



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

Request for Bids (RFB)

**48-1617**  
**Chromebooks, Related Equipment and**  
**Supplies**  
(Price Agreement)

 4/21/17  
Director Date

RELEASED ON: 4/24/2017



## SECTION A - INSTRUCTIONS

### 1. INTRODUCTION

The Long Beach Unified School District (District) is seeking sealed bids from qualified vendors (Bidder), to provide chromebooks, related equipment and supplies. 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 Contact with a telephone number and an e-mail address for dissemination of addenda and/or supplemental information. Failure to provide said contact information may result in late notifications and/or incomplete bids.

#### b) Deadline for Submitting Questions

Any questions regarding this RFB must be submitted, via email, to Contact referenced above, no later than 5/2/2017 at noon. All submittals must reference the RFB number and title. Questions submitted by the deadline will receive an email response from the District no later than 5/4/2017.

#### c) Quantities

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 orders may vary from stated quantities.

### 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, Bidder's name and address appearing on the face thereof. Bidders must complete and return the following:

- Company Information Form
- Piggyback Clause Form
- Request for Taxpayer Identification Number and Certification Form (Form W-9)
- Bid Form and Price Worksheets
- Addenda in chronological order, if applicable
- If bidding other than those specified herein, provide Manufacturer's Specification sheets

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

**LBUSD Purchasing & Contracts Branch**  
**Attn: Jaime Gorospe, Purchasing Agent**  
**RFB 48-1617 - Chromebooks, Related Equipment and Supplies**  
**2201 E. Market Street**  
**Long Beach, California 90805**



The deadline for submitting a sealed bid is **5/9/2017 at 11:00 a.m.** 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. 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 **May 2017** through **April 2018**. The District requires that all pricing contained in the bid remain firm for the initial term. The District will consider fully documented requests for price increases, to be submitted at least thirty (30) days prior to contract renewal. The District may, at its sole option, accept any changes or cancel from the contract those items concerned.

### **4. SCOPE OF SERVICES**

The awarded Bidder shall deliver the requested products 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.

The awarded Bidder is required to maintain a Cart Inventory Database per delivery site. Assets to be recorded on the Cart Inventory Database Form (see Appendix A) and returned to District Warehouse, Attention: Inventory Control, 2201 E. Market Street, Long Beach, CA 90805 or email to Miriam Ramos-Mejia, [MRamosMejia@lbschools.net](mailto:MRamosMejia@lbschools.net) and Derek Reed, [DWReed@lbschools.net](mailto:DWReed@lbschools.net), concurrent with delivery. The database shall provide the following information:

- District location/site name to include location room or office number
- Purchase Order number
- Equipment name with product description, make and model number
- Serial number(s) of equipment with corresponding District issued Inventory Number
- Shipping and delivery date, proof of delivery and sign-offs information

District Inventory Tag Labels are to be picked up by awarded vendor at the District Central Warehouse after receipt of each order.

### **5. SPECIFICATIONS**

If any item, or component thereof, is discontinued and replaced by an upgraded item, 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

#### **Item 1: HP Chromebook 11 G5 EE (Educational Edition)**

- Chrome OS
- Intel® Celeron® N3060 with Intel HD Graphics
- 11.6" diagonal HD SVA WLED anti-glare (1366 x 768)
- Intel HD Graphics
- 4GB 1600 MHz DDR3L SDRAM

- 16 GB eMMC SSD
- Wireless-AC 7260 802.22a/b/g/n/ac (2x2) WiFi and Bluetooth® 4.0 Combo
- TPM Security
- Full sized textured black island-style spill-resistant keyboard
- 3-Cell 44Whr Li-ion Battery/45 watts AC adapter
- 3 year onsite and parts warranty

**Item 2: Headphones, ThinkWrite #90117**

- Headphone, stereo, Ultralight, Over Ear, 1.5m braided fabric cord, 1-yr. warranty.

**Item 3: Optical Mouse, Kensington #K72356US**

- Optical Mouse, Mouse-in-a-Box, USB, Black, Scroll wheel. 5-yr. warranty

**Item 4: Chromebook Snap-on Case, Max Case # HPESCB4EE11GRY**

- Co-Molded Polycarbonate with 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
- Warranty: Lifetime frame, 2-year Electrical.

**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
- Warranty: Lifetime frame, 2-year Electrical



**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 on a fully populated and functional/charged cart to school site.

**6. EQUIVALENT BRANDS**

The brands described and specified in this bid must be compatible with existing systems used throughout the District, and are not meant to be restrictive. Bidders desiring to quote on other brands must indicate brand and model/name/number proposed for each item, and provide Manufacturer's specification sheets which clearly demonstrate the product meets District specifications. Failure to meet these conditions may result in rejection of the bid.

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, including return service.

**7. 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 responsive 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 as one lot. 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. If an alternate item is bid and rejected within a lot, it may result in rejection of the lot.

In the event there are two or more identical lowest bids, the District will award to the local vendor (if any). If there is no local vendor, award will be determined in compliance with Public Contract Code 20117.

**b) Award Notification**

A Notification of Intent to Award will be issued to all participating Bidders identifying the lowest responsible/responsive Bidder.

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.

**c) Commencement of Services**

A written purchase order results in a binding contract without further action by either party. A Purchase Order will be issued once:

- Board authority is granted.
- Insurance requirements have been met, if applicable.
- Verification of current vendor W-9 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 clearly states on their bid it is limited to "all or none".
- Waive any informality or minor irregularity in any bid

**8. 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.

**9. BID PROTEST PROCEDURE**

Any Bidder who submitted a bid may file a bid protest. The protest shall be filed in writing with the District's Assistant Purchasing & Contracts Director not more than five (5) business days after the date of the Notice of Intent of Award. An e-mail address shall be provided and by filing the protest, protesting Bidder consents to receipt of e-mail notices for purposes of the



protest and protest related questions and protest appeal, if applicable. The protest shall specify the reasons and facts upon which the protest is based.

**a) Resolution of Bid Controversy**

Once the bid protest is received, the apparent lowest responsible Bidder will be notified of the protest and the evidence presented. If appropriate, the apparent low Bidder will be given an opportunity to rebut the evidence and present evidence that the apparent low Bidder should be allowed to perform the work. If deemed appropriate by the District, an informal hearing will be held. District will issue a written decision within fifteen (15) calendar days of receipt of the protest, unless factors beyond the District's reasonable control prevent such resolution. The decision on the bid protest will be copied to all parties involved in the protest.

**b) Appeal**

If the protesting Bidder or the apparent low Bidder is not satisfied with the decision, the matter may be appealed to the Purchasing & Contracts Director or their designee, within three (3) business days after receipt of the District's written decision on the bid protest. The appeal must be in writing and sent via overnight registered mail with all accompanying information relied upon for the appeal and an e-mail address from which questions and responses may be provided to:

**LBUSD Purchasing & Contracts Branch  
Attn: Jaime Gorospe, Purchasing Agent  
RFB: 48-1617 - Chromebooks, Related Equipment and Supplies  
2201 E. Market Street  
Long Beach, CA 90805**

**c) Appeal Review**

The Purchasing & Contracts Director or their designee shall review the decision on the bid protest from the Assistant Purchasing & Contracts Director and issue a written response to the appeal, or if appropriate, appoint a Hearing Officer to conduct a hearing and issue a written decision. The written decision of Purchasing & Contracts Director or the Hearing Officer shall be rendered within fifteen (15) calendar days and shall state the basis for the decision. The decision concerning the appeal will be final and not subject to any further appeals.

**d) Reservation of Rights to Proceed with Project Pending Appeal**

The District reserves the right to proceed to award the bid pending an Appeal. If there is a critical completion deadline, the District may choose to shorten the time limits set forth in this Section if written notice is provided to the protesting party. E-mailed notice shall be sufficient to constitute written notice. If there is no written response to a written notice shortening time, the District may proceed with the award.

**e) Finality**

Failure to comply with this Bid Protest Procedure shall constitute a waiver of the right to protest and shall constitute a failure to exhaust the protesting Bidder's administrative remedies.



## 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:** District may, at any time, with or without reason, terminate the Bid Award and compensate Bidder only for goods/services satisfactorily rendered 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, executed agreement, 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, 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: Board of Education of the Long Beach Unified School District

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.

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

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

\_\_\_\_\_

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.

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## PIGGYBACK CLAUSE

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

For the term of the agreement and any mutually agreed extensions pursuant to this request for bids, **at the option of the vendor**, other school districts, community college districts, any public corporation or agency, including any county, city, town or public corporation or agency within the State of California, may purchase the identical item(s) at the same price and upon the same terms and conditions pursuant to sections 20118 of the Public Contract Code.

The Long Beach Unified School District waives its right to require such other districts and offices to draw their warrants in the favor of the District as provided in said Code sections.

**Please initial one of the following:**

Piggyback option granted \_\_\_\_\_

Piggyback option ***not*** granted \_\_\_\_\_

***Acceptance or rejection of this clause will not affect the outcome of this bid.***

Exclusions:

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# Request for Taxpayer Identification Number and Certification (Form W-9)

Form <b>W-9</b> (Rev. December 2014) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer          Identification Number and Certification</b>	<b>Give Form to the          requester. Do not          send to the IRS.</b>					
<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.							
<b>2</b> Business name/disregarded entity name, if different from above							
Print or type See Specific Instructions on page 2.	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(/Applies to accounts maintained outside the U.S.)</small>				
	<b>5</b> Address (number, street, and apt. or suite no.)		Requester's name and address (optional)				
	<b>6</b> City, state, and ZIP code						
	<b>7</b> List account number(s) here (optional)						
	<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. <b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.						
		<b>Social security number</b> <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;">-</td> <td style="width: 25%;"> </td> <td style="width: 25%;">-</td> <td style="width: 25%;"> </td> </tr> </table>		-		-	
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		<b>or</b> <b>Employer identification number</b> <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;">-</td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table>		-			
	-						
<b>Part II Certification</b> Under penalties of perjury, I certify that:							
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.							
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.							
<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____					
<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted. <b>Future developments.</b> Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at <a href="http://www.irs.gov/fw9">www.irs.gov/fw9</a> . <b>Purpose of Form</b> An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:							
<ul style="list-style-type: none"> <li>• Form 1099-INT (interest earned or paid)</li> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> </ul>							
<ul style="list-style-type: none"> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)</li> </ul> <p style="margin-left: 20px;">Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p style="margin-left: 20px;"><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.</i></p> <p style="margin-left: 20px;">By signing the filled-out form, you:</p> <ol style="list-style-type: none"> <li>1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),</li> <li>2. Certify that you are not subject to backup withholding, or</li> <li>3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and</li> <li>4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.</li> </ol>							



## BID FORM

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

Est.					
Item	Qty.	UOM	Description	Unit Price	Extended
1	40,000	EACH	HP Chromebook 11 G5 EE (pg. 2-3)		
2	30,000	EACH	Headphones, ThinkWrite #90117 (pg. 3)		
3	30,000	EACH	Optical Mouse, ACCO #K72356US (pg. 3)		
4	4000	EACH	Chromebook Snap-on Case, Max Case # HPESCB4EE11GRY (pg. 3)		
5	300	EACH	AC Slim Cart, AnyWhere CART #AC-SLIM (pg. 3)		
6	1000	EACH	AC PRO II Cart, AnyWhere CART #AC-PRO II (pg. 3)		
7	40,000	EACH	Mobile Device Management (MDM) License (pg. 4)		
8	5,000	EACH	Set Up, Etching and Delivery Services, without Cart (pg. 4)		
9	35,000	EACH	Set Up, Etching, Tagging and Delivery Services, with Cart (pg. 4)		
				<b>SUBTOTAL</b>	<b>\$</b>
				<b>SALES TAX 9.75%</b>	<b>\$</b>
				<b>TOTAL BID AMOUNT</b>	<b>\$</b>



APPENDIX A:



CART INVENTORY DATABASE FORM

SITE: \_\_\_\_\_

PAGE \_\_\_\_ OF \_\_\_\_

PURCHASE ORDER NUMBER: \_\_\_\_\_

	EQUIPMENT NAME	SERIAL NUMBER	INV No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

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

Received By: \_\_\_\_\_