

December 10, 2007

**TOWN OF LEDYARD, CONNECTICUT
INVITATION TO BID - NO. 2008-06**

The Town of Ledyard seeks sealed bids for the purchase of six (6) desktop/tower personal computers and their servicing. Bidding documents and specifications are available between 9:00 a.m. and 4:00 p.m. at the Ledyard Town Hall, 741 Colonel Ledyard Highway, Ledyard, CT 06339. Specifications may also be obtained by contacting Ms. Doris Fonner at (860) 464-3220, or at the Town's website <http://www.town.ledyard.ct.us>

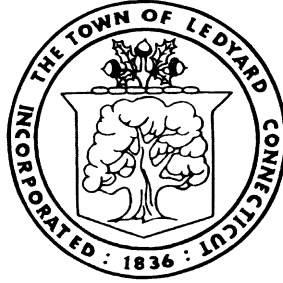
Sealed proposals will be received by the Director of Finance until 2:30 PM on Tuesday, January 8, 2008, at the above address, at which time they will be publicly opened and read in the Office of the Mayor. Proposals received after that time will not be accepted and will be returned to the bidder unopened. Sealed proposals should be clearly marked **"SEALED BID NO. 2008-06: Computer Equipment and Service"**

The Town of Ledyard reserves the right to waive technical defects in the bids; to reject any bids which do not conform to terms and conditions described in the specifications; to reject any or all bids and again invite bids; and waive informalities or irregularities in the bidding process.

The award of a contract, if awarded, will be to the lowest, responsible bidder, provided that the bid is reasonable, and provided that it is in the best interest of the Town of Ledyard to accept such a bid, and subject to any choice by the Town of Ledyard as to any alternate specifications as may be agreed upon.

Diane Napier
Director of Finance

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



**Town of Ledyard
Bid Specification
2008-06
Computer Equipment and Service**

Bid Opening
8 January 2008
2:30 P.M.

Ledyard Town Hall
741 Colonel Ledyard Highway
Ledyard, CT 06339

The Town of Ledyard seeks sealed bids for the purchase of six (6) desktop/tower personal computers and their servicing complying with the requirements listed in the attached specification sheet.

Each bidder is required to have the sealed bid package submitted to the Director of Finance, Town of Ledyard, 741 Colonel Ledyard Highway, Ledyard, CT 06339 no later than 2:30 P.M. on Tuesday, January 8, 2008. Sealed bid packages must clearly be marked **“SEALED BID NO. 2008-06: Computer Equipment and Services”** on the outer packaging.

Each bid package will consist of the following:

- Each bidder must complete the “Bid Specification Worksheet” for review to be considered for selection as the lowest, responsible bidder. Any bid showing any omissions, alterations in form, additions not called for, and any conditional bids, alternative bids, or bids showing irregularities of any kind will be rejected. Any bid received after the scheduled closing time for the receipt of bids will be rejected.
- Each bidder must complete the “Computer Equipment and Service Proposal” sheet.
- Each bidder must complete the “Cost Quotation Computer Equipment and Service” sheet.

The Town of Ledyard is exempt from tax on material, supplies and labor. Connecticut sales or use taxes shall not be included as part of the Consultant’s bid

In submitting this bid, bidders agree to hold their bid open for sixty (60) days after the actual bid opening date.

The Town of Ledyard reserves the right to waive technical defects in the bids; to reject any bids which do not conform to terms and conditions described in the specifications; to reject any or all bids and again invite bids; and waive informalities or irregularities in the bidding process.

The award of a contract, if awarded, will be to the lowest, responsible bidder, provided that the bid is reasonable, and provided that it is in the best interest of the Town of Ledyard to accept such a bid, and subject to any choice by the Town of Ledyard as to any alternate specifications as may be agreed upon.

Questions regarding this bid should be directed to Ms. Regina Brulotte, MIS Director at (860) 464-3225 or rmbru@town.ledyard.ct.us

Bid Specification Worksheet

The Town of Ledyard is seeking a vendor that has a proven track record of being a technology leader. The selected systems and peripheral equipment will have the current necessities as well as a proven history of being upgradeable while protecting the Town of Ledyard's current investment.

The Town is seeking a total of Six (6) Desktop/Tower personal systems capable of meeting the needs of various departments for the next three to five years and labor and technical ability to install and configure systems to co-exist with and on the Town's 10/100 ethernet network. New Systems will replace current systems and current systems will be installed in offices and departments that may or may not already have older equipment.

In addition to the above, the following specifications are mandatory in order to bid on the systems. Please note that when bidding on Desktop/Tower systems, tower systems are preferred but not mandatory.

COMPUTER SYSTEM COMPONENT	REQUIRED SPECIFICATION	BIDDER PROPOSED
Overall System	<ul style="list-style-type: none"> • ALL SYSTEMS MUST BE MICROSOFT VISTA CAPABLE • Motherboard and system components will be compatible (not installed by vendor) with the following software applications (latest versions): <ul style="list-style-type: none"> o Microsoft eNetwork Personal Communications for AS/400 Client Access o Pegasus e-mail o Novell Network Services o Internet Explorer or current web browsers o Symantec Enterprise Edition Antivirus o Oracle o Vision Appraisal (Vision Technologies) o Microsoft Office Suite 	

	<ul style="list-style-type: none"> o Microsoft Project o Microsoft Frontpage o FileMaker Pro o Adobe Acrobat o Adobe Pagemaker o Adobe Elements 	
Processor and Motherboard	<ul style="list-style-type: none"> • Intel motherboard • Intel Pentium 3.0 GHz Dual-Core, P35, 800 MHz FSB • 3 PCI slots • 1 serial port • 1 parallel port • 6 USB ports (two front, 4 rear) 	
Drives	<ul style="list-style-type: none"> • Minimum 160Gb hard drive • 1.44 MB floppy drive 	
Memory	2 GB DDR II SDRAM with available expansion slots	
Video Card	<ul style="list-style-type: none"> • 512MB DDR2 • Up to 2560 x 1600 • Supports DirectX 9 graphics 	
CD/DVD-ROM	CD/DVD-ROM	
Sound Card	• Integrated Intel(R) High Definition Audio	
Network Interface Card and Modem/Fax	<ul style="list-style-type: none"> • 10/100 Base-T Fast Ethernet interface • High-speed 56K data/fax modem 	
Mouse and Keyboard	<ul style="list-style-type: none"> • PS/2 2-button plus scroll optical mouse • PS/2 keyboard 	
Case	Mini-Tower Chassis with an open design for easy serviceability	
Monitor & Speakers	<ul style="list-style-type: none"> • 17" (16" viewable) LCD 	

	<ul style="list-style-type: none"> • 1280x1024 resolution with 0.294mm pixel pitch • Integrated speakers • All digital controls • Plug and Play Support • Energy Star compliant • Parts and labor warranty 	
Service and Support	<ul style="list-style-type: none"> • Provide Operating System and all drivers on easy to restore CD-ROM • Provide a minimum of a 3-year warranty, first year on-site, second and third parts and labor • 24x7 Telephone support for the length of the warranty 	
Operating System and Software Installed	<ul style="list-style-type: none"> • Operating System – Microsoft Windows XP Professional • Microsoft Office 2003 Professional • All systems will have the above software installed and will be setup for full network, fax/modem, and Internet capabilities 	

<p>Bidder Insurance</p>	<p>The contractor for the installation services portion of this proposal must carry insurance under which the Town is named as an assured as follows:</p> <ul style="list-style-type: none"> • Worker's Compensation – as required by State statute • Commercial Liability as follows: <ul style="list-style-type: none"> o \$2,000,000 - General Aggregate o \$2,000,000 - Products Completed Operations Aggregate o \$1,000,000 - Personal & Advertising Injury o \$1,000,000 - Each Occurrence Bodily Injury & Property Damage o \$100,000 – Fire Damage, Any One Fire o \$5,000 - Medical Payments, Any One Person Including Explosion Collapse & Underground • Automobile Liability: \$1,000,000 Combined Single Limit Bodily Injury & Property Damage. <p>Such insurance must be by insurance companies licensed to write such insurance in the State of Connecticut against the above risks and in the amounts indicated. All insurance must provide for a thirty (30) day notice to the Town of cancellation or restrictive amendment.</p> <p>Certificates of insurance must be submitted to the Finance Director prior to signing the contract and within 10 days of the notification of award.</p> <p>Failure to provide and to keep current the required insurance and certificates may be held to be a willful and substantial breach of this contract.</p>	
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Town of Ledyard
Computer Equipment and Service Proposal
Bid No. 2008-06

The undersigned agrees that he/she will execute the contract within ten (10) days after the date of the Notice of Award and will commence services immediately, unless the Town of Ledyard shall authorize or direct a further delay.

The bidder agrees that this bid shall be valid and may not be withdrawn for a period of sixty (60) days after the opening of the bids.

The Bidder certifies that he/she is fully familiar with all of the terms, conditions and obligations of the contract.

Firm or Corporation

Witness

By:

Title

Address

City, State and Zip Code

Date

Telephone Number

Required Attachment: Bid Security Included

Yes ☐ No ☐

Cost Quotation
Computer Equipment and Services
 Bid No. 2008-06

Description	Quantity	Unit Price	Unit	Extended Price
Desktop/Tower Personal Systems	6		EA	
Processor (list here):				
RAM (list here):				
Hard Drive (list here):				
Total Price Quotation				

Written Amount:

In the even of a disparity between the numerical and written amounts, the written amount shall take precedence.

_____ Firm or Corporation	By:	_____ Title
		_____ Address
		_____ City, State and Zip
_____ Date		_____ Telephone Number