

Bedford County Department of Finance

841 Union Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029

Request for Proposal

Computers and Computer Equipment Bid No. 11-1

The Bedford County Department of Finance is requesting proposals for Computers and Computer Equipment. **Sealed bids will be received until 2:00 p.m., Thursday, August 12, 2010**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of finance reserves the right to reject any and all bids and waive any irregularities for the purpose of making the award it feels is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A Purchase Order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the Purchase Order.

Prospective bidders may contact the Department of Finance at (931) 685-2024 for any questions as to the specifications of the bid.

Prices **shall include** all freight and delivery costs.

Lowest and/or best bid will be awarded.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTIONS TO BIDDERS

All Proposals are to be made be on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 11-1 Computers and Computer Equipment.** Bids will be received and opened on **Thursday, August 12, 2010, at 2:00 p.m.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

ADDITIONAL TERMS AND CONDITIONS

- M1. Successful bidder must be capable of producing a large volume of units on single orders.
- M2. Successful bidder must provide a dedicated, in-US account/sales representative, and an administrative representative with a toll-free number to provide local support to the customer. The representatives must be available to assist contract participants in the analysis, configuration, and purchase of microcomputers, peripherals, and supplies on an on-going basis. The representative will be a point of contact regarding contract issues.
- M3. Successful bidder must provide factory trained and manufacturer supported representatives to assist the customer in resolving technical issues in regards to configuration and compatibility.
- M4. Successful bidder must provide a 24 x 7 toll free telephone technical support number.
- M5. Successful bidder must provide documentation that proves each system meets FCC Class B requirements.
- M6. Successful bidder must certify that all equipment and components are new. New equipment and components are defined as items that have not been used for any purpose other than functional testing prior to installation. New equipment and components may not be refurbished or reconditioned.
- M7. Successful bidder must include a signed statement stating that all licenses have been legally obtained and provided to Bedford County. When requested, the bidder must demonstrate method of purchasing said licenses.
- M8. Successful bidder must ship all orders F.O.B. destination with all freight charges paid by the vendor.
- M9. Successful bidder must provide a program that allows Bedford County Expedited Service and Online Customer Service Ticket system (including warranty part requests) at no additional cost to the County.
- M10. Successful bidder must provide Remote On-Call Support at no charge to Bedford County.
- M11. Successful bidder must be at least an ISO 9001 manufacturer. Certification is required with bid submission.
- M12. Successful bidder must be, at a minimum, be a Gold member of the Microsoft OEM Systems Builder Program.
- M13. Successful bidder must be an Intel Premier Partner.
- M14. Successful bidder must allow Bedford County to create customized hard-drive images from a base model computer that will installed on all new purchases. Successful bidder must also

install respective hard-drive image (model specific) on all warranty replacements sent to Bedford County.

M15. Successful bidder must allow Bedford County to request warranty replacement parts via an on-line part request system without requiring additional troubleshooting steps already done by the County's certified technician.

M16. Successful bidder must provide a 30-day no-questions-asked return policy. No restocking fee may be charged.

Computer Hardware Specifications

- Processor
 1. Intel Pentium Dual-Core or Equivalent
 2. Must be capable of running Windows 7 (64 bit)
 3. 2 Ghz

- Memory
 1. 4 GB DDR3 RAM
 2. 800 Mhz minimum

- Power Supply
 1. 300 Watt Minimum

- Hard Disk Drive (HDD)
 1. Minimum Size 250 GB
 2. Minimum 5400 RPM
 3. SATA

- Optical Drive
 1. DVD-ROM
 2. CDR
 3. SATA
 4. Burning Software

- Network Connectivity
 1. Integrated 10/100/1000 Ethernet port, or
 2. 10/100/1000 Ethernet card

- Video
 1. VGA/DVI Connectivity
 2. Minimum 256 MB dedicated video memory
 3. Support for DirectX9 graphics

- Monitor
 1. Dual Monitor Connections
 2. 19" Flat Screen LCD
 3. VGA /DVI Connectivity
 4. For Laptops minimum 17" LCD

- Warranty
 1. 1 Year Next Business Day (parts & limited labor)

- Keyboard
 1. Standard Keyboard
 2. USB Connectivity

3. Integrated Keyboard (For Laptop)

- Mouse
 1. Optical Mouse
 2. USB Connectivity

- Ports
 1. USB (4 rear, 2 front minimum) (laptops 2 total)
 2. DVI/VGA
 3. Speaker, Microphone, Audio (rear)

- Software
 1. Microsoft Office/Works Professional (Word, Excel, PowerPoint, Publisher, Access)
 2. Operating System (OS) Microsoft Windows 7 Professional

- Options (Demonstrated Need)
 1. Memory Upgrade up to 4 GB on critical workstations
 2. Memory Upgrade beyond 4 GB on servers & high graphic requirements workstations.
 3. Hard Disk Drive upgrade as needed (justification for work/storage requirements, i.e. Servers, etc.)
 4. Additional Monitor
 5. Windows Server 2008 Operating System (servers)
 6. Touch screen technology (Tablet PC's)
 7. Graphics & Video Memory Upgrade (Tablet PC's & high graphic requirement workstations.
 8. Docking Station w/ DVD-ROM (laptop & tablet pc's)
 9. Mil-Std 810G military spec standard (tablet pc's & public safety laptops)

PROPOSAL FORM

TO: Bedford County Department of Finance
841 Union Street, Suite 102
Shelbyville, Tennessee 37160

Re: Bid No. 11-1

Gentlemen:

Having examined the specifications for **Computers and Computer Equipment**, we (I) submit the following proposal:

	<u>Per Unit</u>
Desktops	\$ _____
Laptops	\$ _____
Tablets	\$ _____
Servers	\$ _____
Options:	
1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____
6.	\$ _____
7.	\$ _____
8.	\$ _____
9.	\$ _____

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Date: _____

Telephone Number: _____