

# Hingham Public Schools

## Hingham Public Schools (HPS)

Invitation to Provide Quotes

TITLE: Network Switches

Closing Date & Time: April 17, 2018 @ 10:00 AM

The HPS reserves the right to modify this schedule at their discretion.

**QUOTES MUST BE RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME AT THE FOLLOWING LOCATION:**

It must be addressed to:

Office of the Superintendent  
Hingham Public Schools  
220 Central Street  
Hingham, MA 02043

Quotes can also be emailed to [accounting@hinghamschools.org](mailto:accounting@hinghamschools.org)

The outside of the mailing envelope or the subject line in an email must be plainly marked:

Hingham Public Schools Network Switches Quote

# Hingham Public Schools

## INTRODUCTION AND PURPOSE

By responding to this Invitation for Quotes, the vendor agrees that they have read and understand this document.

Purpose: The Hingham Public Schools (HPS) is requesting Quotes for Network Switches

## SPECIFICATIONS

### Equipment Specifications

To ensure compatibility with the Hingham Network the Quote must be for the exact equipment.

1. Network switches, 2 Part# JL322A, Aruba Networks 2930M 48G PoE+ 1-slot switch.

The award will be made to the responsive and responsible vendor offering the lowest price for the Network Switches.

### Warranty

Provide manufacture written warranty to HPS and guarantee workmanship for at least one year from acceptance date.

## CONTRACT TERMS, PRICING, OTHER PROVISIONS

Contract Terms: A signed purchase order will be issued to the vendor as “authorization to proceed”. As a municipality in Massachusetts, no prepayment will be made prior to delivery of materials.

Rates and Prices: Pricing shall be prepared with the entire contract terms considered.

Payment by HPS: HPS will pay the E-rate discounted price (i.e. The vendor price less the E-rate reimbursement percentage) at the delivery of the item(s) and satisfactory testing. In order for the vendor to receive the reimbursement or discount amount the vendor must be prepared to file form 474, Service Provider Invoice (SPI) Form for reimbursement of the amount with Universal Service Administrative Company (USAC) Schools and Libraries Program (E-Rate).

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Cost Reductions: Any cost reductions to the Vendor, such as rebates or “specials”, shall be reflected in a reduction of the contract price effective immediately. Hingham Public Schools will not be bound by prices contained in an invoice that are higher than those contained in the contract unless a signed change order has been provided prior to incurring the added or higher costs.

## GENERAL AND SPECIAL PROVISIONS

Communications with HPS - All vendor communications concerning this Invitation to Quote shall be directed in writing to:

Joseph Andrews  
Manager of Technology Services  
Hingham Public Schools  
220 Central Street  
Hingham, Massachusetts 02043  
Fax: (781) 749-7457  
Email: [jandrews@hinghamschools.org](mailto:jandrews@hinghamschools.org)

Changes to the Scheduling Addenda- A change may be made by HPS if, in the sole judgment of HPS, the change will not compromise HPS’s objectives in this acquisition. A change to this schedule will be made by formal written addendum issued by HPS. Addenda issued by HPS shall become part of this specification and will be included as part of the final purchase agreement. It is the responsibility of the interested Vendor to assure that they have received any Addenda.

Quote Response Date and Location. - Signed Quotes, must be received by Hingham Public Schools, Office of the Superintendent, 220 Central Street, Hingham MA 02043 or by email to [accounting@hinghamschools.org](mailto:accounting@hinghamschools.org) no later than the date and time on page 1 or as revised by Addenda. The Hingham Public Schools requires that the Quote Submittal Form be signed by an official authorized to legally bind the Vendor.

The official time will be the Eastern Time Zone as displayed at [http:// time.gov](http://time.gov) on the Quote open date.

Outside of the envelope or subject line of an email shall be marked Hingham Public School – Network Switches.

If the Quote is delivered by mail or courier, it must be clearly marked Hingham Public Schools – Network Switches and must be addressed to:

Hingham Public Schools  
Office of Superintendent

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220 Central Street  
3<sup>rd</sup> Floor, Hingham, MA 02043

The submitter has full responsibility to ensure the Quote arrives at Hingham Public Schools (HPS) within the deadline. HPS assumes no responsibility for delays caused by the US Post Office or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the date due. Quotes will be opened on the due date at the time specified. Responses arriving after the deadline will not be opened.

Should the vendor provide quotes on alternate equivalents, then equivalent equipment specifications shall be included with the submission. HPS will consider supplemental brochures and materials. Vendors are invited to attach any brochures or materials that will assist HPS in evaluation. Any materials or brochures submitted with the Quote response will be considered an integral part of the Quote.

## Changing Quotes

Quotes may be changed at any time prior to the Quote open date. To change a Quote, an entire new Quote package must be received by the Quote open date and time that contains all the required Quote documents, forms etc. In addition, enclosed within the package or email, there must be a signed letter on company letterhead, which has been signed by the same person signing the original Quote that indicates that this Quote is meant to supersede all previously delivered Quotes.

## Withdrawing Quotes

Quotes may be withdrawn any time before the Quote open date and time. To withdraw a Quote, the vendor should send a signed letter, on company letterhead signed by the same person signing the original Quote. The letter should be delivered in an envelope or emailed with the subject line marked "Withdrawing Quote" – Hingham Public Schools – Network Switches. These letters will be first opened at the Quote opening.

## Quote Opening

Quotes shall be publicly opened by HPS at the Office of the Superintendent at the date and time specified.

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## Contract Award

The Contract Award will be based on the lowest responsible vendor as detailed on the pricing form and confirmed by Hingham Public School on each item. Prior experience and references needed for each item. Vendors must submit itemized prices for all equipment specified.

## Rejection of Quotes and Rights of Award

The Hingham School Department reserves the right to reject any or all Quotes or any part thereof, and to waive any minor omission or discrepancies if, in their judgment, it is in the best interest of the Hingham Public Schools.

## Taxes

The Town of Hingham and all of its Departments are exempt from Massachusetts Sales Tax. A copy of the Certificate of Exemption is available upon request.

## Insurance Requirements

The Vendor shall agree to hold harmless and indemnify the Town of Hingham, the Hingham School Committee and the Hingham School Department and save each from any and all costs, loss, expense, liability, damages or claims for damages, including costs for defending any action on account of any injury or damages done to buildings, property or any person, firm, corporation or association, and on account of an injury, including death to any person or persons arising or resulting from the delivery of products provided under this contract or from any act, omission or negligence of the Vendor, their agents or employees. The foregoing provisions shall not be deemed to be released, waived or modified in any respect by reason of any surety or insurance provided by the Vendor under this contract.

## Compliance

The vendor selected shall be expected to comply with all applicable federal and state laws in the performance of its delivery of goods.

The consideration of all proposals and subsequent selection of the successful applicant shall be made without regard to race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, or handicap.

The successful applicant shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth of Massachusetts, M.G.L. Chapter 151B.

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The provisions relating to nondiscrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful applicant may receive or award as a result of this contract.

## Check List

The following items are required in conjunction with all Quotes submitted. Failure to submit them will result in disqualification of the Quote.

- 1) Pricing Sheet
- 2) Signed by Corporate Officer
- 3) References

# Hingham Public Schools

## Quote Submittal Form

Hingham Public Schools – Network Switches

Price sheet for the Network Switches at Hingham Public Schools, 220 Central Street,  
Hingham, MA

Price as detailed in the Quote specifications:

Instructions:

Enter the price as described in the specification.

1) Quote Price for Network Switches: \$ \_\_\_\_\_

Acknowledge ADDENDA \_\_\_\_\_ (Please Check if applicable)

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

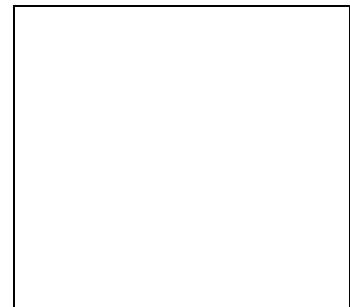
Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_



Corporate Seal

## References

Hingham Public Schools - Network Switches

# Hingham Public Schools

(Provide three recent references for which you provided a similar product.)  
(Provide three recent references for which you performed work similar to this project.)

1. Name of Entity \_\_\_\_\_

Street Address \_\_\_\_\_

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

Reference Contact Name \_\_\_\_\_

Reference Contact Tel No. \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Name of Entity \_\_\_\_\_

Street Address \_\_\_\_\_

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

Reference Contact Name \_\_\_\_\_

Reference Contact Tel No. \_\_\_\_\_

Description of Mechanical Project: \_\_\_\_\_

\_\_\_\_\_



# Hingham Public Schools

## QUOTE SPECIFICATION QUOTE RESPONSE DOCUMENT