

11/22/19

BIDS CLOSED 12/6/19 12noon

Great Bend Recreation Commission

Request for Quotes

Project Title: Infrastructure Upgrade 1-Computer Systems

Bid Deadline: 12 noon (CST) December 6, 2019

Invitation to Bid

1. The Great Bend Recreation Commission is seeking Bids for the purchase of ten (10) HP client workstations as specified below.
2. Bids will be received at the Great Bend Recreation Commission, 1214 Stone Street, P.O. Box 353, Great Bend, Ks 67530 until the above-referenced Bid submission deadline, for furnishing materials, equipment and/or supplies as described herein.
3. Submission must be hand delivered or sent via return receipt delivery effected by certified mail, priority mail, commercial courier service, overnight delivery service or other reliable personal delivery service to the Great Bend Recreation Commission's above referenced address. Electronic submissions shall be accepted. Submissions received after the specified time and date will be returned.
4. Bids will be opened publicly and read aloud at 12noon (CST) on the above referenced Bid submission deadline, at the Great Bend Recreation Commission, 1214 Stone Street, Great Bend, Ks 67530.
5. Questions concerning this solicitation during the bidding process shall be forwarded to the Project Director.

Project Director: Diann Henderson, Executive Director/Superintendent, 620-793-3755 ext. 113.

Email: dhenderson@gbrec.net

Summary of Bid

HP EliteDesk 800 G4 Workstation Edition Tower 8 G RAM 256 GB SSD, 4PT94UT#ABA or Client Workstations of HP EliteDesk 800 G4 Workstation Edition Tower 16 G RAM 512 GB SSC or 32 G RAM option, 6RZ70UT#ABA
Quantity total of selected model: 10
Computer System Hardware Upgrade for Great Bend Recreation Commission offices and GB Activity Center.

Bid Submissions

1. Written Bids shall be typewritten or written in ink. Officials of corporations shall designate their official title; partners or sole owners shall so state, giving the names of all interested parties. The person signing the Bid shall initial all corrections or erasures.
2. Bids with all required submittals and information shall be submitted at the time and place indicated herein, in writing in envelope identified on the outside with Bidders Name and address and project bid.
3. Any questions about the meaning or intent of the Bid Documents or requirements must be submitted in writing to the Project Manager not less than seven (7) days prior to the date of the Bid opening.
4. Each bidder shall attach to its bid copies all the warranties to be provided by the Manufacturer, distributor and/or Bidder. Industry standard warranties are to be included with bid package
5. Firms submitting proposals must be an "Equal Opportunity Employer". The vendor shall observe this act and provide documentation as requested.
6. Bid quotes proposed shall include minimum standards stated and optional equipment.
7. Bidder is required to be licensed in the City of Great Bend.
8. Firms submitting proposals must be an "Equal Opportunity Employer". The vendor shall observe this act and provide documentation as requested.
9. Bidders shall state the delivery terms in the Bid, unless already specified.
10. The Great Bend Recreation Commission is exempt from Kansas sales tax on materials and equipment to be purchased hereunder. Consequently, sales tax shall not be included in bid. Bidders shall state in the Bid any and all prepayment and discount options offered.
11. The Great Bend Recreation Commission shall not be liable for any costs incurred by a Bidder in preparing and submitting a Bid, or in performing any other activities relative to this Request for Bids.
12. The Great Bend Recreation Commission may have trade-in equipment to be purchased. If so, the equipment will be listed or attached to the Specifications sheet.

- When approximate quantities are stated, the Great Bend Recreation Commission reserves the right to increase or decrease the quantity as best fits its needs.

Bid Withdrawal

- Bids may be withdrawn by notice in writing, but only if the written notices are received prior to Bid opening. After Bid opening, Bids may not be withdrawn and shall remain open for thirty days.

Award of Contract

- The Great Bend Recreation Commission reserves the right to reject any and all Bids; to waive any and all informalities or defects; to disregard all nonconforming, non-responsive or conditional bids; or to accept such proposals as shall be deemed to be in the best interest of the Great Bend Recreation Commission so to do. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- Bids will be evaluated, and award will be made to the lowest bidder and best responsive and responsible Bidder whose Bid conforms to the Recreation Commission’s requirements, and whose Bid is the most advantageous to the Recreation Commission, price and other factors considered.
- The Great Bend Recreation Commission may elect to accept a Bid for the Deliverables without trade-in of any or all the listed trade-in equipment (if any is listed in specifications) or may elect to accept the Bid with any combination of trade-in equipment. The selection of units, if any, rests solely on the Recreation Commission.

Contract Terms

- Within ten (10) days of acceptance by the Great Bend Recreation Commission and notification of notice of award, the successful Bidder will enter into a contract with the Great Bend Recreation Commission. The agreement shall be subject to and shall include the standard purchase terms and conditions stated.

For additional information contact:

Great Bend Recreation Commission
 1214 Stone Street, Great Bend KS 67530 620-793-3755

Items and Specifications	Price	Other
General Specifications: <ul style="list-style-type: none"> See attached specification sheet All quotes will be accepted through December 6, 2019 12:00 noon Delivery Date maximum/Install Date: February 19, 2020 –February 28, 2020		
Total		

Vendor Information

Company Name _____ Projected Date of Completion/Delivery _____

E-Mail Address _____ Signed by _____

Address _____ Date _____

City, State, Zip _____ Title _____

Phone # _____

Payment Terms _____