



REQUEST FOR BID
Ogden City Computer Equipment / Technology Purchase

PURPOSE

The purpose and intent of this Request for Bid (RFB) is to identify and purchase new, US spec hardware with a qualified firm(s) or individual(s) (hereinafter called the “consultant”) to perform equipment purchase services for Ogden City.

REQUESTED EQUIPMENT

Ogden City is seeking to purchase the following equipment.

Please note: All bids must be new equipment (no refurbished), US specs, and includes three-year pro support.

Qty	Part Number	Item
308	210-ARXK US SPEC	DELL 5410 See Attached Spec Sheet for details
5	210-AWLP US SPEC	DELL 5510 See Attached Spec Sheet for details
2	210-ASFR US SPEC	DELL 7740 See Attached Spec Sheet for details
6	210-AVUS US SPEC	DELL 7750 See Attached Spec Sheet for details
3	210-AVOB, 750-ABEB US SPEC	DELL 7410 2-in-1 See Attached Spec Sheet for details
394	210-ARIK	DELL WD19TB DOCKING STATION
11	210-ARIL	DELL WD19DC DOCKING STATION
777	210-AQCS	DELL 27" MONITOR
4	210-ARCL	DELL 34" MONITOR
408	A4051230	LOGITECH WIRELESS KEYBOARD AND MOUSE COMBO MK320
5	A4051228	LOGITECH ERO WIRLESS KEYBOARD AND MOUSE COMBO MK550
191	450-AAEJ	5410 DELL LAPTOP POWERCORD
2	450-AAEJ	5510 DELL LAPTOP POWERCORD
2	537-BBBL	7410 DELL LAPTOP POWERCORD
6	450-AHDL	7750 DELL LAPTOP POWERCORD

ADDITIONAL INFORMATION

Questions concerning the scope of work, as well as questions regarding clarification of the meaning or intent of these specifications, may be directed to:

Ruby Kakita
801-629-8742
purchasing@ogdencity.com



GENERAL INSTRUCTIONS TO OFFERORS

SUBMISSION OF BIDS

Two (2) copies of the bid documentation must be submitted in a sealed envelope to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510, Ogden UT 84401 **no later than 4PM on September 11, 2020**. On the outside of the envelope, please indicate "Computer Equipment /Technology Purchase." LATE BIDS WILL NOT BE ACCEPTED. Bids may be submitted via mail, courier or hand-carried to the 1st Floor Information desk. Fax or emailed bids will not be reviewed and considered non-responsive.

EQUAL OPPORTUNITY

Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information. Ogden City welcomes and encourages bids from women and minority owned businesses.

COST OF DEVELOPING BIDS

All costs related to the preparation of Bids and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

BID OWNERSHIP

Once submitted, all Bids, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

CONFLICT OF INTEREST

No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.



NON-COLLUSION

The offeror guarantees the Bid submitted is not a product of collusion with any other offeror and no effort has been made to fix the Bid price of any offeror or to fix any overhead, profit or cost estimate of any Bid price.

PUBLIC RECORDS

Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, they are required to provide a written request for business confidentiality to the Ogden City Recorder at the time the proposal is submitted.

CONTENT OF THE BID

All Bids submitted must include, but are not limited to, the following information:

1. A signature by a representative of the offeror who is authorized to contractually bind the offeror. The signature must appear on the cover sheet of this solicitation and will be interpreted to indicate offeror's willingness to comply with all terms and conditions set forth in this solicitation, unless specific written exception is noted on the face of the offeror's Bid.
2. A total offer price for the requested services that is good for the next 60 (sixty days).
3. Information, references, and qualifications of Company.

EVALUATION CRITERIA

1. Bids shall be evaluated by a selection committee comprised of city employees based upon the following criteria (order is not relevant):
 - a. Total cost to Ogden City (70%)
 - b. Location (10%)
 - c. Experience and qualifications of the offeror (10%)
 - d. References (10%)



AWARD OF CONTRACT

1. Award will be by written contract with the selected consultant.
2. Ogden City reserves the right to cancel this Request for Bid.
3. Ogden City reserves the right to reject any or all Bids received. Furthermore, Ogden City shall have the right to waive any informality or technicality in Bids received, when in the best interest of the Ogden City.

DISCUSSIONS WITH OFFERORS

Ogden City may conduct discussions with offerors who submit Bids determined to have a reasonable chance of being selected for award. However, Bids may be accepted without such discussions, at Ogden City's option.

Any supplemental information provided to an offeror that was not included in the RFP will be made available to all offerors if a primary contact person and e-mail address has been provided.

SPECIAL TERMS/SPECIFICATIONS

All bids must be new equipment (no refurbished), US specs, and includes three-year pro support.

Delivery for all items on this order are to be made to: Ogden City Information Technology Ste 410 Ogden, Utah 84401.

One bid award is anticipated under this solicitation. Multiple awards shall not be made.



Spec Sheet

Dell Latitude 5410 14"

SKU: **210-ARXK**

- 8th Generation Intel Core i7 – 8665U
- 16GB RAM
- M.2 256GB PCIe NVMe SSD
- Touch Screen
- Pro Support Plus
 - 3 Year 7x24
 - 3 Year Accidental Damage Services

Dell Latitude 5510 15"

SKU: **210-AWLP**

- 10th Generation Intel Core i7 – 8265U
- 16GB RAM
- M.2 256GB PCIe NVMe SSD
- Touch Screen
- 10-key
- Pro Support Plus
 - 3 Year 7x24
 - 3 Year Accidental Damage Services

Dell Latitude 7410 14"

SKU: **210-AVOB, 750-ABEB**

- 10th Generation Intel Core i7 – 10610U
- 16GB RAM
- M.2 256GB PCIe NVMe SSD
- Touch Screen
- Dell Premium Active Pen
- Pro Support Plus
 - 3 Year 7x24
 - 3 Year Accidental Damage Services

Dell Mobile Precision 7740

SKU: **210-ASFR**

- Intel Core i7-9750H
- NVIDIA Quadro RTX 3000 w/ 6GB GDDR6
- 16 GB DDR4
- M.2 512 GB PCIe NVMe SSD
- 17.3" HD+ TN 1600x900 AG Touch Screen
- Pro Support Plus
 - 3 Year 7x24
 - 3 Year Accidental Damage Services

Dell Latitude 7750 14”

SKU: **210-AVUS**

- 10th Generation Intel Core i7 – 10850H
- 32GB RAM
- M.2 512GB PCIe NVMe SSD
- Touch Screen
- Pro Support Plus
 - 3 Year 7x24
 - 3 Year Accidental Damage Services