

HAMBLEN COUNTY GOVERNMENT
Invitation to Bid – 2022 New, Non-Refurbished Personal Computers for Hamblen County
Government (2022-19)

INVITATION TO BID

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

ITB TIMELINE: Times listed below are in local time.

Date Issued:	Thursday, May 19, 2022
ITB Title:	2022 New, Non-Refurbished Personal Computers for Hamblen County Government (2022-19)
ITB Question Deadline:	Wednesday, May 25, 2022 @ 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:	Friday, May 27, 2022 @ 4:00p.m.
Bid Submission Deadline Date & Time:	Friday, June 3, 2022 @ 2:00p.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for proposal opening, for whatever reason, proposals 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
Contract Award:	Friday, June 24, 2022

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INTRODUCTION:

Hamblen County Government (hereafter referred to as “County”) is soliciting sealed, competitive bids for New, Non-Refurbished Personal Computers as specified in this document.

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I. SPECIFICATIONS:

Product specifications are listed on the Bid Form on pages 9, 10 & 11 of this document.

II. GENERAL INFORMATION:

Project Administrator:

The County Finance Department is the sole point-of-contact for this procurement. All communication between prospective bidders 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 proposer.

ITB Questions and Answers:

Questions regarding this ITB will be accepted via email to the Project Administrator until 2:00p.m. Wednesday, May 25, 2022. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be emailed to all prospective respondents known to the County and will be listed on the Hamblen County website, www.hamblencountyttn.gov, under the Bids and Proposals tab no later than 4:00p.m., Friday, May 27, 2022.

Proprietary Information and Public Disclosure:

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All bids submitted will 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.hamblencountyttn.gov, under the Bids and Proposals Tab. All addenda issued must be signed and included with the bid submission.

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

Period of Performance:

The period of performance of any contract resulting from this ITB is tentatively scheduled to begin upon execution of a contract for a period of one (1) year with an option to renew one (1)-year extensions up to two years.

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.

Contract Termination:

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the contracted firm 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 contracted firm with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the contracted firm. The contracted firm shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

No Obligation Contract:

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 contract 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 a withdrawal of their proposals 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 contract resulting from this ITB. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Obligations on contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

The County will pay one (1) invoice for the purchase order amount. Payments will be made within fifteen (15) days after product is received.

The successful firm will submit an invoice to the County Finance Department for the purchase order amount. The invoice will include the following:

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

III. SUBMISSION REQUIREMENTS:

Respondents are required to submit one (1) complete packet either electronically or in a sealed envelope based on the instructions below. All items in this ITB must be included with the bid submission. Proposals, whether mailed, hand-delivered or electronically submitted must arrive no later than 2:00p.m. local time on Friday, June 3, 2022.

Instructions for Submitting Bids Electronically:

Electronic submission 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 must state: **2022 NEW, NON-REFURBISHED PERSONAL COMPUTERS FOR HAMBLEN COUNTY GOVERNMENT ITB#2022-19, JUNE 3, 2022 @2:00P.M.** Please note: Bids should be submitted no earlier than May 28, 2022 as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to Friday, June 3, 2022 @ 2:00p.m.

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Instructions for Submitting Hard Copies of Bids:

Envelopes **must** arrive **sealed** and clearly **marked** with **2022 NEW, NON-REFURBISHED PERSONAL COMPUTERS FOR HAMBLEN COUNTY GOVERNMENT ITB#2022-19, JUNE 3, 2022 @ 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. Bids, whether mailed or hand-delivered must arrive no later than 2:00p.m. local time on Friday, June 3, 2022.

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.

Submission Content:

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

1. Bid Form (attached)
2. Exceptions Form (attached)
3. Anti-Collusion Statement (attached)
4. Certificate of Compliance with Iran Divestment Act (attached)
5. Any addenda issued

Bid Form:

The respondent must complete the bid form on pages 8, 9, 10 & 11 of this document. This includes the respondent’s contact information and proposed cost on specified product.

Exceptions Form:

The exceptions form listed on page 12 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 a bidder **has** exceptions to the scope of services listed in this document, they must be listed on the exceptions form on page 12 of this document.

If the bidder **has no** exceptions to the scope of services listed in this document, they should indicate so by selecting, “**NO EXCEPTIONS ARE TAKEN**” on the exceptions form on page 12 of this document.

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Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 13 of this ITB that this proposal is made without prior understanding, agreement, or accord with any other person submitting proposals 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.

Iran Divestment Act:

The respondent must certify on page 14 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 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.

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IV. FORMS:

a) BID FORM

Information of company or individual with whom the contract would be written	
Company Legal Name:	
Address:	
Phone:	
Primary Point-of-Contact:	
Primary Point-of-Contact Email Address:	
Are quotes listed guaranteed for a minimum of one (1) calendar year from execution of a contract?	
Does the company agree to commit to a one (1)-year contract with an option to renew one (1)-year extensions up to two years?	

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BID FORM continued...

Quote product specified below on a per unit basis and then as a total complete unit.

Standard Configuration:

Item	Qty	Unit Price
<u>Model:</u> Dell Optiplex 3000 Series Small Form Factor or Micro Form Factor or Equivalent <i>Specify which form factor you are quoting: _____</i>	1	
<u>Operating System:</u> Windows 10 Professional English 64-bit	1	
<u>CPU:</u> Intel Core i5	1	
<u>Memory:</u> At least 8GB	1	
<u>Storage:</u> At least 256GB	1	
<u>Graphics:</u> VGA Adapter Card	1	
<u>Keyboard/Mouse:</u> Dell KB216 Wired Keyboard / MS116 Wired Mouse	1	
<u>Hardware Support:</u> Manufacturer's Warranty: 3-year basic hardware service with 3-year NBD limited onsite service after remote diagnostic	1	
TOTAL (per complete unit):		

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BID FORM continued...

Quote product specified below on a per unit basis and then as a total complete unit.

Power Configuration:

Item	Qty	Unit Price
<u>Model:</u> Dell Optiplex 5000 Series Small Form Factor or Equivalent	1	
<u>Operating System:</u> Windows 10 Professional English 64-bit	1	
<u>CPU:</u> Intel Core i7	1	
<u>Memory:</u> At least 12GB	1	
<u>Storage:</u> At least 256GB	1	
<u>Optical Drive:</u> 8X DVD+/-RW	1	
<u>Graphics:</u> VGA Adapter Card	1	
<u>Keyboard/Mouse:</u> Dell KB216 Wired Keyboard / MS116 Wired Mouse	1	
<u>Hardware Support:</u> Manufacturer's Warranty: 3-year basic hardware service with 3-year NBD limited onsite service after remote diagnostic	1	
TOTAL (per complete unit):		

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BID FORM continued...

Quote product specified below on a per unit basis and then as a total complete unit.

Notebook:

Item	Qty	Unit Price
<u>Model:</u> Dell Latitude 3000 Series 15.6” Notebook or Equivalent	1	
<u>Operating System:</u> Windows 10 Professional English 64-bit	1	
<u>CPU:</u> Intel Core i5	1	
<u>Memory:</u> At least 8GB	1	
<u>Storage:</u> At least 256GB	1	
<u>Hardware Support:</u> Manufacturer’s Warranty: 3-year basic hardware service with 3-year NBD limited onsite service after remote diagnostic	1	
TOTAL (per complete unit):		

Accessories:

Item	Qty	Unit Price
<u>Monitor:</u> Dell E2422H – 24-inch monitor or Equivalent	1	
<u>Dock/Port Replicator:</u> Dell Dock-WD19 or Equivalent	1	
<u>Keyboard/Mouse:</u> Dell KM5221W Wireless Desktop Keyboard and Mouse or Equivalent	1	
<u>Mount:</u> Dell Optiplex Micro All-in-One Mount for E-Series Monitors or Equivalent	1	

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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:	
EXCEPTIONS TO NOTE:	

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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.

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. ITB SUBMISSION CHECKLIST:

- Submission is labeled on the outside of the envelope or in the subject line, if electronically submitted, '2022 NEW, NON-REFURBISHED PERSONAL COMPUTERS FOR HAMBLEN COUNTY GOVERNMENT ITB#2022-19, JUNE 3, 2022 @ 2:00p.m. as instructed on page 5 & 6, Section III of this document
- Bid Form completed (pages 8, 9, 10 & 11, Section IV.a. of this document)
- Exceptions Form completed and signed (page 12, Section IV.b. of this document)
- Anti-Collusion Statement Signed (page 13, Section IV.c. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 14, Section IV.d. of this document)
- Signed Addenda (if applicable)