

Request for Quote

Purpose of the Request for Quote (RFQ):

The purpose of this RFQ is to allow any business/contractors the opportunity to submit pricing for new computers for the City of Springville.

Computer Information:

- *The City of Springville is seeking a quote for **35 desktop computers**.*
- *All pricing must include computer specifications. The minimum specs for computers to be considered are the following: (please note substitutions are allowed as long as they are the equivalent or better)*
 - ✓ *Intel Core i5-7500 processor or better*
 - ✓ *8GB 2400MHz DDR4 ram or more*
 - ✓ *2.5inch 240GB SATA Class 20 Solid State Drive or larger*
 - ✓ *Intel Integrated Graphics that support dual monitors (minimum)*
 - ✓ *Windows 10 Pro 64bit English*
 - ✓ *Optical Disk Drive (DVD-RW)*
 - ✓ *USB 3.0/3.1 (2 port minimum)*
 - ✓ *Mouse and Keyboard included*
 - ✓ *Case size is not relevant - all sizes to be considered if the minimum specifications are met (please note the presence of an optical disk drive)*
- *Quoted price must include shipping/delivery to:*

*City of Springville
110 South Main St
Springville UT 84663*
- *The winning quote will be selected based on two criteria, #1 price (50%) and #2 overall specifications (50%)*
- *All bidding entities should accept Net 30 terms as payment.*
- *Each bidding entity can submit up to 4 computer builds for consideration (not required)*

Springville City Timetable. The following is the schedule for submitted quotes:

<u>Activity</u>	<u>Date</u>
Release of RFQ	August 19, 2019
Last day to submit questions through SciQuest	August 23, 2019
Submission of quotes deadline	August 28, 2019
Selection notice	September 4, 2019

Questions Concerning the RFQ. Any questions or inquiries on the RFQ must be submitted through the SciQuest bid portal. All questions will be answered publicly for all participants to see.

Quote Submission. Quotes must be received by no later than the end of the business day on August 28, 2019. They should be submitted to Stephen Boone via the SciQuest bid portal

Miscellaneous. This RFQ does not convey a commitment to award a contract or to purchase. *The City of Springville* reserves the right to accept or reject any or all quotes or to cancel this RFQ for any reason. Springville City will not be liable under any circumstances for any expenses incurred by any bidder in connection with the bidding and/or selection process.

Quote Specifications:

- a) **Goal.** This is a request for a quote to ensure the City of Springville is receiving competitive pricing.
- b) **Specifications.** Each quote should include the following items: (see attached worksheet)
 - I. Computer Specs listed out
 - II. Price per machine
 - III. Total amount to be paid (including shipping)

Attached Worksheet

(Please fill out 1 sheet per computer build that you are submitting)

Name of bidding entity: _____

Please list the following specifications

Computer Brand	
CPU	
RAM	
OS Drive	
Graphics Card	
Operating System	
Optical Drive	
USB 3 Ports	Front: _____ Back: _____
Case Size	

Additional Notes (if needed):

Price per Computer: _____

Number of computers: 35

Total Price: _____