INTERESTED BIDDERS MUST SUBMIT ONE (1) COPY OF THIS SPECIFICATION COVER SHEET AND ONE (1) COPY OF THE BID SPECIFICATIONS PRICING WHEN RESPONDING TO THIS BID.

The Watertown Board of Education ("Owner" or "WBOE") reserves the right to reject any and all bids, or any parts thereof, may waive informalities or minor defects in the Bids, or accept any proposal it deems to be in the best interest of the Board of Education and/or the Town of Watertown ("Town"). The Watertown Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in bid prices nor added to any items specified.

________________________________________

INSTRUCTIONS ON BID DEADLINES AND REQUIREMENTS:

NAME OF BID: STAFF COMPUTER SYSTEMS

TYPE OF BID: Sealed Bid QUOTATION #: 24-011-BOE

BID CLOSURE DATE: Received Until: 5/16/2024 TIME: 11:00 A.M.

Bids are due on or before Thursday, May 16, 2024 at 11:00 A.M. publicly opened and read aloud in Room 101. Each Bid must be submitted with one (1) copy of this Specification Cover Sheet and one (1) Bid Specification Pricing sheet to the address below. Questions regarding this Bid may be directed to Michael Dalton, Education Technology Specialist (860) 945-5097. Questions may be emailed to daltonmi@watertownps.org. Vendors will be selected by item number. All equipment must be delivered by Thursday, June 20, 2024.

Each response should be in a sealed envelope clearly marked on the outside mailing envelope: BID #24-011-BOE Staff Computer Systems. Faxed proposals will not be accepted. Bid packages are available on our website: https://www.watertownps.org. Identify Name of Bid on Outside Mailing Envelope: #24-011-BOE Staff Computer Systems
Mail sealed bids to:

WATERTOWN BOARD OF EDUCATION
Marie Kashuba Office of Chief Financial Officer
61 Echo Lake Rd Watertown, CT 06975
203-945-4800

INVITATION TO BID BID 24-011-BOE STAFF COMPUTER SYSTEMS

BID SECURITY: Bid Security Required % Bid Security Not Required ____x____
PREVAILING WAGE: Required Not Required x

Items must be received within 4 weeks of receipt of Purchase Order, no substitutions will be accepted.

LENGTH OF TIME PRICES WILL BE HONORED: MUST BE 120 DAYS

STATE ESTIMATED DELIVERY DATE:

____________________________________________________________________________

STATE ESTIMATED COMPLETION DATE:

____________________________________________________________________________

Notice is hereby given that sealed bids on the following will be received at the Watertown Board of Education Business Office until: Thursday, May 16, 2024, 11:00 A.M. at which time they will be publicly opened and read aloud in Room 101. Bid packages are available on our website: https://www.Watertownps.org.

The Board of Education reserves the right to reject any and all bids, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Board of Education and/or the Town of Watertown. Bids are due on or before May 16, 2024, at 11:00 A.M. Each Bid must be submitted with one (1) copy of this Specification Cover Sheet and one (1) Bid Specification Pricing to the address above. Questions may be emailed to daltonmi@watertownps.org. All equipment must be delivered by Thursday, June 20, 2024.

I have read and understand the bidding requirement of this bid specification included for my review herein:

Signature of Company Representative                     Date:

TYPED NAME AND TITLE: _________________________________________________________

COMPANY:_______________________________________________________________
BID SPECIFICATIONS

Staff Computer Systems #24-011-BOE

Due on or before May 16, 2024, 11:00 A.M. at the office of:

Marie Kashuba Chief Financial Officer
Watertown Board of Education
61 Echo Lake Rd.
Watertown, CT 06975

Sealed bids will be received by the office of the Chief Financial Officer of the Watertown Board of Education of the Town of Watertown, Connecticut until 11:00 A.M. on 5/16/2024, publicly opened and read aloud in Room 101. Each bid should be clearly marked (example) "BID #24-011-BOE - STAFF COMPUTER SYSTEMS. Specifications, instructions and bid forms may be obtained at the above address.

CONDITIONS FOR BIDDING

Items must be received by Thursday, June 20, 2024 or within four weeks of receiving the PO.

1. The Board of Education reserves the right to reject any bid if it is deemed to be in the best interests of the Town of Watertown, Connecticut, Watertown Board of Education and its students.

2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services being bid. In addition, the Board of Education reserves the right to award this bid as a package in conjunction with other bids for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.

3. The submission of a bid shall be conclusive evidence that the bidder has satisfied himself as to the requirements of the bid specifications and any controlling conditions which may exist.

4. Bidders may not withdraw their bid for a period of 120 days from the date of bid opening. The Board of Education and the bidder may mutually agree to extend the time limit.

5. In determining the ranking of responsible bidders, the Board of Education may consider, in addition to price, the quality, availability and type of items, the experience of the bidder, the sufficiency of the financial resources of the bidder and the reputation of the bidder for ability.
integrity, judgment and performance, as well as the ability of the bidder to provide future service/supplies/equipment.

6. It is anticipated that the goods will be needed for the 2024-2025 school year, but the Board of Education reserves the right to cancel or alter this service because of enrollment changes, budget consideration or unforeseen circumstances which require a change.

7. All bid prices are to include the complete costs, which includes inside delivery to each school or location with installation and assembly of same, if applicable, and training, if applicable. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated in your bid. Deliveries must be made inside building indicated. In no case will collect shipments or sidewalk deliveries be accepted. A packing slip shall be included in each shipment. All packages must be clearly marked as to content.

8. The Board of Education of the Town of Watertown supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective bidders submit identical tie bids, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are bid, a bid received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the bid package by the bidder along with other bid documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of Watertown regarding bidding procedure.

9. ALTERNATIVES: When proposing an alternate item, indicate the Brand and Model identification on the bid specification sheets. To have alternates considered, complete specifications and submit catalogues describing the product must accompany the bid. The Watertown Board of Education reserves the right to request equipment samples on specific items.

10. SUBSTITUTIONS: No substitutions The Watertown Board of Education reserves the right to request equipment samples on specific items.

11. FORM AND STYLE OF BID: All blanks on the Specification Form, except where otherwise requested, shall be filled in by typewriter or manually in ink and must be completely legible.

12. WARRANTIES: Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official bid or quotation specification sheets. All such warranties shall insure to the benefit of the Board.

13. QUESTIONS: For questions regarding the bidding procedure, contact Elio Longo, Chief Financial Officer, at (203) 341-1002. For questions regarding the bid, contact Michael Dalton, Director of Technology at 860-945-5097.

NOTE: By bidding on this contract the vendor agrees that any or all past clients may be contacted by the Watertown School System. The vendors bidding on this contract also agree to release and discharge by bidding on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge the Watertown School System, its Board of Education and all employees and any or all other persons, firms
and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the Watertown School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.

2. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.

3. Each employee engaged in providing the commodities or contractual services which are being bid was given a copy of the statements specified in paragraphs 1 and 2, above.

4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of “guilty” or of “nolo contendere” to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later that five (5) days after such conviction or plea.

5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee’s community, by any employee who is so convicted.

6. This firm will make a good faith effort to continue to maintain a drug free workplace.

As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.

Signature:___________________________________ Date:____________________

Print Name:___________________________________________
BID SPECIFICATIONS:

STAFF COMPUTER SYSTEMS
24-011-BOE

ITEM 1: STAFF COMPUTER SYSTEMS  QUANTITY: 75

MINIMUM REQUIRED SPECIFICATIONS:

- TINY/MINI FORM FACTOR MANUFACTURED BY DELL, LENOVO, OR HEWLETT PACKARD
- INTEL I-5 PROCESSOR
- 16 GB DDR4
- 256 OR 512 GB SSD
- WINDOWS 11 PRO
- WIFI 6
- WIRED OR WIRELESS KEYBOARD AND MOUSE
- APPROPRIATE DISPLAY CABLE (HDMI OR DISPLAYPORT)

MONITORS:

- MINIMUM 24” SCREEN
- MONITOR STAND INCLUDED

TINY/MINI FORM FACTOR MOUNT BRACKET FOR ATTACHMENT TO REAR OF MONITOR MUST BE INCLUDED

OR:

HP EliteOne 870 G9 27” UHD All in One or equivalent

- INTEL I-5 PROCESSOR
- 27” QHD (2560 x 1440) IPS display
- 16 GB DDR5
- 256 GB SSD
- WINDOWS 11 PRO
- WIFI 6
- WIRED OR WIRELESS KEYBOARD AND MOUSE
- Integrated Speakers