

PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT

**241 South Ocean Avenue
Patchogue, NY 11772**

LAPTOP INSURANCE

RFP #2026-05

NOTICE IS HEREBY GIVEN, that the Patchogue-Medford Union Free School District will receive proposals for **Laptop Insurance** for all schools. Such proposal must be filed with Patchogue-Medford UFSD's Assistant to the Superintendent, 241 South Ocean Avenue, Patchogue, NY 11772, **PRIOR TO 11:00 A.M. prevailing time, April 9, 2026.**

NOTE: The Patchogue-Medford School District shall not be held responsible for the completeness or accuracy of any proposal documents received by a vendor that were not directly issued to that vendor by the Patchogue-Medford School's Business Office.

Any vendor submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party, shall not have cause for relief from award or completion of a contract in accordance with the official documents on file with the Patchogue-Medford School District's Business Office.

It is HIGHLY recommended that all vendors interested in participating in this request for proposal, contact the Patchogue-Medford School District's Business Office directly at the above address to assure they have received the most accurate and up to date materials concerning this request.

The District does not offer or supply anyone the list of people that have obtained a copy of these proposal specifications or cost estimates for the project prior to the opening of the proposals. NO EXCEPTIONS ARE MADE TO THIS PROCEDURE.

Patchogue-Medford School District reserves the right to reject any or all proposals.

Patchogue-Medford Union Free School District

Nicole Ciminiello
Assistant to the Superintendent
Patchogue-Medford UFSD

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**241 South Ocean Avenue
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**LAPTOP INSURANCE
RFP #2026-05**

The Patchogue-Medford Union Free School District, hereinafter referred to as the “District or Patchogue-Medford” invites proposals from qualified individuals and firms/agencies, to provide Laptop Insurance and Repair services for the 2026-2027 School Year.

In accordance with the School District’s policies and procedures, contracts for professional services requiring special skills or training are not subject to competitive bidding requirements of section 103 of General Municipal Law.

Term

Contract Period: **September 1, 2026, through September 1, 2027.** This contract shall be for one (1) year, with the option to renew for two (2) additional one-year periods (September 1, 2027, through September 30, 2028; September 1, 2028, through September 30, 2029), upon approval by the Board of Education for each year.

If the Board of Education decides to renew with the vendor for the 2027-2028 school year, the price is limited to the lesser of 2 percent or the Consumer Price Index (CPI) published in December over the cost of the 2026-2027 school year.**

If the District decides to do a renewal for the third year (2028-2029), the price is limited to the lesser of 2 percent or the Consumer Price Index (CPI) published in December over the cost of the 2027-20278 school year.**

The District reserves the right to terminate the contract without cause, with thirty (30) days written notice to the contractor. No contract becomes binding until the necessary funds have been approved. This proposal will be utilized on an “as-needed” basis. There is no guarantee that any/all the services listed will be utilized.

** - The applicable CPI will be the unadjusted “All items consumer price index for all Urban Consumers (CPI-U), the broadest and most comprehensive measure released by the Bureau of Labor Statistics.

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District’s responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Vendor.

Requirements for Submittal of a Proposal

Incomplete submissions will not be considered for award. Proposals should not be excessively long and should be submitted in a format that permits copying for review. Two (2) copies of each proposal must be submitted. One (1) copy must be titled “ORIGINAL” and one (1) copy titled

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“COPY.” Each page of the proposal must state the firm submitting the proposal and the page number. All materials submitted in response to this request shall become the property of the School District.

The School District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals.

Scope

The Patchogue-Medford Union Free School District (“District”) is seeking proposals from qualified vendors to provide a comprehensive student laptop insurance program covering approximately **6,000 district-owned student devices** as part of the District’s 1:1 instructional technology initiative.

Coverage must include accidental damage protection and optional theft and loss coverage. The program must support device lifecycle refresh and successor models without renegotiation.

The District currently maintains the following approximate inventory:

- **3,000 – Dell 3190**
- **1,000 – Dell 3120**
- **1,500 – Dell 3140**
- **Up to 500 additional units** added annually to the Dell 3140 pool **or its direct successor model**

Total Estimated Covered Units: **6,000 devices**

The District reserves the right to:

- Increase or decrease quantities annually based on enrollment
- Replace models with successor devices of equal educational class
- Add newly purchased devices during the contract term

Coverage must automatically extend to successor models without requiring contract modification.

REQUIRED COVERAGE

Proposals must include unlimited detailed coverage for:

A. Accidental Damage

- Drops
- Cracked or broken screens
- Liquid damage
- Electrical surge

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- Keyboard damage
- Hinge damage
- Charging port damage
- Motherboard failure resulting from accidental damage

B. Theft (Required Alternate Pricing)

- On-campus theft
- Off-campus theft
- Police report requirement (if applicable)

C. Vandalism

D. Fire, Flood, Natural Disaster

MANDATORY PICK-UP AND DROP-OFF SERVICE REQUIREMENT

The District requires that:

- The winning bidder must provide its own direct pick-up and drop-off service for all repairs and replacements.
- The District will not package, label, ship, or coordinate shipments through third-party carriers such as UPS, FedEx, USPS, DHL, or similar services
- The District will not schedule freight or coordinate carrier logistics.
- The vendor must employ and manage its own logistics solution, whether through company-employed drivers or contracted service under vendor management.
- Pick-up and return scheduling must be coordinated directly with the District's Technology Department.
- Vendor must provide documented chain-of-custody procedures for all devices.

Failure to comply with this requirement will render a proposal non-responsive.

CLAIM PROCESSING & REPAIR REQUIREMENTS

Vendors must provide:

- Online claim submission portal (district access)
- Claim tracking
- Clear Service Level Agreement (SLA)
- No minimum claim thresholds

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COST

- All submissions must include a pricing breakdown that shows an annual cost per device.
- If device models will not cost the same annually, a breakdown of each model and the cost associated with it must be provided based on the models listed above.
- Should a new model come out that is not listed above, the district reserves the right to renegotiate without the need to reissue an RFP.

Qualifications

- Have documented experience supporting K-12 1:1 device programs
- Provide at least three (3) K-12 district references.
- Be licensed to provide insurance services in New York State.
- Demonstrate financial stability.
- Contractor must have a physical office presence on Long Island.

RFP Inquiries

Any question submitted by an individual or firm regarding this RFP must be directed to Nicole Ciminiello, Assistant to the Superintendent. Nicole may be reached at 631-687-6330. Written response, together with original inquiry, will be forwarded to all individuals or firms receiving this RFP.

RFP Instructions

Bidder may not change the Bid Form. Prices as bid must be all inclusive. Any additions or deletions to the Bid Form may result in the RFP being considered non-responsive. Bidder must sign the printed form "Bid Proposal Certifications" which includes the required Non-Collusive Bidding Certification and Iran Divestment Act. **RFPs must be submitted to 241 South Ocean Avenue Patchogue, NY 11772, attention of Ms. Nicole Ciminiello, Assistant to the Superintendent. The envelope must be clearly marked stating name of RFP and the RFP number. All RFPs are due by April 9, 2026, at 11:00 a.m.**

The successful bidder may not assign, let or sublet, or subcontract this contract without the expressed approval of the Patchogue-Medford Board of Education.

This contract will be made available for use by other government agencies, under the terms and conditions of this contract.

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BID PROPOSAL FORM

PROPOSAL FORM FOR RFP to be received prior to **Thursday, April 9, 2026, at 11:00 A.M.** prevailing time at the office of the Patchogue-Medford UFSD, Business Office, 241 South Ocean Avenue, Patchogue, NY 11772.

Proposals must be submitted in a sealed envelope plainly marked as to its contents.

Award of RFP will be based on the criterion listed above by the Executive Director of Technology.

The District reserves the right to reject any or all proposals.

The undersigned proposes to furnish the following, in accordance with the attached specifications, to the Patchogue-Medford UFSD for the price(s) shown.

NAME OF FIRM: _____

MAILING ADDRESS: _____

CITY / STATE / ZIP CODE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL: _____

BY: _____

Signature of Representative (Blue or other non-black ink required)

BY: _____

Signature of Representative (Printed)

FEDERAL OR TAX ID #: _____

NOTE: By signing and submitting this proposal for consideration by the Patchogue-Medford UFSD's Board of Education, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

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Pricing

Cost per Device:

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Conflict of Interest Certification

The proposer declares and certifies:

1. That said proposer is of lawful age and the only one interested in this proposal, and that no one other than said proposer has any interest herein.
2. That this proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose and is in all respects fair and without collusion or fraud.
3. That no member of the Board of Education of the Patchogue-Medford Union Free School District, Town of Brookhaven, Suffolk County, New York, nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education, is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.
4. That said proposer has carefully examined the specifications in the RFP and schedules prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposal and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.
5. That the prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.

Subscribed and sworn to before

This _____ day of _____.

Notary Public

Person, Firm or Corporation

Authorized Signature

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STATEMENT OF NON-COLLUSION

Your proposal is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law, which reads as follows:

“103-D. Statement of non-collusion in proposals and proposals to political subdivision of the state. Every proposal or proposal hereafter made to a political subdivision of the state or any public department agency, or official thereof where competitive proposal is required by statute, rule, regulation or local law, for work or services performed, to be performed, or good sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury: Non-collusive proposal certification.

- 7. By submission of this proposal, the proposer and each person signing on behalf of the proposer, certifies, and if this is a joint proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of the proposers knowledge and belief:
 - a. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly to any other proposer or to any competitor; and
 - c. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit a proposal for the purpose of restricting competition.
- 8. A proposal shall not be considered for award nor shall any award be made where (A), (1), or (2) and (3) above have not been complied with provided, however, that if in any case the proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore, where (A), (1) and (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal is made, or designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publications of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposal, does not constitute without more, a disclosure within the meaning of paragraph A above.

- 9. If the proposer is a corporation, the corporation shall be deemed to have been authorized by the board of directors of the proposer to make the above certification and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

(SEAL OF CORPORATION)

Corporate or Company Name

By

Signature Title

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IRAN ENERGY SECTOR DIVESTMENT BID CERTIFICATION

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision 165-a has been added to the State Finance Law, and a new provision 103-g has been added to the General Municipal Law, effective April 12, 2012. The New York State Commissioner of the Office of General Services ("OGS") will be developing a list of prohibited entities detailing "persons" engaging in "investment activities in Iran," as defined within section 165-a of the State Finance Law. Pursuant to State Finance Law § 165-a(3)(b) and General Municipal Law § 103-g, the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

By submission of this bid or by assuming the responsibility of a Contract awarded hereunder, each bidder/contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, each bidder/contractor (or any assignee) is advised that once the prohibited entities list is posted on the OGS website, any contractor seeking to enter into, renew, or extend a contract or assume the responsibility of a contract awarded in response to the solicitation, must certify at the time the contract is bid upon or a proposal submitted, or the contract is renewed, extended, or assigned that it is not included on the prohibited entities list.

Pursuant to section 103-g of the General Municipal Law, a bid shall not be considered for award nor shall any award be made where the bidder has not made the above certification, provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor.

During the term of the contract, should the District receive information that a person is in violation of the above-referenced certification, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The District reserves the right to reject any bid, proposal, or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

(SEAL OF CORPORATION)

Corporate or Company Name

By

Signature

Title

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