

REQUEST FOR PROPOSALS

November 19, 2018
MADISON COUNTY STATES ATTORNEY
Computer and Laptop RFP

Madison County States Attorney I.T. Equipment RFP

Madison States Attorney's Office is requesting proposals for PC and Laptop procurement. Madison County States Attorney intends to proceed with this proposed project if the proposed prices fall within their allowed IT hardware budget. Madison County States Attorney does not guarantee contract for any or all intended products described herein. Madison County States Attorney's Office utilizes Dell Computers. These computers run Microsoft desktop operating systems and departmental software.

RFP Details

Please include pricing for the following equipment in your proposals:

Dell Optiplex 5060 Small Form Factor PC (10-20 Units)

OS: Windows 10 Pro 64 bit
Processor: i5 7th Generation
Ram: 8 GB single dim
Hard Drive: 256 GB SSD
Optical: 8x Blu-Ray-Writer and 19-in-1 Media Card Reader
Warranty: 5 year NBD
Onboard Video with at least dual monitor capability and digital display ports
Standard Keyboard and Mouse
USB 3.0

Dell Precision 3620 Small Form Factor PC (5-15 Units)

OS: Windows 10 Pro 64 bit
Processor: i7 7th Generation
Ram: 16 GB single dim
Hard Drive: 256 GB SSD
Optical: 8x Blu-Ray Writer and 19-in-1 Media Card Reader
Warranty: 5 year NBD
Video Card with at least dual monitor capability and digital display ports
Standard Keyboard and Mouse
USB 3.0

Dell Latitude 5480 14" Laptop (1-7 Units)

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 1900 x 1000 resolution
Warranty: 5 year NBD
USB 3.0

1. REQUEST FOR PROPOSALS

A. Madison County States Attorney proposes to purchase computer equipment previously outlined in this proposal. Interested parties are welcome to submit a proposal for the Purchaser's consideration.

B. Send responses to Taylor Blaylock. Proposals must be submitted to and received by her at the email or mailing address listed below, no later than 2:00 PM November 26, 2018

Taylor Blaylock
Madison County States Attorney's Office
157 N. Main Street, Suite 402
Edwardsville, IL 62025
Email: tablaylock@co.madison.il.us

C. The Purchaser will evaluate each proposal and select the firm that is best suited.

Questions regarding this RFP must be submitted by email to Taylor Blaylock at tablaylock@co.madison.il.us by November 21st 2018.

D. The Purchaser reserves the right to reject any and all submissions and to waive defects in any submissions.

2. SELECTION PROCESS

A. Sealed Bids will be opened and read aloud at 3:00 p.m. Monday, November 26th in the Madison County States Attorney's Office which is located in Suite 402 of the Madison County Administration Building.

B. The Purchaser intends to award the contract to the qualified Firm that meets the most criteria below

C. Evaluation Criteria:

The States Attorney's committee will rate each submittal based on the following general factors:

1. Equipment Specifications
2. Cost
3. Warranty Program

4. Product availability
5. Documented Experience with Local Governments
6. Ability to complete purchase and delivery in an expedited, timely manner
7. Local Madison County Vendors

E. This proposer, if selected, will be required to enter into a non-disclosure agreement with the Madison County States Attorney's Office.

3. RESPONSE

Responses to this request should be a specific and precise proposal with line item detail adequate to describe your proposed pricing. Limit your responses to the information requested by each section.

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 with individual pricing.