

**Subject:** Measure C Laptop RFQ

**Date:** Tuesday, November 5, 2013 8:26:55 AM Pacific Standard Time

**From:** Joshua Wittman

**To:** 'Dave Dickstein', 'Lisa Jamner', 'Jorge Gonzalez', 'Jared Bayless', 'Leslie Gambino', 'Damon Jones', 'Thomas Hyland', 'Jamil Christopher', 'Charleen Chu', 'Erica.Eichmann@areyjones.com', 'Eric Williams', 'Marc Bigby'

**CC:** JOSEPH ESTRADA, TIMOTHY CODY, John Willford, MARCIA RYER

Dear Vendors,

We are inviting you to provide a quote for the attached laptops in the amounts listed by school. The computer model requested should meet or exceed the specifications listed on the attached spreadsheet for the HP 6475b business class laptop computer. The attached PDF highlights the machine features, and the quantities by site.

We are building computer labs at a number of schools and will be starting this project next month. Please provide your most cost effective pricing based on a piggy-back contract like WSCA or CMAS for use in California. Please include the contract number for reference with your quote by November 12th, 2013 at 2:00pm PST.

As time is of the essence, and we wish to have delivery of the parts ASAP, please provide us with the timelines for shipping based on our Purchasing Department giving you a purchase order no later than December 31st, 2013. To support a smooth inventory process, the vendor will need to ship the items for each site on separate palette(s) with the site name clearly identified on the packaging.

All items must be received by Mt. Diablo USD no later than 21 calendar days from PO submittal. As part of this agreement, the vendor agrees to discount, in the amount of 2%, all items not received by Mt. Diablo Unified School District by 21 calendar days from the date of PO submittal.

Vendors must also be able to honor quoted pricing for six months from the date of the PO submittal for additional purchasing if needed. The quote must include shipping and any mandatory e-waste fees.

Warranty Information

All computers must have a 3 year parts, 3 year labor and 3 year near next business day warranty (3/3/3). In addition, Mt. Diablo USD uses a work order system for reporting service requests versus going through phone or web support. The vendor will need to be able to accept warranty service requests that are emailed to them.

All technicians that come onsite for warranty service will be required to be fingerprinted and have the DOJ background check. The bidder must use technicians that are authorized by the manufacturer to perform service.

We look forward to working with the most cost effective and fastest delivery vendor on providing 21st century technology to our schools this fall.

Sincerely,

Joshua Wittman

Director of Technology Support

Technology and Information Services

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