

Tahoma School District no.409  
25720 Maple Valley-Black Diamond Road SE,  
Maple Valley, WA 98038



REQUEST FOR PROPOSAL  
Fifth Grade Chromebooks 25-26

Proposal Date: 3/24/2026

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# INTRODUCTION AND PROCEDURES

## Scope and Purpose

The Tahoma School District (**Applicant**) has prepared the following Request for Proposal (RFP) document for the procurement of new Chromebook devices to be used in our fifth grade elementary classrooms for the 26-27 school year.

A complete list of current School District locations is in Section 4. The **Applicant** seeks a quality vendor with the capabilities to provide devices that meet, or equal to, the design requirements established by the **Applicant** as described on the following pages.

## “Or Equal” Clause

Unless otherwise stated in the proposal documents, whenever a process, equipment, or material is specified by giving a manufacturer's name, brand, or number, it is understood that the words “or equal” follow thereafter. Where the phrase “or equal” applies or occurs in the proposal documents, do not assume that a process, equipment or material is approved by the **Applicant** unless the item had been specially approved for their work by the **Applicant**; the decision of the **Applicant** is final.

The delivery of all equipment in this RFP should be delivered to the Applicant’s address on or before August 1, 2026. Providers will be bound by the entire agreement, including items listed on the Awarded Bid Proposal.

This RFP sets forth:

1. The process whereby invited parties may respond
2. Instructions regarding the required from and content of vendor proposals
3. The functional and performance criteria for required system and hardware

## Schedule of Events

The estimated schedule of the event through implementation is outlined below.

Step	Action Date
RFP issued for public viewing	3/27/2026
Deadline for Questions	4/13/2026
Proposal due at 4:00 PM	4/14/2026
Bid Opening Date	4/15/2026
Bid Evaluation Date	4/15/2026
Decision letters sent no later than	4/17/2026
Complete delivery of items by	8/1/2026

Bid opening will occur on Wednesday April 15 at 8:00am PST.  
The address and location for the opening and evaluation is:  
**Tahoma School District Central Office – Conference Room**  
**25720 Maple Valley-Black Diamond Road SE**  
**Maple Valley, WA 98038**

## Background

Tahoma School District is in Washington state near the foothills of Mt. Rainier in the city of Maple Valley. The current student population is approximately 9000 with approximately 1300 staff. We have six elementary, two middle, and one high school. The school locations span into two other cities in the area.

## Communications Regarding RFP

Vendors wishing to provide a bid shall provide at least one (1) signed physical original copies and one electronic format copy of the proposal sent via email or digital storage medium. Vendors are solely responsible for ensuring that proposals are delivered on time. Delays caused by any delivery service, including the US Postal Service, will not be grounds for an extension of the deadline. Proposals submitted after the deadline may be rejected. E-Mail will be accepted as valid submission for the digital copy only. Fax will not be accepted as a valid submission.

Sealed proposals must be delivered to:

Title of Proposal:  5 <sup>th</sup> Grade Chromebooks 25-26  Attention to: <b>Director of Technology -Tech Dept.</b>  Mailing address: 25720 Maple Valley black Diamond Road SE. Maple Valley, WA. 98038
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E-Mail submission should be submitted to Tahoma Technology to [techadmin@tahomasd.us](mailto:techadmin@tahomasd.us).

Contact: Upon release of this RFP all vendor communication concerning this acquisition shall be directed to:

Contact Name	Jan Coluccio
Contact address	18200 SE 240th St, Covington, WA 98042
Contact email	<a href="mailto:TechAdmin@TahomaSD.US">TechAdmin@TahomaSD.US</a>
Contact Phone Number	(425) 413-3230

- A. Vendors who seek information, clarification, or interpretations from the **Applicant** employees are advised that such material is used at the vendor's own risk, and the **Applicant** shall not be bound by any such representations.
- B. Vendor Clarifications and Questions. Questions concerning the RFP must be submitted via email in advance of the RFP due date. The deadline for questions is **4/13/2026**. Copies of questions relevant to the RFP process that may impact a response will be distributed to all participating vendors.
- C. RFP Changes or Amendments. Any revision to the RFP will be issued in the form of an addendum and will be distributed to all vendors prior to the Response Due Date.
- D. Clarifications. The **Applicant** reserves the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection for the vendor proposal. The **Applicant's** retention of this right shall in no way reduce the responsibility of vendors to submit complete, accurate and clear proposals.

- E. Vendor Contact. The proposal must include the name of the specific individual who will act as the primary contact for the vendor during proposal evaluation. The proposal must identify the contact's position in the organization, telephone number, and email address.

## General RFP Procedures

- A. Right of Selection/Rejection of Proposals. The **Applicant** reserves the right to select a proposal for eligible Chromebook hardware and equipment through competitive negotiations. The **Applicant** reserves the right to select or reject any or all proposals for any reason, to waive any informality in the proposals received, and to waive minor deviations from the specifications. The **Applicant** may award a contract on the basis of information in addition to that received in a proposal. It is emphasized that all quotes should be complete and submitted with the most favorable financial terms.
- B. Multiple Proposals. Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor. Each separate proposal will represent a single brand, model, and complete cost for that solution.
- C. Errors in Proposals. Vendors are responsible for all errors or omissions in their proposals, and any such errors or omissions will not serve to diminish their obligations to the **Applicant**.
- D. Cost of Development of Proposals. All expenses incurred by vendors related to the proposal or the selection process will be borne by the vendor. No claim for reimbursement of time, material, or travel expenses shall be made by the vendor against the **Applicant**, regardless of the results of the selection process.
- E. Vendor Prime Contractor Responsibility. If a vendor's proposal includes equipment, hardware, software, or services to be supplied by entities other than itself, it is mandatory for the proposing vendor to act as the prime contractor for the procurement of all products and services proposed to meet this RFP. The vendor acting as the prime contractor must be the sole point of contact with regard to contract stipulations, including payment of any and all charges resulting from the purchase of the proposed equipment, hardware, software, and/or services. The vendor acting as the prime contractor must take full responsibility for the demonstration, delivery, installation, and acceptance testing of the items proposed to be supplied by its subcontractor.
- F. Period of Validity of Proposals. The Vendor must certify that its proposal will remain in effect for 30 days after the proposal due date.
- G. Proprietary Material. The **Applicant** will attempt to protect the legitimate trade secrets of any vendor. Examples of such information would be unpublished descriptions of proprietary aspects of the systems proposed. Any proprietary information contained in the proposal must be designated clearly and should be separately bound and labeled with the words "Proprietary Information." Marking the entire proposal proprietary may result in the rejection of the proposal. Vendors should be aware that the **Applicant** is required by law to make its records available for public inspection, with certain exceptions. It is the **Applicant's** belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings, or documentation. However, the vendor, by submission of materials marked "Proprietary Information," acknowledges and agrees that the **Applicant** will have no obligation or liability to the vendor in the event that either must disclose these materials
- H. Proposal Disposition. All materials submitted in response to this RFP shall become the property of the **Applicant**

## Codes and Standards

It shall be the responsibility of the Vendor to identify all codes and/or agencies having jurisdiction and governing the execution of this proposal and to ensure conformance with those codes and agencies. At a minimum, the execution of this RFP and all acts of the Vendor selected to perform work described herein shall conform with and/or follow the guidelines of the following:

- Federal Communications Commission (FCC)
- OSHA
- Electronic Industries Association (EIA)
- American National Standards Institute (ANSI)
- National and Local Electrical Codes, including NFPA 70
- City of Tacoma Ordinances as applicable
- BICSI Telecommunications Distribution Standards
- Applicable Regulations of the Washington Department of Labor and Industries, including WISHA
- State and Federal Anti-Discrimination Laws
- Licensed 06 Electrical Contractor in the State of Washington.

This list is not exclusive.

## Proposal Format

- A. It is essential that the **Applicant** be able to easily match a vendor's response with this RFP's requirements for information. Proposals should be submitted in electronic format of 8.5 by 11-inch Layout. Digital submissions should follow the same format and be print ready without additional formatting or specialized equipment.
- B. Section 1 Introduction and Procedures. This includes the Title Page (Attachment A) and a Proposal Overview, not to exceed three pages, identifying the primary reasons why the proposal will best meet the needs of the **Applicant**
- C. Section 2 Vendor Requirements/Information. This includes the Vendor and Manufacturer Background Information, general vendor and project requirements, maintenance and service response, and the Customer Reference List.
- D. Section 3 System Specifications. Provide information about the specifications of the project to be installed and/or provided to the **Applicant**
- E. Section 4 Terms and Conditions. The total system costs (Attachment B) must include non-recurring and monthly recurring charges related to providing the system, including all taxes, surcharges, and any other fees.

## Evaluation Criteria

The **Applicant** will initially evaluate the proposals for requirements compliance and technical merit. Proposals deemed acceptable will be reviewed to establish life cycle costs. The **Applicant** will then select a group of vendor finalists that may be asked to present and demonstrate the products and services included in their proposal. The demonstrations must focus on the ability of the proposed systems to meet the **Applicant's** functional requirements while providing easy and flexible operation for the users. A contract shall be awarded to the most responsible and responsive vendor based upon, but not limited to, the following criteria:

Price of eligible services and product	50%
Technical Merits -CPU/RAM -Google AUE -System Specifics	30%
Local references	10%
Delivery Requirements	10%

### Acceptance of Bid (Award)

- A. **Owner.** The **Applicant** intends (but is not bound) to award a Contract to the lowest responsible and responsive Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The **Applicant** has the right to waive any informality or irregularity in any Bid(s) received and to accept the Bid which, in its judgment, is in its own best interests.
- B. Requirements **for Award.** Before the Award, the lowest responsive Bidder shall:
  - a. Have a current state unified business identifier number.
  - b. Have industrial insurance coverage for the Bidder's employees working in
- C. Washington as required in Title 51 RCW; Have an employment security department number as required in Title 50 RCW;
- D. Have a state excise tax registration number as required in Title 82 RCW;
- E. Not be disqualified from bidding on any public works contract under RCW 39.06.010 (unregistered or unlicensed contractors) or RCW 39.12.065 (3) (prevailing wage violations); and
- F. **Rejection of Bid(s):** The **Applicant** shall have the right but not the obligation to reject any or all Bids for any reason or for no reason or to reject a Bid which is in any way incomplete or irregular.

### VENDOR REQUIREMENTS / INFORMATION

- A. Vendor Background Information
- B. Please provide the following information:
  - a. Parent Company (if applicable):
  - b. Name and title of top local executive:
  - c. Organizational Type/Structure:
  - d. Vendor Experience:
    - 1. Years company in business in Puget Sound area:
    - 2. Additional background information (optional):
- C. **Sub-contractor Information (if applicable)**
- D. Provide a list of sub-contractors who will have responsibilities for work related to the successful accomplishment of this project. Include a brief background on each subcontractor(s) involved, description of the subcontractor's activities, and three references of work similar to that which they will be performing as subcontractor on this project.
- E. **General Implementation Requirements**
- F. With submission of a proposal, the Vendor understands and agrees to the following:
  - 1. Five continuous year's minimum experience.

2. Two, minimum, completed projects similar to scope and cost. Provide a list of projects, including references, in the bid submission.
3. The Vendor accepts any available blueprint and/or site plans provided by the **Applicant** as guidelines only and accepts that the plans are not guaranteed to be an accurate representation of all conditions.
4. The Vendor shall secure all permits, inspections, and authorizations required to complete its work associated with this RFP, at no additional cost to the District.
5. Pursuant to RCW 39.12, no worker, laborer, or mechanic employed in the performance of any part of the contract shall be paid less than the "prevailing rate of wage" as determined by the Industrial Statistician of the Department of Labor and Industries.
6. All vendors working on any **Applicant** site shall abide by all **Applicant** rules and State regulations. Buildings and grounds are tobacco-free and drug-free areas. In addition, weapons and alcohol are prohibited. Any workers who might come in contact with children on any **Applicant** site must have undertaken a criminal background check to be on file with the Vendor. No workers convicted of crimes against children will be allowed on any **Applicant** site. All vendor employees must carry a picture ID and wear an identification badge at all times.

## Service and Maintenance

- A. The Vendor will provide documentation and asset sheet for any new equipment.

## General Overview of Project

- A. It will be the Service Provider's obligation to inform the Owner/Owner's Representative of any and all conflicts, between the RFP documents and the onsite conditions.
- B. The Service Provider shall include in their proposal the cost to prepare and conduct their work to ensure that the Owner endures no disruption to the loss of "Normal Business" functions. Buildings will be available to the Service Provider during regular business hours for investigation and prep work only. Work resulting in the disruption of normal business functions and or causing a disruption to the teaching process will be performed after normal business Hours (8:00 AM- 5:00 PM).
- C. It will be the sole financial responsibility of the Service Provider to arrange delivery of all product, materials and equipment. The Applicant will warehouse the product on site after delivery of new equipment.
- D. All equipment must be new. The details of the System requirements and features are fully described in later sections of this RFP.

## Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

## Permits and Codes

The selected Vendor will comply with all laws, codes, rules and regulations of the State, County and Town applicable to the work to be performed at **Applicant** location. The bidder, who shall pay all lawful charges, shall obtain all permits lawfully required.

## Shipments

All shipments and deliveries should be made to the technology center provided that the Vendor has made arrangements to unload and store such deliveries with the **Applicant**. **Applicant** shall take no responsibility for shipments, delivery, storage, or unloading of such shipments and will not be responsible for any losses or damages that may result from Vendor's failure to make adequate provisions. All equipment, supplies, and materials required for this project will become the property of the Applicant upon delivery of the proposed equipment in full.

## Price

The price quoted will include all costs, including but not limited to the complete installation, training, project management, and acceptance testing of the equipment.

- Bidders shall submit a descriptive summary of the equipment, including the manufacturer, model, and software version level of the equipment.
- Bidders must describe general and specific features of the equipment, including features, capacities, limiting factors, and optional characteristics.
- Bidders shall include an overview of the equipment capabilities, including capacities and expansion capabilities. Vendors must supply an itemized list of initial equipment, including all common and auxiliary equipment necessary for the successful operation of the initial purchase, such as equipment cabinets, distribution frames, rack mount units, including the size of each unit, and power requirements. Also, list the number of ports initial configuration and show the number of spare ports and, or slots remaining for expansion on each type of card and cabinet.
- All initial equipment shall be included in the quoted prices.
- The price of the equipment must include all services necessary to accomplish a turn-key installation, end-user and administrative training, user guides for all users, a technical owner's manual, and a technical administrator's programming & maintenance manual.

[Equipment listing](#), please see Attachment B.

[System Design](#), please see Attachment C.

## Quantities

It is understood that the quantities stated are approximate only and are subject to either increase or decrease at the **Applicant** discretion and are stated for the purpose of comparison only. Should the quantities of any of the items be increased, the undersigned vendor shall furnish the additional articles at the unit price set out herein; and should the quantities decrease, payment will be made on the actual quantities delivered/accepted at such unit prices, and the undersigned vendor will make no claim for

anticipated profits or additional compensation for any increase or decrease in the quantities. It should be understood that the **Applicant** may purchase any number of items from the vendor at the unit prices bid.

### Financing

- A. The **Applicant** and the successful bidder will act in a reasonable manner.
- B. Once the installation/delivery has been completed, acceptance testing shall be performed upon the system. This test and verification period, if successful, shall consist of thirty consecutive days of normal traffic load with no major component failures and no major alarm indications.
- C. This letter will constitute the **Applicant's** formal acceptance of the system.
- D. Taxes
  - a. Vendor shall include in the bid and pay for all applicable taxes except State and local Sales Tax.

ATTACHMENT B

**Tahoma School District No. 409**

Fifth Grade Chromebooks

**Proposed Costs**

Description of proposed services/goods to be purchased for the completion of this project.

Proposed services/goods

Hardware/Part number	Device Count
Google Chromebook hardware	800
Google Chrome Management Perpetual EDU License	800

Please provide total *non-recurring costs* required to deliver product:

\$ \_\_\_\_\_

Provide monthly, *recurring costs* for the duration of the proposed agreement:

\$ \_\_\_\_\_

Please provide estimated taxes, surcharges and fees:

Tax: \$ \_\_\_\_\_

Other fees: \$ \_\_\_\_\_

## ATTACHMENT C

### Proposed system minimum requirements:

Each Chromebook supplied in this proposal should meet or exceed the below minimum requirements.

#### Technical requirements

- 11" clamshell non-touch
- ChromeOS of minimum version 133
- User facing web camera
- Minimum 4 GB Ram
- Minimum 32 GB HDD
- USB-C based charging
- AC adapter/charger included
- Google automated updates through minimum of **2035**
- Standard manufacturer warranty only
- Google Chrome Management Perpetual EDU License

#### Delivery requirements

- "Zero Touch Enrollment" or equal Google Enterprise enrollment service
- Green Delivery – Minimal amount of packaging material delivered with equipment
- Laser engraving or painting of lid of device – Design available upon request or set after award of the contract
- Application of asset tags to the product prior to delivery – Bidder or Applicant supplied tags should be specified in the bid documents.
- Spreadsheet of Asset tags and serial numbers of devices.