

AMITY REGIONAL SCHOOL DISTRICT NO. 5



REQUEST FOR PROPOSALS

May 7, 2019

LAPTOPS – TOUCH MODELS

SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN

11:00 A.M., Friday, May 17, 2019

**IN CENTRAL ADMINISTRATIVE OFFICE
25 NEWTON ROAD
WOODBIDGE, CT 06525**

ATTENTION: DIRECTOR OF FINANCE & ADMINISTRATION

MARK SEALED PROPOSAL ENVELOPE CLEARLY:

LAPTOPS - TOUCH MODELS

GENERAL INFORMATION
LAPTOPS - TOUCH AND NON-TOUCH MODELS

1. The Amity Regional School District #5 reserves the right to waive errors in any proposals, to accept other than the low bidder, and reject any or all proposals at its discretion.
2. Bidders should provide at least three (3) references of Connecticut School Districts. References should include name, title, school district, address, and phone number.
3. Should a prospective Bidder need clarification or interpretation, he/she must make such request in writing to the Director of Finance and Administration by 3:00 p.m., Friday, May 10, 2019. Responses shall also be in writing and shall be distributed to all known prospective Bidder(s) and posted on the State of Connecticut Contracting Portal (https://biznet.ct.gov/SCP_Search/Default.aspx). The Owner or its agents will not be responsible for any alleged oral instructions or interpretations given to prospective Bidder(s).

Theresa Lumas, Director of Finance and Administration
Amity Regional School District No. 5
25 Newton Road
Woodbridge, CT 06525
Telephone: 203.397.4813
Terry.lumas@amityregion5.org

4. No proposal will be considered unless properly completed and signed by the Bidder.
5. Award of contract will be to the vendor that submits a proposal that is determined to be responsive to the invitation and most advantageous to Amity.
6. Amity plans to solicit proposals for an additional 1500+ devices in 2020 with leasing options.
7. Bids will be opened in public at Amity Regional School District No. 5, 25 Newton Road, Woodbridge, CT on **Friday, May 17, 2019 at 11:00 AM** All bids shall remain in effect for sixty (60) days from the time of the opening.
8. Leasing options should be included with the proposals.
9. After awarding of the bid, all bidders will be notified.
10. Amity Regional School District No. 5 reserves the right to accept or reject any bid to best serve its own interests or to hold bids for sixty (60) days before a decision is rendered.

11. Amity Regional School District No. 5 may make such investigations as is deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to Amity Regional School District No. 5 all such information and data for this purpose as Amity Regional School District No. 5 may request. Amity Regional School District No. 5 reserves the right to reject any bid if, in its opinion, said bidder is not properly qualified.

12. **MISCELLANEOUS:**

- a. The submission of a proposal will be construed to mean that the respondent is fully informed as to the extent and character of Amity's requirements, and the respondent represents that it is willing and able to furnish the product requested in a satisfactory manner in complete compliance with the specifications. **Two (2) copies of the submitted proposal plus one electronic submission on a USB device must be included in submittal.**
- b. Once submitted, all proposals become the property of Amity, which reserves the right to reject any and all proposals. Proposals must be firm and may not be withdrawn for sixty (60) days, or until Amity awards the contract, whichever comes first.
- c. Amity shall not be liable for any costs incurred by respondents in preparing or submitting proposals.
- d. Amity reserves the right to accept any item or group of items proposed in any proposal, unless the respondent qualifies its offer by specific limitation. Amity reserves the right to select a respondent who is not the lowest priced respondent if it deems in its best interest.
- e. Amity reserves the right to reject any proposal, in whole or in part, and to waive technical defects, qualifications, irregularities, and omissions, if, in its sole judgment, the best interests of Amity will be served. Each proposal received within the required time frame will be evaluated individually by Amity. Each evaluation will come of necessity, consistent subjective judgments concerning each proposal.
- f. Amity reserves the right to negotiate with any respondent regarding changes to the original proposal which may be deemed to be in the best interest of Amity.
- g. In the event that such successful respondent fails to execute a contract within thirty (30) days after notification of award by Amity, Amity may cancel its action and reconsider other proposals or solicit new proposals.
- h. Amity shall consider the successful Contractor to be the sole point of contact with regard to contractual matters including payment to performance of service by the Contractor, its agents and employees. The successful Contractor shall not be allowed to assign the contract nor delegate any responsibilities or duties to any third party without prior written consent of Amity.
- i. If it becomes necessary to revise any part of this Request for Proposal or otherwise provide additional information, an addendum will be issued by Amity and posted on the State of Connecticut DAS Business Network/ State Contracting Portal at:
<https://www.biznet.ct.gov/AccountMaint/Default.aspx>

BID SPECIFICATIONS

LAPTOPS - TOUCH

1. The bid response shall include the price with shipping and implementation costs, warranty, and delivery date for the following items:

Touch Laptop:

Minimum Specifications for RFP (Minimum)

HP Probook 11 x360 G3
Operating System – Genuine Windows 10 Home (minimum) Note: ARSD is eligible for the discounted licenses referred to as National Academic or Shape the Future licenses.
Education Edition or equivalent (drop tested, spill resistant, rubberized)
Display Size – 11.6” Touchscreen
Display Resolution - 1366 x 768
Video – Integrated graphics card
Memory - 4 GB DDR3/DDR4 SDRAM
Internal Storage – 128GB SSD (Minimum)
Keyboard – (Backlit preferred)
Touchpad pointing device
Wireless LAN – 802.11a/b/g/n/ac 2x2 (Minimum)
Wired LAN – 10/100/1000 (compatible with network boot) (not required, but preferred)
A/C Adapter
Minimum 36WHr Li-ION primary battery Note – Must be a single primary battery. External or secondary batteries will not be considered.
2 USB ports (type A or C) (Minimum)
1 external HDMI
2 Integrated Web Cams, (1 on keyboard, one on screen bezel)
Warranty 3-year factory <u>Note: Required alternative pricing for Accidental Damage Protection</u>
3-year Lease option

2. The Owner will consider the following factors, in addition to price and any other relevant information in determining whether a bidder is responsible:
 - a. The bidder has been in the business of providing the equipment, technical support and service specified on the “Minimum Specifications for RFP” for a minimum of five (5) years.
 - b. The bidder is able to provide technical support by telephone twenty–four (24) hours per day, seven (7) days a week for support of the equipment specified.
 - c. The bidder shall have a minimum of three (3) service technicians, preferably within 75 miles of the District, available during regular business hours to service the equipment specified. If the service technicians are not employees of the successful bidder than the successful bidder shall identify the service technicians by company that employs them and shall give references of services performed in public schools by the third party service technicians.
 - d. The bidder shall provide four (4) references of both public and private sector clients for whom they have provided equipment and/or service similar to that which is specified in this bid document in the last three years. The bidder shall have sold and supported at least 20,000 computers per year for the last five years.
3. Prices submitted to the bidder must be net, and must include delivery charges. No charge will be allowed for Federal, state or municipal sale and excise taxes, from which Amity Regional School District No. 5 is exempt.
4. All materials delivered on this contract shall be packed in a substantial manner in accordance with accepted trade practice. No charges may be made over and above the bid price for packaging, or for deposits on containers. A packing slip shall be included in each shipment. A CSV file of the equipment including serial numbers must be sent electronically to shaun.derosa@amityregion5.org. All packages must be clearly marked as to content. Deliveries must be made between 8:00 am and 12:00 noon unless otherwise specified.
5. All deliveries must be made prepaid and must be delivered to following locations at no cost over and above the bid price indicated in your bid. Deliveries must be made inside the building indicated. In no case will collect shipments or sidewalk deliveries be accepted:
 - Amity Regional Middle School - Bethany, 190 Luke Hill Rd, Bethany, CT 06524
 - Chosen Device – quantity 190
 - Amity Regional Middle School - Orange, 130 Ohman Ave, Orange, CT 06477
 - Chosen Device – quantity 200
6. Items must be delivered within thirty (30) days of issuance of purchase order unless other arrangements are made with the Director of Finance and Administration.
7. Each bid shall be made on the attached Bid Form.

8. Brochures and/or photos of bid items may be attached to Bid Form.
9. The price quoted must be held for sixty (60) days.
10. **Bid proposals with different specifications than what is shown below MUST clearly indicate all of the differences.**

11. **Indemnification:** To the greatest extent permitted by law, the bidder agrees to defend, indemnify and save harmless ARSD, ARSD Board of Education, their agents and employees from and against all claims, demands, damages, workers compensation payments, or other loss or expense, including costs and attorney's fees, arising out of or resulting from the performance of this contract, including any bodily injury, including death at any time resulting there from, sustained by any person or persons (including employees of the contractor or any person or persons (including employees of the contractor or any subcontractor) or on account of damage to the property of any person, including the loss caused in any degree by the negligence of ARSD, ARSD Board of Education, their agents and employees or otherwise.

The existence of insurance shall in no way limit the scope of this indemnification.

12. **Orders:** Upon award and issuance of a purchase order by the Owner no changes or modifications to this order shall be allowed unless such change is authorized by the Director of Technology and the Director of Finance and Administration.
13. Proposals must be submitted to Director of Finance and Administration, District Offices, Amity Regional School District No. 5, 25 Newton Road, Woodbridge, CT 06525 **no later than 11:00 A.M., Friday, May 17, 2019.** The Amity Regional School District No. 5 reserves the right to waive errors in any proposals, to accept other than the low bidder, and reject any or all proposals at its discretion.
14. **Sealed** bids should be clearly marked "**LAPTOPS – TOUCH MODELS**" on the outside of the envelope, which should be hand delivered or mailed to Theresa Lumas, Director of Finance and Administration, District Offices, Amity Regional School District No. 5, 25 Newton Road, Woodbridge, CT 06525. **Two (2) copies of the submitted proposal plus one electronic submission on a USB device must be included in submittal. BID PROPOSALS MAY NOT BE SUBMITTED BY E-MAIL OR FACIMILE.**

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OFFICIAL BID FORM – Page 1 of 2

Touch Laptop

		Per Unit	Total
Qty			
390	Base Price Per Unit	\$ _____	\$ _____
390	Price per unit with Accidental Damage Protection (ADP)	\$ _____	\$ _____
OPTION 1	3-year lease option Base Price Per Unit (total lease cost)	\$ _____	
OPTION 2	3-year lease option with ADP (total lease cost)	\$ _____	

Touch Laptop:

Specifications for RFP

**Specifications of vendor's proposed solution
(Proposed solution should match specs)**

HP Probook 11 x360 G3	
Operating System – Genuine Windows 10 Home (minimum) Note: ARSD is eligible for the discounted licenses referred to as National Academic or Shape the Future licenses.	
Education Edition or equivalent (drop tested, spill resistant, rubberized)	
Display Size – 11.6” Touchscreen	
Display Resolution - 1366 x 768	
Video – Integrated graphics card	
Memory - 4 GB DDR3/DDR4 SDRAM	
Internal Storage – 128GB SSD (Minimum)	
Keyboard – (Backlit preferred)	
Touchpad pointing device	
Wireless LAN – 802.11a/b/g/n/ac 2x2 (Minimum)	
Wired LAN – 10/100/1000 (compatible with network boot) (not required, but preferred)	
A/C Adapter	
Minimum 36Whr Li-ION primary battery Note – Must be a single primary battery. External or secondary batteries will not be considered.	
2 USB ports (type A or C) (Minimum)	
1 external HDMI	
2 Integrated Web Cams, (1 on keyboard, one on screen bezel)	
Warranty 3-year factory <u>Note: Required alternative pricing for Accidental Damage Protection</u>	

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OFFICIAL BID FORM – Page 2 of 2

TOTAL BID PRICE OPTION 1 3-year lease option Base Price Per Unit (total lease cost) (includes all equipment, shipping costs, and set up charges):	
TOTAL BID PRICE OPTION 2 3-year lease option Base Price Per Unit WITH ADP (total lease cost) (includes all equipment, shipping costs, and set up charges):	
WARRANTY:	
BIDDER NAME (COMPANY):	
STREET ADDRESS:	
CITY/STATE/ZIP:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
E-MAIL ADDRESS:	
SIGNATURE OF AUTHORIZED AGENT:	
NAME & TITLE OF AUTHORIZED AGENT:	

Your authorized signature on this document indicates your full acceptance of all terms of this bid herein specified and acknowledges your understanding that these terms take precedence over all others.

All bids must be submitted to Theresa Lumas, Director of Finance, Amity Regional School District No. 5, 25 Newton Rd, Woodbridge, CT 06525.

Bids must be submitted in sealed envelopes plainly marked **LAPTOPS - TOUCH** no later than **Friday, May 17, 2019 on or before 11:00 AM prevailing time.**

Two (2) copies of the complete proposal including a signed bid form, three (3) references and one (1) electronic copy of the completed proposal and signed bid form on a USB device, must be returned to Amity Regional School District No. 5. Do not e-mail or fax

your proposal. An authorized signer of the company must sign the bid proposal. Bids not so signed may be considered void.

NO BID RESPONSE FORM
To Be Completed if Bidder wishes to remain on Amity's Bidders' List

CONTRACTOR NAME: _____

CONTRACTOR STREET ADDRESS: _____

CONTRACTOR CITY, STATE AND ZIP CODE: _____

CONTRACTOR TELEPHONE: _____

CONTRACTOR FAX: _____

BID CONTRACT NAME: **LAPTOPS – TOUCH**

REASONS FOR NOT BIDDING ON THE REFERENCED CONTRACT:
(Check all that apply)

- _____ 1. Contractor acquired plans as a potential subcontractor only.
- _____ 2. Size of this contract is not within the interest of contractor.
- _____ 3. Contractor had an insufficient amount of time to prepare bid.
(Please give the date that the Contractor acquired plans and specifications and any other pertinent information.)
- _____ 4. Contract work not within the specialty of the Contractor.
(Please cite Contractor's area of specialty.)
- _____ 5. Other. (Please explain in comment section below.)

COMMENTS (Please use additional sheets if necessary):

Signature

Title

**FAILURE TO COMPLETE AND RETURN THIS FORM IN A
TIMELY MANNER MAY RESULT IN THE REMOVAL OF THE
CONTRACTOR'S NAME FROM ARSD'S SOLICITATION LIST**