

Sugar Salem School District #322

105 W Center Street

Sugar City, ID 83448

BID SPECIFICATIONS:

HS and JH Laptops

Bid Opening

April 13, 2018

INVITATION TO BID

Overview:

The Sugar Salem School District is seeking bids for Laptop computers for student use.

The Board of Trustees reserves the right to reject any or all bids or to waive any informalities, or to accept the bid or bids deemed best for the Sugar Salem School District located in Sugar City, Idaho.

Laptop Computers

Bids will be received by mail until 2:00 PM., May 16, 2018. Mailing address is PO Box 150, Sugar City, ID 83448

Specifications or additional details may be secured from the Sugar Salem School District 322 Technology Office located at 1 Digger Drive Sugar City, Idaho 83448V or by email [scook+RFP@sugarsalem.com](mailto:scook+RFP@sugarsalem.com) All communication will be posted at <https://www.sugarsalem.com/district-pages/RFP>

Vendor Qualifications and Requirements.

Vendor bid must include the following to be considered.

Cover Letter

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Bid Pricing showing line item of all expenses to deliver computers to the district. We do not need lift gate delivery.

Questions or Clarification may be asked via email to Spencer Cook, Technology Director [scook+RFP@sugarsalem.com](mailto:scook+RFP@sugarsalem.com) and answers will be posted to <https://www.sugarsalem.com/erate/RFP>

To be published on the dates of:

April 13, 2018

May 16, 2018

INSTRUCTIONS TO BIDDERS:

Sealed “Bids” will be received on or before the time and date set forth under Invitation to Bid.

The owner reserves the right to accept or reject any part or all bids.

DISTRICT REPRESENTATIVE:

Oral communications with District staff, except the official contact concerning the bid shall not be binding on the District and shall in no way excuse the bidder of his obligations as set forth in the bid specifications. No information, concerning who may be the successful bidder, will be available from District staff prior to the next available board meeting after bids are evaluated. An electronic version of this document is available on the District’s website or upon request. Building maps and visits to specific sites may also be requested.

Refer all questions to the District’s Representative, Spencer Cook, Technology Coordinator, via e-mail only at: [scook+wirelessrfp2018@sugarsalem.com](mailto:scook+wirelessrfp2018@sugarsalem.com) Subject: Laptop BID 2018. Contact with other District staff, Board of Trustees, or Administration will be by written permission only.

EXAMINATION OF THE SITE AND DOCUMENTS:

Before submitting a proposal, the bidder shall:

A. Carefully examine the specifications.

C. Be fully informed of existing conditions and limitations.

D. Include in the bid, sums sufficient to cover all items required by the contract, and shall rely

entirely upon his own examinations in making his proposal.

CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.

Quotations are to be made F.O.B. Sugar City. All proposals must include the cost of the transportation to

the Sugar Salem School District 322 1 Digger Drive, Sugar City, Idaho.

INTERPRETATIONS:

Should a bidder find discrepancies in, or omissions from, the specifications, or be in doubt as to their meaning, he should at once notify the Owner, who will send written instructions or addenda to all bidders if clarification is needed. The owner will not be responsible for oral interpretations. Questions received less than 48 hours before time for bid opening cannot be answered. All addenda issued during the time of bidding will be incorporated in the contract.

OBJECTIONS:

Written objections to specifications or bid procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which bids are scheduled to be received, per Idaho Code Section 68-2806(c).

WARRANTY:

• Manufacturer shall warrant products under normal use and service to be free from defects in materials and workmanship for a period of One (1) years from date of delivery.

• Warranty shall cover repair or replacement of such parts determined defective upon inspection.

• Warranty does not cover any product or part of a product subject to accident, negligence, alteration, abuse or misuse. Warranty does not cover any accessories or parts not supplied by the manufacturer.

• Parts will be sent to the district for the staff to replace onsite.

* Parts will be also be available for purchase in the case of non- warranty issues from the vendor site. Please attach the current price sheet the following spare or replacement parts, Screen, Touchscreen, Case plastics top and bottom, keyboard, Mouse pad, AC adapter, replacement Active Pen, and Motherboard. Any other parts available from the manufacturer.

DELIVERY AND START OF WORK:

The delivery of these computers shall be no later than, Aug 1, 2018.

PAYMENT:

Invoice will be for the actual quantity ordered and not the quantity specified in this RFP. Payment shall be made within 30 days of receiving invoice and after all computers have been received and accounted for by the Technology Coordinator.

RESPONSIBILITY OF VENDOR:

All vendors submitting bid proposals should meet the following qualifications:

• The vendor must be a manufacturer authorized vendor of the materials proposed.

• Vendor must have at least five years of experience working with manufacturer.

• To ensure prompt response time, it is desirable for the vendor to have an office located within the state of

Idaho.

• Vendor must submit at least three references from K-12 schools.

REJECTION OF BIDS:

The Board of Trustees of Sugar Salem School District 322 shall have the right to reject or not accept any and/or all bids when: (1) it is in the best interest of the District; (2) the bid does not meet the minimum bid specifications; or (3) the bid is not the lowest responsible bidder; or (4) the item offered deviates to a major degree from the bid specifications, as determined by the Administrator (minor deviations, as determined by the Administrator, may be accepted as substantially meeting the bid requirements of the District). Deviations will be considered major when such deviations appear to frustrate the competitive bidding process.

The Board of Trustees may reject all bids with or without cause. The Board of Trustees may waive any immaterial deviation in a bid.

HOLD HARMLESS AGREEMENTS:

The District expects your work to conform to professional standards. The contractor is expected to hold the District harmless for all damages or claims arising out of the work performed by the contractor. The District will not agree to hold the contractor harmless for damages or claims.

LAWS AND ORDINANCES:

The vendor hereby binds himself to protect and save harmless the owner from all damages arising from the violation of any and all Federal, State, County, City, and all other laws, rules, and regulations in the performance of the terms of the contract.

IDAHO EMPLOYER ALCOHOL AND DRUG-FREE WORKPLACE ACT:

Include with your bid sheet a contractor’s affidavit pursuant to Idaho Code, Section 72-1717.

BIDDER CERTIFICATION FORM:

All bidders must complete and submit the Bidder Certification Form included with this bid request.

VENDOR INFORMATION QUALIFICATIONS FORM:

All bidders must complete and submit the Vendor Information Qualifications Form included with this bid request.

QUANTITIES:

ALL QUANTITIES for items comprising this bid are approximate (based on our best present estimates), and subsequent orders may vary in lesser amounts than shown - depending on prices of bid and availability of funding. If there is a quantity limit to which your bid pricing is associated, please so indicate and supply additional pricing for quantity price points.

QUALITY OF MATERIALS:

IT IS SPECIFICALLY UNDERSTOOD THAT PRODUCTS OFFERED SHALL BE EQUAL TO THOSE SPECIFIED. Substitutions or major alterations must be indicated upon the bid response sheet at the time of bid submission that it is an alternate item. IF ALTERNATE OR SUBSTITUTION IS BID, SPECIFICATIONS OF THE ALTERNATE OR SUBSTITUTION MUST BE INCLUDED.

SPECIFICATIONS:

Computer must have the following equivalent or better specification:

Windows 10 Pro

Intel® Celeron® N3450 processor Quad-core 1.10 GHz

11.6” IPS (In-Plane Switching) 1920X1080 Screen

360° hinge

Intel HD Graphics 500 Card

4gb Ram

Minimum of 64 GB SSD Hard Drive or greater

13 Hour battery life as per advertised by manufacturer

Touch Screen with Active Pen(stylus)

Meet MIL-STD 810G Standards

High 49c and Low -32c Temperature, 122cm Drop, 7.7 gs Per axis vibration, Water resistant and Humidify up to 88% RH

Must Also be tested to meet UL/IEC 60950-1 safety standard, investigated by UL 696 safety electric toys and meets the ASTM F963 toy safety for kids over 3 years old

If Spec is not different than the proposed please specify how it is better or why you chose to go with the spec proposed.

VENDOR INFORMATION QUALIFICATION

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is the firm you represent a manufacture authorized vendor of your proposed equipment?

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What is your firm’s Partner level with the proposed manufacture?

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Materials being bid: (Attach a separate sheet with Name, Model and Description.?

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Describe your level of experience. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the firm have an office located within the State of Idaho? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the address of the office nearest to Sugar City, Idaho. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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References: Please attach three references from K-12 Schools. Include School/District Name; Name of Contact;

Phone Number.

BID RESPONSE SHEET

Spencer Cook

Sugar Salem School District 322

PO Box 150, 105 West Center Street

Sugar City, ID 83448 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ propose to furnish all laptop to the Sugar Salem School District under the supervision of the Technology Coordinator, for a computer meeting the requirements above. The quantity order will be a minimum of 560 and a max of 900 Pieces.

All computers must be delivered and received by August 1, 2018.

Computer proposed:

Manufacturer:

Model:

Specs:

Price Each:

Price for Replacement Parts not warranty:

Screen including Touchscreen if different list both:

Case Including plastics top and bottom:

Keyboard:

Mouse:

AC adapter:

Pen Replacements:

Motherboard:

Expected Delivery Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_