

**OUTAGAMIE COUNTY**

**REQUEST FOR BID**

**FOR**

**HP WORKSTATIONS**

**FOR THE**

**MIS DEPARTMENT**

**Due Date: June 23, 2016**

## 1.0 **Specifications**

Seeking bids for 12-14 HP Workstations.

Each workstation shall include the following minimum specifications;

- Manufacturer: HP
- Model: Z440
- Operating System: Windows 7 Pro 64 bit
- Memory: 16GB
- Hard Drive: 256GB SATA SSD
- Optical Drive: DVD-RW
- Processor: Intel Xeon E5-1620 v3 (3.5 GHz, 10 MB cache, 4 cores, Intel vPro)
- Graphics: AMD FirePro W5100 Graphics Card 4GB (capable of displaying four monitors)
- Audio: Integrated Audio
- Ports: 4 USB 3.0
- Mouse: HP USB Optical
- Keyboard: Standard Keyboard
- Warranty: 3 Years Onsite
- All requested components must be factory integrated

All pricing to include delivery to zipcode 54911 (dock delivery).

All hardware must be in OEM and new factory sealed condition. No open box or refurbished will be acceptable. The bidding vendor must be authorized by HP for resale of the Z440 Workstation.

Provide pricing on your standard quote form which references the manufacturer part number, full description and unit cost. You must reference all components of the workstation (i.e. hard drive size, memory, all options requested, etc). If there are any deviations from the abovementioned specifications, that must be explained in your bid. Failure to provide information as requested will result in the rejection of your bid.

## 2.0 **Purchasing Policy & Procedure Information**

Nicole Schoultz

Purchasing Coordinator, Outagamie County

(920) 832-6083

[Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

## 3.0 **Clarification and/or Revisions to the Specifications and Requirements**

Bidder must examine the documents carefully and before submitting a Bid, may request from the County's contact person(s) additional information or clarification. A Bidder's failure to request additional information or clarification shall preclude the Bidder from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addendum prior to the Bid due date. Bidders should rely only

on the representations, statements or explanations that are contained in this document and any written addendum to this document. Where there appears to be a conflict between the document and any addendum issued, the last addendum issued will prevail.

It is the Bidder's responsibility to assure receipt of all addenda. All documents will be posted online at [www.outagamie.org](http://www.outagamie.org) then Bids / Proposals. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

Any questions that come up and require additional information will be posted online at [www.outagamie.org](http://www.outagamie.org) then Bids / Proposals.

#### 4.0 **County Reservation**

- a. This bid 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 bid.
- b. The bid will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The bidder shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. Outagamie County has the sole discretion and reserves the right to cancel this bid and to reject any and all bids received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- e. Outagamie County reserves the right to request clarifications for any bid.

#### 5.0 **Closing Date**

Outagamie County will receive bids up to 2:00 p.m. CT June 16, 2016.

Email bids to [nicole.schoultz@outagamie.org](mailto:nicole.schoultz@outagamie.org)

#### 6.0 **Method of Procurement**

The method for this procurement is pursuant to Chapter 22 of the Outagamie County Code of Ordinances.

**OUTAGAMIE COUNTY BID FORM  
HP Workstations**

**Bid Due:** June 16, 2016 2:00 p.m. CT

**Email Bids To:** nicole.schoultz@outagamie.org

Price per Workstation (including delivery) \$\_\_\_\_\_

**Include pricing on your standard quote form**

*By signing below and submitting a bid you verify your company is authorized by HP for the  
resale of the Z440 Workstation.*

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_