

-ADVERTISEMENT FOR REQUEST FOR PROPOSALS-

Notice is hereby given that proposals will be received by the Madison County Information Technology Department for **Computer and Laptop Evaluation** at the Madison County Administration Building located at 157 North Main Street, Edwardsville, Illinois.

Specifications, instruction to bidders, bid form and all data necessary to submit a sealed bid may be obtained from the Administrative Services Department, Madison County Administration Building, 157 N. Main St., Suite 154, Edwardsville, IL.

SEALED proposals will be accepted at the Madison County Administration Services Department, 157 N. Main St., Suite 154, Edwardsville, IL no later than **2:00 p.m., Friday, June, 30, 2017**. Sealed bids will then be publicly opened and read aloud at **2:15 p.m.** in the County Board Committee Meeting Room which is located on the first level of the Administration Building in Suite 145.

The right is reserved to reject any or all bids.

Madison County is an "Equal Opportunity Employer".

By Order of the
Madison County Board
Kurt Prenzler, Chairman
Stephen Adler, Deputy County Administrator
Phone: (618) 692-7040 Ext. 4941



Madison County Government
Administrative Services

Tony Fuhrmann • Administrative Services Director
Madison County Administration Building
157 N. Main St. Suite 154 • Edwardsville, IL 62025-1963
Phone (618) 296-4941 • Fax (618) 692--7476

Kurt Prenzler, CPA
County Board Chairman

NOTICE TO BIDDERS

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If any additional information is needed, please contact Rob Dorman, Director at (618) 296-4320 or myself at (618) 296-4941.

Respectfully,

A handwritten signature in cursive script that reads "Tony Fuhrmann".

Tony Fuhrmann
Director of Administrative Services

REQUEST FOR PROPOSALS

June 30, 2017

MADISON COUNTY GOVERNMENT

Computer and Laptop Evaluation

Madison County Government Computer and Laptop RFP

1. Introduction

Madison County Government is requesting proposals to evaluate vendors for their PC and Laptop procurement through 2020. The selected proposer must demonstrate that they offer products based on industry standards and provides a support process to allow Madison County to self-maintain their computer investments.

Madison County intends to proceed with this proposed project if there is a demonstrated cost savings but does not guarantee contract for any or all intended products described herein.

2. Description of Madison County's Computer Needs

Over 90% of Madison County's PC utilizes a small form-factor designed computer with the other 10% comprised of workstations and laptop PCs. The majority of these desktop computers run Microsoft desktop operating systems and departmental software.

3. RFP Details

Please include pricing for the following equipment in your proposals:

Small Form Factor

Size: No Bigger than 11.4" x 3.6" x 13.5"

OS: Windows 10 Pro 64 bit

Processor: i5 7th Generation

Ram: 8 GB single dim

Hard Drive: 256 GB SSD

Warranty: 5 year NBD

Onboard Video with at least dual monitor capability and digital display ports

Standard Keyboard and Mouse

USB 3.0

Self-Maintainer Warranty Program

Centralized Driver & Software Updater

Ultrasmall Form Factor

Operation System: Windows 10 Pro 64 bit

Processor: Intel i5 7th Generation Processor

Ram: 8Gb

Hard Drive: 256Gb Solid State Drive

Warranty: 5 Year NBD

Self-Maintainer Warranty Program

USB: USB 3.0

Intel Wireless included

Keyboard and Mouse

Dual Monitor Capable

Centralized Driver & Software Updater

Workstation equivalent model

OS: Windows 10 Pro 64 bit
Processor: i7 7th Generation
Ram: 16 GB single dim
Hard Drive: 512 GB SSD
Warranty: 5 year NBD
Video Card with at least dual monitor capability and digital display ports
Standard Keyboard and Mouse
USB 3.0
Self-Maintainer Warranty Program
Centralized Driver & Software Updater

Laptop

OS: Windows 10 Pro 64 bit
Processor: i5 7th Generation
Ram: 8 GB single dim
Hard Drive: 256 GB SSD
Monitor: 14" monitor with no less the 1600 x 1200 resolution
Display port or mini display port
Battery: 6 cell battery
Warranty: 5 year NBD
USB 3.0
Self-Maintainer Warranty Program
Centralized Driver & Software Updater

Ultrabook less than 3 lbs

OS: Windows 10 Pro 64 bit
Processor: i5 7th Generation
Ram: 8 GB single dim
Hard Drive: 256 GB SSD
Monitor: 14" monitor with no less the 1600 x 1200 resolution
Display port or mini display port
Battery: 6 cell battery
Bag: Canvas bag that fits laptop
Warranty: 5 year NBD
USB 3.0
Self-Maintainer Warranty Program
Centralized Driver & Software Updater

2 in 1 Ultrabook w / 360-degree hinge

OS: Windows 10 Pro 64 bit

Processor: i5 7th Generation

Ram: 8 GB single dim

Hard Drive: 256 GB SSD

Monitor: 14" monitor with no less the 1920 x 1080 resolution

Display port or mini display port

Dockable & rechargeable pen included

Battery: 6 cell battery

Bag: Canvas bag that fits laptop

Warranty: 5 year NBD

USB 3.0

Self-Maintainer Warranty Program

Centralized Driver & Software Updater

Optional Equipment: Dock with at least digital display ports, USB 3.0 and ability to power laptop

The written proposal provided to Madison County should emphasize the costs for the equipment specified, special program offerings available, industry awards received and value added services.

4. REQUEST FOR PROPOSALS

- A. Madison County Government (Owner) proposes to retain a qualified vendor for the previously outlined proposal. Interested parties are invited to submit a proposal for the Owner's consideration.

- B. Five (5) copies of this proposal must be submitted to and received by the office listed below no later than 2:00 p.m. Friday, June 30, 2017

Madison County Administrative Services
157 N. Main Street, Suite 154
Edwardsville, IL 62025

- C. The Owner will evaluate each proposal and select the Firm that is best suited for this project.

Questions regarding this RFP may be submitted to Robert Dorman at (618) 296-4320 or by email at redorman@co.madison.il.us.

- D. Any response to this proposal shall be at the responder's sole and exclusive cost. The Owner reserves the right to reject any and all submissions and to waive defects in any submissions.

5. SELECTION PROCESS

- A. The Owner intends to award the contract to the qualified Firm that best demonstrates the lowest price, resources and methods to perform the needed services.
- B. Evaluation Criteria:

The Owner's evaluation committee will rate each submittal based on the following general factors:

 - 1. Equipment Specifications
 - 2. Cost
 - 3. Warranty Program
 - 4. Product availability
 - 5. Product Life Cycle
- C. From the complete group of submitting Firms, the committee will rank a limited number of Firms as finalists, depending upon the number of qualified Proposals received.
- D. This proposer if selected will be required to enter into a non-disclosure agreement with Madison County Government.

6. FORM OF RESPONSE

Responses to this request should be specific and precise with adequate detail to describe your proposed project. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked "Supplemental Information."

- A. Letter of Interest – a letter signed by an owner, officer, or authorized agent of the Firm, acknowledging and accepting the terms and conditions of this proposal.
- B. Executive Summary
 - 1. Principal place of business and office location for this project
 - 2. Website address, email, telephone and fax numbers
 - 3. Summary of qualifications relevant to this project
- C. Equipment Pricing Summary
 - 1. Equipment Specifications and Models
 - 2. Equipment Quotes

“INSTRUCTIONS TO BIDDER”

1. All items contained in the “Instructions to Bidder” are applicable to the call for bids.
2. No bid may be withdrawn after the scheduled closing time for receipt of bids at least sixty (60) days.
3. Envelope containing bid shall be marked plainly, **“SEALED BID” –Computer and Laptop Evaluation-, date and time of closing written thereon.** All bid proposals must be signed with the firm name in ink and by an authorized officer or employee of the company.
4. Unless otherwise stated in this call for bids, each bidder must submit with his bid either a certified check on any bank, a cashier’s check on a bank doing business in the County, or a combination bid and supply bond acceptable to the County in the amount of 5% of the total base bid, payable to the County, as guarantee that the successful bidder will supply material or services as specified. **–NOT REQUIRED–**
5. The Contractor, before commencing Work, shall furnish Performance Bond and Labor/Material Payment Bond with a surety licensed to conduct business in Illinois equal to the amount of the Contract, guaranteeing the completion of the Work and performance of the Contract and the payment for all labor and materials incorporated in the Work. Said Bonds shall be presented to the Buildings, Lands & Support Services Department, Madison County Administration Building, 157 N. Main St., Ste. #154, Edwardsville, IL 62025, within seven (7) working days after notification of bid award. Failure to supply said Performance Bond, Labor/Material Payment Bond or acceptable surety shall result in retraction of bid award. **–NOT REQUIRED–**
6. All bids must include all taxes that are applicable to the County. The City and State of Illinois sales tax and Federal Taxes are not applicable to sales made to the County and must be excluded. The County Auditor, upon request, will execute the exemption certificates in connection with all orders when Federal Excise Tax would otherwise be due.
7. Bid price to be F.O.B. Edwardsville, with delivery to Madison County using point within the area unless otherwise stated in this call for bids. Prices shall be stated in units and quotations made on each item separately. In case of conflict, unit price shall govern.
8. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed adjacent and must be initialed in ink by person signing proposal. The proposal must be signed by an authorized officer or individual.
9. Bidder must state brand name and/or manufacturer of each item proposed in his bid. Guarantee and/or warranty must also be stated.
10. Parts and materials must be of current day (latest model) and meet Specifications. This provision excludes surplus, remanufactured and used products except as alternate bid unless otherwise stated in this call for bids.
11. Bids will be considered on equipment or material complying substantially with Specifications provided each deviation is stated and substitution is described, including technical data when applicable, in a letter attached to bid.

The County reserves the right to determine as to whether such substitutions or deviations are within the intent of the Specifications and will reasonably meet the service requirements of the using department. In addition to price and applicability, consideration for award may be given to engineering design which adds safety, convenience or adaptability for the use intended. Brand name which may be mentioned in Specifications does not indicate a preference and is used only as a reference to the type and quality of materials or equipment desired.

12. Time of delivery is part of the consideration and must be stated in definite terms as this may be a factor in making the award. If time varies on different items, the bidder shall so state.
13. Unless otherwise specified, materials and equipment will be inspected by the using department as to meeting the quality requirement of the call for bids. When deemed necessary, samples of supplies or material will be taken at random, from stock received, for submission to a commercial laboratory, or other appropriate inspection agency, for analysis and test as to whether the material conforms, in all respects, to the specifications. In cases where the commercial laboratory report indicates that the material does not meet the Specifications the expense of analysis is to be borne by the successful vendor and the order, or balance thereof may be cancelled by the County.

14. Bidders must be sure to specify any terms they wish to offer. Cash discounts will be deducted from the base bid in determining the low bidder, except, cash discounts based on payment in less the ten (10) days will not be considered.
15. In case of default by the vendor(s), the County may procure the articles or services from other sources and may deduct from Unpaid balance due the vendor, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County shall be considered the prevailing market price at the time such purchase is made.
16. The bidder, shall hold the County, its officers, agents, and employees harmless from liability of any nature or kind on account of Use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this bid call. County will provide Hold Harmless form to successful bidder.
17. Successful bidder is specifically denied the right of using in any form or medium the name of Madison County for public advertising unless express permission is granted by the County.
18. The authorized committee(s) for the County reserves the right to reject any or all bids, or any part thereof, or to accept any bid or part thereof, or to waive any informalities in any bid, deemed to be in the best interest of the County.
19. Madison County shall not award contracts to businesses owing delinquent taxes to Madison County at the time bids are awarded.
20. Bidder is expected to be an "Equal Opportunity Employer" as required by Article III, Rules III, Fair Employment Practices Commission.
21. All Specifications and Instructions to Bidders must be clearly answered and stated in definite terms.
22. Sealed bids will be received until **2:00 p.m.**, then publicly opened and read aloud at **2:15 p.m. Friday, June 30, 2017** in the County Board Committee Room which is located on the first level of the Administration Building in Suite 145.

BIDDERS ARE WELCOME TO ATTEND THIS MEETING.

23. If any additional information is needed contact:

Madison County Administrative Services
157 N. Main Street Suite #154
Edwardsville, IL 62025
Attn: Tony Fuhrmann
Phone: (618) 692-7040 Ext. 4941

OR

Madison County Information Technology
157 N. Main Street Suite #29
Edwardsville, IL 62025
Attn.: Rob Dorman
Phone: (618) 692-7040 Ext. 4320

24. Successful bidder cannot make delivery of successful material and/or services as specified until contract has been properly signed By the Madison County Board Chairman and the successful vendor.
25. Sealed bids received after designated time will be considered "**NO BID**" and as "**VOID**".
26. By not complying with all phases of the Specifications and Instructions to Bidders, may cause the bid to be automatically rejected.
27. Bidder must comply with the "Preference to Citizens" (Illinois) on "Public Works Project Act", and the wages of employees or public works (Prevailing Wage Act), and bidder agrees to execute a Project Agreement and to submit an acknowledgement with bid documents (copy attached).
SHALL BE RESPONSIBILITY OF BIDDER TO VERIFY PREVAILING WAGE SCHEDULE. (Not required)

28. Bidder should state where applicable that the firm is licensed to do business in the State of Illinois. (Out of state firms should satisfy all licensing requirements as required by the State of Illinois, failure to meet appropriate state licensing and statutory regulations can result in the contract to be entered into regarded as voidable).
29. Successful bidder shall hold the County, its Officers, Agents, and Employees, harmless from liability of any nature or kind, and shall sign and file with the County the attached "Hold Harmless and Indemnity Clause".

This form must be submitted to the County at the same time the contractor files his Performance Bond and Labor/Material Payment Bond.

30. Successful bidder, should the job be done, will be required to provide certificates of insurance naming Madison County Government as additional insured and indicating the following coverage in the amount of one million dollars (\$1,000,000) for each category of coverage except as noted herein:

1. **Liability Insurance**

- Commercial General Liability**
- Products Completed Operations Liability**
- Contractual Liability**
- Comprehensive Automobile Liability**

2. **Worker's Compensation & Employers Liability \$500,000.**

If the contractor should use any subcontractor, the contractor shall include all subcontractors as insured under its policies, or shall furnish to Madison County separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements of the contractor.

Bidder shall submit, along with his bid, a copy of his current "Certificate of Insurance".

31. Madison County does not discriminate against the disabled in either their employment practices or the services they provide.
32. With request for payment, in triplicate, the bidder shall furnish a Contractor's Affidavit/Waiver of Lien from all parties Concerned. Failure to supply Waiver of Lien or evidence of payment of all current accounts will be considered grounds for withholding partial payment and failure to supply Waiver of Liens for the entire job on completion will be grounds for withholding final payment.
33. Bids MUST be submitted on attached bid forms.

**HOLD HARMLESS AND
INDEMNIFICATION AGREEMENT**

Contractor shall indemnify, defend and save Harmless Madison County from and against any and all claims, debts, damages, judgements, awards, losses, liabilities, interest, attorney's fees, costs and expenses of whatsoever kind or nature to the extent caused or occasioned by, or contributed to by the negligence of Contractor or anyone acting under its direction or control or on its behalf in connection with or incidental to any contracts effective during a 12 month period commencing _____ between the contractor and Madison County. All questions involving contributory acts, omissions, fault, or negligence of Madison County with Contractor will be determined in accordance with applicable law. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons, including agents and employees of Madison County, Contractor, other contractors and subcontractors and damage to any real or personal property, including property of Madison County, Contractor, other contractors and subcontractors. Contractor will, on request and at its expense, defend any action, suit or proceedings arising hereunder and shall reimburse and pay Madison County for any loss, cost, damage or expenses (including legal fees) suffered by it hereunder consistent with subcontractor's indemnity obligation hereunder. Such obligation shall not be construed to negate, or abridge or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to any party or person described in this Clause. In no event shall Contractor be liable for and Contractor expressly disclaims any liability for any incidental or consequential damages no matter under what theory or facts advanced.

In any and all claims against Madison County by any employees of Contractor, anyone directly or indirectly employed by Contractor or anyone for whose acts Contractor may be liable, the indemnification obligation under this Clause shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under worker's or workmen's compensation acts, disability benefits acts or other employee benefit acts.

If, for any reason during the performance of the above stated contract, Contractor rents, leases or uses equipment of Madison County, Contractor shall indemnify, defend and hold harmless Madison County (including its officers, agents, and employees from any loss (including costs and attorney's fees) or damage caused by that equipment. Furthermore, Contractor shall be liable to Madison County for any loss or damage to that equipment.

This agreement shall specifically not require Contractor to indemnify Madison County from Madison County's own alleged negligence in violation of Chapter 740 ILCS 35/1.

This Hold Harmless and Indemnification Agreement shall apply to all contracts between the Contractor and Madison County during the above specified period of time.

Dated: _____

Authorized Representative

Contractor Name

Address

City/State/Zip Code

Telephone Number