

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
HP DESKTOPS
FOR
MIS DEPARTMENT

DUE BY: April 9, 2013

1.0 **Introduction and Background**

Outagamie County's MIS Department is seeking to purchase 65 – 85 HP desktop computers.

2.0 **Specifications**

The computers shall target the following minimum specifications --

- 8300 Elite Small Form Factor
- Windows 7 Professional 64 Bit
- Intel v Pro Technology
- i7 Quad Core Processor
- 8GB Memory
- 500GB Hard Drive
- Display Port
- 3 Year Standard Warranty (parts, labor, onsite)

Include with the proposal form, pricing on your standard quote form. The quote must specifically list all components (including those mentioned above) that are in each desktop with the manufacturer part number(s) and specifications. **Failure to do so will result in the rejection of your proposal.**

All components that are quoted must be OEM. No open box or refurbished product will be accepted.

Pricing must include dock delivery to – MIS Dept, 401 S Elm St, Appleton WI 54911.

3.0 **Purchasing Policy Information**

Nicole Schoultz

Purchasing Coordinator

(920) 832-6083

Nicole.schoultz@outagamie.org

4.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s) additional information or clarification by the date specified in the RFP timetable. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

Requests for additional information or clarifications must be made in writing no later than the date specified in the RFP timetable. The request must contain the Proposer's name, address, phone number, facsimile number; RFP title and the name of contact person(s). Fax to Nicole Schoultz at 920-832-2474 or email at schoulnl@co.outagamie.wi.us

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Outagamie County will send addenda by mail to only those Proposer(s) recorded by the County as having been sent and/or received a copy of the RFP documents from the County. In addition, Proposer(s) may inspect the RFP documents at the place where they are made available. Upon such mailing or posting, such addenda shall become part of the RFP and binding on Proposer(s).

5.0 **County Reservation**

Outagamie County openly solicits the best possible value on all of our "Requests for Proposals". Because we are a local government, we are able to purchase directly from many of the state and federal contracts. However, in order to not discriminate against our local proposers, we openly solicit proposals of similar pricing structure from all qualified proposers. In the event that all proposals received are in excess of any existing state or federal contract that is available to Outagamie County, we may at our discretion, reject all proposals, and purchase directly from the vendor awarded the state or federal government contract. Outagamie County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- e. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Outagamie County reserves the right to request clarifications for any proposal.
- g. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

6.0 **Closing Date**

Outagamie County will receive proposals up to 2:00 p.m. CST, April 9, 2013.

7.0 E-mail of Proposals

E-mail proposals will be accepted at nicole.schoultz@outagamie.org

If you wish to send a hard copy proposal, contact Nicole Schoultz at 920-832-6083 for address or contact via email above.

8.0 Taxes

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

9.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Section 3.20 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

10.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

11.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.org then go to **Status of Bids/Proposals**.

**OUTAGAMIE COUNTY PROPOSAL FORM
HP Desktops**

Proposals Due: April 9, 2013 -- 2:00 p.m. CST

E-Mail Proposals To: nicole.schoultz@outagamie.org

Price per Desktop including delivery \$ _____

Lead-time is approximately _____ business days after receipt of purchase order

Attach information as requested in Section 2.0

**By submitting a proposal and signing below, you are confirming your company is authorized by HP
for resale of the 8300 Elite Small Form Factor line**

Firm Name: _____

Authorized Signature: _____

Print name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____