



**COMPUTER HARDWARE
EVENT NO. 5327**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to receive proposals from qualified contractors for services for purchase of personal computers, notebooks, tablets, and LCD monitors. Electronic submissions will not be accepted for this proposal.
- 2.1 Scope of Services:** The City seeks to reduce its total cost of ownership by entering into a long term, four (4) year agreement, renewable on an annual basis, to purchase personal computers (PCs), notebooks, tablets, and monitors. The City is seeking a combination of quality products and service that will provide greater performance and reliability at the best cost.
- For the past several years the City has purchased on an annual basis, 250 to 300 PCs, 150-200 notebooks, and 200-250 monitors. The City currently has 1500 -1700 desktop PCs and 450-600 notebook PCs.
- The requirements of this RFP include pricing options, configurations, software, warranty and service options, delivery schedules and commitments, service, and guarantees.
- 2.2 Proposal Format:** Proposals shall be submitted in the following format and include the following information.
- a) Submittals of information and data as detailed in Section 2.6
 - b) Fee Proposals per instructions in Section III signed by responsible party
 - c) Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.
- 2.3 Basis of Award:** Proposals will be evaluated according to the following criteria and weight:
- a) Proposer's qualifications and experience, including support capabilities *(25 points)*
 - b) Ability to meet technical specifications as requested *(30 points)*
 - c) Fees *(30 points)*
 - d) References *(10 points)*
 - e) Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation *(5 points)*

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site interviews.

- 2.4 Copies:** One (1) unbound, printed and signed original, five (5) identical, printed copies, and one (1) electronic copy on a flash drive of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 2.5 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.
- 2.5 Pricing:** The City is seeking a contract pricing basis that will allow for comparison with a prevailing and publicly accessible published price, yet allow for ease of ordering. The City desires a discounted price from a publicly accessible website. Emphasis should be placed on the ease of accessibility and verification of pricing by the City.

Section III details a specification/configuration of several desktop computers, notebooks, and LCD monitors. These are not for ordering purposes but rather are representative of what the City may buy. The proposer should price these configurations using the same price list and proposed discount that would be offered during the contract. These configurations will allow for a comparative evaluation of responses and be the discount and price list basis for all future purchases under this contract. A copy of the price quote obtained from the website for these configurations must be included with the proposal.

The proposer should submit pricing based on its standard configuration that meets or exceeds the City's stated configuration. The proposer should also submit extended warranty pricing options.

The City will purchase equipment throughout the year and configurations will vary to take advantage of technology advances and needs of the requesting departments. Quantities throughout the life of the agreement will also vary. It is estimated that each fiscal year, 250-300 PCs, 150-200 Notebooks, 25-50 tablets, as well as 200-250 monitors will be purchased.

All costs for all equipment shall include inside delivery and any associated transportation costs to the City of Savannah, Information Technology Department, 4th floor, 132 E. Broughton Street, Savannah, Georgia 31401.

The City desires a single source for personal computers, notebooks, tablets and monitors.

- 2.6 Proposal Submission Requirements:** The proposer should include the following requested information and data with its RFP response.
- 2.6.1** Provide recent, comparative, independent ratings/evaluations of personal computers manufactured or resold by the proposer with respect to performance, reliability, service, etc. The City would expect these ratings to have been published in widely read trade journals. The City seeks quality products from industry leaders.
- 2.6.2** Describe features that will reduce the total cost of ownership of the PCs. Itemize

these features, describe the function performed, the benefits, and indicate any additional costs.

- 2.6.3 Describe any and all software that comes “pre-loaded” with a PC.
 - 2.6.4 What options are available for having PCs pre-loaded with the City’s software suite (currently includes Windows 7/10, Lotus Notes, Terminal Emulation, and Virus Scan). Indicate any additional costs for the provision and installation of this software.
 - 2.6.5 Describe the standard warranty; and a three- and four - year warranty, if not standard. Describe additional options and cost considerations for training/certification of City staff to service PCs. Describe service options if City staff is not trained/certified.
 - 2.6.6 Describe typical delivery time frames after receipt of an order. Indicate if these are volume dependent.
 - 2.6.7 Outline Windows-Based Tablet options with pricing and warranty options. The City does not currently have a purchase plan for tablets, however, we anticipate that the City may begin purchasing tablets at an estimated 25-50 devices per year. These numbers are estimates and may not be the actual quantities purchased.
- 2.7 **Processes:** The City desires the capability to quote, order, track, and access history online. Describe your web site functionality. In particular, discuss the process for creating logins, obtaining pricing/quotes, placing orders against City issued purchase orders, tracking order/shipment status, access to orders, packing slips, invoices, and download capabilities.
- 2.8 **Attachments**
- 2.8.1 As an attachment, please provide feasibility of the City of Savannah to receive training to perform warranty work and potential costs and benefits.
 - 2.8.2 As an attachment, please provide assurances that the price source offered will provide the best and most up to date pricing to the City of Savannah.
- 2.9 **References:** Proposer should submit as an attachment a list of clients with contact names and phone numbers that are like-sized government agencies with similarly structured contracts.
- Proposers should also submit as an attachment available support personnel, their certifications and location.
- 2.10 **Contract Period:** While it is the intent of the City to enter into a long-term agreement with the successful proposer, the City can only commit funding for a one-year period; Therefore, this is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall

begin upon award and shall end on December 31, 2018. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

- 2.11 Recycling/Buyback Programs:** Provide possible options for recycling or buyback programs that could be provided for equipment being replaced such as desktops, laptops, printers, and other equipment.
- 2.12 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.
- 2.13 Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

I have read and understand the requirements of this request for proposal Event No. 5327 and agree to provide the required hardware and services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the hardware and services as outlined including any freight or delivery charges and any other miscellaneous expense involved. The fee for providing the required hardware and services are:

ADDENDA ACKNOWLEDGEMENT

My signature below confirms my receipt of all addenda issued for this proposal.

Signature

Date

***This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.**

Quantity	Specifications	Unit Cost	Total Cost	Pricing Source & Discount
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Quantity	Specifications	Unit Cost	Total Cost	Pricing Source & Discount
200	<p>Desktop Mini Business PC or Acceptable Equivalent</p> <ul style="list-style-type: none"> • Windows 7 Professional 64 (available through downgrade rights from Windows 10 Pro) • ENERGY STAR Certified Label • Intel® Q270 Chipset • Desktop Mini HDMI Port • Intel Core i5-6500T 2.5G 6M 2133 4C • 4GB (1x4GB) DDR4-2400 SODIMM • HDD 500GB 7200RPM SATA 2.5 • Intel® i219LM Gigabit Network Connection • Wireless Business Slim Keyboard and Mouse • No Mouse Included • Desktop Mini Vertical Chassis Stand (Preferably Desktop Mini Security/Dual VESA/Monitor Mount) • 65W DM External Power Adapter • Single unit (DM) Packaging • Country Kit • Intel 7th Generation Core i5 Label DM • 3yr Warranty Options • Display Port Embedded, with DP to Dual DVI Dongle 			
150	<p>Notebook PC w/Mobile Broadband or Acceptable Equivalent</p> <ul style="list-style-type: none"> • Windows 7 Professional 64 (available through downgrade rights from Windows 10 Pro) • Intel® Core™ i5-7200U with Intel HD Graphics 620 (2.5 GHz, up to 3.1 GHz with Intel Turbo Boost Technology, 3 MB cache, 2 cores) • Intel Core i5 G7 Label • Energy Star Module • NO vPro AMT supported Feature • 15.6" HD (1366x768) Anti-Glare LED SVA slim • Integrated HD 720p DualAryMic Webcam • 4 GB (1x4GB) DDR4 2133 			

Quantity	Specifications	Unit Cost	Total Cost	Pricing Source & Discount
	<ul style="list-style-type: none"> • 500 GB 7200RPM SATA-3 • DVD+/-RW SM DL • Serial Port (Optional) • Dual Point Backlit spill-resistant Keyboard • Intel 8265 802.11 a/b/g/n/a/c 2x2 nvP +Bluetooth 4.2 • No Near Field Communications Module • Mobile Broadband Module • Service Provider information for Verizon • Integrated Fingerprint Reader (Optional) • 45 Watt Smart nPFC AC Adapter • Power Cord - 1.8 Meters • Destination Country Kit Localization • 3 Cell (48 WHr) Long Life Battery • 3yr Warranty Options • Include optional pricing for Wired Docking Station 			
150	<p>Notebook PC w/out Mobile Broadband or Acceptable Equivalent</p> <ul style="list-style-type: none"> • Windows 7 Professional 64 (available through downgrade rights from Windows 10 Pro) • Intel® Core™ i5-7200U with Intel HD Graphics 620 (2.5 GHz, up to 3.1 GHz with Intel Turbo Boost Technology, 3 MB cache, 2 cores) • Intel Core i5 G7 Label • Energy Star Module • NO vPro AMT supported Feature • 15.6" HD (1366x768) Anti-Glare LED SVA slim • Integrated HD 720p DualAryMic Webcam • 4 GB (1x4GB) DDR4 2133 • 500 GB 7200RPM SATA-3 • DVD+/-RW SM DL • Serial Port (Optional) • Dual Point Backlit spill-resistant Keyboard 			

Quantity	Specifications	Unit Cost	Total Cost	Pricing Source & Discount
	<ul style="list-style-type: none"> • Intel 8265 802.11 a/b/g/n/a/c 2x2 nvP +Bluetooth 4.2 • No Near Field Communications Module • Integrated Fingerprint Reader (Optional) • 45 Watt Smart nPFC AC Adapter • Power Cord - 1.8 Meters • Destination Country Kit Localization • 3 Cell (48 WHr) Long Life Battery • 3yr Warranty Options • Include optional pricing for Wired Docking Station 			
50	<p>Desktop Small Form Factor or Acceptable Equivalent</p> <ul style="list-style-type: none"> • Windows 7 Professional 64 (available through downgrade rights from Windows 10 Pro) • Intel Core i5-7500 3.4G 6M 2400 4C (7th Generation) • ENERGY STAR Certified Label • Intel® Q270 Chipset • 4GB (1x4GB) DDR4-2400 NECC UNB • HDD 500GB 7200RPM SATA 3.5 • Ultralim DVD-Writer 1DE43AV (optional) • Intel® i219LM Gigabit Network Connection • USB Business Slim Keyboard • Optical USB Mouse • Single Unit (SFF) Packaging • Country Kit • 3yr Warranty Options • Intel 7th Generation Core i5 Label 			
425	<p>Custom Pre-image Options</p> <ul style="list-style-type: none"> • Image PC with Custom OS prior to shipping 			
25	<p>Tablet PC w/ optional keyboard or Acceptable Equivalent</p> <ul style="list-style-type: none"> • Windows 10 10 Pro 64 • Core M5 vPro Label 			

Quantity	Specifications	Unit Cost	Total Cost	Pricing Source & Discount
	<ul style="list-style-type: none"> • 12" LED WUXGA+ UWVA BrightView (1920x1280) Touchscreen • Wacom AES Pen w/ App Launch Button • 256 GB SATA-3 TLC SSD • Intel 18260 802.11 a/b/g/n/ac (2x2) + Bluetooth 4.2 + WiG • Mobile Broadband Module • Service Provider information for Verizon • Intergrated Fingerprint Reader • 45 Watt Smart nPFC USB-C AC Adapter • Power Cord - 1.0 Meters • Destination Country Kit Localization • Warranty - 1/1/0 Warranty • 3yr Warranty Options • Include pricing for Wired Docking Station (required) 			
20	Asset Management <ul style="list-style-type: none"> • Apply asset tags to systems prior to shipping 			
200	20-inch LED Backlit Monitor or equivalent <ul style="list-style-type: none"> • 3yr Warranty Options 			
50	24-inch LED or equivalent <ul style="list-style-type: none"> • 3yr Warranty Options 			

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

_____ **NON-MINORITY OWNED**

_____ **AFRICAN AMERICAN**

_____ **HISPANIC**

_____ **WOMAN (non-minority)**

_____ **ASIAN AMERICAN**

_____ **AMERICAN INDIAN**

_____ **OTHER MINORITY Describe**_____

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City’s evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. _____

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE.** Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal.** It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah’s certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of real and actual work or products, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but ~~encouraged~~ do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.