



# CITY OF URBANA INVITATION TO BID COMPUTER PURCHASE

---

The City of Urbana is accepting bids to purchase the following item(s). All item(s) must be new, not used or reconditioned.

**Items:**

**A: 75 – 3.4 Ghz Intel Core i5 Computers as specified below.**

The computers must be Windows 7 x64 compatible with Windows Install DVD, driver CD/DVD for all components and be FCC 'B' certified.

Attached are instructions to bidders, the City's Equal Employment Opportunity (E.E.O.) Workforce Statistics Form, Purchasing Certification Form and itemized listings of the **minimum** specifications for the equipment that the City wishes to acquire.

Bids will be received until 12:00 noon, Monday, April 15, 2013.

Please, send all bids to:

**City of Urbana  
Shawn C. Fluno  
Information Services  
BID # PC130415  
400 South Vine Street  
Urbana, Illinois 61801**

- or -

**Send as a PDF attachment with the BID # PC130415 in the  
Subject of an email to: [scfluno@urbanaininois.us](mailto:scfluno@urbanaininois.us)**

The City reserves the right to reject any or all bids and to waive irregularities and technicalities. If you have any questions, you may call Shawn Fluno at (217) 384-2347 or email [scfluno@urbanaininois.us](mailto:scfluno@urbanaininois.us) (reference BID # PC130415 in the Subject).

**SECTION ONE: INSTRUCTIONS TO BIDDERS**

- 1.1 The City of Urbana, Illinois, is accepting bids for the purchase of the item or items listed on page one with full specifications to follow.
- 1.2 Sealed bids shall be delivered or mailed to the mailing address on page one, not later than the closing date and time listed on page one. The envelope shall indicate the bid number, firm name of bidder and firm's address. If emailed as a PDF, the bid number must be included in the subject (a response email will be sent).
- 1.3 Each bid must be submitted on the Bid Form furnished by the City of Urbana. Vendors will photocopy the Bid Form for these purposes. Bids shall be signed by a principal duly authorized to make contracts.
- 1.4 The City of Urbana reserves the right to reject any and all bids, and/or to award a contract only to a bidder who is equipped, competent and experienced in the class of work and whose bid is deemed to be most advantageous to the interests of the City of Urbana.
- 1.5 On a multiple item bid, the City of Urbana reserves the right to award bids on a per item basis. Vendors do not have to include all items in their bid.

**SECTION TWO: SPECIFICATIONS**

- 2.1 The price is to be freight prepaid with delivery to the City of Urbana, Finance Department, Information Services Division, 400 South Vine Street, Urbana, Illinois 61801.
- 2.2 Time of delivery must be no later than two weeks from notification of award of the purchase. If delivery varies on different items the vendor should so state, as an attachment to the Bid Form.
- 2.3 All cables and accessories to make the machine operational and to conform to the specifications must be included in the price.
- 2.4 Award will be made to the lowest responsible bidder after Information Services personnel have determined that the machines meet the minimum operations specifications. Written verification of Windows compatibility and FCC 'B' certification must therefore be attached to the Bid Form.
- 2.5 The City of Urbana reserves the right to reject any or all bids or any part thereof, or to accept any bid or any part thereof, or to waive any information in any bid, deemed to be for the best interest of the City of Urbana.
- 2.6 Bidders may submit more than one bid for each item if alternatives are available, however the City of Urbana is under no obligation to accept or consider responses that do not match the specifications.
- 2.7 The machines must carry a minimum warranty as specified with the item, including all parts and labor unless otherwise notes. If the vendor cannot repair a machine during the warranty period such that it is not completely operable for two working days or longer from the time of the initial service call then the vendor agrees to provide a comparable replacement machine during the period that the machine is not operable.

- 2.8 Vendors must clearly indicate the warranty/guarantee period for the machines or individual parts, if different than above. Vendors should also state who will perform any necessary service on the machines and the location of the service agency during the warranty period and after.
- 2.9 The vendor must be a factory authorized dealer and must clearly state the manufacturer and model of each item proposed. The vendor must also specify the make and model for the disk drives, hard drives and processor found in the machines. The vendor must also provide documentation if any components found in the equipment were substituted for the original manufacturers' components with a brief explanation of why the substitution was made and whether or not the manufacturer finds such substitution acceptable.
- 2.10 The vendor shall hold the City of Urbana, its officers, agents and employees harmless from liability of any nature or kind on account of use of any copyrighted or not copyrighted composition, process, patented or un-patented inventions and article of appliance furnished or used under this request for proposals.
- 2.11 The vendor chosen will agree to comply with the City of Urbana's Affirmative Action Ordinance and will be required to submit Equal Employment Opportunity Forms (available on-line or on request) as written evidence of the firm's employment practices, policies, goals, and statistical data concerning composition on race, color, job description and compensation.
- 2.12 The vendor chosen will agree to comply with the City of Urbana's Drug-Free Workplace Certification Form (required by Illinois Revised Statutes, Chapter 127, Section 132.311, (available on-line or on request)).
- 2.13 The vendor chosen will agree to comply with the City of Urbana's Certificate of Compliance Form (required by Chapter 38, section 38-E and 34-E and Chapter 24, Section 11-42.1-1 of the Illinois revised Statutes, see (available on-line or on request)).
- 2.14 The City is eligible for any "State of Illinois joint purchasing contract pricing" if available.
- 2.15 The City is exempt from all state and federal sales taxes.
- 2.16 The vendor agrees to provide necessary and full support to City Information Services personnel during initial installation should problems arise due to hardware/driver incompatibility at no additional cost to the City.

**Item A – 3.3Ghz Intel Core i5 Computers Without Monitor****Note:**

Items should include a minimum 5-year warranty on all parts (see unit specs). The City of Urbana also requires a 'parts closet' of all parts except the case, but including a power supply to be available for swapping defective parts. Defective parts should then be replaced within a one week period. On-site service is not required.

**Unit Specifications:**

- Intel Core i5-3570 3.4GHz LDA1115 Quad-Core Ivy Bridge Processor, 6MB Cache and Intel HD 2500 Graphic with Intel approved heat sink and fan.
- Intel B75 chipset motherboard with LGA1155 Socket, 1 PCI Express 16x slot, 1 (min) PCI Express 1x slot, 1 (min) PCI slot, 4 DIMM DDR3-1600MHz (min) slots, 1 (min) SATA 6GB/S connector, 5 (min) SATA 3GB/S connectors, 2 external USB 3.0 (min), 6 external USB 2.0 (min) (2 front in front required), integrated High Definition Audio audio (microphone /speakers in back) and (microphone/headphones in front), integrated 1GBps Ethernet LAN, integrated Intel HD Graphics 2500 (min) video in CPU, serial port (9 pin male), integrated VGA and DVI connector (min) with must support dual monitor display. (specify manufacturer and model on bid form).  
Note: ROM BIOS should be latest version available at time of shipment.
- Black Mini-Tower case with 300W (min) 85% (min) Efficiency power supply, front accessible Headphone & USB 2.0 ports. (specify manufacturer and model on bid form)
- 8 GB RAM - 2 x 4GB – 1600Mhz DDR3 (min) Memory. (specify manufacturer and model on bid form)
- 24X DVD+-RW SATA drive (specify manufacturer and model on bid form).
- 500GB (min) SATA 3.0 (6 Gb/s) hard disk drive. (specify manufacturer and model on bid form)
- Speakers - black, AC powered. (specify manufacturer and model on bid form)
- Black 104+ key Logitech or Microsoft 'Windows' USB Keyboard. (specify manufacturer and model on bid form)
- Black Microsoft, 5 button, laser, wheel USB mouse (specify model on bid form).
- Windows 7 Professional x64.
- Must include Windows 7 Professional x64 Install CD/DVD (not system restore disk). (specify on bid form).
- Must include install CD/DVD or disk for all included software and drivers.
- 5-year parts and labor warranty on all components, with a 'parts closet' included. On-site service is not required.
- Price should include shipping

**BID FORM**

The undersigned, having read the foregoing instructions and specifications hereby bids to furnish the specified equipment for the sum of:

**ITEM A:** Unit / Extended Price \$ \_\_\_\_\_ / \_\_\_\_\_

(Manufacturer / Model Information)

Motherboard: \_\_\_\_\_

Case: \_\_\_\_\_

RAM: \_\_\_\_\_

Hard Disk: \_\_\_\_\_

DVD: \_\_\_\_\_

Speaker: \_\_\_\_\_

Keyboard: \_\_\_\_\_

Mouse: \_\_\_\_\_

Warranty Specifics \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price includes shipping

Windows CD

Driver Disk/CD

PC Manual

Windows Manual

The City of Urbana reserves the right to reject any or all bids and to waive technicalities and irregularities.

**SUBMITTED BY:** Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Please attach information required per specifications 2.4, 2.8, 2.14.  
Information required per specifications 2.11, 2.12 & 2.13 is required if bid is awarded.