

ADVERTISEMENT TO BIDDERS
for
SIXTEEN (16) NEW DELL OPTIPLEX 960 FLX COMPUTERS

GRAND ISLAND POLICE DEPARTMENT
CITY OF GRAND ISLAND, NEBRASKA

Sealed bids will be **received at the office of the City Clerk, 100 E. First St., Grand Island, NE 68801 or P.O. Box 1968, Grand Island, Nebraska 68802 until 11:00 a.m., (Local Time), January 14, 2010** for sixteen (16) NEW Dell Optiplex 960 FLX Computers, for the City of Grand Island. Bids will be publicly opened at this time in the Conference Room #1 located on 1st floor of City Hall. Bids received after specified time will be returned unopened to sender.

Bids shall be submitted on forms, which will be furnished by the City. **Each envelope must be clearly marked indicating its contents. Failure to submit the necessary qualifying information in clearly marked and separate envelopes will result in your bid not being opened or considered.**

The successful bidder will be required to comply with fair labor standards as required by Nebraska R.R.S. 73-102 and comply with Nebraska R.R.S. 48-657 pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska.

Successful bidder shall maintain a Drug Free Workplace Policy.

Bids will be evaluated by the Purchaser based on price, quality, adherence to schedule, plan and specification, economy and efficiency of operation, experience and reputation of bidder, ability, capacity, and skill of the bidder to perform contract required and adaptability of the particular items to the specific use intended.

The Purchaser reserves the right to reject any or all bids and to waive irregularities therein and to accept whichever bid that may be in the best interest of the City, at its sole discretion.

No bidder may withdraw his bid for a period of sixty (60) days after date of opening bids.

RaNae Edwards
City Clerk

**GENERAL SPECIFICATIONS
FOR
SIXTEEN (16) NEW DELL OPTIPLEX 960 FLX COMPUTERS**

PAGE 1 OF 3

**POLICE DEPARTMENT
CITY OF GRAND ISLAND**

Sealed bids received at the office of the City Clerk, 100 East First Street, P.O. Box 1968, Grand Island, Nebraska until 11:00 a.m., (Local Time), January 14, 2010, for **furnishing** sixteen (16) NEW Dell Optiplex 960 FLX Computers as specified in these bidding documents, FOB 111 Public Safety Drive, Grand Island, Nebraska 68801.

Exceptions to Specifications

Any bidder who has exceptions to any specifications and requirements listed in the bidding documents must so state in the space provided below. It is the bidder's responsibility to clearly outline any exceptions. Failure by bidder to outline exceptions will require the successful bidder to comply with the specifications.

Exception to Specifications:

Attached are detailed minimum specifications. The following general specifications also apply to this bid..

- | | |
|-------------------------------|---|
| Manuals | Supply manuals as required in minimum specifications. |
| Warranty | All equipment shall carry the standard warranty and any additional extended warranty available from manufacturer; bidder should include warranty details with his bid; failure to comply may cause bid rejection. |
| Description Literature | The bidder shall attach hereto, and it shall be made part of this bid, regularly printed literature as published by the factory which sets out and fully describes the equipment to be furnished in the bid proposal. This literature or other supplemental information shall clearly indicate compliance with each and every item of these specifications. Failure to indicate compliance may be cause for rejection of bid. |
| Optional Equipment | The general and detailed specifications are the minimum requirements. Bidder may include optional equipment if desired. Optional equipment should be noted as such. |

GENERAL SPECIFICATIONS PAGE 2 OF 3

- Delivery** Equipment is to be delivered to the City of Grand Island Police Department, 111 Public Safety Drive, Grand Island Nebraska by commercial freight, rail or truck. Units are to be delivered completely serviced and ready for operation.
- Delivery Date** Each bidder shall state in said bid a realistic delivery date for this equipment. Award-winning bidder must deliver within quoted delivery time.
- Payment** Prior to approving the invoice for payment, the City reserves the right to thoroughly inspect and test the equipment to confirm compliance with specifications. Any equipment which does not meet the City's requirements will be returned at vendor's expense for correction. The invoice will be paid at the next regularly scheduled Council meeting occurring after the approval of the invoice; the City Council typically meets the second and fourth Tuesday of each month. Invoices must be received well in advance of council date to allow evaluation and processing time. The furnished equipment must be new, the latest make or model, unless otherwise specified.
- Fair Employment Practices** Each bidder agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.
- Data Privacy** Bidder agrees to abide by all applicable Local, State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, patents, and patent rights. The bidder agrees to hold the City harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.
- Independent Price Determination** By signing and submitting bid, the bidder certifies that: the prices in the bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- Clarification of Specification Documents** Vendors shall promptly notify the Purchasing Agent of any ambiguity, inconsistency, or error which they may discover upon examination of the specifications. Interpretations, corrections and changes made to the specifications will be made by written addenda. Oral interpretations or changes to the specification made in any other manner will not be binding on the City; and bidders shall not rely upon such interpretations or changes. Following is the Purchasing Agent's name, address and telephone number: Wesley Nespor, Assistant City Attorney, P.O. Box 1968, Grand Island, Nebraska 68802 (308) 385-5444, Extension 138.
- Demonstration/Samples** If requested, the bidders shall, at bidder's expense, demonstrate and/or furnish samples of the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.

GENERAL SPECIFICATIONS PAGE 3 OF 3

Bid Evaluation and Award No bid shall be withdrawn for a period of (60) sixty-days after bid due date. The City reserves the right to reject any and all bids, to waive technicalities and to accept the bid considered by the Purchaser to be in the City's best interest. The bid will be evaluated based on conformity to specifications, demonstration, price, quality, economy of operation, experience of the manufacturer, availability of parts and service for repair and maintenance, adaptability of the particular equipment for the specific use intended.

Gratuities and Kickbacks City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

**CITY OF GRAND ISLAND
BID REQUEST INSTRUCTION PAGE 1 OF 1**

DELL OPTIPLEX 960 FLX COMPUTERS

The City of Grand Island, Nebraska, Police Department, respectively requests sealed bids for the following:

SIXTEEN (16) NEW DELL OPTIPLEX 960 FLX COMPUTERS

As part of the Bid Request, the following items are attached:

Advertisement to Bidders
General Specifications
Bid Instructions
Bid Specifications with Bid Sheet
Bid Proposal Letter

Sealed bids must be received by **11:00 a.m., (Local Time), January 14, 2010** and be addressed to:

City Clerk
City of Grand Island
Re: Bid Proposal - SIXTEEN (16) NEW DELL OPTIPLEX 960 FLX COMPUTERS
100 East First Street
P.O. Box 1968
Grand Island, NE 68802-1968

Bid Proposals must include the following:

Bid Proposal Letter – Attached
Completed specifications and Bid Sheet – Attached

All information required in specifications must be included with proposal. Supplementary material that the bidder wishes to include will be appreciated, but is not required. **Please include one original and two (2) copies of the bid.**

Please direct bid questions to Pete Kortum, Police Department at (308) 385-5405, Extension 2214 or FAX (308) 385-5398.

MINIMUM BID SPECIFICATIONS PAGE 1 OF 1

DELL OPTIPLEX 960 FLX COMPUTERS

The units described shall be new, **DELL OPTIPLEX 960 FLX COMPUTERS**, complete, serviced, ready for work, including all standard equipment and any optional equipment as deemed necessary by the City of Grand Island. The City of Grand Island reserves the right to reject any or all bids and waive any technicalities.

APPLICATION: These sixteen (16) new computers will be used at the City's Police Department.

REQUIRED MINIMUM SPECIFICATIONS

Make	Dell
Model	Optiplex 960 FLX
CPU	Intel Q9400
RAM	4.0GB DDR2 800MHz
Hard Drive	80GB SATA 3.0Gb/s w/ Databurst
Video Card	512MB ATI Radeon HD4670
Operating System	Windows 7 Professional w/Windows XP Pro SP3 downgrade
Monitor	Dell p2210 22inch VIS Professional Widescreen
Keyboard	Dell QuietKey
Mouse	Dell USB 2 Button Optical Mouse with Scroll
CD-Rom or DVD Burner	12x DVD +/-RW SATA
Speakers	Dell AX510 Black Soundbar
Warranty	ProSupport for IT: 7x24 Technical Support; 2 year extended

The City of Grand Island reserves the right to accept or reject or all bids.

CITY OF GRAND ISLAND

BID SHEET PAGE 1 OF 2

SIXTEEN (16) NEW DELL OPTIPLEX 960 FLX COMPUTERS

The undersigned bidder, having examined all specifications and other bidding documents, and all addenda thereto, and being acquainted with and fully understanding all conditions relative to the furnishing of the specified equipment to the City of Grand Island, Nebraska hereby proposes to furnish and deliver such equipment FOB Grand Island, Nebraska, at the following price:

SIXTEEN (16) NEW DELL OPTIPLEX 960 FLX COMPUTERS

Base Price *	\$ _____
Extended Warranty (if any):	\$ _____
Total Bid:	\$ _____
Delivery Date	_____

* Note: The City of Grand Island Police Department does not pay Federal, State, or City tax; do not include tax in your pricing.

BID SHEET PAGE 2 OF 2

SIXTEEN (16) NEW DELL OPTIPLEX 960 FLX COMPUTERS

Bid of _____,
Hereinafter called "Bidder", organized and existing under the laws of the State of _____,
to the City of Grand Island, Nebraska, hereinafter called "City" to provide:

SIXTEEN (16) NEW DELL OPTIPLEX 960 FLX COMPUTERS

In compliance with the City's Advertisement to Bids, bidder hereby proposes to provide the previously mentioned services, materials, and/or equipment, at the price quoted on the bid sheet, in compliance with all requirements and specifications contained in the Bid Request, and further agrees that the language of this document shall govern in the event of a conflict with his/her bid.

The City reserves the right to accept or reject any or all bids, and to waive any informalities and to enter into such contract as it shall deem to be in the City's best interest.

Dated this _____ day of _____, 20____.

Respectfully submitted,

Company

Signature of Bidder

Name (Print or Type)

Title

Address

Telephone Number

Fax Number