



## REQUEST FOR PROPOSALS

### FY2010 Computer Workstations Information Technology Department

Issue Date: September 29, 2009

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***Deadline for receipt of bids: Thursday, November 5, 2009, 2:00 PM EST***

***Public Opening: Thursday, November 5, 2009, 2:00 PM EST***

#### **I. PROCEDURES**

##### **A. SUBMISSION AND RECEIPT OF PROPOSAL**

In order for a proposal to receive consideration, it must be received prior to the deadline above. No proposals will be accepted after the time specified as the deadline for proposals. The City reserves the right to postpone the proposal opening for its own convenience. Proposals must be clearly labeled **"FY2010 COMPUTER WORKSTATION PROPOSAL"** and shall be sealed when submitted. Proposals shall be mailed or delivered to the City of Cadillac, Attn: Owen Roberts, Director of Finance, 200 N. Lake Street, Cadillac, MI 49601. Proposals are considered received when in the possession of the City Clerk's office. It is the proposer's responsibility to ensure that proposals are received in the proper location.

##### **B. OFFICIAL DOCUMENTS**

The City of Cadillac, Michigan officially distributes proposal documents from the Financial Services Department through the Michigan Intergovernmental Trade Network (MITN). Official documents can be obtained on-line at [www.mitn.info](http://www.mitn.info). Copies of all official documents will also be available at the Cadillac Municipal Complex, 200 N. Lake Street, Cadillac, MI 49601. The City of Cadillac cannot guarantee the accuracy and is not responsible for any errors contained in any information received from alternate sources.

##### **C. INTERPRETATION OF PROPOSAL AND/OR CONTRACT DOCUMENTS**

Any interpretation to a proposer regarding the Proposal or any part thereof is valid only if given by the City's Director of Finance. Any information given by departmental contacts is unofficial. Interpretations may or may not be given orally (may be written) depending on the nature of the inquiry. Interpretations that could affect other proposers will be in writing and issued by the Director of Finance. All inquiries shall be made within reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before proposals are opened. Inquiries received that are not made in a timely fashion may or may not be considered. Any inquiries related to bid or product specifications should be sent to the Director of Finance, 200 N. Lake Street, Cadillac, MI 49601 or made by phone at (231) 775-0181.

##### **D. CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS**

Each change or addendum issued in relation to this proposal will be posted on the MITN website and will also be on file in the City Clerk's Office. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda.

##### **E. ALTERNATES**

Proposers are cautioned that any alternate proposal, unless requested by the City, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements or this proposal, may be considered non-responsive, and at the opinion of the City, may result in rejection of the proposal.

**F. AWARD**

The contract will be awarded to that responsible, responsive firm whose proposal, conforming to this solicitation, will be most advantageous to the City, price and other factors considered. **The City reserves the right to accept or reject any or all proposals, in part or whole and to waive informalities and minor irregularities in bids received.** Unless otherwise specified in the document the City reserves the right to accept any item in the proposal on an individual basis. Proposers may submit proposals on any item or groups of items provided unit prices are clearly shown and a notation is made on the document clearly indicating Proposer's intent.

**G. WITHDRAWAL**

Proposals may only be withdrawn by written notice prior to the date and time set for the opening of proposals. No proposal may be withdrawn after the deadline for submission.

**H. DEFAULT**

No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due the City.

**I. TO COMPLY**

For failure to deliver or perform in accord with the accepted proposal, the City may consider the contractor in default and take steps to protect the City's interest. The City may, without impairing its other rights and benefits, purchase all or part of the contract goods or services on the open market and charge any additional costs to the contractor or his surety.

**J. NON-COLLUSION CLAUSE**

By signing and submitting this proposal, proposer states that his proposal is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said proposal price.

**K. NON-DISCRIMINATION CLAUSE**

By signing and submitting this proposal for consideration of an award by the City of Cadillac, the contractor and any subcontractor covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.

## II. SPECIFICATIONS

**City of Cadillac - IT Department**

## Request for Proposal – Desktop PCs

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overview</b>                | The City of Cadillac intends to replace 11 desktop PCs (referred to in this document as “workstations”) as part of regular user desktop refresh cycle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Notice to Vendors</b>       | <p>The City of Cadillac (referred to in this document as “City”) invites proposals for these workstations from reputable and verified computer system product vendors (“Vendor”).</p> <p>This proposal shall be for the workstations and operating system only. The City IT Department will provide installation services for the workstations on to the City internal network. Monitors are optional.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Bid Dates and Specifics</b> | <ul style="list-style-type: none"> <li>- All bids due to City by 2:00PM EDT November 5, 2009</li> <li>- Bids shall be accepted only as a combination of two (2) hard copies of proposal and one (1) copy on CD-ROM disk in Microsoft Word 2003/2007 format.</li> <li>- Bids to be delivered to: <ul style="list-style-type: none"> <li><b>City of Cadillac</b></li> <li><b>Attention Owen Roberts, Director of Finance</b></li> <li><b>200 North Lake Street</b></li> <li><b>Cadillac, MI 49601</b></li> </ul> </li> <li>- Bid parcel shall be one envelope which must be clearly marked “<b>FY2010 Computer Workstation Proposal</b>”</li> <li>- Bids WILL NOT be accepted by fax or email.</li> <li>- Bids must be submitted on “BID FORM” provided at the end of this Request for Proposals.</li> <li>- Official documentation is available only as specified in Section I of this Request for Proposals.</li> </ul> |

**Bid Dates and  
Specifics**  
*(continued)*

- A Vendor may withdraw its proposal at any time prior to the proposal closing time by submitting a written withdrawal letter. Vendors are requested to submit the letter to the same address and contact as noted above for bid submission. The proposal will be returned unopened.

- Any questions or clarifications regarding this RFP should be directed by email or phone to:

**City of Cadillac**

**Owen Roberts, Director of Finance**

[oroberts@cadillac-mi.net](mailto:oroberts@cadillac-mi.net)

**231-775-0181 x110**

*NOTE: Email is preferred*

- Proposals must be complete to be considered. The City reserves the right to discard incomplete proposals. Submission of a proposal in response to this RFP declares the Vendor accepts the terms of this RFP and has sufficient information necessary for RFP submission.

- The City reserves the right to accept or reject any and all bids at its sole discretion.

- In the event no Vendor submission meets the criteria specified in this RFP, the City reserves the right to negotiate, as necessary, to reach a mutually agreeable final contract with a Vendor of its choice.

- Proposals will be opened publicly after proposal closing time.

- Bid winner will be notified directly by the City. It is the responsibility of the Vendor to provide adequate contact information.

- Unless bid is withdrawn as per requirements noted above, the bid shall become the property of the City and be considered in effect and open for acceptance for a period of sixty (60) days.

- Addenda are the only means of verifying, clarifying, or changing any of the information contained in this Request for Proposal. Addenda will be provided as set forth in Section I of this Request for Proposal and it is the vendor's responsibility to check on the availability of such addenda.

- Costs incurred in the preparation and delivery of proposals are the responsibility of the Vendor and are not chargeable to the City.

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|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bid Acceptance,<br/>Terms, and Delivery</b> | <ul style="list-style-type: none"><li>- Successful Vendor will be notified via telephone or email by the City through contact means provided to the City by Vendor.</li><li>- Upon awarding the bid, the Vendor shall issue the City an invoice. The City shall issue a Purchase Order to the Vendor, terms net thirty (30) days of the invoice date.</li><li>- Delivery of product shall be within 14 business days of successful Vendor notification of bid acceptance, or the City reserves the right to cancel bid award and Purchase Order.</li><li>- All product detailed in this RFP shall be delivered to the main City offices:<br/><b>City of Cadillac</b><br/><b>Attention Owen Roberts, Director of Finance</b><br/><b>200 North Lake Street</b><br/><b>Cadillac, MI 49601</b></li><li>- Delivery shall be made with proper shipping boxes intact.</li><li>- The City IT Department will inspect all goods delivered and approve payment to the City Finance Director.</li></ul>                                                                                                                                                                                                                                 |
| <b>Required Vendor<br/>Information</b>         | <p>The City requests background information on submitting vendors:</p> <ul style="list-style-type: none"><li>- Full street address of company, years at present address;</li><li>- If less than two years at current address, immediate prior address and years at that address;</li><li>- Years in business as an entity providing IT product sales as primary trade;</li><li>- Year incorporated (or related) along with Michigan Sales Tax number;</li><li>- Full legal name of business principal and/or partners and any other relevant staff members;</li><li>- Certification by business principal/partners:<ul style="list-style-type: none"><li>• Indicating absence of existing or past tax liens with any governmental entity, local, state, or federal, which could hinder, in any way, fulfillment of response to this RFP</li><li>• Indicating absence of existing or past legal action or judgment which could hinder, in any way, fulfillment of response to this RFP</li><li>• Indicating intention to honor any and all warranties on products submitted in response to this RFP</li></ul></li></ul> <p>-Proposal must be signed by principal duly assigned to bind contracts on behalf of the Vendor.</p> |

| Requested Product Details                      |          |                  |                                                                                                                |
|------------------------------------------------|----------|------------------|----------------------------------------------------------------------------------------------------------------|
| Product                                        | Quantity | Requirements     | Options/Preference                                                                                             |
| Desktop /<br>Workstation PC<br><i>Clerical</i> | 10       | CPU              | - Intel or AMD<br>- Dual Core or better<br>- 2.5GHz or better                                                  |
|                                                |          | RAM              | - 2GB or better<br>- DDR2 SDRAM<br>- Slot availability to upgrade to 4GB<br>Or better                          |
|                                                |          | Hard drive       | - 80GB or better<br>- SATA integrated<br>- 7200RPM<br>1000RPM                                                  |
|                                                |          | Optical drive    | DVD-RW /Dual Layer                                                                                             |
|                                                |          | USB ports        | - USB 2.0<br>- 4 total<br>- 2 in front<br>Or better                                                            |
|                                                |          | Card reader      | - Optional<br>- If present, SD preferred                                                                       |
|                                                |          | Video            | - Integrated<br>- DVI output<br>- Discrete<br>- 256mb                                                          |
|                                                |          | Form factor      | - Desktop preferred<br>- Mini-tower acceptable                                                                 |
|                                                |          | Sound            | Integrated<br>Speakers not needed                                                                              |
|                                                |          | LAN              | - Integrated<br>- Gigabit Ethernet                                                                             |
|                                                |          | Keyboard         | - Windows<br>- Corded<br>- Brand name<br>"Brand name": Logitech, Microsoft, included Tier 1                    |
|                                                |          | Mouse            | - Optical, corded<br>- Brand-name<br>- Optical, wireless<br>"Brand name": Logitech, Microsoft, included Tier 1 |
|                                                |          | Operating System | Windows XP Professional SP3                                                                                    |
|                                                |          | Warranty         | - 3 year parts/<br>Depot labor<br>- 1 year on-site labor<br>Or better                                          |

| Product                                    | Quantity | Requirements     |                                                                            | Options/Preference                                                        |
|--------------------------------------------|----------|------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Desktop /<br>Workstation PC<br>Engineering | 1        | CPU              | - Intel or AMD<br>- 3GHz or better<br>- Dual Core or better                |                                                                           |
|                                            |          | RAM              | - 4GB or better<br>- DDR2 SDRAM<br>- Slot availability to upgrade to 8GB   | Or better                                                                 |
|                                            |          | Hard drive       | - 150GB<br>- SATA-300<br>- Interface integrated on motherboard - 10,000RPM | Or better                                                                 |
|                                            |          | Optical drive    | DVD-RW / Dual Layer                                                        |                                                                           |
|                                            |          | USB ports        | - USB 2.0<br>- 4 total<br>- 2 in front                                     | Or better                                                                 |
|                                            |          | Card reader      | - SD / MMC / SDHC                                                          |                                                                           |
|                                            |          | Video            | - Dual DVI output<br>- Discrete RAM<br>- 512mb                             | Or better                                                                 |
|                                            |          | Form factor      | - Desktop preferred<br>- Mini-tower acceptable                             |                                                                           |
|                                            |          | Sound            | Integrated                                                                 | Speakers not needed                                                       |
|                                            |          | LAN              | - Integrated<br>- Gigabit Ethernet                                         |                                                                           |
|                                            |          | Keyboard         | - Windows<br>- Corded<br>- Brand name                                      | "Brand name": Logitech, Microsoft, included Tier 1                        |
|                                            |          | Mouse            | - Optical, corded<br>- Brand-name                                          | - Optical, wireless<br>"Brand name": Logitech, Microsoft, included Tier 1 |
|                                            |          | Operating System | Windows XP Professional SP3                                                |                                                                           |
|                                            |          | Warranty         | - 3 year parts/<br>Depot labor<br>- 1 year on-site labor                   | Or better                                                                 |

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                                                                    |           |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------|-----------|
| <b>Monitors</b>                      | <b>6</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>19"</b> | - LCD Widescreen<br>- 1440x900 resolution<br>- DVI interface<br>- 3 year warranty  |           |
| <b>Monitor Option</b>                | <b>6</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>22"</b> | - LCD Widescreen<br>- 1680x1050 resolution<br>- DVI interface<br>- 3 year warranty | Or better |
| *****<br><b>Vendor Note</b><br>***** | - Preference is for Tier 1 product (HP Compaq, Lenovo, Dell, LG, ViewSonic, Samsung, etc)<br>- In the absence of Tier 1 product proposed: <ul style="list-style-type: none"> <li>• Vendor is required to submit detailed specifications on components used – expectation will be for name brand components (no “no-name”, unbranded components)</li> <li>• Vendor may be required to provide sample unit for testing purposes</li> </ul> |            |                                                                                    |           |

**FY2010 COMPUTER WORKSTATIONS  
BID FORM**

I hereby state that all of the information I have provided is true, accurate, and complete. I hereby state that I have authority to submit this bid, which will become a binding contract if accepted by the City of Cadillac. I hereby state that I have not communicated with, not accepted nor offered anything of value from or to any official or employee of the City of Cadillac that would tend to destroy or hinder free competition .

I hereby state that I have read, understand, and agree to be bound by all terms set forth within the preceding pages of this Request for Proposals.

| Item                    | Unit Price Bid | Number of Units | Total Bid |
|-------------------------|----------------|-----------------|-----------|
| Clerical Workstations   | \$             | 10              | \$        |
| Engineering Workstation | \$             | 1               | \$        |
| 19" Monitors (Option 1) | \$             | 6               | \$        |
| 22" Monitors (Option 2) | \$             | 6               | \$        |

SIGNED: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY)

\_\_\_\_\_  
(STATE)

\_\_\_\_\_  
(ZIP CODE)

(For City Use Only)

\_\_\_\_\_  
Accepted by

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date