

**TOWN OF TRUMBULL, CONNECTICUT  
TRUMBULL PUBLIC SCHOOLS  
REQUEST FOR BID (RFB)  
CHROMEBOOK CASE(S)**

**GENERAL INSTRUCTIONS TO BIDDERS**

**BID NUMBER 6267**

**DUE: NOVEMBER 29,2017 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 **CHROMEBOOKS CASES** as detailed herein for Trumbull Schools and in accordance with the enclosed terms and conditions, specifications, and requirements.

Cases

**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 6267 Due: November 29, 2017**

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**

- a. All inquiries regarding this request shall be answered up to the close of business on **November 22 2017**, 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](mailto:hackettj@trumbullps.org)**. All other questions may be directed to Kevin J. Bova Purchasing Agent (203.452.5042) [kbova@trumbull-ct.gov](mailto: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 on the behalf BOE will issue notification of award in writing with a formal and a standard contract agreement. The BOE will issue the Purchase Order.

8. **PRICING**

All prices quoted are to be firm for a period of one (1) year following bid opening 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**

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](http://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 four (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. **WARRANTIES**

**A copy of all applicable warranties must be submitted in full detail.**

**16. DELIVERY**

- a. Delivery & schedule shall be scheduled with the Information Technology Director BOE Jeff Hackett.
- b. **Special consideration may be given to bidders that can expedite installation.**
- c. ALL INVOICES TO BE SENT TO:

JEFFREY HACKETT  
TRUMBULL BOARD OF EDUCATION  
LONG HILL ADMIN BUILDING  
6254 MAIN STREET  
TRUMBULL, CT 06611

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**STATEMENT, OVERVIEW, SCOPE OF WORK, REQUIREMENTS AND SPECIFICATIONS**

**Statement of Purpose:**

It is the intention of the Trumbull Public Schools (TPS) to contract for products and services to purchase Chromebook Cases.

**Trumbull Public School Chromebook Case Bid**

**Scope:**

Trumbull Public Schools seeks to contract with a single vendor for approximately 1500 Chromebook carrying cases for the preventive care of our existing Samsung 2/3 11.6" Chromebooks . These Chromebook carrying cases are for Trumbull Public Schools 1-to-1 student take home initiative. The Chromebook cases will need to be delivered to two different locations in the district. Price must include inside delivery.

**Specifications:**

- Compact design with exceptional protection
- Durable exterior rip stop nylon
- Water repellent exterior
- Padded handle
- High density foam for drop & bump protection
- Commercial quality zippers
- Internal screen straps and keyboard pockets
- Ventilation bumpers to keep heat away from the device
- Non-skid surface material to keep case in place when in use
- ID card window

**Samples:**

The vendor may leave sample(s) with the sealed bid. All vendors must supply a return Address label to have your sample(s) returned.

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**PROPOSAL FORM**

If needed please use another proposal form if supplying cost for both different Chromebooks.

Item	Qty	Description	Unit Price	Total
1	1500	Chromebook Carrying Case, delivered	\$	\$

**TOTAL AMOUNT OF BID:**

\_\_\_\_\_ (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 # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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 Zip Town-City

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

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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): \_\_\_\_\_

**END OF BID 6267**







