

**INVITATION TO BID  
CALEDONIA COMMUNITY SCHOOLS  
BOND 2014 COMPUTER EQUIPMENT BID #2**

The Caledonia Community School District will accept sealed bids for the purchase of computer equipment as more fully described below. Such bids should be responded to via registered mail or package delivery. The package should have the words “**Sealed Computer Bid #2**” clearly marked on the outside of the package. All packages must be received by 11:00a local time. Any supporting documentation should be placed in the same sealed envelope clearly marked “**Sealed Computer Bid #2**” and delivered to the Administration Building on or before 11:00am, Thursday, January 7, 2016 to:

Mark Washington  
Director of Technology  
Administration Building  
9753 Duncan Lake Avenue  
Caledonia, Michigan 49316

**DOCUMENTATION:**

The vendor shall provide the following information related to service and technical support. Full documentation and procedures with phone numbers and addresses to be used by Caledonia Community School’s staff for technical support. Step by step procedures to receive on-site or direct product repair/exchange service for any items provided.

**DELIVERY:**

Delivery shall be completed within 21 calendar days after a vendor has received a purchase order. If a vendor cannot meet this delivery timeframe, the district must be informed within 48 hours of accepting an order. If a vendor agrees to the accepting an order, there will a ½% penalty on the value of the entire order for every calendar day the order is not filled. The total penalty will not exceed a maximum of 5% of the value of the order.

Example if a vendor receives the order on March 1, 2016 for 100 computers at \$1000/each, the total order is \$100,000. Caledonia Community Schools must receive workstation by March 21, 2016. For each day the machines are not delivered, the vendor will incur a penalty of \$500/day for a maximum of \$5000. These terms are binding with the acceptance of a vendor’s bid by the owner.

**WARRANTY:**

The systems, peripherals, or any other items provided in this specification shall be provided with a minimum of a one-year parts warranty with the first year of warranty to include on-site service. The warranty period will begin on the first day the order is completely received by Caledonia Community Schools. Should a manufacturer’s warranty extend beyond the one-year period, it shall be passed on to Caledonia Community Schools.

Software items should be the latest released version and shall be provided with the normal manufacturer’s warranty from the date of installation at District site. Receipts and license dates of installation shall also be provided. Any upgrade pricing discounts provided by other software vendors shall be passed on to Caledonia Community Schools.

- 1) All parts supplied by the vendor in performing any warranty service will be new.
- 2) Service response time shall not exceed 48 hours from the time the vendor has been notified by telephone by a designated district representative.
- 3) Upon commencing any warranty services, the vendor shall work continuously in performing the warranty work until the system/system component being serviced is operative or until the end-user notifies the vendor to suspend work. If it is determined that the system/system component cannot be repaired within 5 working days, the vendor shall provide a loaner unit, similarly equipped as the system/system component being repaired, at no charge, within 24 hours of determination by the designated district representative. Caledonia Community Schools shall keep the loaner unit until the original defective unit is repaired and returned in working condition to the designated user.

The Caledonia Community Schools District reserves the right to reject any and all bids, to waive any informality in the bidding process, and to accept the bid it deems the best interest of the School District. All funds used for purchase with this bid will be related to the 2014 Bond Project. If you have any questions about specific requirements involved in this proposal, please email Mark Washington, Director of Technology at [washingtonm@calschools.org](mailto:washingtonm@calschools.org)

Respectfully,

Mark D. Washington  
Director of Technology  
Caledonia Community Schools  
[washingtonm@calschools.org](mailto:washingtonm@calschools.org)

Items underlined are the preferred for bid. Vendors should submit price quotes for these items first. Should you wish to submit equivalent items, be sure to make copies of the bid response form and list the manufacturers and model number on that separate form. Attach any literature or documentation you may have related to items bid.

QUANTITY	ITEM #1
584	<u>Lenovo Chromebook 11e, "rugged", Intel® Celeron N2930 quad core, 4GB, non-touch 11.6 inch screen or equivalent.</u> Specify Item: _____ Cost Per Unit: _____ Total Cost: _____
	ITEM #2
584	<u>Google Academic Chrome OS Management License with 5yr support</u> Specify Item: _____ Cost Per Unit: _____ Total Cost: _____
	ITEM #3
150	<u>TI-84 Plus Graphing Calculators</u> Specify Item: _____ Cost Per Unit: _____ Total Cost: _____
	ITEM #4
19	<u>Computer Carts with the capacity to charge and store 32 Lenovo 11e Chromebooks or equivalent.</u> Includes rolling casters, two with locking brakes, locking doors include a traditional lock and key system with two keys. Lifetime warranty, padded top surface, adjustable shelving and power outlets to connect and charge up to 32 units from a single 20A outlet. Specify Item: _____ Cost Per Unit: _____ Total Cost: _____
	ITEM #5
584	Setup Service for Chromebooks Outline the specifics about any setup/configuration services that you may offer including unboxing, setup, installation and configuration of Google Chrome Management, Asset Tagging, box removal, etc.... Specify services offered and cost per unit. _____ _____ _____ Cost per unit: _____ Total Cost: _____