November 5, 2019

GENESEE COUNTY REQUEST FOR PROPOSALS #19-208

Sealed proposals will be received until 3:00 p.m. (EST), Thursday, November 21, 2019 at the Genesee County Purchasing Department, 1101 Beach Street, Room 361, Flint, MI, 48502 for PERSONAL COMPUTING.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm’s name. The proposal request number and due date for this RFP are:

<table>
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<tr>
<th>Due Date</th>
<th>3:00 PM (EST), Thursday, November 21, 2019</th>
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<tbody>
<tr>
<td>Submission of Questions Due</td>
<td>Before 12:00 PM (EST), Wednesday, November 13, 2019</td>
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<tr>
<td>Proposal Number</td>
<td>#19-208</td>
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Derrick Jones, Purchasing Administrator

bid2\2019\19-208
Attachments

GENESEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
www.gc4me.com
SECTION 1 - INSTRUCTIONS TO PROPOSERS

1. Sealed proposals will be received until 3:00 p.m. (EST), Thursday, November 21, 2019, at the Genesee County Purchasing Department, 1101 Beach Street, Room 361, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. to 5:00 p.m., closed holidays and furlough days, check website for closed days. Label the envelope containing the proposal response as described on page 1. LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.

2. Submit one (1) original, two (2) paper copies and one (1) electronic copy of your proposal. All proposals become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the proposal response must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal.

3. Michigan Inter-governmental Trade Network – an alternate review of this RFP can be done at https://www.bidnetdirect.com/mitn.
   - Genesee County has partnered with BidNet as part of the Michigan Inter-governmental Trade Network (MITN) and will post their bid opportunities to this site. As a vendor, you can register with Michigan Inter-governmental Trade Network (use hyperlink or https://www.mitn.info/Registration.asp?ID=2340) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call Michigan Inter-governmental Trade Network support department toll free 1-800-835-4603.

4. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFP, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of proposal.

5. All prospective proposers shall be responsible for routinely checking the Genesee County Purchasing Department website at http://www.gc4me.com/departments/purchasing for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective proposer to obtain addenda and other information issued at any time related to this RFP.

6. The County's Standard Proposed Contract is attached to this RFP. After the award
is made to the successful proposer, the County and the successful proposer will negotiate a final contract that substantially conforms to the Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract and this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract or RFP unless those changes are requested in your proposal.

7. The County of Genesee requires a signed Genesee County Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to indemnify and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

8. Preference for Genesee County Businesses and Veteran-Owned Businesses: Unless the funding source for the contract prohibits such preferences, in the case of requests for proposals where a quantitative based evaluation criteria is used for evaluating responsive proposals, Preferred Businesses shall be afforded an additional five (5) percent of the total evaluation points up to a maximum of five (5) points.


SECTION 2 - STANDARD TERMS & CONDITIONS

1. Review Genesee County website, Purchasing Department for Standard Terms and Conditions by going to the following link.
   http://www.gc4me.com/Std%20T%20%20C%20%20SECTION%202016.pdf

SECTION 3 - ADDITIONAL TERMS & CONDITIONS

1. **Purpose:** Through this RFP, Genesee County (“the County”) is soliciting proposals from qualified firms to procure approximately 220 desktops, 15 laptops, and 15 ultra-portable devices during this year.

2. **Issuing Office:** This RFP is issued by the Genesee County Purchasing Department on behalf of the Genesee County Circuit Court. The contact person is Derrick Jones, Purchasing Administrator, Genesee County, 1101 Beach Street, Room 361, Flint, Michigan 48502, phone: (810)-257-3030, and djones@co.genesee.mi.us. Email is the preferred method of contact.

3. **Questions & Inquiries:** All questions regarding this RFP shall be submitted in writing and received no later than Wednesday, November 13, 2019 before 12:00...
4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website (http://www.gc4me.com/Purchasing/currentbids.htm). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.

5. **Responsive Proposals:** To ensure proper consideration, all proposers are encouraged to submit a complete response to this RFP using the format outlined in Section 8 INFORMATION REQUIRED FROM PROPOSERS. In addition, at least one of the paper proposals must be signed with an original signature of the official authorized to bind the proposer to its provisions.

6. **Validity Period:** Any proposal submitted as a result of this Request for Proposal shall be binding on the proposer for 120 calendar days following the due date.

7. **Disclosure:** All information in an offeror’s proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the “Freedom of Information Act”. This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as “confidential” or “proprietary,” the proposer must contact the Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFP shall be submitted in writing to the Genesee County Purchasing Department as listed above.

8. **Statement of Exceptions:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall mean that the proposer agrees to meet all requirements set forth in this solicitation.

9. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFP, the RFP will serve as the basis for the contract. The contents of the proposal of the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.

**SECTION 4 - QUALIFICATIONS OF PROPOSERS**

In order to qualify for submitting a proposal, a proposer shall have the capability in all respects to perform the contract and the integrity and reliability which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all requirements of this request.
At a minimum, prospective proposers shall meet the following requirements for submission of a proposal:

- Financial stability.
- Demonstrated experience related to services being requested.

If a proposer does not convince Genesee County that it possesses the above minimum qualifications with the proposal submission, Genesee County may not consider its offer for contract award.

SECTION 5 – PURPOSE & SCOPE OF SERVICES

Genesee County is the 5th largest County in Michigan serving over 400,000 residents. Genesee County Information Technology (GCIT) provides services to our residents and over 1400 employees (about 960 full time, 440 part time/temp) in 24 departments. The County intends to replace 20% of the Personal Computing devices annually and is seeking qualified vendors to provide the equipment. The County expects to replace about 220 Desktops, 15 Laptops and 15 Ultra-portable devices per year.

This inaugural RFP will be used to help establish the new Personal Computing Standard for Genesee County. As personal computing technology and pricing change frequently, the County will rebid the equipment annually. In subsequent years, an additional evaluation criteria for the incumbent technology will also be added to maintain this standard as long as service and quality expectations are met and pricing remains favorable.

Specifications of Equipment

Small-form-factor PC
- 8 GB RAM (single module)
- 500 GB (or larger) solid-state drive (SSD)
- Intel i5 CPU or equivalent AMD processor
- Support for dual monitors with display port, VGA, DVI
- Support for discrete video card
- At least one USB Type-C port and USB 3
- TPM chip compatible with Microsoft BitLocker encryption – up to 2.0
- Ability to PXE boot (preferably with on-board Gigabit Ethernet)
- Additional pricing for upgrade to i7 and an additional 8 GB (for a total of 16 GB)

Laptop
- 8 GB RAM
- 500 GB (or larger) solid-state drive
- Intel i5 CPU or equivalent AMD processor (If LTE ready, use AT&T)
- Ability to connect to VGA display; preferably with HDMI and display port on-board VGA but could be with adapter
- DisplayPort
- At least one USB Type-C port
- At least one USB 3.0 or 3.1 port
- TPM chip compatible with Microsoft BitLocker encryption
- Ability to PXE boot (preferably with on-board Gigabit Ethernet)
- Docking station option as USBC
➢ Additional pricing for upgrade to i7 and an additional 8 GB (for a total of 16 GB)

Ultra-portable (like MS Surface Pro)
➢ 8 GB RAM
➢ 256 GB (or larger) solid-state drive
➢ Intel i5 CPU or equivalent AMD processor (If LTE ready, use AT&T)
➢ Ability to connect to VGA display; preferably with on-board VGA but could be with adapter
➢ DisplayPort
➢ At least one USB Type-C port
➢ At least one USB 2.0 or 3.0 or 3.1 port
➢ TPM chip compatible with Microsoft BitLocker encryption – 1.0, 1.1, 2.0, 3.0
➢ Ability to PXE boot (preferably with on-board Gigabit Ethernet)
➢ Keyboard
➢ Docking station option

1. Pricing must be guaranteed for a period of 12 months.
2. Submitted Hardware must have an end of sale date beyond December 31, 2020.
3. All equipment must be Microsoft Windows ready. The successful vendor must provide pricing for their equipment delivered with the most economical OEM Microsoft Windows operating system which would be upgradeable to Windows 10 Enterprise under a Microsoft Enterprise License Agreement
4. Option for three-year or four-year warranty service is required. Three-year or four-year warranty service must cover all PC components including the mouse, keyboard, and battery (if laptop or tablet). Genesee County Technical Staff must be able to open the chassis without voiding the warranty.
5. It is anticipated that the total number of Personal Computers purchased will be divided into multiple lots to be delivered within a six month period.
6. Successful vendor must provide online access to a user-friendly application for ordering and managing assets that provides unit type (ultraportable, laptop, desktop) model, serial number, Genesee County Purchase Order number purchase date, etc.

Genesee County is seeking bids to provide an optimal solution to meet the hardware requirements at minimal cost. We are requesting proposals from qualified vendors that answer the following:

• Do you recommend that Genesee County continue to purchase the personal computing hardware or evaluate leasing the equipment in the future leasing agreement?
• Why are you recommending the specific hardware solutions for each type including details on performance, reliability, longevity and supportability?
• Are there promotional deals that can be employed to minimize the investment required?

SECTION 6 – INSURANCE

Should your proposal be successful, the County may require insurances according to the specifications in this RFP and may be provided prior to any Contract Award as a result of this RFP. Genesee County must be listed as an additional insured on any insurance certificate issued due to any contract award subsequent to this RFP.
Insurance requirements vary from one RFP to another, due to distinct and different Scopes of Services. Each checklist is labeled with a corresponding RFP Number and Title and, therefore, must be executed separately for each RFP.

SECTION 7 – INFORMATION REQUIRED FROM PROPOSERS
(PROPOSAL FORMAT)

The proposer is responsible for a full understanding of the services required as part of this RFP and assuring the proposal is in conformance with the above referenced court rule. To allow for the effective comparison of proposals, the proposals must be organized and submitted in the format that is outlined in this section.

Qualified individuals or firms interested in providing the services described herein are required to submit a complete (responsive) proposal for consideration. A prospective proposer may choose to represent either mothers or fathers but not both. See SECTION 9 - EVALUATION CRITERIA for information on how the proposal(s) will be evaluated.

1. NON-RESPONSIVE PROPOSALS
Proposals may be judged non-responsive and removed from further consideration if any of the following occur:
   A. The proposal is not received in a timely manner in accordance with the terms of this RFP
   B. The proposal does not follow the specified format as presented in this Section (7)
   C. The proposal is not adequate to allow a judgment by the reviewers

2. RESPONSIVE PROPOSALS MUST INCLUDE AND/OR COMPLY WITH THE FOLLOWING, AND MUST BE ORGANIZED AND SUBMITTED IN THE FORMAT OUTLINED BELOW:
   • An Executive Summary outlining the vendor’s qualification and experience including 3 Public Sector references, preferably Michigan based.
   • A narrative directly addressing the questions above.
   • A narrative describing the following processes:
     o Equipment Order
     o Equipment Service
     o Equipment Return
     o Dispute Resolution
   • A narrative outlining any promotional or special pricing utilized to achieve the proposed solution.
   • A narrative outlining and value added products, services or support provided by the vendor at no additional charge.
   • Worksheets in Microsoft Excel format with all Hardware options to allow the County to manipulate data as we evaluate options and finalize solutions. 1 Worksheet per equipment type. Quantities must be modifiable. Genesee County reserves the right to adjust final quantities.

SECTION 8 - EVALUATION & SELECTION PROCEDURE

The Evaluation Committee will first examine proposals to eliminate those that are clearly
non-responsive to the stated requirements. Therefore, proposers should exercise particular care in reviewing the Proposal Format required in this RFP.

The Evaluation Committee will then review and score each proposal individually based on the evaluation criteria referenced in this RFP. Scores and rankings for each proposal will be compiled to determine the committee recommendations. Based upon the scoring and ranking, the Committee may recommend a short list of proposals that are reasonably likely of being selected for award.

The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, Genesee County may request presentations by proposers, to carry out contract negotiations for the purpose of obtaining best and final offers, and/or conduct detailed reference checks on the short-listed proposers. Further, Genesee County reserves the right to contact any and all references to obtain, without limitation, information regarding the proposer’s performance on previous projects.

Once the ranking process is complete, the Evaluation Committee will recommend a contract award to the Purchasing Department regarding the apparent successful proposer(s). Upon acceptance, a recommendation will be made to the Genesee County Board of Commissioners for approval. The final recommendation made to the Genesee County Board of Commissioners will be based on review of the final scores.

Subsequent to final selection and award by the Genesee County Board of Commissioners, a contract will be negotiated with the successful proposers. Upon the successful completion of negotiations, contracts will be presented to the Genesee County Board of Commissioners for approval.

SECTION 9 – EVALUATION CRITERIA

It is the intent of Genesee County to conduct a fair and comprehensive evaluation of proposals received. The Contract will be awarded to the proposer who submitted a proposal that is most advantageous to Genesee County. All proposals will be evaluated based on the evaluation criteria as seen below. Each criterion will be scored based upon the points indicated.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Phase 1</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>A. Compliance with the instructions and completeness of the information</td>
<td>10</td>
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<tr>
<td>B. Overall solution design and achievement of stated goals</td>
<td>10</td>
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<tr>
<td>D. Pricing – the total cost of ownership</td>
<td>50</td>
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</tbody>
</table>
### E. Vendor References

| Vendor References | 20 |

### F. Other value added services

| Other value added services | 10 |

| **Total Evaluation Points** | 100 |

Proposed Timeline for this project (may be subject to change):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tr>
<td>Release of RFP</td>
<td>November 4, 2019</td>
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<tr>
<td>Written Questions due to Genesee County</td>
<td>Before 12:00 PM (EST), Wednesday, November 13, 2019</td>
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<tr>
<td>Questions and Answers published</td>
<td>No later than November 14, 2019 before 5:00 PM (EST)</td>
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<tr>
<td>Vendor Proposals Due</td>
<td>Thursday, November 21, 2019 before 3:00 PM (EST)</td>
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<tr>
<td>Finalist Selection</td>
<td>November 25, 2019</td>
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<tr>
<td>Finalist Interviews</td>
<td>December 14, 2019</td>
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</table>
SIGNATURE PAGE - RFP #19-208

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,

2. has read and understands all information, terms, and conditions in the RFP,

3. has not engaged in any collusive actions with any other potential proposers for this RFP,

4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from proposal due date,

5. certify that it, its principals, and its key employees are not “Iran linked businesses,” as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.

6. Acknowledges the following addenda issued as part of the RFP.

Conflict of Interest:

___ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this proposal.

OR

___ The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this Proposal.

Exceptions to Solicitation and/or Standard Contract: NO_____ YES_____ (include attached statement)

Name (Printed):

Signature:

Title:

Company:

Date:

Contact Person - Please indicate name, telephone number, fax number, mailing address, and e-mail address of company representative for matters regarding this RFP.

CONTACT NAME

POSISION

E-MAIL

ADDRESS

CITY

STATE

PHONE

FAX
## REFERENCES
List 3 references of similar projects

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