



REQUEST FOR PROPOSALS

The City of Edinburg is soliciting sealed proposals to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

Proposals will be received until **3:00 p.m. Central Time**, on **Monday, February 04, 2013**, shortly thereafter all submitted proposal will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any proposal received after the closing time will not be accepted and will be returned to the proposer unopened. It is the responsibility of the proposer to see that any proposal submitted shall have sufficient time to be received by the City Secretary's Office prior to the proposal opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the proposals. Proposals will not be accepted by telephone or facsimile machine. All proposals must bear original signatures and figures. The Proposal shall be for:

RFP NO. 2013-008 PURCHASE OF COMPUTER HARDWARE/SOFTWARE

Bidders receiving a "NOTICE TO BIDDERS" and/or "REQUEST FOR PROPOSALS" notice in the mail or reading same in the newspaper are advised that the bidding documents can be downloaded from the City of Edinburg web page address: www.cityofedinburg.com, or may obtain copies of same by contacting the office of:

LORENA FUENTES, PURCHASING AGENT, LOCATED AT 415 W. UNIVERSITY DRIVE, Edinburg, TX 78541 by calling (956) 388-8972 or by e-mailing your request to the following e-mail address: lfuentes@cityofedinburg.com

If you have any questions or require additional information regarding this proposal, please contact Mr. Leo Gonzales Jr., Information Technology Officer, at (956) 388-8201.

Hand-delivering Proposals: 415 West University Drive,
C/o City Secretary Department (1st Floor)

If using Land Courier (i.e., FedEx, UPS): City of Edinburg
C/o City Secretary
415 West University Drive
Edinburg, Texas 78541



If Mailing Proposals: City of Edinburg
C/o City Secretary
P.O. Box 1079
Edinburg, TX 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all proposals and to waive any or all formalities or technicalities and to accept the proposal deemed most advantageous to the City, and hold the proposals for a period of 60 days without taking action.

Proposals must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the proposal envelope with corresponding proposal number and title.

**SECTION I
GENERAL TERMS AND CONDITIONS**

The City of Edinburg (hereinafter referred to as "THE CITY") is soliciting submittals from qualified vendors with an interest in providing goods (hereinafter referred to as "COMPUTER HARDWARE") to the City of Edinburg.

ADDITIONAL INFORMATION: The City of Edinburg is requesting that RFP's be routed to: The CITY Secretary, at 415 West University, Edinburg, Texas 78541.

NON-COLLUSION: Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

PROCESSING TIME FOR PAYMENT: Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC SUBMISSION OF BIDS: The City of Edinburg's City Secretary Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. The CITY will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT: The City of Edinburg reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS: It is the responsibility of the submitter to review the Request For Proposals (RFP) packet and to notify the City Secretary Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the City Secretary Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

RFP DELIVERY: The City of Edinburg requires submitters, when hand-delivering request for proposals to have a The City Secretary Department representative time/date stamp and initial the envelope.

WAIVING OF INFORMALITIES: The CITY reserves the right to waive minor informalities or technicalities when it is in the best interest of the CITY.

SUBCONTRACTING: The successful submitter may not subcontract the award without the written consent of the City.

BIDDER RESPONSIBILITY: It is the responsibility of each vendor before submitting a proposal:

To examine thoroughly the contract documents and other related data identified in the proposal documents.

To visit the site to become familiar with and satisfy vendor as to the general, local, and site conditions that may affect cost, progress, performance, etc.

To consider federal, state, and local laws and regulations that may affect costs, progress, performance or furnishing of the work.

To study and carefully correlate vendor's knowledge and observations with the contract documents and such other related data.

To promptly notify THE CITY Purchasing of all conflicts, errors, ambiguities, or discrepancies which vendor has discovered in or between the contract documents and such other related documents.

PREPARATION COSTS: This RFP does not commit THE CITY to enter into a Contract, award any services related to this RFP, nor does it obligate THE CITY to pay any costs incurred in preparation or submission of a submittal or in anticipation of a contract.

REQUEST FOR PROPOSALS: The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any of The CITY limitations will result in disqualification of the submitted RFP. A total of **one (1) original and three (3) copies** of the RFP shall be submitted to the address on the cover letter.

RFP SUBMITTED TO:

City of Edinburg
c/o City Secretary
415 West University
P.O. Box 1079
Edinburg, Texas 78540-1079

RFP's must be submitted by **no later than** 3:00 p.m. on **Monday, February 04, 2013.**

SECTION II INFORMATION & INSTRUCTIONS

1.0 Submission Requirements:

1.1 The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be marked **RFP #2013-008 PURCHASE OF COMPUTER HARDWARE/SOFTWARE**. Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

1.2 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- a) Detailed response to information requested in Section III
- b) Cost proposals per detailed specifications in Section IV signed by responsible party

1.3 It is the sole responsibility of the Proposer to assure that they have received the entire Request for Proposal.

1.4 Proposers will be notified in writing of any change in the specifications contained in this RFP.

1.5 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the City of Edinburg. No employee of the City of Edinburg is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

1.6 Right of Rejection and Clarification: The City of Edinburg reserves the right to reject any and all proposals and to request clarification of information from any proposer. The City of Edinburg is not obligated to accept a cost proposal on the basis of any proposal submitted in response to this document.

1.7 Denial of Reimbursement: The City of Edinburg will not reimburse proposers for any costs associated with the preparation and submittal of any proposal.

1.8 Gratuity Prohibition: Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City of Edinburg for the purpose of influencing consideration of this proposal.

1.9 Right of Withdrawal: A proposal may not be withdrawn before the expiration of sixty (60) days from the proposal due date.

1.10 Right of Negotiation: The City of Edinburg reserves the right to negotiate with the selected proposer the exact terms and conditions of the proposal.

1.11 Right of Rejection of Lowest Fee Proposal: The City of Edinburg is under no obligation to award this project to the proposer offering the lowest cost proposal. Evaluation criteria included in this document shall be used in evaluating proposals.

1.12 Exceptions to the RFP: Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City of Edinburg, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

1.13 Indemnification: Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Edinburg, its employees, and agents, from any liability of any nature or kind in regard to the delivery of the Computer Hardware/Software.

1.14 Rights to Submitted Material: All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of the City of Edinburg when received.

1.15 Basis of Award: Proposals will be evaluated according to the following criteria:

- a) Cost of Computer Hardware/Software (25 points)
- b) Quality of PC (50 points)
- c) Propser's ability to meet PC specifications (25 points)

Proposals will be evaluated by a Selection Committee to select the vendor of choice.

1.16 Copies: An original and three copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

1.17 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. Questions regarding this request for proposal should be directed

Technical Questions should be addressed to:

Leo Gonzales Jr.
Information Technology Department
lgonzales@cityofedinburg.com
(956) 388-8201

1.18 Submittal of Qualifications: Statement of Qualifications is **not** required for this proposal.

1.19 Price Quote: The Price Quote for Computer Hardware/Software provided to the City of Edinburg by the proposer shall consist of

- 1) The Request for Proposal (RFP) containing the detailed pricing for the Computer Hardware/Software being requested by the City of Edinburg.

The City of Edinburg reserves the right to request proposer to clarify any such Computer Hardware/Software pricing information being submitted and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or proposer's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.

1.20 Cancellation of Purchase: The City of Edinburg may cancel the purchase at any time prior to the submission of Purchase Order. Should the City of Edinburg exercise its right to cancel the purchase for any such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the proposer.

SECTION III SCOPE OF WORK

2.0 Purpose:

The purpose of this Request for Proposal is to define the City's requirements for the purchase of Personal Computers, Servers and Software. The City seeks to purchase Computer Hardware/Software as listed in Section IV of the Cost Proposal.

The requirements of this RFP include: Computer Hardware configurations; software; warranty and service options; pre-loaded software, manufacture support service and guarantee.

2.1 Pricing:

The City of Edinburg is seeking to purchase Computer Hardware/Software as specified in Section IV. The proposer must list detailed pricing on all items listed in the Cost Proposal of all Computer Hardware/Software. Section IV details a specification/configuration of a desktop computer, a notebook PC and server. Computer Hardware/Software quoted must be identical to or Comparable Equivalent to what is listed in the Computer Hardware/Software specifications. Any proposal that is submitted with different Computer Hardware/Software specifications may be excluded from the selection process.

All Computer Hardware/Software proposed must meet business environment quality specifications.

Any proposals containing consumer home environment computer Hardware/Software for Windows operating system will be excluded from the selection process.

Standard Shipping is to be included as part of the pricing.

2.2 Computer Hardware:

The City of Edinburg is requesting pricing for Computer Hardware/Software as specified in Section III according to the following quantity/breakdown.

- Total Desktops with Monitor and Office 2010 Pro – 10
- Total Laptops with Office 2010 Pro and docking station – 1
- Total servers – 1

**SECTION IV
COST PROPOSAL**

Quantity	Specifications	Unit Cost	Total Cost	Pricing Source & Discount
10 W/Monitor and Office 2010 Pro	<p>Desktop PCs:</p> <ul style="list-style-type: none"> • Base Unit: Dell OptiPlex 7010 Desktop or Comparable Equivalent to. • Processor: 3rd Gen Intel Core i5-3470 (6M, 3.2GHz w/HD2500 Graphics). • Memory: 6GB, NON-ECC, 1600MHZ DDR3,2 DIMM. • Keyboard: USB 104 Quiet Key Keyboard,English. • Video Card: Intel Integrated Graphics,W/O. • Hard Drive: 500GB SATA 6.0Gb/s and 16MB Data Burst Cache. • Operating System: Windows 7 Professional, with Media, 64-bit. • Operating System: Windows 7 Label. • Operating System: Client System Update (Updates latest Recommended BIOS, Drivers, Firmware and Apps). • Mouse: USB Optical Mouse. • CD-ROM or DVD-ROM Drive: 16X DVD+/- RW SATA, Data Only. • CD-ROM or DVD-ROM Drive: Roxio Creator Starter, Media. • CD-ROM or DVD-ROM Drive: Cyberlink Power DVD 9.5.1, Media. • Sound Card: Heat Sink, Performance. • Dell Professional P2412H 24in HAS Wide Monitor, VGA/DVI or Comparable Equivalent to • OptiPlex 7010 SFF w/ Standard Power Supply. • Bundled Software: Microsoft Office Professional 2010, English. • Basic Hardware Service: Next Business Day Limited Onsite Service after Remote Diagnosis Initial Year. • Limited Hardware Warranty plus Service Initial Year. • Speakers: Internal Dell Business Audio Speaker 			
10	<ul style="list-style-type: none"> • Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis 2 Year Extended. OPTIONAL • Limited Hardware Warranty plus Service Extended Year(s). OPTIONAL 			

Quantity	Specifications	Unit Cost	Total Cost	Pricing Source & Discount
1 W/Office 2010 Pro and Docking Station	<p>Laptop PCs:</p> <ul style="list-style-type: none"> • Base Unit: Dell Latitude E6530 or Comparable Equivalent to. • Processor: 3rd gen Intel® Core™ i5-3210M Processor (2.5GHz, 3M cache). • Memory: 6.0GB, DDR3-1600MHz SDRAM, 2 DIMM. • Operating System: Windows 7 Professional, w XP Mode, Media, 64-bit, English • Productivity Software: Microsoft® Office Professional 2010, English • Energy Star & EPEAT: Energy Star 5.2 Enabled / EPEAT • Graphics: NVIDIA® NVS™ 5200M (GDDR5 1GB) Discrete Graphic with Optimus • LCDs: 15.6" HD+ (1600x900) Wide View Anti-Glare WLED-backlit • Hardware Support Services: 3 Year Basic Hardware Service with 3 Year NBD Onsite Service after Remote Diagnosis • Internal Keyboard: Internal English Backlit Dual Pointing Keyboard • Camera/Microphone: Light Sensitive Webcam and Noise Cancelling Digital Array Mic • Systems Management: No Out-of-Band Systems Management • Primary Storage: 500GB 7200rpm Hard Drive • E-Modular Primary Optical Device: 8X DVD+/-RW • System Recovery: Resource DVD - Contains Drivers • Wireless LAN (802.11): Dell Wireless™ 1504 802.11g/n Single Band Wi-Fi Half Mini Card • Bluetooth: Dell Wireless™ 380 Bluetooth 4.0 LE Module • Modem: No Modem • Primary Battery: 6-cell (60WH) Primary Lithium Ion Battery, (2.8Ah) ExpressCharge Capable • AC Adapter: 90W A/C Adapter (3-pin) • Security Hardware: Dell Control Vault, Fingerprint Reader, Smartcard Reader and Contactless Smartcard Reader • RSS Label: Thank you for choosing Ship Fast from Dell • Processor Branding: Intel Core i5 Label • E-Port Replicator with USB 3.0 for Dell Latitude E5430/ E5530/ E6230/ E6330/ E6430/ E6530 Laptops 			

Quantity	Specifications	Unit Cost	Total Cost	Pricing Source & Discount
1	<ul style="list-style-type: none"> • Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis 2 Year Extended. OPTIONAL • Limited Hardware Warranty plus Service Extended Year(s). OPTIONAL 			
1	<p>Servers:</p> <ul style="list-style-type: none"> • Base Unit: PV MD1200, RKMNT, SAS, 12 Bays (224-7198) or Comparable Equivalent to. • Hard Drive: HD Multi-Select (341-4158) • Hard Drive Controller: 2 Encl Mgmt Modules, SAS Only (330-6058) Hard Drive Filler, Single Blank (342-0121) - Quantity 4. 2TB 7.2K RPM Near-Line SAS 6Gbps 3.5in Hotplug Hard Drive (342-0002) - Quantity 8 • Bezel ASSY,MD1200 (313-8850) • 6Gb SAS Cable, 4M (330-6059) • 6Gb SAS Cable, 4M (330-6059) • PERC H800A, SAS, Ext 512MG (341-9869) • RackRails, RapidRails for Dell Rack (330-6048) • Dell Hardware Limited Warranty Plus On Site Service Initial Year (907-8597) • Pro Support : Next Business Day Onsite Service After Problem Diagnosis, Initial Year (909-3640) • On-Site Installation Declined (900-9997) • Proactive Maintenance Service Declined (926-2979) • Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 6 feet / 2 meter (310-9965) • Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 6 feet / 2 meter (310-9965) 			
1	<ul style="list-style-type: none"> • Dell Hardware Limited Warranty Plus On Site Service Extended Year (907-8368). OPTIONAL • Pro Support : Next Business Day Onsite Service After Problem Diagnosis, 2Year Extended (908-1972) OPTIONAL • ProSupport : 7x24 HW / SW Tech Support and Assistance , 3 Year (908-2012) OPTIONAL • Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-800-945-3355 (989-3439) OPTIONAL 			

