



City of Sheridan

RFP No. 16-001

Request for Proposals

2016 Computer Replacement Program

Due:

April 4, 2016

No later than 2:00 P.M.

Deliver to:

Office of the City Clerk

City Hall

55 Grinnell Plaza

Sheridan, WY 82801

307-674-6483

bwilliams@sheridanwy.net

2016 COMPUTER REPLACEMENT PROGRAM

Request for Proposals

The City of Sheridan seeks proposals for replacement computer systems in accordance with the specifications listed on the attached proposal documents. Vendors shall quote individual amounts for each commodity-any options should be itemized separately. The city reserves the right to accept or reject any and all proposals, and to select the proposal most advantageous to the City of Sheridan. Vendor shall specify delivery time, within any time limits listed in the specifications.

Submittals must be received no later than 2:00 P.M., Monday, April 1, 2016 at the Office of the City Clerk, City Hall – 55 Grinnell Plaza, Sheridan, WY 82801. All proposals shall be in a sealed envelope and clearly marked as follows:

“RFP No. 16-001 – 2016 Computer Replacement Program”

Copies of proposal documents may be obtained free of charge from the City of Sheridan website at <http://www.sheridanwy.net> or from the office of the City Clerk , 55 Grinnell Plaza, Sheridan, WY 82801 at (307) 674-6483, or via email: bwillians@sheridanwy.net.

Questions regarding this proposal may be directed in writing to Dan Roberts, Utilities Division Manager or Kathy Georgeson, Administrative Assistant, 55 Grinnell Plaza, Sheridan, WY 82801 at (307) 675-4234, or via email (preferred): krychlik@sheridanwy.net.

I. PROJECT DESCRIPTION

The City of Sheridan IT Department is considering purchasing desktop computers, laptop computers, Windows Tablet PC's, Toughbook laptops, Toughpads, and LCD monitors, as described herein, as part of its 2016 Computer Replacement Program to keep the cities computer inventory abreast of changing technology.

II. PROJECT ASSUMPTIONS

- A. Products are to be shipped to 55 Grinnell Plaza, Sheridan, WY 82801
- B. The City of Sheridan is committed to the "Buy Local" policy and is reviewing proposals based on this initiative.
- C. The City of Sheridan intends to purchase a minimum number of the items in which per-unit pricing is being requested. All participating vendors may rely upon the minimum purchase quantities in the development of unit pricing. The minimum purchase quantities are reflected at the beginning of the item specifications.
- D. The City of Sheridan desires to have the flexibility of purchasing more than the minimum number of bid items on an "as needed" basis for a period of 6 months at the bid unit price(s). To meet the requirements of this bid, the vendor shall guarantee their bid price for each item for a period of 6 months from the date of bid acceptance and award by City Council.

III. PROJECT REQUIREMENTS

A. PRICING

Each proposal must clearly identify per-unit pricing for the following items meeting these **minimum specifications**:

1. **Item: DT-1**, (Minimum purchase - 7) Intel i5 3.4 GHz Processor (Quad Core), 8 GB of Ram, 500 GB Hard Drive, DVD RW, Integrated Graphics (Entry Nvidia Quadro or ATI Fire Pro), Windows 7 Professional (64 Bit) Operating System
2. **Item: LT-1**, (Minimum Purchase - 2) Laptop; intel i5 2.5 GHz processor, 4 GB Ram, 500 GB Hard Drive, DVD RW, Webcam, Card Reader, Wireless, 15.6" LCD, Windows 7 Professional (64 Bit) Operating System
3. **Item: C-1**, (Minimum purchase – 6) Chromebook 13.3 inch HD Display, Intel Dual-Core N2840 2.16 GHz Processor, 4GB DDR3L Memory, 16GB SSD, Built In HD WebCam, Wifi, Chrome OS (black)
4. **Item: LCD**, (Minimum purchase - 4) 26" LCD Monitor

B. WARRANTY AND SERVICE

Vendors shall provide a full, minimum 1-year, manufacturer's warranty covering all parts and labor necessary to repair or replace each item purchased. The vendor shall provide a 1-year service warranty that will serve to manage all equipment warranty claims on behalf of the City and will provide temporary equipment for use while equipment repairs are being made.

IV. TIMELINE

A. DUE DATE

All proposals are due not later than **April 4, 2016 by 2:00 P.M.** - proposals shall be in a separate plain envelope and clearly marked and mailed or delivered to:

CITY CLERKS OFFICE, 55 Grinnell Plaza, Sheridan, WY 82801 "2016 COMPUTER REPLACEMENT PROGRAM"

V. TIMELINE

A. GOVERNING LAW

All proposals, agreements, and the provision of services resulting from this request for proposal shall be governed by and construed in accordance with the laws of the State of Wyoming. No agreement arising as a result of this request for proposal shall contain any term or condition to the contrary. Your submission of a proposal in response to this request for proposal constitutes consent to this jurisdictional requirement.

B. PROPOSAL SELECTION

1. The City of Sheridan intends to award its "2016 Computer Replacement Program" purchase contract to the lowest responsive, responsible bidder meeting the requirements specified herein. Lowest price will be determined based on the combined, total sum of the unit pricing for each item multiplied by the minimum number of units to be purchased for that item.
2. The City expressly reserves the right to reject any proposal deemed insufficient or inadequate and/or to reject all proposals. A bid action protest shall be the sole and exclusive remedy available to any unsuccessful bidder.
3. The IT Committee may also consult such other staff, consultants, advisors, boards, committees, or other entities it seems appropriate, in its sole discretion, for purposes of evaluating the proposals and formulating a recommendation to the City Council.

VI. CONTACT INFORMATION

Questions are to be directed to Dan Roberts, Utilities Division Manager or Kathy Georgeson, Administrative Assistant, 55 Grinnell Plaza, Sheridan, WY 82801, Phone: (307) 675-4234, email: krychlik@sheridanwy.net.

City of Sheridan, Wyoming

RFP No. 16-001

Request for Proposals

2016 Computer Replacement Program

BID FORM PROPOSAL

Note: Please return all pages as a cover sheet with each copy of your submittal.

To: City of Sheridan, Wyoming

To Whom It May Concern:

The undersigned, as a lawfully authorized agent for the below named Bidder/Vendor, has carefully examined the Proposal Form of this bid, to be known as RFP No. 16-001 with the General Provisions, Specifications and other Proposal Documents and binds himself/herself and his/her company on award to them by the City Clerk of Sheridan, Wyoming a Purchase Order under this proposal to furnish and deliver in accordance with the City of Sheridan RFP Documents.

Please submit a duplicate copy for review purposes.

| Bid Item | Description | Qty | Unit Price | Total |
|------------------------|--|------------|-------------------|--------------|
| DT-1 | Desktop - Intel i5 3.4 GHz Processor, 8 GB of Ram, 500 GB Hard Drive, DVD RW, Integrated Graphics | 7 | | |
| | | | | |
| LT-1 | Laptop 15.6", Intel i5 2.5 GHz processor, 4 GB Ram, | 2 | | |
| | | | | |
| C-1 | Chromebook 13.3 inch HD Display, Intel Dual-Core N2840 2.16 GHz Processor, 4GB DDR3L Memory, Chrome OS (black) | 6 | | |
| | | | | |
| LCD | 26" LCD Monitor | 4 | | |
| Total Bid Value | | | | |

A qualifying bid must propose unit pricing for all bid items being requested in the bid schedule above. Unit prices will govern. Arithmetic errors will be corrected by the City Clerk and will be a consideration in the bid award.

Submitted on _____, 2016

BY _____
Name (Individual, Partnership, Corporation or Joint Venture)

(State of Residency)

BY _____
(Name of Person Authorized to Sign) (Signature and Printed)

(Title)

Corporate Seal (If Applicable)

Attest _____
(Secretary)

Business Address: _____

Phone No.: _____ License No. _____