



INVITATION TO BID (Request for Proposal)

2/20/2025

PROJECT

Laptop Purchase

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 twenty-four (24) Dell Latitude 5450 laptops.

BID RECEIVING

Date: March 11, 2025

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:	February 20, 2025
Submission of Bidder Questions*	March 5, 2025
Bid Receiving:	March 11, 2025, 3:00 PM CT; bids must be received prior to this time.
Board Consideration of Award:	Thursday, March 20, 2025 at 4:00 pm CT; bidders do not need to be present at the Board meeting
Notification of Decision to Bidders:	Friday, March 21, 2025 (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: 2/20/2025

PROJECT: Laptop Purchase

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 twenty-four (24) Dell Latitude 5450 laptops.

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: Laptop 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 twenty-four (24) Dell Latitude 5450 laptops.

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 twenty four (24) Dell Latitude 5450 laptops.

SPECIFICATIONS:

Summary: 14" Laptop w/ u5 CPU, 16gb RAM, 512gb SSD, 3 year warranty

Full Specs Sheet:

Chassis: Latitude 5450 BTX Base

CPU: Intel Ultra 5 125U (12MB cache,12c/14t, up to 4.3GHz)

OS: Windows 11 Pro

Memory: 16GB – 2 x 8GB DDR5, 5600MT/s

Storage: 512 GB NVMe

Display: 14" 1080p 60HZ IPS, Non-Touch, 250 nit

Webcam: Yes, 1080p

Keyboard: English US backlit w/ Copilot button, 79-key

Mouse: Track Pad

Wireless: Intel AX211, Wi-Fi 6E w/ Bluetooth 5.3

Battery: 3-cell, 54 Wh Express Charge capable

AC Adapter: 65W USB-C

Warranty: 3 Year ProSupport Plus (On-site repair, accident coverage, etc)

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 twenty-four (24) Dell Latitude 5450 laptops.

Item	Quantity	Unit Cost	Total
A. Dell Latitude 5450 laptops			
B. 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