

RESOLUTION NO. _____
CALL FOR BIDS FOR COMPUTER HARDWARE WITH ANNUAL PURCHASE
EXPECTED TO EXCEED \$50,000.00

WHEREAS, the Board of Skagit County Commissioners deems it necessary to procure computer Hardware such as Workstations, Laptops, Monitors, and Docking stations to continue to support County operations; and

WHEREAS, it is the duty of the board to instruct the Clerk of the Board to issue a Call for Bids for its purpose with a bid opening on Monday, October 16, 2023, at 2:30 pm, or as soon thereafter as possible.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby instructs the Clerk of the Board to issue a Call for Bids for the following items:

- 1. HP EliteBook 13" screen & 16" screen**
- 2. HP z2 Mini SFF Workstations**

PASSED this _____ day of _____, 2023.

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

Ron Wesen, Chair

Peter Browning, Commissioner

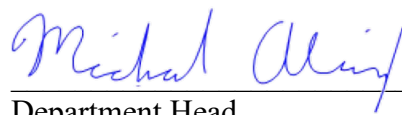
Lisa Janicki, Commissioner

Clerk of the Board

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to Content:



Department Head

NOTICE OF CALL FOR BIDS FOR COMPUTER HARDWARE

NOTICE IS HEREBY GIVEN that Sealed Bids will be received and publicly opened in the Commissioner's Hearing Room, Skagit County Administration Building, Suite 100, 1800 Continental Place, Mount Vernon, Washington 98273, on **Monday, October 16, 2023, at 2:30 pm**, or as soon thereafter as possible, for the following hardware for Skagit County:

- 1. HP EliteBook 13" screen & 16" screen**
- 2. HP z2 Mini/SFF Workstation**

SPECIFICATIONS may be obtained from:

Specifications may be obtained from Skagit County Information Services. At www.skagitcounty.net or from Amy Gundersen, Staff Assistant II - Telephone: (360) 416-1125

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Bid envelopes must be clearly marked on the outside, "Sealed Bid for HP EliteBook & HP z2 Mini/SFF Workstations, to be opened at 2:30 p.m., Monday, October 16, 2023." Bid envelopes must be delivered to the office of Skagit County Commissioners prior to bid opening time.

Mailing Address: Skagit County Commissioners
County Administration Building, Suite 100
1800 Continental Place
Mount Vernon, WA 98273

RIGHT TO ACCEPT OR REJECT:

The County shall reserve the right to reject any or all proposals and the right to waive any irregularities or informalities in any proposal, subject to the Laws of the State of Washington and policies of Skagit County, and as may be deemed in the best interest of the County. In particular, the County reserves the right to reject a proposal which is incomplete or irregular, which may exclude any item(s) as may be required by the Bid Documents. NO PROPOSALS WILL BE ACCEPTED AFTER THE TIME SET FOR RECEIPT OF BID PROPOSALS.

Skagit County is an Equal Opportunity and Affirmative Action Employer.

Small, Minority, and Women-Owned firms are encouraged to submit bids.

NOTICE GIVEN BY ORDER OF THE BOARD OF SKAGIT COUNTY COMMISSIONERS
this ____ day of _____, 2023.

Clerk of the Board
Skagit County Commissioners

Published in the Skagit Valley Herald: September 2023

CONTRACT PROVISIONS AND SPECIFICATIONS

For:

Skagit County Information Services Computer Hardware
for 2023

SKAGIT COUNTY

MOUNT VERNON, WASHINGTON

Purchase of New Computer Hardware

Skagit County is an Equal Opportunity Employer

SEALED BIDS will be received and publicly opened in the Commissioner's Hearing Room, Skagit County Administration Building, Suite 100, 1800 Continental Place, Mount Vernon, Washington 98273, on **Monday, October 16, 2023, at 2:30 p.m.**, or as soon thereafter as possible, for the following equipment for Skagit County:

- 1. HP EliteBook: 13" screen and 16" screen**
- 2. HP z2 Mini/SFF Workstation**

The purpose of this Call for Bids is to solicit bids for the procurement of no more than 200 workstations/laptops for use by Skagit County. The successful bidder must have the hardware delivered to Skagit County Information Services, 1700 E. College Way, Mount Vernon, WA 98273 fully assembled and delivered by December 31, 2023.

1. Bidders must submit their proposals, complete manufacturer's specifications and warranties covering the hardware bid.
2. For each separate proposal, the total price to Skagit County must be shown. No adjustments, credits, rebates, or other charges by the bidder will be considered after the bid opening.
3. The Board of County Commissioners will award the bid to the lowest or best bid, taking into consideration: price, probable future maintenance costs based on proximity and availability of parts and service, warranties offered, and other factors that will contribute toward their exercising judgment to obtain the best value for the County. Bidders must prove they are an HP Certified Reseller and that they have been in business selling the specified hardware for a minimum of 10 years. The Board reserves the right to waive minor irregularities in the bidding.
4. Bid envelopes must be clearly marked on the outside, "Sealed Bid for HP EliteBook & HP z2 Mini/SFF Workstations with minimum requirements, to be opened at 2:30 p.m., Monday, October 16, 2023.", and must be delivered to the office of the Skagit County Commissioners by hand or by mail prior to bid opening time to the address below. Bids received and **not so marked** will not be considered.

Mailing Address: Skagit County Commissioners
County Administration Building, Suite 100
1800 Continental Place
Mount Vernon, WA 98273

1.01 The purpose of this Call for Bids is to purchase the following items:

- 1. HP EliteBook: 13” screen and 16” screen**
- 2. HP z2 Mini/SFF Workstations**

Provide the discounted price for up to 200 devices of each category.

If minimum requirements have been met and you can deliver device fully assembled, additional models may be presented as alternate devices.

- 1.02 The County desires to purchase HP laptops and HP workstations, with substitutions being presented if they meet the minimum requirements. This is deemed necessary for ongoing system integrity of the Skagit County Government and component integration and maintenance.
- 1.03 Hardware bid must have factory recognized warranty and support. Consideration for bid award will not be given to “Gray Market” products.

Execution of Contract:

Within twenty (20) days after the award date, the successful bidder shall return the signed contract, all required insurance certifications, and other required documents as specified in this document. Skagit County may grant up to a maximum of ten (10) additional calendar days after the award date for return of the contract for the return of documents provided that the request is made in writing and Skagit County deems the circumstances warrant the extra time.

Failure to Execute Contract:

Upon failure to return the signed contract as required, Skagit County may then award the contract to the second lowest responsible bidder or reject all remaining bids.

Indefinite Delivery- Indefinite Quantity

Skagit County does not guarantee any specific maximum or minimum amount of product to be purchased under the contract. Quantities are estimates only and are not to be constructed as firm or a guaranteed purchasing obligation on behalf of Skagit County.

BID ITEM # 1: HP EliteBook

Requirements/Specifications:

Manufacturer:	HP
Product Description:	HP EliteBook 13" screen and 16" screen
Processor:	Intel i7-1185G7 or better
Memory:	16GB
Storage:	512GB SSD or better
Webcam:	Integrated HD 720 Infrared (IR) DualArrayMic Webcam or better
Display:	1920x1080 or better

Provide the discounted price for up to 200 devices of each.

If minimum requirements have been met and you can deliver device fully assembled, additional models may be presented as alternate devices.

BID ITEM #2: HP z2 Mini/SFF Workstations

Requirements/Specifications:

Manufacturer:	HP
Product Description:	HP z2 Mini/SFF Workstations
Processor:	Intel i7-12700 or better
Memory:	16GB DDR5 or better
Storage:	512GB SSD or better
Video Card:	Nvidia T1000 4GB or better

Provide the discounted price for up to 200 devices of each.

If minimum requirements have been met and you can deliver device fully assembled, additional models may be presented as alternate devices.

BID ITEMS:

- 1. HP EliteBook: 13” screen and 16” screen**
- 2. HP z2 Mini/SFF Workstations**

Provide the discounted price for up to 200 devices of each category.

**If minimum requirements have been met and you can deliver device fully assembled,
additional models may be presented as alternate devices.**

Bid Opening: Monday, October 16, 2023, at 2:30 p.m.

NAME OF FIRM/INDIVIDUAL: _____
ADDRESS: _____
BY: _____ TITLE: _____
TELEPHONE NUMBER: _____

PROPOSAL:

Cost for Elitebook 13” screen \$ _____

Cost for Elitebook 16” screen \$ _____

Cost for HP Z2 Mini \$ _____

Cost for SFF Workstations \$ _____

DELIVERY COST: \$ _____

TOTAL OUT-OF-POCKET COST TO SKAGIT COUNTY PER UNIT: \$ _____

The undersigned declares that we have examined the specifications set forth in the Notice of Call for Bids and that we are able to provide to Skagit County the switches indicated in the “Item for Bid” after receiving a purchase order. We have attached with this proposal, complete manufacturer’s specifications and warranties covering the hardware bid.

Sealed bid envelopes must be clearly marked on the outside, “Sealed Bid for HP EliteBook & HP z2 Mini/SFF Workstations with minimum requirements, to be opened at 2:30 p.m., Monday, October 16, 2023.” Bid envelopes must be delivered to the office of Skagit County Commissioners prior to bid opening time.

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County Administration Building, Suite 100
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Mount Vernon, WA 98273

If our bid is accepted, we agree to furnish the required W9 and understand that Skagit County reserves the right to reject any or all bids and to determine which proposal is, in the judgment of Skagit County, the lowest responsible bid, and which proposal, if any, should be accepted in the best interests of Skagit County and that Skagit County also reserves the right to waive any informalities in any proposal or bid.

BIDDER'S ADDRESS. Notice of Acceptance of this bid or requests for additional information should be addressed to the undersigned at the address stated above.

WASHINGTON STATE AND LOCAL SALES TAX. Local Sales Tax (8.8%) will be added to the full purchase price.

NON-COLLUSION DECLARATION. I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United State that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

NOTE: This proposal form is not transferable, and any alteration of the firm's name entered hereon without prior permission from the Information Services Department Director will be cause for considering the proposal irregular and subsequent rejection of the bid.

SIGNATURE: _____

Printed Name: _____

Date: _____