

Laptop & Desktop Computers - Sonoma County Jr. College District



NOTICE INVITING BIDS

NOTICE IS HEREBY GIVEN that the Governing Board of the SONOMA COUNTY JUNIOR COLLEGE DISTRICT, of the County of Sonoma, State of California, will receive up to, and not later than **3:00 PM, Wednesday, December 23, 1998** and will then publicly open sealed bids for:

Laptop & Desktop Computers

and that such bids shall be received at the Purchasing Office located at 1990 Armory Drive, Santa Rosa, California. Mailing Address : Santa Rosa Jr. College, 1501 Mendocino Avenue, Santa Rosa, California 95401.

Each bid must conform and be responsive to this invitation, the specifications, and all other documents comprising the pertinent contract documents. Copies of the bid documents are available from the SRJC Purchasing Office, 1990 Armory Drive, Santa Rosa, California. Telephone (707) 527-4422.

Bids shall be made on the forms prepared by the District. No bidder may withdraw their bid for a period of thirty (30) days after the date set for the opening of bids. The District reserves the right to reject any and all bids and to waive any informalities or irregularities in the bidding.

Sonoma County Junior College District
State of California

By: _____

Tim J. Bosma, Purchasing Manager

Dated: December 9, 1998

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INSTRUCTIONS TO BIDDERS

Bid Proposals:

No bid proposals shall receive consideration by the Sonoma County Junior College District (hereinafter "District") unless made in accordance with the following instructions:

1. Deadline For Receipt of Proposals. Bid proposals must be sealed and filed with the Purchasing Manager at the Purchasing Office located at 1990 Armory Drive, Santa Rosa, CA 95401 **no later than 3 p. m. Wednesday, December 23, 1998.** The District suggests that bids be hand delivered in order to ensure their timely receipt. Any bids received after the time stated shall not be opened and shall be returned, unopened, to the bidder.

2. Bidders Conference. There will be no bidders conference for this bid.

3. Requests for Information. Any questions relative to the bid should be in writing and directed to the Purchasing Manager or his designee at the address specified for receipt of bid proposals.

4. Bid Proposal Forms. Bid proposals must be made on a form obtained from the District. All items on the form should be filled out. Numbers should be stated in figures, and the signatures of all individuals must be in long hand. The completed form should be without interlineation, alterations, or erasures.

5. Execution of Forms. Each bid must give the full business address of the bidder and must be signed by the bidder with his or her usual signature. Bids by partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Bids by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. A bidder's failure to properly sign required forms may result in rejection of the bid.

6. Bid Security. NOT REQUIRED

7. Withdrawal of Bid Proposals. Bid proposals may be withdrawn by the bidders prior to the time fixed for the opening of bids, but may not be withdrawn for a period of thirty (30) days after the opening of bids.

8. Addenda or Bulletins. Any addenda or bulletins issued during the time of bidding shall form a part of the specifications issued to bidders for the preparation of their proposals and shall constitute a part of the contract documents.

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9. Award of Contract. The District reserves the right to reject any and all bid proposals to contract work with whomever and in whatever manner the District decides, to abandon the work entirely and to waive any informality or non-substantive irregularity as the interest of the District may require.

10. Deleted.

11. Rejection of Bids and Award of Contract. The District reserves the right to waive any minor irregularities in the bid and the right to accept or reject any and all bids, or to accept or reject any portion or combination thereof, or award on the basis of the total bid, when to do so is in its own best interest. The contract will be awarded within thirty (30) calendar days after opening of bids to the lowest responsible bidder complying with the requirements of the contract documents, subject to Governing Board approval. The time for awarding the contract may be extended by the District with the consent of the lowest responsible bidder.

12. Deleted

13. Deleted

14. Evidence of Responsibility. Upon the request of the District, a bidder shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, the bidder's experience in the type of work being required by the District, the bidder's organization available for the performance of the contract and any other required evidence of the bidder's qualifications to perform the proposed contract. The District may consider such evidence before making its decision awarding the proposed contract. Failure to submit evidence of a bidder's responsibility to perform the proposed contract may result in rejection of the bid.

15. Taxes. Taxes shall be included in the bid prices. The District will pay only the State sales and use taxes. Federal excise taxes are not applicable to the District.

16. Bid Exceptions. All exceptions which are taken in response to this bid must be stated clearly. The taking of bid exceptions or providing false, incomplete or unresponsive statements may result in the disqualification of the bid. Allowance of exceptions will be determined by the Board of Trustees, whose decisions shall be final. Any bid exceptions or additional conditions requested after bid closure, which are not detailed within the bid response, may result in disqualification of the bid. No oral or telephonic modification of any bid submitted will be considered and a sealed telegraphic modification may be considered only if received prior to opening of bids. Faxed bids or modifications will not be accepted.

17. Discounts. Any discounts which the bidder desires to provide the District must be stated clearly on the bid form itself so that the District can calculate properly the net cost of the bid proposal. Offers of discounts or additional services not delineated on the bid form will not be considered by the District in the determination of the lowest responsible bidder.

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18. Quantities. The quantities shown are believed to be accurate, however the District reserves the right to add or subtract from quantities shown on the bid form.
19. Prices. Bidders must quote prices F.O.B. Destination unless otherwise noted. Prices should be stated in the units specified and bidders should quote each item separately. All shipping is the sole responsibility of the bidder.
20. Deleted.
21. Special Brand Names. The District reserves the right to make all decisions on product and vendor selection.
22. Container Costs and Delivery. All costs for containers shall be borne by the bidder. All products shall conform to the provisions set forth in the federal, county, state and city laws for their production, handling, processing and labeling. Packages shall be so constructed as to ensure safe transportation to point of delivery.
23. Bid Negotiations. A bid response to any specific item of this bid with terms such as "negotiable", "will negotiate" or similar, will be considered as non-compliance with that specific term.
24. Prevailing Law. In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed under the bid proposal shall conform to all applicable requirements of local, state and federal law.
25. Governing Law and Venue. In the event of litigation, the bid documents, specifications and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Sonoma County, California.
26. Deleted.
27. Examination of Contract Documents. Before submitting a bid proposal, bidders shall thoroughly examine the bid documents, the specifications and other contract documents. Submission of a bid proposal constitutes acceptance of the terms of this provision.
28. Form of Contract. The bidder selected by the District will be required to execute a contract in form and substance substantially similar to that included in the bidding package. The contract and other documents are subject to the approval of the District and its legal counsel.
29. Licenses. Each bidder, and their subcontractors, if any, must possess all appropriate and required licenses or other permits to perform the work as identified in contract documents. Upon request, each bidder shall furnish the District with evidence demonstrating possession of the required licenses or permits. Failure to submit such evidence to the district's

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satisfaction may result in rejection of the bid.

30. Denial of Right to Bid. Bidders or subcontractors who have violated state or federal law(s) governing public contracts may be denied the right to bid on this public contract.

31. Bidders Interested in More Than One Bid. No person, firm, or corporation shall be allowed to make, or file, or be interested in more than one bid unless alternate bids are specifically called for. A person, firm, or corporation that has submitted a subproposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders or make a prime proposal.

33. Insurance Requirements. For on-site services that may be delivered as a result of this bid, the bidder, or the Sub-Contractor providing the service(s) shall obtain insurance acceptable to the District from a company or companies acceptable to the District. All required insurance shall be equal to or exceed an A rating as listed in Best's Insurance Guides' latest edition. Required documentation of such insurance shall be furnished to the District at the time Bidder returns the executed Contract. Bidder shall not commence work nor shall it allow its employees or subcontractors or anyone to commence work until all insurance required hereunder has been submitted and approved.

34. Hold Harmless. The Bidder shall indemnify, hold harmless and defend the District and its Board of Trustees, officers, agents and employees from and against all claims, damages, losses and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from Bidder's performance of the contract, or work performed by Contractor's agents or employees, or subcontractors employed on the project, their agents or employees, or products installed on the project by Bidder or subcontractors, excepting only such injury or harm as may be caused solely and exclusively by the District's fault or negligence. Such indemnification shall extend to all claims, demands, or liabilities occurring after completion of the project as well as during the progress of the work. The District will not accept Terms & Conditions from bidders that in any way change this Hold Harmless.

35. Warranty of Title. The Bidder shall warrant that title to all work, materials or equipment included in a request for payment shall pass over to the District whether or not they are installed, free from any claims, liens or encumbrances, when such payment is made to the Bidder. Bidder further warrants that no such work, materials or equipment have been purchased for work under the Contract subject to an agreement by which an interest therein or an encumbrance thereon is retained by the seller or supplier.

36. Contact for bid process questions: Purchasing Department, Tim Bosma, Purchasing Manager, Phone: 707/527-4422, Fax: 707/527-4870.

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OTHER INSTRUCTIONS -

Bidders may elect to bid on either or both the Laptop or Desktop Computer portion of this bid. In any case, the final award(s) will be made on that combination which best represents the interests of the District. If Bidders wish to submit an "all or none" type of response they shall clearly indicate such on the bid form.

Bidders shall attach detailed system specifications including manufacturer's name, make and model of all included boards, drives and major sub-assemblies.

Warranty:

Bidders shall supply detailed warranty information, including turn-around times, repair, replacement and return shipping procedures.

Vendor shall clearly indicate delivery time upon receipt of an order from the District.

Bidder shall attach references from other educational institutions with which they have current agreements, or have delivered equipment to in the past 6 months.

Financial responsibility: At its sole discretion, the District reserves the right to review detailed certified financial records of a bid finalist to ascertain to the District's satisfaction whether a bidder has sufficient financial resources to provide the warranty terms of this bid for the period specified. A bidder may in lieu of financial records, at the bidder's sole expense, submit a performance bond. Bidder, by submission of a bid, hereby agrees to the District's decision about bidder's ability to deliver warranty services and parts for the period specified.

The bid document can be downloaded in PDF format from:

[Http://www.santarosa.edu/media/quotes/pcbid98.pdf](http://www.santarosa.edu/media/quotes/pcbid98.pdf)

TECHNICAL SPECIFICATIONS

1. LAPTOP COMPUTERS

2. DESKTOP COMPUTERS

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Bid Specifications for Windows/Intel Laptop Computer System

Total systems 50 or more.

All systems must include shipping and handling to Santa Rosa Junior College.

Bidders must include all components on the following list and components must be equal to or better than the following.

Item	Description	
Screen	12.1 inch SVGA Active Matrix Color Display (65,000 colors) Supports Simultaneous LCD and External Monitor Display; Variable Sync for Compatibility with External Monitors and LCD Projection Displays	
Processor	Intel 233MHz Pentium Processor with MMX Technology and 512K Cache	
Memory	64 MB SDRAM expandable to 128MB	
Graphics Card	128-Bit Accelerator w/2MB Video Memory	
Hard Drive	2 GB Removable Hard Drive	
Floppy Drive	1.44MB 3.5inch Floppy Disk Drive	
CD-ROM	20X CD-ROM drive	
Multimedia Features	16-bit Sound, Stereo Speakers, Internal Microphone, Headphone/Speaker Jack, Line-In and Line-out Mic Jacks.	
Fax/Modem:	56K bps V.90 modem (must have built in RJ11 jack	
Expansion Slots	Two deep socketed PCMCIA Type II slots	
External Ports	(2) USB; NTSC/PAL Video Output; Fast Infrared;	

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	Serial(16550A-Compatible); Parallel (Bi-directional, EPP ECP Compliant); VGA; PS/2; DC Input; Mic, Line in/Line Out, Headphone, Docking Connector.	
Battery:	NiMH battery and AC Pack	
Network Card	3 COM PCMCIA 10/100 Ethernet Adapter	
Keyboard	Full-Size 88-Key Keyboard with MS Windows 95 Keys	
Mouse	Pointer Pointing Stick	
Carrying Case	Casual Carrying Case (must be large enough to carry laptop and AC Pack)	
Operating System:	Microsoft Windows 95	
Certifications:	FCC Class B, UL and CSA certified	
Warranty	Three-year warranty parts and labor	
Additive Alternates		
Microsoft Mouse	Microsoft PS 2 Mouse	
Track Pad	Track Pad Pointing Device	
SuperDisk	SuperDisk LS-120	
Battery	Second NiMH battery	

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Bid Specifications for Windows/Intel Desktop Computer System

Total systems 70 or more.

All systems must include shipping and handling to Santa Rosa Junior College.

Bidders must include all components on the following list and components must be equal to or better than the following.

Item	Description	
Processor:	Intel 400MHz Pentium II processor with 512k Cache	
Chipset	Intel 440BX	
Memory	96MB SDRAM	
Monitor	15 inch color monitor .28mm screen pitch	
Graphics Accelerator Video Card	4MB AGP Graphics Accelerator	
Hard Drive	6.4 GB Hard Drive	
Floppy Drive	3.5 inch 1.44MB diskette drive	
CD-ROM Drive	32X CD-ROM Drive	
Sound Card with Speakers	16 Bit Sound Blaster compatible with powered speakers	
Expansion card slots	Three PCI, one PCI/ISA and one AGP slot.	
Ports	Two fast serial, 1 fast parallel and USB	
Case	Tower Case (Please supply dimensions)	
Network Card	3Com PCI 10/100 Twisted Pair Ethernet Card	
Mouse	Microsoft mouse	
Keyboard	104 Key	
Year 2000	Must be year 2000 compliant	
Warranty	3 years parts and labor on site next business day	
Operating System	Microsoft Windows 95 on CD-ROM	
External Bays (Bezel Front)	Two 5.25-inch and three 3.5-inch	
Additive alternates		
SuperDisk	SuperDisk LS-120 (replaces 3.5 inch 1.44MB diskette drive)	
Iomega	Iomega internal 100MB Zip drive	
Monitor	17 inch color monitor .26mm screen pitch	

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BID PROPOSAL FORM

Governing Board
RE: Bid Proposal

Dear Members of the Governing Board:

The undersigned, doing business under the firm name of _____, having carefully examined the specifications of the Invitation For Bid and all related proposed work, and documents, for the proposed **LAPTOP & DESKTOP COMPUTERS**, proposes to perform the contract, including all of its component parts, and to furnish any and all required labor, materials, equipment, transportation and services required for the construction of the project in strict conformity with the plans and specifications prepared, including all taxes as follows:

LAPTOP COMPUTER BID:

For fifty (50) laptop computers, delivered, complete as shown and specified including all delivery charges and taxes for the sum of:

_____ Dollars (\$ _____).

DESKTOP COMPUTER BID:

For seventy (70) desktop computers, delivered, complete as shown and specified including all delivery charges and taxes for the sum of:

_____ Dollars (\$ _____).

In the absence of a dollar amount in either bid item the District will assume you you are electing not to bid that item.

The undersigned has checked carefully all the above figures and understands that the District will not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The undersigned further agrees, on the acceptance of this proposal, to enter into and execute the necessary contract(s) with the District for delivery of the equipment as specified in this proposal. Receipt of the following addenda is hereby acknowledged:

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____
Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

Additive Alternates - LAPTOP

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Microsoft Mouse	Microsoft PS 2 Mouse	\$
Track Pad	Track Pad Pointing Device	\$
SuperDisk	SuperDisk LS-120	\$
Battery	Second NiMH battery	\$

Additive alternates - DESKTOP		
SuperDisk	SuperDisk LS-120 (replaces 3.5 inch 1.44MB diskette drive)	\$
Iomega	Iomega internal 100MB Zip drive	\$
Monitor	17 inch color monitor .26mm screen pitch	\$

SUBMITTED BY: _____

COMPANY: _____

ADDRESS: _____

BY: _____
(Please Print or Type)

SIGNATURE: _____

TITLE: _____

DATE: _____

PHONE: _____

Receipt of the following addenda is hereby acknowledged:

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____
 Addendum # _____ Dated: _____ Addendum # _____ Dated: _____
