



# Computer Purchase Request for Proposals (RFP-262) Town of Salem

August 2009

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**SALEM PURCHASING DEPARTMENT**

Stephen Artemis, Purchasing Coordinator

603-890-2090 fax 603-890-2091

sartemis@ci.salem.nh.us

Mr. Jonathan Sistare, Town Manager

Prepared for and in coordination with the

**Information Technology Department**

Cynthia Crescenzi, IT Director

603-890-2060 fax 603-890-2091

ccrescenzi@ci.salem.nh.us

**Request for Proposals  
Computer Purchase  
July 2009**

The Town of Salem by and through its Purchasing Office is issuing this request for proposals (RFP) for a bulk computer purchase. Proposal and all correspondence relating to this RFP shall be submitted to:

Stephen Artemis  
Purchasing Coordinator  
33 Geremonty Drive  
Salem NH 03079  
603-890-2090  
[sartemis@ci.salem.nh.us](mailto:sartemis@ci.salem.nh.us)

Vendors requiring additional information or clarification relative to the technical aspects of the RFP may direct inquiries to the Information Technology Director.

Cynthia Crescenzi  
Information Technology Director  
33 Geremonty Drive  
Salem NH 03079  
603-890-2060  
[ccrescenzi@ci.salem.nh.us](mailto:ccrescenzi@ci.salem.nh.us)

Copies of the RFP may be picked up at the above address during regular business hours: Monday to Friday 8:30 am to 5:00pm, by email request to the above, or on the Town's website at <http://www.townofsalemnh.org/recent-bid-results.asp>. To receive a copy of the Request for Proposal by mail please send a request to the above address. Please allow 10 days for delivery. Copies will not be faxed.

The purpose of the purchase is to provide a proposal for replacing desktop and laptop computer equipment for the Town of Salem, NH. One original proposal and two copies must be received at the above address no later than 3PM Monday, August 10, 2009. Late proposals will not be considered.

The Town reserves the right to reject any or all proposals and/or to limit this study to a portion based on the availability of funds and/or as deemed in the best interest of the Town.

## **Section 1: Scope of Services**

The Town of Salem, NH will upgrade its current computers to better provide for the residents' needs in a more efficient manner. This upgrade is part of a regular system-wide replacement program. To accomplish this we envision three objectives:

1. **Brand/Support:** Purchase equipment that is of a nationally recognized brand name to enhance reliability and support services as needed. Obtaining name brand equipment with Resource CDs will provide ease in support for the Town's Information Technology Department. In addition, the use of nationally recognized brands with an established business for more than 15 years ensures continued business operations, efficient performance and positive customer service over a brand with less business experience.
2. **Computers:** Purchase client equipment to provide necessary capabilities to the user's desktop to support the growing technological demand of the public for services.
3. **Software:** Comply with the standard software suite throughout the Town to allow for consistency, ease of use and support.

The project involves the delivery and applicable warranty of computer and ancillary equipment for the Town of Salem, NH that meets the above objectives and meets or exceeds the specifications indicated below. The specifications outlined below are a representation of what the Town would order at the present time and by no means is an indication of what is anticipated to be available at the time of purchase. The purpose of this request is to determine the appropriate costs for the equipment outlined herein to obtain the required budgetary approvals. Therefore the VENDOR who is awarded the bid will be required to provide equipment of the most current technology at the time of purchase to ensure the equivalent level of equipment or better in the industry as is shown below to today's technology.

### **❖ Technical Specification Checklist**

The following specifications are required for the computers. Please circle the appropriate response for each item. If an item cannot be met please provide a narrative referencing the appropriate number as to how your product will meet or exceed the specification. Failure to meet the specification and or provide evidence of that fact will constitute a reason to reject the proposal.

- ❖ All computers must be a business-class computer model of a nationally recognized brand name (preferably Dell, Hewlett Packard or Compaq).

#### **Phase One:**

- ❖ The Information Technology Department will coordinate a staggered delivery schedule of equipment of approximately (10) computers per week.
- ❖ The purchase of Phase One computers will commence immediate following the bid award.
- ❖ A quantity of approximately (80) eighty desktop computers to meet or exceed the specifications outlined on the Technical Specification Checklist in the same or equivalent business-class model will be purchased.

#### **Phase Two:**

- ❖ The purchase of Phase Two computers will commence only upon the successful completion of the 2010 budget process and a positive vote for the purchase at the March 2010 Town Meeting. If approval is not received, there will be no purchase.
- ❖ After Town meeting approval, the Information Technology Department will request updated technical specifications. The Information Technology Department will coordinate a staggered delivery schedule of equipment of approximately (10) computers per week.
- ❖ A quantity of approximately (27) additional computers reflecting current technology at the time of purchase with a minimum specification to match the listed computer specification.
- ❖ A quantity of approximately (8) additional computers reflecting current technology at the time of purchase with a minimum specification to meet or exceed the noted specifications in the Technical Specification Checklist.

## TECHNICAL SPECIFICATION CHECKLIST

For each line item, the **VENDOR** must respond in one of the two columns. Only **ONE** column should have a response. **VENDORS** must additionally attach complete manufacturer/**VENDOR** specification sheets for each type of computer included in the bid.

<u>Column</u>	<u>Response</u>
Yes	“X” means that the vendor is clearly providing, supplying, including, achieving the objective indicated without caveats, exclusions, or considerable modifications.
No	“X” means that the vendor is unable to provide, supply, include, and achieve the objective indicated without caveats, exclusions, or considerable modifications. If modifications in any form or extent are required then the vendor should respond with “Mod” and attach a narrative not exceeding one half of a page explaining the nature of those modifications.

**Will the **VENDOR** provided computer equipment as submitted in this RFP:**

	<u>Required minimum specification</u>	<u>Yes</u>	<u>No</u>
	<b><i>Phase One:</i></b>		
1.	Nationally recognized brand name manufacturer with an established business for more than 15 years (preferably Dell, Hewlett-Packard, Compaq)?  SPECIFY BRAND: _____		
2.	Business-class unit model (equivalent to a Dell Optiplex 760, small form factor)?  SPECIFY MODEL: _____		
3.	Core 2 Duo 3.3GHz, 1333FSB, 6M Processor		
4.	Internal sound card		
5.	Integrated Video, Intel® GMA 4500		
6.	2Gb DDR2 SDRAM 800MHz (1x2Gb)		
7.	USB Keyboard		
8.	USB 2-button mouse with scroll		
9.	17" viewable flat panel monitor with adjustable height SPECIFY BRAND & MODEL: _____		
10.	80Gb SATA internal Hard Drive, 3.0Gb/s and 8Mb Cache		
11.	Internal 1.44Mb FDD		
12.	Windows XP Professional with license to upgrade to Vista later		
13.	NTFS partition format		
14.	Integrated 10/100 NIC		
15.	Internal 24x CDRW		
16.	Resource CD and associated media		
17.	External speakers		
18.	Microsoft Office Professional 2007 with Publisher and media		
19.	235W Standard Power Supply or 255W 88% Efficient Power Supply, ENERGY STAR 5.0 compliant, Active PFC (Specify)		
20.	1 year manufacturer's warranty with next business-day onsite response		

## TECHNICAL SPECIFICATION CHECKLIST

<b>Phase Two Part A (27 units):</b>			
<b>Required minimum specification</b>		<b>Yes</b>	<b>No</b>
1.	Nationally recognized brand name manufacturer with an established business for more than 15 years (preferably Dell, Hewlett-Packard, Compaq)?  SPECIFY BRAND: _____		
2.	Business-class unit model (equivalent to a Dell Optiplex 760, small form factor)?  SPECIFY MODEL: _____		
3.	Core 2 Duo 3.3GHz, 1333FSB, 6M Processor		
4.	Internal sound card		
5.	Integrated Video, Intel® GMA 4500		
6.	2Gb DDR2 SDRAM 800MHz (1x2Gb)		
7.	USB Keyboard		
8.	USB 2-button mouse with scroll		
9.	17" viewable flat panel monitor with adjustable height SPECIFY BRAND & MODEL: _____		
10.	80Gb SATA internal Hard Drive, 3.0Gb/s and 8Mb Cache		
11.	Internal 1.44Mb FDD		
12.	Windows XP Professional with license to upgrade to Vista later		
13.	NTFS partition format		
14.	Integrated 10/100 NIC		
15.	Internal 24x CDRW		
16.	Resource CD and associated media		
17.	External speakers		
18.	Microsoft Office Professional 2007 with Publisher and media		
19.	235W Standard Power Supply or 255W 88% Efficient Power Supply, ENERGY STAR 5.0 compliant, Active PFC (Specify)		
20.	1 year manufacturer's warranty with next business-day onsite response		

## TECHNICAL SPECIFICATION CHECKLIST

<b>Phase Two Part B (8 units):</b>			
<b>Required minimum specification</b>		<b>Yes</b>	<b>No</b>
21.	Nationally recognized brand name manufacturer with an established business for more than 15 years (preferably Dell, Hewlett-Packard, Compaq)?  SPECIFY BRAND: _____		
22.	Business-class unit model (equivalent to a Dell Optiplex 960, small form factor)?  SPECIFY MODEL: _____		
23.	Core 2 Duo 3.3GHz, 1333FSB, 6M Processor		
24.	Internal sound card		
25.	Integrated Video, Intel® GMA 4500		
26.	4Gb DDR2 SDRAM 800MHz (1x4Gb)		
27.	USB Keyboard		
28.	USB 2-button mouse with scroll		
29.	19" viewable flat panel monitor with adjustable height SPECIFY BRAND & MODEL: _____		
30.	160Gb SATA internal Hard Drive, 3.0Gb/s and 8Mb Cache		
31.	Internal 1.44Mb FDD		
32.	Windows XP Professional with license to upgrade to Vista later		
33.	NTFS partition format		
34.	Integrated 10/100 NIC		
35.	Internal 24x CDRW		
36.	Resource CD and associated media		
37.	External speakers		
38.	Microsoft Office Professional 2007 with Publisher and media		
39.	235W Standard Power Supply or 255W 88% Efficient Power Supply, ENERGY STAR 5.0 compliant, Active PFC (Specify)		
40.	1 year manufacturer's warranty with next business-day onsite response		

## **Section 2: Content of Proposal**

The proposal shall follow the sections identified below and contain the information required in the sections where the information is requested. The lack of information in the required section cannot be addressed by providing additional information in other sections. If the information is not found in the appropriate section it will be considered as missing and therefore non-responsive. This format is designed to provide all VENDORS with a format to provide both basic and enhanced information. Reviewing the entire RFP prior to completing this section is strongly advised. For the purpose of this RFP, VENDOR is defined as: persons, firm, corporation, business or any other entity filing a proposal as the principal contractor who shall be solely responsible for all deliverables, coordination, and assurances.

All material submitted by VENDORS becomes the irrevocable and sole property of the Town of Salem, NH unless otherwise specified in this RFP. The Town shall be under no obligation to return any proposals or material submitted by a VENDOR in response to this RFP unless specified in this RFP. The proposals shall remain confidential until completion of the evaluation of all proposals. However, the Town of Salem cannot assure the confidentiality of any materials or information, which may be submitted by a VENDOR in response to this RFP. Thus, VENDORS who choose to submit confidential information do so at their own risk. No costs or expenses incurred by the VENDORS in responding to this RFP or in particular in this competitive procurement will be borne by the Town.

Submissions must be in two sections as identified below:

### **1. COMPUTER PROPOSAL FOR THE TOWN OF SALEM, NH**

The proposals must be formatted according to the instructions of this RFP. VENDORS must not include any cost information in any part of the **COMPUTER PROPOSAL**. A sealed package (box) containing the original (bound in a loose leaf binder allowing for further copies) and TWO (2) duplicates (Bound by other means providing no papers are loose.) must be labeled as follows:

**(VENDOR Name)**

**COMPUTER PROPOSAL FOR THE TOWN OF SALEM, NH**

### **2. COMPUTER COST PROPOSAL FOR THE TOWN OF SALEM, NH**

The proposals must be formatted according to the instructions of this RFP. A sealed package containing the original and two (2) duplicates must be labeled as follows:

**(VENDOR Name)**

**COMPUTER COST PROPOSAL FOR THE TOWN OF SALEM, NH**

The Town reserves the right to reject any or all proposals and/or to limit this study to a portion based on the availability of funds and/or as deemed in the best interest of the Town. Each VENDOR must furnish all requested information in the formats specified by this RFP. Promotional materials and other documents are not wanted and will not be considered as meeting any of the requirements of this RFP, unless they answer questions related to the below sections and or are otherwise allowed in this RFP. To enable the Town to perform a fair comparative analysis and evaluation of proposals, it is desired that a uniform format be employed in structuring each proposal. The VENDOR'S degree of compliance with the requirement of this RFP and their clarity in proposal will be a significant factor in the subsequent evaluation of the proposal. **The proposal must be tabbed with numbered dividers with the appropriate section numbers as indicated below.**

### **❖ Proposal Format**

- 1. Letter of Transmittal:** Each proposal must include a letter of transmittal containing the signature of a representative authorized to enter into contracts for the prime contractor. Beyond this, the VENDOR can provide any information desired in the letter. The transmittal letter should not exceed two pages in length.
- 2. Knowledge and Experience:** Provide a description of the firm's knowledge and experience in the computer equipment industry. Highlight your company's experience to provide the highest quality and effective product and reliable service and support. The VENDOR has been successful in the business of providing products as described herein for a period of not less than ten years.

3. **Technical Specifications Checklist Form:** Insert the Technical Specifications Checklist Forms, provided for on pages 4-6 herein. Provide any and all explanatory text as required after the form. *Please note, if bid response includes an energy efficient model option, please include information for both the standard model and the energy efficient model.*
4. **Vendor Specifications Information:** VENDORS must additionally attach their own specification sheets for each type of computer included in the bid outlining the details of what is included with the computer.
5. **Reference List:** List all projects from separate municipalities and businesses where equipment similar to this proposal was provided. Cite municipality/business, contact, address, project costs, project status, role of firm if not principal vendor, and a brief description of the project. A minimum of three references for projects of similar type and scope within the last year that the Town may contact is required. Municipal references are preferred.
6. **Marketing Materials:** The VENDOR may attach in an appendix A, any supplemental marketing or other materials. However such materials shall not be used to answer the above questions nor shall they contain price quotations. They shall be for the purpose of providing further product information and business clarity.
7. **Cost Proposal Submittal Form:** Include a completed Cost Proposal Submittal Form as provided on page 13-15 herein. This should accompany the full cost proposal detail. *Please note, if bid response includes an energy efficient model option, please include a cost outline for both the standard model and the energy efficient model.*

❖ **Proposals Delivery**

Proposals must be delivered, during regular business hours, no later than 3PM on August 10, 2009 to the following address:

Stephen Artemis  
Purchasing Coordinator  
33 Geremonty Drive  
Salem NH 03079  
603-890-2090  
[sartemis@ci.salem.nh.us](mailto:sartemis@ci.salem.nh.us)

Delivery will be at the VENDOR'S expense. Any and all damages that may occur due to packing or shipping will be the sole responsibility of the VENDOR. Late submissions including those mailed or delivered to the wrong address will be rejected. Postmark does not count for being delivered within the due date and time.

❖ **VENDOR Limitations**

The VENDOR should include any latitudes, prohibitions or limitations placed on the services presented in the VENDOR'S proposal. If some services or personnel cannot be provided as specified in the proposal, this should be stated. The objective is to clarify all service options and personnel.

1. **Assignment Rights:** To meet the requirements of the Scope of Work the Town reserves the right to use the Technical and other services of other VENDORS, unless specifically limited by the VENDOR in the response.
2. **Negotiation Rights:** The Town reserves the right to negotiate with VENDORS regarding variation to the original RFP AND CONTRACT, to include cost, which may be in the best interest of the Town.
3. **Town Rights:** The Town reserves the right to waive any item, which is in the opinion of the Town, an informality. The Town has the right to accept or reject any or all proposals in whole or in part if it is deemed to be in the public interest to do so.

### **Section 3: Proposal Evaluations**

Procurement shall follow a rating of qualifications and a final proposal process with the following format:

1. **August 10<sup>th</sup> Filing:** VENDORS file proposals.
2. **On or before August 12<sup>th</sup> Proposal Review:** The Town opens the proposals and reviews the VENDORS' proposals.
3. **On or before August 17<sup>th</sup> Proposal Recommendation:** A recommendation for selection will be made to the Town Manager for approval.
4. **On or before August 19<sup>th</sup> Award:** A letter of intent to award will be sent to the successful VENDOR.
5. **On or before August 24<sup>th</sup> Phase 1:** Contract and purchasing of the phase 1 equipment will commence.
6. **On March 13, 2010:** Town Meeting Vote.
7. **On or before March 19<sup>th</sup>:** Proposal updates will be requested from the selected VENDOR for current technical specifications.
8. **On or before April 1<sup>st</sup>:** Contract and purchasing of the phase 2 equipment will commence if approved.

#### **❖ Rejection of Proposals**

The Town reserves the right to reject any and all proposals received in response to the RFP. A VENDOR'S proposal may be rejected, by vote of the Evaluation Committee, if the VENDOR:

1. Fails to adhere to one or more of the provisions established in the RFP.
2. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
3. Fails to meet the minimum evaluation criteria specified in this RFP.
4. Fails to submit its proposal to the required address on or before the deadline date established by the Town.
5. Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.
6. Fails to submit its cost on the enclosed Cost Proposal.
7. Refuses a reasonable request for an interview.
8. Refuses to provide clarification requested by the Town.

#### **❖ Review Criteria Introduction**

This section shall serve as the criteria from which the Town will rate the VENDOR. In preparing a proposal the Town recommends that the VENDOR address the criteria clearly in their proposal and indicate how they achieve the highest rating. Statements should qualify and demonstrate the VENDOR'S ability to meet each criterion. Statements should be to the greatest extent verifiable. The review of proposals will use Highly Acceptable, Acceptable, and Not Acceptable in rating the proposals. These terms are defined as follows: A: Highly Acceptable = 3 points: Shall be used for those criteria in which the VENDOR exceeds the minimum requirements and or shows a greater capacity than required. B: Acceptable = 2 points: Shall be used for those criteria where the proposal meets the minimum standards and does not indicate any further efforts, abilities, or resources beyond what is required. C: Not Acceptable = 0 points: Shall be used when the proposal does not meet the minimum criteria. A proposal with Not Acceptable shall be denied. Scoring can be fractions of full scores where warranted. Scoring will occur at each of the appropriate stages as information is submitted and amended through the format indicated in Section 4. VENDORS who wish to question the outcome of the rating may file a written notice to the Information Technology Director. The Town will review the protest and provide a written response. The following criteria shall be used in rating the proposals:

1. The VENDOR has been successful in the business of providing products as described herein for a period of not less than ten years.
2. The VENDOR shall provide not less than three references for projects of similar type and scope that the Town may contact. Municipal references are preferred.
3. The VENDOR shall receive positive references from all customers contacted by the Town.
4. The VENDOR shall meet the requirements as established in Section 1, Scope.
5. The VENDOR has provided information that clearly indicates their experience with a project similar to the project herein.

6. The VENDOR has provided a system specifications that meet or exceed the listed minimum requirements in the Technical Specifications Checklist Forms.
7. The VENDOR demonstrated in their proposal that they can meet the schedule for the Town of Salem as indicated in Section 3.
8. The VENDOR has provided a contract with terms, conditions and services that is fair, equitable, legal and follows applicable rules, regulations, policies and procedures for the Town of Salem.
9. The VENDOR has no appearance of a conflict of interest with any other party or such relationships are not sufficient to warrant concern.
10. The VENDOR'S cost proposal is competitive as compared to other cost proposals.

#### **Section 4: Responsibilities of the VENDOR**

1. **Prime Contractor:** The successful VENDOR will be considered as the prime contractor for those services indicated in their proposal and will be required to assume total responsibility for the services offered in this proposal whether or not the firm is the firm delivering all of the services. The Town of Salem will consider the successful VENDOR to be the sole point of contact with regard to all contractual matters, including performance or service unless otherwise stated. Prior to final selection, VENDORS may be required to submit any additional information, which the Town may deem necessary to determine the VENDOR'S qualifications to respond to the RFP. Should any of the information requested by the Town be considered by the VENDOR to be confidential it should be so stated. The Town will attempt to treat any information submitted by the VENDOR as confidential if requested to do so; however, the Town cannot insure such confidentiality.
2. **Firm Price:** Prices offered by the VENDOR will be firm and not subject to increase during the term of any contractual agreement arising between the Town of Salem and the successful VENDOR as a result of this RFP. Changes in product specifications to increase the technological ability and capacity may occur with the approval of the Town.
3. **No Assignment:** Assignment by the successful VENDOR to any third party of any contract based on the RFP or any monies due shall be absolutely prohibited and will not be recognized by the Town of Salem unless approved in advance by the Town in writing.
4. **Statement of Time:** Time when stated, as a number of days, shall include Sundays through Saturdays.

#### **❖ Clarification of Proposals**

The VENDOR of any proposal that the Town determines susceptible to being selected may be required to discuss or clarify its proposal or demonstrate its applications with the Town any time during the procurement process.

#### **❖ Non-Discrimination in Employment and Affirmative Action**

1. The VENDOR shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, or physical/mental handicap. The VENDOR agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment.
2. If a complaint or claim alleging violation by the VENDOR of such statutes, rules, or regulations is presented, the VENDOR agrees to cooperate in the investigation and disposition of complaint or claim.
3. In the event of the VENDOR'S non-compliance with the provisions in this section, the Town of Salem shall impose such sanctions as it deems appropriate, including but not limited to the following:
  - a. Withholding of payments due the VENDOR until the VENDOR complies, and,
  - b. Termination or suspension of any contract or agreement pursuant to this RFP.

4. Force Majeure: Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, and unusually severe weather, but the failure or delay must be beyond its control and without its fault or negligence. Dates or times of performance may be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

❖ ***Open Procurement***

1. The Town reserves the right to accept any item or group of items proposed in any response, unless the VENDOR qualifies the offer by specific limitation. If some items cannot be purchased in greater quantity or independently of others than specifically provided for in the proposal this should be stated.
2. The Town reserves the right to purchase more or less of each item or service at the unit price offered in the VENDORS' response unless otherwise stated.
3. The Town reserves the right to attach hardware of other VENDORS to the system, unless specifically limited by the VENDOR in the proposal.
4. The Town reserves the right to negotiate with VENDORS regarding variations to the original proposal(s), to include cost, which may be in the best interest of the Town.
5. The Town reserves the right to accept or reject any or all proposals in whole or in part.

❖ ***Availability of Funds***

If the Town should not, for any reason at any time, appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the computer system/services procured pursuant to this RFP, the Town may unilaterally terminate upon thirty (30) days written notice to the successful VENDOR, any and all contractual or other obligations without penalty.

The Town will make every effort to give timely notice of any termination due to unavailability of funds. However, the failure to give notice will not legally preclude the Town from claiming termination.

❖ ***System Responsibility***

Notwithstanding the details presented in this RFP, it is the responsibility of the VENDOR to verify the completeness of the materials lists and suitability of devices to meet the intent of the specification. Any additional software required after installation, even if not specifically mentioned herein, shall be provided by the VENDOR without claim for additional payment, it being understood that a complete, operating computer system is required. The successful VENDOR shall be obligated to provide a system which meets all guarantees in the proposal for the price contained herein.

❖ ***Confidentiality***

The New Hampshire State statutes regarding the public right to know applies to the proposals, except for financial information regarding the VENDORS, which shall be returned to the VENDORS upon award.

❖ ***Rights to Submitted Material***

All proposal, response inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits and other documentation submitted by VENDORS shall become the property of the Town when received.

## **Section 5: Cost Proposal**

**Sealed Envelope:** A sealed package containing the original Proposal must be labeled as follows:

**(VENDOR Name)**

***PROPOSAL TO PROVIDE COMPUTER EQUIPMENT TO THE TOWN OF SALEM, NH***

**Cost Proposal Form:** The VENDOR shall use the Cost Proposal Form. All instructions for the Cost Proposal are on the form. VENDORS should quote all costs associated with the services outlined in the Scope of Services herein and the proposal submitted by the VENDOR.

The selection of a VENDOR shall be based on a combination of the results of cost proposal and the level of technology provided. All costs associated with the project must be included in the cost proposal. Each VENDOR shall provide a full list of product specifications for each type of equipment being proposed. Each specification list must include the following fields. The VENDOR should be as thorough as possible in the descriptions.

1. Manufacturer Unit/Model
2. Processor
3. Memory
4. Hard Drive
5. Monitor
6. Video Card
7. CD-Rom/DVD
8. Network Card
9. Sound Card
10. Operating System
11. File System Type
12. Speakers
13. Floppy Disk Drive
14. Keyboard
15. Mouse
16. Documentation/Media
17. Cables
18. Service/Warranty
19. Miscellaneous Items/Peripherals
20. Additional Software
21. Shipping

**Cost Proposal Form**



**Town of Salem, NH**  
33 Geremonty Drive  
Salem NH 03079  
(603) 890-2090; Fax (603) 890-2091

**THIS SHEET MUST BE RETURNED WITH BID**

It is the intent of the Town of Salem, NH to purchase the following product(s). The quantities are estimates only. The obligations incurred by the acceptance of any bid are limited to the purchase of the Departments actual requirements.

If during the contract period, the successful VENDOR fails to supply the Town of Salem, NH with the product(s), the Town of Salem, NH will purchase this product(s) on the open market and the VENDOR will compensate the Town of Salem, NH with the difference between the bid price and the price incurred on the open market.

The below signature shall certify that all of the costs associated with the provision of the VENDOR'S services are included in the attached cost proposal provided by the VENDOR. Further, this shall certify that by filing a proposal, the VENDOR is aware of and will be subject to all requirements of this RFP and the proposal filed by the VENDOR.

Bid for item(s) per specification:

Item: (80) Eighty desktop computers to match outlined specifications in 'Phase 1'

Gross Price: \_\_\_\_\_

Net Price Delivered to Town of Salem, NH: \_\_\_\_\_

Options: \_\_\_\_\_

Estimated Date of Delivery: \_\_\_\_\_

Price Firm Until: \_\_\_\_\_

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Business Type: \_\_\_\_\_ (Individual, Partnership, Corporation etc.)

\_\_\_\_\_  
Name of Person Authorized to sign proposals

\_\_\_\_\_  
Title of Person Authorized to sign proposals

\_\_\_\_\_  
Signature of Above Person

**Cost Proposal Form**



**Town of Salem, NH**  
33 Geremonty Drive  
Salem NH 03079  
(603) 890-2090; Fax (603) 890-2091

**THIS SHEET MUST BE RETURNED WITH BID**

It is the intent of the Town of Salem, NH to purchase the following product(s). The quantities are estimates only. The obligations incurred by the acceptance of any bid are limited to the purchase of the Departments actual requirements.

If during the contract period, the successful VENDOR fails to supply the Town of Salem, NH with the product(s), the Town of Salem, NH will purchase this product(s) on the open market and the VENDOR will compensate the Town of Salem, NH with the difference between the bid price and the price incurred on the open market.

The below signature shall certify that all of the costs associated with the provision of the VENDOR'S services are included in the attached cost proposal provided by the VENDOR. Further, this shall certify that by filing a proposal, the VENDOR is aware of and will be subject to all requirements of this RFP and the proposal filed by the VENDOR.

Bid for item(s) per specification:

Item: (27) Twenty-seven desktop computers to match outlined specifications in 'Phase 2, Part A'

Gross Price: \_\_\_\_\_

Net Price Delivered to Town of Salem, NH: \_\_\_\_\_

Options: \_\_\_\_\_

Estimated Date of Delivery: \_\_\_\_\_

Price Firm Until: March 31, 2010

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Business Type: \_\_\_\_\_ (Individual, Partnership, Corporation etc.)

\_\_\_\_\_  
Name of Person Authorized to sign proposals

\_\_\_\_\_  
Title of Person Authorized to sign proposals

\_\_\_\_\_  
Signature of Above Person

## Cost Proposal Form



**Town of Salem, NH**  
33 Geremonty Drive  
Salem NH 03079  
(603) 890-2090; Fax (603) 890-2091

### **THIS SHEET MUST BE RETURNED WITH BID**

It is the intent of the Town of Salem, NH to purchase the following product(s). The quantities are estimates only. The obligations incurred by the acceptance of any bid are limited to the purchase of the Departments actual requirements.

If during the contract period, the successful VENDOR fails to supply the Town of Salem, NH with the product(s), the Town of Salem, NH will purchase this product(s) on the open market and the VENDOR will compensate the Town of Salem, NH with the difference between the bid price and the price incurred on the open market.

The below signature shall certify that all of the costs associated with the provision of the VENDOR'S services are included in the attached cost proposal provided by the VENDOR. Further, this shall certify that by filing a proposal, the VENDOR is aware of and will be subject to all requirements of this RFP and the proposal filed by the VENDOR.

Bid for item(s) per specification:

Item: (8) Eight desktop computers to match outlined specifications in 'Phase 2, Part B'

Gross Price: \_\_\_\_\_

Net Price Delivered to Town of Salem, NH: \_\_\_\_\_

Options: \_\_\_\_\_

Estimated Date of Delivery: \_\_\_\_\_

Price Firm Until: March 31, 2010

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Business Type: \_\_\_\_\_ (Individual, Partnership, Corporation etc.)

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