



INVITATION TO QUOTE
 MIAMI-DADE COUNTY
 Department of Procurement Management
 111 NW 1ST Street, 13th Floor
 Miami, Florida 33128

**THIS IS NOT
 AN ORDER**

QUOTATION NO.: RQAV110043

DUE DATE: September 00, 2011

TIME: 2:00 PM, TUESDAY

CONTACT PERSON: Erick Martinez

E-MAIL: emtnez@miamidade.gov

PHONE: 305-375-1075

FAX: 305-375-5688

SEALED QUOTE REQUIRED: YES NO See Terms & Conditions and Instructions to Bidders Attached

- NOTES:** 1. All prices shall be F.O.B. Destination delivery point inside delivery including all costs and freight unless otherwise specified.
 2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award.

The purpose of this Invitation to Quote (ITQ) is to purchase Dell Precision T1600 Workstations.

The equipment shall meet the following specifications:

Description 1	Description 2	Product Code	SKU
Dell Precision T1600	Dell Precision T1600, Standard Base	T1600	225-0458
Operating System	Genuine Windows 7 Professional, No Media, 64-bit, English	W7PN61E	330-628, 421-5335, 421-5607
Processor	Quad Core Xeon E3-1245, 3.30GHz, 8M L3, 2GT, Turbo	VE31245	317-6058
Memory	8GB, DDR3, Non-ECC SDRAM Memory, 1333MHz, 2x4GB	8G3N332	317-4538
Keyboard	Dell USB Entry Business Keyboard, English	EUSBE	331-1965
Monitor	No Monitor	NMN	320-3316
Graphics	1.0 GB NVIDIA Quadro 2000, Dual MON, 2 DP & 1 DVI	NVS2000	320-1897
Boot Hard Drive	1TB 7200RPM 3.5" SATA Hard Drive with 32MB Data Burst Cache	1TBST	342-2144
Hard Drive Configuration	C1 3.5" SATA, No RAID for 1 Hard Drive	SATA13	342-2636
Media Card Reader	19 in 1 Media Card Reader	MCR19	342-2164
Mouse	Dell MS111 USB Optical Mouse	USBOP	330-9458
Network Adapter	Integrated PCIE 10/100/1000	INT	430-3246
Controller Cards	USB 3.0 Ports adapter, Full Height, and 1394 Card	USB1394	331-2475, 430-0661
DVD and Read-Write Devices	16X DVD+/-RW SATA, Roxio Creator, Cyberlink Power DVD, No Media	DVRW16N	318-0614, 421-4370, 421-4539
Sound Card	Integrated 2.1 Channel Audio	INAUDIO	313-8764



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Speakers	Internal Speaker	INTSPK	318-0867
Power Supplies	265W 65% Efficient Power Supply	SPS	318-0761, 331-2620, 342-2635, 421-5090
Documentation	Documentation, English, with 125V Power Cord	DOCEF	330-3157, 331-2477
Productivity Software	No Productivity Software	NOPSW	421-3872
System Recovery	Dell Back-up and Recovery Manager for Windows 7	DBRM71	331-3300
Multi Select Video Adapters	DMS-59 to Dual DVI Adapter	DDVI	331-2473
Multi Select Video Adapters	Display Port to DVI Video Adapter Converter	DVI	331-1545
Multi Select Video Adapters	DMS-59 to Dual VGA Adapter	DVGA	331-2474
Multi Select Video Adapters	Display Port to VGA Adaptors	VGAS	330-4087
Hardware Support Services	3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnostics	U3OS	929-6857, 935-2688, 938-8592, 951-8750

Bidders are to complete this form in its entirety and return it to the contact person listed above on or before 2:00PM, Tuesday, September 00, 2011.

A. PRICE

ITEM #	DESCRIPTION	QTY	Unit price	Extended Price
1	Dell Precision T1600 Workstations	30	\$ _____	\$ _____
2	3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnostics	30	\$ _____	\$ _____
Total Price:				\$ _____

Payment Terms: In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code payment shall be 45 days from receipt of a proper invoice (30 days to small firms)

Delivery is required in 15 calendar days after receipt of an order.

Method of Award: LOWEST, RESPONSIVE, RESPONSIBLE BIDDER IN THE AGGREGATE

LOCAL PREFERENCE CERTIFICATION: The responding vendor hereby attests, **by checking one of the following blocks**, that it is , or is not , a local business. For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of paragraph 19 of the Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base. **Failure to complete this certification at this time (by checking the appropriate box above) shall render the vendor ineligible for Local Preference.**

Addenda Received: Yes No **If yes, please indicate the number of addenda received:** _____

MIAMI-DADE COUNTY

BID NO.: RQAV1100043

It is hereby certified and affirmed that the bidder shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted will remain fixed for a period of forty-five (45) days from date quotation is due. If awarded a purchases order or contract as a result of this solicitation, bidder further agrees that prices quoted shall remain fixed and firm for the term of the contract.

Authorized Signature: _____ **Title:** _____

Print/Type Name: _____ **Phone:** _____

E-mail: _____ **Fax:** _____

Firm Name: _____ **F.E.I. ID No.:** ___/___-___/___/___/___/___/___

Address: _____ **City:** _____ **State:** _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT, WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.

MICRO BUSINESS CONTRACT MEASURES FOR SOLICITATIONS (Bid Preference)

A 10% bid preference for Micro Business Enterprises (Micro/SBE) applies to this solicitation if the resultant contract is \$50,000 or less. Micro/SBE or SBE Business Enterprise must be certified by Small Business Affairs for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact Department of Small Business Development (SBD) at (305) 375-CERT or access <http://www.miamidade.gov/sba/home.asp>.

The Micro SBE Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

Is your firm a Miami-Dade County Certified Micro Business Enterprise? Yes _____ No _____

If yes, please provide your Certification Number: _____

Do you accept purchasing/credit cards for these purchases? _____



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INSTRUCTIONS TO BIDDERS

1. Where a sealed quote is indicated, bidder must submit the sealed quote by the specified time and date indicated on the front of this form to the Department of Procurement Management, to the attention of the Bids and Contracts Section, at the address indicated on this form. **The envelope must state that it is a sealed quote and include the quote number and opening date. No telephone, email, or fax quotes will be accepted.**
2. Where a sealed quote is not required, the bidder may submit its written quotation by fax, mail, etc. to the Specialist identified on the front of this document, unless otherwise specified.
3. **Quotes received after the time and date specified, and after any other quotes have been opened shall not be accepted.**

Requests for additional information or clarification must be made in writing to the person identified on the front of this form. The County will issue additional information by written addenda prior to the scheduled opening date. It is the bidder's responsibility to assure receipt of all addenda.

To Receive A Copy Of Bid Tabulation

To receive a copy of the tabulation of bids, the Bidder must make a request in writing with a copy to the clerk of the board at the e-mail address listed for the contact person.

Legal Requirements

Bidders are advised that this contract is subject to all legal requirements contained in the County's Administrative Order 3-38 and all other applicable County Ordinances and/or State and Federal Statutes. Where conflicts exist between this bid solicitation and these legal requirements, the higher authority shall prevail.

The award of this bid solicitation is subject to County Ordinance No. 01-21 which, except where Federal or State law mandates to the contrary, allow preference to be given to a local business. For the purposes of the applicability of this Ordinance, "local business" means the bidder, as of the date of the bid opening, has a valid occupational license issued by Miami-Dade County to do business in Miami-Dade County, that authorizes the bidder to provide the goods, services or construction to be purchased, and has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. A Post Office Box cannot be used to establish a physical address

When a responsive, responsible non-local business submits the lowest price bid, and the bid submittal by one or more responsive, responsible local businesses is within 10% of the price submitted by the non-local business, then the non-local business and each of the aforementioned local businesses shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. The best and final bid will be requested by the County within five working days of the bid opening. In the case of a tie in the best and final bid between a local business and a non-local business, contract award shall be made to the local business.

TERMS AND CONDITIONS

1. Miami-Dade County is tax exempt and no taxes shall be included unless otherwise specified, by the County, on the quote form.
2. The County may reject any or all quotations, or any portion of the quotation, as it deems, in the best interest of the County.
3. In case of default by a successful bidder, Miami-Dade County may procure the goods or services from other sources and charge the bidder, any excess cost or damages occasioned thereby, and debar the bidder from further County contracts in accordance with the Miami-Dade County Code.
4. It is agreed that items or services quoted shall comply with all Federal, State, and local laws relative thereto, and that the bidder shall defend actions or claims brought, and save harmless the County from loss, cost or damage by reason of actual or alleged infringements of patents, copyrights, etc.



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5. Bidder shall insert unit price and extension, as required, opposite each item. Where the unit price and the extension price are at variance, the unit price shall prevail.
6. No substitute products shall be accepted. The hardware to be purchased is critical to County operations; therefore, only equipment produced by the Original Equipment Manufacturer shall be accepted under this solicitation.
7. This quote form, any addenda, and/or properly executed modifications, the purchase order (if issued), and a change order (if applicable), constitute the entire contract.
8. All material specified herein shall be fully guaranteed by the bidder against factory defects. The bidder at no cost to the County will correct any defects, which may occur as the result of faulty material or workmanship, within the period of the manufacturer's standard warranty. The County does not waive the implied warranties granted under the Uniform Commercial Code.
9. All goods and materials shall be new and unused, unless otherwise specified by the County as part of this Invitation to Quote.
10. Unless otherwise specified by the bidder, a 2% discount will be deducted from payment if made no later than the 20th day after receipt of the goods/services, whichever is later. Prompt payment discounts will not be used in calculating the low bidder.
11. The County may, at its sole discretion, extend the delivery date where the County determines that it is in the best interest of the County.
12. Rejected goods remain the property of the bidder and all risk of loss remains with the bidder. Bidder must remove all rejected goods from County property within the time frame established by the County.
13. Method of award is to the lowest, responsive, responsible bidder in the aggregate.
14. The Department of Procurement Management (DPM) Director, or designee, shall issue an award under this solicitation. The successful bidder shall honor no request for performance until the DPM Director, or designee, has made an award.
15. Any bidder may protest any recommendation for contract award in accordance with the applicable provisions of the Dade County Code.
16. Costs of mandatory random audit by the Inspector General are incorporated into this contract as 1/4 of 1% of the contract price (contract value exceeding \$5K).

SPECIAL TERMS AND CONDITIONS

1 TERM OF CONTRACT: UPON COMPLETION

This contract shall commence upon the date of the purchase order and shall remain in effect until such time as the commodities, equipment and/or services acquired in conjunction with this Invitation to Quote, have been completed and accepted by the County's authorized representative and upon completion of the expressed and/or implied warranty periods.

2 INDEMNIFICATION AND INSURANCE (11) – CONTRACTOR/MAINTENANCE/REPAIR (MDAD)

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any



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insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Bids and contracts Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Workmen's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
B. General Liability Insurance in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.
C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.

**Under no circumstances are Contractors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. Vehicles owned by individuals will not be authorized. \$1 million limit applies at all other airports.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE: MIAMI-DADE COUNTY SOLICITATION NUMBER AND TITLE OF SOLICITATION MUST APPEAR ON EACH CERTIFICATE.

CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY
111 NW 1ST STREET
SUITE 2340
MIAMI, FL 33128

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.



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The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.5 of the solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. **If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section of the solicitation.**

3 CERTIFICATIONS

Bidders are required to be authorized resellers, or authorized distributors of Dell products. Bidders are to provide on letterhead authorization from the Original Equipment Manufacturer stating their ability to sell and provide extended warranty for the equipment proposed. The Bidder's status is subject to further verification by the County with Dell directly.

4 EQUIPMENT SHALL BE MOST RECENT MODEL AVAILABLE

The equipment being offered by the vendor shall be the most recent model available. Any optional components which are required in accordance with the contract specifications shall be considered standard equipment for purposes of this solicitation. Demonstrator models will not be accepted. Omission of any essential detail from these specifications does not relieve the vendor from furnishing a complete unit. The unit shall conform to all applicable OSHA, State, and Federal safety requirements.

5 EQUIPMENT SHALL BE NEW AND WARRANTED AGAINST DEFECTS

The vendor hereby acknowledges and agrees that all equipment supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the equipment supplied to the County by the vendor are found to be defective or do not conform to specifications: (1) the equipment may be returned to the vendor at the vendor's expense and the contract cancelled or (2) the County may require the vendor to replace the equipment at the vendor's expense.

6 NON-EXCLUSIVE CONTRACT

Although the purpose of this solicitation is to secure a contract that can satisfy the total needs of the County or of a specific County agency, it is hereby agreed and understood that this solicitation and resultant contract does not provide an exclusive right to awardees hereunder to receive all orders that may be generated by the County in conjunction with this solicitation and resultant contract.

In addition, any and all commodities, equipment, and services required by the County in conjunction with construction projects are solicited under a distinctly different solicitation process and shall not be purchased under the terms, conditions and awards rendered under this solicitation, unless such purchases are determined to be in the best interest of the County.

7 REBATES AND SPECIAL PROMOTIONS

All rebates and special promotions offered by a manufacturer during the term of the contract shall be passed on by the vendor(s) to the County. It shall be the responsibility of the vendor to notify the County of such rebates and/or special promotions during the contract period.

Special promotions shall be offered by the vendor(s) to the County provided that the new price charged for the item(s) is lower than would otherwise be available through the contract. It is understood that these special promotions may be of a limited duration. At the end of such promotion, the standard contract price shall prevail.



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