

COUNTY OF PICKENS

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Purchasing Department



BID/QUOTE NO. 2012-05

COUNTY OF PICKENS, SC
PURCHASING DEPARTMENT
BID/QUOTE PACKAGE INDEX

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BID/QUOTE NO. 2012-05

NOTICE

UPON EXECUTION OF THIS DOCUMENT, EXCEPTIONS, ADDITIONS, SPECIAL TERMS AND
CONDITIONS SHALL CONSTITUTE A BINDING CONTRACT.

PLEASE READ "GENERAL INSTRUCTIONS TO BIDDERS" AND "SPECIAL INSTRUCTIONS TO
BIDDERS" VERY THOROUGHLY.

BID/QUOTE NO. 2012-05

COUNTY OF PICKENS, SOUTH CAROLINA
PURCHASING DEPARTMENT

DATE: February 3, 2012

NOTICE

Sealed bids for furnishing:

Eighty (80) Desktop Computers

Subject to the conditions and provisions set forth in the attached, bids (2 copies) will be received at this office until 10:00 AM on February 24, 2012, then publicly opened. The commodities and/or services must be furnished as described and specified in this package. PICKENS COUNTY reserves the right to reject any or all bids. Successful bidder must be willing to certify they do not employ unauthorized aliens.

If you download this bid from our website and want to receive any addendums you must call our office and register to be eligible to bid.

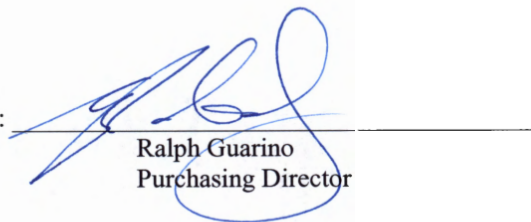
BIDS will be opened in the BOARD ROOM OF THE ADMINISTRATION BUILDING, 222 McDaniel Avenue, Pickens, South Carolina.

Please address mailed bids to:

**Pickens County Purchasing
222 McDaniel Avenue, B-3
Pickens, SC 29671
Attn: Ralph Guarino**

Envelopes should be conspicuously marked in the lower left hand corner: BID NO. 2012-05

SIGNATURE: _____



Ralph Guarino
Purchasing Director

BID/QUOTE NO. 2012-05

BID AND/OR QUOTATION FORM

COUNTY OF PICKENS
PURCHASING DEPARTMENT
222 McDaniel Avenue, B-3
PICKENS, SC 29671

BIDDER NAME

Submits herewith our Bid and/or Quotation in response to bid/quote request number shown above and in compliance with the description and/or specifications numbered 2012-05 and attached hereto for:

EIGHTY (80) DESKTOP COMPUTERS

Item	Quantity	Description	Unit Price	Freight	Other Costs	SC Sales Tax	Total Cost
1	80	Desktop Computers as specified herein	\$	\$	\$	\$	\$

- **Vendor must specify period for which pricing remains valid**

The undersigned hereby submits proposal(s) for the request noted above and certified that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposal(s) are presented in a similar format to those requested and are attached herein. It is understood that the County of Pickens reserves the right to reject any or all proposals.

All detailed specifications and literature as required attached.

Delivery is (guaranteed) _____ days after receipt of each order.

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for _____ days.

Company Name

By (Signature)

Address

Printed Name

Date

Title

Email

Telephone/Fax

COUNTY OF PICKENS
GENERAL INSTRUCTIONS TO BIDDERS

Unless otherwise stated, the following General Instructions will apply.

I. BID OPENING AND AWARD:

Bid proposals will be examined promptly after opening and each bid will be announced to all participants. It is not a practice to award any bid until the County Administrator, Purchasing Director and the interested Division/Department Head have had ample time to review each Bid Proposal. Award will be made, however at the earliest possible date. No Bid Proposal(s) may be withdrawn for a period of **sixty (60) days** after bid opening date. If the mail is delayed beyond the date and hour set for the bid opening, Bid Proposal(s) thus delayed, will **NOT** be considered.

II. BASIS OF BID AWARD

Award of bid shall be made to a responsible bidder meeting the Specifications, with consideration being given to the following:

- a) Superior quality and specification adherence
- b) Ability to provide maintenance and service of units per instructions and specifications
- c) Ability to meet required delivery dates of units
- d) Company's reputation and financial status
- e) Past experience and cost with similar or like equipment and/or service
- f) Anticipated future cost and experience
- g) Performance of bidder's equipment in hands of other agencies, plants and firms

III. PRICING:

All prices quoted are to be firm for a period of four (4) months following bid opening.

IV. TAXES:

The County pays South Carolina State Sales Taxes. All applicable taxes should be shown as separate item on the bid form.

V. GUARANTEE WITH BID:

To protect the interest of the County, the Bidder guarantees that the equipment offered is standard new equipment, latest model of regular stock products, with parts regularly used for the type of equipment offered; also that no attachment or part has been substituted or applied contrary to the manufacturer's recommendations and standard practices.

VI. USE OF BRAND NAMES:

Specifications contained herein, in some cases, may refer to brand names. Brand names and numbers are used **ONLY** to set forth and convey to prospective Bidders the general style, type, character and quality of equipment desired.

VII. USE OF BRAND NAMES IN BID:

If the article bid upon has a trade or brand name, show name in the bid.

VIII. SPECIFICATION DEVIATION BY THE BIDDER:

Any deviation from this specification MUST be noted in the detail and submitted in writing with this Bid Proposal. Completed specifications should be attached for any substitutions offered, or when amplifications are desirable or necessary. The absence of the specification deviation statement or accompanying specifications will hold the Bidder strictly accountable to the specifications as written herein. Failure to submit this document of specification deviation, if applicable, shall be grounds for rejection of the item(s) when offered for delivery. If specifications or descriptive papers are submitted with bids, the bidder's name should be clearly shown on each document. The specifications, as listed herein, represent our preference in equipment, however, we are fully cognizant that no two pieces of equipment from different manufacturers are the same. Therefore, if your equipment is similar and/or same in size, function, and operation, but some of the specifications do not completely coincide with ours as listed, please list your exceptions and explanations separately. It is not our intent to write specifications for a piece of equipment that only one manufacturer can submit a bid.

IX. SPECIFICATION CHANGES AFTER BID AWARD:

Any changes in specifications after the Purchase Order/Contract has been awarded, must be with written consent of the Purchasing Department, otherwise, the responsibility for such changes shall be with the vendor.

X. BROCHURES:

Bid Proposals shall include adequate brochures, latest printed specifications and advertising literature describing the product(s) offered in such fashion as to permit ready comparison with the specifications on an item-to-item basis where applicable.

XI. SPECIFICATION CHANGES, ADDITIONS, AND DELETIONS:

All changes in specifications shall be in writing and furnished to ALL Bidders, Verbal information obtained otherwise will NOT be considered in awarding of bids.

XII. INFORMATION:

Any questions or inquiry concerning this bid or the equipment this bid represents by any company or company representative must be faxed to the attention of:

Ralph Guarino, Purchasing Director
222 McDaniel Ave., B-3
Pickens, SC 29671
Phone: (864) 898-5921
Fax: (864) 898-5924

XIII. OTHER CHARGES:

Bid prices shall include as separate line costs all freight (transportation) and preparation charges, applicable taxes and any other applicable charges fully prepaid to the point of delivery so that the bid price is the total price to be paid for the item(s).

XIV. INSPECTION AND ACCEPTANCE:

Inspection and acceptance shall be conducted by one or more of the persons named below:

Name:	Title:
MR. J. CHAPPELL HURST JR.	COUNTY ADMINISTRATOR
MR. MARION POWELL	INFORMATION SYSTEMS DIRECTOR
MR. RALPH GUARINO	PURCHASING DIRECTOR

After delivery to the county, a careful inventory will be made by the designated personnel. They will have the absolute authority to accept or reject the item(s) for the county.

XV. INVOICE(S), CERTIFICATES OF ORIGIN AND WARRANTIES AND GUARANTEES:

Invoice(s), certificates of origin and warranties and guarantees must be submitted at the time of delivery of the item(s). All invoices must be marked "Net 30" terms. The right is reserved to reject any and all bids, or to accept that deems most advantageous to this office for value received.

XVI. PAY SCHEDULE:

Pickens County issues payment checks on the 10th of the month following receipt of equipment, supplies and/or services.

SPECIAL INSTRUCTIONS TO BIDDER

In the event that any supplier should wish to submit a proposal but finds it impossible to comply with all the specifications set forth, their proposal will be received provided the following is adhered to; any exceptions, substitutions, deletions or any deviations from these specifications shall be explained in detail on a separate page entitled "**EXCEPTIONS**". Bidder must show proof that any exception is equal or superior to those specified. Failure to conform to the above requirement shall be cause for rejection of proposal. Bidder must submit detailed specifications with the proposal of each exception.

SILENCE OF SPECIFICATIONS:

The apparent silence of this specification and any supplemental specification as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size, and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement. Pickens County reserves the right to waive technicalities and reject any or all bids. Requirements for Equal Employment Opportunity and Minority Business Enterprises are applicable to this contract.

TERMS, CONDITIONS, REQUIREMENTS AND SPECIFICATIONS

1. Vendors must be able to deliver computers in quantities as specified by Pickens County. Multiple orders will be placed from Pickens County to the selected bidder so as to break the total number of computers purchased into a more manageable number for each purchase. The total number of computers will be purchased over the term of four (4) months.
2. All products bid shall be newly manufactured. Remanufactured, rebuilt, or previously owned equipment will not be considered.
3. Pickens County reserves the right to request complete documentation for any item proposed. Failure to provide said documentation upon request may result in disqualification from an award.
4. Vendors must include a **One-Year** warranty on all hardware and preconfigured (Operating System) software. Warranty must meet our standard business hours of 8:00AM to 5:00PM, 5 day a week and must include all parts and labor. Warranty service must be conducted onsite, at no additional costs, or at a local service center within Pickens County. If warranty service is on-site, Pickens County must be guaranteed a four (4) hour response time with resolution within 48 hours. If warranty service is to be performed at a service center, resolution time will be 48 hours from time unit is received at service center. Pickens County must be guaranteed service after initial warranty period for "time and material" amount which is to be agreed upon by the bidder and Pickens County. After Warranty service must be guaranteed at above response times. If repairs mandate unit to be shipped, all costs incurred will be the responsibility of the bidder during the warranty period and will be paid by bidder at time of shipping.
5. Vendors must describe your company's maintenance plan, including: location of support center and guaranteed response times. Vendor may be requested to present evidence of experience and service personnel training and certifications to Pickens County.
6. Vendor cannot substitute any hardware component without prior approval from Pickens County Information Systems office.
7. Vendor must supply three references with at least one being of similar equipment.
8. Vendor must ship only complete PC units ready for production to Pickens County. Ready for production is deemed to be operational with operating system software installed and configured for that unit.
9. The vendor, if requested, must be prepared to present evidence of experience, ability, service facilities, factory authorization and financial standing necessary to meet satisfactorily the requirements set forth or implied in the bid.
10. Vendor must supply an original "OEM" system disk for each Operating System installed and delivered along with CD/DVD's of all software and hardware drivers necessary for all hardware/software preloaded onto the units.

SPECIFICATIONS

- All hardware and software must be 64 bit
- Microsoft Windows 7 Professional Edition (One copy of Original OEM media per unit)
- Inter i5-2400 3.1 Ghz LGA-1155 6MB L3 QC
- KVR 4GB 240 Pin DD3 1333 Mhz DR with open slots for future RAM expansion
- 500GV 7200 SATA Seagate 3GBPS
- Unit must have a minimum of eight (8) USB 2.0 or above ports
- Internal DVD+-RW(+R DL)/DVD-RAM with Light scribe Technology
- Internal Intel Ethernet 10/100/1000 Base-T adapter Cards and Drivers
- Integrated Digital Audio
- Compucase 6K28 w/400W power supply Silver/Black Micro ATX
- ASUS P8H61-M LE LGA1155 16GB DDR3 SATA
- Keyboard and mouse compatible with PC w/mouse pad
- Documentation shall include all available hardware specifications, service pack documentation for upgrades installed by vendor, and any other literature required for operation and troubleshooting of software and hardware components.
- Burn in/hardware test for a minimum of 48 hours prior to delivery. Documentation of burn in shall be provided to County in the form of a spreadsheet in electronic form.
- Any associated power cables, or miscellaneous cables, adaptors

PC specifications should meet or exceed the listed specifications.

All questions shall be in writing and addressed as specified in the **GENERAL INSTRUCTIONS TO BIDDERS** section

REFERENCES

List references for similar services/hardware provided for at least three (3) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE COUNTY'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____