

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 **10 laptop 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 i5-8500 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 (No chromebooks)*
 - ✓ *USB 3.0/3.1 (2 port minimum)*
 - ✓ *Laptop size should be around between 14.5-18 inches*
- *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 laptop configurations for consideration (not required)*

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

<u>Activity</u>	<u>Date</u>
Release of RFQ	Thursday July 23, 2020
Last day to submit questions through SciQuest	Wednesday July, 29, 2020
Submission of quotes deadline	Tuesday August 4, 2020
Selection notice	Monday August 10, 2020

Questions Concerning the RFQ. Any questions or inquiries on the RFQ must 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 Monday August 10, 2020 (5:00pm). 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 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 Size	
Operating System	
USB 3 Ports	
Laptop Size	

Additional Notes (if needed):

Price per Computer: _____

Number of computers: 10 _____

Total Price (shipping included): _____