



Winston-Salem

REQUEST FOR BID

Personal Computers

BIDS WILL BE OPENED AT
10:00 a.m., Wednesday, December 12, 2018

City/County Purchasing Department
City Hall Suite 324
101 North Main Street
Winston-Salem, NC 27102

ADVERTISEMENT FOR BIDS

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed proposals endorsed **Personal Computers** to be furnished to the City of Winston-Salem will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC until **10:00 a.m., Wednesday, December 12, 2018**, at which time they will be publicly opened and read.

Instructions for submitting bids and complete specifications may be obtained during regular office hours, Monday – Friday, 8:00 a.m. to 5:00 p.m. at the same location, or by contacting TaWanna Gates via email tawannag@cityofws.org or phone 336-747-6938. The City reserves the right to reject any or all proposals.

TaWanna A. Gates
Senior Buyer

Notice to Bidders

It is the policy of the City of Winston-Salem that an employee, officer, or agent of the City may not participate in any manner in the bidding, awarding, or administering of contracts in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

The successful bidder must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a bid, the successful bidder agrees to indemnify the City from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

All bids must be firm and not subject to increase, unless specified within the provisions of this Invitation for Bid (RFB) and mutually agreed upon by the City and the proposer. No special inducements will be considered that are not a part of the original bidding document.

City Rights and Options

The City, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFB at any time
- To cancel this RFB with or without the substitution of another RFB
- To take any action affecting this RFB, this RFB process, or the equipment subject to this RFB that would be in the best interests of the City
- To issue additional requests for information

Public Records

Any material submitted in response to this RFB will become a "public record" once the bidder's document(s) is opened and the bidder is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina Statutes. Bidders must claim any applicable exemptions to disclosure provided by law in their response to this RFB. Bidders must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

Familiarity with Laws and Ordinances

The submission of a bid on the equipment requested herein shall be considered as a representation that the bidder is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the bidder discovers any provisions in the RFB documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the City in writing without delay.

The bidder agrees that in carrying out this contract, compliance will be maintained with all applicable federal, state, and local laws, specifically including, without limitations, the Occupational Safety and Health Act of 1970 and Section 1324A, the Immigration Reform and Control Act. The bidder certifies that the bid is made in good faith and without collusion with any person bidding on this contract or with any officer or employee of the City of Winston-Salem.

The undersigned further agrees, in connection with the performance of this contract, not to discriminate against any employee or applicant for employment because of race, religion, color, gender, age, handicap, political affiliation or national origin.

Trade Secrets/Confidentiality

Proposers must claim any material which qualifies as "trade secret" information under N.C.G.S. 66-152(3) in their response to this RFB and must state the reasons why such exclusion from public disclosure is necessary and legal.

To properly designate material as trade secret under these circumstances, each Bidder must take the following precautions: (a) any trade secrets submitted by a Bidder should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Bid," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

Do not attempt to designate your entire bid as a trade secret, and do not attempt to designate pricing information as a trade secret. Doing so may result in your bid being disqualified.

In submitting a Bid, each Bidder agrees that the City/County may reveal any trade secret materials contained in such response to all City/County staff and City/County officials involved in the selection process, and to any outside consultant or other third parties who assist the City/County in the selection process. Furthermore, each Bidder agrees to indemnify and hold harmless the City/County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material, which the Bidder has designated as a trade secret.

The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

E-Verify Compliance

Per N.C.G.S. 143-133.3 “E-VERIFY. CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the CONTRACTOR utilizes a subcontractor, the CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.”

Iran Divestment Act; Provider hereby certifies that it is not on the North Carolina State Treasurer’s list of persons engaging in business activities in Iran, prepared pursuant to NCGS 147-86.58, nor will Provider utilize on this agreement any subcontractor on such list. This list, along with additional information about the Iran Divestment Act, is available on the Treasurer’s Office site: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

Divestment from Companies that Boycott Israel

Contractor hereby certifies that it is not on the North Carolina State Treasurer’s list of companies engaged in a boycott of Israel in violation of NCGS 147-86.80 et. seq. and that it will not utilize on this agreement any subcontractor on said list.”

Ethics Policy / Code of Conduct

The City of Winston-Salem has establish guidelines for ethical standards of conduct for City representatives and to provide guidance in determining what conduct is appropriate in particular cases. City representatives should maintain high standards of personal integrity, truthfulness, honesty, and fairness in carrying out public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their position or power for improper personal gain. In establishing an ethics policy, the City of Winston-Salem desires to protect the public against decisions that are affected by undue influence, conflicts of interest, or any other violation of these policies as well as promote and strengthen the confidence of the public in their governing body. For a complete review of the City Policy click the following link.

<http://www.cityofws.org/Home/Departments/Purchasing/Articles/Bids>

Stimulation of the Local Economy

In an effort to stimulate the local economy, foster development and promote efficiency in the provision of city services and the completion of various city projects, the City of Winston-Salem has undertaken an initiative to strongly encourage all parties contracting with the City of Winston-Salem to evaluate their internal operations and hiring practices and, where appropriate, to initiate efforts to stimulate the local economy by hiring applicants and contractors from the Winston-Salem/Forsyth County Area and by utilizing minority and women contractors and service providers. Such efforts to stimulate the local economy may be accomplished by posting job vacancies with the North Carolina Employment Security Commission, the Piedmont Triad Regional Council of Governments, and the Winston-Salem Urban League; and utilizing the State of North Carolina Office for Historically Underutilized Business database (<https://www.ips.state.nc.us/IPS/vendor/SearchVendor.asp?x=hobtain>) or other local resources such as the City of Winston-Salem M/WBE Program to identify Winston-Salem/Forsyth County based contractors and subcontractors. Stimulation of the local economy requires a collaborative effort of both the public and private sector. The city is committed to taking reasonable steps to achieve said goal.

The City reserves the right to hold proposals open for a period of sixty days (60) days after due date before making awards.

Workforce Demographics

The successful bidder will be asked to complete Exhibit "A" form (included in this document) and submit to the City. This exhibit, which identifies the workforce demographics for the business location providing the product or services to the City, is for information only to reflect generally the company's efforts to achieve diversity in the workplace in compliance with the applicable equal employment opportunity laws; however, this information is not dispositive of such and may not be used as the basis for awarding or rejecting a bid contract.

INSTRUCTIONS TO BIDDERS

This entire set of documents constitutes the RFB. The bidder must return the RFB with all information necessary to properly analyze the bidder's response. Bidder's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFB text is followed. **All bids shall be returned in a sealed container/envelope marked Personal Computers**, and submitted to the City/County Purchasing Dept., Ste. 324, City Hall Building, 101 North Main Street, Winston-Salem, NC **by 10:00 a.m., Wednesday, December 12, 2018**. Please provide **one original (please mark document as original)** bid showing original signatures and seals, and **one (1) copy** of the complete bid. **Late bids will not be considered.**

BIDDER QUESTIONS AND INQUIRIES

Bidders are to submit all questions, inquires and request for additional information relative to this RFB **in writing** via email to Patrick Frantz Patrickf@cityofws.org and copy TaWanna A. Gates tawannag@cityofws.org. **All inquiries must be made by 12:00 Noon, Friday, November 30, 2018.** The City will provide written responses to all inquiries received by this date that do not alter the substance of this RFB per addendum via email; responses will be made available to all recipients of this RFB to ensure that bidders receive the same information, except answers to questions which the City determines is confidential in nature or would divulge another bidders' information. Except as otherwise directed, bidders shall not communicate with other parties within the City regarding this RFB. Any oral responses made by any representative of the City may not be relied upon.

INTRODUCTION

You are invited to submit your bid to provide Personal Computers as defined in Appendix A of this Request for Bid (RFB) to the City of Winston-Salem in accordance with the terms and conditions of this RFB. As used in this RFB, “the City” refers to the Municipal Government of the City of Winston-Salem and its divisions.

This is a solicitation for bids from certified Hewlett Packard (HP) resellers who can provide HP computer equipment models specified in Appendix A of this document.

This RFB sets forth the requirements and specifications needed and intends to provide the prospective bidder with sufficient information to enable them to understand the requirements and expectations of the City in acquiring the specified computer hardware. Bidders are expected to submit a formal bid that shall include delivery commitments that meet the requirements of this RFB in the format and manner specified herein.

The City intends to award a purchase order with one reseller for equipment outlined in this RFB. The City reserves the right to withdraw this RFB at any time or not to issue a purchase order. All submitted responses to this bid shall become the property of the City.

Rights Reserved

In addition to all other rights, the City specifically reserves the right to:

- Negotiate various terms and conditions of business with the successful reseller.
- Contact any bidder to obtain corrections or clarifications of a submitted bid if necessary to make a fair comparison of all submitted bids.
- Amend or supplement this RFB in writing at any time prior to the bid opening.
- Alter the quantity ordered at any time by splitting the order into multiple smaller orders to meet the needs of the City.
- Order additional equipment specified in Appendix A for a period of 12 months after the bid receipt date at the same price and same delivery agreement.

BIDDER RESPONSE AND FORMAT

Bidders must provide their responses for the items proposed in this RFB located in Appendix A, entitled *Equipment Specifications and Appendix B entitled Bidder’s Acknowledgment*. All bidders are required to complete and submit their final bids on these forms.

SUCCESSFUL BIDDER PERFORMANCE REQUIREMENTS

The successful bidder is expected to be able to supply all of the equipment specified in this RFB within *thirty (30) days of the issuance of a purchase order. The City prefers staggered delivery of complete units as required to meet the City's needs, space requirements, installation schedules or other needs of the City, but this is not required in order to win the bid.*

The bidder must be able to acquire sufficient inventory of the equipment listed in Appendix A in order to eliminate the possibility of manufacturer model changes.

The bidder must submit a statement of commitment of how they will resolve issues of shipment damage, dead-on-arrival equipment and any other replacement issues that may arise in the course of delivery, setup and operational testing of the new equipment before it is deployed to City employees. It may take up to 120 days after delivery of the equipment to unbox, set up and functionally test all of the equipment. The successful bidder must be able to provide replacement of any defective equipment discovered during this process within five business days of notification from City staff of the defective system or component. Replacement of defective systems or components must be with identical systems or components. Third party repair parts *are not* acceptable, even on a temporary basis.

The successful bidder agrees to maintain responsibility for acquiring replacements for defective equipment from the manufacturer as specified in Appendix A on behalf of the City and will provide to the City a single point of contact within their organization for reporting defective equipment and obtaining warranty replacements. The City will assign a single point of contact to the successful bidder. This agreement will remain in effect until all of the received equipment has been fully tested by City staff and/or any third party installation contractors employed by the City. Upon completion of acceptance testing, the City will then assume responsibility for warranty repairs and replacements through their normal channels of break/fix needs with the manufacturer's designated repair facilities.

The bidder must supply documentation showing delivery date and itemized listings of the models and serial numbers of all equipment purchased under this RFB.

The City will accept **inside delivery only** to the designated location and will require the delivering agency to place equipment in an orderly fashion at the delivery location so that all received equipment is sorted by equipment type. Equipment must be placed in such a way that it is easily identified from the outside of the box by readily identifiable labels showing model and serial numbers of each unit. There will be a minimum of 3 distinct configurations of equipment.

Any partial shipments must be agreed upon in advance. The City's goal is to have complete units ready for installation, which will preclude the need to revisit the client's site to install add-in equipment at a later date.

Shipments must include all equipment necessary to perform complete installation.

Delivery of any accessories such as monitors, docking stations, etc. must be coordinated for complete installation.

Delivery must occur by 2:00 pm on the day of delivery to allow normal access into the building and enough time to permit orderly receipt and verification of the shipment as specified. If the delivery is too late in the day to allow an orderly process of receipt and verification of the units, the delivery will be refused by the City and will be rescheduled to meet the City's needs. All expenses associated with redelivery are the full responsibility of the successful bidder.

The City of Winston Salem I.S. Department may be taking delivery of and storing this equipment at an off-site facility that is not continuously staffed by IS personnel. It is imperative that all shipments be sent via carriers that will call the designated IS Staff member at least 1 hour in advance of the delivery to permit the IS staff person to meet them at the delivery site to receive and sign for all deliveries. The successful bidder agrees to use only shippers/carriers that will provide this service.

The City reserves the right to refuse any box or boxes that have visible damage which indicates there may be damage to the enclosed unit that may not be discovered until a later time. The successful bidder agrees to timely replacement of any item that is refused due to visible damage to the shipping carton that may cause the unit to be suspect.

Shipping Location: To be determined and communicated upon the bid award

APPENDIX A

EQUIPMENT SPECIFICATIONS

Item/Description	Part No.	Unit Price	Quantity	Extended Price
HP Z6 G4 Workstation	Z3Y91AV		25	
HP Single Unit Packaging	Z5H79AV			
HP Z6 G4 90 1000W Chassis	Z5J06AV			
Windows 10 Pro 64 Workstations Plus US	2LH09AV#ABA			
Operating System Load to M.2	Z5P78AV			
Intel Xeon 4110 2.1 2400MHz 8C CPU	3JN81AV			
Intel Xeon 4110 2.1 2400MHz 8C 2nd CPU	3GG98AV			
32GB (4x8GB) DDR4 2666 DIMM ECC Registered 2CPU Memory	2NZ04AV			
NVIDIA Quadro P2000 5GB (4)DP GFX	Z5H02AV			
HP Z Turbo Drive M.2 256GB SSD	Z3Z03AV			
HP USB Keyboard US	1AY26AV#ABA			
HP USB Optical Mouse	1AM10AV			
9.5mm Slim SuperMulti DVDRW 1st ODD	F2D70AV			
BASE FIO 4XUSB3 Type A	Z5G89AV			
HP Remote Graphics Software	Z7X84AV			
HP 3/3/3 Warranty US	Z3Z06AV#ABA			
Z6 G4 Memory Cooling	2JA81AV			
NO Adapters for Graphics card needed	2XE93AV			
HP Z640 Country Kit US	Z3Z05AV#ABA			
HP 5 year Next business day onsite	U7944E			
HP Z4 G4 Workstation	1JP11AV		25	
Single unit (TWR) Packaging	1JR04AV			
HP Z4 G4 90 750W Chassis	1JQ29AV			
Windows 10 Pro 64 Workstations US	2LH04AV#ABA			
Operating System Load to M.2	1JP92AV			
Intel Xeon W-2125 4.0 2666MHz 8.25 4C CPU	2PC01AV			
32GB (4x8GB) DDR4 2666 DIMM ECC Registered Memory	1JQ80AV			
NVIDIA Quadro P2000 5GB (4)DP GFX	1JP20AV			
HP Z Turbo Drive M.2 256GB SSD	1JP80AV			
USB Business Slim Wired Keyboard US	1JQ87AV#ABA			
HP USB Optical Mouse	1JQ63AV			
9.5mm Slim SuperMulti DVDRW 1st ODD	1JR01AV			
Base FIO 4xUSB3 Type A	1JP10AV			
HP Remote Graphics Software	1JQ27AV			
HP 3/3/3 Warranty US	1JR07AV#ABA			
No Graphic Adapters Needed	2XE92AV			
HP Z640 Country Kit US	1JQ44AV#ABA			
HP Std CPU Cooling Solution	1QE66AV			
HP 5 year Next business day onsite	U1G93E			

HP EliteDesk 800 G4 Small Form Factor PC			50	
HP EliteDesk Small Form Factor Chassis				
W10P6 DG76 US				
CPU I 6700 6Gen Core i7-4C				
16GB (2x8GB) Memory				
SSD 256GB Value				
USB Business Slim Wired Keyboard US				
HP Optical USB Mouse				
ODD 9.5 DVDWR 8/6G3SFF 4G4MT/SFF				
3/3/3 (material/labor/onsite) SFF Warranty US				
Single unit (SFF) Packaging				
800 G4 Country Kit US				
Intel Inside Core i7 vPRO Label				
HP 5 year NBD onsite Hardware Support for Desktops				
HP EliteDesk 800 G4 Mini Form Factor PC	2YH16AV		200	
Energy Star Certified Label	Y0H28AV			
W10P6 DG76 US Window 10 Pro 64	2YP86AV#ABA			
CPU I 6700 6Gen Core i7-4C I7 8700T 2.4 2666MHz 6C35W CPU	2YH36AV			
16GB (2x8GB) Memory	3EZ81AV			
256GB SATA Three Layer Solid State Drive	2YJ12AV			
USB Business Slim Wired Keyboard US	2YZ57AV#ABA			
HP HDMI Port (This is an optional third port as it comes standard with 2 Displayports but can leave blank or have it as an HDMI, VGA, DP , Serial, or USB 3.1)	2YH75AV			
G4 DM 35W Sata Drive Bracket	2YH42AV			
HP Optical USB Mouse	2YH78AV			
65W DM External Power	2YH06AV			
3/3/3 (material/labor/onsite) SFF Warranty US	2YJ46AV#ABA			
Single Unit Packaging	2YJ44AV			
800 G4 Country Kit US	2YJ51AV			
Intel Inside Core i7 vPRO Label	3MZ10AV			
HP 5 year NBD onsite Hardware Support for Desktops	U7899E			
HP Elitebook 850 G5			25	
Windows 10 Pro 64 w/Downgrade Facilitation Win 7 64				
Win 10 Driver DVD				
WEBCAM Integrated 720p HD				
15.6 inch LED FHD SVA Anti-Glare enabled for Webcam (1920x1080)				
16 GB DDR4-2400 SDRAM (2 x 8 GB)				
256GB M2 SATA-3 Three Layer Cell Solid State Drive				
No Near Field Communication				
Intel 8260 ac 2x2 non vPro +Bluetooth 4.2 LE MOW				
No WWAN				
Fingerprint Reader				
3 Cell 46 WHr Long Life				
65 Watt Smart nPFC AC Adapter				
C5 1.8m Power Cord US				
1/1/0 Warranty US				
No vPro AMT Supported				

APPENDIX B

BIDDER'S ACKNOWLEDGEMENT

Please provide the following information about your willingness and agreement to the bid requirements identified below.

Detailed Bid Requirements	Bidder Complies with no additional cost Yes/No	Bidder Complies with Additional Cost (specify amount)
1) The City reserves the right to purchase more or less of the configurations and/or specific individual pieces/parts listed in Appendix A.		
2) The successful bidder agrees to acquire sufficient inventory of the exact make models to reflect the part numbers proposed in Appendix A to eliminate the possibility of model changes that might occur if the equipment was ordered in stages.		
3) In the event that a portion of the configuration is no longer available the proposed substitution must be approved by City staff in advance. All vendor recommended substitutions must be manufactured by and included in the HP OEM build of the models specified in this document. No aftermarket or third party or non-HP equipment will be considered. All proposed substitutions must be equal to or better than that which is specified in Appendix A.		
4) The successful bidder agrees to supply documentation showing delivery date and itemized listings of the models and serial numbers of all equipment purchased under this RFP.		
5) The successful bidder will take full responsibility for ensuring that the delivery agency complies with the City's need that all equipment is sorted by type and placed in such a way that each box is easily identifiable as to equipment type, model, and serial number and can be seen at a glance without having to reposition the boxes to identify the equipment label.		
6) Each delivery of equipment will be delivered to the City's designated storage location by 2:00 pm. to ensure adequate time to receive, sort, inspect and accept the delivery during normal City work hours, otherwise the successful bidder will take full responsibility for rescheduling said delivery and accepting all expenses associated with redelivery.		
7) The successful bidder agrees to the replacement of any item which is refused due to visible damage to the shipping carton.		
8) Partial shipments of this order must be agreed to by the City in advance of shipping.		
9) All Systems being purchased will include a warranty extension and/or enhancement of 5 years. HP sells this warranty extension/enhancement as Service Pack Product which must be registered in order for the additional warranty to be activated. The seller must activate this Service Pack warranty extension with the manufacturer on behalf of the City for ALL purchased systems and provide proof of the Service Pack Registration and warranty activation.		

PROPOSAL AUTHORIZATION AND SIGNATURE

The signature page must be completed and submitted with the proposal: Proposals are to be signed by an officer of the company authorized to bind the submitter to its provisions. Failure to manually sign the appropriate proposal form will disqualify the proposer and the proposal will not be considered.

Firm Name

Authorized Signature (**Notarized**)

Date

Street Address (P.O. Box)

Federal Identification No.

City, State and Zip Code

Telephone Number

Email Address

On this ___ day of _____, 20___ before me _____
(name)

to me personally known, being duly sworn, did execute the foregoing proposal, and did so state that

he/she was properly authorized by _____
(Company name)

to execute the proposal and did so on his/her free act and deed.

SEAL

Notary Public _____ My commission expires _____

The following information is requested for statistical purposes only. Provisions or omission of this information will NOT affect the award of this contract.

Bidder certifies that:

- A) Yes, we are a woman-owned business
 No, we are not a woman-owned business
-

- B) Yes, we are a minority-owned business
 No, we are not a minority-owned business

If yes, please identify in appropriate box below:

- Black
 Hispanic
 Native American Indian
 Asian American, including Indian Subcontinent/Pacific Islands
 Socially and Economically Disadvantaged
 Disabled



Winston-Salem

NO BID / PROPOSAL INFORMATION FORM

Bid No. _____

Bid Description: _____

If your firm elects not to submit a proposal, please complete and email this form to:

Name: _____

Title: _____

Email: _____

Please check all that apply:

Cannot provide the product(s) or services required

Cannot be competitive

Cannot meet specifications described in attached bid

Cannot provide insurance required

Cannot provide bonding required

Cannot comply with indemnification requirements

Job too large

Job too small

Do not wish to do business with the City of Winston-Salem

Company's current workload does not allow for additional work

Other Reason:

Company Name: _____

Agent Name: _____

Office Phone: _____

Email: _____