



GREENFIELD PUBLIC SCHOOLS

195 Federal Street, Suite 100, Greenfield, MA 01301

Every Child's Success is Our Mission

Ph.: 413-772-1322 / Fax: 413-774-7940

GHS Technology Capital Project

18-09 Computer Hardware

Documents available: December 26, 2017 @ 9:00 a.m.

Bid Due Date: January 10, 2018 @ 2:00 p.m.

ADVERTISEMENT for Bidders

Greenfield Public Schools

**18-09 Computer Hardware
GHS Technology Capital Project**

Greenfield Public Schools through the Town's Purchasing Department is requesting sealed bids for the purchase of the following for the Greenfield High School:

- 197 Windows 10 Pro small form factor computers without keyboard, mouse and monitor,
- 10 Windows 10 Pro Tower or Mini-Tower computers without keyboard, mouse and monitor;
- Warranty for (5) years – each device shall come with a two (2) business-day or better guarantee for the delivery of parts, plus on-site service if necessary after remote diagnosis.

Copies of this Invitation for Bid will be available as of 9:00 a.m. on Tuesday, December 26, 2017, and may be obtained from the City of Greenfield's website at www.greenfield-ma.gov under "Departments", "Purchasing", "Current FY18 RFP/RFQ" or electronically from the Purchasing Department of the City of Greenfield at purchasing@greenfield-ma.gov. Hard copies may be obtained by calling A. LaBonté at 413-772-1569.

Sealed bids for the purchase of computer hardware are due by 2:00 p.m. on Wednesday, January 10, 2018 and shall be endorsed #18-09 "Greenfield High School – Technology Capital Project – Computers". Three copies of the bid with completed Appendix A Forms shall be delivered to:

Carol Holzberg, PhD, CETL
Director of Technology
195 Federal Street, Suite 100
Greenfield, MA 01301

The successful bidder must be on the Massachusetts State approved contractor(s) list and capable of furnishing the equipment and services as per approved ITC47 state contracts. When submitting bids, please identify the MA state contract that applies.

GREENFIELD HIGH SCHOOL-TECHNOLOGY CAPITAL

18-09 Invitation for Bid

Computer Hardware

For the purchase of Windows 10 Pro small form factor desktop computers and Windows 10 Pro Tower or mini-Tower desktop computers each with a five (5) year warranty for Onsite Service After Remote Diagnosis for Greenfield High School, 21 Barr Ave, Greenfield, MA 01301.

Proposals with completed **Appendix A** Quote Forms shall be delivered to:

Carol S. Holzberg, PhD, CETL
Director of Technology
Greenfield Public Schools
195 Federal Street, Suite 100
Greenfield, MA 01301
(413) 772-1322
carhol1@gpsk12.org

Proposal will consist of **three (3) printed copies** and must be clearly marked "**Greenfield High School-Technology Capital Project-Computers, 21 Barr Ave, Greenfield, MA 01301.**" Electronic submissions will not be accepted.

The "Owner" as defined in this document identifies the Greenfield Public Schools, Greenfield, MA on behalf of its users at the Greenfield High School and the "Owner's Project Manager" as defined in this document identifies Carol S. Holzberg, PhD, CETL, Director of Technology.

The Owner will award contract(s) no later than 10 business days after the bid due date (January 10, 2018). Delivery of equipment must be 100% complete no later than 45 calendar days after vendor receives award notification from the district. Sooner delivery date preferred.

The Owner reserves the right to reject any or all proposals and to accept any proposals, in whole or in part, which it considers serving the best interest of the project. Amendments or withdrawal of proposal received after the opening due date and hour specified will not be considered.

The Vendor awarded this contract must be on the Massachusetts State approved contractor(s) list and capable of furnishing and installing the equipment and services described herein as per approved by ITC47 state contracts. When you submit your bid, please identify the Massachusetts state contract that applies.

The Owner reserves the right to award multiple Massachusetts State Contractors, on a

basis of each item, or as a group, whichever is in the best interest of the School District. Any discrepancy between unit and total prices will be governed by unit prices as quoted on the quote forms.

The Owner reserves the right to make a partial award. Should the need arise to make a partial award, the quoted unit item price will be used in order to calculate the total cost.

PART 1: GENERAL

1.1 DESCRIPTION OF EQUIPMENT AND SERVICES

Information Technology Equipment and Services to include the following:

- **197** Window 10 Pro small form factor computers (without keyboard, mouse and monitor)
- **10** Windows 10 Pro Tower or Mini-Tower computers (without keyboard, mouse and monitor)
- Warranty-for 5 years: Each device should come with a two (2)-business day (or better) delivery of parts, plus on-site service (if necessary) after remote diagnosis
- Owner will unpack, set up, and configure all equipment

Detailed Specifications:

1) 197 Windows 10 Pro small form factor computers

Quantity	Item Description
197	Small form factor chassis
197	Intel Core i5-7600, or better,
197	Win10 Pro 64bit
197	16 GB 2400 MHz DDR4 RAM or better
197	256GB M.2 NVMe PCIe Class 40 Solid State Drive
197	Tray load DVD+/-RW with internal mounting hardware, Small Form Factor
197	Internal PC Speaker, plus Waves Maxx Onboard audio or equivalent
197	Ethernet, Display Port and HDMI connectors
197	Display port to DVI Adapter (Single link DVI-D video adapter)
0	No media card reader, no wireless, no keyboard, no mouse, and no monitor
0	No installation, setup, or configuration
	Shipping/Handling as necessary

2) 10 Windows 10 Pro Tower or Mini-Tower computers

Quantity	Item Description
10	Tower or Mini-Tower chassis
10	7th Gen Intel Core i7-7700K (Quad Core 4.2GHz, 4.5Ghz Turbo, 8MB, w/ HD Graphics 630), or better,
10	Win10 Pro 64bit
10	16 GB 2400 MHz DDR4 RAM or better in one 16 GB DIMM
10	512GB M.2 NVMe PCIe Class 40 Solid State Drive
10	3.5 inch 2TB SATA 7.2k RPM HDD with Integrated Intel SATA Controller
10	16x (or better) Half Height DVD-/+RW
10	Internal PC Speaker, plus Waves Maxx Onboard audio or equivalent
10	Ethernet, Display Port and HDMI connectors
10	Display port to DVI Adapter (Single link DVI-D video adapter)
10	Built-in Media card readers
0	No wireless, no keyboard, no mouse, and no monitor
0	No installation, setup, or configuration
	Shipping/Handling as necessary

3) Installation, Setup, and Training

Quantity	Item Description
	No installation, setup, or training required!

1. The Vendor shall be an authorized distributor/representative and/or reseller for all of the products that he/she is quoting. The Vendor must supply written information from the manufacturer that he/she is authorized to sell and provide warranty and warranty support on all products being proposed.
2. Permits and Compliance with Codes: The Vendor shall obtain and pay for all necessary insurance certificates for equipment.
3. The Owner reserves the right to reject any or all bids, and to waive technical defects if deemed to be in the best interest of the project.

1.2 GENERAL REQUIREMENTS

- A. All equipment will be delivered based on technical specifications.
- B. The Vendor will coordinate the delivery of all equipment with the Project Manager prior to delivery. Vendor shall confirm delivery of all components, etc. Deliveries made when personnel are not on site will not be accepted.
- C. Final delivery schedules will be coordinated with the Vendor at the time of the award.
- D. Prices listed on the bid form must reflect total cost to the school district including materials, freight and delivery costs.
- E. Any equipment that the Owner and/or Owner's Project Manager determines is not equal or superior in quality to the hardware specified will be cause for rejection of that vendor's proposal.

1.3 EVALUATION CRITERIA

- A. Vendor proposals will be evaluated based on the following criteria:
 - Overall and unit pricing structure
 - Completeness and quality of all requested submittals
 - The general quality of the proposal itself.
- B. Awards will be made for the lowest responsible bid considering the quality of the services, supplies, materials or equipment to be supplied, conformity with the specifications, the purpose for which required, date of delivery, and ultimate cost thereof to the School District; the intent being to purchase in a manner that will best secure the greatest possible economy consistent with the grade or quality of services, supplies, materials, and equipment best adapted for the purpose needed.

1.4 PROJECT DESCRIPTION

- A. Equipment must be delivered no more than 45 days after award date. The sooner the better!
- B. All equipment shall be furnished as new, and in strict accordance with the specifications listed in these documents.
- C. The Owner may elect to deviate from the type and quantity of specific equipment, and configurations of the equipment and services specified, if it is deemed in the interest of the Owner to do so.

1.5 SUBSTITUTIONS AFTER AWARD

- A. Requests for acceptance of proposed equivalents made following the award of contract will be considered by the Owner only in the following cases:
 - 1. The proposed equivalent in the opinion of the Owner is equal or superior to the named product and its use is to the advantage of the Owner.
- B. A formal request must be made for the substitution documenting fully the above reason with complete product and cost data on the proposed substitution, showing detail comparison of proposed substitution with the product specified.

1.6 QUALITY ASSURANCE

- A. Provision of all equipment and warranties shall be the responsibility of the Vendor.

1.7 DELIVERY, STORAGE AND HANDLING

- A. Schedule, arrange, and coordinate with all involved parties/trades for: shipments, arrivals, acceptance, storage, security of equipment and materials, and assure that these activities do not interfere with the ongoing operation of the school. The Vendor shall provide on-site representation to accept shipments and deliveries. There must be at minimum a 48-hour notice of all deliveries. The awarded Vendor shall be responsible for coordinating and advising all parties (Owner, Owner Project Manager, etc.) of delivery schedules and contents.
- B. Equipment, packages, and materials showing evidence of damage may be rejected by the Owner and/or Owner's Project Manager whether equipment exhibits symptoms of damage or not.

1.8 WARRANTY

- A. Warranty-for 5 years: Each device should come with a two (2)-business day (or better) delivery of parts, plus on-site service (if necessary) after remote diagnosis
- B. All equipment supplied by the Vendor under this proposal must contain only factory-approved devices, which will not void any equipment warranty.
- C. Vendor shall provide an "in-house" single call point of service for all warranty issues related to the work governed by this Specification.

PART 2: PRODUCTS

2.1 GENERAL

- A. All materials and equipment will be new and unused.
- B. Delivery: All prices shall be F.O.B. Town of Greenfield, Department of Public Works, Greenfield, Massachusetts. All shipping charges are to be prepaid by the bidder.

2.2 SCHEDULE:

Completion Date	45 days or sooner after award date
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APPENDIX A FORMS

FORM A: Price Proposal

VENDOR/SYSTEMS CONTRACTOR:

Company Name: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____

PRICE PROPOSAL:

A1) 197 Windows 10 Pro small form factor computers

Quantity	Item Description	Product Specifications	Unit Price Equipment	Installation Labor	Extended Price Equip + Labor
197	Small form factor chassis				
197	Intel Core i5-7600, or better,				
197	Win10 Pro 64bit				
197	16 GB 2400 MHz DDR4 RAM or better				
197	256GB M.2 NVMe PCIe Class 40 Solid State Drive				
197	Tray load DVD+/-RW with internal mounting hardware, Small Form Factor				
197	Internal PC Speaker, plus Waves Maxx Onboard audio or equivalent				
197	Ethernet, Display Port and HDMI connectors				
197	Display port to DVI Adapter (Single link DVI-D video adapter)				
0	No media card reader, no wireless, no keyboard, no mouse, and no monitor				
0	No installation, setup, or configuration				
	Shipping/Handling as necessary				

A2) 10 Windows 10 Pro Tower or Mini-Tower computers

Quantity	Item Description	Product Specifications	Unit Price Equipment	Installation Labor	Extended Price Equip + Labor
10	Tower or Mini-Tower chassis				
10	7th Gen Intel Core i7-7700K (Quad Core 4.2GHz, 4.5Ghz Turbo, 8MB, w/ HD Graphics 630), or better,				
10	Win10 Pro 64bit				
10	16 GB 2400 MHz DDR4 RAM or better in one 16 GB DIMM				
10	512GB M.2 NVMe PCIe Class 40 Solid State Drive				
10	3.5 inch 2TB SATA 7.2k RPM HDD with Integrated Intel SATA Controller				
10	16x (or better) Half Height DVD-/RW				
10	Speaker and Waves Maxx Onboard audio or equivalent				
10	Ethernet, Display Port and HDMI connectors				
10	Display port to DVI Adapter (Single link DVI-D video adapter)				
10	Built-in Media card readers				
0	No wireless, no keyboard, no mouse, and no monitor				
0	No installation, setup, or configuration				
	Shipping/Handling as necessary				

FORM B: Proposal Totals

VENDOR/SYSTEMS CONTRACTOR:

Company Name: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____

PROPOSAL TOTALS:

Total Amount from Form A1:	\$
Total Amount from Form A2:	\$
<i>Total Project Amount</i>	\$

This bid includes addenda number(s) _____, _____, _____, _____,

Note: Vendors shall provide unit pricing for all specified components listed in *Section 1.1: Summary of Equipment and Services*. This unit pricing shall be used in determining final quantities and system components when determining award.

Company Name: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____

Authorized Signature: _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of Business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting bid or proposal

Name of Business

END OF DOCUMENT