



**PURCHASING DEPARTMENT**

135 Van Ness Avenue, Room 123  
San Francisco, Ca. 94102

T 415.241.6468  
F 415.241.6487

[WWW.SFUSD.EDU](http://WWW.SFUSD.EDU)

**INVITATION FOR BID**

**INTEL CLASSMATE NL2 PRO NETBOOK IFB  
IFB No. 012-19011906-11**

---

**MAIL OR DELIVER BIDS TO**

San Francisco Unified School District  
**Purchasing Department**  
**IFB No. 012-19011906-11**  
135 Van Ness Avenue, Room 123  
San Francisco, CA 94102

---

**BID DUE DATE AND TIME**

January 18<sup>th</sup>, 2011 - 2:00 P.M.

---

- Competitive bids for the specified material and/or service must be received by the San Francisco Unified School District, Purchasing Department, on or before the due date and time specified herein.
- As a requirement of this solicitation, bidders are required to respond according to the instructions contained in the IFB. Bidders will respond utilizing the format, forms and other criteria indicated in the IFB.
- Bidder responses that do not comply with the format, forms and other criteria indicated, may be rejected. The District reserves the right to refuse all bids.
- Bids transmitted by facsimile, email or other electronic communication will not be considered. Bids received after the due date and time will not be accepted.
- To preserve the integrity of the IFB, the contractor is requested not to contact any District employee for information pertaining to the IFB, other than the purchaser of the solicitation, Section-98.

**SPECIAL CONDITIONS****The San Francisco Unified School District:**

Founded in 1851, San Francisco Unified School District educates approximately 55,000 of San Francisco's pre-school, elementary, middle and high school students at 34 preschools, 102 K-12 schools, 8 county/court schools, 9 charter schools and approximately 9 administrative facilities. The District operates in the approximately 49-square mile area that comprises the City and County of San Francisco.

**Purpose of Bid:**

The San Francisco Unified School District (District) is seeking to purchase three-hundred & fifty-five (355/each) of the INTEL CLASSMATE NL2 PRO NETBOOK portable notebook computer as per specifications and conditions listed herein, the equipment be used at various District school sites.

The District will select the lowest bidder from among qualified vendors who respond to this Invitation for Bid (IFB) who can demonstrate to the District that they have the qualifications and a proven record to provide such equipment.

**Inquiries and Contacts:**

To preserve the integrity of the IFB, the contractor is requested not to contact any District employee for information pertaining to the IFB, other than the purchaser of the solicitation.

All inquiries/questions and contact in reference to this IFB are to be directed to:

Richard Nepling, Purchaser  
Purchasing Department  
IFB No. 68-24407004-12  
135 Van Ness Avenue, Room 123  
San Francisco CA 94102  
Tel. No. (415) 241-6468  
Fax No. (415) 241-6487  
Email [neplingr@sfusd.edu](mailto:neplingr@sfusd.edu)

All questions (Q&A) must be submitted in writing on or before January 14<sup>th</sup>, 2011, 3:00 P.M. No questions / inquiries will be entertained after this date and time. The preferred communication is email, although Q&A may be sent via regular mail or facsimile. All communication shall be sent to the buyer's attention and include the above highlighted information in the correspondence.

Responses to questions will be continually posted as one (1) Q&A response form on the SFUSD website. It is the bidders responsibility to check (bookmark) the website on regular basis to ensure the bidder has all the responses to the question(s)/inquiries(s) pertaining this bid.

**Link:**

[http://portal.sfusd.edu/template/default.cfm?page=business\\_services.contract\\_compliance.bid\\_invites](http://portal.sfusd.edu/template/default.cfm?page=business_services.contract_compliance.bid_invites)

**Navigation:**

<http://www.sfusd.edu> > Departments > Purchasing > Current Bids/RFPs > Intel Classmate NL2 Pro Netbook IFB > Question & Answers

**Time and Place for Submitting Bids:**

One (1) original of the completed bid must be submitted. All original bids must be marked accordingly and signed in blue ink by a person authorized to act on behalf of the firm and mailed, or delivered, to:

San Francisco Unified School District  
Purchasing Department (IFB No. 68-24407004-12)  
135 Van Ness Avenue, Room 123

San Francisco, CA 94102

The bids must be received no later than January 18<sup>th</sup>, 2011, 2:00 P.M. Bids received after the date and time indicated will not be accepted.

Bids are to be submitted on the "Bid Form" provided, the bidder may also include his/her company format form, the evaluation will be determined from the information on the SFUSD Bid Form.

**Supplier Image Install**

- The supplier will provide the below hardware, the below standard software and also install an image provided by the District, prior to shipping.
- The District reserves the right to select all or any software titles for the creation of the image, including but not limited to, District licensed software applications.
- The below software titles will be made available to the District, by the supplier/publisher, via download, CD-ROM, flashdrive, etc., at no additional charge, for image creation.
- The supplier agrees to deliver said units within 30/days or before of the Purchase Order date. Delivery after the 30/day period, if accepted, may incur a 10% charge back to the supplier invoice.

**Description:**

- Intel Classmate NL2 Pro High Resolution Netbook Portable Notebook Computer

**Quantity:**

- 355/Each
- One-Time Purchase with \*Option
- Ship Complete
- Single Destination Purchase
- \*Option to purchase additional units utilizing the initial PO pricing for (120) days from the initial PO date, by mutual agreement.

**Hardware Specification (Minimum):**

- 02/GB RAM Upgrade
- No Operating System (OS)
- 160/gb SatA Hard Drive
- High Resolution 1366x768
- Six (6) Cell Battery
- 01/year warranty

**Standard Software Description (Minimum):**

- MythWare E-Learning Class
- Anmeng Parents Carefree
- Intel Theft Deterent
- Intel Education Administrator
- Intel Enhanced Easy network
- Easybits Inspirus Desktop
- Intel Instant Collaborator
- Arcsoft Webcam Companion
- Foxit Reader
- Easybits Blue Dolphin
- Intel HDD Protection
- Intel Education Administrator
- MyScripts Stylus
- Myscript Notes
- Ambient Design Art Rage
- Intel Quick Controller

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

“Purchaser” means Supervisor of Purchasing, San Francisco Unified School District, “District” means San Francisco Unified School District, “Contractor” means bidder to whom award is made.

**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.

**NONDISCRIMINATORY EMPLOYMENT PRACTICES**

Provisions of Chap. 12B of the San Francisco Administrative Code, as amended, are incorporated herein and by reference made a part of this contract as though fully set forth (See Addendum attached hereto for nondiscrimination provision).

**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 exceptions are noted by bidder, the article offered will be assumed to be in accord with specifications.

**SAMPLES**

Articles offered, as equal to “District sample” must fully conform thereto, said “District samples” may be inspected at the place designated by the Purchaser. Samples must be furnished as required. Those submitted by successful bidders may be retained for testing or checking against deliveries in which case allowance will be made to the contractor.

Each sample shall be plainly marked in a durable manner with the name of the bidder, the quotation number, and the item number.

Submitted sample will be assumed to be exactly what bidder proposes to furnish unless otherwise clearly indicated by the bidder. Sufficiency of sample will be determined by the Purchaser.

Sample shall not be enclosed with quotation, and quotation shall not be wrapped in package with sample.

**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 San Francisco and/or the San Francisco 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.

**CONDITION OF ARTICLES**

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

**INSPECTION**

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

**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. The purchaser reserves the right to reject any and all bids, to waive irregularities or informalities in any bid or in the bidding.

#### **FAILURE TO DELIVER**

When contractor fails to deliver and 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.

#### **FIRM PRICE**

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

#### **BID OPENING**

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

#### **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.

#### **TAXES**

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

#### **UL and CAL-OSHA**

UL and CAL-OSHA required, if applicable

#### **DELIVERIES**

FOB destination in San Francisco unless otherwise specified.



## INVITATION FOR BID

\* THIS IS NOT AN ORDER \*

SUPPLIER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY,ST: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 FAX: \_\_\_\_\_

ISSUE DATE: December 30, 2010  
 IFB NO.: 012-19011906-11  
 DUE DATE: January 18, 2010 2:00 P.M.  
 PURCHASER: Richard Nepling  
 PHONE: (415) 241-6468  
 FAX: (415) 241-6487

QUOTATIONS ARE INVITED BY THE BUYER TO BE RECEIVED NOT LATER THAN 2:00 PM ON THE SPECIFIED DUE DATE, COVERING THE ARTICLES OR SERVICES UNDER CONDITIONS STATED. THIS QUOTATION WILL BE USED FOR A SCHOOL PURCHASE ORDER FOR THOSE ITEMS ON WHICH YOUR FIRM IS THE SUCCESSFUL BIDDER. THE IFB NUMBER IS TO APPEAR ON ALL CORRESPONDENCE RELATED TO THIS SOLICITATION.

LINE	QUANTITY	U/M	DESCRIPTION	MFGR.	UNIT PRICE	EXTENDED PRICE
1	355.00	EA	Intel Classmate NL2 Pro High Resolution Netbook Portable Notebook Computer Hardware and Standard Software - as per specifications and conditions listed herein, Special Conditions	Intel Hardware	\$	\$
2	355.00	EA	SFUSD Image Install to above unit - as per specifications and conditions listed herein, Special Conditions	SFUSD Image Install	\$	\$
3					\$	\$
4	355.00	EA	CalRecycle Electronic Waste Recycling Fee (\$8) Effective 01/01/2011, Non-Taxable	CalRecycle	\$ 8.00	\$ 2,840.00
5					\$	\$
6					\$	\$
7					\$	\$
8					\$	\$
9					\$	\$
10					\$	\$
11					\$	\$

By signing, I attest that I am an authorized representative/agent authorized by my signature to bind the organization to the terms and conditions of the solicitation.

NAME: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>SUB-TOTAL</b>	\$
<b>SALES TAX (9.50%)</b>	\$
<b>SALES TAX ADJ / Item #4</b>	\$ (269.80)
<b>SHIPPING &amp; HANDLING</b>	\$
<b>SALES TAX ADJ / Item #4</b>	\$
<b>TERMS</b>	
<b>BID TOTAL</b>	\$