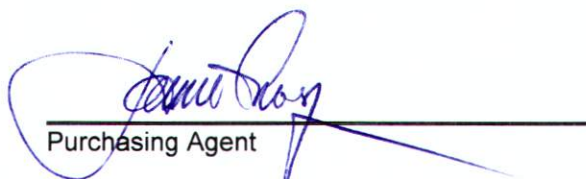




Purchasing and Contracts Branch
2201 East Market Street
Long Beach, California 90805-5556

Request for Bids (RFB)
09-1617
Chromebooks, ProBook 450, Service, and
Accessories


Purchasing Agent


Purchasing & Contracts Director



SECTION A – INSTRUCTIONS

1. INTRODUCTION

The Long Beach Unified School District (District) is seeking sealed bids from qualified vendors (Bidder), to provide Chromebooks, ProBook 450, Service, and Accessories. The intent of this RFB process is to select a Bidder and establish a one (1) year contract with an option to extend for up to two (2) additional one year periods based on satisfactory service/performance.

a) District Contact

The District contact (Contact) for this RFB is the sole point of contact for this procurement. All communication shall be in writing and submitted to the Contact as designated below. Bidders are not permitted to communicate with other District staff or officials about this RFB, except during pre-bid meetings and/or interviews, unless otherwise directed by the Contact. Direct written questions and/or correspondence related to this RFB to:

Contact: Jaime Gorospe, Purchasing Agent

E-Mail: jgorospe@lbschools.net

Bidders interested in participating in this RFB should immediately provide the Contact with a telephone number and an e-mail address for dissemination of addenda and/or supplemental information, as applicable. Failure to provide said contact information may result in late notifications and/or incomplete bids.

b) Deadline for Submitting Questions

Any questions regarding the RFB must be submitted to the Contact referenced above, by e-mail, no later than 7/21/2016 at noon. Reference the RFB Number and Title when making inquiries. Inquiries submitted by the inquiry submittal deadline will receive a response from the District no later than 7/26/2016.

c) Background

Quantities for each item are based on an estimated usage and the District's best estimate of future purchases throughout the term of the bid. Bidders are advised that the quantities are approximate and actual order may total either greater or lesser amounts. As technology advances, it is understood that improved or enhanced products may supersede existing products in both price and performance and yet be essentially similar. This solicitation seeks to address the rapid advances in technology by allowing functionally similar or identical products that may be introduced in the future, during the term of this RFB, to be included under the general umbrella of compatible product lines and are thus specifically included in this RFB document.

2. FORMAT AND SUBMISSION

Bids must be submitted on the provided bid documents in conformance with this RFB. Bids must be submitted in a sealed envelope with the bid number appearing on the face thereof, and the Bidder's name, address, telephone number. Bidders must:

- Complete and insert the Company Information Form, furnished herewith.
- Complete and insert the Bid Form, furnished herewith.
- Insert Manufacturer's Specification sheets, if bidding other than those specified herein.
- Complete and insert addendum in chronological order, as applicable.



Additionally, bids must be submitted to and addressed as follows:

LBUSD Purchasing & Contracts Branch
Att: Jaime Gorospe, Purchasing Agent
RFB 09-1617 - Chromebooks, ProBook 450, Service, and Accessories
2201 E. Market Street
Long Beach, California 90805

The deadline for submitting a sealed bid is **7/29/2016 at 11:00 am**. Any bid received after this time will be returned unopened (Government Code Section 53068). It is the Bidder's responsibility to ensure that the bid arrives before the specified time.

The District will not be responsible for bids not properly marked and delivered. Postmarks will not be accepted in lieu of actual receipt. **Faxed or e-mailed bids will not be accepted.**

3. CONTRACT TERM

The initial contract period will be August 2016 through August 2017. The District requires that all pricing contained in the bid remain firm for the duration of the initial contract. The contract may be extended for additional periods upon mutual consent of both parties. The total length of the contract shall not to exceed the allowance by law. Prices shall remain firm through this period. The District may however, accept a justified price increase with a minimum of thirty (30) day's written notice prior to each renewal. Such increase is to be effective on the renewal only and must be borne by all customers using the product(s) affected.

4. SCOPE OF SERVICES

The Bidder shall deliver the requested products and services to the District within fifteen (15) business days of receipt of purchase order. All items must be delivered, ready for use, F.O.B. Long Beach Unified School District Warehouse, 2201 E. Market Street, or location as specified in purchase order. Additionally, Bidder shall:

- Include a detailed and accurate packing slip with each delivery. Purchase order number must appear on all packages, packing slips, and invoices.
- In the event that an item within the bid is discontinued and replaced by an upgraded item, which performs the same task, it may be deemed an acceptable replacement if it meets or exceeds original specifications and is provided at the same or lesser price than the original item. In addition, if a component of the computer devices is discontinued and replaced by an upgraded item, which performs or exceeds original specifications it may be deemed an acceptable upgrade if it is provided at the same or lesser price than the original item.

5. SPECIFICATIONS

Since components listed in this RFB will be added to existing systems, it's a requirement of this RFB that all items be 100% compatible. Nothing stated herein is intended to be restrictive against a particular brand offered. However, equipment, which is not completely compatible with existing systems mentioned, may be rejected on that basis. Compatibility shall include, but not be limited to:

- Operation of software currently in use in the District (Windows 7 Pro);
- Support of the Microsoft Windows Imaging Format (WIM);



- Mechanical compatibility and configuration adaptability;
- Ease of repair and availability of compatible parts
- Network compatibility (Novell NetWare 6/OES/SuSe, Ethernet, 10/100Base-TX Gigabit Ethernet, Microsoft Windows 7/8, 802.11g/n wireless)

Item 1: HP Chromebook 11 G4 EE (Educational Edition)

- Chrome OS
- Intel® Celeron® N2840 with Intel HD Graphics
- 11.6" diagonal HD SVA WLED anti-glare (1366 x 768)
- Intel HD Graphics
- 4 GB 1600 MHz DDR3L SDRAM
- 16 GB eMMC SSD
- Wireless-AC 7260 802.11a/b/g/n/ac (2x2) WiFi and Bluetooth® 4.0 Combo
- TPM Security
- Full sized textured black island-style spill-resistant keyboard
- 3-Cell 36Whr Li-ion Battery/45 watts AC adapter
- 1 year onsite and parts warranty

Item 2: Headphones. ThinkWrite #90117

- Headphone, High fidelity stereo, Ultralight, Over Ear, 1.5m braided fabric cord

Item 3: Optical Mouse. ACCO# K72356US

- Optical Mouse, Kensington Mouse-in-a-Box, USB. Black, Scroll wheel.

Item 4: Chromebook Snap-on Case. Max Case # HPESCB3411GRY

- Co-Molded Polycarbonate w/ Shock Absorbing TPU Edge Protection.

Item 5: AC Slim Cart. AnyWhere # AC-SLIM

- Cart, Holds 36 Chromebooks, iPads, Tablets or Laptops (9"-15")
- Full Metal Construction
- External Power outlet (2+2 USB)
- Adjustable Divider Width
- Integrated Cable Management
- 43-7/8" H x 22" W x 23-3/4" D
- Removable AC Adapters Trays (4)
- 3-point Locks with Padlock Loops
- 3 mode Intelli-Timer
- Ultra Quiet Elastic Rubber Wheels
- Illuminated external LED Switch

Item 6: AC PRO II Cart. AnyWhere # AC-PRO II

- Cart, Holds 40 Chromebooks, iPads, Tablets or Laptops (9"-15")
- Full Metal Construction
- Versatile Teacher's Drawer



- Sliding Device Shelves
- Adjustable Divider Width
- Integrated Cable Management
- 36-3/4"L x 43-1/2" H x 22-7/8" D,
- Removable AC Adapters Trays (4)
- 3-point Locks with Padlock Loops,
- 12' User-Replaceable Power Cord
- ON/OFF LED Switch
- Cycle Timer with 3 Modes

Item 7: Mobile Device Management

- Mobile Device Management (MDM) License- Google Apps For Education license for Chromebooks

Item 8: Set Up, Etching and Delivery Services (without Cart)

- Bidder must be able to provision Chromebooks, as specified below, at a minimum rate of 100 per business day
- Enroll Chromebook into Google Management Console for the LBUSD domain in the OU specified on the Purchase Order
- Etching of LBUSD logo on Chromebooks (camera ready artwork will be provided)

Item 9: Set Up, Etching, Tagging, and Delivery Services (with Cart)

- Bidder must be able to provision Chromebooks, as specified below, at a minimum rate of 100 per business day
- Enroll Chromebook into Google Management Console for the LBUSD domain in the OU specified on the Purchase Order
- Etching of LBUSD logo on Chromebooks (camera ready artwork will be provided)
- Etching and tagging of the Mobile Charging Cart (labels to be provided by LBUSD)
- Direct site deliver in cart
 - Includes cable management
 - Delivery of fully populated and functional/charged cart to school site

Item 10: HP ProBook 450 G3 Notebook

- Intel Core i5-5200U Processor
- Windows 7 Professional 64
- 15.6" diagonal Display
- 4 GB DDR3L Memory
- 128GB SSD Disk Drive
- 802.11 Wireless networking
- TPM Security
- Full sized textured Keyboard
- 3 year onsite and parts warranty
- Primary 4-cell Lithium-Ion Battery with AC pack
- Etching of LBUSD logo on ProBook (camera ready artwork will be provided)



6. EQUIVALENT BRANDS

The brands described and specified in this bid have been tested extensively and have been found satisfactory for District requirements. Any other brands offered as “equal” shall be accepted only after testing and have proven their capabilities to meet District needs.

Manufacturer’s specification sheets for computer devices being bid must be included within the bid. Specification sheets must be complete and demonstrate clearly the product’s ability to meet District specification requirements. The responsibility to provide these sheets rests solely with the Bidder. The District reserves the right to make final determination regarding conciseness and completeness of specification sheets provided. Failure to meet this condition may result in rejection of the bid.

7. SAMPLES

All items referenced in this bid are “or equal” and are not meant to be restrictive. Bidder must indicate any exceptions or deletions to the specifications in their bid. Failure to do so will indicate that the bid is exactly as specified.

If bidding **other than specified**, samples **MUST** be submitted upon request within five (5) business days. Failure to supply samples may be cause for bid rejection. All samples submitted must indicate bid number, bid item number, vendor name; brand and model/mfg. number on **outside of each package**. Deliver package of samples to 2201 E. Market St., Long Beach, CA 90805. Bidder is responsible for all cost of samples and freight.

8. AWARD

a) Method

After the public bid opening, where the apparent low bid is identified, bids will be reviewed to ascertain that they are in compliance with the RFB requirements. Bidders may be deemed non-responsive for failure to comply with the requirements set forth herein. Evaluation of responsible Bidders will be based on, but not limited to such factors as ability to deliver products in a timely manner, appropriateness and quality of materials offered, length and scope of the warranties and pricing.

Items in this bid will be awarded on a lot basis. The use of lot awards is intended to insure consistency of use and quality. The District reserves the right to cancel or withdraw any item(s) before award and proceed with an award on the remaining items as a lot. Bidders must submit a price for each item within the lot to be considered for award of that lot. Failure to meet this condition may result in rejection of the bid within that lot. If an alternate item is bid and rejected within a lot, it may result in rejection of the lot.

b) Award Process

Once the lowest responsible/responsive Bidder has been determined, a Notification of Intent to Award will be issued to all Bidders who submitted a bid identifying the lowest responsible/responsive Bidder.



c) Commencement of Services

A Purchase Order will be issued once:

- Board authority is granted.
- Insurance requirements have been met, if applicable.
- Verification of current vendor W-9 State Tax Form.

d) Reservations

The District reserves the right to:

- Reject any and all bids, or any part of any bid.
- Accept any part of the bids, at prices quoted, to the best advantage of the District, unless Bidder by indicating on bid positively limits his bid to "all or none".
- Waive any informality or minor irregularity in any bid.
- Tie bids will be awarded to the local vendor (if any). If a tie bid still remains award will be determined in compliance with Public Contract Code 20117.

Bids are subject to acceptance within sixty (60) days of closing date, and all bids shall remain irrevocably in effect for sixty (60) days after the bid closing date. A written purchase order furnished to the Bidder results in a binding contract without further action by either party.

9. CLARIFICATION AND INTERPRETATION

The words "must" or "will" or "shall" in this RFB indicate mandatory requirements. Taking exception to any mandatory requirement may be grounds for rejection of the bid.

The District wants to avoid any misunderstanding where it is assumed that a feature is included in the bid and turns out to be an optional, extra cost feature. Any features that are optional, extra cost items shall be clearly referenced as such in all correspondence, including RFB questions and the written Bid Form.



SECTION B – GENERAL TERMS AND CONDITIONS

1. The detailed requirements of the Bid Proposal specifications shall supersede any conflicting provisions of these General Conditions.
2. Hereinafter the word "District" means the Board of Education or its authorized representative. The general specifications are for reference only. The District reserves the right to waive any minor variations from specifications and to evaluate the bid based on the determination of what is in the District's best interest and the ability of the items to perform the task for which they are being purchased. The District will make its determination based on specifications set forth in this bid and their applicability to the end-user's needs.
3. **ADDENDA:** The District reserves the right to modify and issue addenda to this RFB. A signed copy of all addenda shall be submitted as part of the bid. Failure to include the addenda may result in a non-responsive submittal. Addenda shall become a part of this RFB and any Agreement, which may result from this solicitation.
4. **AFFIRMATIVE ACTION:** The Long Beach Unified School District is an Affirmative Action/Equal Employment Opportunity Employer and in accordance with applicable state and federal law, does not discriminate in any employment practice on the basis of age (40 and over), ancestry, color, marital status, medical condition (cancer related), national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. This policy of affording equal employment opportunities to all persons is in keeping with provisions of Title VII and Title IX amendments of the United States Code, which protect persons against discrimination.
5. **ASSIGNMENT:** No contract awarded under this proposal shall be assigned except with the District's written approval.
6. **ASSIGNMENT BY BIDDER:** Assignment by Bidder to purchasing body rights under Federal law arising from purchase pursuant to bid: In submitting a bid to public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 commencing with Section 16700) or Part 2 of Division 7 of the Business Professions Code, arising from purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder. The preceding provisions of this section shall be included in full in any specification for the public purchase and shall be included in full in the bid agreement or general provisions incorporated into the bid agreement.
7. **BID PREPARATION AND SUBMISSION:**
 - a. Bids received later than the time and date specified herein will not be considered and will be returned unopened to the Bidder (Government Code Section 53068).
 - b. All prices and other notations must be typewritten or legibly written in ink. Changes or corrections must be initialed in ink by the person signing the bid.
 - c. Bidders shall bid separately on each item, showing unit price and other required information. The unit price shall prevail.
 - d. Bidder shall quote no less than lowest net price, best delivery date, maximum discount terms for prompt payment of at least thirty (30) days, and list manufacturer and model # of the item offered.
 - e. Unless otherwise stated, bid specifications call for equipment and supplies that are new and unused, of current manufacture.
8. **CANCELLATION:** The District may, at any time, with or without reason, terminate the Contract and compensate Bidder only for goods/services satisfactorily rendered prior to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Bidder. Notice shall be deemed given when received by the Bidder or no later than three days after the day of mailing, whichever is sooner.
9. **CONTRACT DOCUMENTS:** The complete purchase agreement includes the following documents: The advertisement for bids (when required), the bid and purchase order conditions, the specifications and drawings, the bid of the supplier and its acceptance by the District, the purchase order, performance guarantee, and all amendments thereto. Any of these documents shall be interpreted to include all provisions of the other documents as though fully set out therein.
10. **DEFAULT BY BIDDER:** The District shall hold the Bidder responsible for any damage which may be sustained because of the failure or neglect of the Bidder to comply with any term or condition listed herein or in the purchase order, it being specifically provided and agreed that time shall be of the essence of the contract delivery requirements.

If the Bidder fails or neglects to furnish or deliver any of the materials, supplies or services listed herein at the prices named and at the time and places herein stated or otherwise fails or neglects to comply with the specifications and other terms of the contract, the District may, upon written notice to the Bidder, cancel the contract in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is canceled in whole or in part,



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purchase the materials, supplies or services elsewhere without notice to the Bidder. The prices paid by the District at the time such purchases are made shall be considered the prevailing market prices. Any extra cost incurred by such default may be collected by the District from the Bidder and the surety on the performance bond, if any.

11. **DELIVERY:** No equipment shall be accepted unassembled; all equipment shall be assembled prior to (or within three business days) after delivery; and no charges for transportation, handling, containers, packing, etc., will be allowed unless otherwise specified in the bid. All articles shall be subject to inspection and acceptance or rejection by the District.
12. **FORCE MAJEURE CLAUSE:** The parties to the contract shall be excused from performance there under during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss or shortage of transportation facilities, lockout, or commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is established that the non-performance is not due to the fault or neglect of the party not performing.
13. **PAYMENT:**

Payment will be made only to the firm name written on the bid. All cash discount (prompt payment terms) shall be taken and computed from the date of acceptance of material or the date of receipt of the invoice, whichever is later.
14. **PERMITS AND LICENSES:** Licenses must be legally held in the name as submitted on bid documents. The Bidder and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law, in connection with the furnishing of materials, articles or services herein listed.
15. **PRICING:** Unit prices shown on the bid shall be the price per unit of sale as stated herein. For any given item, the quantity multiplied by the unit price shall establish the extended price; the unit price shall govern in the bid evaluation and contract administration.
16. **PROMPT PAYMENT TERMS:** Cash discounts shall be considered in determining low bid if discount offered is for (30) day payment period or longer. Cash discounts for less than thirty (30) days shall not be considered in determining low bid.
17. **PROPERTY OF THE DISTRICT:** All bids and materials submitted become the property of the District and may be used by the District in any way it deems appropriate. In addition, bids received will be subject to the California Public Records Act.
18. **SAFETY AND LEGAL REQUIREMENTS:**
 - a. All materials, equipment or supplies referred to in the bid shall be in full compliance with the safety orders and regulations of the Division of Industrial Safety of the State of California, product labeling

and regulations of the California Department of Consumer Affairs, and the minimum standards of the O.S.H.A., and all other laws and ordinances applicable thereto.

- b. All electrical, radio and electronic equipment, materials, supplies and accessories called for in the specifications must bear the seal of approval of the Underwriters Lab., Inc., and/or the Electrical Testing Laboratories of the City of Los Angeles. Where seals of approval are not visibly identifiable, a signed statement of such approval shall be furnished to the District, if so requested.
 - c. Motor-driven or shock-hazard machinery and appliances must have a 3-wire cord (grounded) and 3-prong plug. If the item is "double-insulated" and so certified by U.L., grounding is not necessary.
 - d. When applicable, will be required to submit Material Safety Data sheets (MSDS) for the items awarded.
19. **TRADE-INS & ALTERNATIVE BID:** The District may offer to purchase certain items conditioned on the agreement of the Bidder to purchase designated equipment and remove same from the District, and stating in the bid the amount that may be deducted from the bid price for furnishing the new material, as provided in § 39523 and § 81454 of the Education Code. Condition of the equipment to be turned in is to be "as is". Equipment may be inspected if desired. Bidder may either offer an exchange allowance or an alternative quotation on the same item without trade-in.

Unless otherwise stated, bid specifications call for equipment and supplies that are new and unused, of current manufacture.

20. **WARRANTY:** Period shall begin on the date that the article is placed into service by the user. Each Bidder shall state in writing the warranty on parts and labor as applicable. Additionally, Bidder shall warrant all products to be free from defects in both materials and workmanship, and will guarantee replacement and/or full refund of the purchase price. Warranty period shall begin on the date that the article is placed into service by the user.
21. **WITHDRAWAL OR CHANGE OF BID:** Bids may be withdrawn only by letter or in person prior to the stated closing time. No change(s) or addition(s) or correction(s) or withdrawal of bids will be permitted after the stated closing time. Bids may only be withdrawn after closing with consent of the District.



COMPANY INFORMATION FORM

TO THE BOARD OF EDUCATION OF THE LONG BEACH UNIFIED SCHOOL DISTRICT

Honorable Members:

In compliance with the Request for Bids, the undersigned, acting for the firm named, hereby proposes and agrees, if this bid be accepted, to furnish the items and/or services at the prices quoted opposite each item, within the times indicated, and in accordance with the instructions, general conditions, and specifications set forth in these bid documents.

LEGAL FIRM NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: (_____) _____

E-MAIL: _____

TAX ID NUMBER: _____

NON-COLLUSION STATEMENT: Bidder hereby certifies that this bid is genuine and not collusive or made in the interest or behalf of any person not herein named, and that the Bidder has not directly or indirectly, induced or solicited any other Bidder to put in sham bid, or any other person, firm, or corporation to refrain from bidding, and the Bidder has not in any manner sought by collusion to secure for himself an advantage over any other Bidder.

OBJECTION TO TERMS: If the Bidder has any objections to the terms of this RFB, these objections must be clearly addressed, in writing, on the a cover letter which shall accompany the bid and shall specifically reference the particular section number, paragraph, and page number of the objection.

MANUAL SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____



BID FORM

COMPANY NAME: _____

Item	Est. Qty.	UOM	Description	Unit Price	Extended
1	13,000	EACH	HP Chromebook 11 G4 EE (Educational Edition)		
2	8,000	EACH	Headphones, ThinkWrite #90117		
3	8,000	EACH	Optical Mouse, ACCO# K72356US		
4	1,000	EACH	Chromebook Snap-on Case, Max Case # HPESCB3411GRY		
5	100	EACH	AC Slim Cart, AnyWhere CART# AC-SLIM		
6	300	EACH	AC PRO II Cart, AnyWhere CART# AC-PRO II		
7	13,000	EACH	Mobile Device Management (MDM) License		
8	13,000	EACH	Set Up, Etching and Delivery Services (without Cart)		
9	12,000	EACH	Set Up, Etching, Tagging and Delivery Services (with Cart)		
10	1,500	EACH	HP ProBook 450 G3 Notebook with Etching		
TOTAL BID AMOUNT				\$	