



Purchasing Department
Finance Group

INVITATION TO BID

June 28, 2012

The City of Norwalk is soliciting bids for the Norwalk Public Schools, Information Technology Department for **Desktop Computers & Computer Monitor Devices**. Your firm has expressed interest in providing these devices. Below is an outline of some of the requirements that apply to this project.

PROJECT #	3208	Document length - 7 pages
DEADLINE	2:00 PM	July 12, 2012
PROJECT TITLE	Desktop Computer & Computer Monitor Devices	
PROJECT SITE	Norwalk City Hall, Norwalk Public Schools, Information Technology Department, 3rd Fl., 125 East Avenue, Norwalk, CT	

Candidates will be required to provide:

1. Copies of current certifications as applicable.
2. Other information:

Questions concerning the requirements of this solicitation should be submitted, in writing, to Gerald J. Foley, Purchasing Agent via e-mail to GFoley@norwalkct.org or via fax to 203-854-7817. The deadline for the submission of questions for this solicitation is 2:00 PM., July 5, 2012.

BID DOCUMENTS for this solicitation are available upon receipt of this invitation over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided on the internet bid page.

Businesses, without fax or Internet access equipment, may contact the Purchasing Department at 203-854-7712 for any RFP information. Our fax number is 203-854-7817.

If, after review of the RFP documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete document, along with your detailed proposal, to the City of Norwalk Purchasing Department by the due date.

Yours truly,

Gerald J. Foley
Purchasing Agent
Ph 203-854-7712, Fax 203-854-7817, E-Mail gfoley@norwalkct.org

SECTION 1 - RESPONSE FORMS

SPECIAL NOTES ON RESPONDING:

ADDENDA information is available over the Internet at <http://www.norwalkct.org> Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe. **We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline.**

SUMMARIES will be available any time after 5:00 PM on the day of the bid opening over the Internet at <http://www.norwalkct.org>. The document number to request will be the same as the project number indicated in the invitation to bid. Bid results will not be provided over the phone.

AWARD NOTIFICATION will be issued by telephone, fax, e-mail or U.S. Mail.

BUSINESSES WITHOUT FAX EQUIPMENT or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

BID RESPONSES [One (1) Original + Three (3) copies] are to be delivered to:

City of Norwalk
Purchasing Department, Room 103
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856-5125

See section 3 for information on delivering bids by fax.

PRICING SHEET - #3208 – Desktop Computer + Computer Monitor Devices

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

Item	Part Number	Description	Qty	Unit Cost	Total Cost
1.	XM857AV	Hewlett Pack HP Z210 small form factor workstation as configured herein	620	\$	\$
2.	LL763AA#ABA	HP Compaq LE2002x 20 inch LED Backlit LCD monitor	620	\$	\$
3.	Total Cost (Total cost of Items 1 & Item #2 listed above)				\$
Total Cost in Words					

Delivery - _____ calendar days after receipt of order.

Installation - _____ calendar days after receipt of order.

Submitted by – Printed Name & Title	
Submitted by – Signature Name & Title	
Authorized Agent of Company (name and title)	Date

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #1, Dated –		Addendum #2, Dated -	
Addendum #3, Dated –		Addendum #4, Dated -	

1.2 BIDDER'S QUALIFICATIONS

If a qualification statement is not on file with Purchasing, or is over one year old, please answer the following questions. Attach a financial statement or other supportive documentation.

1. Number of years in business - _____

2. Number of personnel employed Part-time - _____, Full -time _____,

3. List six contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.

SERVICE -

4. Location of service center - _____

5. Size of service center (sq. ft.) - _____

6. Dollar value of parts relating to this bid in inventory \$ _____

7. Number of full time technicians employed, qualified to handle this equipment: _____

Attach any additional information that demonstrates your qualification for this work including appropriate certifications.

SECTION 2 - PROJECT SPECIFICATIONS

The following equipment is required by the Norwalk Public School's Information Technology Department to modernize its inventory of its desktop computer devices presently being utilized in its school classrooms.

Norwalk Public School's Information Technology Department has selected specific equipment for this project, including the preferred manufacturer, Norwalk Public Schools has elected to **not** entertain or accept substitutions of alternate manufacturer or devices for this project at this time.

Introduction

Norwalk Public Schools, Information Technology Department is inviting bid submission from authorized Hewlett Packard equipment resellers to provide six hundred and twenty (620) desktop computers and six-hundred and twenty (620) monitors for its classroom operations.

The awarded vendor for this project must supply all brand new equipment. No refurbished or remanufactured products shall be accepted.

The awarded vendor should be either an authorized Hewlett Packard Reseller or the direct manufacturer of the Hewlett Packard products. Vendors must include proof of their reseller authorization with their bid submission documentation to be considered for an award.

Current Environment

Norwalk Public Schools, Information Technology Department has a centralized Data Center. The Data Center is located on the third floor of Norwalk City Hall, 125 East Avenue, Norwalk, Connecticut. Additionally, Norwalk Public Schools, Information Technology Department has a centralized Tech Center. The Tech Center is located on the first floor of Norwalk City Hall, 125 East Avenue, Norwalk, Connecticut. All deliveries shall be to this first floor location.

The requested delivery schedule for the aforementioned devices is as outlined below.

220 desktop computers + 220 LED backlit LCD Monitors	August 3, 2012 (or sooner)
200 desktop computers + 200 LED backlit LCD Monitors	November 8, 2012
200 desktop computers + 200 LED backlit LCD Monitors	January 4, 2013

Vendors are requested to provide a delivered price to a single location within the City boundaries of the City of Norwalk. For delivery pricing purposes utilize the mailing zip code number 06851. Norwalk City Hall, Norwalk Public Schools, Information Technology Department, 125 East Avenue, Norwalk, Connecticut]. This facility is equipped with a loading dock and freight elevator.

Computer Desktop Devices:

The six-hundred and twenty (620) desktop computer shall be Hewlett Packard model HP Z210 Small Form Factor Microsoft Windows Workstations [part number – XM857AV] configured as follows:

Part Number	Description
XM857AV	Hewlett Packard HP Z210 small form factor workstation
A0X33AV#ABA	Operating systems – Genuine Windows 7 Home premium 32 bit OS
XU870AV	Chassis configuration – HP Z210 SFF 240W 90% Efficient Chassis
XM880AV#ABA	Country Kit HP Z210 Country Kit
LQ926AV	Processor – Intel Pentium G620 2.6 3MB 2C 65W GT1CPU
XU881AV	Graphics – Intel HD Graphics 2000
XU966AV	Memory – HP 4GB (2X2 GB) DDR3-1333 nECC RAM
XU895AV	1st Hard Drive – HP 250GB SATA 7200 1st HDD
XU938AV	Optical Drive – 16X Super Multi DVDRW SATA 1st ODD
XU925AV#ABA	Keyboard – HP USB Standard Keyboard
XU937AV	Mouse – HP USB Optical Scroll Mouse
XU947AV	Packaging – HP Single Unit (SFF) Packaging
LA732AV#ABA	Warranty – HP 3/3/3 (3 year parts/labor/next business day on site) Warranty

LCD Monitor Devices:

The six-hundred and twenty (620) LCD monitors shall be Hewlett Packard model HP Compaq LE2002x twenty (20) inch LED backlit LCD monitors as follows:

Part Number	Description
LL763AA#ABA	Monitors – HP Compaq LE2002x 20 inch LED Backlit LCD Monitor
	Input Signal – VGA (analog), DVI-D w/HDCP
	Contrast ratio – 1000:1 Contrast ratio
	Brightness (typical) 250 nits
	Tilt – Tilt, minus five degrees to a positive twenty-five degrees
	Height Adjustability Range - None
	Horizontal / Vertical viewing angle – 160 / 160 degrees
	Max Power Rating – 26 Watts
	Native Resolution – 1600 x 900
	Response Rate (typical, rise and fall) – 5 ms response time
	Asset Control – Asset control supported
	Integrated speakers - No integrated speakers
	Anti-Glare and Anti-Static – Anti-Glare and Anti-Static
	Warranty – 3 year parts, 3 year labor, 3-year onsite limited warranty, Next business day exchange available

SECTION 3 - GENERAL INFORMATION

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 011205, or later on file you may obtain a copy over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe.