



CITY OF GREENFIELD
Purchasing Department
And
Greenfield Public Schools

21-05
Invitation for Bid

Chromebooks, Related Equipment, and Services

Documents available: August 26, 2020 @ 10:00 AM
Bid Due Date: September 18, 2020 @ 12:00 PM

Submit to:

City of Greenfield
Procurement Office
14 Court Square
Greenfield, MA 01301

**GREENFIELD PUBLIC SCHOOLS
Chromebooks, Related Equipment, and Services**

Legal Ad Placement

**Procurement Department. City of Greenfield. 14 Court Square
Greenfield, MA 01301**

The Greenfield Public Schools acting through the City Procurement Department is issuing “Invitation for Bid (IFB) 21-05 Chromebooks, Related Equipment and Services”. Equipment will include Chromebooks, rugged “always on” shell cases, headphones, and additional universal Chromebook carrying cases with pouch. Services will include, but not be limited to, software installation, setup, warranty, insurance and asset management.

The IFB 21-05 will be made available Wednesday August 26, 2020 at 10:00 AM on the City of Greenfield Website at <https://greenfield-ma.gov/p/2959/FY-2021-IFBRFPRFORFS> (under “Departments”, “Procurement Department”, “FY-2021 IFB/RFP/RFQ/RFS”). Alternately, Electronic copies of the IFB can be requested by contacting: Laura Phelps at 413.772.1569, or emailing laura.phelps@greenfield-ma.gov.

Sealed bids must be endorsed “IFB- 21-05 Chromebooks, Related Equipment and Services” and are due by September 18, 2020 by 12:00 PM (electronic submissions will not be accepted).

Submissions can be mailed or hand delivered to:

Laura Phelps
Procurement Office, 2nd Floor
14 Court Square
Greenfield, MA 01301

At the discretion of the City, the contract will be awarded to the responsible and responsive bidder (after check of references) and based upon low bid price meeting the quality and bid specifications outlined. The City of Greenfield in conjunction with Greenfield Public Schools reserves the right to reject any and all bids not deemed to be in the best interest of the City.

The Contract/Bid/ Proposal awarding authority is:

Greenfield Public Schools
Greenfield MA

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Chromebooks, Related Equipment, and Services

GREENFIELD PUBLIC SCHOOL

CHROMEBOOKS, RELATED EQUIPMENT, AND SERVICES

Invitation for Bid (IFB) 21-05

For the Purchase of Chromebooks, Related Equipment, and Services for the Greenfield Public Schools, 195 Federal Street, Suite 100, Greenfield, MA 01301.

Sealed Proposals consisting of 5 printed copies (1 marked ORIGINAL) and 1 digital copy in Microsoft Word format) shall be delivered to:

Laura Phelps
Procurement Officer
14 Court Square
Greenfield, MA 01301
(413) 772-1569

Proposals must be clearly marked "**IFB 21-05 Purchase of Chromebooks, Related Equipment, and Services for the Greenfield Public Schools.**"

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

SCHEDULE OF EVENTS/CRITICAL MILESTONES

RFB Release Date:	August 26, 2020 @ 10:00 AM
Final Questions Due:	September 7, 2020
Final Answers/Addenda Issued:	September 10, 2020
Proposals Due:	September 18, 2020 @ 12:00 PM
Purchase Orders:	Week of September 21, 2020
Completion Date (All hardware delivered and 100% configured).	December 1, 2020 or before.

There will be a public bid opening on September 18, 2020 12:30 PM at the City Hall, 2nd Floor Meeting Room, 14 Court Square, Greenfield MA 01301. Please refer to the City website for instructions for entering City Hall during the Covid 19 emergency.

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Proposals must be submitted using forms provided (**See APPENDIX A**). The contract shall be binding on heirs, successors, or assignees in the event of change in management, through sale or by other means. The contract shall not be sublet, assigned, or transferred without the written permission of the Owner.

Any proposal that is not according to prescribed form, not properly signed (manually in ink), or otherwise contrary to instructions will be rejected by the Owner.

Amendments or proposals received after the specified opening due date and hour will not be considered.

The Owner desires that the Vendor/Systems Contractor(s) awarded this contract be capable of furnishing and installing the equipment and services described herein. The Owner reserves the right to place awards to multiple Contractors, on a basis of each item, or as a group, whichever is in the best interest of the School District. Massachusetts State Contractors are preferred vendors, but all submitted proposals will be reviewed if they meet proposal requirements.

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 for the quantity of items selected. Any discrepancy between unit and total prices will be governed by unit prices as quoted on the bid forms.

Rule for Award

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies and services specified in the IFB.

PART 1: GENERAL

1.1 SUMMARY OF EQUIPMENT AND SERVICES

Information Technology Equipment and Services to include the following:

As many as

- 787 Lenovo Chromebooks, with non-touch screens
- 787 UZBL rugged shell “always on” Cases
- 1787 V7 Headphones, HA520-2NP
- 750 UZBL ALWAYS-ON SLIM 11 UNIVERSAL CHROMEBOOK, LAPTOP CASE W/POUCH, BLACK, Part#: EV A7953

Note: If the Owner elects to purchase additional Chromebooks, Vendor agrees that pricing for all units purchased before December 31, 2020 will be the same as or better than the pricing quoted in the submitted proposal.

- 1) **Preferred Chromebook model with the following specifications:**

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787 Lenovo Chromebooks 100E G2 AST (preferred model). If you are proposing an alternate Chromebook device, please complete **Bid Form A-Hardware Specification** listing the specifications of the Chromebook you are proposing. Any alternative device must be supplied in the full quantity requested (i.e., 787 devices)

- 100E G2 AST A4-9120C
- 2.10 GHz Processor or better
- 4GB LPDDR3 1866 MHz or better RAM
- 32GB eMMC Flash Memory
- Display 11.6" HD (1366 x 768) Anti-Glare
- AC Adapter: 45 watt AC
- 1 x USB-C (AC Power)
- 1 x USB 3.0**
- 1 x HDMI
- SD Card reader
- Kensington lock slot
- Combo mic/headphone
- Built-in camera 720p HD with integrated microphone
- Bluetooth 4.1 or better
- We will accept substitutions provided all specifications including the 5-year warranty and 5-year accident insurance are met and that the service includes white-glove activation, applying asset tags, theft/loss coverage, etc. as per list above.
- 3- year warranty on the battery.

2) 787 UZBL CASES RUGGED SHELL 100E G2 AST/AMD CHROMEBOOK BLK

- Case must remain on the device while the device is being operated and completely enclose the Chromebook.
- Case must be able to withstand a drop of 2.5' with no damage to the Chromebook
- We will accept substitutions provided the proposed case is rugged enough to withstand a 2.5'-foot drop
- Case must be compatible with the Chromebook proposed

3) 1787 V7 HEADPHONE HA520-2NP STEREO 3.5MM WIRED BLACK (Or Owner APPROVED equivalent)

4) Services: Installation, Setup, Warranty, Chrome Management Console (Please Complete **Bid Form B-Specifications/Services** listing the item specifications or services you are including for the Chromebook you are proposing.)

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Description	Specification	Qty
Chromebook End of Life	<ul style="list-style-type: none"> • June 2026 or later 	787
Asset Tagging	<ul style="list-style-type: none"> • The owner will send the vendor 787 asset tags, using a prepaid overnight shipping label sent to the owner by the vendor (one asset tag per device). • The vendor will affix an asset tag on the underside of each Chromebook before the case is put on the device. • A complete list of devices with their asset tags and serial numbers must be given to the owner in print and Excel-compatible electronic format. The Excel-compatible spreadsheet must have one column listing every asset tag and a second column listing the corresponding device serial number. 	787
Chrome Management Licenses	<ul style="list-style-type: none"> • GOOGLE ChromeOS MGT LIC+S EDU 	787
“White Glove” (AKA Platinum) Service	<ol style="list-style-type: none"> 1. Unbox each Chrome OS device 2. Power on and update to the latest version of Chrome 3. Connect to Wi-Fi 4. Enroll the device using provided enrollment account details 5. Download and apply all policies for the device 	787
Help Desk Support	Toll-free, 24 x 7 tech support.	787
5-year Warranty with Accidental Damage, Theft/ Loss Insurance strongly preferred	<p>Includes:</p> <ul style="list-style-type: none"> • Up to one battery replacement per year • Two way shipping on any repair issues covered under warranty. • Accidental damage coverage covering a one-time replacement of damage to a major component (i.e. LCD Screen, Convertible Tablet Hinge or Motherboard) for each device under warranty <ul style="list-style-type: none"> ○ Coverage for the following failures ○ Liquid spilled on or in unit ○ Drops, falls, and other collisions ○ Electrical surge ○ Broken DC jack ○ Theft/Loss of Chromebook 	787

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a. RELATED DOCUMENTS AND ATTACHMENTS

APPENDICES-Bid Forms (A, B, C, D, E, and F)

b. GENERAL REQUIREMENTS

A. Instructions to Bidders:

1. Bid Forms: Utilize all bid forms, or exact facsimiles (5 copies), as supplied in this document. A 6th copy of all documents must be submitted in digital format.
2. Proposal Submission: The proposal must be complete. Proposal must be typewritten/computer processed. Illegible bid forms will be dismissed.
3. Bid Attachment/Unit Prices: Wherever requested, each bidder must insert the prices of the items listed in Section 1.1 above and agree that those prices will be the basis of any compensation for additions or deletions, as the case may be, for such increase or decrease in work. The unit price shall include freight and delivery. Setup and configuration costs associated with equipment shall be quoted separately on a per unit basis.
4. Sealed envelopes shall have the name and address of the bidder prominently indicated on the proposal envelope.
5. Identify company name, address, and telephone numbers of any sub-contractors and indicate the hardware or service they are to perform. Submit corporate or individual information for each such listed sub-contractor. This information shall include at a minimum the firm name, address, telephone number, number of years in business, a one paragraph description of the nature of the firm's business, federal tax identification number, and a statement of compliance to state tax and labor law. The bidder will employ no sub-contractors other than those listed on said attachment.
6. Submit all questions about the contract documents in writing in accordance with the schedule described herein. Verbal questions will not be accepted and verbal answers to questions will not be provided. Submit all questions, in writing, to:

Laura Phelps
Procurement Officer
City of Greenfield
14 Court Square
Greenfield, MA 01301
413.772.1569

Laura.Phelps@Greenfield-ma.gov

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7. Replies requiring changes to the contract documents will be issued to all bidders as Addenda and will become part of the Contract.
 8. The Vendor/Systems Contractor(s) shall be an authorized distributor/representative and/or re-seller for all of the products that he/she is bidding. The Vendor/Systems Contractor(s) 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.
 9. Permits and Compliance with Codes: The Vendor/Systems Contractor(s) shall obtain and pay for all necessary insurance certificates for equipment, appliances, and services provided.
 10. All equipment shall be delivered to a storage room inside the Greenfield Middle School (195 Federal Street, Greenfield, MA 01301-Sanderson Street Entrance).
 11. The Owner reserves the right to reject any or all proposals/bids, and to waive technical defects if deemed to be in the best interest of the project.
 12. The Owner reserves the right to award each component of this bid specification separately.
- B. All equipment will be delivered based on technical specifications.
- C. All equipment will be covered by a *five-year* parts and labor warranty and include five years of accident insurance. If warranty work is not performed on-site, vendor will pay freight both ways (i.e., vendor will pay to pick up the malfunctioning device and will pay the cost of returning a working replacement).
- D. The Vendor/Systems Contractor(s) will deliver all equipment (or coordinate delivery should equipment be shipped directly to the Owner). Delivery will be made to a storage room inside the building, not to a curb outside the building. Deliveries made when personnel are not on site will not be accepted.
- E. Acceptance of delivery will be contingent upon demonstration of proper working order for all equipment purchased. The owner shall be given 30 days to conduct an acceptance test to be sure that all devices function properly. The Vendor/Systems Contractor(s) must commit to correcting all non-confirming equipment. The Owner shall be entitled to a refund if the Vendor/Systems Contractor is unable to correct non-conformities, within a reasonable period of times.
- F. Prices listed on the bid form must reflect total cost to the school district including

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materials, labor to install the Chrome Device Management Software and License and provide asset tagging, freight, and delivery costs to a storage location inside the Greenfield Public Schools. Final delivery schedules will be coordinated with the Vendor/Systems Contractor(s) at the time of the award.

- G. Notwithstanding the details presented in this Specification, it is understood that complete, up-to-date operating systems are required. It is the responsibility of the successful Vendor/Systems Contractor(s) to verify the completeness of the materials list to conform to the specifications.
- H. All items must be current manufacturer products and be available in the general marketplace. All items must be new from the manufacturer and contain no remanufactured or refurbished parts.
- I. All bidders may be required to sign and submit a Surety Guarantee, a Non Collusion Affidavit or any other forms as required by the Owner prior to contract award.
- J. The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans, and non-discrimination programs and statement as might be required by the City of Greenfield, MA. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.
- K. The contract period shall extend until one year after Project completion and Owner sign-off, during which time if additional quantities of items provided by the Vendor/Systems Contractor(s) are required by the Owner, the Vendor/Systems Contractor will make a good faith effort to provide these additional quantities at same cost or better than the amount specified in the bid.
- L. Any equipment not included or shown that is required to provide a complete and functional system(s) shall be included with the bid price(s). Vendor/System Contractor(s) will not be compensated for any additional equipment required to make all systems fully functional.
- M. To obtain approval for substitutions and for items identified as “approved equal,” submit written request by September 7, 2020. Requests received after this time, or not demonstrating clear equality with items specified will not be considered. All requests for substitutions shall clearly describe the products for which approval is asked, including all data necessary to demonstrate equality with items specified. If the product is acceptable, an addendum may be issued to all bidders.

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c. PROPOSALS

- A. The following items must also be included in each submission. Exclusion of any item will be grounds for disqualification of the bid.
1. Include a completed set of Bid Form of the systems being bid, indicating the manufacturer, model number, unit cost, and total costs for all specified items. Itemization of miscellaneous equipment such as cables, connectors, patch cords, etc. is not required. Prices shall include all necessary systems configuration, installation labor, overhead, etc. required for a complete and functioning system. At the end of this list indicate the cost of all other items such as miscellaneous equipment required and any applicable sales taxes, etc.
 2. Submit complete manufacturer data sheets and specifications for all items specified and bid.
 3. Include a listing of any voluntary alternates proposed by the bidder as substitutions or additions to the specified systems with complete manufacturer data sheets and specifications.
 4. Include any notes or comments if necessary to clarify proposal.
 5. Vendor/Systems Contractor(s) shall have been in business for at least 3 years prior to the date of this IFB and shall be able to provide references for installations of similar size and scope. Furnish the names, addresses, and telephone numbers of System Designer and/or Systems Consultant, and Owner on three (3) projects similar in scope and magnitude, which the Vendor/Systems Contractor(s) has sold in the last three years. References that provide poor and/or unsatisfactory work related information pertaining to the work by the System's Contractor on similar projects shall be immediate cause for the rejection of the Vendor/System Contractor's proposal.
 6. Provide evidence that the manufacturer of equipment proposed authorizes the bidder to sell, install, warranty and service all equipment represented in this Specification and in their Bid Form.
 7. Written outline describing the proposer's strategy and schedule for installation.
- B. Prior to the final selection of a Vendor/Systems Contractor(s) and the award of a contract, the Owner reserves the right to meet with any of the bidders of their choosing, for the purpose of clarifying a proposal response, and for answering any questions pertaining to a bidder's proposal.

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- C. Vendor/Systems Contractor(s) may be required to provide demonstrations of any and all equipment proposed and answer specific questions relating to specific hardware or software proposed. Any equipment, hardware, or software that the Owner and/or Owner's Project Manager determines is not equal or superior in quality to the hardware or software specified will be cause for rejection of that bidder's proposal.

d. EVALUATION CRITERIA

- A. Vendors/Systems Contractor(s) proposals will be evaluated based on the following criteria: Overall and unit pricing structure, completeness and quality of all requested submittals, 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.

e. PROJECT DESCRIPTION

- A. The project is currently scheduled for completion by **December 1, 2020 or sooner**.
- B. It is required that the selected Vendor/Systems Contractor(s) does (do) not book, order or deliver equipment identified for the project without the written permission of the Owner. Once the Owner determines the school is ready to accept equipment, the Vendor/Systems Contractor(s) will be given written notification to proceed with the ordering and delivery of equipment for school.
- C. Timely and accurate completion of the Project is critical for the implementation of the Owner's educational and administrative plans.
- D. The intent of the Project is to provide/install "State Of The Art" Chromebooks optimized for a school environment and able to support Owner's multimedia instructional needs.
- E. The Owner realizes that the technology specified is constantly changing. The systems and equipment specified herein are based on industry leaders, trends, standards, and methods at the time of writing. It will be the responsibility of the successful Vendor/Systems Contractor(s) to establish methods of monitoring current technology specified and be ready to notify, give advice, educate, and renegotiate with the Owner, to ensure the Owner obtains the most current and up-to-date equipment at the most competitive prices, for all equipment specified and purchased as part of the Project.

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- F. The Owner shall have the opportunity to investigate, replace, upgrade, and/or make modifications to its specification and/or purchase agreement in order to take full advantage of newer “State of The Art” equipment.
- G. All hardware and materials shall be furnished as new, and in strict accordance with the Specifications listed in these documents. Equipment, systems, or components of systems, which do not meet the specific details outlined in this specification, and have not been approved in writing (as an allowable substitution) will be grounds for the immediate disqualification of the total proposal/bid. A Vendor/Systems Contractor(s) response to any item specified indicates complete compliance with all components requested. This Specification/performance may not diminish during the contract or lifetime of the equipment provided. If, in the case of discovery of inferior components during the lifetime of the equipment, those components will be replaced or credited to the Owner (at no charge) by the Vendor/Systems Contractor(s), who will be held solely responsible to remedy the situation.
- H. 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.

f. 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 named products cannot be obtained by the Vendor/Systems Contractor(s) because of strikes, lockouts, bankruptcies, or discontinuance of the manufacturer, and the Vendor/Systems Contractor(s) makes a written request to the for consideration of the proposed equivalent.
 - 2. 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.
- C. A request for substitution is a representation that the Vendor/Systems Contractor(s) has investigated and determined that the proposed substitution is equal or superior in all respects to the specified equipment.
- D. The Vendor/Systems Contractor(s) shall make changes as may be required to incorporate proposed substitute(s) under this section, maintain the same schedule, and provide the same warranty for the proposed substitute(s) as originally specified.

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g. QUALITY ASSURANCE

- A. Provision of all equipment, testing, and warranties shall be the responsibility of the Vendor/Systems Contractor(s).
- B. The Vendor/Systems Contractor(s) shall provide an “in-house” single call point of service for all issues related to the work governed by this Specification as well as warranty work.

h. POST INSTALLATION SUBMITTALS

- A. The following is required for approval prior to final acceptance of the equipment:
 - 1. Submit completed equipment delivery schedules for the hardware purchased in a Microsoft Excel spreadsheet.
 - 2. Provide an Instruction and Maintenance Manual: Prepare instructional manual for use by Owner’s personnel including:
 - a. Table of contents. Identify each product by product name and part number.
 - b. Vendor/Systems Contractor, contact name, address, and phone number.
 - c. Contact information in case of an emergency.
 - d. Certificate of Warranty for each piece of equipment.
 - e. Service Contract.
 - f. Original copies of service manuals.
 - g. Provide legal and licensed copy of all software including certificates, manuals, and installation keys, for all installed software.
 - 3. As-Built Information including:
 - a. Product Data cut sheets on equipment installed
- B. Post-delivery submittal must be submitted for approved by the Owner and/or Owner’s Representative prior to authorization for final payment to the Vendor/Systems Contractor(s) and in accordance with the project schedule described herein. Provide hardcopies via email and in PDF format.

i. DELIVERY, STORAGE AND HANDLING

- A. Schedule, arrange, and coordinate with all involved parties/trades for: shipments, arrivals, and acceptance of equipment and materials, and assure that these activities do not interfere with the ongoing operation of the school. There must be at minimum a 48-hour notice of all deliveries. The awarded Vendor/Systems Contractor(s) shall be responsible for coordinating and advising the Owner or Owner’s Representative.

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- B. Assure deliveries are provided in the quantities, within the times, and in accordance with the manufacturer's shipping instructions. Notify Owner's Representative, in writing, of all confirmed deliveries.
- C. Deliver equipment to a storage room on-site in the manufacturer's original sealed containers or other packaging methods, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- D. 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.

j. WARRANTY

- A. All equipment and subsystem components delivered to the Owner will be free of faulty workmanship and defects, and from damage. Within the warranty period, any part found to be defective will be repaired or replaced at no cost to the Owner.
- B. All equipment will be covered by a minimum of a five-year parts and labor warranty, complete with accident insurance.
- C. All equipment supplied by the Vendor/Systems Contractor(s) under this proposal must contain only factory-approved devices, which will not void any equipment warranty.
- D. Vendor/Systems Contractor(s) shall provide a single call point of service for all warranty issues related to the work governed by this Specification.

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PART 2: PRODUCTS

2.1 GENERAL

- A. It is the intent of the Specification that one manufacturer, not a combination, is selected for each particular classification of equipment specified under **Section 1:1 SUMMARY OF EQUIPMENT AND SERVICES**
- B. Each Classification of Equipment delivered at the same time will be provided with identical internal components.
- C. All materials and equipment will be new and unused.
- D. Where materials, equipment, or products are specified by manufacturer, brand name, type or catalogue number, and accompanied by the term “or approved equal,” System Contractor will comply with the provisions of this Specification concerning “substitutions” to obtain approval for use of the equipment.

2.2 WHITE GLOVE CONFIGURATION

- A. Unbox each ChromeOS device
- B. Power on and update to the latest version of Chrome
- C. Connect to Wi-Fi
- D. Enroll the device using a provided enrollment account details
- E. Download all policies for the device
- F. Warranty Sticker applied
- G. Apply an asset tag on the underside of each device
- H. Install hard shell case after asset tag is applied
- I. Provide Excel spreadsheet with column of asset tags, column of serial numbers, Warranty Expiration Date

2.3 Schedule:

Completion Date	December 1, 2020 or before.
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PART 3 – EXECUTION

3.1 IDENTIFICATION LABELING (ASSET TAGS)

- A. Install Code 39 standard barcodes on all equipment supplied.
- B. The owner will send the vendor 787 asset tags, using a prepaid overnight shipping label sent to the owner by the vendor (one asset tag per device).
- C. The vendor will affix an asset tag on the underside of each Chromebook before the case is put on the device.
- D. A complete list of devices with their asset tags must be given to the owner in print and Excel-compatible electronic format. The Excel-compatible spreadsheet must have one column listing every asset tag and a second column listing the corresponding device serial number, warranty end date and phone number of dealer to contact in case of warranty related questions.

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APPENDICES and BID FORMS

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BID FORM A-Hardware Specifications: Please detail the Hardware specifications of your proposed Chromebook using this form.

Features	Requested Specifications	Supplied Specifications
Lenovo 100E G2 AST A4-9120C	100E G2 AST A4-9120C	
2.10 GHz Processor or better	2.10 GHz Processor or better	
4GB LPDDR3 1866 MHz or better RAM	4GB LPDDR3 1866 MHz or better RAM	
32GB eMMC Flash Memory	32GB eMMC Flash Memory	
Display 11.6" HD (1366 x 768) Anti-Glare	Display 11.6" HD (1366 x 768) Anti-Glare	
AC Adapter: 45 watt AC	AC Adapter: 45 watt AC	
1 x USB-C (AC Power)	1 x USB-C (AC Power)	
1 x USB 3.0**	2 x USB 3.0	
2 x HDMI	1 x HDMI	
SD Card reader	SD Card reader	
Kensington lock slot	Kensington lock slot	
Combo mic/headphone	Combo mic/headphone	
Built-in camera 720p HD with integrated microphone	Built-in camera 720p HD with integrated microphone	
Bluetooth 4.1 or better	Bluetooth 4.1 or better	

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BID FORM B-Specification/Services: (Please list the specifications of the items or services you are including for the Chromebook you are proposing.)

Description	Requested Specification/Service	Supplied Specification/Service
Chromebook End of Life	<ul style="list-style-type: none"> • June 2026 or later 	
Asset Tagging	<ul style="list-style-type: none"> • The owner will send the vendor 787 asset tags, using a prepaid overnight shipping label sent to the owner by the vendor (one asset tag per device). • The vendor will affix an asset tag on the underside of each Chromebook before the case is put on the device. • A complete list of devices with their asset tags must be given to the owner in print and Excel-compatible electronic format. The Excel-compatible spreadsheet must have one column listing every asset tag and a second column listing the corresponding device serial number. 	
Chrome Management Licenses	<ul style="list-style-type: none"> • GOOGLE ChromeOS MGT LIC+S EDU 	
“White Glove” (AKA Platinum) Service	<ul style="list-style-type: none"> • Unbox each Chrome OS device • Power on and update to the latest version of Chrome • Connect to Wi-Fi • Enroll the device using provided enrollment account details • Download and apply all policies for the device 	
Help Desk Support	Toll-free, 24 x 7 tech support.	
5-year Warranty with Accidental Damage, Theft/Loss Insurance strongly preferred	<ul style="list-style-type: none"> • Up to one battery replacement per year • Two way shipping on any repair issues covered under warranty. • Accidental damage coverage covering a one-time replacement of damage to a major component (i.e. LCD Screen, Convertible Tablet Hinge or Motherboard) for each device under warranty <ul style="list-style-type: none"> ○ Coverage for the following failures ○ Liquid spilled on or in unit ○ Drops, falls, and other collisions ○ Electrical surge ○ Broken DC jack ○ Theft/Loss of Chromebook 	

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BID FORM D: Additional Charges Disclosure

VENDOR/SYSTEMS CONTRACTOR:

Name _____ **Date** _____

Address: _____

Phone: _____

Fax: _____

Email: _____

ADDITIONAL CHARGES:

ITEM NO.	QTY	DESCRIPTION	UNIT COST	EXTD COST	LABOR COSTS	TOTAL COST
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$

Mark NA if not applicable.

GREENFIELD PUBLIC SCHOOLS
Chromebooks, Related Equipment, and Services

BID FORM E: Vendor Proposal Checklist

VENDOR/SYSTEMS CONTRACTOR:

Name _____ **Date** _____

Address: _____

Phone: _____

Fax: _____

Email: _____

VENDOR PROPOSAL CHECKLIST

ITEM NO.	DESCRIPTION	YES
1	SUBCONTRACTOR INFO	
2	INSURANCE DOCUMENTATION	
3	COMPLETED BID RESPONSE FORMS	
4	MANUFACTURER DATA SHEETS	
5	VOLUNTARY ALTERNATES	
6	CLARIFICATIONS	
7	REFERENCES	
8	RESUMES	
9	INSTALLATION STRATEGY/SCHEDULE	

10 Addenda Received- **Please List Each** : _____

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BID FORM F: Bid Totals

VENDOR/SYSTEMS CONTRACTOR:

Name: _____ **Date:** _____

Address: _____

Phone: _____

Fax: _____

Email: _____

BID TOTALS:

Total Amount Bid from Form A:	\$
Total Amount Bid from Form B:	\$
<i>Total Bid Amount</i>	\$

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. Vendors shall also provide one electronic copy of all bid tables and unit pricing tables at the time of bid.

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

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CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

Pursuant to M.G.L. Ch. 30b, s10, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion 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. The undersigned certifies under the penalties of perjury that this bid or bids 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 person submitting contract/bid

Date

Name of Business

CERTIFICATE OF TAX COMPLIANCE

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

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

Corporate Officer (if applicable)

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END OF DOCUMENT