

Quote 092309

Netbooks

The Haverhill School Department is soliciting Quotes to purchase an estimated quantity of 60 Netbooks for use in the school system during the current 2010 Fiscal Year. The quantities specified in Appendix A are projected estimates and may be increased or decreased in accordance with the demands of the School Department during the term on the contract award.

Submission of Quotes

1. Bidders shall use the Quote Sheet, Appendix A, attached to this document. The Quote Sheet must be signed and dated.
2. Quotes will be accepted via mail, fax or email at the City of Haverhill, City Hall, Purchasing, Room 105, 4 Summer Street, Haverhill, Massachusetts 01830 by 2:00 p.m., Monday, October 5, 2009. All quotes will be considered confidential until a contract is awarded to the successful Bidder.
3. Questions concerning this proposal must be submitted in writing to: Robert DeFusco, email rdefusco@cityofhaverhill.com, before 2:00 PM on Wednesday, September 30, 2009. Question may be delivered, mailed, emailed or faxed. Written responses will be mailed, emailed or faxed to all Bidders on record as having picked up / downloaded the quote.
4. If any changes are made to the Quote, an addendum will be issued. Addenda will be mailed, faxed, or emailed to all Bidders on record as having picked up / downloaded the Quote. Bidders shall be responsible for ensuring that all addenda are in receipt prior to proposal deadline. The City will require acknowledgement of any addenda issued to be included in the Quote.
5. References: The names of 5 school districts or communities that you have provided similar products within the past three (3) years. See Appendix C.
6. All Quotes must remain firm for sixty (60) days following the opening.
7. Each bidder will submit two (2) copies of all required forms. All Bids must include a completed and signed Quote Sheet (Appendix A), a signed Certifications form (Appendix B), and References (Appendix C).
8. A bid must be signed as follow: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

Selection Process

The award will be made to the responsible vendor that meets the specifications and is offering the lowest price.

Netbook Specifications:

Operating System:	Windows Vista SP1 w/ media or better
Processor:	Intel Atom Processor N270, 1.6GHz
Memory:	512 MB internal Or better
HDD / Storage:	80 GB HD, 5400 RPM or Better
Memory:	1 GB DDR2-800 SDRAM or Better
LCD:	10.1 LED Wide Screen - TOUCHSCREEN Sensitive VGA LED w/ Camera
Graphics:	Intel Graphics Media Accelerator (GMA) 950 or Better
Networking:	Internal Ethernet Card: 10/100 or Better
Wireless:	802.11 b/g compliant
Bluetooth:	Enabled internal Module
Battery:	6 Cell Primary or Better
Carrying Case:	Included
Energy Compliance:	Energy Star 5.0 w/ EPEAT AC Adapter: N/A - Just included
Warranty:	1 Year NBD Support / Accidental Damage Care Replacement Services
Lead Time	30 Days After Receipt of Order

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Appendix A
Quote Sheet

Product/Model	Estimated Quantity	Unit Price	Total Cost
	60		\$ _____

The quantities specified in Appendix A are projected estimates and may be increased or decreased in accordance with the demands of the City during the term on the contract award.

Company _____

Address _____

Signature of Company Official _____

Printed Name of Company Official _____

Title of Company Official _____

Phone number _____

Fax number _____

E-Mail _____

Appendix B

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Certifications

I. Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity or group or individuals.

Signature of individual submitting bid or proposal

Name of Business

II. Tax Compliance Certificate

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

Signature of individual submitting bid or proposal

Name of Business

Appendix C

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References

The names of 5 school districts / communities that you have provided similar products within the past three (3) years.

Corporation / Communit	Contact	Address	Phone Number