

# Washington State Migrant Council

## Request for Bid – Computer Hardware, Accessories and Software Licenses

WASHINGTON STATE MIGRANT COUNCIL (WSMC), a private non-profit organization, is requesting bids for Computer Hardware, Accessories and Software Licenses, defined in the attached Appendices. Vendors may submit a bid for all or part of the requested items. Award will be made to the lowest bidder(s) meeting all required specifications. This procurement will be financed with State and Federal funds.

### Attachments:

Appendix A	PowerEdge R520 Servers
Appendix B	PowerEdge R720 Server
Appendix C	Digital Signage
Appendix D	Software Licenses
Appendix E	APC Battery Backup
Appendix F	Optiplex 390 SFF PC

### Bids Deadline

Bids must be received by the WSMC Procurement Department **no later than 4:00 PM PACIFIC STANDARD TIME ON Tuesday, February 19, 2013.**

### Award Notification

Award notification will be made approximately 5-10 business days following the bid deadline. Final purchase commitment will be contingent on WSMC's ability to secure financing.

### WSMC Contact/Communications

Procurement Department, Washington State Migrant Council  
105 B South 6<sup>th</sup> Street, Sunnyside, WA 98944  
Telephone: (509) 837-2225 ext 61002 Fax: (509) 839-5220  
Email: Procurement@wsmconline.org

Any inquiries or requests regarding this procurement must be submitted to the Procurement Department in writing, preferably via email.

### Mailing Instructions

Bids must be placed in a sealed envelope marked "Bid #2013-002 Computer Hardware, Accessories and Software Licenses" on the front of the envelope and submitted to: Washington State Migrant Council, Purchasing Department, 105B South 6<sup>th</sup> Street, Sunnyside, WA 98944. Bids may also be submitted electronically, please contact the procurement department for electronic submission instructions. Bids must be received by the WSMC Procurement Department **no later than 4:00 PM PST, Tuesday, February 19, 2013.** Bids received after this deadline **will not be accepted.**

## A. Specifications

1. Product Specifications – see attached appendices.
  - a. All products must meet the desired specifications outlined in each appendix.
  - b. Computer hardware and accessories must be in new unused condition and warranted by the vendor/distributor/manufacturer to be free from defects and fit for intended use.
  - c. Warranties/guarantees must be clearly defined.
  - d. WSMC reserves to increase or decrease stated quantities.
2. Delivery Specifications
  - a. Deliveries must be made within 45 days from the receipt of the order.
  - b. Deliveries will be made to 105B South 6<sup>th</sup> Street, Sunnyside, WA 98944.
  - c. All deliveries must be made in the original product packaging.
  - d. Transportation of goods are to be FOB destination, freight prepaid.
3. Proposed Cost
  - a. Pricing must specify unit cost and include shipping and Washington State Sales Tax.
  - b. Pricing must be valid for 60 days from the bid deadline.
4. Bid Award
  - a. Bids will be evaluated based on responsiveness to specifications and cost.
  - b. Purchase will contingent on WSMC's ability to secure financing.

## B. Contact and Communications

Responding company must designate a representative to serve as their bid coordinator and include their contact information with the bid. At a minimum, this information must include name, address, telephone number and email address. The representative must be authorized by the proposing contractor or contracting agency to: contractually obligate the agency; negotiate on behalf of the agency, and to provide clarification to the bid response. By responding to this RFB, you are hereby certifying neither the contractor or the contracting agency have been suspended or in any way excluded from Federal procurement actions by any Federal agency and fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid award. **This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities**

## C. General Information/Requirements

This procurement will be conducted in accordance with the Washington State Migrant Council's Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The bids will be kept confidential. WSMC is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of WSMC to disclose bids/bids submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

5. Interpretation of Bid Documents - Contractors contemplating submitting a bid who are in doubt as to the true meaning of any part of the request for bid (RFB) documents, or finds discrepancies in or omissions from this RFB document shall submit to WSMC a written request for an interpretation or correction thereof. Such request shall be submitted and received not later than 10 days prior to the date specified for receipt of bids. Any interpretation or correction of the RFB documents will be made in writing by addendum duly issued to all. WSMC will not be responsible for any other explanation or interpretation of the RFB documents.
6. Incurring Cost - Any cost incurred by the contractor in preparation, transmittal or presentation of any bid or material submitted in response to this solicitation shall be sole expense of the contractor.

7. Contractor's Rights to Withdraw Bid - Contractors will be allowed to withdraw their bid at any time prior to the deadline for receipt of bids. The contractor must submit a written withdrawal request signed by an authorized representative addressed to the Purchasing Manager.
8. Proposed Offer Firm - Responses to this Request for Bid, including contract prices, will be considered firm for sixty (60) days after the proposed due date.
9. Disclosure of Bid Contents - Bids will be kept confidential. WSMC is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of WSMC to disclose bids/bids submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.
10. Termination - This Request for Bid may be canceled at any time and any and all bids may be rejected in whole or in part when WSMC determines such action to be in its own best interest.
11. Basis for Bids - Only information supplied by the Agency in writing through the Purchasing Manager or in this Request for Bid should be used as the basis for the preparation of the contractor's bid.
12. Rejection of Bid-WSMC reserves the right to reject any bid which omits any one or more items for which bids are required; any bid which omits prices; or any bid, that in the opinion of Washington State Migrant Council, does not meet the special requirements specified in this RFB Package. WSMC, at its sole discretion, reserves the right to reject any or all bid at any time prior to the execution of a contract at no penalty.
13. Bid Preparation, Presentation and Content Requirements -The Request for Bid text contains the information to be provided for competing contractors and is the sole basis for contractor's bids.
14. Right to Waive Minor Irregularities-The Evaluation Committee reserves the right to waive minor irregularities.
15. Right to Publish - Throughout the duration of this procurement process, potential contractors must secure, from WSMC, written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement. Failure to adhere to this requirement may result in disqualification of the contractor's bid.
16. Ownership of Bid - All bids and accompanying documentation become the property of WSMC and will not be returned.
17. Electronic Mail Address required - A part of the communication regarding this procurement may be conducted by electronic mail (e-mail). Contractors must have a valid e-mail address to receive this correspondence.
18. Consideration of Small, Minority and/or Women owned Business Enterprises - In the evaluation of the bids provided in response to this RFB, special consideration may be given to the businesses that contribute to the agency's goals in one of two ways:
  - a. The business submitting the bid is owned and operated by minorities or women, or
  - b. The business submitting the bid can certify that a percent of the contract price is paid to a minority owned business or women owned business, respectively, for services those businesses perform under this procurement. Businesses may be given preference if they:
    1. State that they are a minority or women-owned business and provide a current certification to that effect, or
    2. Submit the name and the estimated amount to be paid to each minority owned or women owned business for services they will perform under this contract. These minority-owned or women-owned businesses must be certified as specified in the above paragraph.