

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID - DESKTOP COMPUTER**

INVITATION TO BID

Office of Finance
100 West First North Street
Morristown, TN 37814

INTRODUCTION

The City of Morristown is accepting sealed bids for new, Non-Refurbished Desktop Computers with specifications stated herein.

Proposer shall return bids in **SEALED** envelope to:

**City of Morristown
Attn: Ashley Ahl, Purchasing Assistant
100 West First North Street
Morristown, TN 37814**

Public opening of sealed bids will be held at the above address at the deadline date and time listed below.

DATE ISSUED:	Tuesday, August 29, 2017
BID TITLE:	Desktop Computers
BID DEADLINE DATE & TIME:	Thursday, September 14, 2017; 1:00 p.m. Eastern Time (local prevailing time)
BID OPENING LOCATION:	Morristown City Center, Training Room, 1 st Floor
BID CONTACT:	Ashley Ahl, Purchasing Assistant
CONTACT PHONE:	423.585.4622
CONTACT EMAIL:	purchasing@mymorristown.com

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TERMS AND CONDITIONS

1. **REQUIREMENTS FOR SEALED BID SUBMISSION.**
 - a. COMPLETE, UNBOUND, ORIGINAL, sealed bid.
 - b. Complete and original invitation to bid with “Bidder Initial” completed by authorized representative.
 - c. All bids shall be submitted SEALED, envelope clearly marked with the bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
 - d. Copy of IRS W-9 Form.

2. **BIDS RECEIVED ON TIME.** Bids and amendments thereto, if received by the City of Morristown’s Finance Office after the date and time specified for opening, will not be considered. It will be the responsibility of the BIDDER to see that the bid is received by the City of Morristown’s Finance Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal bids will not be accepted. Any bid received after the opening date and time will remain unopened and on file. The City of Morristown will not be responsible for bids received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc.

3. **TAX EXEMPT.** The City of Morristown is a tax exempt entity. The successful vendor will be provided with an executed copy of tax exempt form.

4. **ANTI-COLLUSION.** The bidder certifies by signing this document that the bid is made without prior understanding, agreement, or accord with any person submitting a bid for the same services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.

5. **AWARD IN WHOLE OR IN PART.** The City of Morristown reserves the right to: award by item, groups of items, or total bid; to reject any and/or all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of City of Morristown.

6. **OPEN RECORDS ACT.** Once the bid document is submitted to the City of Morristown and is opened, it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.

7. **PAYMENT TERMS.** The City of Morristown pays from monthly statements for services rendered. Payments are made within 15 days of the previous month’s statement being received in the City of Morristown’s Finance Office.

8. **RECEIPT DOES NOT CONSTITUTE AWARD.** Receipt of your bid by the City of Morristown is not to be construed as an award for services.

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9. **AVAILABILITY OF FUNDS.** Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
10. **AUTHORIZED SIGNATURE.** All bids must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
11. **NO SUBMISSION.** If you choose to not respond to this sealed bid request, advise City of Morristown of your intent and state the reason. Failure to do so may risk removal of your name from our mailing list/e-mail list.
12. **KNOWLEDGE OF LAWS AND REGULATIONS.** The bidder agrees that all applicable Federal, State and Local laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout and they will be deemed to be included in the contract the same as though written in full. The bidder shall observe and comply with all such laws, ordinances, and regulations and shall protect and indemnify the City of Morristown and its representatives against any claim or liability arising from or based on any violations of the same, whether by the bidder, the bidder's subcontractors, suppliers, or others by the bidder or the employee of any of them.
13. **DRUG-FREE WORKPLACE.** The bidder understands that the City of Morristown operates a drug-free workplace program. Any good or service provided to the City of Morristown by the bidder must comply with all State and Federal drug-free workplace laws, rules and regulations. The bidder agrees to comply by the execution of the "Bidder Initial" located at the bottom of the page.
14. **DIRECT CONTACT PROHIBITED.** Direct contact with City Departments other than the City of Morristown's Finance Office representatives on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the City of Morristown Finance's Office.
15. **NON-DISCRIMINATION.** During the performance of this contract, the bidder agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the bidder. The bidder agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
16. **RIGHT TO WITHDRAWAL.** Bidders have the right to request withdrawal of their bid from consideration due to error by giving notice at any time before and not later than two (2) days after bids are publicly opened.
17. **ORIGINAL BID DOCUMENT.** The original bid document maintained by the City of Morristown's Finance Office shall be considered the official copy document.

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18. **CLOSED FOR BUSINESS.** If the City of Morristown is closed for business at the time scheduled for the bid opening, for whatever reason, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
19. **BID APPROVAL BY LEGISLATIVE BODY.** The bid awarding must be approved by the City of Morristown, City Council.
20. **REFERENCE TO BRAND NAMES.** Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with bid any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered if applicable.
21. **VENDOR POOR PERFORMANCE.** The City of Morristown may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City of Morristown.
22. **FORCE MAJEURE.** The City of Morristown or bidder shall not be liable for any failure of or delay in the performance of this contract for the period that such delay or failure is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, government orders or any other force majeure event.
23. **PURCHASE ORDERS.** The City of Morristown utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from the City of Morristown.
24. **ADDENDA.** In the event that it becomes necessary to revise any part of this bid, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective proposers. The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their bid.
25. **PAST PERFORMANCE.** If it is determined to be in the best interest of the City of Morristown, the City reserves the right to reject any bid based on unsatisfactory past performance.
26. **IRAN DIVESTMENT ACT.** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each part thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to TCA 12-12-106.
27. **QUESTIONS.** All questions shall be directed to the bid contact listed on the first page of this document unless otherwise stated. All communication shall be received by email to purchasing@mymorristown.com.

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Desktop Specifications

The City of Morristown is accepting sealed bids for new, non-refurbished desktops. If any items do not comply, please see **PAGE 11** to provide a complete list of exceptions. All bids must include delivery. The successful bidder shall be responsible for the delivery. All prices guaranteed through June 30, 2018.

Please list desktop information below.

	Make & Model	Unit Price
Standard User Desktop		\$

Please indicate with a checkmark if the desktop being bid complies with each specification.

Processor	Comply	
Clock Speed	3.4 GHz	
Features	Intel Turbo Boost Technology 2.0	
Generation	6	
Manufacturer	Intel	
Max Turbo Speed	4 GHz	
Number of Cores	Quad-Core	
Processor Number	I7-6700	
Number Type	Core i7	

Input Device	Comply	
Type	Keyboard, Mouse	
Mouse Interface	USB	
Mouse Technology	Optical	
Keyboard Layout	English	

Hard Drive	Comply	
Interface Class	Serial ATA	
Spindle Speed	7200 rpm	
Type	HDD	
Installed Quantity	1	

Storage Hard Drive	Comply	
Capacity	500 GB	

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Networking

Comply

Data Link Protocol	Ethernet, Fast Ethernet, Gigabit Ethernet	
Ethernet Controller	Intel I219V	

OS Provided

Comply

Edition	Windows 10 Pro,	
Family	Windows 10	
Language	English/ French/ Spanish	
Type	Windows 10 Pro 64-bit Edition	

Ram

Comply

Configuration Features	2 X 4 GB	
Empty Slots	2	
Form Factor	DIMM 240-pin	
Installed Size	8 GB	
Max Supported Size	16 GB	
Features	Dual Channel Memory Architecture	
Memory Speed	1600 MHz	
Slots Qty	4	
Technology	DDR3LSDRAM	
Data Integrity Check	Non-ECC	

Chassis

Comply

Form Factor	Desktop Slimline	
Manufacturer Form Factor	Small Form Factor	

System

Comply

Embedded Security	Trusted Platform Module (TPM 1.2) Security Chip	
Hard Drive Capacity	500 GB	
Typers	Personal Computer	

Mainboard

Comply

Chipset Type	Intel Q170 Express	
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Video Output

Comply

Graphics Processor Series	Intel HD Graphics	
Graphics Processor Vendor	Intel HD Graphics 530	
Video Interfaces	Display Port, HDMI	

Service

Comply

Support Details Full Contract Period	3 years	
Support Details Response Time	Next business day	
Support Details Type	Limited Warranty	

Optical Storage

Comply

Drive Type	DVD-Writer	
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Miscellaneous

Comply

Compliant Standards	CEL, China RoHS, E-Standby, RoHS, WEEE	
Color	Black	
Theft/ Intrusion Protection	Chassis intrusion switch	

Bay Provided

Comply

Form Factor	5.25" Slim Line	
Total Quantity	1	
Form Factor 2	2 x 2.5"/3.5" shared	

Environmental Standards

Comply

ENERGY STAR Qualified	Yes	
ENERGY STAR Version	6.0	

Header

Comply

Compatibility	PC	
Manufacturer	Smart Selection Client Systems	
Model	5040	
Quantity	1	
Product Line	Dell OptiPlex	

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Dimensions and Weight		Comply
Depth	3.6 in	
Height	11.4 in	
Weight	9.88 lbs	
Width	11.5 in	

Cache Memory		Comply
Installed Size	8 MB	
Per Processor Size	8 MB	
Type	L3 Cache	

Power Device		Comply
Provided Type	Power Supply	
Power Factor Correction	Yes (active)	
Power Provided	180 Watt	

Expansion Bays		Comply
Form Factor (metric)	13.3 cm Slimline	
Type	External	
Form Factor 2 (metric)	2 x 6.4 cm / 8.9 cm shared	
Type	Internal	

Interface Provided		Comply
Type	USB 2.0 (2 front, 2 rear)	
Type 2	USB 3.0 (2 front, 4 rear)	
Type 3	LAN (Gigabit Ethernet)	
Type 4	Headphone/microphone (1 in front)	
Type 5	Audio Line-Out (1 rear)	
Type 6	Serial	
Type 7	PS/2 Keyboard	
Type 8	PS/2 Mouse	
Type 9	HDMI	
Type 10	2 – Display Port	

Software		Comply
Type	Microsoft Office (Trial), Windows 10 Pro License	

Storage Controller		Comply
Type	Serial ATA	

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Expansion Slots

Comply

Type	CPU	
Type 2	DIMM 240-pin	
Type 3	PCIe x 16 (low-profile)	
Type 4	PCIe x 4	
Type 5	M.2 Card	

Warranty

Manufacturer's standard warranty shall apply. Warranty will begin on date equipment is placed in service, which is approximately 30 days, more or less, from receipt of meeting specifications. The successful vendor is required to furnish a printed itemized listing in layman's terms of the warranty. Please list additional warranty options below.

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VENDOR INFORMATION and ANTI-COLLUSION STATEMENT

Please print or type clearly. Complete each section entirely and verify for accuracy.

By signing this form the proposer agrees that he/she has not divulged to, discussed, or compared his/her bid with other proposers and has not colluded with any other proposer or parties regarding the bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service and or materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this sealed bid invitation, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services as described herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the proposer or the proposer's authorized agent. All signatures must be original and not photocopies.

COMPANY NAME:	
CONTACT PERSON:	
CONTACT PERSON TITLE:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	
FEDERAL TAX ID # (or Social Security #, if applicable)	
LICENSE #	
STREET ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DATE:	

**By signing this form, the proposer signifies understanding and agreement with the City of Morristown's Terms and Conditions.

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EXCEPTIONS

Proposer MUST sign the appropriate statement below, as applicable.

Proposer understands and agrees to all terms, conditions, requirements and specifications stated herein. **NO EXCEPTIONS ARE TAKEN.**

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Proposer takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive”, risking the rejection of their submittal.

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THE CITY OF MORRISTOWN, TENNESSEE
COMPANY/CONTRACTOR AFFIDAVIT FORM
Conflict of Interest Statement

THE AFFIANT STATES TO CITY OF MORRISTOWN, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID CITY OF MORRISTOWN, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT CITY OF MORRISTOWN, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDED AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS SEALED BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE CITY OF MORRISTOWN CITY COUNCIL HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF CITY OF MORRISTOWN.

This certification shall be included with the bid. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____

NAME (PRINT) _____ PHONE _____

TITLE _____ FAX _____

SIGNATURE _____ DATE _____

.....
(TO BE COMPLETED BY NOTARY)

STATE OF: _____

COUNTY OF: _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.

Witness my hand and seal at office this day of _____, 20__

Notary Public

My commission expires: _____