

**TOWN OF TRUMBULL, CONNECTICUT  
TRUMBULL PUBLIC SCHOOLS  
REQUEST FOR PROPOSAL (RFP)  
CHROMEBOOK, CART & MOUSE BID**

**GENERAL INSTRUCTIONS TO BIDDERS**

**BID NUMBER 6216**

**DUE: FEBRUARY 9, 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 CARTS AND MOUSES** 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 6216 Due: FEBRUARY 9, 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 **February 2, 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@trumbulips.org](mailto:hackettj@trumbulips.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 Purchase Order and a standard contract agreement.

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**  
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. Installation & 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 and install instructional Chromebooks and carts in four (4) 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 Chromebook setup. 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  
Trumbull High School

**Scope:**

TPS seeks to contract with a single vendor for approximately 1,155 Chromebooks with mice and 38 carts. These Chromebooks, mice and carts will be delivered to four (4) different locations throughout the district. The vendor will be responsible for unpacking each Chromebook and mouse, installing them into appropriate cart along with their power adapters. This is considered in the industry as "white glove service". This service must be done at vendor's location and not at TPS. Price includes safe delivery of completed carts to each campus for simple inspection and locking with customer's supplied combination locks. The schools cannot accept multiple deliveries that require storage and configuration.

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.

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.

**Chromebook Specification:**

Quantity: 1,155

Make & Model: Dell Chromebook 11 4GB 11.6" Model XDGJH

Description: 11.6" Chromebook, Intel Celeron Processor, 4GB Memory, 16GB SSD, Intel Dual Band Wireless- AC 7260, Intel Celeron N2840 2.1 GHZ Dual-Core

OR

Make & Model: Samsung Chromebook 3 4GB 11.6" XE500C13-K02US

Description: Chromebook 3 XE500C13-K02US 4 GB RAM 16GB SSD 11.6" Laptop (Black), Intel Dual Band Wireless- AC 7260, Intel Celeron N3050 1.6GHZ Dual-Core

Mouse Specification: Logitech USB Optical Mouse 810-002149 / M-U0026 / B100

Quantity: 1,155

Cart Specification:

Quantity: 38

Make & Model: Spectrum Cloud32

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

Installation:

Unpack and insert each Chromebook in designated cart. Attach inventory tags on each item. Provide an electronic copy of serial numbers associated with each cart (in Excel). Configure 38 carts with 30 devices in each.

Service/Support Requirements

1. Vendors must be able to deliver carts to locations and in quantities as specified by the TPS. The TPS 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 all ancillary costs associated with the acquisition of a product and services within their bid.
4. Vendors must state the length of time pricing will remain static. This date must not become active until the final contract is awarded.
5. The TPS 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.
6. Vendors cannot substitute any hardware components without prior approval from the TPS.
7. Vendor must supply three references with at least one being of similar equipment.
8. 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.
9. Vendors must have the resources to complete the entire order within 45 days.

10. Vendor will provide the TPS with an inventory of equipment in an Excel spreadsheet; this will include Chromebook model #, serial number, location and status of installation.

Evaluation Criteria:

Each vendor's proposal will be evaluated. The TPS will judge the quality of 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 – 35%  
Total financial value of proposal including hardware, conditions, warranties, service and maintenance support, and any other value added options.
- Systems Technical Conformance – 20%  
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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**PROPOSAL FORM**

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

Item	Qty	Description	Unit Price	Total
1A	1155	Dell Chromebook 11 4GB 11.6" Model XDGJH	\$	\$
1B	1155	<b>OR</b>  Samsung Chromebook 3 4GB 11.6" XE500C13-K02US	\$	\$
2	38	Spectrum Cloud32 Cart , Must include white glove service	\$	\$
3	1155	Logitech USB Optical Mouse M- U0026	\$	\$
		Either TOTAL 1A-3 or	TOTAL ITEMS 1B - 3	\$

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

END OF BID 6216





