



City of Evansville – Evansville Police Department

REQUEST FOR BID

Up to Forty (40) Rugged Laptop Computers
IFB-009-02-2024

NOTICE TO VENDORS

The Board of Public Safety on behalf of the Evansville Police Department is accepting sealed bids for the following:

- Up to Forty (40) Rugged laptop Computers

The bids will be publicly opened and read aloud at 1:00 p.m. CDT on Wednesday, June 12, 2024 at the regularly scheduled meeting of the Board of Public Safety (hereto after referred to as “Owner”), Room 301, Civic Center Complex, 1 N.W. Martin Luther King, Jr. Boulevard, Evansville, Indiana 47708. Vendors may take bids directly to the meeting but must hand deliver the bids to the Board Secretary prior to the commencement of the meeting at 1:00 p.m. CST.

Any bid delivered before 12:45 p.m. CDT on Wednesday, October 23, 2024 must be delivered to the Purchasing Department Office, Room 323, Civic Center Complex, 1 N.W. Martin Luther King, Jr. Boulevard, Evansville, Indiana 47708.

Mark outside of envelope containing bids with the following:

(Vendor Name)

Up to Forty (40) Rugged Laptop Computers
IFB-009-02-2024
Opening Wednesday, October 23, 2024

Minimum specifications for computers are detailed beginning on page 7 of this document.

BIDS

All prices shall be Free on Board (FOB), Evansville Police Department, 15 NW Martin Luther King Jr. Blvd., Evansville IN 47708

1. The Vendor shall state any discounts to apply. Discounts must be shown for individual items unless all items have the same percentage of discounts.
2. Firm price bids are required unless specifically designated otherwise. Any bid which is subject to an open or unlimited escalator clause may be rejected.
3. The Owner reserves the right to award on a line-item basis or lump sum basis whichever is in the best interest of the Owner.
4. Contract shall be awarded to the lowest responsive and responsible Vendor taking into consideration reliability, productivity, and cost of maintenance, quality, performance and time of delivery.

RIGHT OF REJECTION

The Owner reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award the purchase in the best interest of the Owner. Furthermore, the Owner reserves the right to hold the bids of the 3 (three) lowest vendors for a period of 90 (ninety) calendar days from and after the time of the opening of the bids.

AWARD

It is the intent of the Owner to award the purchase of up to forty Rugged Laptop Computers.

PUBLIC OPENING PROCEDURES

The purpose of a public opening is for a reading of responses received. Under normal circumstances, no award will be made or implied at this time, unless otherwise indicated.

Only the following information will be given:

- Vendor name
- Bid Amount(s)

A copy of the bid tabulation will be available to review in the Purchasing Department upon completion of the recommended award.

Vendors who wish to review or request copies of quotes may do so by contacting the Purchasing Department. A copy fee will be charged for copies.

MANUFACTURER DATA

Each vendor shall submit the following data on the computers included in the attached bid form.

1. Manufacturer and Model. Getac V110G7
2. Intel Core i7-1255U processor
3. Windows 11 Pro x64
4. 16 GB RAM

5. 512 GB PCIe SSD
 6. Sunlight readable full HD LCD+ touchscreen with hard tip stylus
 7. US keyboard with LED backlit membrane
 8. US power cord
 9. WiFi and BT
 10. USB Type-A x2
 11. USB Thunderbolt 4 Type-C x1
 12. HDMI x1
 13. LAN x1
 14. Dual batteries
 15. Touchpad with click button
 - 16.
17. Vendor must submit with their bid manufacturer specifications on the proposed materials. The manufacturer specifications/brochures must identify the items they submitted bids for and other required data as outlined herein.

MODIFICATION AND WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a bid must be executed) and delivered to the place where bids are to be submitted at any time prior to the opening of bids.

If, within 24 (twenty-four) hours after bids are opened, any Vendor files a duly signed, written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its bid, that Vendor may withdraw its bid. Thereafter, that Vendor will be disqualified and ineligible to provide any additional bids for the project.

SPECIFICATIONS

Getac V110G7
Intel Core i7-1255U processor
Windows 11 Pro x64
16 GB RAM
512 GB PCIe SSD
Sunlight readable full HD LCD+ touchscreen with hard tip stylus
US keyboard with LED backlit membrane
US power cord
WiFi and BT
USB Type-A x2
USB Thunderbolt 4 Type-C x1
HDMI x1
LAN x1
Dual batteries
Touchpad with click button

CONTACT WITH MUNICIPALITY EMPLOYEES

To ensure a fair and objective evaluation of all bids, Vendors are required to submit all inquiries in writing to Dachenae Streeter at her email dstreeter@evansville.in.gov. The email should be titled: "IFB-009-02-2024"

Inquiries shall be submitted no later than eight (8) days prior to the stated opening time and date. This is to allow for ample time to respond and disseminate to all perspective parties.

All changes in specifications shall be in writing in the form of an addendum and furnished to all contractors. Verbal information obtained otherwise will not be considered in awarding of quotes. No changes to specifications will be permitted within seven (7) days prior to the quote opening.

DELIVERY

All computers shall be delivered to the Owner as a finished product complete with all equipment and accessories no later than sixty (60) days from notice of award or a proposed and approved delivery date.

CONFLICT OF INTEREST DISCLOSURE

The Conflict-of-Interest Disclosure Statement included herein is a condition of the bid. This form shall be filled out by the Vendor even if no conflicts exist and returned with bid.

LAWS

In regards to contract performance, Vendors shall comply with all applicable federal, state, and local laws, ordinances and regulations. In order to be accepted as a valid bid, the following items MUST be included with your bid, along with any other information requested in the specifications.

BOND REQUIREMENTS

BID BOND: A Bid Bond, Certified Check, Cashier's Check or Bank Draft in the amount of \$1,000 shall accompany each proposal as a guarantee that all provisions of the specifications shall be met. Bonds and Checks will be returned to the unsuccessful Respondent(s) after award of purchase by the CITY and to the successful Respondent(s) after the performance bond, if required, has been received and accepted. Bonds must be executed by a corporate surety licensed under the laws of Indiana to execute such bonds. The surety must be a corporate surety

VENDOR FORM CHECK LIST:

1. Price Proposal _____
2. Minimum Specification Chart _____
3. Price Bid Page(s) _____
4. Warranty information _____
5. EEO Statement _____
6. Conflict of Interest Form _____
7. E-Verify _____

BID TABULATION PAGE

I. SCOPE:

The successful bidder, hereinafter called the "Contractor" will furnish the Evansville Police Departments mobile Computers in accordance with the terms and conditions set forth in the contract.

Any reference made to any manufacturer or brand name is not to be construed as a limiting factor in the bid, but is meant to show the minimum scope and quality of the product the vendor is submitting a bid for.

II. TRADE-INS

No Trade In

III. SUBSTITUTE "OR APPROVED EQUAL" ITEMS

All items marked within the specifications that state "or approved equal" will allow the Owner, at its sole discretion, to determine whether the submitted item is acceptable as a substitution of the stated item. The Owner may include various pieces of literature describing equipment listed in the bid specifications. This literature is not intended in any way to be biased or promotional towards any specific brand or vendor; it is included as reference only so it may be used for describing the type of equipment the Owner wishes to purchase.

IV. ACCEPTABLE COMPUTERS FOR THIS BID

It is the policy of the City to accept any computer that meets the minimum specifications and warranty requirements shown below in paragraphs V and VI.

MINIMUM SPECS

V. MINIMUM SPECIFICATIONS

Getac V110G7

Intel Core i7-1255U processor

Windows 11 Pro x64

16 GB RAM

512 GB PCIe SSD

Sunlight readable full HD LCD+ touchscreen with hard tip stylus

US keyboard with LED backlit membrane

US power cord

WiFi and BT

USB Type-A x2

USB Thunderbolt 4 Type-C x1

HDMI x1

LAN x1

Dual batteries

Touchpad with click button

VII. POINT OF DELIVERY

Evansville Police Department
15 NW Martin Luther King Jr. Blvd.
Evansville, IN 47708

VIII. ADDITIONAL INFORMATION

1. All manufacturer service, repair and manuals are to be provided at time of delivery for model bid.
2. Winning Vendor is to provide complete operational installation as per the manufacturer's specifications

- a Upon completion of installation, vendor is to provide all necessary employees training on the proper operation and maintenance of the unit at no additional charge.

DATE: October 1, 2024

The Board of Public Safety and the Evansville Police Department invites your bid for the following item:

Up to Forty (40) Rugged Laptop Computers

IFB-009-02-2024

The bids will be publicly opened at 1:00 p.m. CDT on Wednesday, October 23, 2024 at the Board of Public Safety meeting in Room 301, Civic Center Complex, 1 N.W. Martin Luther King, Jr. Boulevard, Evansville, Indiana 47708. Bids received after this time will not be considered for award. At this time the information that will be read into record is:

- Vendor name
- Bid Amount

Bids submitted prior to the scheduled bid opening shall be submitted to the Purchasing Department Office, Room 323, Civic Center Complex, 1 NW Martin Luther King Jr. Boulevard, Evansville, Indiana 47708. Bids submitted to the Purchasing Department office shall be submitted prior 12:45 p.m. CDT on Wednesday October 23, 2024. Any bid brought directly to the Board meeting shall be given to the Board secretary by 1:00 p.m.

PRICE PROPOSAL PAGE

(THIS SHOULD BE THE FIRST PAGE ON YOUR BID)

Price Proposal

Up to Forty (40) Mobile Computers

IFB-009-02-2024

(All delivery and/or all freight charges are to be included in base bid cost.)

Total unit cost per each computer: \$ _____
(Numeric)

(Written Amount)

Manufacturer:

COMPANY: _____

BY: _____

TITLE: _____

DATE: _____

PHONE NUMBER: _____

EMAIL: _____

WARRANTY INFORMATION

Up to Forty (40) Mobile Computers

IFB-009-02-2024

The undersigned proposes to furnish and deliver, in accordance with the requirements of the Instructions to Vendors and the Specifications April 26, 2024, prepared by City of Evansville-Vanderburgh County Purchasing Department for the City of Evansville Police Department, the following Bid for up to forty mobile computers as per the specifications and description.

Please be advised that any alterations, changes in bid format, etc. will make it difficult to evaluate bids and may lead to confusion. Bids for all items should be given in the units, quantities, and units of measurements specified. Do not submit alternate bids unless requested. The Board shall reserve the right to reject any or all bids or any part thereof.

- a. All manufacturer service, repair and maintenance manuals are to be provided at time of delivery for model bid.
- b. Winning vendor is to provide complete operational installation as per the manufacturer's specification
- c. Must be able to make LOCAL SERVICE AND WARRANTY REPAIRS.
- d. Bid must include delivery date in days after notice of award.
- e. Any/All proposed alterations of factory installed components are to be submitted in writing. Proposed alterations must be approved in writing by the Board prior to the start of alterations. Any unauthorized alterations are subject to rejection of the entire equipment

QUOTATIONS

1. All prices F.O.B. Evansville, Indiana. Yes ____ No ____

2. Location of Service and warranty repairs (local location is preferred.)

DELIVERY

Vendors are requested to submit bids only for co available for delivery within 60 days, or proposed and approved date, of award.

Guaranteed Delivery in _____ days after award notification.

INDEMNIFICATION

Vendor will indemnify and hold harmless the Board/City of Evansville in accordance with the provisions contained herein? Yes ____ No ____

WARRANTY

1. Manufacturer's warranty is in compliance with bid requirements – 3-year Bumper-to-Bumper Warranty plan that covers accidental damage to the laptop, such as drops or spills and includes a no return hard drive clause. An optional warranty that extends the coverage period.

If "no," describe the extent of the Manufacturer's Warranty and what is covered:

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of the nondiscrimination clause.
2. The Contractor agrees that all services, facilities, activities and programs provided as part of this contract will meet the requirements of the American's with Disabilities Act and the rules and regulations promulgated there under.
3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.
4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advertising, the labor union or workers' representative of the Contractor's commitments under the Equal Employment Opportunity Section of this contract, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Board of Public Safety contract.

Representative (please print) Signed _____ Vendor

Vendor Name Phone _____

Vendor Address Date _____

CITY OF EVANSVILLE

CONFLICT OF INTEREST / FAMILIAL DISCLOSURE FORM

Project: **Up to Forty (40) Rugged Laptop Computers**
IFB-009-02-2024

ALL VENDORS must complete this Conflict-of-Interest Familial Disclosure Form and must attach the completed form to the bid.

As the vendor, I affirm that no principal, representative, agent, employee, contractor or potential subcontractors, or other acting on behalf of or legally capable of acting on the behalf of the vendor (a "Vendor Party"), is currently an employee of the City of Evansville ("City"), any City department or a member of any City Board or Council; nor will any such person connected to the vendor be privy to any City information which may constitute a conflict of interest; or, if such a conflict or relationship does exist, I have disclosed the nature of the relationship or conflict below.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between a Vendor Party and any employee or member of any City Department or board.

As the vendor, I understand that completing this form and self-disclosing potential conflicts of interest does not necessarily disqualify a vendor, but aids in identifying conflicts of interests which must be addressed pursuant to I.C. 35-44.1-1 et al. Further, the City will ensure that any individuals identified with a potential conflict will not be allowed to participate in the scoring or evaluation of the bid packages, to ensure the integrity of the bid process.

The following is a list of individuals who may pose a potential conflict of interest as described above Please provide the name, relationship with the City and the nature of the potential conflict, or if applicable: "NONE":

Signature: _____ Title: _____

Vendor/Bidder: _____

CITY OF EVANSVILLE

BEFORE ME, a Notary Public in and for said County and State, personally appeared _____, _____ of _____, who having been duly sworn, acknowledged and affirmed that they did sign said instrument as such officer or authorized agent for and on behalf of _____, and by authority granted by such entity, that the same is their free act and deed and the free act and deed of said entity.

WITNESS my hand and notarial seal this ____ day of _____, 2024.

My commission expires: _____ Notary Public

My County of residence is: _____ County, State of _____

Printed Name of Notary Public: _____

CITY OF EVANSVILLE

(Please type or print)

Date: _____

1. Governmental Unit: Board of Public Safety (City of Evansville) _____
2. County: VANDERBURGH _____
3. Vendor (Firm): _____
4. Address: _____
City/State: _____
5. Telephone Number: _____
6. Agent of Vendor (if applicable): _____
7. Email of Agent: _____

Pursuant to notices given, the undersigned offers and bid(s) to Board of Public Safety (City of Evansville) (Governmental Unit) in accordance with the following attachments(s) which specify the class or item number of description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Vendor promises that he has not offered nor received a less price than the price stated in his bid for the materials/equipment included in said bid. Vendor further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Signature of Vendor or Agent