

TOWN OF TRUMBULL, CONNECTICUT
TRUMBULL PUBLIC SCHOOLS
REQUEST FOR QUOTATION (RFQ)

LAPTOP COMPUTERS AND CARTS

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6026

DUE: DECEMBER 17, 2013 3:00PM

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 **LAPTOP COMPUTERS AND 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 6026 Due: December 17, 2013

Purchasing Agent
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 **December 13, 2013**, 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 a 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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LAPTOP COMPUTERS AND CARTS

BID NUMBER 6026

DUE: December 17, 2013 3:00PM

TERMS, CONDITIONS, REQUIREMENTS AND SPECIFICATIONS

Statement of Purpose:

It is the intention of TPS to contract for products and services to purchase and install instructional laptops in 10 locations within the district. The district is seeking more than a commodity vendor as the RFP is intended to incorporate the Vendors' expertise in streamlining the ordering, delivery, cart installation and imaging. Only Vendors with proven past performance with successful outcomes in similar initiatives will be considered. The TPS plans to reduce total cost of ownership by working with an experienced vendor committed to providing the best full-service solution.

School Locations:

Hillcrest Middle School

Madison Middle School

Booth Hill Elementary

Daniels Farm Elementary

Frenchtown Elementary

Jane Ryan Elementary

Middlebrook Elementary

Tashua Elementary

REACH/Alternate

Trumbull High School (Read 180)

Scope:

1. TPS seeks to contract with a single Vendor for approximately 683 Laptops and 14 carts. These laptops and carts will be installed and/or delivered to 10 different locations throughout the district. A majority of these laptops will be replacements for existing laptops in carts (315 units). The vendor will be responsible for imaging the laptops and installing them with their power adapters in each cart at the vendor's location. Price includes safe delivery of completed carts to each campus for simple inspection and locking with customer's combination. The schools cannot accept multiple deliveries that require storage and configuration at school.
2. 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 TPS will not be responsible for costs outside the scope of work unless otherwise reviewed and approved by TPS in advance.
3. Vendors shall be responsible for requesting clarification from the TPS 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.

Laptop Specification:

Quantity: 683

Make & Model: Lenovo ThinkPad X131e

Description: Lenovo ThinkPad X131e, Intel Celeron processor, Microsoft Windows 7 Professional 64 bit, 4Gig's memory, 320 Gig HD with 3 year depot and accidental damage protection warranty.

Cart Specification:

Quantity: 14

Make & Model: Netbook Cart BRE-NETBOOK32

Description: Carts must be complete with power strips, charging management and accessories to fully support the secure storage and charging of the laptops.

Installation:

1. Configure and test each laptop with TPS provided software image. Attach inventory tags on each item. Tags will be provided by the Owner. Include asset tag/number information in the final equipment inventory documentation. Provide an electronic copy of the complete inventory in Excel
2. Configure 14 laptop carts with 30 units in each (except Frenchtown Elementary School, 15 each cart (2) and Trumbull High cart with 8).

Service/Support Requirements

1. Vendors must be able to deliver imaged laptops to locations and in quantities as specified by the Trumbull Public Schools. The Trumbull Public Schools will provide the vendor with a schedule of delivery. This includes inside delivery.
2. All products bid shall be newly manufactured. Remanufactured, rebuilt, or previously owned equipment will not be considered
3. Vendors must include A THREE-YEAR, 8:00 to 5:00, 5 day 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. A Vendor that is a current Lenovo Authorized Service Center would be considered a plus.
4. Vendors 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.
5. Vendors must state the length of time pricing will remain static. This date must not become active until the final contract is awarded.
6. 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.
7. 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 (Ghost Image) of all required software.
8. Vendors cannot substitute any hardware components without prior approval from the Trumbull Public Schools.
9. Vendor must supply three references with at least one being of similar equipment.
10. 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.
11. 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.
12. Vendors must have the resources to complete the entire order within sixty days.
13. Vendor will provide the Trumbull Public Schools with an inventory of equipment in an Excel spreadsheet; this will include laptop model #, serial number, location and status of installation.

Evaluation Criteria:

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

- Vendor Experience and References – 20% the 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

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LAPTOP SPECIFICATIONS

Processor	Intel Celeron 1007U
Wireless WAN accessories	Mobile Broadband upgradable
Display Panel	X131e 11.6WHD, WW AG Black
Pointing device	X131e UltraNav without FPR
WiFi wireless LAN adapters	ThinkPad a/b/g/n BT(2x2&BT4.0)
Battery	6 cell LI Battery X131e
Total memory	4 GB PC3-12800 DDR3 (1 DIMM)
Hard drive	320GB HDD 7200rpm
System Unit	X131e Intel, Celeron 1007U
Security Chip 2	Security Chip Enabled
Camera	X131e 720p HD Camera
AC Adapter and Power Cord	65W AC Adpt US (2pin)
Keyboard Language	KYB US English
Warranty Type	3y Depot/Express Warranty
Warranty Type	3y Accidental Damage Protection

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PROPOSAL FORM

Item	Qty	Description	Unit Price	Total
1	683	Laptop as Specified herein (Ghosting and Delivery Included)	\$	\$
2	14	Netbook Cart BRE-NETBOOK32	\$	\$
			TOTAL ITEMS 1 - 2	\$

NOTE: PLEASE INDICATE ANY VALUE ADDED SERVICES ABOVE

- Academic Pricing on all items
- Vendor shall specify period for which pricing remains valid
- All Licenses will be registered to Trumbull Public Schools, 6254 Main Street Trumbull, Ct 06611

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 five (5) 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): _____

CLIENT 5:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____