

## Technology Equipment

Request for Quotation  
RFQ No100-02.

MAIL OR DELIVER BID TO:

**Albany Unified School District  
Attn: Heather Carver  
1051 Monroe St.  
Albany, CA. 94706**

Competitive Sealed Bids for the specified material and/or service shall be received by the District, until the time and date cited.

Bids must be mailed or otherwise delivered, properly marked and executed. Bids must be submitted in a sealed envelope as specified herein. The Request for Quotation number, Bidder's name and address, should be clearly indicated on the outside of the envelope. All Bids must be completed in ink or typewritten.

Bids must be in the actual possession of the District at the location indicated above, on/or prior to the exact time and date indicated below and herein. Late Bids shall not be considered.

Bids transmitted by facsimile, email or other electronic communication equipment will not be accepted. It is the Bidders responsibility to confirm receipt with the District Purchasing Department. The District will not be responsible for Bids not received.

### **BID DUE DATE & TIME**

**July 7th, 2010 - 2:00 p.m.**

To ensure the integrity of the Request for Quotation ("RFQ") process, Bidders are advised not to contact anyone other than the Purchaser indicated in this solicitation for questions and explanations.  
Albany Unified School District

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### Bid Time-line Date

|                                                 |                  |
|-------------------------------------------------|------------------|
| Issue Date .....                                | June 24th, 2010  |
| Mailing Date .....                              | June 24th, 2010  |
| Public Posting, AUSD Website .....              | June 24th, 2010  |
| Bid Due and Opening Date (2:00pm) .....         | July 7thth, 2010 |
| Purchase Order Award Date (approximately) ..... | July 9th, 2010   |

### Bid Response Requirement

Bidders are required to submit the below documents, properly executed, in the order listed and on forms provided or referenced herein:

|                                                                           |        |
|---------------------------------------------------------------------------|--------|
| Bid Form .....                                                            | Bidder |
| Acknowledgment Statement .....                                            | Bidder |
| Items Specified in Condition (1) Special Conditions (if applicable) ..... | Bidder |

The successful bidder will be required to submit the below information, properly executed, upon award and prior to the issuance of the Purchase Order.

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### **INTRODUCTION**

The Albany Unified School District is seeking a qualified Bidder who can provide the technology equipment listed in this bid for a 21<sup>st</sup> century learning environment

Bidders are advised that they must respond to all of the requirements/instructions stated in the bid. Failure to do so will result in the bid being deemed non-responsive and the bid will be rejected.

1.) If the Bidder is proposing equivalent equipment the following information must be included in their bid response:

- A. Make and model number of proposed system.
- B. Software version.
- C. Specifications for proposed systems

### **GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS DEFINITIONS**

#### **1.) BIDDER RESPONSE**

Bidders who do not respond to all of the requirements/instructions stated in the bid document will be deemed non-responsive and the bid may be rejected.

#### **2.) COST OF BID PREPARATION**

Cost of preparation for the response to this invitation to bid is solely the responsibility of the Bidder. The District accepts or implies no liability in the cost of preparation.

#### **3) BID FORM**

The Bidder will complete the bid form indicating a price per unit for items one (1) and two (2), the estimated hours and rate per hour for items three (3) and four (4). The Bidder will extend quantity/hours times (x) the price/rate, enter the values and total the bid form.

- A. The bid form will be evaluated as an aggregate, all or nothing, based on the bid form total.
- B. Bids must be returned on the bid form(s) provided and the completed bid form must be in ink or typed without interlineations, alterations, or erasures. Mistakes may be crossed out and corrections made adjacent, corrections must be initialed in ink by the individual signing the bid. All information on the bid form must be filled out completely.
- C. Bidders who do not respond to all of the requirements/instructions stated in the bid document will be deemed non-responsive and the bid may be rejected.

#### **4.) BID SIGNATURES**

All bids must show the Bidder's name and must be signed by a responsible officer or employee fully authorized to bind the organization to the terms and conditions herein. Obligations assumed by such signature must be fulfilled.

## **Technology Equipment**

### **5.) DELIVERY & TRANSPORTATION**

Bidder must quote prices FOB destination, to the delivery location designated by the District for all transactions against this agreement.

### **6.) STANDARD COMMERCIAL USE**

The contractor, whether manufacturer, distributor or retailer, hereby certifies that the products offered under this bid have been placed in regular commercial use and that adequate spare parts exist in the marketplace for the items sold. All items purchased against this solicitation will be new, delivered in the manufacturer's unopened packaging. Re-manufactured, reconditioned and otherwise used items will not be accepted.

### **7.) PREVIOUS PERFORMANCE**

Bidder is advised that the Albany Unified School District reserves the right to reject a bid from a Bidder who cannot demonstrate the ability to provide the services required. Past service and delivery performance with an organization of similar size and scope of work is a factor in the determination of award against this bid. Bidders' past performance practices and service to the District will be examined. Bidders who have demonstrated unsatisfactory performance will be subject to disqualification as a responsible Bidder, thereby disqualifying the Bidder from contract award.

### **8.) TECHNOLOGY CLAUSE**

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 request for bids 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 bid, to be included under the general umbrella of compatible product lines and are thus specifically included in this bid document.

### **9.) INSURANCE REQUIREMENTS**

Within (10) days of notification, the successful contractor(s) must furnish the District a Certificate of Insurance with companies acceptable to the District.

### **10.) INSURANCE COMPLIANCE**

Original Certificates of Insurance (with insurance companies admitted in California) are required as follows:

- General Liability limits should be \$1,000,000 (Occurrence Form CG0001).
- Professional Liability limits should be \$ 1,000,000. (For professionals only)

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### 11.) QUESTION AND EXPLANATION

The preference for the District, in regards to Questions and Explanations, for this solicitation, shall be communicated through the District Website via email, as addressed below. In the event that email is not available, the District will accept a fax transmission. The Bidder must notify the District prior to transmittal of such fax transmission.

Please keep in mind the preferred communication is email.

Related correspondence shall reference the Purchaser's name and the RFQ number in the email subject line, as below. The bidder will include in the body of the email; the reference to the appropriate paragraph, section, condition, etc; also include Bidders Company and contact information.

- **Subject Line:**

Attn: Heather Carver, Q&A, Bid No. 37-24411039

- **Technology Department:**

Albany Unified School District

1051 Monroe St.

Albany, CA 94706

Fax: 510/559-6609

The Bidder shall not contact or ask questions of the department for whom the solicitation is being procured. The request for questions and explanations must be received by the District no later than the close of business day, June 1, 2010. Request received after the deadline date and time will not receive a response.

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### **12.) RESPONSE / QUESTION AND EXPLANATION**

Response to inquiries for question and explanation shall be a single posting, PDF file, on the District Website as addressed in Section (16), not later than the end of business day, June 30th, 2010. Responses will be available through the District Website. To the extent practicable, the District shall make such notice available to all interested parties, but shall not be responsible to those parties for receipt of the information. It is the Bidder's responsibility to ascertain, prior to submittal that; he/she is in receipt of any or all correspondence to the solicitation.

If a Bidder fails to notify the District prior to the submittal deadline of an error in the Bidder's Bid, such Bid shall be submitted at the Bidder's own risk, and if a contract is awarded as a result of such Bid, the Bidder shall not be entitled to additional compensation by reason of the error or its later correction.

### **13.) MODIFICATION OR WITHDRAWAL OF BID**

Modifications to or withdrawal of Bids may be allowed only if received prior to the due date and time for receipt of Bids. No changes to or withdrawals of Bids will be permitted after the date and time for receipt of Bids specified in the solicitation.

### **14.) ERRORS AND AMBIGUITIES**

Bidders must read the Request for Bid thoroughly. Any ambiguity, conflict, discrepancy, omission or other errors in the RFQ must be reported in writing to the Purchasing Department as addressed in Section (16), Questions & Explanation.

### **15.) ADDENDA**

Any interpretations, changes, additions, or deletions to this solicitation shall be made only by addendum duly issued. Addendum (s) shall be by written notice, posted on the District Website. It is the Bidder's responsibility to ascertain prior to submittal that he/she is in receipt of any or all amendment(s) to the solicitation. The issued addendum (s) must be initialed, by the signer of the proposal, and returned with the Bidder's RFQ response by the due date and time indicated. If an Bidder fails to notify the District prior to the submittal deadline of an error in the Bidder's submission, such submission shall be submitted at the Bidder's own risk, and if an award is issued as a result of such submission, the Bidder shall not be entitled to additional compensation by reason of the error or its later correction.

16.) "Purchaser" means Albany Unified School District, "District"

"Contractor" means bidder to whom award is made.

### **17.) CONTRACT-INTERPRETATION**

Articles and services covered by this quotation must comply with applicable laws, ordinances and other legal requirements.

A written purchase order or other acceptance mailed or otherwise furnished to the successful bidder within specified acceptance time results in a binding contract without further action by either party.

Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to the Purchaser, who shall decide the true meaning and intent of the contract, and his decision shall be final and conclusive.

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### **18.) ALTERNATES**

When the name of a manufacturer, brand or make, with or without model number, is used in describing any item, bids for equal articles will be considered unless otherwise stated, but the Purchaser shall be the sole judge as to whether such alternate articles are acceptable. Unless the bidder states to the contrary, articles offered will be assumed to be the specific articles named. If not offering the specific article named, bidder should enclose with bid full information, specifications and descriptive data on items offered.

The Purchaser reserves the right to permit deviations from the specifications if an article offered is substantially in accord with the specifications and is deemed by the Purchaser to be of as good quality and as fully satisfactory for its intended use as an article fully meeting specifications. Unless bidder notes exceptions, the article offered will be assumed to be in accord with specifications.

### **19.) INFRINGEMENTS-INDEMNIFICATION**

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

The Contractor agrees to hold the City and county of Albany and/or Albany Unified School District harmless from any and all claims and liabilities for damage to all persons including but not limited to employees of the Contractor, arising out of and in the course of the performance of this agreement.

### **20.) CONDITION OF ARTICLES**

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

### **21.) INSPECTION**

All articles supplied shall be subject to inspection and rejection by the Purchaser.

### **22.) AWARD**

Purchaser may make awards on separate items or in any aggregate and bidder may offer for award in aggregate of several or all items.

### **23.) FAILURE TO DELIVER**

When contractor fails to deliver an article or service of the quality, in the manner or within the time called for by his contract, such article or service may be bought from any source by the

Purchaser and if a greater price than that named in the contract be paid for such article or service the excess price will be charged to the contractor or sureties on his bond if bond has been required.

### **24.) FIRM PRICE**

Price/quotations must be firm and shall be in effect for a period of not less than 45 days.

### **25.) BID OPENING**

Bids will be opened publicly at the time stated on this bid and be available for inspection after

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award is made.

Bids will be considered offering discounts from a price list other than specified provided the alternate price list can be readily compared on an over-all basis with specified price list.

### **26.) CASH DISCOUNTS**

- a. Cash Discounts will be taken into consideration in determining the low bids.
- b. Discounts, if offered, must be for at least a 30-day period from receipt of materials or services in order to be considered in awarding bids. This does not preclude suppliers from offering discounts for lesser periods to expedite payments.
- c. The discount period will start upon date of completion of delivery of all items on any order or other authorization certified by the Purchaser, or upon date of receipt of properly prepared invoices covering such deliveries, whichever is later.
- d. Payment is deemed to be made for the purpose of earning the discount, on the date of mailing the District warrant or check.
- e. Whether or not the discount is taken into consideration in determining the low bid, it will be deducted from the payment in accordance with the provision of "c" and "d" above, unless otherwise provided by bidder.
- f. It is understood and agreed that no additional charge shall accrue against District in the event that District does not make payment within any time specified by bidder.

### **27.) TAXES**

District is exempt from Federal Excise taxes except on articles for resale. Do not include sales or excise taxes in bid prices.

### **28.) UL and CAL-OSHA**

UL and CAL-OSHA required, if applicable

### **29.) DELIVERIES**

FOB destination in Albany unless otherwise specified.

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### 1. 100 ea. Laptop pc's, with docking station or other brand with same specs.

|                          |                                                                                                                                                                                                                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operating System         | Windows 7 Professional                                                                                                                                                                                                                                                                                    |
| Processor & Cache Memory | Intel® Core™2 Duo Processor T9400/P8600 : 2.80 GHz – 3.04 GHz, FSB 1066MHz, 6/3 MB L2 Cache;                                                                                                                                                                                                              |
| Chipset                  | Mobile Intel® GM45 Express Chipset +ICH9M                                                                                                                                                                                                                                                                 |
| Main Memory              | 4G                                                                                                                                                                                                                                                                                                        |
| Display                  | 15" WXGA/WXGA+ Color-Shine (Glare-type),Asus Splendid Video Intelligent Technology                                                                                                                                                                                                                        |
| Video Graphics & Memory  | Embedded Intel® GMA X4500HD Gfx                                                                                                                                                                                                                                                                           |
| Hard Drive               | 250GB,5400rpm                                                                                                                                                                                                                                                                                             |
| Optical Drive            | 5.25" , 9.5 mm<br>DVD = DVD+RW Super Multi Double Layer:                                                                                                                                                                                                                                                  |
| Card Reader              | 8 in 1 card reader, SD,MMC,MS,MS-Pro,mini SD w/ adapter,MS-Duo,MS-Pro Duo via adapter                                                                                                                                                                                                                     |
| Video Camera             | 1.3 Mega Pixel web camera                                                                                                                                                                                                                                                                                 |
| Fax/Modem/LAN/WLAN       | Integrated Intel® High Definition Audio chip and 10/100/1000 BaseT<br>Integrated 802.11 a/g/n<br>Built-in Bluetooth™ V2.1+EDR (optional)<br>Intel® Wireless WiFi Link 5100 ABGN                                                                                                                           |
| LED Status Indicator     | Power-on/Suspend<br>Battery Charging/full/low<br>Storage device access<br>Capital / Scroll / Number Lock<br>Wireless on status indicator<br>Bluetooth on status indicator<br>Email in box                                                                                                                 |
| Interface                | 1 x Express card<br>1 x Microphone-in jack<br>1 x Headphone-out jack<br>1 x VGA port/Mini D-sub 15-pin for external monitor<br>3 x USB 2.0 ports<br><br>1 x IEEE 1394 port<br>1 x RJ11 Modem jack for phone line<br>1 x RJ45 LAN Jack for LAN insert<br>1 x HDMI<br>1 x Docking Connector (hot swappable) |
| Audio                    | Built-in compliant audio chip, with 3D effect & full duplex<br>Built-in stereo speakers                                                                                                                                                                                                                   |
| Keyboard                 | Standard Keyboard with 88 keys                                                                                                                                                                                                                                                                            |
| Battery Pack & Life      | 6 cells: 4800 mAh,                                                                                                                                                                                                                                                                                        |
| AC Adapter               | Output: 16 V DC, 4.7 A, 65w<br>Input:100-240 V AC, 50/60 Hz universal                                                                                                                                                                                                                                     |
| Dimension & Weight       | 34.1 x 24.5 x 2.98~3.70 cm (W x D x H)<br>2.46 kg, (with 6cell battery)                                                                                                                                                                                                                                   |
| Security                 | BIOS Booting / HDD User Password Protection and security lock<br>Kensington lock hole                                                                                                                                                                                                                     |

## Technology Equipment

|                       |                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | Fingerprint                                                                                                                                                                                                                                                                                                                                       |
| Supplied Accessories  | Optical Mouse<br>Carrying bag                                                                                                                                                                                                                                                                                                                     |
| Multimedia Software   | DVD V7.0 ( *For Basic & Business only)<br>Power Director V5.0 (*For Basic & Business only)<br>Medi@Show V3.0 (*For Basic & Business only)                                                                                                                                                                                                         |
| Virus & Tool Software | Adobe Acrobat Reader 9.0<br>NERO 8 Essentials<br>Operating System Recovery Disk<br>Recovery Hard Drive Hidden Partition<br>Power2Go                                                                                                                                                                                                               |
| Utility               | Win flash for BIOS and Driver live Update<br>CopyProtect<br>SmartLogon<br>Net 4 switch<br>Power4Gear eXtreme<br>Live Update<br>Multi-Frame<br>Power 4 Phone<br>NB Probe +<br>Life Frame 3<br>Wireless Console<br>Security Protect Manager(ASPM)<br>Virtual Camera<br>Splendid<br>Express Gate<br>Infineon Security Platform Host SW (W/TPM Model) |
| Green Compliance      | RoHS                                                                                                                                                                                                                                                                                                                                              |
| Warranty & e-support  | 3-year limited global hardware warranty<br>*different by country<br>1-year battery pack warranty<br>On-line problem resolution through web interface (BIOS, Driver update)<br>OS (Microsoft Windows 7) install/uninstall consultation<br>Bundled software install/uninstall consultation<br>software supporting                                   |
| Docking Station       |                                                                                                                                                                                                                                                                                                                                                   |

1. 100EA. 22" Asus monitor #VW266H
2. 100EA. Wired mouse and keyboard
3. 60ea. - Smart technology Document cameras,  
<http://www.smarttech.com/us/Solutions/Education+Solutions/Products+for+education/Complementary+hardware+products/SMART+Document+Camera>
4. 60ea. LCD projectors, Epson powerlite 85-wireless
5. 30ea. InFocus® Manual Pull-Down Projection Screen, 100"
6. 90ea. Safco® Multimedia Projector Cart

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**BUYER: QUOTE #: DUE DATE:**

**8.50% CA. Sales tax**

**Terms**

**Shipping & Handling**

**Other**

**RFQ TOTAL**

**Subtotal**

- **\* THIS IS NOT AN ORDER \* \* \***
- 

THIS QUOTATION WILL BE USED FOR A SCHOOL PURCHASE ORDER FOR THOSE ITEMS ON WHICH YOUR FIRM IS THE SUCCESSFUL SUPPLIER.

**BID FORM**

**QUOTE NUMBER:**

**DUE DATE: July 7, 2010**

QUOTATIONS ARE INVITED BY THE BUYER TO BE RECEIVED NOT LATER THAN 2:00 PM OF THE SPECIFIED DUE DATE, COVERING THE ARTICLES OR SERVICES UNDER CONDITIONS STATED.

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### ACKNOWLEDGEMENT STATEMENT

Please review all bid documents carefully; the District will not be responsible for any error or omission on the part of the supplier in submitting a Bid.

The undersigned hereby proposes and agrees to furnish and deliver the goods and or services as quoted in the accordance with the terms, conditions and prices herein quoted. The invoice payment is subject to a cash discount of \_\_\_\_\_ % and \_\_\_\_\_ days. Prompt payment discount for payments made within thirty (30) days after receipt of invoice, may be considered in the award of bid as addressed in Section (33).

By signing below, I attest that I am an authorized representative/agent and that I am authorized by my signature to bind the organization to the terms and conditions herein. By signing, the Bidder represents that all of its statements, certifications, current cost or pricing date, representations, and other information supplied herein are true and correct as of the date of submittal of this Bid/offer. Obligations assumed by such signature must be fulfilled.

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

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

City, State, Zip Code \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_

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

(Punctuate Accordingly if Case Sensitive)

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

(Please Print)

Title: \_\_\_\_\_

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

(Hand Written Signature)

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

The Acknowledgment Statement must be completed and submitted with the supplier's Bid otherwise the Bidder's submission will be considered non-responsive.