

BID #WG21-03 SPECIFICATIONS

The purpose of this Invitation to Bid (ITB) is to establish a contract to be used by County to purchase microcomputer systems and peripheral equipment. The equipment sought to be purchased must be compatible with equipment currently operated by the Baldwin County Commission.

The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer, but is solely for the purpose of indicating the type, size and quality of equipment considered best adapted to Baldwin County.

If an "or equal" item is bid, it will be Bidder's responsibility to prove that "or equal" item is in fact equal. The specifications listed highlight important features, but do not constitute full specifications used to determine "or equal" acceptance.

Since Baldwin County personnel are trained in the installation and operation of items listed, if the bid is awarded on items that are those listed "or equal", then the successful bidder may be required to train Baldwin County personnel on proper installation, configuration and operation of equipment at no cost to the County. All training must be administered by certified trainers recognized by the equipment's manufacturer as such.

BID RESPONSE FORM:

Each supplier should use the Response Form provided for their bid. All warranties and exceptions are to be attached to the back of the Response Form. The Bid Guarantee should be attached to the front of the Response Form.

CONTRACT PERIOD

A twelve (12) month contract, will be established with each vendor who has been awarded the group. Each contract shall have an independent option to extend the contract for twelve months. There shall be no more than two (2) twelve-month extensions with a maximum contract length of thirty-six (36) months. Any additional contract or extension will be at the same prices, terms and conditions. It is the vendor's responsibility to solicit the County, in writing, for an extension no later than thirty (30) days prior to the expiration of the contract. However, at any time during the contract, the County may request an extension from the vendor without solicitation. Any contract(s) extensions must have the written approval of both the County and the vendor.

CANCELLATION CLAUSE

Baldwin County reserves the right to terminate the contracts prior to the end of the period indicated upon thirty (30) day's written notice, for failure to meet required specifications. In the event of termination, **only** equipment purchased prior to the effective date of termination **that meets specifications and that has been received in full** shall be paid by Baldwin County.

VENDOR ELIGIBILITY

Any microcomputer equipment's original manufacturer may bid direct or through a value-added reseller (VAR). A VAR or reseller who responds must produce a statement from the manufacturer stating the vendor is a current authorized VAR or Reseller and must hold a Gold Partner Level with the manufacturer.

RESPONSE SUBMISSIONS

The vendor should submit a minimum of three (3) copies of the bid response and three (3) copies of their complete catalog/list in addition to all other requested information.

INQUIRIES

Any questions that arises must be submitted in email to Wanda Gautney, Purchasing Director, wgautney@baldwincountyal.gov no later than _____.

REFERENCES

The vendor should provide the names of a minimum of three accounts currently using the major components, as in PCs and Servers, listed in the bid. Include account name, address, contact person and telephone number. The county may contact any or all references.

PRODUCT CERTIFICATION

The vendor must also provide certification, that the equipment's manufacturer is ISO 9001 certified, and provide FCC Class A and Class B certifications. The entire system as configured must be certified for the MS Windows 10 operating systems for PCs.

EQUIPMENT TESTING

Prior to contract award, the County reserves the right to benchmark any machine offered against the bid specifications. The vendor has ten (10) days from the date of the request to furnish the exact machine offered. It must be installed at a site designated by the County and left fully operational for a period of no less than two (2) weeks. During this period, a representative must be available either in person or by phone to answer any questions regarding the operation of the machine.

The vendor will assume all costs associated with the benchmark of any products selected by the County. This includes costs to outside testing facilities if the county determines the necessity of using outside testing facilities. This facility will be located in the State of Alabama.

CONTRACT(S) PUBLICATION

Vendor will be required to publish and distribute a minimum of ten (10) copies of their catalog to the Purchasing Director, within 15 days after notification of award. In addition, vendor must produce an electronic on-line hardware catalog. This may be via Internet/Intranet Web-site or magnetic media for distribution to any defined Baldwin County agencies. These agencies will be defined after Bid Award. All versions along with all catalog updates, and/or newly issued catalogs must be made immediately available to the Baldwin County Commission Purchasing Department. If an entity cannot use the Web-site or magnetic media, then a printed copy of the contract(s) must be issued.

NOTE: It will be the vendor's responsibility to see that the County is made aware of the various means of accessing the microcomputer catalog (electronic or paper) and of any Changes/additions/deletions during the contract(s) period. The vendor will distribute the catalogs/updates in a timely manner so the County may benefit from reduced prices and new terms. Addendums to the catalog will not be accepted, a complete updated catalog must be delivered.

Catalog updates must be submitted for review a minimum of two weeks prior to effective date of change. Catalog updates must be submitted in the same format as bid requirements and responses. Catalog updates will be reviewed to verify that the same discounts apply as originally bid by vendor.

PRICE DECREASES

The Purchasing Director shall be notified immediately regarding any manufacturer's price decrease affecting a contract item. Furthermore, the County shall receive the benefit of the decrease as soon as possible in accordance with the written notification from the Award Bidder. If there is a contract extension, the prices must also remain firm except decreases.

SUBSTITUTIONS

Substitutions will be allowed whenever the item being replaced is no longer in production and the new item is equal to or greater than it in function, and equal to or less than in price. The County will be notified in writing of any discontinuance of new production as early as possible. It is the vendor's responsibility to provide the County with documentation from the manufacturer stating that the item is being discontinued and what the replacement is. The County will determine the equivalency. The substituted item(s) shall inherit the bid terms of the item it is replacing (i.e. If an Item is bid at 10% below reference price, then the replacement item will also be priced at 10% below the new item's current reference price). In no cases will a substitution be accepted that does not comply with the bid terms of the item being replaced. The vendor will be required to provide substitutions of all items awarded for the period of the contract. The County reserves the right to refuse any item offered that is discontinued by the manufacturer, but may still be in the stock of the vendor or vendor's supplier. Prior to publishing, the vendor must obtain the approval of the Purchasing Director on the requested changes.

ADDITIONS TO CONTRACT(S)

The County may, subsequent to the award of the contract(s), allow the addition of new equipment, accessories, upgrades, etc., which are not duplications nor "or equal" to the awarded items. Additions may be made by written notification to the Baldwin County Commission Purchasing Department (Wanda Gautney) on the requested additions and with submission of the updated catalog. Vendor is not to market additions until receipt of approval by the Baldwin County Commission Purchasing Department.

PRODUCT OFFERINGS

If a promotional package of contract(s) items is offered, the vendor should immediately present it to the County for consideration. A promotional offering which includes microcomputer items not on contract(s) will be considered if the price is equal to or less than the sum of the contract(s) items prices. Product promotional packages may be considered if the package contains items only on contract(s) and are offered at a reduced price. The County will not file for rebate(s), therefore, the vendor must offer and bill the County at the new discounted price of the applicable offering. New products to any group awarded under the contract(s) will be added to the contract(s) only if the vendor follows the guidelines detailed under the "Additions to Contract(s)" section of this document.

Volume discounts will be allowed with the provision that any purchasing entity that purchases the equivalent volume be offered the same rate of discount.

TECHNICAL DOCUMENTATION/LITERATURE

The bidder should attach technical documentation/literature supporting the specifications of the items being bid. Without this supporting documentation/literature the bid may be rejected. Reference to technical documentation/literature submitted with a previous bid will not satisfy this requirement.

AWARD

Award will be by group. Vendor must bid all line items within a group and subgroup and include the catalog/list in order to be considered for an award. The list of equipment on the attached sheets will be used as a "target bid". The prices submitted for the "target bid" will be used to make an award. Enter "see attached" on lines for which a manufacturer group is being bid. Any item on the attached equipment/price sheet that is not bid, other than that item being discontinued, will cause rejection of that group. If a product is included in the target bid that has been discontinued since bid preparation, vendor must bid a comparable product.

DELIVERY TERMS

All orders should be delivered within thirty (30) days after receipt of order (ARO). Partial shipments are acceptable if authorized. Items will be delivered to the address on the Purchase Order. All freight charges must be paid by the vendor. **Inside delivery is required.**

An agency has the right to refuse any shipment or partial shipment that does not conform to the specifications of their order. All items delivered must be virus free and in good working order. The agency may refuse payment until these conditions are corrected.

NON-APPROPRIATION OF FUNDS

Continuation of any agreement between the County and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidation damages shall accrue to the County as a result. The County will not incur liability beyond the payment of accrued agreement payment.

PRICE CATALOG

Vendors will submit a complete price catalog/list that will be in effect during the contract period. Catalog/list will be evaluated as to volume, content, completeness and range of the various microcomputer products in addition to the pricing offered to the County. If the County determines that the catalog/list submitted is incomplete, additional information may be requested.

QUANTITY

The exact quantity of purchases for each item on this solicitation is not known. The Baldwin County Purchasing Department does not guarantee that the County will buy any amount. Orders will be placed by agencies as needed and will give complete shipping instructions. Minimum order amounts are not applicable to this bid.

PRIME CONTRACTOR RESPONSIBILITIES

Vendor will assume responsibility for delivery and warranty service for all equipment, software, supplies, etc., regardless of whether or not the vendor is the original manufacturer. The vendor will be the sole point of contact regarding contractual matters, including performance of services and the payment of any and all charges resulting from contract obligations. Any items offered in the ITB for which the vendor is not the OEM must be clearly identified. Vendor will be totally responsible for all obligations of each order.

SERVICE INFORMATION/VENDOR REQUIREMENTS

TECHNICAL SUPPORT

Subsequent to award, vendor must staff and support offices with qualified technicians and have adequate, readily available parts at these locations. Vendor should have a toll-free telephone number. Indicate this number and contact person in the bid response.

WARRANTY PERIOD

1. The warranty period will begin 30 days from ship date or the first day following acceptance/installation of all items whichever comes first.

USE WARRANTY

2. Vendor shall warrant that all equipment/software shall be new and free of defects for Three (3) years from date of acceptance. Vendor shall, at its expense, correct or repair/replace all defective items to the satisfaction of the County. If the original Manufacturer's warranty is less than what is required for the group, vendor will adjust purchase price so that the equipment is warranted for three (3) years with no additional charge.

WARRANTY ENTITLEMENT

3. The vendor shall register all equipment with the manufacturer and shall provide proof of purchase as needed to provide warranty entitlement. Vendor shall also provide, a list on magnetic media of equipment purchased with its Model and type, date purchased, serial number, County's purchase order number and Warranty Expiration date on a quarterly basis, to the Baldwin County CIS Department.

WARRANTY SERVICE

4. Vendor will be required to furnish service and repair for all equipment on a no-charge basis for a minimum of twelve (12) months (or full manufacturer's warranty period whichever is longer) following initial purchase and acceptance. Service must be provided by an approved warranty service provider of the manufacturer of the equipment being bid. Service under warranty is to include all parts, labor, travel and expenses necessary to ensure total satisfactory performance to the using department.

Total satisfactory performance is defined as the equipment performing as advertised by the manufacturer. Vendor shall provide in the bid response the length of any warranties beyond the initial twelve (12) month warranty.

The vendor must be capable of providing on-site warranty service. Coverage on desktops and will be 8:00 a.m. through 4:30 p.m. Monday through Friday, except on County holidays, response time will be by next business day after notification.

Coverage on servers will be for Three (3) years seven (7) days a week twenty-four (24) hours a day, response time will be four hours or less after notification.

If repair requires more than four (4) hours, exchange, replacement or loan of the same equipment should be within twenty-four (24) hours. Service provider should maintain an inventory of spare parts for this equipment or be able to obtain these parts within twenty-four (24) hours.

REPLACEMENT PARTS

All parts and components utilized in the repair of equipment must be new or remanufactured to the OEM warranty. Violation of these requirements in any manner without the express written consent of CIS will result in notification to the vendor to correct all such discrepancies within one (1) work day of notice. If the situation is not corrected or the violation occurs again during the term of the contract, the County will cancel the contract with one (1) day's notice.

Any magnetic disks/diskettes removed from any system must be either returned to the owner agency or erased at the agency if the part needs to be returned to the vendor.

THIRD-PARTY WARRANTY SERVICE

Third-party warranty service is defined as that service proposed by the vendor of the equipment where persons performing the warranty service are not employed by the equipment vendor. Third-party warranty provider must be an approved warranty service provider by the manufacturer of the equipment being bid.

(A) Bid Response

1. Equipment Vendor: In addition to complying with all requirements of the ITB, the vendor must state clearly in the bid response the name and address of third Party warranty suppliers he intends to utilize.

(B) Warranty Vendor: Must also submit a signed and notarized- Bid Response

1. Vendor must state the name and address of the equipment vendor in conjunction with its warranty offer.
2. Vendor must respond to all paragraphs of this bid concerned with warranty service, use warranty and vendor qualifications.
3. Restrictions: Bids from third-party warranty service vendors offering in conjunction with specified equipment bids will be considered. Third-party warranty service offered by the equipment vendor, but not supported by an accompanying warranty service bid, will not be considered.

COMPLETION OF BID GROUP RESPONSE FORMS

Definitions:

For the purpose of this bid the following definitions shall apply. No other interpretations are to be considered or allowed.

Source of Manufacturer Reference Price: This defines where the bidder obtained the Manufacturer's Reference Price. It should list the publication name and date or website URL and date.

Manufacturer Reference Price: This is the base that the Bid Price shall be calculated from. It must be a price published by the **Manufacturer**, either printed or web based.

Discount Factor: This is the percentage that shall be used to calculate the actual Bid Price. The Manufacturer Reference Price multiplied by this factor shall result in the Bid Price.

Bid Price: This is the result of multiplying the Manufacturer Reference Price by the Discount Factor. This is the price that shall be used to award the bid.

BID #WG21-03 RESPONSE FORM

Provision of Microcomputer Systems and Peripheral Equipment

Date: _____

Out of State _____ or _____ If yes, _____
Yes No Registration Number

Company Name: _____

Address: _____

Company Rep. _____
(Rep. Name Typed or Printed)

Position: _____

Email address: _____

Phone: _____

Fax: _____

Financing through another agency beside yourself _____ or _____
Yes No

If yes, must attach a copy of the financing agreement and all conditions to this response form.

Financing Agency Authorized Signature

Brochures showing the equipment offered shall be attached to this Response Form.



Bid Group:	#1(Page 1 of 3)
Description: Servers Group 1-1	Personal Computers and Servers
Source Of Manufacturer Reference Price:	

(****Note All Items in Group 1-1 Shall have a 3 year Onsite Repair 24x7x4 Warranty****)

Item #	MFG.	Part #	Description	Manufacturer Reference Price:	Discount Factor %	Bid Price \$
1	HP	C7977AL	HPE LTO-7 Ultrium Custom Lbl 20 Pack Model			
			Quantity Model # Description			
			1 867959-B21 HPE DL360 Gen10 8SFF CTO Server			
			1 867959-B21 ABA U.S. - English localization			
			1 860653-L21 HPE DL360 Gen10 Xeon-S 4110 FIO Kit			
			1 860653-B21 HPE DL360 Gen10 Xeon-S 4110 Kit			
			2 815098-B21 HPE 16GB 1Rx4 PC4-2666V-R Smart Kit			
			2 P04527-B21 HPE 800GB SAS MU SFF SC PM5 SSD			
			2 AF556A HP 1.83m 10A C13-UL US Pwr Cord			
			1 804331-B21 HPE Smart Array P408i-a SR Gen10 Ctrlr			
			1 734807-B21 HP 1U SFF Easy Install Rail Kit			
			2 865408-B21 HPE 500W FS Plat Ht Plg Pwr Supply Kit			
			1 BD505A HPE iLO Adv 1-svr Lic 3yr Support			
			1 H7J34A3 HPE 3Y Foundation Care 24x7 wDMR Service			
2		867959-B21	1 H7J35A3 WAG HPE DL360 Gen10 Support			
3						
4						
5						



Bid Group:	#1(Page 2 of 3)
Description: Laptops Group 1-2	Personal Computers and Servers
Source Of Manufacturer Reference Price:	

(**Note All Items in Group 1-2 Shall have a 3 year Warranty****)**

Item #	MFG.	Part #	Description	Manufacturer Reference Price:	Discount Factor %	Bid Price \$
1	HP	7KW42UT	HP ProBook 650 G5, i5, 8gb memory, 256b SSD HD, Windows 10 Pro x64			
2	HP	4YD61AV	HP Elitebook 850 G6, i7, 16gb memory, 512gb SSD HD, Windows 10 Pro x64			
3	HP	4YD61AV	HP Elitebook 850 G6, i7, 32gb memory, 512gb SSD HD, Windows 10 Pro x64			
4	HP	7KJ98UT	HP Elitebook 850 G6 Touchscreen, i7, 32gb memory, 512gb SSD HD, Windows 10 Pro x64			
5	HP	9VL57AV	HP ZBook 15 G6, i7, 32gb memory, 2tb SSD HD, Windows 10 Pro x64			
6	HP	8WB97UT	HP Probook 450 G7, i5,8gb memory, 256 SSD HD, Windows 10 Pro x64			
7	HP	1DT93UT#ABA	HP 90 watt Docking Station			
8	HP	D9Y32UT#ABA	HP Ultralim Docking Station			
9	HP	5TW10UT	HP USB-C G5 Dock			



Bid Group:	#1(Page 3 of 3)
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Description: Desktop PC's Group 1-3	Personal Computers and Servers
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Source Of Manufacturer Reference Price:
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(*Note All Items in Group 1-3 Shall have a 3 year Warranty****)***

Item #	MFG.	Part #	Description	Manufacturer Reference Price:	Discount Factor %	Bid Price \$
1	HP	4CB30UT	HP EliteDesk 800 G5 Mini, i5, 8gb Memory, 256gb SSD HD, Windows 10 Pro x64			
2	HP	8AG71UT	HP Z1 G5 Entry Workstation, i5, 8gb Memory, 256gb SSD HD, Windows 10 Pro x64			
3	HP	2YW27AV	HP Z2 TWR G4 WKS, i7, 32gb Memory, 512gb SSD HD, Windows 10 Pro x64			



Bid Group:	#1(Page 3 of 3)
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Description: Monitors 1-4	Personal Computers and Servers
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Source Of Manufacturer Reference Price:
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(*Note All Items in Group 1-3 Shall have a 3 year Warranty****)***

Item #	MFG.	Part #	Description	Manufacturer Reference Price:	Discount Factor %	Bid Price \$
1	HP	1FH46AA	HP E233 23" Monitor			
2	HP	1FH50AA	HP 27" LED Monitor			
3						