

NEW HAVEN UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSAL

*For*

**PURCHASE OF CHROMEBOOKS**

**[FEDERAL RACE-TO-THE-TOP GRANT (RTTT-D)]**

**RFP #762**

**NEW HAVEN UNIFIED SCHOOL DISTRICT  
REQUEST FOR PROPOSALS #762  
PURCHASE OF CHROMEBOOKS  
FEDERAL RACE-TO-THE-TOP GRANT (RTTT-D)**

**NOTICE TO BIDDERS**

1. NOTICE IS HEREBY GIVEN that the New Haven Unified School District is seeking to purchase **Chromebooks** as part of its Federal Race to the Top Grant.
2. Proposals should be submitted in the manner prescribed herein and for the services requested herein. All required forms and submissions requirements are provided herein or attached hereto. Each person or entity that submits a Proposal to the District in response to this RFP shall be designated as a "Vendor".
3. Please contact Stephen Politzer, Coordinator of Technology Services, at New Haven Unified (510) 471-1100 ext. 62744, for information about the RFP.
4. Sealed proposals should be delivered to New Haven Unified School District. Proposals must be received by New Haven Unified no later than **2:00 p.m. on Thursday, July 23, 2015.**

**New Haven Unified School District  
34200 Alvarado-Niles Rd  
Union City, CA  
Phone: (510) 471-1100  
Attention: Akur Varadarajan  
Co-Superintendent/Chief Business Officer**

5. New Haven Unified reserves the right to reject any and all proposals and to waive any informality, technical defect or clerical error in any Bid Proposal Package, as the interest of the New Haven Unified School District may require. Any proposer may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.

*Equal Opportunity Employer*

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**REQUEST FOR PROPOSAL**

**NEW HAVEN UNIFIED SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS #762:**

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**REQUEST FOR PROPOSAL**

**I. INTENT OF THE BID**

The intent of this bid is to solicit competitive bid prices for **Chromebooks** as listed in the bid specifications.

**II. SCHEDULE OF EVENTS**

The following are key dates for this RFP. The District is committed to adhering to this schedule, but reserves the right to make modifications.

- A. Vendor Questions Due: **July 6, 2015.**
- B. Proposals Due Date: **July 23, 2015.**

**III. SPECIAL/TECHNICAL REQUIREMENTS**

**A. Brand Name or Equivalent**

Whenever the Board of Education requests a brand name for a particular item, it will consider a “brand name or equivalent”.

**B. Specifications**

- 1. The following should be considered the minimum hardware specifications.

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Item #1: Chromebooks  
Estimated Quantity: 700 units  
HP Chromebook 14  
Processor: Intel Celeron 2955U  
Memory: 4GB  
14 inch diagonal HD screen (1366 x 768)

Item #2: Perpetual license for Admin console  
Estimated Quantity: 700 units

2. Product must be new in unused factory packaging.
3. Bid price must include shipping exclusive of sales tax.
4. Estimated quantities are listed, however, the School District reserves the right to order more or less quantities as needed. Price bid shall apply to regardless of the quantity ordered.

**C. Delivery Terms**

The following are the delivery dates:

Item #1: 700 units by September 15, 2015

Item #2: 700 units by September 15, 2015

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**IV. GENERAL CONDITIONS, INSTRUCTIONS, AND INFORMATION FOR VENDORS/BIDDERS**

**A. DEFINITIONS**

"District" means New Haven Unified School District; "Contractor" means Vendor to whom the Purchase Order is made, "Purchase Orders" are generated by the Business Office.

**B. CONTRACT INTERPRETATION**

1. Articles and services covered by this quotation must comply with applicable laws, ordinances and other legal requirements.
2. A written purchase order or other acceptance mailed or otherwise furnished to the successful bidder within specified acceptance time results in a binding contract without further action by either party. If the price, taxes, surcharge, shipping etc. indicated in the purchase order is different or higher the vendor must notify the Business Services department prior to delivery of goods and services.
3. Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to the Chief Business Officer, New Haven Unified School District, who shall decide the true meaning and intent of the contract, and his decision shall be final and conclusive.

**C. INFRINGEMENTS – INDEMNIFICATION**

1. The Vendor/Contractor shall assume the defense of all claims and suits against the District, its officers and agents, for infringement of the patents, copyrights, or trademarks of any person arising out of the use by the District, its officers or agents, or any article supplied under this quotation, and the Contractor shall indemnify and hold harmless the District, its officers and agents, from any and all liability loss, or damage arising from such claims or suits.

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2. The Vendor/Contractor agrees to hold the New Haven Unified School district harmless from any and all claims and liabilities for damage to all persons including but not limited to employees of the Contractor, arising out of and in the course of the performance of this agreement.

**D. CONDITION OF ARTICLES**

Articles offered and furnished must be new and previously unused, and of manufacturer's latest model, unless otherwise specified herein.

**E. INSPECTION**

All articles supplied shall be subject to inspection and rejection by the Business Department or at the delivery location.

**F. FAILURE TO DELIVER**

When Vendor/Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by his contract, such article or service may be bought from any source by the Business Department and if a greater price than that named in the contract be paid for such article or service the excess price will be charged to and collected from the contractor or sureties on his bond if bond has been required.

**G. FIRM PRICE**

Prices/quotations must be firm and shall be in effect for a period of not less than twelve (12) months.

**H. CAL-OSHA**

CAL-OSHA required if applicable.

**I. DELIVERIES**

F.O.B. destination in Union City otherwise specified.

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**J. CONTRACT TERMS & CONDITIONS**

**i. Services Contractor Agrees To Perform**

The Contractor shall provide the District with Purchase of Chromebooks as per RFP #762 (Bid/RFP#), received and opened on July 23, 2015. All Other Terms & Conditions of the RFP become part of this Contract.

**ii. Term Of Agreement**

The term of the contract shall be twelve (12) months from the award date of August 11, 2015.

**K. AWARD OF CONTRACT**

- i. The District reserves the right to reject any or all proposals, or to waive any irregularities or informalities in any proposals. Further, the District reserves the right to be the sole judge of the merit and qualifications of products and/or services offered. The District may award the bid in the most beneficial manner to the District: either in aggregate of all items or individual line items.
- ii. After the proposals have been opened, and the lowest responsible bidder determined, they will be submitted to the Governing Board of the District for approval. Should an award be made, the successful contractor will be notified in writing and a purchase order will be issued for the procurement of items.

**V. QUESTIONS.**

All questions regarding this RFP shall be submitted by email no later than **July 6, 2015** to the District employee designated below. No telephone questions shall be entertained.

Stephen Politzer  
Coordinator of Technology Services  
New Haven Unified School District  
[rfp762@nhusd.k12.ca.us](mailto:rfp762@nhusd.k12.ca.us)

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**VI. AMENDMENTS.**

The District may, at its sole discretion, issue amendments to this RFP at any time prior to the deadline stated below. The District shall attempt to issue all amendments, if any, prior to **July 23, 2015**, but may issue amendments after that date if necessary. In order to receive such amendments, each Vendor intending to make an offer in response to this RFP is requested to designate to the person named in Section VI, above, an email address to which such amendments should be sent.

The District is not responsible for ensuring that amendments are received by any person or entity not providing a valid email address for receipt of such amendments. Each Vendor is required to acknowledge receipt of any amendments issued to this RFP by completing Exhibit B and attaching it to the Vendor's Proposal.

**VII. SUBMISSION OF PROPOSAL.**

Sealed Proposals shall be submitted to:

Akur Varadarajan  
Co-Superintendent/Chief Business Officer  
New Haven Unified School District  
34200 Alvarado-Niles Rd  
Union City, California 94587

Proposals must be received at or before **2:00 p.m. on Thursday, July 23, 2015** ("Deadline"). Proposals must be received in sealed envelopes or containers clearly showing the Vendor's company name, address and must also include the label **"Response to Purchase Chromebooks - Federal Race-To-The-Top Grant (RTTT-D) RFP."** Faxed Proposals will not be accepted. Only Proposals received by the Deadline will be considered. Each submission shall consist of one signed original Proposal and three copies of the Proposal. Each Proposal received in response to this RFP shall remain the property of the District. Any Vendor may modify or withdraw a Proposal in writing at any time prior to the Deadline.

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**VIII. WITHDRAWAL OF PROPOSAL**

Any Bidder may withdraw his or her proposal, either personally or by written request, at any time prior to the scheduled time for receipt of proposals. A successful Bidder shall not be relieved of the proposal submitted without New Haven Unified consent or Bidder's recourse pursuant to Public Contract Code Section 5100 et seq.

**IX. BID PROTESTS**

Any Vendor protesting the award of a contract to another Vendor must do so, in writing to the District, within five (5) days after it receives a Notice of Award from the District. The District shall provide a timely response to the to the Vendor's Protest. The Vendor may appeal the District's decision to the Board of Education for the District. If the Protest to the Award shall result in another Vendor not receiving a contract with the District, that other Vendor may participate in the RFP Process. Protests involving non-material irregularities in the processing or evaluation of RFPs shall be rejected.

**X. BIDDER'S SIGNATURE AND AUTHORITY**

Each Proposal must provide the full business address of the Bidder and be signed by Bidder with Bidder's usual signature. All required signatures must be in longhand. The name of the person signing shall also be typed or printed below the signature.

**All proposals must include a signed Debarment and Suspension Certificate.**

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**VENDOR REPRESENTATION AND CERTIFICATION**

The undersigned hereby affirms that:

1. He/she is a duly authorized agent of the Vendor with the authority to submit a Proposal on behalf of the Vendor (corporate or other authorization confirmation may be requested prior to final contract execution).
2. He/she has read the complete RFP and all amendments issued pursuant thereto.
3. The offer complies with State conflict of interest laws. The Vendor certifies that no employee of its firm has discussed, or compared the Proposal with any other Vendor or District employee, and has not colluded with any other Vendor or District employee.
4. If the Vendor's Proposal is accepted by the District on or before **August 11, 2015**, the Vendor will enter into a contract with the District to provide the System described by the Proposal on terms mutually acceptable to the District and the Vendor.

I hereby certify that I am submitting the attached Proposal on behalf of \_\_\_\_\_  
\_\_\_\_\_ [Specify Entity Submitting Proposal]. I understand that by virtue of  
executing and returning with the Proposal this required response form, I further certify that the  
Vendor understands and does not dispute any of the contents of this Request for Proposals  
(except as may be noted in the Proposal).

Submitted: \_\_\_\_\_  
Date

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: FAX: E-Mail: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Manual Signature of Agent(s)

Name and Title of Authorized Agent: \_\_\_\_\_

NOTE: If joint venture, each separate party must provide a completed certification form.

**NEW HAVEN UNIFIED SCHOOL DISTRICT  
REQUEST FOR BIDS #762**

**PURCHASE OF CHROMEBOOKS  
Federal Race-To-The-Top Grant (RTTT-D)**

<b>REQUEST FOR BID</b>				
DESCRPITON		Quantity	Unit Price	Extended Price
Item #1	HP Chromebook 14	700		
Item #2	Perpetual License for Admin console	700		

END OF DOCUMENT

# Debarment and Suspension

Certification regarding debarment, suspension, ineligibility and voluntary exclusion—lower tier covered transactions.

This certification is required by the U. S. Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 2 *Code of Federal Regulations* Parts 180 and 3485, for all lower tier transactions meeting the threshold and tier requirements stated at Section 3485.220.

## Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check SAM Exclusions.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## Certification

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ED 80-0014 (Revised Sep-1990) - U. S. Department of Education