Hingham Public Schools

Hingham Public Schools (HPS)
Invitation to Bid
TITLE: Network Switches
Closing Date & Time: Thursday, April 2, 2020 @ 2:00 pm

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

SEALED BIDS 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
Flr 3
Hingham, MA 02043

The outside of the mailing envelope must be plainly marked:

Hingham Public Schools - Network Switches Bid

Hingham Public Schools

INTRODUCTION AND PURPOSE

By responding to this Invitation to Bid, the bidder agrees that they have read and understand this document.

Purpose: The Hingham Public Schools (HPS) is requesting bids for nine (9) Network Switches

SPECIFICATIONS

Equipment Specifications

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

- **9 Networks Switches, Aruba 5412R z12 chassis or equivalent**
  (full specifications follow)

SPECIFICATIONS

Please provide the attached network switches or equivalent:

East Elementary School
MDF
J9822A – Aruba 5412R zl2 chassis
J9986A – 24-Port 10/100/1000BASE-T PoE+ with MACsec v3 zl2 Module **x 11**
J9990A - 20-Port 10/100/1000BASE-T PoE+ / 4-Port 1G/10GbE SFP+ MACsec v3 zl2 Module **x 1**
J9827A - Aruba 5400R zl2 Management Module
J9830B - 2750W PoE+ zl2 Power Supply **x 2**
J4858D – SX-LC transceiver **x 1**
J9151D – LX-LC 10G transceiver
IDF
J9822A – Aruba 5412R zl2 chassis
J9986A – 24-Port 10/100/1000BASE-T PoE+ with MACsec v3 zl2 Module] **x 11**
J9990A - 20-Port 10/100/1000BASE-T PoE+ / 4-Port 1G/10GbE SFP+ MACsec v3 zl2 Module **x 1**
J9827A - Aruba 5400R zl2 Management Module
J9830B - 2750W PoE+ zl2 Power Supply **x 2**
J4858D – SX-LC transceiver **x1**

Foster Elementary School
MDF-Unit 1
J9822A – Aruba 5412R zl2 chassis
J9986A – 24-Port 10/100/1000BASE-T PoE+ with MACsec v3 zl2 Module **x 11**
J9990A - 20-Port 10/100/1000BASE-T PoE+ / 4-Port 1G/10GbE SFP+ MACsec v3 zl2 Module **x 1**
J9827A - Aruba 5400R zl2 Management Module
J9830B - 2750W PoE+ zl2 Power Supply **x 2**

J4858D – SX-LC transceiver **x 1**
J9151D – LX-LC 10G transceiver
MDF-Unit 2
J9821A – Aruba 5406R zl2 chassis
J9986A – 24-Port 10/100/1000BASE-T PoE+ with MACsec v3 zl2 Module] **x 5**
J9990A - 20-Port 10/100/1000BASE-T PoE+ / 4-Port 1G/10GbE SFP+ MACsec v3 zl2 Module] **x 1**
J9827A - Aruba 5400R zl2 Management Module
J9829A - 1100W PoE+ zl2 Power Supply **x 2**
J4858D – SX-LC transceiver **x 1**

Plymouth River Elementary School
MDF
J9822A – Aruba 5412R zl2 chassis
J9986A – 24-Port 10/100/1000BASE-T PoE+ with MACsec v3 zl2 Module **x 9**
J9990A - 20-Port 10/100/1000BASE-T PoE+ / 4-Port 1G/10GbE SFP+ MACsec v3 zl2 Module **x 1**
J9827A - Aruba 5400R zl2 Management Module
J9830B - 2750W PoE+ zl2 Power Supply **x 2**
J4858D – SX-LC transceiver **x 1**
J9151D – LX-LC 10G transceiver
IDF
J9822A – Aruba 5412R zl2 chassis
J9986A – 24-Port 10/100/1000BASE-T PoE+ with MACsec v3 zl2 Module] **x 8**
J9990A - 20-Port 10/100/1000BASE-T PoE+ / 4-Port 1G/10GbE SFP+ MACsec v3 zl2 Module **x 1**
J9827A - Aruba 5400R zl2 Management Module
J9830B - 2750W PoE+ zl2 Power Supply **x 2**
J4858D – SX-LC transceiver **x1**

South Elementary School
MDF
J9822A – Aruba 5412R zl2 chassis
J9986A – 24-Port 10/100/1000BASE-T PoE+ with MACsec v3 zl2 Module **x 11**
J9990A - 20-Port 10/100/1000BASE-T PoE+ / 4-Port 1G/10GbE SFP+ MACsec v3 zl2 Module **x 1**
J9827A - Aruba 5400R zl2 Management Module
J9830B - 2750W PoE+ zl2 Power Supply **x 2**
J4858D – SX-LC transceiver **x 2**
J9151D – LX-LC 10G transceiver
IDF 1
J9821A – Aruba 5406R zl2 chassis
J9986A – 24-Port 10/100/1000BASE-T PoE+ with MACsec v3 zl2 Module] **x 5**
J9990A - 20-Port 10/100/1000BASE-T PoE+ / 4-Port 1G/10GbE SFP+ MACsec v3 zl2 Module] **x 1**
J9827A - Aruba 5400R zl2 Management Module
J9829A - 1100W PoE+ zl2 Power Supply **x 2**
J4858D – SX-LC transceiver **x 1**
IDF 2
J9821A – Aruba 5406R zl2 chassis
J9986A – 24-Port 10/100/1000BASE-T PoE+ with MACsec v3 zl2 Module] **x 5**
J9990A - 20-Port 10/100/1000BASE-T PoE+ / 4-Port 1G/10GbE SFP+ MACsec v3 zl2 Module] **x 1**
J9827A - Aruba 5400R zl2 Management Module
J9829A - 1100W PoE+ zl2 Power Supply **x 2**
J4858D – SX-LC transceiver **x 1**

The award will be made to the responsive and responsible bidder offering the lowest price for these nine Aruba Network Switches or the equivalent.

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).

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 Bid 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

Questions - Questions shall be submitted in writing or by fax to Joseph Andrews and received by Hingham Public Schools no later than 4:00 PM on Monday, March 23, 2020 in order to allow all bidders time to incorporate answers into their bids. No

response will be made for any questions received after the question due date and time. Response to all questions received by the question due date and time will be delivered via email and/or fax to all bidders no later than Wednesday, March 25, 2020 at 5:00 PM. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Bidder of any responsibilities under this Bid or subsequent contract.

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.

Bid Response Date and Location. - Signed and sealed bids, in duplicate, must be received by Hingham Public Schools, Office of the Superintendent, 220 Central Street, Hingham MA 02043 no later than the date and time on page 1 or as revised by Addenda. The Hingham Public Schools requires two signed and sealed, original signed by an official authorized to legally bind the Bidder and (1) copy for viewing by other competitors at the bid opening.

The official time will be the Eastern Time Zone as displayed at http:// time.gov on the bid open date.

Bids must be submitted in a hard-copy original. FAX and e-mail copies are not a substitute for the hard-copy original and will not be accepted.

Outside of envelope shall be marked Hingham Public School – Network Switches Bid.

If the bid is delivered by mail or courier, it must be clearly marked **Hingham Public Schools – Network Switches Bid**

and must be addressed to:

Hingham Public Schools
Office of Superintendent
220 Central Street
3rd Floor
Hingham, Ma. 02043

The submitter has full responsibility to ensure the Bid 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. Bids will be opened on

the due date at the time specified. Responses arriving after the deadline will not be opened.

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

Changing Bids

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

Withdrawing Bids

Bids may be withdrawn any time before the bid open date and time. To withdraw a bid, the bidder should send a signed and sealed letter, on company letterhead signed by the same person signing the original bid. The letter should be delivered in an envelope marked "**Withdrawing Bid** – **Hingham Public School – Network Switches**." These letters will be first opened at the bid opening.

Bid Opening

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

Contract Award

The Contract Award will be based on the lowest responsible bidder as detailed on the pricing form and confirmed by Hingham Public Schools prior experience and references. Bidders must submit itemized prices for all equipment specified.

Rejection of Bids and Rights of Award

The Hingham School Department reserves the right to reject any or all bids 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.

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 bids submitted. Failure to submit them will result is disqualification of the bid.

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

Hingham Public Schools

Bid Submittal Form

Hingham Public Schools –Network Switches

Price sheet for the Aruba Network Switches or equivalent at Hingham Public Schools, 220 Central Street, Flr 3, Hingham, MA

Price as detailed in the bid specifications:

Instructions:
Enter the price as described in the specification.

1) **Bid Price for 9 Aruba Network Switches: $_____**

Acknowledge ADDENDA _____ (Please Check if applicable)

Bidder's Signature: _____ Date: _____

Title: _____

Company Name:_____

Telephone: _____

Address: _____

_____

_____

Corporate Seal

Hingham Public Schools

References

Hingham Public Schools – Aruba Network Switches

(Provide three recent references for which you provided a similar product.)

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 Project:_____

_____

Hingham Public Schools

3. Name of Entity _____

Street Address _____

City, State, Zip _____

Reference Contact Name _____

Reference Contact Tel No. _____

Description of Project:_____

_____

Hingham Public Schools

BID SPECIFICATION

Hingham Public Schools

BID RESPONSE DOCUMENT