

HAMBLLEN COUNTY GOVERNMENT
New, Non-Refurbished Personal Computers

INVITATION TO BID

Office of the Hamblen County Mayor
511 West Second North Street
Morristown, TN 37814

INTRODUCTION:

Hamblen County Government is extending an Invitation to Bid for **NEW, NON-REFURBISHED PERSONAL COMPUTERS** with specifications as stated herein.

BID TIMELINE: Times listed below are in Eastern Standard Time.

DATE ISSUED:	Wednesday, June 10, 2020
BID TITLE:	New, Non-Refurbished Personal Computers (2020-06-1)
PRODUCT QUESTION DEADLINE:	Tuesday, June 16, 2020 at 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point of contact listed below. Questions submitted by telephone call will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
POSTING OF RESPONSES TO PRODUCT QUESTIONS:	Thursday, June 18, 2020 at 4:00p.m.
BID DEADLINE DATE & TIME:	Monday, June 29, 2020 at 2:00p.m.
BID OPENING LOCATION:	Hamblen County Courthouse, West Wing Conference Room 1 st Floor, Administrative Building
BID CONTACT:	Johnna Harrell, Accounting Assistant (423) 586-1931 Johnna.harrell@co.hamblen.tn.us
FINANCE COMMITTEE REVIEW:	Monday, July 13, 2020
LEGISLATIVE BODY AWARD:	Thursday, July 23, 2020
NOTICE OF AWARD:	Friday, July 24, 2020

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I. TERMS AND CONDITIONS:

1	BID FORMS. All bids shall be submitted on and in accordance with this form. If more space is required to furnish a description of the services offered or delivery terms, the bidder may attach a letter hereto that will be made a part of the bid packet. All bids shall be submitted sealed, plainly marked with the bid name, date, and time. Prices or changes shown on the outside of the envelope will not be acceptable.
2	BIDS RECEIVED ON TIME. Bids and amendments thereto, if received by the Hamblen County's Mayor's Office, after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid packet is received by the Hamblen County Mayor's Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal bids will not be accepted. Any proposal received after the opening date and time will remain unopened and on file. Hamblen County Government will not be responsible for proposals received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc. Date of postmark will not be considered.
3	FINAL COST. Prices shall be stated in units of quantity specified. No additional charges shall be passed to Hamblen County, including applicable taxes, delivery or fuel surcharges. Prices quoted shall be final cost to Hamblen County.
4	TAX EXEMPT. Hamblen County Government is a tax exempt agency. Successful vendor will be provided with an executed copy of tax exempt form.
5	TIME OF DELIVERY. The time of proposed delivery must be stated in definite terms. If the time of delivery for different items varies, the bidder shall state so.
6	UNIT PRICE. In case of error in the extension of prices, the unit price shall govern.
7	ANTI-COLLUSION. The bidder certifies by signing this document that bid is made without prior understanding, agreement, or accord with any other person submitting a bid for the same service and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.
8	FACTORS IN AWARD. Award will be made based on the best interest of Hamblen County. The quality of the product to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery terms, qualifications, and references as well as price will be taken into consideration in awarding the bid.
9	AWARD IN WHOLE OR IN PART. Hamblen County reserves the right to award by item, groups of items, or total bid; to reject any and all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of Hamblen County.
10	OPEN RECORDS ACT. Once a bid document is submitted to Hamblen County Government and is opened it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.
11	PAYMENT TERMS. Payment terms shall be considered in determining the low bidder. The payment terms stated herein must appear on the vendor's invoice. Failure to comply with this requirement may result in the invoice being returned to the vendor for correction. Payments are made within 15 days of the invoice being received in the Hamblen County Mayor's Office.
12	RECEIPT DOES NOT CONSTITUTE AWARD. Receipt of your bid by Hamblen County Government is not to be construed as an award for services.

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13	VENDOR DEFAULT. In the event of default by the vendor, Hamblen County reserves the right to procure the items in this bid document from other sources, and hold the vendor liable for any excess cost occasioned thereby.
14	AVAILABILITY OF FUNDS. Obligations on items that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
15	BID ERRORS. All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the bid.
16	AUTHORIZED SIGNATURE. All bids must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
17	DIRECT CONTACT PROHIBITED. Direct contact with Hamblen County departments, other than the County Mayor's Office as it relates to purchasing on the subject of this bid, is expressly forbidden except with the foreknowledge and permission of the bid contact or their representative.
18	RIGHT TO WITHDRAW. Bidders have the right to request withdrawal of their bids from consideration due to error by giving notice at any time <u>before</u> and not later than two (2) days <u>after</u> bids are publicly opened.
19	CLOSED FOR BUSINESS. If the Hamblen County Courthouse is closed for business at the time scheduled for bid opening, for whatever reason, sealed bids will be accepted and opened on the next business day of the County, at the originally scheduled hour.
20	ORIGINAL BID DOCUMENT. The original bid document maintained by the Hamblen County Mayor's Office shall be considered the only official document.
21	BID APPROVAL BY LEGISLATIVE BODY. The bid awarding must be approved by the full Hamblen County Legislative Body. Bids must first be considered by the Finance Committee and recommended to the full Hamblen County Legislative Body.
22	REFERENCE TO BRAND NAMES. Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with bid any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered.
23	VENDOR POOR PERFORMANCE. Hamblen County may cancel the purchase order with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to Hamblen County.
24	PURCHASE ORDERS. Hamblen County Government utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from Hamblen County Government.
25	MAINTENANCE AGREEMENT. If applicable to the bid, vendor shall submit on the appropriate form the pricing for an annual maintenance agreement.
26	QUESTIONS. All questions and communication shall be directed by email to johnna.harrell@co.hamblen.tn.us. Deadline for questions is Tuesday, June 16, 2020 @ 2p.m.
27	VENDOR TASKS. If awarded, the vendor will be required to provide Hamblen County with the goods and/or services as awarded by the Hamblen County Legislative Body. Any additional vendor tasks will be noted in the bid document.
28	INTENT TO PURCHASE. Hamblen County Government intends to purchase New, Non-Refurbished Personal Computers including delivery and testing.

II. SUBMISSION REQUIREMENTS:

1. Bid Proposal Form – this invitation to bid includes different specifications; 1) personal computer with standard configuration, 2) personal computer with power configuration, and 3) accessories. Vendors may quote any or all of the specifications.
2. Bidder Initials – Pages in the bid packet marked with “Bidder Initial” must be initialed by an authorized representative of the vendor.
3. Exceptions Form – needs to be completed if any item(s) bid do not comply with the specifications listed.
4. Vendor Information and Anti-Collusion Statement – must be signed by an authorized representative of the vendor.
5. Vendor Certification Iran Divestment Act - must be signed by an authorized representative of the vendor
6. Copy of Vendor’s IRS W-9 Form.

Proposals **must** provide information in the same order as presented above and submitted in a **sealed** envelope clearly **marked** ‘*New, Non-Refurbished Personal Computers 2020-06-1 – June 29, 2020 @ 2:00p.m.*’ on the **outside of the envelope** to:

Hamblen County Mayor’s Office
Attn: Johnna Harrell, Accounting Assistant
511 West Second North Street
Morristown, TN 37814

III. BID PROPOSAL FORM – SPECIFICATIONS:

If any items do not comply, please see PAGE 8 to provide a list of exceptions. All bids must include delivery. The successful bidder shall be responsible for the delivery of the personal computers.

STANDARD Configuration Personal Computer:

MAKE: _____ **MODEL:** _____

ITEM	DESCRIPTION	QTY	COMPLY?
Model	Dell OptiPlex 3070 Micro Desktop or Equivalent Model	1	
Operating System	Windows 10 Professional English 64-bit	1	
CPU	Intel Core i5	1	
Memory	At least 8GB	1	
Hard-Drive	500GB 2.5 inch SATA (7,200RPM) Hard Drive	1	
Graphics	VGA Adapter Card	1	
Keyboard/Mouse	Dell KB216 Wired Keyboard / MS116 Wired Mouse or Equivalent	1	
Hardware Support	Manufacturer's Warranty: 3-year basic hardware service with 3-year NBD limited onsite service after remote diagnostic	1	
TOTAL – Per One (1) Complete Unit:		\$	

POWER Configuration Personal Computer:

MAKE: _____ **MODEL:** _____

ITEM	DESCRIPTION	QTY	COMPLY?
Model	Dell OptiPlex 3070 Small Form Factor Desktop or Equivalent Model	1	
Operating System	Windows 10 Professional English 64-Bit	1	
CPU	Intel Core i7	1	
Memory	At least 12GB	1	
Hard-Drive	500GB 3.5 inch SATA (7,200RPM) Hard Drive	1	
Optical Drive	8X DVD+/-RW	1	
Graphics	VGA Adapter Card	1	
Keyboard/Mouse	Dell KB216 Wired Keyboard/MS116 Wired Mouse or Equivalent	1	
Hardware Support	Manufacturer's Warranty: 3-year basic hardware service with 3-year NBD limited onsite service after remote diagnostic	1	
TOTAL – Per One (1) Complete Unit		\$	

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Accessories:

ITEM	DESCRIPTION	QTY	COMPLY?	UNIT PRICE
Monitor	Dell E2417H – 24-inch monitor or Equivalent Model	1		\$
Keyboard/Mouse	Dell KM636 Wireless Desktop Keyboard and Mouse or Equivalent Model	1		\$
Mount	Dell OptiPlex Micro All-in-One Mount for E Series Monitors or Equivalent Model	1		\$

IV. FORMS:

a) **EXCEPTIONS**

Bidder MUST sign the appropriate statement below, as applicable.

Bidder understands and agrees to all terms, conditions, requirements and specifications stated herein. NO EXCEPTIONS ARE TAKEN.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Bidder takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive”, risking the rejection of their submittal.

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b) VENDOR INFORMATION and ANTI-COLLUSION STATEMENT

Please print or type clearly. Complete each section entirely and verify for accuracy.

By signing this form the bidder agrees that he has not divulged to, discussed, or compared his bid with other bidders and has not colluded with any other bidder or parties to a bid whatsoever.

Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this Invitation for Bid, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the bidder or the bidder's authorized agent. All signatures must be original and not photocopies.

COMPANY NAME:	
CONTACT PERSON:	
CONTACT PERSON TITLE:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	
FEDERAL TAX ID # (or Social Security #, if applicable)	
STREET ADDRESS:	
STREET ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DATE:	

****By signing this form, the bidder signifies understanding and agreement with Hamblen County Government Terms and Conditions.**

c) **BIDDER'S CERTIFICATION OF COMPLIANCE
WITH IRAN DIVESTMENT ACT**
Tenn. Code Ann. § 12-12-101 et seq.

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the "Company") and, after being duly
authorized

by the Company so to do, makes oath that:

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 the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Date

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V. BID CHECKLIST

- Bid is delivered in a **sealed** envelope to Attention: Johnna Harrell at 511 West Second North Street, Morristown, TN 37814 and marked, ‘New, Non-Refurbished Personal Computers 2020-06-1 – June 29, 2020 @ 2p.m.’ on the **outside** of the envelope
- Complete ORIGINAL signed and initialed bid packet
- Bid Proposal Form (pages 6 & 7 Section III of this document)
- Complete Exceptions Form **if** applicable (page 8 Section IV a. of this document)
- Vendor Information and Anti-Collusion Statement (page 9 Section IV b. of this document)
- Certification of Compliance with Iran Divestment Act (page 10 Section IV c. of this document)
- Copy of Vendor’s IRS W-9 Form