



**Fox Valley Park District**

**101 W. Illinois Ave., Aurora, IL 60506**

**Request for Proposal**

**Bulk Dell Computers**

**Date issued: 1/29/18**

## Overview

The Fox Valley Park District was established in April 1947. The Park District owns and maintains 3 community centers, a championship golf course, a nature center, Blackberry Farm and Pioneer Village, 165 parks, 48 miles of regional trails and more than 2,500 acres of open space. Park amenities include 94 playgrounds, 60 park shelters, 27 outdoor tennis courts, 105 baseball fields and 84 soccer fields.

## SECTION ONE

### 1.1 Purpose of RFP

The Fox Valley Park District, hereafter known as FVPD, has identified a need to add 35 desktop computers to a segregated network infrastructure to provide Point of Sale services to our customers and are soliciting bids for 35 Dell OptiPlex Small Form Factor PC's.

### 1.2 Disclaimer

The Fox Valley Park District assumes no responsibility or liability for costs incurred by individuals or firms in the preparation of a response to this Request for Proposal. All information in the proposals may become public information.

### 1.3 Vendor Registry

Proposal specifications and instructions may be accessed from <https://www.foxvalleyparkdistrict.org/our-mission/bids-rfps-results/>.

### 1.4 Contact Person(s)

The point of contact for this RFP is Jeremy Andersen, Information Technology Manager. Vendors must direct all communications regarding this RFP to this individual using email. His email address is [jandersen@fvpd.net](mailto:jandersen@fvpd.net) Unauthorized contact regarding this RFP with other FVPD staff may result in the Vendor being disqualified.

### 1.5 RFP Schedule

RFP Issued	1/29/18
Questions and/or clarifications due 3:00 pm CST	2/5/18
Responses to questions due	2/8/18
Proposals Due by 10:00am CST	2/21/18
Proposals evaluation completed	2/23/18
FVPD issues intent to award contract	2/26/18

## **1.6 Mailing Address and Deadline for Receipt of Proposals**

Vendors must submit three (3) copies of its proposal in sealed envelopes. Vendors must clearly address all envelopes or packages containing proposals as described below to ensure proper delivery and to avoid having the FVPD open them before the deadline for receipt. Vendors must address all envelopes or packages as follows:

**Fox Valley Park District  
Attention: Jeremy Andersen  
Dell PC RFP  
101 W. Illinois Ave.  
Aurora, IL 60506**

The FVPD must receive proposals at the location specified no later than 10:00 AM., CST, on Monday, February 21, 2018. Bids will be opened publicly at the Cole Administration Center:

101 W. Illinois Ave.  
Aurora, IL 60506

A vendor's failure to submit its proposal prior to the deadline will cause the FVPD to reject the proposal. Late proposals or amendments will not be opened or accepted for evaluation. Postmarking by the due date will not substitute for actual proposal receipt by the FVPD.

## **1.7 Deadline for Receipt of Questions or Clarifications**

Vendors must carefully review this solicitation and any attachments for defects, questionable, or objectionable material. All questions must be in writing submitted to the email address of the Procurement Officer and cite the subject RFP name. The Clerk must receive these written requests by the deadline specified in the RFP Schedule of Events to allow issuance of any necessary amendments.

## **SECTION TWO – BACKGROUND INFORMATION**

### **2.1 Background Information**

In an effort to proactively provide additional security related to PCI compliance we are looking at purchasing 35 Dell PC's, so we can create a baseline image and appropriately segregate them from the rest of our network. These PC's will be limited from performing any action other than POS transactions.

## **2.2 Budget**

This project has funding secured and approved. Final approval of the project will be dependent on Park District Board approval.

The estimated budget for this project is \$30,000

## **SECTION THREE – SCOPE OF WORK**

### **3.1 Scope of Work**

The FVPD is looking to add 35 workstations to their network to enhance security. This proposal is for materials only. No services are being solicited at this time.

### **3.2 Solution Specs**

Dell OptiPlex 7050 Small Form Factor  
Windows 10 Pro 64 Bit  
8 GB RAM  
Intel Core i5 processor  
256 GB Solid State Hard Drive  
Integrated Graphics card  
No Optical Drive  
No Mouse or Keyboard  
4-year Dell warranty with Pro Support

### **3.3 Delivery**

Equipment is to be delivered to 101 W. Illinois Ave, Aurora, IL 60506. Delivery driver should check in at the front desk, but equipment should be delivered to the maintenance area. Delivery hours are M-F 8 a.m. – 3 p.m.

## **SECTION FOUR – GENERAL INFORMATION**

### **4.1 Terms and conditions**

The FVPD reserves the right to add, delete, or modify terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

The Fox Valley Park District assumes no responsibility or liability for costs incurred by individuals or firms in the preparation of a response to this Request for Proposal. All information in the proposals may become public information.

## 4.2 Contract Approval

This RFP does not, by itself, obligate the FVPD. The FVPD's obligation will commence when the FVPD signs the contract. Upon written notice to the Vendor, the FVPD may set a different starting date for the contract. The FVPD will not be responsible for any work done by the Vendor, even work done in good faith, if it occurs prior to the contract start date set by the FVPD.

## 4.3 Taxes and Taxpayer Identification

The Vendor must provide a valid taxpayer Identification Number as a provision of the contract.

The FVPD is not responsible for and will not pay local, state, or federal taxes. The FVPD is tax exempt and will provide a certificate upon request.

## 4.4 Proposed Payment Procedures

Net 30 Payment Terms - Our standard payment terms for Fox Valley Park District are Net 30 days from invoice receipt by Accounts Payable. No payments will be made for products that do not meet agreed upon pricing, quality, or other requirements to be specified in the Contract. All invoices must be approved by the appropriate FVPD staff prior to payment.

## 4.5 Insurance

### A. Commercial General and Umbrella Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$500,000 each occurrence with \$1,000,000 General Aggregate.

CGL insurance shall be written on Insurance Service Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to owner.

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There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

B. Business Auto and Umbrella Liability Insurance

Contractor shall maintain business auto liability and, if necessary, commercial umbrella insurance with a limit of not less than \$500,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 0020, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Worker's Compensation Insurance

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$500,000 each accident for bodily injury by accident of \$500,000 each employee for bodily injury by disease.

If Owner has not been included as an insured under the GCL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovering of damages arising out of or incident to the Contractor's work.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Contractor's insurance certificate will name Owner as additionally insured.

All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be certified mail, return receipt requested.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of this Contract at Owner's option. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owners' written request for said copies.

## 2. Acceptability of Insurers

Insurance companies which obtain a rating from A.M.Best, that rating should be no less than a VII using the most recent edition of the A.M.Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtainable, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

## 3. Cross-Liability Coverage

If Contractor's liability policies do not contain the standard ISO separation of insured provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

## 4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

## 5. Subcontractors

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

## E. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and the Architect and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a

party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officials, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.

## **SECTION FIVE – EVALUATION PROCESS**

### **5.1 Evaluation Process**

Evaluations will be conducted by the Director of Information Technology and Manager of Information Technology based on the specs in this proposal. Any proposal meeting the requirements of the RFP will be reviewed. A recommendation will be made to the Board of Commissioners once a decision has been made.

The Board of Commissioners will select the successful bid at the next regularly scheduled Board meeting.

### **5.2 Evaluation Criteria**

1. Specs of the solution
2. Warranty of the solution
3. Contract Cost
4. Corporate Information

## **SECTION SIX - PROPOSAL FORMAT AND CONTENT**

### **6.1 Proposal Format**

The FVPD discourages overly complicated or lengthy proposals. Please provide information in a clear, concise, easy to read format.

### **6.2 Physical Organization**

Prepare proposals on 8.5 x 11 paper. Any exhibits, pictures or drawings that are printed on paper larger than 8.5 x 11 should be folded and enclosed in a folder in sheet protectors or some other similar presentation, if possible. If not possible, enclose in other presentation type folder which is as compactly sized as possible.



## **6.4 Solution**

Provide the information on the proposed solution as required in this RFP including details on the four-year warranty.

## **6.5 Proposal**

- Please include three (3) copies of the proposal
- Please state all costs associated with the contract including shipping
- Do not include sales tax as the FVPD is tax-exempt
- Proposal must be signed by an individual authorized by the Vendor to make a binding contract

## **SECTION SEVEN – STANDARD PROPOSAL INFORMATION**

### **7.1 Offer Held firm**

Proposals must remain open and valid for at least 45 days from the deadline specified for submission of proposals. In the event the FVPD does not award within 45 days, the FVPD will send a written request to all Vendors asking Vendors to hold their price firm for a longer specified period.

### **7.2 Disclosure of Proposal Contents**

All proposals and other material submitted become the property of the FVPD and the FVPD may return them only at the FVPD's option. All proposals and related information, including detailed cost information will be held in confidence until unsealed and made public on the date and time posted in this RFP.

After award, proposals will be subject to the Freedom of Information Act. Records are closed or confidential only if specifically stated in law. If the TOWNSHIP receives a request for public information, the TOWNSHIP's FOIA Coordinator will determine whether the information is an exception to the Freedom of Information Act (FOIA), and the information will be processed accordingly.

### **7.3 Evaluation of Proposals**

The FVPD will review all proposals to determine if they are responsive to the requirements of this solicitation. The Department of Information Technology will evaluate responsive proposals. The FVPD will base the evaluation solely on the evaluation factors set forth in this RFP. The evaluation will consider information obtained subsequent to any discussions with Vendors determined to be

qualified for award and any demonstrations, oral presentations, or site inspections, if required in this RFP.

#### **7.4 Right of Rejection**

The FVPD reserves the right to reject any proposals, in whole or in part. The FVPD may reject any proposal that is not responsive to all the material and substantial terms, conditions, and performance requirements of the RFP.

#### **7.5 Discussion and Best and Final Offers**

The FVPD may conduct discussions or request best and final offers with Vendors that have submitted proposals determined to be reasonably susceptible for award. The FVPD is not obligated to do so, therefore, Vendors should submit their best terms (cost and technical). The purpose of these discussions is to ensure full understanding of the requirements of the RFP and the FVPD's proposal. Discussions will be limited to specific sections of the RFP. Discussions, if held, will be after initial evaluation of proposals by the FVPD. If the FVPD requests modifications to the proposal as a result of these discussions, the Vendor must put the modifications in writing. If the FVPD requests best and final offers, the FVPD will evaluate the best and final offer submitted by the FVPD against the criteria stated in the RFP and any subsequent amendments to the RFP including the best and final offer request. If a Vendor does not submit a best and final offer, the FVPD will consider its original proposal as its best and final offer.

#### **7.6 Preparation of Proposal**

Each bidder shall submit their proposal to the District. Each proposal shall be sealed in an envelope marked "**Dell PC RFP**" and delivered to:

**Fox Valley Park District**  
**101 W. Illinois Ave.**  
**Aurora, Illinois 60506**  
**Attn: Jeremy Andersen**

#### **7.7 Public Opening**

A public opening will take place at 10:00 a.m. CST on 2/21/2018 at the following address:

Cole Center  
101 W. Illinois Ave  
Aurora, IL 60506

RFPs received after the appointed time listed above will be returned unopened.