



## Town of Deep River

### Request for Proposals

The Town of Deep River is seeking proposals from IT Contractors for the purchase of computers and its accessories as well as the installation, service, and maintenance of the Town’s network.

Sealed proposals must be received by Friday, October 7, 2022 at 12:00pm. The Town of Deep River reserves the right to award in part, to reject any and all proposals in whole or in part, or waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town of Deep River will be served.

#### **SELECTION CRITERIA:**

The selection for award will be based on the most responsible, responsive, and qualified bidder, as well as the best value for the Town. Responsibility will be evaluated based on the candidate’s previous experience, qualifications, references, and the ability to competently order merchandise and complete the work in a timely fashion. The Town of Deep River reserves the right to accept or reject any or all proposals, to waive the technicalities or to award the contract to the most qualified bidder who does not submit the lowest bid if it is in the best interest of the Town.

#### **Project 1: New Computers, Accessories, and Installation**

#### **PROJECT SCOPE:**

The Contractor for this project will be responsible for the ordering of the following:

<b>Equipment</b>	<b>Quantity</b>
<b>Desktops</b> (all with Win 10 Pro or 11 Pro Operating System) Note: Order may be a combination of some of each option	19 Total
Option A: Intel i3 CPU, RAM 8 GB, SSD 250 GB	
Option B: Intel i5 CPU, RAM 16 GB, SSD 500 GB NVMe	
Option C: Intel i7 CPU, RAM 16 GB, SSD 500 GB NVMe	
Option for DVD-RW drive & memory card reader for all above	
Monitor 28” with speaker*	2
Monitor 24” with speaker*	14
Monitor 20” with speaker*	1
* Note for monitors: 1920 x 1080 resolution. Camera & mic also needed, either part of monitor or separate components.	
Wireless Keyboards with Number Pad	13
Wireless Mouse	8
Docking Station	2
<b>Laptops</b> – Quote each option below in 15” and 17”	6
Note: Order may be a combination of some of each of following options	

Option A: Intel i3 CPU, RAM 8 GB, SSD 250 GB	
Option B: Intel i5 CPU, RAM 16 GB, SSD 500 GB NVMe	
Option C: Intel i7 CPU, RAM 16 GB, SSD 500 GB NVMe	
Option for Cellular Access in the Laptop	2 of the 6

<b>Solid State Laptop</b> with 14” touch screen (max size), 512 MB solid state hard drive.	1
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<b>Microsoft Office</b> Options for all Desktops and Laptops above	
Option A: Office 2021 Home & Student (Word, Excel, PowerPoint, OneNote)	
Option B: Office 2021 Home & Business (Word, Excel, PowerPoint, OneNote, Outlook)	
Option C: Office 2021 Professional (Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access)	
Optional Warranty for all Desktops and Laptops. Specify cost and length of warranty period, i.e. 1-year and 3-years.	

**Additional Notes:**

1. Processors must be 11<sup>th</sup> or 12<sup>th</sup> generation.
2. Computers must not have manufacture “bloatware” installed.
3. Only use industry standard, name brand parts

The Contractor for this project will also be responsible for the following (unless stated otherwise):

- On-site installation of all purchased computers and accessories;
- The installation of any and all operating systems and office packages, and all other necessary software;
- Support to migrate all digital documentation and computer programs from former computers to new computers;

**Project 2: Service and Maintenance of the Town’s Network**

The Town of Deep River is requesting a proposal for the service and maintenance of the Town’s network. An inclusive list of all IT services and maintenance which will be provided by Contractor is expected along with the cost of same.

Contractor is responsible to provide a response for service to the Town within one (1) hour.

## **PROJECT TIMETABLE:**

This project is scheduled to be completed no later than November 1, 2022, unless mutually agreed upon in advance. The Proposer should bid the total cost of the work, parts and labor included as well as an estimated timetable for completion. The Proposer should also bid the cost for IT maintenance and service.

The Town may choose to award Project 1 and Project 2 to the same contractor or different contractors, although preference would be to award both to the same contractor.

Any change orders for payment must be submitted in writing to the First Selectman who must agree with the change order which will be signed by both parties.

## **REQUEST FOR PROPOSALS CONDITIONS:**

- All proposals in response to this RFP are to be the sole property of the Town of Deep River.
- The Proposer agrees that the proposal will remain valid for a period of 180 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- The Town of Deep River reserves the right to reject any or all bids; waive informalities or defects in bids; make extensions to review bids and accept the bid(s) that, in the Town's judgment, will be in its best interests, whether or not it is the lowest dollar proposed.
- The Town of Deep River may amend or cancel this RFP prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town of Deep River. Failure to acknowledge receipt of amendments, in accordance with the instructions contained therein, may result in a proposal not being considered.
- The Proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project.
- The Contractor is required to secure all permits from the Town and submit an insurance certificate naming Deep River as an additional insured. IF APPLICABLE \*\*\*See insurance requirements attached hereto as Exhibit A.\*\*\*
- Prior to submitting a bid, the contractor is responsible for examining existing equipment or systems and available supporting documents which may reasonably affect their work on the project.
- If the contractor would like to view the existing equipment or systems, said request may be made through the First Selectman's Office.
- Any costs and expenses incurred by Proposers in preparing or submitting the proposal are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of experience, ability, and service, as well as a list of references if asked.
- No additions or changes to the original proposal will be allowed after submission.

**PROPOSAL REQUIREMENTS:**

Proposals must be submitted in sealed envelopes or packages marked COMPUTER BID and addressed to ATTN:

Town of Deep River  
Office of the First Selectman  
Angus L. McDonald  
174 Main Street  
Deep River, CT 06417

Telephone: 860-526-6020, option 1

Email: [selectman@deepriverct.us](mailto:selectman@deepriverct.us)

Website: [www.deepriverct.us](http://www.deepriverct.us)

Proposals submitted via facsimile or email will not be accepted.

Any questions regarding this work are to be in writing/email and directed as above for circulation to and response by a representative of the Town of Deep River. Responses will be sent via email to all interested persons.

DEEP RIVER IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

## **Exhibit A**

**Minimum Insurance Requirements (if applicable).** The selected contractor shall agree to maintain in force at all times during which services are to be performed the following coverage placed with a company or companies licensed to do business in the State of Connecticut:

General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability*	Combined Single Limit Each Accident	\$1,000,000
	Umbrella* (Excess Liability)	Each Occurrence Aggregate
Professional Liability*	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

\*The Town of Deep River shall be named as "Additional Insured." Coverage is to be provided on a primary, noncontributory basis.

Workers' and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employ	\$500,000
	EL Disease Policy Limit	\$500,000

Date:

Name of Company:

Bid Proposal:

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