by the BOE on a combination of the proposal's item 1-4 of approximately 60 complete computers – monitors. It will also take in consideration of all the specifications and warranties.
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 & BOE 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**
Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest;
And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.
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 (4) 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.

15. **Bid Form and Pricing**

Contractor must fill out the accompanying Bid Form. Alternate pricing may be provided on a second copy of the bid form with details and/or explanations of the alternate bid included on the form and/or in a letter that does not exceed two (2) pages in length.

16. **WARRANTIES**

A copy of all applicable warranties must be submitted in full detail. include A THREE-YEAR, 8:00 a.m. to 5:00 p.m., 5 days a week warranty on all hardware and software. Hardware Warranty must be on-site (Trumbull Public Schools) and includes all parts and labor, four-hour on-site response time and a resolution within 24 hours.

17. **DELIVERY**

- a. Installation shall be scheduled with Jeff Hackett 203-452-4312 and HackettJ@trumbullps.org
- b. **Special consideration may be given to bidders that can expedite installation.**

18. **INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees those thirty (30) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town.

In the event of cancellation, the contractor will cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the BOE Facilities Department Office.

TOWN OF TRUMBULL, CONNECTICUT
TRUMBULL PUBLIC SCHOOLS
REQUEST FOR QUOTATION (RFQ)
DESKTOP COMPUTERS AND MONITORS

BID NUMBER 6200

DUE: AUGUST 4, 2016 2:00PM

OVERVIEW, SCOPE OF WORK, REQUIREMENTS AND SPECIFICATIONS

Statement of Purpose:

It is the intention of Trumbull Public Schools to contract for products and services to purchase and install instructional computers for Trumbull High School. The district is seeking more than a commodity vendor as the RFP is intended to incorporate the Vendors' expertise in streamlining the ordering, delivery, maintenance and support. Only Vendors with proven past performance with successful outcomes in similar initiatives will be considered. The Trumbull Public Schools plans to reduce total cost of ownership by working with an experienced vendor committed to providing the best full-service solution.

Scope:

Trumbull Public Schools seeks to contract with a single vendor for approximately 60 desktop units and Monitors. A majority of these computers will be replacements in one of our instructional Computer Labs.

All administrative services and materials required to fulfill the scope of the project will be the responsibility of the selected vendor. All expenses related to labor, shipping/postage, travel, lodging, training, recycling and related costs where applicable shall be included in vendor's proposal. The Trumbull Public Schools will not be responsible for costs outside the scope of work unless otherwise reviewed and approved by Trumbull Public Schools in advance.

Vendors shall be responsible for requesting clarification from the Trumbull Public Schools regarding any work, which the vendor believes may fall outside the scope of the project. Such requests for clarification, and any response, shall be made in writing and shall become a part of the vendor's proposal. Unless otherwise clearly indicated, the proposal submitted shall be interpreted to include work described in this RFP to be within the scope of the project.

Service/Support Requirements

1. Vendor must be able to deliver computers to the appropriate location; this includes inside delivery. The Trumbull Public Schools will provide the vendor with a delivery schedule.
2. The vendor is responsible for installation, setup and booting the computers to the login screen.
3. All products bid shall be newly manufactured. Remanufactured, rebuilt, or previously owned equipment will not be considered
4. Vendor must include A THREE-YEAR, 8:00 a.m. to 5:00 p.m., 5 days a week warranty on all hardware and software. Hardware Warranty must be on-site (Trumbull Public Schools) and includes all parts and labor, four-hour on-site response time and a resolution within 24 hours.
5. Vendor must include all ancillary costs associated with the acquisition of a product or service in their bid. Failure to include specific reference to an applicable cost will be interpreted as that cost being included in the product or service price.
6. Vendor must state the length of time pricing will remain static. This date must not become active until the final contract is awarded.
7. The Trumbull Public Schools reserves the right to request complete documentation for any item proposed. Failure to provide said documentation upon request may result in disqualification from an award.

8. Vendor may be required to submit additional information prior to an award. The Trumbull Public Schools will evaluate and may consider such an offer if it is deemed to be in the best interest of the Trumbull Public Schools.
9. Vendor must describe your company's maintenance plan including location of support center and guaranteed response times. Preference may be given to a vendor that has a local stocking parts warehouse.
10. Vendor must supply The Trumbull Public Schools software on all machines. All computers must be imaged prior to delivery. The vendor will be supplied with hard drive (Ghost Image) of all required software.
11. Vendor cannot substitute any hardware components without prior approval from the Trumbull Public Schools.
12. Vendor must supply three references with at least one being of similar equipment.
13. The vendor must ship only complete PC units to the Trumbull Public Schools.
14. The vendor, if requested, must be prepared to present evidence of experience, ability, service facilities, factory authorization and financial standing necessary to meet satisfactorily the requirements set forth or implied in the bid.
15. All other factors being equal, preference may be given to resident bidders of the State of CT; to units produced in the State of Connecticut; to vendors that have done similar desktop replacement projects with The Town of Trumbull or The Trumbull Public Schools.
16. Vendor must have the resources to complete the entire order within thirty days.
17. Vendor will provide the Trumbull Public Schools with an inventory of equipment in an Excel spreadsheet format, this will include computer serial number, monitor serial number, serial numbers of individual parts, location and status of installation.
18. Vendor must be willing to supply the Trumbull Public Schools with a completely assembled and tested unit for evaluation purposes before final award is made.
19. Vendor must be certified as a Microsoft OEM System Builder and provide documentation upon request of The Trumbull Public Schools.
20. Vendor must be an Intel Technology "Platinum" Partner.

Evaluation Criteria:

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

- **Vendor Experience and References – 20%**
 - Vendor's financial status and stability, commitment to program, history, experience, etc.
- **Total Financial Cost – 30%**
 - Total financial value of proposal including hardware, leasing terms and conditions, warranties, service and maintenance support, and any other value added options
- **Systems Technical Conformance – 25%**
 - The degree the proposed systems are deemed to meet the standard configurations, performance and quality
- **Vendor Management and Support Services – 25%**

- The extent the proposal provides the management and support services necessary to successfully implement the project

Bid Specifications: Complete System

- “Boxed” Intel, Gen 6, i5-6500 processor w/ Intel heatsink and fan
- 8GB DDR-4-2133 Memory Desktop
- Asus MATX B150M-C/CSM DDR4 socket 1150 motherboard
- Western Digital 500GB / 7200 RPM hard drive
- Asus DVDRW Internal Optical Drive
- InWin BL040 SFF Case with 300 Watt Power Supply
- Logitech MK120 USB Keyboard and Mouse
- 19" ASUS VW199T-P 1440X900 VGA/DVI
- 22" ASUS VE228H 1920X1080 HDMI VGA/DVI
- Microsoft Window 10 Professional OEM
- Assembly, Testing
- **NO** Parts substitutions
- Load Trumbull Customer Software Image
- Installation requirement / Service Requirement:
 - Single vendor for equipment, delivery, installation, on-site service.
No subcontractors.

Note: Any value added services please note on Bid form.

TOWN OF TRUMBULL, CONNECTICUT
 TRUMBULL PUBLIC SCHOOLS
 REQUEST FOR QUOTATION (RFQ)
 DESKTOP COMPUTERS AND MONITORS

BID NUMBER 6200

DUE: AUGUST 4, 2016 2:00PM

PROPOSAL FORM

DESKTOP COMPUTER BID FORM

Item	Qty	Description	Unit Price	Total
1	60	Desktop w/ 19" Monitor, Mouse and Keyboard	\$	\$
2	60	22" Monitor	\$	\$
3	60	19" Monitor	\$	\$
4	60	Desktop only	\$	\$
				\$

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 # _____, _____, _____, _____, _____

TOWN OF TRUMBULL, CONNECTICUT
TRUMBULL PUBLIC SCHOOLS
REQUEST FOR QUOTATION (RFQ)
DESKTOP COMPUTERS AND MONITORS

BID NUMBER 6200

DUE: AUGUST 4, 2016 2:00PM

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

TOWN OF TRUMBULL, CONNECTICUT
TRUMBULL PUBLIC SCHOOLS
REQUEST FOR QUOTATION (RFQ)
DESKTOP COMPUTERS AND MONITORS

BID NUMBER 6200

DUE: AUGUST 4, 2016 2:00PM

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): _____

END of General BID

