

# Lincoln County, Georgia

November 16, 2018

## Computer Hardware & Laptops



## Invitation for Bid

RFP 18-005

Lincoln County Board of Commissioners

TABLE OF CONTENTS

GENERAL INFORMATION

Confidentiality Notice	1
Definitions	1
Background	1

CALL FOR PROPOSAL

Introduction	2
Requirements for RFP	2
Submission Requirements	5
RFP Regulations	5
Evaluation Procedure	6
Appendix A – Desktop Computer Specifications	7
Appendix B – Laptop Computer Specifications	8

## **GENERAL INFORMATION**

### **Lincoln County Board of Commissioners**

#### **CONFIDENTIALITY NOTICE**

This Request for Proposal (RFP) contains confidential information, which is proprietary to Lincoln County. This information is provided for the sole purpose of permitting the recipient to evaluate Lincoln County's requirements for the purpose of enabling the recipient to prepare and submit a Proposal to provide Desktop Personal Computers (Desktop PCs). In consideration of the receipt of this document, the recipient agrees to maintain the information contained in this Request for Proposal in confidence and not reproduce or otherwise disclose this information to any person outside the group directly responsible for the evaluation of its contents. The County reserves the right to have the recipient return all copies of the Request for Proposal at the conclusion of Lincoln County's evaluation process and in any event, the recipient shall immediately return all materials to Lincoln County should the recipient elect not to submit a Proposal.

#### **DEFINITIONS**

All references, throughout this document, to the following terms have the meanings set out below:

Proposal	Refers to the written submission by an interested respondent in response to this Request for Proposal
County	Refers to Lincoln County B.O.C.
Work	Refers to the Lease of Desktop PCs
Desktop PCs	Refers to Desktop Personal Computers
Laptops	Refers to Laptop Computers

#### **BACKGROUND**

Lincoln County's administration is located in the County Courthouse located at 210 Humphrey Street, in the City Lincolnton.

As part of its obligation to the public, the County will be accepting Proposal to Lease Desktop PCs and Laptops. The purpose of this proposal is to obtain Desktop PCs in the most cost effective manner.

**Request for Proposal  
Lincoln County Board of  
Commissioners**

**INTRODUCTION**

You are invited to submit a Proposal for Desktop PCs to Lincoln County.

This Request for Proposal and supporting documents supplied with it define content required of your Proposal. You are urged to structure your response in accordance with the requirements contained in this document. It will be by these criteria that we will determine whether a response is complete, appropriate and competitive.

All information supplied in response to the Request for Proposal must contain sufficient details to support the services being proposed.

This document is not intended to limit submissions, but rather to provide a common framework for the County to assess each Proposal in a professional manner in a demonstrably fair process. Respondents are encouraged to provide any unsolicited information or material not specifically covered in the sections of this Request for Proposal.

**REQUIREMENTS FOR RFP**

1. Schedule of Events

The planned schedule for this RFP is as follows:

November 16, 2018	Request for Proposal released
December 20, 2018	Closing Date for submissions
January 10, 2019	Notification of Successful proponent

Please note that with the exception of the closing date, this schedule may be subject to change. Every effort will be made to notify all involved parties of any changes to the schedule.

## 2. Scope of the Project

Lincoln County is replacing **Sixty-Seven (67)** Desktop PCs, with mouse and keyboard, and **Four (4)** Laptops in our network environment. The core requirement for the refresh is the replacement of existing Desktop PCs as well as **Sixty-Seven (67)** LCD Displays 23inches or larger.

The County wishes to procure equipment from recognized and well established manufacturers of business class, desktop computer equipment. To maintain high quality and security across the inventory of desktop PCs the County has preselected manufacturers for consideration in this RFP.

The County will only be considering the following desktop computer manufactures in this RFP:

- DELL
- HP

Please see Appendix A Labeled Desktop Computer and Monitor Specifications to propose on the provided list of equipment requirements.

Please see Appendix B Labeled Laptop Computer Specifications to propose on the provided list of equipment requirements.

Proposed products and prices should reflect all discount levels available to the County; it is the proponent's sole responsibility to ensure the appropriate discounts are applied.

The County will be Leasing hardware as opposed to Purchasing. Proposals for purchasing equipment will not be considered.

The County will be leasing new hardware as opposed to refurbished. Proposals for refurbished equipment will not be considered.

The Terms for the Lease shall be for 60 months with a \$1 buy out at the end of the lease.

## 3. Costs and Delivery

Responses are to consist of:

- a. A unique Proposal number;
- b. Date issued;
- c. Payment Terms of monthly lease and total 60-month lease amount;
- d. Name and email address of primary proponent contact;
- e. Itemized lines showing per unit and extended costs;
- f. Any applicable environmental fees or delivery costs shown separately; and,
- g. All costs will be shown in US dollars.

Proposals are to remain valid for at least ninety (90) days from the date issued.

Proposals are to indicate any applicable shipping costs for delivery to Lincoln County at 210 Humphrey Street, Lincolnton, Georgia 30817.

4. Costs and Delivery

Responses are to consist of:

- h. A unique Proposal number;
- i. Date issued;
- j. Payment Terms of monthly lease and total 60-month lease amount;
- k. Name and email address of primary proponent contact;
- l. Itemized lines showing per unit and extended costs;
- m. Any applicable environmental fees or delivery costs shown separately; and,
- n. All costs will be shown in US dollars.

Proposals are to remain valid for at least ninety (90) days from the date issued.

Proposals are to indicate any applicable shipping costs for delivery to Lincoln County at 210 Humphrey Street, Lincolnton, Georgia 30817.

5. Other

The County reserves the right to accept or reject any or all Proposals and to waive irregularities and informalities at its discretion. The County reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. By the act of submitting its Proposal, the respondent waives any right to contest in any legal proceeding or action the right of the County to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the County deems appropriate. Without limiting the generality of the forgoing, the County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision. In the event that none of the Proposals are satisfactory to the County, the County reserves the right to re-advertise. Should the County exercise its right to re-advertise; any party submitting a Proposal may leave its Proposal as is or resubmit a new Proposal. The County also reserves the right to waive formality, informality or technicality in any Proposal.

## **SUBMISSION REQUIREMENTS**

### 1. Submission of RFP

All Proposals shall be submitted in person at 2:00 pm on December 20, 2018 in the Commissioners Conference Room located at 210 Humphrey Street, Lincolnton, Georgia 30817. No Proposal will be accepted by mail, email or courier. **Any Proposal not delivered in person at the opening at 2:00 pm will not be accepted. Proposals must be in a sealed envelope clearly marked "Computer Hardware & Laptops RFP 18-005"**

### 2. Key Dates Affecting Your Submission

No date after the Proposal Submission date of December 20, 2018 shall constitute any commitment by the County for any review, evaluation, selection, announcement or contract finalization.

## **RFP REGULATIONS**

The County reserves the right to accept or reject any or all Proposal and to waive irregularities and informalities at its discretion. The County reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. By the act of submitting its Proposal, the respondent waives any right to contest in any legal proceeding or action the right of the County to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the County deems appropriate. Without limiting the generality of the forgoing, the County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Ability of the firm to meet functional expectations defined herein;
2. Reputation of service to existing customers;
3. Technical qualifications i.e. local expertise and experience;
4. Availability of personnel resources; and,
5. Cost.

All Proposal shall be and remain irrevocable unless withdrawn prior to the designated closing time.

Late Proposal will be rejected.

The Respondent must be prepared to include all oral or written representations that are made prior to the final agreement including the entire response to this Call for Proposal, or parts thereof.

No fees or other payments will be made to Respondents for any cost incurred in the preparation and submission of Proposals, or for participation in the RFP process.

The RFP and its support documents must be considered as proprietary and confidential.

Lincoln County may, at its discretion, select any one Proposal or reject all Proposals, and in so doing develop additional evaluation criteria. In selecting any Proposal, the County is not obligated to select the one with the lowest price.

No adjustments to submitted Proposals will be allowed. Respondents may withdraw their Proposal prior to the closing date and time for the submission for Proposal. After the closing date and time, the Proposal is binding on the Respondent.

Incomplete RFPs will not be entertained.

### **QUESTIONS CONCERNING THE REQUIREMENTS**

Questions regarding the RFP should be directed to:

Austin Dockery  
IT Director  
Email: [adockery@lincolncountyga.com](mailto:adockery@lincolncountyga.com)  
Telephone: (706) 359-4444

The County reserves the right to make any or all questions and answers available to all other Respondents at its discretion.

The County will respond to requests for clarification as soon, as is reasonably possible. The County will respond in writing or orally as deemed appropriate in the circumstances. Generally, only substantial questions and answers of a clarification nature will be distributed.

No oral response or clarification will be binding on the County.

### **EVALUATION PROCEDURE**

All Proposals will be evaluated for completeness and suitability for the requirements. Respondents will be contacted, if necessary, to clarify any major items in question. Further discussions will be required during the Proposal evaluation stage. Based on the analysis of the Proposals, a ranking of Respondents will be established and a “preferred Respondent” will be selected and recommended to the Lincoln County Board of Commissioners.

## **ACCEPTANCE**

Your response to the RFP will indicate your acceptance to the conditions outlined in this RFP.

### Appendix A – Desktop Computer Specifications and Monitor Specifications

<b>Item</b>	<b>Description</b>
Operating system	Windows 10 Pro 64bit
Memory	8 GB DDR4 (1 x 8 GB) or 16GB DDR4 (2x8GB)
Internal drive bays	Slim CD/DVD-Writer
Internal Storage	M.2 NVMe 512GB Solid State Drive (preferred) or 2.5inch 512GB SSD
Processor	8th Generation Intel® Core™ i5 processor or better
Graphics	Intel® HD Graphics 630 , or equivalent or better
Display Ports	Dual Monitor Support - DVI/VGA/Display Port 1 or Display port 1.2
Pointing device	USB Optical Mouse
Keyboard	USB Keyboard (English Only)
Monitor	1080p Full HD LED/LCD or better Size: 23inches or larger, widescreen
Form factor	Small form factor
Warranty	5 year warranty to cover parts, labor, on site repairs during lease

## **ACCEPTANCE**

Your response to the RFP will indicate your acceptance to the conditions outlined in this RFP.

### Appendix B – Laptop Computer Specifications

<b>Item</b>	<b>Description</b>
Operating system	Windows 10 Pro 64bit
Memory	8 GB DDR4 (1 x 8 GB) or 16GB DDR4 (2x8GB)
Internal drive bays	Slim CD/DVD-Writer
Display	1080p or better Size: 14inch screen minimum (preferably 15inches or larger)
Internal Storage	M.2 NVMe 512GB Solid State Drive (preferred) or 2.5inch 512GB SSD
Processor	8th Generation Intel® Core™ i5 processor or better
Graphics	Intel® HD Graphics 630 , or equivalent or better
Display Ports	Dual Monitor Support - DVI-D/VGA/Display Port 1 or Display port 1.2
Pointing device	USB Optical Mouse
Keyboard	USB Keyboard (English Only)
Laptop	Laptop
Warranty	5 year warranty to cover parts, labor, on site repairs during lease