



INVITATION TO BID (Request for Proposal)

4/12/2024

PROJECT

Computer Purchases

PROJECT DESCRIPTION

The Topeka and Shawnee County Public Library is a 21st-century, landmark library; most recently named the Library Journal's 2016 Library of the Year. The Library features the Alice C. Sabatini Gallery, the Millennium Café, Chandler Booktique (used bookstore), free meeting rooms, computer training and internet access. Located in the heart of Shawnee County, the Library has a collection of about 425,000 items and serves nearly 111,000 cardholders. About 1,500 people walk through the doors daily. Bookmobiles make about 25 stops six days a week traveling across the county and the Library provides services to 40 senior living facilities and 130 homebound individuals. The Digital Branch Library, www.tscpl.org, serves customers' needs 24/7.

The Library is purchasing fifty-one (51) Dell OptiPlex All-in-One 35W computers, five (5) Dell Latitude 5540 laptop computers, and twenty-four (24) Dell OptiPlex Small Form Factor Plus 7010 Computers.

BID RECEIVING

Date: May 3, 2024

Time: 3:00 PM CT

Place: Menninger Room (2nd floor), Topeka and Shawnee County Public Library, 1515 S.W. 10th Avenue, Topeka, KS.

Attendance at the bid receiving is not required. Those who do not attend shall ensure the bid is received by the Topeka and Shawnee County Public Library prior to 3:00 PM CDT.

TIMELINE OF BID PROCESS

RFP Issued:	April 12, 2024
Submission of Bidder Questions*	April 26, 2024
Bid Receiving:	May 3, 2024, 3:00 PM CT; bids must be received prior to this time.
Board Consideration of Award:	Thursday, May 16, 2024 at 4:00 pm CT; bidders do not need to be present at the Board meeting
Notification of Decision to Bidders:	Friday, May 17, 2024 (via email)
Project Completion Date:	TBD

*Bidder questions must be submitted to the Project Coordinator in writing, preferably by email, and bidders should check the Library's website for the question and answer document after the submission deadline has passed.

OWNER

Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374

INSTRUCTIONS TO BIDDERS

Date: 3/21/2024

PROJECT: Computer Purchases

DEFINITIONS:

Bidding documents include Invitation to Bid, Instructions to Bidders, and Bid Form including any Addenda issued prior to bid receiving.

ADDENDA:

Addenda are written or graphic instruments issued prior to bid receiving which modify or interpret the bidding documents, including specifications, additions, deletions, clarifications, or corrections.

Prior to bid receiving, Addenda will be posted on the Owner's website and each Bidder recorded by the Owner as having received the bidding documents will be notified.

Bidders shall acknowledge receipt of Addenda on the Bid Form.

Any questions or requests for information by interested bidders must be submitted in writing to the Project Coordinator, preferably by email, and will be posted on the Library's webpage as a public document for anyone's review.

EXAMINATION OF BIDDING DOCUMENTS:

Each Bidder shall examine the bidding documents carefully. Any interpretation or correction will be issued as an Addendum by the Owner. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING.

BID PREPARATION

A single bid will be received for the purchase of fifty-one (51) Dell OptiPlex All-in-One 35W computers, five (5) Dell Latitude 5540 laptop computers, and twenty-four (24) Dell OptiPlex Small Form Factor Plus 7010 Computers.

The Owner is a political subdivision of the State of Kansas, eligible for government contract prices, and is exempt for the Kansas Retailers' Sales Tax Act and Kansas Compensating Tax Act under the provisions of Kansas Statutes Annotated (K.S.A.) Supplement 79-3606(b).

Bids shall be made upon the BID FORM included with these specifications. Fill in all blanks on the BID FORM clearly with typewriter or ink. Erasures or other changes in a bid must be explained or noted over the signature of the Bidder. Signature shall be in longhand by a principal duly authorized to sign contracts. Bids shall contain no alterations or recapitulation of the work.

The Owner reserves the right to: (1) waive any informalities or minor defects in the bids or bidding procedures; (2) reject any or all bids; (3) rebid the project at a later date if bids are rejected; and (4)

accept the bid that, in the judgment of the Topeka and Shawnee County Public Library, will be in the best interest of the Library, whether or not said bid is the lowest bid.

Bidders may not use omissions or errors in the Specifications or other contract documents to their advantage. The Owner reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.

The Owner may make any investigation it deems necessary to determine the ability of the Bidder to perform the work. Bidders shall furnish information for this purpose to the Owner upon request. The Owner reserves the right to reject any bid if the evidence submitted by, or other investigation of, the Bidder fails to satisfy the Owner that the Bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the contract agreement or to perform the work as specified.

The Bidder shall be paid in accordance with contract agreement upon award.

Bids shall be prepared and submitted in accordance with these INSTRUCTIONS TO BIDDERS.

Mail, deliver or email the BID FORM to: Kim Strube
Chief Financial Officer
Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374
kstrube@tscpl.org

If submitting a paper BID FORM, enclose the BID FORM in a sealed opaque envelope bearing the legend:

BID FORM
Project: Computer and Monitor Purchase
Bidder: (your company name)
Address: (your company address)

Please note email submission of BID FORMS is not secure, unless initiated in that manner by the Bidder. All documents in an emailed bid must be in read-only pdf format. Please contact Kim Strube if you do not receive an email confirming receipt of your bid form.

COORDINATOR: The Coordinator shall assume general coordination and direction of the project.
The Coordinator is:

David King
Digital Services Director
Voice: 785-580-4601
Fax: 785-580-4496
Email: dking@tscpl.org

BIDDER'S REPRESENTATION:

The Bidder, by responding to this bid, represents that:

1. The Bidder read and understood the INSTRUCTIONS TO BIDDERS.
2. The Bidder carefully examined all bidding documents pertaining to the project.
3. The Bidder acknowledges receipt of Addenda, if any.

BID RECEIVING:

The Owner will receive and publicly open and read bid proposal forms at the time and place indicated in the INVITATION TO BID.

The bid proposal shall include all costs for fifty-one (51) Dell OptiPlex All-in-One 35W computers, five (5) Dell Latitude 5540 laptop computers, and twenty-four (24) Dell OptiPlex Small Form Factor Plus 7010 Computers.

No oral or telephone bids will be considered. Modifications by telephone will be considered only on BID FORMS delivered to Owner prior to time set for bid receiving.

BID WITHDRAWAL:

A Bidder may withdraw a BID FORM in writing, including via email, to Owner prior to time fixed for bid receiving.

Unless otherwise provided in any supplement to these INSTRUCTIONS TO BIDDERS, no Bidder shall modify, withdraw, or cancel the bid, or any part thereof, for thirty (30) calendar days after the date for receiving bids.

AWARD OF CONTRACT:

The approved bidder must be prepared to provide a service/purchase contract upon notification of bid approval. A contract will be awarded as soon as possible to the responsible Bidder submitting the lowest acceptable bid, provided:

1. Evidence of the experience, qualifications and fiscal responsibility of the Bidder and the time of completion are all acceptable to the Owner.
2. The total of acceptable bids is within the Owner's financial budget for the project.
3. The contract is legally acceptable.

REJECTION OF BIDS:

The Bidder acknowledges the Owner's right to reject any and all bids and to waive any formality or irregularity in any bid received. The Bidder recognizes the Owner's right to reject any bid, which fails to submit the data required by the bidding documents or is in any way incomplete or irregular. An award to the lowest Bidder is not required.

PROPOSED SCOPE OF WORK:

The Library is purchasing fifty-one (51) Dell OptiPlex All-in-One 35W computers, five (5) Dell Latitude 5540 laptop computers, and twenty-four (24) Dell OptiPlex Small Form Factor Plus 7010 Computers.

SPECIFICATIONS:

Computers included in RFP:

1. Fifty-one (51): Dell OptiPlex All-in-One 35W computers
2. Five (5): Dell Latitude 5540 laptop computers
3. Twenty-four (24): Dell OptiPlex Small Form Factor Plus 7010 Computers

Dell OptiPlex All-in-One 35W (51 of these):

- **Computer:** Dell OptiPlex All-in-One (7410 35-Watt CPU)
- **Processor:** 13th Gen Intel® Core™ i5-13400T (20MB cache, 10 cores, 16 threads, 1.30 GHz to 4.40 GHz Turbo, 35W)
- **Operating System:** Windows 11 Pro, English, Brazilian Portuguese, French, Spanish
- **Microsoft Application Software:** No Microsoft Office License Included - 30 day Trial Offer Only
- **Memory:** 16 GB: 1 x 16 GB, DDR4
- **Storage:** 256 GB, M.2 2230, PCIe NVMe, SSD, Class 35
- **Additional Storage:** No Additional Hard Drive
- **Graphics:** Intel® Graphics
- **Chassis Options:** OptiPlex All-in-One, 35W CPU, 23.8" FHD Non-touch, FHD camera, UMA, External Power Adapter
- **Power Cord:** US Power Cord for 3-pin Adapter
- **Wireless:** Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card
- **Wireless Driver:** Wireless Driver, Intel AX211 Wi-Fi 6E (6Ghz) 2x2, Bluetooth
- **Keyboard:** Dell Wired Business Multimedia Keyboard - KB522 - US English
- **Mouse:** Dell Optical Mouse - MS116 (Black)
- **Back Cover:** No Cable Cover
- **External Speakers:** No External Speaker
- **Software Stack:** Dell Additional Software
- **Operating System Recovery Options:** OS-Windows Media Not Included
- **ENERGY STAR:** ENERGY STAR Qualified
- **Documentation:** Safety/Environment and Regulatory Guide (English/French Multi-language)
- **System Monitoring Options:** System Monitoring not selected in this configuration
- **Placemat:** Quick Start Guide, All In One 35W
- **EAN/UPC Labels:** No UPC Label
- **TPM Security:** Trusted Platform Module (Discrete TPM Enabled)
- **Power Supply:** E4 130W 7.4mm V3, LiteOn
- **Stands and Mounts:** Fixed Stand for OptiPlex All-in-One
- **Adapter:** No Additional Cable
- **FGA Module:** No FGA NOFGA
- **Windows AutoPilot:** No AutoPilot
- **Systems Management:** Intel Standard Manageability
- **EPEAT 2018:** Registered (Gold) GBU8CHM [379-BDZB] 200331
- **Display:** OptiPlex All-in-One Non-Touch Panel GP3NLIA [391-BBDM] 760

- **Dell Services:** Hardware Support 3 Years ProSupport Plus with 4-Hour 7X24 Onsite Service After Remote Diagnosis

Dell Latitude 5540 laptops (5 of these):

- **Computer:** Dell Latitude 5540 BTX Base
- **Processor:** 13th Gen Intel® Core™ i5-1350P vPro® (12 MB cache, 12 cores, 16 threads, up to 4.7 GHz Turbo)
- **Operating System:** Windows 11 Pro, English, Brazilian Portuguese, French, Spanish
- **Office Productivity Software:** No Microsoft Office License Included - 30 day Trial Offer Only
- **Intel Responsiveness Technologies:** Intel® Rapid Storage Technology Driver
- **Systems Management:** Intel vPro Enterprise Technology Enabled
- **Memory:** 16 GB, 2 x 8GB, DDR5, 5200MT/s, Non-ECC, dual-channel
- **Storage:** 256 GB, M.2 2230, PCIe NVMe, SSD, Class 35
- **Additional Storage:** No Additional Hard Drive
- **Display:** 15.6" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD IR Cam, WLAN/WWAN(4G)
- **Keyboard:** English US backlit keyboard with numeric keypad, 99-key
- **Mouse:** No Mouse
- **Wireless Driver:** Intel® AX211, 2x2, 802.11ax, MU-MIMO Driver, Bluetooth
- **Wireless:** Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card
- **Mobile Broadband:** No Mobile Broadband Card
- **Primary Battery:** 3 Cell, 54 Wh, ExpressCharge™, ExpressCharge™ Boost capable
- **AC Adapter:** 65W AC adapter, USB Type-C, TCO Gen 9 compliant
- **PalmRest:** Single Pointing, Smart Card Reader, Finger Print Reader (w/ControlVault 3)
- **Security Software:** No anti-virus software
- **Operating System Recovery Options:** OS-Windows Media Not Included
- **Power Cord:** E4 Power Cord 1M for US GC90V4B [537-BBDO] 20
- **Setup and Features Guides:** Latitude 5540 Quick Start Guide G4DLOCA [340-DDHL] 60
- **Resource Media:** No Resource USB Media G5KFAU6 [430-XXYG] 50
- **Documentation:** Safety/Environment and Regulatory Guide (English/French Multi-language)
- **ENERGY STAR:** ENERGY STAR Qualified
- **FGA Module:** 5540_2HFY24_034/US/BTS
- **Non-Microsoft Application Software:** Dell Additional Software
- **Chassis Options:** Latitude 5540 Bottom Door, Intel 13th Gen P-Series CPU, Intel Integrated Graphics
- **Windows AutoPilot:** No AutoPilot
- **Camera:** FHD/IR Camera, Temporal Noise Reduction, Camera Shutter, Mic
- **Additional Optical:** No Removable CD/DVD Drive
- **Service:** 3Y ProSupport Plus with ProSupport and AD and KYHD and Service Account Mgr

Dell OptiPlex Small Form Factor Plus 7010 (24 of these):

- **Computer:** Dell OptiPlex Small Form Factor Plus 7010
- **Processor:** 13th Gen Intel® Core™ i5-13500 (24 MB cache, 14 cores, 20 threads, 2.50 GHz to 4.80 GHz Turbo, 65 W)
- **Operating System:** Windows 11 Pro, English, Brazilian Portuguese, French, Spanish
- **Microsoft Office:** No Microsoft Office License Included - 30 day Trial Offer Only
- **Memory:** 16 GB: 1 x 16 GB, DDR5
- **Storage:** 512 GB, M.2 2230, PCIe NVMe, SSD, Class 35

- **Additional Storage:** No Additional Hard Drive
- **Raid Connectivity:** NO RAID
- **Graphics:** Intel® Graphics
- **Chassis Options:** OptiPlex SFF Plus with 260W Bronze Power Supply
- **Power Cord:** System Power Cord (US)
- **Optical Drive:** 8x DVD+/-RW 9.5mm ODD
- **Optical Software:** CyberLink Media Suite Essentials for Windows OS and DVD Drive (without Media)
- **Additional Storage Devices - Media Reader:** Media Card Reader
- **Wireless:** No Wireless LAN Card (no WiFi enablement)
- **Wireless Driver:** None
- **Serial Port Adapter:** No PCIe add-in-card
- **Additional Video Ports:** No Additional Video Ports
- **Keyboard:** Dell Multimedia Wired Keyboard - KB2 16 Black - US English
- **Mouse:** Dell Optical Mouse - MS116 (Black)
- **Cable Cover:** No Cable Cover
- **External Speakers:** No External Speaker
- **Non-Microsoft Application Software:** Dell Additional Software
- **Operating System Recovery Options:** OS-Windows Media Not Included
- **ENERGY STAR:** ENERGY STAR Qualified
- **Documentation:** Safety/Environment and Regulatory Guide (English/French Multi-language)
- **System Monitoring Options:** Dell Watchdog Timer
- **Placemat:** Quick Start Guide, OptiPlex SFF Plus
- **Hard Drive Cables and Brackets:** M.2 Caddy
- **Intel Responsiveness Technologies:** SW Driver, Intel Rapid Storage Technology, OptiPlex Small Form
- **Add-in Cards:** No Additional Add In Cards
- **Stands and Mounts:** No Stand or Mount
- **Adapter:** No Additional Cable
- **FGA Module:** No FGA
- **Speakers:** Internal Speaker
- **Systems Management:** Intel vPro® Enterprise
- **Windows AutoPilot:** No AutoPilot
- **Network Adapters (NIC):** No Additional Network Card Selected (Integrated NIC included)
- **3rd Storage:** No Additional Hard Drive
- **Service:** 3 Years ProSupport Plus with 4-Hour 7X24 Onsite Service After Remote Diagnosis

BID FORM – Single Contract

Owner: Topeka & Shawnee County Public Library, 1515 S.W. 10th Avenue, Topeka, KS 66604-1374

Bidder Name: _____

In compliance with the invitation and instructions to Bidders, the undersigned proposes to provide fifty-one (51) Dell OptiPlex All-in-One 35W computers, five (5) Dell Latitude 5540 laptop computers, and twenty-four (24) Dell OptiPlex Small Form Factor Plus 7010 Computers.

Item	Quantity	Unit Cost	Total
A. Dell OptiPlex All-in-One 35W computers			
B. Dell Latitude 5540 laptop computers			
C. Dell OptiPlex Small Form Factor Plus 7010 Computers			
D. 3-Year 24/7 Onsite warranty			
Total Base Bid:			

ADDENDA

Receipt is acknowledged of Addenda numbers _____.

TIME OF COMPLETION

The undersigned agrees to deliver the specified equipment within _____ calendar days from the date of the award of Contract. It is the Owner's desire that the project be completed rapidly. Time of Completion will be given strong consideration during the evaluation of bids.

DECLARATION

The undersigned hereby declares the bid specifications have been carefully examined and this proposal is submitted in compliance therewith. The undersigned understands that competence and responsibility, time of completion, as well as any other factors of interest to the Owner may be a consideration in making the award. The Owner reserves the right to reject any or all proposals, to accept or reject alternate proposals and unit prices, and waive technicalities concerning the bid proposals received as it may be in the Owner's best interest to do so.

Authorized Representative's Signature

Date

Title

Telephone

Company

Fax

Street Address

E-Mail

City/State/Zip