



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***  
**PURCHASING DEPARTMENT**  
525 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 383-7055  
<http://www.sedgwickcounty.org/finance/purchasing.asp>

**REQUEST FOR BID**  
**#16-0042**  
**HP DESKTOP COMPUTERS, LAPTOPS AND TABLETS**

March 25, 2016

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking bids on various HP Desktop Computers, Laptops and Tablets. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid.

Sincerely,

Kim Evans  
Purchasing Agent

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## **I. Purpose**

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking bids on HP Desktop Computers, Laptops and Tablets as indicated in the Scope of Work. This equipment will be used by the Metropolitan Area Building and Construction Department. There will be an initial purchase of the quantities requested on the pricing sheet and a desire to execute unit pricing for listed models for one year.

## **II. Submittals**

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Kimberly Evans  
Sedgwick County Purchasing Department  
525 N. Main, Suite 823  
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, April 5, 2016**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date.

## **III. Scope of Work**

**No substitutions will be accepted, if model numbers have changed due to component revisions, please note this in your bid response.**

### **Tablets**

#### **Qty 49 each (item c, qty 9 each)**

HP Elite X2 1012, windows 10, Intel M5-6Y54, 8 GB DDR3, 256 GB SSD, Pen, 12 inch display, Broadband - Verizon

#### **Accessories**

- a. HP notebook upper shield Protective Case
- b. HP USB Network adapter
- c. HP Docking station for Tablet
- d. HP Car Charger
- e. Next Business Day Hardware Support 3 year

### **Laptops**

#### **Qty 9 each**

HP EliteBook 840 G3 Notebook PC , Windows 7, Intel i5-6300U, 8GB DDR4, 256 GB SSD, wireless (no aircards), Webcam

#### **Accessories**

- a. HP Docking Station for laptop
- b. Wireless mouse
- c. Wireless Keyboard
- d. Next Business day Hardware support 3 years

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## PC's and Monitors

**Qty 3 each**-HP ProDesk 600 G2 Desktop Mini PC, Windows 7, Intel i5-6500T, 8GB DDR4, 256 SSD, HDMI Port

**Qty 3 each**- HP Desktop Mini Security/Dual VESA Sleeve  
Next Business Day Hardware Support 3 years

**Qty 25 each**-HP ProDesk 600 G2 Small Form Factor PC, Windows 7, Intel i5-6500T, 8GB DDR4, 256 GB SSD, Ports for Dual Monitors  
Next Business Day Hardware Support 3 year

**Qty 65 each** HP EliteDisplay E222 21.5 inches

### IV. Sedgwick County's Responsibility

- Provide information, as legally allowed, in possession of the County, which relates to the County's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.

### V. Bid Terms

#### A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kim Evans at [Kimberly.J.Evans@sedgwick.gov](mailto:Kimberly.J.Evans@sedgwick.gov) by 5:00 p.m. CDT Tuesday March 29, 2016. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp), under view current RFQs and RFPs; to the right of the RFB number by 5:00 p.m. CDT Wednesday March 30, 2016. Firms are responsible for checking the website and acknowledging any addendums on their bid response form.

#### B. Minimum Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Provide appropriate project supervision and quality control procedures.
5. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

#### C. Selection Criteria

An award will be made to the lowest responsible and responsive bidder.

#### D. Request for Bid Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	<b>March 25,, 2016</b>
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	<b>March 29, 2016</b>
Addendum Issued	<b>March 30, 2016</b>
Sealed Bid due before 1:45pm CDT	<b>April 4, 2016</b>

Evaluation Period	<b>April 5-April 13, 2016</b>
Board of Bids and Contracts Recommendation	<b>April 14, 2016</b>
Board of County Commission Award	<b>April 20, 2016</b>

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) for an initial purchase of quantities listed and establish unit pricing for ONE (1) year.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

[http://www.sedgwickcounty.org/purchasing/payment\\_and\\_invoice\\_provisions.pdf](http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf)

F. [Insurance Requirements](#)

Not Applicable

G. [Indemnification](#)

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. [Confidential Matters and Data Ownership](#)

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this bid, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

I. [Bid Conditions](#)

[Request for Bid Conditions](#)

**VI. Required Response Content**

Bid response should include the following:

1. Unit pricing on all items requested, pricing should include shipping and delivery FOB Destination, Freight Prepaid and Allowed.
2. Any exclusions clearly delineated.

END OF SECTION

VII. Response Form (1 of2)

**REQUEST FOR BID**

**#16-0042**

**HP DESKTOP COMPUTERS, LAPTOPS AND TABLETS**

The undersigned, on behalf of the Bidder , certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME \_\_\_\_\_

DBA/SAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

STATE OF INCORPORATION or ORGANIZATION \_\_\_\_\_

COMPANY WEBSITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

LLC \_\_\_\_\_ LLP \_\_\_\_\_ Not For Profit Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Other (Describe): \_\_\_\_\_

BUSINESS MODEL: Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_

Dealer \_\_\_\_\_ Other (Describe): \_\_\_\_\_

Not a Minority Owned Business: \_\_\_\_\_ Minority-Owned Business: \_\_\_ Certification # \_\_\_\_\_

African American \_\_\_ Asian \_\_\_ Hispanic \_\_\_ Native American \_\_\_ Other \_\_\_ Woman-Owned Business \_\_\_

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: \_\_\_\_\_ Yes \_\_\_\_\_ No

(Please see item 24 in the Request for Bid Terms and Conditions)

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to

[www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp) .

NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

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**BID RESPONSE FORM (2 of 2)**

Line Number	Qty	Description	Unit Price	Extended Price
<b>Tablets</b>				
1a	49	HP Elite X2 1012, Windows 10, Intel M5-6Y54, 8 GB DDR3, 256 GB SSD, Pen, 12 inch display, Broadband -Verizon ( Total 49)	\$	\$
1b	49	HP notebook upper shield Protective Case	\$	\$
1c	49	HP USB Network adapter	\$	\$
1d	9	HP Docking station for Tablet	\$	\$
1e	49	HP Car Charger	\$	\$
1f	49	Next Business Day Hardware Support 3 year	\$	\$
<b>Laptops</b>				
2a	9	HP EliteBook 840 G3 Notebook PC , Windows 7, Intel i5-6300U, 8GB DDR4, 256 GB SSD, wireless (no aircards), Webcam	\$	\$
2b	9	HP Docking Station for laptop	\$	\$
2c	9	Wireless Mouse	\$	\$
2d	9	Wireless Keyboard	\$	\$
2e	9	Next Business Day Hardware Support 3 years	\$	\$
<b>Desktop Computers</b>				
3a	3	HP ProDesk 600 G2 Desktop Mini PC, Windows 7, Intel i5-6500T, 8GB DDR4, 256 SSD, HDMI Port	\$	\$
3b	3	HP Desktop Mini Security/Dual VESA Sleeve	\$	\$
3c	3	Next Business Day Hardware Support 3 years	\$	\$
3d	25	HP ProDesk 600 G2 Small Form Factor PC, Windows 7, Intel i5-6500T, 8GB DDR4, 256 GB SSD, Ports for Dual Monitors	\$	\$
3e	25	Next Business Day Hardware Support 3 years	\$	\$
3f	65	HP EliteDisplay E222 21.5 inch	\$	\$
<b>Total Initial Purchase Price</b>				\$

**Bid Prices should include shipping (FOB Destination Freight Prepaid and Allowed) to Sedgwick County Government, Wichita KS, 67203**

**Unit pricing shall remain firm for ONE full year following award. \_\_\_\_\_ (initial)**

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp) .

NO.\_\_\_\_\_, DATED \_\_\_\_\_;                      NO.\_\_\_\_\_, DATED \_\_\_\_\_;                      NO.\_\_\_\_\_, DATED \_\_\_\_\_

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_



