



ADDENDUM NO. 1
April 24, 2018

RE: **RFP 059.18.B5, Laptop Computer Purchase, Setup and Distribution**

FROM: **Purchasing Office
Howard County Public Schools
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-5644
(410) 313-6789 fax**

TO: **PROSPECTIVE BIDDERS**

This addendum modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in your Proposal. Failure to do so may subject the Bidder to disqualification.

1. INSERT: Questions and Answers – April 24, 2018

Question No.	Question/Comment	Answer
1	Based on the student population of 54,000 and approx. 6,000 staff we believe 200,000 may be a typo. Confirm how many Chromebooks the district is seeking.	The corrected total laptop devices expected to be purchased is 45,000 for the life of the contract. HCPSS reserves the right to increase or decrease the quantities of any materials, equipment, supplies or services.
2	The specifications for touch, non-touch and convertible all request USBC charging and HDMI. Per Google mandate all new chromebooks have to be USBC for charging as well as video transfer. There are very few chromebooks that have USBC and HDMI. Some fell in to a gap where this was allowed by Google but this is not standard. Moving forward all will be USBC only moving forward.	HCPSS will accept USB-C only devices.
3	Please define ease of Withdrawing/resheving in more detail that you are seeking as a bonus.	“Ease of withdrawing/resheving” refers to how easily and quickly a teacher or a student can remove an assigned device or multiple devices from the cart at the beginning of class and reshelving at the end of class.
4	Please define Smart-Charging request. Individual sensing, rotating charging, shelf sensing? Choosing a rotating charge could save thousand of dollars.	“Smart-Charging” broadly refers to a charging cart that is designed to automatically ensure that all devices are safely and evenly charged. That may involve rotating the charge, self-sensing outlets, individual sensing individually or some combination of those options. HCPSS does not desire carts that provide a continuous charge to the devices.
5	Will all carts need to be delivered at one time, or individually or as demanded?	If elementary school X is to receive 30 carts of devices HCPSS expects the resulting contractor to arrive at the

		school with 30 carts loaded with devices ready to roll into elementary school X's assigned classrooms. There may be individual on-demand request for carts loaded with devices as well.
6	Are the carts covered by your 1 year warranty request, with extensions for 1,2,3,4 years? Or does the cart have a different warranty requirement? Can you define warranty requirements on the carts? Some mfg offer lifetime warranties, others have options based on certain requirements.	The best case scenario is that the manufacturer offers a lifetime warranty included with the purchase of the cart. If that is not an option provide pricing on 1,2,3,4 years. HCPSS anticipates a 5-year life for laptops and carts.
7	Do the carts need to adhere to the UL Tip requirement?	Yes, carts shall be UL tip-test compliant.
8	What is the requested construction materials of the cart? (Metal, particle board, wood?)	The cart shall be constructed of metal (steel).
9	Are you allowing plastic dividers? While inexpensive, many schools complain about cracking and fraying device cords causing damage to devices.	Metal (steel) dividers are preferred.
10	Are you requiring vendors to provide free replacement keys?	That is not a requirement. If a vendor offers free replacement keys, they should make that known in their response.
11	Have you considered going to smaller carts or fixed solutions to drastically increase distribution times in the classroom.	HCPSS preference is to have "hot swap" devices as well as additional devices in each cart to minimize down time. Fixed solutions will be considered as well.
12	Do you have a break down of class size, going to a smaller cart 30 vs 32 or less (class size) allows for greater flexibility in charging options.	Class size is often reported as a specific number. However, that number doesn't represent the reality in the classroom. For instance, a teacher in middle or high school may have class numbers that range below and above the reported class size across the periods that they teach.
13	Why do you feel smart charging is necessary?	HCPSS does not desire carts that provide a continuous charge to the devices.
14	Will you accept a fixed charging solution (charging Locker?)	Yes, there may be instances in classroom where a traditional cart may be too large to maneuver. In that case a fixed solution may be more appropriate.
	Section 3, Item 25 indicates that the work performed will be performed during work hours and a reference is made to the School Calendar at http://www.hcpss.org/calendar . Although I have been able to determine the days that are available for work (i.e., the days the schools are open), I have been unable to locate any specific hours that school facilities are available to contractors. Can this detail be given, or a rule of thumb for access to the various facilities?	During summer when school is out work shall be performed within normal working hours, between 7am - 5pm. If schools are in session working hours shall be a ½ hour after school lets out up to 10:30pm. See school hours: http://www.hcpss.org/schools/opening-and-closing-times/
	Section 4, item 20.1.6 indicates that the contractor will "Maintain an established local, fully staffed, configuration center within 25 miles from Howard County Maryland." If a company falls outside of that	HCPSS reserves the right to waive a requirement when it is in its best interest to do so.



	specific range but can provide for services that meet all of the service levels identified due to the proximity to Howard County, will the proposal be evaluated and considered valid?	
	In your implementation plan you indicate the first wave is on August 3rd, 2018. Can you tell me the number of carts and chromebooks that will be required for that first wave?	HCPSS anticipates the number to be 800 Chromebooks.
	Regarding the device types on pages 15-16, is there an estimated quantity for each category?	HCPSS intends to review all options provided by the offerors. HCPSS will then decide whether to purchase quantities from one or more categories.
	Regarding the device types on pages 15-16, how will each device type be used and divided – example high schools get 1 type, elementary another, etc.	HCPSS intends to review all options provided by the offerors. HCPSS will then decide whether HCPSS select one device for deployment or select one type of device for elementary and one type of device for secondary.
	Will the District award per category type?	HCPSS intends to review all options provided by the offerors. HCPSS will then decide whether HCPSS purchase quantities from one or more categories.
	Page 17, # 8.9, what is the estimated number of retired units, per laptop, desktop, etc?	This will vary school by school.
	Page 17, # 8.9, where is the disposition location for retired units?	HCPSS Logistics Center, 6675 Amberton Dr. Elkridge, MD 21075
	Provide some insight as to whether or not your school will be retiring their old machines/laptops in order to make room for the new chromebooks/desktops/laptops. If so, will there be a separate bid for those or is everything included in the current RFP?	See Section 4.13 and 4.14.

END OF ADDENDUM