

HAMBLEN COUNTY GOVERNMENT
Invitation To Bid – Rugged Notebook Computers for HCSO (2021-08)

INVITATION TO BID

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

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

Date Issued:	Wednesday, April 7, 2021
ITB Title:	Rugged Notebook Computers for Hamblen County Sheriff’s Office (HCSO) – (2021-08)
ITB Question Deadline:	Wednesday, April 14, 2021 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point of contact listed on page 3. Questions submitted by telephone call will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
ITB Answer Deadline:	Monday, April 19, 2021 @ 4:00p.m.
Bid Submission Deadline Date & Time:	Monday, April 26, 2021 @ 2:00p.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for bid opening, for whatever reason, bids will be accepted and opened on the next business day of the County, at the originally scheduled hour.</i>
Bid Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building
Hamblen County Legislative Body Award:	Thursday, May 20, 2021

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INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting bids for the purchase of up to thirty-five (35) Rugged Notebook Computers for the Hamblen County Sheriff’s Office as described in the specifications listed in this document.

The County’s selection process will be based on compatibility of specifications listed herein and competitiveness of product cost.

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I. GENERAL INFORMATION:

Project Administrator:

The County Finance Department is the sole point of contact for this procurement. All communication between prospective proposers and the County upon receipt of this ITB shall be in email form to the County Finance Department as follows:

Johnna Harrell
511 West Second North Street
Morristown, TN 37814
Telephone: 423-586-1931
Email: Johnna.harrell@co.hamblen.tn.us

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective bidder.

ITB Questions and Answers:

Questions regarding this ITB will be accepted via email to the Project Administrator until 2:00p.m. Wednesday, April 14, 2021. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be produced in writing and submitted to all prospective respondents known to the County and will be posted to the Hamblen County Government website, www.hamblencountytn.gov, under the Bids & Proposals Tab no later than 4:00p.m. Monday, April 19, 2021.

Proprietary Information and Public Disclosure:

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All bids submitted shall remain sealed until the deadline for submission of bids has expired. Once a bid is submitted to Hamblen County Government and is opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

Cost of Bid Submission:

The County will not be liable for any costs incurred by any respondent in preparation of a response to this ITB, in conducting of a presentation, or any other activities related to responding to this ITB.

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Revisions to the ITB:

In the event it becomes necessary to revise any part of this ITB, addenda will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County website, www.hamblencountytn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue this ITB in whole or in part prior to the execution of a contract and/or issuance of a purchase order.

Period of Performance:

The period of performance of any purchase order resulting from this ITB is tentatively scheduled to begin upon vendor's receipt of the purchase order.

Contract Terms:

All items in this ITB must be included with the bid submission. All contracts between parties as a result of this ITB shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

Purchase Order Termination:

The County reserves the right to cancel the purchase order at any time for breach of contractual obligations without penalty or recourse by giving the successful bidder a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the successful bidder with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the purchase order for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the successful bidder. The successful bidder shall be entitled to receive just and equitable compensation for any product delivered pursuant to the purchase order prior to the effective date of cancellation.

No Obligation:

The County reserves the right to accept or reject any or all bid submissions at its sole discretion without penalty and to not issue a purchase order as a result of this ITB. The County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

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Right To Withdraw:

Respondents have the right to request withdrawal of their bids from consideration due to error by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

Commitment of Funds:

The Hamblen County Legislative Body are the only individuals who may legally commit the County to the expenditures of funds for a purchase order resulting from this ITB. No cost chargeable to the purchase order may be incurred before receipt of a fully completed purchase order. Obligations for purchase orders that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

The successful bidder will submit an invoice to the County Finance Department for the number of notebooks delivered. The invoice will include the following:

1. Purchase Order number assigned by the County;
2. A description of the product delivered (including quantity); and
3. The date(s) the product was delivered.

II. SUBMISSION REQUIREMENTS:

Respondents are required to submit one (1) complete bid packet either electronically or in a sealed envelope based on the instructions below. Bids, whether mailed, hand-delivered, or electronically submitted must arrive no later than 2:00p.m. Eastern Standard Time on Monday, April 26, 2021. Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service whether in-person or electronically. Late proposals will not be accepted.

Instructions for Submitting Bids Electronically:

Electronic submissions should be sent to Johnna.harrell@co.hamblen.tn.us via WeTransfer.com, an internet-based computer file transfer service. The message line of the WeTransfer page should state: **RUGGED NOTEBOOK COMPUTERS FOR HCSO ITB #2021-08, APRIL 26, 2021 @ 2:00P.M.** Please note: Bids should be submitted no earlier than April 20, 2021 as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to Monday, April 26, 2021 @ 2:00p.m.

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Instructions for Submitting Hard Copies of Bids:

Envelopes **must** arrive **sealed** and clearly **marked** with **RUGGED NOTEBOOK COMPUTERS FOR HCSO ITB #2021-08, APRIL 26, 2021 @ 2:00P.M.** on the outside of the envelope to the Hamblen County Mayor’s Office, 511 West Second North Street, Morristown, TN 37814, Attention: Johnna Harrell.

Proposal Content:

All items listed below **must** be included in your submission.

1. Bid Proposal Form (attached)
2. Copy of W-9
3. Exceptions Form (attached)
4. Anti-Collusion Statement (attached)
5. Certificate of Compliance with Iran Divestment Act (attached)

Bid Proposal Form:

The respondent must complete the bid proposal form on page 8 of this document. This includes vendor contact information, product information, proposed cost and delivery information.

Exceptions Form:

The exceptions form listed on page 9 of this document give options of “NO EXCEPTIONS TAKEN” or “BIDDER TAKES EXCEPTIONS”. One of these should be selected and submitted with the sealed bid. If the Bidder Takes Exceptions, the specific exception must be listed.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 10 of this ITB that this proposal is made without prior understanding, agreement, or accord with any other person submitting bids for the same service and that this submission 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.

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Iran Divestment Act:

The respondent must certify on page 11 of this ITB that neither they nor any of their successors, parent companies, subsidiaries or companies under common ownership or control certifies, under penalty of perjury, that to the best of their knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Signatures:

The Bid Proposal Form, Exceptions Form, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, and all ITB Amendments must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

III. PRODUCT SPECIFICATION:

- Dell Latitude 5420 or Equivalent
- 8th Gen Intel Core i5 8350 Processor
- Windows 10 Pro
- 8GB DDR4 Memory
- 256GB Solid State Drive
- Outdoor-Readable Touchscreen Display
- Internal Backlit Keyboard
- Dual Band Wireless

Exceptions to these specifications must be noted on the Exceptions Form on page 9 of this ITB.

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IV. FORMS:

a) BID PROPOSAL:

Information of company or individual with whom the contract would be written	
Company Legal Name:	
Primary Point-of-Contact:	
Email of Primary Point-of-Contact:	
Address:	
Phone:	

Product Information:	
Model Being Proposed:	
Warranty Information:	
Cost per Notebook: (Quote should be based on the County purchasing <i>up to</i> 35 notebooks)	
Delivery Cost:	
Delivery Time in Days:	
Extended Warranty Information & Annual Cost: (if applicable)	

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b) EXCEPTIONS FORM

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:	
LIST SPECIFIC EXCEPTIONS BELOW:	

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c) ANTI-COLLUSION STATEMENT

By signing this form the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this ITB being null and void and could constitute a felony and result in a fine, imprisonment and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this ITB, and is authorized to enter into a contract with Hamblen County Government. This form must be signed personally by the respondent or the respondent's authorized agent. All signatures must be original and not photocopies.

Signature

Title

Printed Name

Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Government's Terms and Conditions.

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d) 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 these qualifications, each respondent certifies, and in the case of a joint submission each party certifies, under penalty of perjury, that to the best of their knowledge and belief that each respondent 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 SUBMISSION CHECKLIST:

- Bid is labeled on the outside of the envelope or in the subject line, if electronically delivered, 'Rugged Notebook Computers for HCSO ITB #2021-08– April 26, 2021 @ 2:00p.m.' as instructed on pages 5 & 6, Section II of this document
- Complete ORIGINAL signed and initialed ITB packet
- Bid Proposal Form completed (page 8 Section IV.a. of this document)
- Copy of W-9
- Exceptions Form completed (page 9, Section IV. b. of this document)
- Anti-Collusion Statement Signed (page 10 Section IV.c. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 11 Section IV.d. of this document)