

NOTICE INVITING BIDS

PURCHASE OF COMPUTER WORKSTATIONS

Public Notice is hereby given that the City Of San Juan Capistrano will, up to 5 PM on the 26th day of June 2008, receive sealed proposals or bids for the PURCHASE of Twenty five (25) Computer Workstations in accordance with the approved specifications on file in the office of the Director of Administrative Services of the City of San Juan Capistrano, California. Bids will be received until the time herein before stated at the San Juan Capistrano City Hall, 32400 Paseo Adelanto, San Juan Capistrano, California.

No bid will be received unless it is on a proposal provided within these specifications. **Only bids for the complete computer systems, including delivery and software will be considered.** Bid awarded to the lowest responsible bidder.

The Administrative Services Director reserves the right to reject any and all bids received and to compare the relative merits of the prospective bids and to choose that which in the opinion of said City will best serve the interests or needs of said City.

Copies of specifications may be obtained at no charge in the office of the Director of Administrative Services, City of San Juan Capistrano, 32400 Paseo Adelanto, San Juan Capistrano, California.

Meg R. Monahan, City Clerk
City of San Juan Capistrano
Orange County, California

Computer Workstation Specifications

Any of the below brand name systems are compliant:

Dell

Minimum System Requirements:

Dell Optiplex 755 Intel® Core™ 2 Duo Processor E8200 (2.66GHz, 1333MHz FSB)
4GB DDR2 Non-ECC SDRAM, 667MHz,
160 GB SATA 3.0 Hard Drive
Integrated Video, Intel® GMA3100
Integrated Network Interface Card
16X DVD+/-RW SATA
3 ½ Floppy Drive
Integrated Sound Card
USB Keyboard/Optical Mouse
Minitower
Windows Vista® Business Downgrade, XP Pro Installed
3 Yr Parts Warranty

GENERAL PROVISIONS

PURCHASE OF TWENTY FIVE (25) COMPUTER WORKSTATIONS

1. Bid Form - Bid must be submitted on the attached bid proposal form in a sealed envelope. Bid shall be completed in full, with all blank spaces properly filled in using ink or typewriter. Bid must be properly executed by a duly authorized agent or the firm or company submitting the bid. Any variations from the specifications shall be noted as such.
2. Awarding Option - The City reserves the right to reject any or all bids, waive any or all irregularities and accept or reject any portion of each individual bid. Additionally, any incomplete bids will be rejected.
3. Specifications - The attached specifications identify the minimum acceptable components. Similar or equal components can be submitted with approval. Any substitutions must be received and approved in advance of the final bid.
4. Award - The award, if made, will be within forty-five (45) days after the bid date. **Only bids for the complete systems, delivery, and software will be considered. Bid will be awarded to the lowest responsible bidder.**
5. Payment - The City shall pay the total price bid not later than forty-five (45) calendar days after delivery of the items purchased in a condition of satisfactory to the City.
6. Manufacturer's Specifications - The bidder shall supply complete

manufacturer's specifications on items bid. Upon request of the bidder, all literature so submitted shall be returned within forty-five (45) days after the bid date.

7. Inquiries - Any inquiries pertaining to the specifications shall be directed to the Department of Administrative Services (Pooja Gupta) at 949-443-6302 or pgupta@sanjuancapistrano.org.
8. Delivery Schedule - All equipment bids must be delivered within 15 calendar days of date of award of contract. Any deviation from this delivery schedule must be noted on the bid document submitted.
9. All equipment bids must be **NEW** equipment.

SPECIAL REQUIREMENTS

1. The systems shall have all specified software installed upon delivery.
2. All documentation, media, registration cards, and original packing material shall be provided to the City. Registration of software will be managed and retained by the City. Packing material will not be retained by the City.
3. Hardware warranty must be for a minimum period of three (3) years to include all parts and labor. All service shall be on-site within one business day. Vendor must provide back-up equipment if off site repair is necessary.
4. Availability shall be fifteen (15) business days after receipt of Purchase Order.
5. Delivery is the responsibility of the vendor.
6. The delivery location is the City of San Juan Capistrano - Administrative Services, 32400 Paseo Adelanto, San Juan Capistrano, California 92675.
7. Vendor shall include the Purchase Order number on all invoices and exterior packing labels or materials.

BID PROPOSAL

PURCHASE OF TWENTY FIVE (25) COMPUTER WORKSTATIONS

From: _____
CONTRACTOR

To the Administrative Services Director, City of San Juan Capistrano:

The undersigned, a bidder, declares that he has carefully examined the Specifications and General Provisions and is familiar with all proposal requirements, and hereby proposes and agrees, if the proposal is accepted, to complete said contract in accordance with the Contract Documents for the following:

Twenty five (25) Computer Workstations as described on the previous pages;
Bid price to include software, delivery, and three year warranty.

Unit Price _____

x 25 units _____

Extended Total: _____

+ 7.75% Sales Tax _____

Total Bid _____

Delivery of items bid guaranteed within _____ calendar days from date of award.

Name of Firm

Address

Telephone Number

Authorized Signature

Date