



February 28, 2018

**STATE OF ALABAMA  
COUNTY OF SHELBY**

**Sealed Bids for TECHNOLOGY CATALOG B**

Sealed bids for **TECHNOLOGY CATALOG B** will be received in the office of the County Manager, Shelby County 200 West College St. in Columbiana, Alabama 35051 (mailing address: P. O. Box 467), until **March 13, 2018 3:00 p.m.** at which time bids will be publicly opened and read. The Shelby County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning this bid, please contact Jim Blair at 670-6964.

**GENERAL INFORMATION**

All bidders must use our form for submitting their bids. All bids must be sealed and marked in the lower left corner "**BID – TECHNOLOGY CATALOG B**" with opening date and time. Late bids will not be opened.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the file and Commission Minutes.

Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

**Prices must be valid for a period of one (1) year from date of bid award.** This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties.

All pricing shall include delivery to Columbiana, Alabama. Delivery is required within two weeks after order is received by vendor.

Any entity of Shelby County Commission may purchase from this bid.

**Shelby County requires a purchase order for all purchases. Copies of purchase orders**

shall be required by vendor for orders to be processed and invoices paid.

Please include two copies of your bid pricing: one original with signature/notary and two copies should be included.

**Please mail a sample of each item bid in separate cover from bid. Sample should be received at or before bid opening date/time.**

### **DISQUALIFICATION OF BIDS**

Bids may be disqualified before awarding of the contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the bid document;
- C. Failure to include requested information or other details of the bid
- D. Failure to include shipping costs within your bid pricing.

### **METHOD OF AWARD**

The award will be made to the lowest responsive bidder meeting specifications. It is not the policy of The Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

All pricing shall include delivery to Columbiana, Alabama.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission.

**All awarded vendors must provide Immigration Law Compliance Documents found on the Shelby County website at [www.shelbyal.com](http://www.shelbyal.com).**

**Please include one original bid response and two copies in your submittal.**

### **Immigration Law**

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

### **OPEN TRADE**

By signing this contract, vendor agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

  
Alex Dudchock  
County Manager

The undersigned offers these prices, terms and delivery as per stated specifications.

Name of Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Include area code) \_\_\_\_\_ Email: \_\_\_\_\_

Sworn to and subscribed before me this

The \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_.

# **Technology Catalog B**

## ***1.0) Bid Purpose***

Shelby County is issuing this bid in order to purchase a wide array of technology hardware and software that is compatible with equipment currently in production with Shelby County. Shelby County is seeking one or more catalog suppliers of technology products to provide direct shipments to the County as well as participating agencies within Shelby County. The bidder selected must have a wide variety of technology products including Dell workstations, Dell laptops and other technology equipment and peripherals. Superior online and telephone help and ordering services are required. The vendor must provide Shelby County and participating County agencies with an online catalog that lists products and prices for quick ordering.

## ***2.0) Requirements***

- 2.1. Vendor shall maintain a broad based technology line of inventory in all the commodity categories listed in Section 3 below.
- 2.2. Vendor shall have an on-line catalog, for order entry use by and suitable for the needs of the County and participating agencies.
- 2.3 Bid pricing is to be established as a ceiling price. At no time may the bid products be offered pursuant to this Contract at prices above this ceiling price without approval by County. Prices may be reduced to meet the specific needs of the County or participating agency.
- 2.4 Hot List pricing may also be used to discount and liquidate close-out and discontinued products as long as those close-out and discontinued items are clearly labeled as such.
- 2.5 New listings into the catalog may be submitted throughout the term of the Contract. Vendor reserves the right to review subsequent catalog offerings to determine if the represented products reflect the contracted products and equipment. Each new listing may have the effect of adding new product offerings and deleting products no longer carried by the Vendor. New optional accessories for equipment may be added to the Contract at the time they become available.
- 2.6. All products sold by the bidder must be new. Products that have a 30/60/90 day money back guarantee should be clearly identified in the catalog.
- 2.7. The vendor agrees that full refund, credit, or exchange will be granted to any defective-on arrival (DOA) merchandise, if reported within thirty (30) days of receipt of the order.
- 2.8. Due to the nature of direct mail-order business, Shelby County will require a single contact for problem solving. The bidder agrees to assign a senior-level employee (one authorized to make decisions) to the account. This employee must have working knowledge of the contract.
- 2.9. Shipping charges must be clearly identified in the bid.
- 2.10. Sales and other taxes, where applicable, shall not be included in the prices quoted. Vendor may charge state and local sales and other taxes on items for which a valid tax exemption certification has not been provided.

### **3.0) Specifications**

Indicate below if item categories are offered within catalog bid proposed.

<b>Hardware Requirements</b>	<b>In Catalog Y or N</b>
3.1) Dell Desktop & Laptop computing equipment including, but not limited to; Latitude, Optiplex and Precision models and associated equipment.	
3.2) Brand name items shall be bid for Televisions of various sizes and configurations from manufacturers including, but not limited to; Sharp, Sony, Samsung, Vizio and others.	
3.3) Dell Peripherals and related equipment bid shall include, but not be limited to: Monitors in various sizes, hard drives of various sizes, thumb drives of various sizes, CD-ROM/BluRay drives, audio cards, stereo speakers, modems, printers (label writer, ink jet and laser, b/w or color), scanners, UPS units of various sizes, keyboards and mice.	
3.4) OEM Software packages shall include, but not be limited to the following: Microsoft Windows 10, Server 2012, Microsoft Office, Graphics, Multimedia, Internet site development, database, utilities and security titles.	

### **4.0) Bid Submission:**

County is seeking a catalog based price schedule. Bidders shall provide access to a price schedule for all catalog items reflected in Section 3 above. This requirement can be achieved via online access to an established catalog containing the items requested. Additional pricing and/or discounts should be reflected online at the time of submission.

County reserves the right to purchase none, one or several of any items quoted based upon the bid unit prices. . It is not the intent of this bid to provide for all small purchases nor will this bid displace existing or future competitive bids and proposals for large or other specific categories of similar products.

The Bidder must submit no less than (3) three references from current clients. The County reserves the right to use itself as a reference and to solicit references from clients other than those listed.

### **4.0) Evaluation Criteria:**

Evaluation will be based on the County's sole judgment of the quality and features of the services and hardware/software offered, support capabilities of the firm and unit prices. Given the vast size of the catalog, a core sample of key items may be compared to derive the most responsive bid.