

**TOWN OF TRUMBULL, CONNECTICUT  
TRUMBULL PUBLIC SCHOOLS  
REQUEST FOR PROPOSAL (RFP)  
INSTRUCTIONAL CHROMEBOOKS**

**GENERAL INSTRUCTIONS TO BIDDERS**

**BID NUMBER 6289**

**DUE: May 17, 2018 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 Trumbull Public Schools (TPS) to contract to purchase **INSTRUCTIONAL CHROMEBOOKS** as detailed herein for Trumbull Schools and in accordance with the enclosed terms and conditions, specifications, and requirements.

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer.

**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 6289 Due: May 17, 2018**

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 **May 10, 2018**, 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 Technical 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. **EXPERIENCE & 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**

It is the intention of the Trumbull Public Schools (TPS) to contract for products and services to purchase INSTRUCTIONAL CHROMEBOOKS

**Statement of Purpose:**

It is the intention of the Trumbull Public Schools (TPS) to contract to purchase instructional Chromebooks. The district is seeking more than a commodity vendor as the RFP is intended to incorporate the vendors' expertise in streamlining the ordering and delivery. 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:**

Trumbull High School	Jane Ryan Elementary
Booth Hill Elementary	Middlebrook Elementary
Daniels Farm Elementary	Tashua Elementary
Frenchtown Elementary	

**Scope:**

TPS seeks to contract with a single vendor for approximately 850 Chromebooks with Google Management Licensing. These Chromebooks will need to be delivered to seven (7) different locations throughout the district. These Chromebooks must be durable and charged from the side of the device. These Chromebooks must also have a 5-year or greater (EOL) End of Life policy from Google support.

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 shipping/postage, 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.

## **Chromebook Specification:**

Quantity: 850

Description: 11.6" HD antiglare display (1366x768), camera, full size keyboard/ touchpad, Intel Celeron N3350 2.4 GHZ (2m cache), 4GB Memory, 32GB SSD, Intel integrated graphics, up to 10 hours battery time, Intel Dual Band Wireless- AC 7260, Chrome OS, USB-C and USB 3.0 ports.

## **Service/Support Requirements**

1. Vendors must be able to deliver Chromebooks 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 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. Vender must be a Premier Service Partner and Service Provider.
8. Vendor must supply three references with at least one being of similar equipment.
9. 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.

10. Vendors must have the resources to complete the entire order within 30 days.

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

### **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 – 25%  
The vendor's financial status and stability, commitment to program, history, experience, etc.
- Total Financial Cost – 25%  
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 – 30%  
The extent the proposal provides the support services necessary.

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**PROPOSAL FORM**

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

<b>Bid Form</b>									
<b>Chromebooks</b>									
<b>Item</b>	<b>Description</b>				<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>		
1	Durable Chromebooks for Education (per bid spec's)				850				
2	Google management License				850				

**TOTAL AMOUNT OF ITEM 1 & 2 BID:**

\$ \_\_\_\_\_ (in figures)

\$ \_\_\_\_\_

**(In Words)**

Please explain the service options offered for the product bid and related pricing

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**Proposal continued**

**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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**EXPERIENCE & 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 6289**





