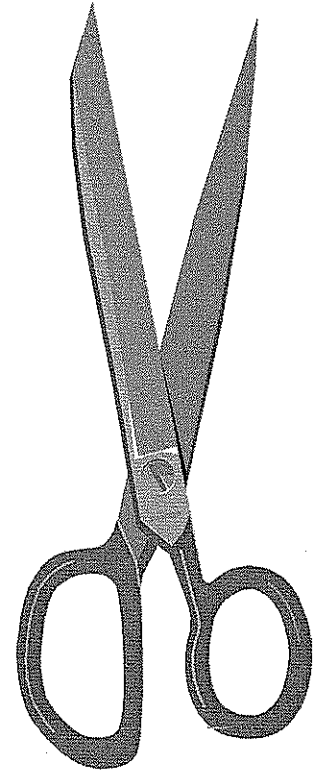


Cut along the outer border and affix this label to your sealed proposal envelope to identify it as a "Sealed Proposal". Be sure to include the name of the company submitting the bid where requested.

<b>SEALED PROPOSAL • DO NOT OPEN</b>	
SEALED PROPOSAL NO.:	078-0335-P(RM)
PROPOSAL TITLE :	COMPUTER EQUIPMENT PURCHASE OR LEASE
DUE DATE/TIME:	September 11, 2008 @ 3:00 P.M.
SUBMITTED BY:	_____ (Name of Company)
DELIVER TO:	PURCHASING DEPARTMENT Board of County Commissioners Annex Building -6 <sup>th</sup> Floor 400 South Fort Harrison Avenue Clearwater, FL 33756



***Please Note:***

From time to time, addenda may be issued to this proposal. Any such addenda will be posted on the same Web site, [www.pinellascounty.org/purchase/Current Bids1.htm](http://www.pinellascounty.org/purchase/Current_Bids1.htm), from which you obtained this proposal. Before submitting your proposal you should check our Web site to download any addenda that may have been issued. Please remember to sign and return Addenda Acknowledgement Form with completed proposal package if applicable.

**SUBMIT TO:**

PINELLAS COUNTY BOARD OF  
COUNTY COMMISSIONERS  
400 S. FT. HARRISON AVENUE  
ANNEX BUILDING – 6<sup>TH</sup> FLOOR  
CLEARWATER, FL 33756



# REQUEST FOR PROPOSAL

**ISSUE DATE:**

July 25, 2008

PROPOSAL SUBMITTALS RECEIVED AFTER SUBMITTAL DATE & TIME WILL NOT BE  
CONSIDERED

**TITLE: COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**RFP NUMBER:**

078-0335-P(RM)

**SUBMITTAL DUE: SEPTEMBER 11, 2008 @ 3:00 P.M.**

AND MAY NOT BE WITHDRAWN FOR 60 DAYS FROM DATE LISTED ABOVE.

**PRE-PROPOSAL DATE & LOCATION:**

August 11, 2008 @ 1:30 P.M.  
5<sup>th</sup> Floor 400 S. Ft. Harrison Ave  
Purchasing Conference RM 516  
Annex Bldg  
Clearwater, FL 33756

**DEADLINE FOR WRITTEN QUESTIONS: AUGUST 25, 2008 BY 3:00 P.M.**

**SUBMIT QUESTIONS TO:** Ruby McKenzie AT rmmckenz@pinellascounty.org

**Phone:** (727) 464-3795 **Fax:** (727) 464-3925

**COMMISSIONERS**

ROBERT B. STEWART - CHAIRMAN  
CALVIN D. HARRIS - VICE CHAIRMAN  
RONNIE DUNCAN  
SUSAN LATVALA  
JOHN MORRONI  
KAREN WILLIAMS SEEL  
KENNETH T. WELCH

**THE MISSION OF PINELLAS COUNTY**  
Pinellas County Government is committed to progressive  
public policy, superior public service, courteous public  
contact, judicious exercise of authority and sound  
management of public resources to meet the needs and  
concerns of our citizens today and tomorrow.

  
**JOSEPH LAURO,**  
CPPO/CPPB  
Director of Purchasing

**PROPOSER MUST COMPLETE THE FOLLOWING**

PROPOSERS ARE CAUTIONED THAT THE POLICY OF THE BOARD OF COUNTY COMMISSIONERS, PINELLAS COUNTY, IS TO ACCEPT THE LOWEST RESPONSIBLE PROPOSAL RECEIVED MEETING SPECIFICATIONS. NO CHANGES REQUESTED BY A PROPOSER DUE TO AN ERROR IN PRICING WILL BE CONSIDERED AFTER THE RFP OPENING DATE AS ADVERTISED. BY SIGNING THIS PROPOSAL FORM YOU ARE ATTESTING TO YOUR AWARENESS OF THIS POLICY AND ARE AGREEING TO ALL OTHER PROPOSAL TERMS AND CONDITIONS.

**PAYMENT TERMS:** \_\_\_\_% \_\_\_\_DAYS, NET \_\_\_\_ \*RFP DEPOSIT, IF REQUIRED, IS ATTACHED IN THE AMOUNT OF \$ \_\_\_\_

**PROPOSER (COMPANY NAME):** \_\_\_\_\_ **D/B/A** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **CITY / STATE / ZIP** \_\_\_\_\_

**COMPANY EMAIL ADDRESS:** \_\_\_\_\_ **PHN:** ( ) \_\_\_\_\_ **FAX:** ( ) \_\_\_\_\_

**REMIT TO NAME:** \_\_\_\_\_  
(As Shown On Company Invoice)

**CONTACT NAME:** \_\_\_\_\_

Proper Corporate Identity is needed when you submit your bid, especially how your firm is registered with the Florida Division of Corporations. Please visit [www.sunbiz.org](http://www.sunbiz.org) for this information. It is essential to return a copy of your W-9 with your bid. Thank you.

**PRINT NAME:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**HEREBY AGREE TO ABIDE BY ALL CONDITIONS OF THIS RFP & CERTIFY I AM AUTHORIZED TO SIGN THIS RFP FOR THE PROPOSER.**

FORMS CHECKLIST	
COPY OF COMPANY INVOICE	
W-9 (TAXPAYER ID)	

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**PRINT NAME/TITLE:** \_\_\_\_\_

**THIS FORM MUST BE RETURNED WITH YOUR RESPONSE**

**SEE PAGE 16 SECTION E SCOPE OF WORK**

## SECTION A - GENERAL CONDITIONS

### 1. SUBMISSION OF PROPOSAL:

- a) Proposals will be opened immediately after the proposal submittal date and time (3:00 PM) by the Pinellas County Purchasing Department, 400 South Fort Harrison Avenue, Annex Building, 6th Floor, Clearwater, FL 33756. The public may attend the proposal opening, but may not immediately review any proposals submitted. The names of respondents only will be read aloud at the time of opening. Pursuant to Section 119.07(3)(m), all proposals submitted shall be subject to review as public records 10 days from opening, or earlier if an intended decision is reached before the 10-day period expires. Late proposals will not be accepted.
- b) Proposals and changes thereto shall be enclosed in sealed envelopes or packages, addressed to the Purchasing Department, Pinellas County. The name and address of the firms, the date and hour of the proposal submittal, and the title shall be placed on the outside of the envelope.
- c) Proposals must follow the format of the RFP and structure their responses to follow the sequence of the RFP when submitting a proposal. County staff will evaluate the proposals received, based on responsiveness to the evaluation criteria and based on the information being provided in the required sequence.
- d) Proposers must have experience in work of the same or similar nature, and must provide references that will satisfy the County. Proposer must furnish a reference list of at least four (4) customers for whom they have performed similar services and must provide information as specified in Section D.
- e). Proposer is advised that exceptions to any of the terms contained in this RFP or the attached service agreement must be identified in its response to the RFP. Failure to do so may lead County to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

### 2. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS:

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this proposal must be sent in writing (mail or fax) to the Purchasing Department and received no later than the deadline specified in RFP. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the proposal. All such addenda shall become part of the contract documents. The County will not be responsible for any other explanation or interpretation of the proposed RFP made or given prior to the award of the contract. The Purchasing Department will be unable to respond to questions received after the specified deadline.

### 3. DESCRIPTION OF SUPPLIES/SERVICES:

Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Proposals will be considered for all brands that meet the quality of the specifications listed for any items.

### 4. RIGHTS OF PINELLAS COUNTY IN REQUEST FOR PROPOSAL PROCESS:

In addition to all other rights of the County under Florida law, the County specifically reserves the following:

- a) Pinellas County reserves the right to rank firms and negotiate with the highest-ranking firm. Negotiation with an individual proposer does not require negotiation with others.
- b) Pinellas County reserves the right to select the proposal that it believes will serve the best interest of Pinellas County.
- c) Pinellas County reserves the right to reject any or all Requests for Proposals.
- d) Pinellas County reserves the right to cancel the entire Request for Proposal.
- e) Pinellas County reserves the right to remedy or waive technical or immaterial errors in the Request for Proposal or in proposals submitted.
- f) Pinellas County reserves the right to request any necessary clarifications or proposal data without changing the terms of the proposal.
- g) Pinellas County reserves the right to make selection of the proposer to perform the services required on the basis of the original proposals without negotiation.

## SECTION A - GENERAL CONDITIONS - CONTINUED

### 5. EVALUATION CRITERIA:

The evaluation criteria define the factors that will be used by the Evaluation Committee to evaluate and score responsive, responsible and qualified proposals. Proposers shall include sufficient information to allow the Evaluation Committee to thoroughly evaluate and score their proposals. Each proposal submitted shall be evaluated and ranked by an evaluation committee. The contract will be awarded to the most qualified proposer, per the evaluation criteria listed in Section E of the RFP. Proposers will ordinarily not be suggested for award/ranking of firms or oral presentations if a score of at least eighty percent (80%) of the total points available is not achieved through evaluation.

### 6. COSTS INCURRED BY PROPOSERS:

All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne solely by the Proposer(s). No payment will be made for any responses received, or for any other effort required of, or made by, the Proposer(s) prior to contract commencement.

### 7. ORAL PRESENTATION:

An oral presentation of proposal may be requested of any firm, at the Evaluation Committee's discretion.

### 8. CONFLICT OF INTEREST:

- a) The Proposer represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided for in Fla. Stat., §112.311, et. Seq. The Proposer further represents that no person having any interest shall be employed for said performance.
- b) The Proposer shall promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Proposer may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into by the Proposer. The County agrees to notify the Proposer of its opinion by certified mail within thirty days of receipt of notification by the Proposer.

### 9. WITHDRAWAL OF PROPOSAL:

A proposal may be withdrawn prior to the time set for the proposal submittal, based on a written request from an authorized representative of the firm; however, a proposal may not be withdrawn after the time set for the proposal submittal for a period of time as specified.

### 10. LATE PROPOSAL OR MODIFICATIONS:

Proposal and modifications received after the time set for the proposal submittal will not be considered; however, modifications in writing received prior to the time set for the proposal submittal will be accepted. **In addition, late proposals will not be accepted, will be rejected and will be returned for any reason. The time clock stamp located in Pinellas County Purchasing Department shall be the official time stamp.** This upholds the integrity of the proposal process.

### 11. PROPOSALS FROM RELATED PARTIES / MULTIPLE PROPOSALS RECEIVED FROM ONE VENDOR:

Where two (2) or more related parties each submit a proposal or multiple proposals are received from one (1) vendor, for any contract, such proposals shall be judged non-responsive. Related parties mean proposers or the principles thereof, which have a direct or indirect ownership interest in another proposer for the same contract or in which a parent company or the principles thereof of one (1) proposer have a direct or indirect ownership interest in another bidder or proposer for the same contract.

### 12. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:

The laws of the State of Florida apply to any purchase made under this Request for Proposal. Proposers shall comply with all local, state, and federal directives, orders and laws as applicable to this proposal and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and OSHA as applicable to this contract.

**SECTION A - GENERAL CONDITIONS - CONTINUED****13. PROVISION FOR OTHER AGENCIES:**

Unless otherwise stipulated by the proposer, the proposer agrees to make available to all Government agencies, departments, and municipalities the proposal prices submitted in accordance with said proposal terms and conditions therein, should any said governmental entity desire to buy under this proposal. Eligible Users shall mean all state of Florida agencies, the legislative and judicial branches, political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the contract.

**14. COLLUSION:**

The proposer, by affixing his signature to this proposal, agrees to the following: "Proposer certifies that his proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

**15. RIGHT TO AUDIT:**

Pinellas County reserves the privilege of auditing a vendor's records as such records relate to purchases between Pinellas County and said vendor. Such audit privilege is provided for within the text of the Pinellas County Code §2-156 through §2-176(j). Records should be maintained for three years from the date of final payment.

**16. STATEMENT RELATIVE TO "PUBLIC ENTITY CRIMES":**

The proposer is directed to the Florida Public Entity Crime Act, §287.133, Florida Statutes, and the County's requirement that the successful proposer comply with it in all respects prior to and during the term of this contract.

**17. COUNTY INDEMNIFICATION:**

- a) The first ten dollars (\$10) of compensation received by the contractor pursuant to this contract represents specific consideration for the following indemnification: contractor shall indemnify, pay the cost of defense, including attorneys' fees, and hold harmless the County from all suits, actions or claims of any character brought on account of any injuries or damages received or sustained by any person, persons or property by or from the said contractor; or by, or in consequence of any neglect in safeguarding the work; or through the use of unacceptable materials in the construction of improvements; or by, or on account of any act or omission, neglect or misconduct of the said contractor; or by, or on account of, any claim or amounts recovered under the "Workers' Compensation Law" or of any other laws, by-laws, ordinance, order or decree, except only such injury or damage as shall have been occasioned by the sole negligence of the County.
- b) The successful proposer(s) agrees to indemnify the County and hold it harmless from and against all claims, liability, loss, damage or expense, including counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon, with respect to the goods or any part thereof covered by this order, and such obligation shall survive acceptance of the goods and payment thereof by the County.

**18. VARIANCE FROM STANDARD TERMS & CONDITIONS:**

All standard terms and conditions stated in Section A apply to this contract except as specifically stated in the subsequent sections of the document, which take precedence over Section A, and should be fully understood by proposers prior to submitting a proposal on this requirement.

**19. ADA REQUIREMENT FOR PUBLIC NOTICES:**

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 727/464-4062 (voice/tdd) fax 727/464-4157, not later than seven days prior to the proceeding.

**SECTION A - GENERAL CONDITIONS - CONTINUED****20. CERTIFICATE OF INSURANCE:**

The successful proposer must provide a Certificate of Insurance in accordance with Insurance Requirements, Section C, prior to issuance of Purchase Order or commencement of any work hereunder.

**21. PROCUREMENT POLICY FOR RECYCLED MATERIALS:**

Pinellas County wishes to encourage its proposer to use recycled products in fulfilling contractual obligations to the County and that such a policy will serve as a model for other public entities and private sector companies.

When awarding a purchase of \$5000 or less, or recommending a purchase in excess of \$5000 for products, materials, or services, the Director of Purchasing may allow a preference to a responsive proposer who certifies that their product or material contains the greatest percentage of postconsumer material. If they are submitting a proposal on paper products they must certify that their materials and/or products contain at least the content recommended by the EPA guidelines.

On all proposals over fifty thousand dollars (\$50,000) and formal quotes under fifty thousand dollars (\$50,000), or as required by law, the Director of Purchasing shall require vendors to specify which products have recycled materials, what percentage or amount is postconsumer material, and to provide certification of the percentages of recycled materials used in the manufacture of goods and commodities procured by the County.

Price preference is not the preferred practice the County wishes to employ in meeting the goals of this resolution. If a price preference is deemed to serve the best interest of the County and further supports the purchase of recycled materials, the Director of Purchasing will make a recommendation that a price preference be allowed up to an amount not to exceed 10% above the lowest complying proposal received.

**DEFINITIONS:**

Recovered Materials: Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.

Recycled Materials: Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrap purchased from another manufacturer and used in the same or a closely related product.

Postconsumer Materials: Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

The County shall be responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful proposer. The County will furnish a copy of the asbestos survey to the successful proposer. The proposer must keep this copy on site at all times during the actual demolition.

**22. PAYMENT/INVOICES:**

The proposer must specify on the Proposal Summary form the exact company name and address which must be the same as invoices submitted for payment as a result of award of this RFP. Further, the successful proposer is responsible for immediately notifying the Purchasing Department of any company name change, which would cause invoicing to change from the name used at the time of the original RFP. Payment will be made, in arrears, in accordance with Fla. Stat. § 218.70, et. seq., the Local Government Prompt Payment Act.

**SECTION A - GENERAL CONDITIONS - CONTINUED****23. CANCELLATION:**

- a) Pinellas County reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the contractor in writing of the intention to cancel or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.
- b) Failure of the contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Pinellas County.
- c) In addition to all other legal remedies available to Pinellas County, Pinellas County reserves the right to cancel and obtain from another source, any items/services which have not been delivered within the period of time stated in proposal, or if no such time is stated, within a reasonable period of time from the date of order as determined by Pinellas County.
- d) In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the vendor of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

**24. ASSIGNMENT/SUBCONTRACTING/CORPORATE ACQUISITIONS AND/OR MERGERS:**

The Contractor shall perform this contract. No assignment or subcontracting shall be allowed without prior written consent of the County. If a proposer intends to subcontract a portion of this work, the proposer must disclose that intent in the proposal. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the County within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the County, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the County awarding a proposal to a firm that has disclosed its intent to assign or subcontract in its response to the RFP, without exception shall constitute approval for purpose of this Agreement.

**25. NON-EXCLUSIVE CONTRACT:**

Award of this Contract shall impose no obligation on the County to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest. In the case of multiple-term contracts, this provision shall apply separately to each term.

**26. LOBBYING:**

Lobbying of Evaluation Committee members, Pinellas County Government employees, or elected officials regarding request for proposals, request for qualifications, bids or contracts, during the pendency of bid protest, by the bidder/proposer/protestor or any member of the bidder's/proposer's/protestor's staff, an agent of the bidder/proposer/protestor, or any person employed by any legal entity affiliated with or representing an organization that is responding to the request for proposal, request for qualification, bid or contract, or has a pending bid protest is strictly prohibited either upon advertisement or on a date established by the Board of County Commissioners and shall be prohibited until either an award is final or the protest is finally resolved by the County Administrator or Purchasing Director; provided, however, nothing herein shall prohibit a prospective bidder/proposer from contacting the Purchasing Department to address situations such as clarification and/or questions related to the procurement process. For purposes of this provision lobbying activities shall include but not be limited to, influencing or attempting to influence action or non-action in connection with any request for proposal, request for qualification, bid or contract through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such actions may cause any request for proposal, request for qualification, bid or contract to be rejected.

**27. ADDITIONAL REQUIREMENTS:**

The County reserves the right to request additional services relating to this Agreement from the Contractor. When approved by the County as an amendment to this Agreement and authorized in writing, the Contractor shall provide such additional requirements as may become necessary.

**SECTION A - GENERAL CONDITIONS - CONTINUED****28. ADD/DELETE LOCATIONS/SERVICES:**

The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the contractor(s) will be required to provide services to this contract in accordance with the terms, conditions, and specifications.

**29. SERVICES AGREEMENT:**

A written agreement, incorporating the Request for Proposal and the successful proposal will be prepared by the County, signed by the successful proposer and presented to the Board of County Commissioners, County Administrator or Director of Purchasing for approval and signature.



## SECTION A - GENERAL CONDITIONS - CONTINUED

### 30. PROTEST PROCEDURE:

As per Section 2-162 of County Code

1.

- (a) *Bid/Proposal protests.* Any actual or prospective bidder, proposer, who is allegedly aggrieved in connection with the issuance of a bid/proposal package or pending award of a contract may protest to the director of purchasing.
- (b) *Posting.* The Purchasing Department shall post the formal award on the departmental website. The formal award shall be publicly posted on the Purchasing Department's website no less than three full business days after the decision to recommend the award to the bidder/proposer is made.
- (c) *Requirements to Protest.*
  - (1) If the protest relates to the content of the bid/proposal package, a formal written protest must be filed no later than 5:00 p.m. on the fifth full business day after issuance of the bid/proposal package.
  - (2) If the protest relates to the award of a contract, a formal written protest must be filed no later than 5:00 p.m., on the fifth business day after posting of either the contract award recommendation or the contract award itself. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.
  - (3) A formal written protest is considered filed with the county when the Purchasing Department, County Administrator, or County Commission receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the bidder/proposer.
  - (d) *Sole remedy.* These procedures shall be the sole remedy for challenging an award of bid. Bidder/proposers are prohibited from attempts to influence, persuade, or promote a bid protest through any other channels or means. Such attempts shall be cause for suspension in accordance with 2-161(b) of this article.
  - (e) *Time Limits.* The time limits in which protests must be filed as specified herein may be altered by specific provisions in the Bid/Request for Proposal.
  - (f) *Authority to resolve.* The Director of Purchasing shall resolve the protest in a fair and equitable manner and shall render a written decision to the protestant no later than 5:00 p.m. on the fifth business day after the filing thereof.
  - (g) *Review of Purchasing Director's decision.*
    - (1) The protesting party may request a review of the Purchasing Director's decision to the County Administrator by delivering written request for review of the decision to the Director of Purchasing by 5:00 p.m. on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the bidder/proposer deems relevant to the issues raised in the request for review.
    - (2) If it is determined that the solicitation or award is in violation of law or the regulations and internal procedures of the Purchasing Department, the County Administrator shall immediately cancel or revise the solicitation or award as deemed appropriate.
    - (3) If it is determined that the solicitation or award should be upheld, the County Administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party and all substantially affected persons or businesses no later than 5:00 p.m., on the fifth full business day. The decision shall be final and conclusive as to the county unless any further action is taken or a party commences action in court.
    - (4) *Stay of Procurement During Protests.* There shall be no stay of procurement during protests.

**SECTION A - GENERAL CONDITIONS - CONCLUDED****31. INTEGRITY OF REQUEST FOR PROPOSAL (RFP) DOCUMENTS:**

Proposers shall use the original RFP Form(s) provided by the Purchasing Department and enter information only in the spaces where a response is requested. Proposers may use an attachment as an *addendum* to the RFP Form(s) if sufficient space is not available on the original form for the proposer to enter a complete response. **Any modifications or alterations to the original RFP documents by the proposer, whether intentional or otherwise, will constitute grounds for rejection of a RFP.** Any such modifications or alterations a proposer wishes to propose must be clearly stated in the proposer's RFP response and presented in the form of an addendum to the original RFP documents.

**32. PUBLIC EMERGENCIES:**

It is hereby made a part of this bid that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that Pinellas County shall require a "First Priority" for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. Vendor/contractor agrees to rent/sell/lease all goods and services to the County or governmental entities on a "first priority" basis. The County expects to pay a fair and reasonable price for all products and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of God.

## SECTION B - SPECIAL CONDITIONS

### Proposal Title: COMPUTER EQUIPMENT, PURCHASE OR LEASE Proposal Number: 078-0335-P(RM)

#### 1. OBJECTIVE:

The Pinellas County Board of County Commissioners is seeking proposals from qualified and experienced firms who are able to provide the flexibility and convenience of one-stop shopping for computer equipment that include the following listed categories:

- Desktops
- Monitors
- Laptops
- Service Plans

Additional Hardware that may be offered during the term of the contract includes:

- Mice
- Keyboards
- Docking Stations
- Port Replicators
- Carrying Cases
- Cables Necessary for Connecting Systems
- Auto/Air/AC Adapters
- Batteries

Items excluded from this RFP include but are not limited to the following:

- Servers
- Connectivity Devices
- Uninterruptible Power Supplies and Surge Suppressors
- Storage Devices
- Printers and Scanners
- Video Conferencing and Video Bridging Equipment
- Firewalls
- Office Technology (copiers, facsimile machines, calculators, shredders, scanners, multifunctional devices, etc.)
- IT application and database software
- IT professional and consulting services

It is the intent of the County to award this contract to one Proposer. An agreement will be negotiated with the successful proposer.

#### 2. PROPOSAL REQUIREMENTS:

Each proposal should contain the following at a minimum. Proposer must also address detailed requirements as specified in Section E, Scope of Work.

- a) A written narrative describing the method or manner in which the proposer proposes to satisfy the requirements of the Scope of Work.
- b) A description of the proposer's experience in providing the same or similar services as outlined in the RFP. This description should include the names of the person(s) who will provide the services, their qualifications, and the years of experience in performing this type of work. Also include the reference information requested in Section D.
- c) The fee(s) for services as outlined in the Scope of Work.

#### 3. EVALUATION CRITERIA:

Following is the criteria that will be used by the County to evaluate and score responsive and qualified proposals. Proposers shall include sufficient information to allow the County to thoroughly evaluate and score their proposals. Each proposal submitted shall be evaluated and ranked by an evaluation committee. The contract will be awarded to the most qualified proposer, per the evaluation criteria listed in Section E, Scope of Work.

**SECTION B - SPECIAL CONDITIONS - CONTINUED****4. PRICING/PERIOD OF CONTRACT:**

Direct Purchase and Leased equipment price shall be in the form of a discount from the Manufacturer's Suggested Retail Price (MSRP) list. Percent of discount must appear for each category indicating discount offered for items purchased by the County which are not listed. All items in a category must be eligible for the same discount, no variation by item will be allowed. Percentage of discount off manufacturers published price list shall remain firm during the contract period.

- a) LEASE RATE FACTOR: the lease rate factor should be based on the 9/1/08 rate of the U.S. Three (3) year Treasury Bill and remain fixed for the term of the contract.

Duration of the contract shall be for a period of thirty-six (36) months. The contract term is anticipated to begin December 1, 2008.

**5. OPTION OF RENEWAL:**

For direct purchases and pricing pertaining to leased equipment, the contract may be extended subject to written notice of agreement from the County and the successful proposer(s) for an additional **thirty-six (36)** month period beyond the primary contract period. Contract renewals will allow for price adjustments (Increase/Decrease) in an amount not to exceed the average of the Producer Price Index (PPI) for Industry: Electronic Computer Manufacturing, Series Id: pcu334111334111, for the twelve months prior to contract renewal.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted at time of renewal request from the County. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

- a) Contract renewals will allow for lease rate factor price adjustments (Increase/Decrease) in direct relationship to the then most current three year Treasury Bill rate, not to exceed 500 basis points over the initial lease factor rate. All other discounts, terms and conditions remain the same, and with the understanding that all equipment must be new and the latest technology available, and approval is granted by the County Administrator or Director of Purchasing.

**6. DELIVERY REQUIREMENTS:**

Successful proposer must provide inside delivery of equipment to the designated area's ship to address on the purchase order. All delivery costs are F.O.B. destination, freight included.

**7. PRE-PROPOSAL CONFERENCE:**

**A non-mandatory pre-proposal conference will be held on August 11, 2008 @ 1:30 P.M. in the Purchasing Conference Room located in the Annex Building, 5<sup>th</sup> Floor, Room 516, 400 S. Ft. Harrison Ave., Clearwater, FL 33756**

All questions pertaining to the proposal or technical specifications will be reviewed at this time. Proposal suggestions or modifications may be discussed with County representatives at this meeting and may be considered by representatives as possible addenda to the Invitation to Request for Proposal.

**8. PROPOSAL SUBMITTAL COPIES:**

Proposals shall be submitted in one (1) original and **10** copies with the 'Original' clearly marked.

## SECTION B - SPECIAL CONDITIONS - CONCLUDED

### 9. ITEMS TO BE RETURNED WITH PROPOSAL:

a)	Section B	Proposal Deposit (If Applicable)
b)	Section D	Vendor References see page 14
c)	Section E	Proposal Submittal
d)	Page 1	Proposal Signature Page
e)	Section G	Addendum Acknowledgement Form (If Applicable)
f)	Section H	Statement of No Submittal (If Applicable)
g)	Exhibit A	Sample Workstation Configuration

### 10. CONTRACT ADMINISTRATION:

The performance and administration of any contract as the result of an award of this RFP will be supervised by the Director of Business Technology Services (BTS), or his designated representative.

### 11. LEASING OPTIONS:

The County may or may not choose to lease computer equipment. Each appointing authority may make their own decision whether to purchase or lease.

- a) A "Tax Exempt" lease is not an option that the County will accept.
- b) The lease contract price is to include tangible tax and any and all other taxes that may be applicable. The selected proposer shall state separately on its invoices, the taxes included in the contract price.
  - 1) 3-year lease with automatic \$1 buyout at end of lease option
  - 2) 3-year lease with fair market value buyout at end of lease option (The County will choose \$1 or fair market buyout at the time of the contract)
  - 3) with any lease schedules to be paid monthly in arrears 45 days from the invoice date in accordance with Florida Prompt Payment Act, Fla. Stat §218.70 et. Seq.,

### 12. TIME LINE:

Following is a listing of actions and anticipated dates; the County reserves the right to change the dates, if necessary.

Date	
7/25/08	Advertising & Publishing RFP
8/11/08	Pre-proposal Conference 1:30 P.M.
8/25/08	Deadline for Questions/Clarifications
9/11/08	Proposals due in Purchasing by 3:00 p.m. Public opening to follow immediately.
TBD	Evaluation of the RFP
TBD	Proposer Presentation
TBD	Recommendation due to Purchasing from BTS
TBD	Submit recommendation to Board for Award of Contract

## SECTION C - INSURANCE AND INDEMNIFICATION REQUIREMENTS

### I. MINIMUM INSURANCE REQUIREMENTS FOR GENERAL LOW RISK CONTRACTS

- A. Prior to the time Contractor is entitled to commence any part of the project, work or services under this Contract, Contractor shall procure, pay for and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to the County of (1) certificates of insurance executed by the insurers listing coverage's and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies; and (2) upon request a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of this Contract. In addition, the County reserves the right to request physical evidence of this coverage by requesting the policy declaration page.
- (1) Worker's Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than \$100,000 for each accident.
  - (2) Comprehensive General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$500,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
  - (3) Comprehensive Automobile and Truck liability covering owned, hired and non-owned vehicles with minimum limits of \$500,000 each occurrence, for bodily injury including death, and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.
  - (4) Professional Liability Insurance (including Errors and Omissions) with minimum limits of \$500,000 per occurrence, if occurrence form is available; or claims made form with "tail coverage" extending three (3) years beyond completion and acceptance of the PROJECT with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", CONSULTANT may submit annually to the COUNTY a current Certificate of Insurance proving claims made insurance remains in force throughout the same three (3) year period.
- B. Each insurance policy shall include the following conditions by endorsement to the policy:
- (1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage's or limits, a notice thereof shall be given to County by certified mail to: Pinellas County Purchasing Department, 400 S. Ft. Harrison Avenue, 6th Floor, Clearwater, Florida 33756. Contractor shall also notify County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.
  - (2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
  - (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
  - (4) **Pinellas County shall be endorsed** to the required policy or policies as an additional insured. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County to any such future coverage, or to County's Self-Insured Retention's of whatever nature.
- C. Contractor hereby waives subrogation rights for loss or damage against the County.
- D. Contractor shall ensure that any subcontractors or persons hired by subcontractors maintain the same level of insurance coverage as the contractor.

**SECTION C - INSURANCE AND INDEMNIFICATION REQUIREMENTS****II. MINIMUM INSURANCE REQUIREMENTS FOR HIGH RISK CONTRACTS OVER \$100,000.00**

- A. For selected high-risk contracts over \$100,000.00 aggregate value, the County may require an insurance certificate, policy declaration page and required endorsements. These required items shall be received by the County after formal Board of County Commissioners award and prior to execution of contract. Failure to provide required insurance documentation may cause your company to forfeit award.
- B. There may be certain projects or services less than \$100,000.00 in aggregate value that would be an exception and must be treated the same way as those services of \$100,000.00 and greater i.e. services involving obvious potentially dangerous conditions. Examples of such services would be any contracts involving construction, alterations, renovations, painting, spraying, roofing, mowing, scaffolding, excavation, demolition, environmentally sensitive work and any other condition that appears to be dangerous in nature.

<b>SECTION D - VENDOR REFERENCES</b>
--------------------------------------

**Proposal Title: COMPUTER EQUIPMENT, PURCHASE OR LEASE**  
**Proposal Number: 078-0335-P(RM)**

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR PROPOSAL MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: \_\_\_\_\_

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

HOW LONG IN PRESENT LOCATION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

TOTAL NUMBER OF CURRENT EMPLOYEES: \_\_\_\_\_ FULL TIME \_\_\_\_\_ PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: \_\_\_\_\_

All references will be contacted by a County Designee via email, fax, mail or phone call to obtain answers to questions, as applicable before an evaluation decision is made.

GOVERNMENTAL REFERENCES THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR:  
 All fields below must be completed

**1** \_\_\_\_\_  
 COMPANY NAME  
 \_\_\_\_\_  
 CITY, STATE  
 \_\_\_\_\_  
 CONTACT PERSON  
 \_\_\_\_\_  
 TELEPHONE  
 \_\_\_\_\_  
 FAX  
 \_\_\_\_\_  
 EMAIL ADDRESS

**2** \_\_\_\_\_  
 COMPANY NAME  
 \_\_\_\_\_  
 CITY, STATE  
 \_\_\_\_\_  
 CONTACT PERSON  
 \_\_\_\_\_  
 TELEPHONE  
 \_\_\_\_\_  
 FAX  
 \_\_\_\_\_  
 EMAIL ADDRESS

**3** \_\_\_\_\_  
 COMPANY NAME  
 \_\_\_\_\_  
 CITY, STATE  
 \_\_\_\_\_  
 CONTACT PERSON  
 \_\_\_\_\_  
 TELEPHONE  
 \_\_\_\_\_  
 FAX  
 \_\_\_\_\_  
 EMAIL ADDRESS

**4** \_\_\_\_\_  
 COMPANY NAME  
 \_\_\_\_\_  
 CITY, STATE  
 \_\_\_\_\_  
 CONTACT PERSON  
 \_\_\_\_\_  
 TELEPHONE  
 \_\_\_\_\_  
 FAX  
 \_\_\_\_\_  
 EMAIL ADDRESS



## SECTION E – SCOPE OF WORK

### Proposal Title: COMPUTER EQUIPMENT, PURCHASE OR LEASE

Proposal Number: 078-0335-P(RM)

#### 1. HISTORY:

Pinellas County (heretofore referred to as "County" for any leased equipment) currently has a computer replacement lease program. Approximately one-third of the equipment was scheduled for replacement each year of a three year contract and currently includes approximately 2,500 desktops, 500 laptops, and other miscellaneous equipment and peripherals. The current contract became effective October 21, 2005 and expires October 20, 2008, with leases through 2011. The computer equipment supports the operations of the County including the Emergency 911 Center, Emergency Operation Center, as well as many other critical Public Safety operations. In addition to the providing equipment to enable the end users to perform their jobs and provide excellent customer service, the computer equipment is supporting essential operations of the County that cannot be interrupted.

#### 2. OBJECTIVE:

The primary objective of this RFP is to solicit proposals to establish a thirty-six (36) month term contract with one (1) qualified and experienced proposer who is able to provide the flexibility and convenience of one-stop shopping that includes the following:

- a) Energy Star compliant and enabled computer equipment and peripherals on an as needed basis for leases or direct purchases, as well as the required maintenance, support and services that meet or exceed the County requirements.
- b) Flexibility on types of equipment and extra features that can be ordered on the contract.
- c) The County reserves the right to select between a direct purchase of the equipment, or entering into a lease for the equipment with a purchase option at the end of the lease.

#### 3. SCOPE OF WORK:

- a) Proposals must provide the County with options for direct computer equipment and peripherals purchases and a computer replacement lease/purchase program that includes financing. The contract will span over a three (3) year period. The County prefers proposals from manufacturers who are identified by the Gartner Group as Gartner's Magic Quadrant for Global Enterprise Desktop PCs, 2007, Publication Date: 27 September 2007/ID Number: G00150783. Proposers who are not rated by Gartner must provide proof of qualifications equivalent to one of these Gartner Tiers in their response. Additionally, responding proposers must demonstrate prior experience deploying similar large projects. This information must be provided in the proposer's response.

The majority of the equipment will replace existing computer equipment that has either been purchased or equipment that is currently being leased; the remainder will be new equipment that is being added to the County's inventory.

- b) The computer equipment will be ordered at various times throughout the term of the contract and shipped to multiple locations. The County will be responsible for compiling and submitting the orders for the equipment to be purchased or replaced and will work with the vendor to establish a mutually agreed upon delivery schedule for each order. The proposal shall include the delivery time, if applicable, for each option proposed.
- c) The County does not want to be tied to purchasing or leasing old technology. All equipment offered and sold shall be new and unused and in current production. Remanufactured or refurbished equipment are not a part of this contract. The County expects to update the base configurations periodically. The successful proposer will be expected to support this effort throughout the life of the contract and shall maintain discounts at the levels set forth in the proposal, even as configurations evolve. Basic requirements and samples of our current configurations are provided. See exhibit A.
- d) Purchase orders shall be deemed to reference a manufacturer's most recently released model or version of the product at the time of the order, unless the County specifically requests an earlier model or version and the proposer is willing to provide such model or version.
- e) The County wants the ability to return any equipment, used or unused, within 30 days of receipt at no charge.

## SECTION E – SCOPE OF WORK- CONTINUED

### Proposal Title: COMPUTER EQUIPMENT, PURCHASE OR LEASE

#### Proposal Number: 078-0335-P(RM)

- f) Proposal submissions must include the following pricing information per unit for comparison purposes. A copy of the proposed published price list used in the RFP should be included in your proposal.
- 1) Discounted pricing off Manufacturer's Published Price List for sample configurations, Exhibit A. This will be used as part of the evaluation criteria under Cost Proposal.
  - 2) 3-year lease with automatic \$1 buyout at end of lease for sample configurations, Exhibit A. This will be used as part of the evaluation criteria under Cost Proposal.
  - 3) 3-year lease with fair market value buyout at end of lease (The County will choose \$1 or fair market buyout at the time of the contract)
  - 4) Percent of discount off MSRP for all items the County may purchase in each category
  - 5) A tiered percent of discount off MSRP for ordering up to 6,000 systems over a three (3) year period
  - 6) Percent of discount off MSRP for additional hardware the County may purchase
  - 7) Option and the % of cost to buyout equipment at any time during lease contract
  - 8) Details of how fair market value is determined by vendor at end of lease
  - 9) Warranty cost information, including
    - (a) Price for a 1, 3, and 4 year(s) manufacturer warranty
    - (b) 3-year parts only
    - (c) 4-year parts only
  - 10) Wake-on LAN Option
  - 11) HD Encryption Option(s) and associated cost
  - 12) Cost of Imaging Services as an add on option
  - 13) Cost of installation as an add on option
  - 14) Cost of de-installation as an add on option
  - 15) Cost of software – most current windows Operating System with downgrade option
  - 16) Cost of Asset recovery service as an add on option
  - 17) Details of "self-maintenance" program as an add on option (Define the cost savings)
- g) The responses to the RFP must include a description of the warranty program(s). Warranty service must include new, equivalent replacement parts or systems.
- h) The Proposer shall provide certification requirements and costs for the self maintainer program. The contracts should include 10 free certifications for County staff during the life of the contract.
- i) The successful proposer must keep an inventory of spare parts to guarantee next business day replacement and provide expedited emergency replacements.

#### 4. PROGRAM MANDATORY REQUIREMENTS PURCHASE OR LEASE:

- a) The successful proposer shall provide the County with electronic ordering, confirmation of orders and order tracking abilities (i.e. shipment information) customized for County Departments and Purchasing. The Vendor shall issue a password to authorized personnel.
- b) The successful proposer shall participate in a weekly conference call and provide a status for all orders and other issues.
- c) The successful proposer shall provide a quarterly technology road map presentation at the County's facilities.
- d) The initial lease period for each unit will begin on the 1st day of the following month after each piece of equipment is installed and accepted by the County. The County will be allowed a 15-day window at the end of the lease term to allow for complete de-installation and return of units to Lessor if applicable.
- e) Each lease payment shall be a consecutive level payment and include all costs, all applicable taxes included.
- f) Each lease shall have an interest component based on a lease rate factor. The lease rate factor based on the 3 year Treasury Bill rate should remain fixed for the initial term of the contract.

## SECTION E – SCOPE OF WORK - CONTINUED

### Proposal Title: COMPUTER EQUIPMENT, PURCHASE OR LEASE

**Proposal Number: 078-0335-P(RM)**

- g) The County shall have an option to buy out all systems at the end of the lease. This buyout should occur automatically unless the County specifically requests to return the system.
- h) Pinellas County is under no obligation to order any minimum quantity or dollar amount under this contract.
- i) Equipment will be ordered throughout the life of this contract.

#### 5. PAYMENT – PURCHASE OR LEASE:

- a) The County shall issue a Blanket Purchase Order to the successful proposer for the total annual estimated costs associated with this program. A release will be processed against this blanket order by each department to establish their order and allow for payments from each separate ship-to location.
- b) For systems that are leased, the Lessor will invoice payments monthly, broken down by Fund and Cost Center supplied as shown on purchase order release. Invoices will be mailed to ship-to locations.

#### 6. LICENSE GRANT PURCHASE OR LEASE:

- a) The successful proposer grants to the County, subject to the terms and conditions of the contract, an exclusive, transferable license to use the Software Products (i.e. Microsoft License Options) listed in orders issued under the authority of the Contract.
- b) The County may use the Software Products to conduct any of its own business.
- c) Transfer of the license will occur on all buyout options.

#### 7. OPTIONS PURCHASE OR LEASE:

##### a) INSTALLATION OPTION:

- 1) Responses to this RFP must include identification of third party companies. Technicians involved in the installation should be professionally certified (minimum A+), have applicable experience installing and supporting the proposer's computer equipment in a multi-user networked environment, and have applicable experience supporting Microsoft operating systems. The County has the option of reviewing both the qualifications and actual skill level of the technician prior to the assignment to this project to either accept or reject their position in this project. Technicians should be consistent and receive all applicable required training from the project manager before deploying computers.
- 2) All services to be provided under this proposal will be supervised by the County's Business Technology Service Department (BTS.) The selected proposer's personnel will be responsible for the installation process. The County will accept and sign off on work completed after the installation at the user's location. At the beginning of the installation cycle, the selected proposer and the County will discuss the number of computers to be installed and agree on the target end date for that installation, and the number of technicians needed to be involved in the process to meet the deadline. Installation may occur at the same time as another vendor's De-Installation of prior equipment.
- 3) Equipment will be installed at various locations throughout Pinellas County. The installation of computers and laptops will include: 1) the receipt, inventory and transport of the new computer to the user's location; 2) unpack, set-up and verification of network connectivity; 3) signoff on complete and correct installation by the County; 4) selected proposer will be responsible for removing all packaging materials.
- 4) Products will be shipped with the current operating system based on the County's image with all relevant hardware and software installed.
- 5) The selected proposer will be responsible for coordinating with the County the de-installation of the current equipment under the former contract and installation of the new equipment under this contract.
- 6) The selected proposer may need to coordinate with BTS and other Pinellas County Government Agencies. BTS will provide an internal project manager to ensure that all information and resources needed by the selected proposer are provided in a timely manner.

**SECTION E – SCOPE OF WORK - CONTINUED**

**Proposal Title: COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**Proposal Number: 078-0335-P(RM)**

b) DE-INSTALLATION OPTION

- 1) This option includes verification of operation and transport of existing equipment.
- 2) De-Installed systems must be wiped onsite to County Security Standards.
- 3) Once the equipment is de-installed by the proposer, Pinellas County will no longer be responsible for the equipment.

# SECTION E – SCOPE OF WORK - CONCLUDED

**Proposal Title: COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**Proposal Number: 078-0335-P(RM)**

## 8. PROPOSAL SUBMITTAL

### EVALUATION CRITERIA:

**PHASE 1:** The following criteria will be used in the initial evaluation of the proposals:

<b>Qualifications</b> i. An overview of Firm's history, capability, references and ability relative to the County's requirements ii. Firm's experience, expertise and reliability of previous projects comparable to the County's requirements	200 Points
<b>Technical Plan</b> i. Exhibit understanding of the Scope of Services ii. Approach plan to support the needs and objectives of the procurement iii. Proposed repair/warranty support	250 Points
<b>Personnel/Management Plan</b> i. Proposed prime/subcontract relationship ii. Project Manager Experience, qualification and involvement in the procurement iii. Identify the roles of cross functional team members iv. Identify the personnel resources required by the County	200 Points
<b>Cost Proposal</b> i. Prices provided on Exhibit A – Sample Configurations ii. Ability to ensure appropriate discounts for future purchase/lease iii. Include Lease Factor, as a percentage rate per unit	200 Points

### WRITTEN PROPOSAL EVALUATION:

The Written Evaluation is worth a total of 850 Points.

**PHASE 2:** Presentation/Demonstration (150 Points)

**PRESENTATION/DEMONSTRATION EVALUATION:** Proposers who score 80% or more of the written proposal evaluation must demonstrate their electronic ordering; order tracking, and inventory tracking program and the ease in which each authorized personnel of the County may use this system and provide a technology Road Map presentation or clarification regarding their written proposal. The Presentation/Demonstration is worth a total of 150 Points.

**SECTION F – INSTRUCTIONS FOR SUBMITTING PROPOSALS**

**Proposal Title: COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**Proposal Number: 078-0335-P(RM)**

All proposals shall be signed in ink by authorized principals of the firm.

Proposals are to be submitted in a sealed envelope. The face of the envelope shall indicate the RFP number, name, and address of the firm, and title of the proposal.

Proposals are to be submitted to Pinellas County Purchasing Department, 400 S. Ft. Harrison Avenue, 6th Floor, Clearwater, FL 33756 by the date and time indicated on the cover sheet.

**Proposals shall be submitted in one (1) original and 10 copies.**

**Form W-9**  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership  
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....  
☐ Other (see instructions) ▶

☐ Exempt  
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign  
Here**

Signature of  
U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**SECTION G - ADDENDA ACKNOWLEDGMENT FORM****Proposal Title: COMPUTER EQUIPMENT, PURCHASE OR LEASE****Proposal Number: 078-0335-P(RM)****PLEASE ACKNOWLEDGE RECEIPT OF ADDENDA FOR THIS ITB/RFP BY SIGNING AND DATING BELOW:**

<b>ADDENDA NO.</b>	<b>SIGNATURE/PRINTED NAME</b>	<b>DATE RECEIVED</b>
--------------------	-------------------------------	----------------------


**Note:** Prior to submitting the response to this solicitation, it is the responsibility of the firm submitting a response to confirm if any addenda have been issued. If such document(s) has been issued, acknowledge receipt by signature and date in section above and return Addenda Acknowledgement Form with RFP. Failure to do so may result in being considered non-responsive or result in lowering the rating of a firm's proposal.

Information regarding Addenda issued is available on the Purchasing Department section of the County's website at, [www.pinellascounty.org/purchase/Current\\_Bids1.htm](http://www.pinellascounty.org/purchase/Current_Bids1.htm), listed under category 'Current Bids'.



**SECTION H – NO BID STATEMENT**

NOTE: If you do not intend to submit a proposal on this requirement, please return this form immediately. *Thank you.*

[Pinellas County Purchasing Department  
400 South Fort Harrison Avenue, 6th Floor  
Clearwater, Florida 33756]

We, the undersigned have declined to submit a proposal for RFP No. **078-0335-P(RM)** for **COMPUTER EQUIPMENT, PURCHASE OR LEASE**

Specifications too "tight", i.e., geared toward one brand or manufacturer only  
(explain below).

Insufficient time to respond to the Request for Proposal.

We do not offer this product or service.

Our schedule would not permit us to perform.

Unable to meet specifications.

Unable to meet Bond requirement.

Specifications unclear (explain below).

Unable to Meet Insurance Requirements.

Remove Us from Your "Notification List" Altogether

Other (specify below).

REMARKS:

We understand that if the "No Proposal" letter is not executed and returned our name may be deleted from the Bidders List of Pinellas County.

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TYPED NAME OF ABOVE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBIT A**

**SAMPLE Workstation Configuration**

**Basic Unit:**

**Processor:** Intel® Core™ 2 Duo Processor E6550, 2.33GHz

**Operating System:** Genuine Windows Vista® Business Downgrade, XP Pro

**Memory:** 2GB (2 DIMM)

**Monitor:** 17 inch UltraSharp™ Flat Panel, Adjustable Stand, VGA/DVI w/sound bar

**Keyboard/Mouse:** USB Keyboard and mouse

**Harddrive:** 160GB SATA

**Peripherals:** 48X32 CDRW/DVD Combo, Cyberlink Power DVD™

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**Proposer's Name:** \_\_\_\_\_

**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBIT A - Continued**

**SAMPLE Workstation Configuration**

**Power Unit:**

**Processor:** Intel® Core™ 2 Duo Processor E6750, 2.66GHz

**Operating System:** Genuine Windows Vista® Business Downgrade, XP Pro

**Memory:** 4GB (2 DIMM)

**Monitor:** 17 " UltraSharp™ Flat Panel, Adjustable Stand, VGA/DVI w/sound bar

**Keyboard/Mouse:** USB Keyboard and mouse

**Harddrive:** 160GB SATA

**Peripherals:** 16X DVD+/-RW/16X DVD,SATA,Roxio Creator™ CyberlinkPowerDVD™

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**Proposer's Name:** \_\_\_\_\_

**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBIT A- Continued**

**SAMPLE Workstation Configuration**

**CADD Unit:**

**Processor:** Intel™ Core®2 Extreme QX6850 (3.00GHz/1333MHz/2X4MB L2) 375W

**Operating System:** Genuine Windows Vista® Business Downgrade, XP Pro

**Memory:** 4GB, 800MHz, DDR2 SDRAM Memory, ECC (4 DIMMS)

**Graphics Card:** 256MB PCIe x16 nVidia Quadro FX570, Dual Monitor DVI Capable

**Monitor:** 20 " UltraSharp™ FP Widescreen, Adjustable Stand, VGA/DVI ,w/sound bar

**Keyboard/Mouse:** USB Keyboard and mouse

**Harddrive:** 320GB SATA 3.0Gb/s with NCQ and 16MB DataBurst Cache

**Peripherals:** 16XDVD AND 16XDVD+/-RW, w/ Cyberlink PowerDVD™ and Roxio Creator™

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**Proposer's Name:** \_\_\_\_\_

**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBT A - Continued**

**SAMPLE Laptop Configuration**

**14.1" Monitor**

Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core  
Genuine Windows Vista® Business Downgrade, XP Pro Installed  
14.1 inch Wide Screen WXGA LCD Panel  
2.0GB, DDR2-667 SDRAM, 2 DIMMS  
9 Cell Primary Battery  
8X DVD+/-RW w/Roxio and Cyberlink Power DVD™  
Wireless™ 1490 802.11a/g Dual-band Mini Card  
360 Bluetooth Module for Windows XP  
80GB Hard Drive, 9.5MM, 7200RPM  
CompleteCare Accidental Damage Protection or equal  
ComputracePlus- 3 Year or equal

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**Proposer's Name:** \_\_\_\_\_

**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBT A - Continued**

**SAMPLE Laptop Configuration**

**15.4" Monitor**

Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core  
Genuine Windows Vista® Business Downgrade, XP Pro Installed  
15.4 inch Wide Screen WXGA LCD Panel  
2.0GB, DDR2-667 SDRAM, 2 DIMMS  
9 Cell Primary Battery  
8X DVD+/-RW w/Roxio and Cyberlink Power DVD™  
Wireless™ 1490 802.11a/g Dual-band Mini Card  
360 Bluetooth Module for Windows XP  
80GB Hard Drive, 9.5MM, 7200RPM  
CompleteCare Accidental Damage Protection or equal  
ComputracePlus- 3 Year or equal

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**TOTAL COST SUMMARY**

DIRECT PURCHASES	BASIC UNIT	POWER UNIT	CADD UNIT	LAPTOP 14.1 MONITOR	LAPTOP 15.4 MONITORS	TOTAL
	\$	\$	\$	\$	\$	\$

LEASED EQUIPMENT	BASIC UNIT	POWER UNIT	CADD UNIT	LAPTOP 14.1 MONITOR	LAPTOP 15.4 MONITOR	TOTAL
	\$	\$	\$	\$	\$	\$

**Proposer's Name:** \_\_\_\_\_

**PINELLAS COUNTY PURCHASING  
RFP PRE-PROPOSAL SIGN IN SHEET**

<b>CONTRACT#</b> 078-0335-P	<b>CONTRACT TITLE:</b> COMPUTER EQUIPMENT, PURCHASE OR LEASE	<b>LOCATION(S) OF MEETING:</b> 5 <sup>TH</sup> FL, 400 S. FT. HARRISON AVE RM 516 ANNEX BLDG, CLEARWATER, FL 33756
<b>DATE &amp; TIME:</b> 8/11/08 1:30 P.M.	<b>PURCHASING STAFF:</b> GUS GONZALEZ – RUBY MCKENZIE	

\*\*\*\*\* PLEASE PRINT \*\*\*\*\*

	NAME OF ATTENDEE * COMPANY REPRESENTED	ADDRESS 33303 501 5 <sup>TH</sup> AVE, TALLAHASSEE, FL	TELEPHONE # CELLULAR #	FAX#
1.	<del>CAROL ARENE</del> STEVE STOREY SSTOREY@INSIGHT.COM	<del>2701 ROCKY PT. DR. N. 850-228</del> TAMPA, FL 33609 62044	727-344-1788 <del>727-692-1769</del>	<del>813-637-7093</del> 850-321-7248
2.	HUNTER WESTBROOK hunter_westbrook@dell.com	11705 BOYETTE RD. #202 RIVERVIEW, FL 33569	813-661-0008	512-283-3974
3.	Gus Gonzalez Purchasing	400 S. Ft Harrison Ave clwt.	464-3146	
4.	Lloyd Osman MPC/Gateway	2522 W. Watrous Ave Tampa 33629	813 519-3035 Lloyd.Osman@MPCGateway.com	813 2518256 must Call First
5.	Terru Vincent BTS	315 Court St	464-4522	
6.	Diane Prentiss JDMF	2080 Groveland Rd. PALM HARBOR, FL 34683	727-786-1852 727-644-8174 cell	847-6531375 dprentisse@jdmf.net
7.	Jim Russell BTS	400 S. Ft. Harrison Ave	464-4393	
8.	RUBY MCKENZIE Purchasing	400 S Ft Harrison CURR	464-3795	

\* NOTE: If your are attending conference on behalf of another party or parties, please list parties on whose behalf you are attending

**BOARD OF COUNTY  
COMMISSIONERS**

Robert B. Stewart - Chairman  
Calvin D. Harris - Vice Chairman  
Ronnie Duncan - Vice Chairman  
Susan Latvala  
John Morroni  
Karen Williams Seel  
Kenneth T. Welch



**Joseph Lauro, CPPO/CPPB  
Director**

August 28, 2008

TO: ALL INTERESTED PROPOSERS  
REQUEST FOR PROPOSAL: Computer Equipment Purchase or Lease  
PROPOSAL NUMBER: 078-0335-P(RM)  
PROPOSAL SUBMITTAL IS DUE: September 11, 2008 @ 3:00 PM

**ADDENDUM NO. 1**

Following is additional information, clarifications, questions and responses relative to referenced Request for Proposal (RFP):

**QUESTIONS:**

**1. How will XP downgrade be handled?**

*Answer: Business Technology Services (BTS) is currently looking at VISTA roadmap. However, it is very likely (almost certain) that the County will need any new systems deployed with XP at the start of the contract.*

*The successful proposer will need to supply the current Operating System (OS) license with the downgrade option to keep the County in compliance, regardless of which OS the County goes with. The same is true for the next operating system once Vista becomes obsolete, etc, etc. The County wants the option to be able to move to a new OS at any time the County's business operations deem it necessary to do so.*

**2. What is the base quantity proposers should use to figure their pricepoint?**

*Answer: The current contract includes 2,500 desktops and 500 laptops. Approximately one-third (1/3) of the equipment was scheduled for replacement each year of a three year lease contract.*

PLEASE ADDRESS REPLY TO:  
400 South Ft. Harrison, Sixth Floor  
Clearwater, Florida 33756  
Phone: (727) 464-3311  
FAX: (727) 464-3925  
Website: [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)





**3. What are the tier levels the County wants prices based on?**

*Answer: Proposers should submit tier pricing based on the following levels:*

*Tier 1 2,500 desktops*

*Tier 2 4,000 desktops*

*Tier 3 6,000 desktops*

**4. Would it be possible for me to get examples of what Pinellas is currently paying for the Dell products under the current contract. Please let me know how I can obtain this information.**

*Answer: That information is available at [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase) then, click on Bid Results in the Resource Field on the left side of the page. Scroll down to Computer Equipment Leasing and click on BCC 10/05, far right column of information for the RFP results. The pricing is part of the Master Agreement.*

**5. I have a couple of questions regarding the de-installation mentioned in section E bullet 7b. What is the manufacturer of the machines to be de-installed? Also, can you provide me the locations of where these machines would be and how often de-installation is required at these sites? I know the RFP states that it will be in the county offices all over the county but if I could get a list that would be great. Finally, what is the anticipated date of the first pickup for the first group of de-installed machines?**

*Answer: Deinstallation services are secured under the current Dell contract through October 2011. Section E, Item # 7-b, page 19 refers to the requirements of Section E, Scope of Work, Item #3,f,14, page 17 for any computer equipment acquired from the successful proposer under the new contract.*

**6. Page 17 f / 9-17 : Are you wanting separate lease quotes for each individual option here (eg. - imaging, installation) ?**

*Answer: Yes, the County is looking for "ala cart" choices*

**7. Page 18 / 4/h : What are some examples of other Pinellas agencies that would be using the contract that could feasible get you to the est. 6000 units / 3yrs ?**

*Answer: Other Constitutional Offices, i.e. Tax Collector, Sheriff's Office, Property Appraiser may desire to purchase under the terms and conditions of the contract as awarded by Pinellas County per the General Conditions of the RFP, Provision for Other Agencies, Page 4, Item #13. However, there is no guarantee that other Government agencies will use the contract.*

**8. Page 18 / Sec 7 #2 : Please clarify what the process will look like if you have one company responsible for the de-install of the legacy units and another company responsible for the installation of the new equipment**

*Answer: This service is covered under the current Dell contract. Dell will remove the "legacy" equipment once BTS staff has removed the necessary data from the unit. The successful proposer will then install the new equipment.*

9. **Page 18 / Sec 7 #3 : How many locations will the installs take place in - and how far apart will the locations be from Pinellas County Headquarters?**

*Answer: Pinellas County has over 39 departments with locations as far north as Tarpon Springs, Florida and south to St Petersburg, Florida. This encompasses a radius of approximately 25 miles.*

10. **Page 18 / Sec 7 #31 How often will you require inventory or reporting on equipment that is warehoused ?**

*Answer: Daily, this information would be critical to current and upcoming scheduled installs.*

11. **Page 18 / Sec 7 #33 : Please clarify with either an installation script or a description of the steps what your expectation is of the statement in the RFP of what complete and correct installation is...and can you please provide timing assumptions for your install script (?)**

*Answer: See attached document. This script may also change depending on imaging, etc. Timing assumptions are 1-1.5 hr per machine start to finish.*

12. **Page 19 / Sec 7/b/2 : What is the County's standards for wipes? How many passes or what level of wipe is required? What is the average size of the hard drives that will be wiped?**

*Answer: The County currently uses DBAN, however this is subject to change. The County makes 1 pass overwriting with zeros. The average hard drive is 80GB*

13. **In the Pinellas Co Bid.PDF, number 27 it states the County reserves the right to request additional services relating to this Agreement from the Contractor.**  
a. **This process needs to go thru change order process and could require more funding. Is this the correct assumption?**

*Answer: Yes, that is a correct assumption, when approved by the County and authorized in writing.*

14. **In the Pinellas Co Bid.PDF, number 28 it states the County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County.**  
a. **This process needs to go thru change order process and could require more funding. Is this the correct assumption?**

*Answer: Yes, that is a correct assumption, when approved by the County and authorized in writing.*

15. **In the Pinellas Co Bid. PDF, section B, number 6 it states Successful proposer must provide inside delivery of equipment to the designated area's ship to address on the purchase order. All delivery costs are F.O.B. destination, freight included.**  
a. **Will the units be delivered to end users or is a space provided by client units will be shipped to?**

*Answer: If the successful proposer provides installation services, they will need to ship units to dozens of location around Pinellas County for installation. These locations may or may not have a shipping/receiving dock.*

*If Pinellas County does not purchase installation services, the vast majority of systems will be shipped to 2 or 3 locations. These locations have an unloading area, but not a raised loading dock.*

- b. **Is there a shipping doc at location to unload equipment?**

*Answer: Please refer to 15 a. above.*

**16. What is the average amount of time to complete a new install?**

*Answer: Timing assumptions are 1-1.5 hr per machine start to finish.*

**17. Is data stored on users machine? What is the average amount of data stored on machine?**

*Answer: Most data is stored on the server with the exception of the user's profile. It is necessary to verify that the user does not have anything stored locally and transfer these files if they do.*

**18. Who will create image for new machines?**

*Answer: Pinellas County. BTS will need several weeks of lead time on new models.*

**19. How is image loaded onto machines (Network, DVD, etc...)?**

*Answer: Currently, an image provided by Pinellas County is loaded on the machine by Dell before it is shipped. If the successful proposer offers this service, please provide any incremental costs under services, separated from that of the hardware as requested in the RFP per Section E, Scope of Work, Item # 3, f 12, page 17.*

**20. Will the County provide a working area for technical staff?****a. Area would need to include storage and network connectivity.**

*Answer: Installations would occur in more than 3 dozen different locations, and accommodations may vary with each one. Some locations have no storage available. Un-boxing\setup will occur at the user's desk. It is possible that accommodations could be made for technical staff to work from the Data Center to prepare systems and the successful proposer would then have to transport the systems to the various locations.*

**21. What is the preferred method of doing install, thru 3<sup>rd</sup> party or with County Staff?**

*Answer: This preference will be determined primarily by cost and the successful proposer's ability to satisfactorily meet the unique needs of multiple departments located within the County.*

**22. For the spare parts inventory will County provide space onsite to store equipment?**

*Answer: Yes, a limited amount of space will be provided at a central location*

**23. What is the install schedule for equipment? We were given the total units but need when each needs to be replaced.**

*Answer: Installs occur constantly throughout the contract period at a varying rate. Some months have almost none, others have hundreds. Reliable information is not available. The best estimate BTS can provide is in the past, nearly half of the systems were replaced in the first year, but with the current budget, it is difficult to provide a solid number.*

**24. Would Pinellas County also accept an AMD equivalent processor on the Workstation CADD Unit?**

*Answer: No*

25. In Section A, 21. Pinellas County suggests that there might be a 10% price preference to the Company showing the most comprehensive use of recycled materials and overall GREEN initiative. Will the County in fact use this policy as a part of the selection process?

*Answer: No, the County will not use this policy as a part of the selection process. The evaluation criteria as stated in the RFP, Section E, Scope of Work, page 20, will be used for the selection process.*

26. Regarding the battery requirement on the laptop 14.1" and the 15.4", will Pinellas accept laptops with less than 9 cell primary batteries?

*Answer: For comparison purposes, pricing should be provided on the configuration as shown on the RFP Exhibit A, which calls for a 9 cell battery.*

27. Will the County provide a copy of its current terms and conditions in use for leased equipment? If not, will the county allow for submission of the proposing vendors lease agreement(s) for review?

*Answer: That information is available at [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase) then, click on Bid Results in the Resource Field on the left side of the page. Scroll down to Computer Equipment Leasing and click on BCC 10/05, far right column of information for the RFP results. The terms and conditions are part of the Master Agreement.*

28. Page 4, Number 24 Indemnification: Will the county allow for claims language for indemnification in the lease agreement in lieu of items a and b for review and potential usage?

*Answer: No. The County Indemnification policy is not open for negotiation.*

29. Page 6, Number 23 Cancellation: Will the county allow an exception to cancellation for cause or breach for executed lease agreements meaning equipment that has been delivered, accepted and is billing under a lease agreement?

*Answer: Please see Section A – General Conditions, Item # 1, Submission of Proposal, paragraph e., page 2.*

30. Page 7, Number 28 Add/Delete locations/Services: Will the county allow an exception for adding or deleting services under items that are listed onto an executed lease agreement? If not, please explain the process for notifying the lessor when this occurs.

*Answer: Please see Section A – General Conditions, Item # 1, Submission of Proposal, paragraph e, page 2*

31. Pg. 11, Number 4 Pricing/Period of Contract: Is the county stating that it is their wish for the lease vendor to hold the same lease rate factor through the 3 year contract term or is the county stating that it will allow for pricing adjustments based on the movement of the 3 year treasury notes during the 3 year contract term with a not to exceed variable of 500 basis points?

*Answer: Should the County engage in an equipment lease program, the primary lease contract period will be for thirty-six (36) months. The lease rate factor will remain fixed for the duration of the lease term. The County will allow for a yearly adjustment, increase or decrease, in the lease rate factor as new equipment is leased for a new lease term. The lease rate factor shall be based on the Three (3) year Treasury Bill rate as of the first day of the month the primary contract becomes effective and the yearly adjustment shall not exceed 550 basis points over the initial rate.*

32. Pg 19 De-Installation: Please provide the site or information regarding the county security standards for de-installation.

*Answer: The County currently uses DBAN, however this is subject to change. The County makes 1 pass overwriting with zeros. The average hard drive is 80GB*

33. We can offer a much more aggressive firm, fixed price (per product) based on the configurations outlined in this RFQ. Would Pinellas accept two pricing levels. one firm-fixed price based on the bulk purchase of set configurations in this RFQ and another discount based on family pricing of desktop, notebook and workstation product (and associated options)?

Answer: Pinellas County wishes to get proposals with pricing specified on Section B, Special Conditions, Item # 4 page 11. The County welcomes optional pricing, but it will not be use to rank the proposal. For evaluation purposes, proposals will be evaluated on the pricing for the most common configurations that are shown on Exhibit- A of the RFP. Pricing may be negotiated with No.1 ranked firm.

34. How many workstation-class products does Pinellas have in the departments across the County (or how many are planned to be purchased using this awarded contract)?

Answer: The total workstations/laptops of the various constitutional offices, is approximately 7000. It is unclear how many County agencies will participate in this program, but Business Technology Services (BTS) estimate adoption to be between 3,000 and 6,000 systems over a 3 year period. This uncertainty is the reason BTS is asking for a tiered pricing structure in section E, Scope of Work, #3, f-5, page 17.

35. Will Pinellas County accept AMD processors in the desktop/laptop/workstation configurations?

Answer: No.

#### **CLARIFICATIONS:**

1. Please clarify submittal in sealed envelope as noted on Page 21, Section F - Instructions.

Answer: All proposals must be submitted in a sealed package that can accommodate the entire proposal submittal.

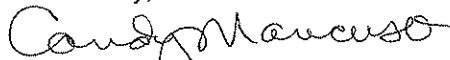
2. Is the proposal available in word format?

Answer: In order to maintain the integrity of the document, the entire proposal is not available in word format. However, Exhibit A – Sample Configurations for use with cost proposal is available in word format or Adobe Acrobat fillable PDF format, and can be accessed at [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase) Then, click on Current Bids in the Resource Field on the left side of the page. Scroll down to Due Date, 9/11/08, Computer Equipment and go to column Addenda Issued and click on A-1.

All other specifications, terms and conditions remain the same.

Please remember to acknowledge receipt of this Addendum in Section G, Page 23 under Addendum No. 1 and return with completed proposal package.

Sincerely,



Joseph Lauro, CPPO/CPPB  
Director of Purchasing



## RFP Installation Script

Un-box the new PC and monitor and place it where the old PC was unless the user wants a change in its location and power it on and connect to the network.

Tear off the labels with the CPU and monitor serial #'s and place them in the media documentation box. Write the cpu serial number and users name on the outside of the box. This information will be utilized by BTS for End User Installation sheets.

The PC will start and reboot the first time by itself and begin a "tree selector" utility

Install Roxio software if required.

Load ActiveX

Reboot the PC and login as the user. Some applications are set to force run and will automatically install. Once these have finished distribute the remaining user application from Zenworks. Once all applications have distributed launch each to be sure they open without any errors.

Using the screenshot provided, add any network printers and add local printer if present. Occasionally an IP printer may need to be added. After adding the default printer, print a test page to verify it's working for the user.

Migrate contents of the My Docs folder, Favorites, old wallpaper, Desktop shortcuts/folders, \*.pst files and .nk1 from the "backup folder" on the file server down to the local C: drive for the user

Restart the PC and verify all the settings hold.

**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBIT A**

**SAMPLE Workstation Configuration**

**Basic Unit:**

**Processor:** Intel® Core™ 2 Duo Processor E6550, 2.33GHz

**Operating System:** Genuine Windows Vista® Business Downgrade, XP Pro

**Memory:** 2GB (2 DIMM)

**Monitor:** 17 inch UltraSharp™ Flat Panel, Adjustable Stand, VGA/DVI w/sound bar

**Keyboard/Mouse:** USB Keyboard and mouse

**Harddrive:** 160GB SATA

**Peripherals:** 48X32 CDRW/DVD Combo, Cyberlink Power DVD™

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**Proposer's Name:**\_\_\_\_\_

**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBIT A - Continued**

**SAMPLE Workstation Configuration**

**Power Unit:**

**Processor:** Intel® Core™ 2 Duo Processor E6750, 2.66GHz

**Operating System:** Genuine Windows Vista® Business Downgrade, XP Pro

**Memory:** 4GB (2 DIMM)

**Monitor:** 17 " UltraSharp™ Flat Panel, Adjustable Stand, VGA/DVI w/sound bar

**Keyboard/Mouse:** USB Keyboard and mouse

**Harddrive:** 160GB SATA

**Peripherals:** 16X DVD+/-RW/16X DVD,SATA,Roxio Creator™ CyberlinkPowerDVD™

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**Proposer's Name:**\_\_\_\_\_



**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBIT A- Continued**

**SAMPLE Workstation Configuration**

**CADD Unit:**

**Processor:** Intel™ Core®2 Extreme QX6850 (3.00GHz/1333MHz/2X4MB L2) 375W

**Operating System:** Genuine Windows Vista® Business Downgrade, XP Pro

**Memory:** 4GB, 800MHz, DDR2 SDRAM Memory, ECC (4 DIMMS)

**Graphics Card:** 256MB PCIe x16 nVidia Quadro FX570, Dual Monitor DVI Capable

**Monitor:** 20 " UltraSharp™ FP Widescreen, Adjustable Stand, VGA/DVI ,w/sound bar

**Keyboard/Mouse:** USB Keyboard and mouse

**Harddrive:** 320GB SATA 3.0Gb/s with NCQ and 16MB DataBurst Cache

**Peripherals:** 16XDVD AND 16XDVD+/-RW, w/ Cyberlink PowerDVD™ and Roxio Creator™

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**Proposer's Name:**\_\_\_\_\_

**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBT A - Continued**

**SAMPLE Laptop Configuration**

**14.1" Monitor**

Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core  
Genuine Windows Vista® Business Downgrade, XP Pro Installed  
14.1 inch Wide Screen WXGA LCD Panel  
2.0GB, DDR2-667 SDRAM, 2 DIMMS  
9 Cell Primary Battery  
8X DVD+/-RW w/Roxio and Cyberlink Power DVD™  
Wireless™ 1490 802.11a/g Dual-band Mini Card  
360 Bluetooth Module for Windows XP  
80GB Hard Drive, 9.5MM, 7200RPM  
CompleteCare Accidental Damage Protection or equal  
ComputracePlus- 3 Year or equal

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**Proposer's Name:**\_\_\_\_\_

**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBT A - Continued**

**SAMPLE Laptop Configuration**

**15.4" Monitor**

Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core  
Genuine Windows Vista® Business Downgrade, XP Pro Installed  
15.4 inch Wide Screen WXGA LCD Panel  
2.0GB, DDR2-667 SDRAM, 2 DIMMS  
9 Cell Primary Battery  
8X DVD+/-RW w/Roxio and Cyberlink Power DVD™  
Wireless™ 1490 802.11a/g Dual-band Mini Card  
360 Bluetooth Module for Windows XP  
80GB Hard Drive, 9.5MM, 7200RPM  
CompleteCare Accidental Damage Protection or equal  
ComputracePlus- 3 Year or equal

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**TOTAL COST SUMMARY**

DIRECT PURCHASES	BASIC UNIT	POWER UNIT	CADD UNIT	LAPTOP 14.1 MONITOR	LAPTOP 15.4 MONITORS	TOTAL
	\$	\$	\$	\$	\$	\$

LEASED EQUIPMENT	BASIC UNIT	POWER UNIT	CADD UNIT	LAPTOP 14.1 MONITOR	LAPTOP 15.4 MONITOR	TOTAL
	\$	\$	\$	\$	\$	\$

**Proposer's Name:** \_\_\_\_\_

**BOARD OF COUNTY  
COMMISSIONERS**

Robert B. Stewart - Chairman  
Calvin D. Harris – Vice Chairman  
Ronnie Duncan - Vice Chairman  
Susan Latvala  
John Morroni  
Karen Williams Seel  
Kenneth T. Welch



**Joseph Lauro, CPPO/CPPB  
Director**

September 3, 2008

TO: ALL INTERESTED PROPOSERS  
REQUEST FOR PROPOSAL: Computer Equipment Purchase or Lease  
PROPOSAL NUMBER: 078-0335-P(RM)  
PROPOSAL SUBMITTAL IS DUE: September 11, 2008 @ 3:00 PM

**ADDENDUM NO. 2**

Following is additional information, clarifications, questions and responses relative to referenced Request for Proposal (RFP):

**QUESTIONS:**

1. Regarding our question around the 9 cell battery requirement – we presently do not offer a 9 cell battery but do have a primary battery that offers more than 6 watt hours of battery life. Can we ask again if the battery requirement can be amended to a 6 cell and therefore, all mfg's can offer a "like" primary battery?

*Answer: For comparison purposes, pricing should be provided on the configuration as shown on the RFP Exhibit A, Laptop Configurations using a 6 cell battery. This change voids the answer to Question No. 26 that was provided with Addendum No. 1.*

*A revised Exhibit A Laptop Configurations is attached.*

All other specifications, terms and conditions remain the same.

Please remember to acknowledge receipt of this Addendum in Section G, Page 23 under Addendum No. 2 and return with completed proposal package.

Sincerely,

*Candy Mancuso*  
Joseph Lauro, CPPO/CPPB  
Director of Purchasing *for JL*

PLEASE ADDRESS REPLY TO:  
400 South Ft. Harrison, Sixth Floor  
Clearwater, Florida 33756  
Phone: (727) 464-3311  
FAX: (727) 464-3925  
Website: [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)



**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBT A – Revised 9/3/08 – Addendum No. 2**

**SAMPLE Laptop Configuration**

**14.1” Monitor**

Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core

Genuine Windows Vista® Business Downgrade, XP Pro Installed

14.1 inch Wide Screen WXGA LCD Panel

2.0GB, DDR2-667 SDRAM, 2 DIMMS

6 Cell Primary Battery

8X DVD+/-RW w/Roxio and Cyberlink Power DVD™

Wireless™ 1490 802.11a/g Dual-band Mini Card

360 Bluetooth Module for Windows XP

80GB Hard Drive, 9.5MM, 7200RPM

CompleteCare Accidental Damage Protection or equal

ComputracePlus- 3 Year or equal

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**Proposer's Name:**\_\_\_\_\_

**078-0335-P (RM) COMPUTER EQUIPMENT, PURCHASE OR LEASE**

**EXHIBT A – Revised 9/3/08 – Addendum No. 2**

**SAMPLE Laptop Configuration - Continued**

**15.4” Monitor**

Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core  
Genuine Windows Vista® Business Downgrade, XP Pro Installed  
15.4 inch Wide Screen WXGA LCD Panel  
2.0GB, DDR2-667 SDRAM, 2 DIMMS  
6 Cell Primary Battery  
8X DVD+/-RW w/Roxio and Cyberlink Power DVD™  
Wireless™ 1490 802.11a/g Dual-band Mini Card  
360 Bluetooth Module for Windows XP  
80GB Hard Drive, 9.5MM, 7200RPM  
CompleteCare Accidental Damage Protection or equal  
ComputracePlus- 3 Year or equal

**PURCHASE**

UNIT OF MEASURE	MSRP	% DISCOUNT OFF MSRP	DIRECT PURCHASE COST
EACH	\$	%	\$

**LEASE**

UNIT OF MEASURE	TOTAL FINANCED	LEASE RATE FACTOR	APPLICABLE TAXES	COMBINED RATE FACTOR	MONTHLY LEASE PAYMENT	X 36 Months = TOTAL LEASE COST
EACH	\$				\$	\$

**TOTAL COST SUMMARY**

DIRECT PURCHASES	BASIC UNIT	POWER UNIT	CADD UNIT	LAPTOP 14.1 MONITOR	LAPTOP 15.4 MONITORS	TOTAL
	\$	\$	\$	\$	\$	\$

LEASED EQUIPMENT	BASIC UNIT	POWER UNIT	CADD UNIT	LAPTOP 14.1 MONITOR	LAPTOP 15.4 MONITOR	TOTAL
	\$	\$	\$	\$	\$	\$

**Proposer's Name:** \_\_\_\_\_