

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

6035

DATA SWITCHING

EQUIPMENT

Prepared by:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann arbor, MI 48107

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Purchasing Manager
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**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6035

December 9, 2002

Washtenaw County Purchasing Division on behalf of the Information and Technology Services Department is issuing a Request for Proposal (RFP) #6035 for Nortel Networks data switching equipment.

Sealed Proposals: Contractor will deliver one (1) original and **two(2)** copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
P.O. Box 8645
Ann Arbor, MI 48107**

by 2:00 p.m. on Monday December 16, 2002

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope should be clearly marked "**SEALED RFQ # 6035**".
- Please direct purchasing and procedural questions regarding this RFP to Robert G. Devault at **734-222-6760**.
- Please direct technical questions regarding this RFP to Steve Farat, at **734-222-6598**.

Thank you for your interest

INTRODUCTION

Washtenaw County is soliciting bids for Nortel Networks data switching equipment. Installation services will **not** be required. If your company is interested in providing the equipment as outlined in this bid, please follow the instructions contained within this document. **Bid Responses are due back no later than December 16, 2002 by 2PM.**

1.1 PROPOSAL TERMS AND RFP INSTRUCTIONS

- 1.1.1 This proposal will encompass pricing for Nortel Networks data switching equipment.
- 1.1.2 Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service the Contractors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that Contractor whose proposal is deemed to best meet the County's specifications and needs.
- 1.1.3 The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- 1.1.4 An official authorized to bind the Contractor to its provisions for at least a period of 90 days shall sign proposals. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- 1.1.5 In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFPs may be adjusted to allow for revisions. The **entire** response with any addenda or amendments **MUST** be returned in **triplicate**. To be considered, the original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.
- 1.1.6 All bids in response to this request for proposal (RFP) **MUST** comply with the following instructions. Failure to do so may result in disqualification.
- 1.1.7 Bid documents should be prepared simply and economically using the pricing sheets provided. Completeness and clarity of content should be emphasized. Unnecessarily elaborate bindings, brochures, descriptions, or other presentations are not required.
- 1.1.8 This RFP, with any subsequent addendum and the Bid submitted by the selected Contractor, with approved changes, will become part of the contract between the County and selected Contractor.
- 1.1.9 Contractors submitting Bids to this RFP may be required, at the request and option of Information and Technology Services, to make an oral presentation or provide written clarification. These presentations or written clarifications will provide an opportunity for the Contractors to clarify but not modify their Bid.
- 1.1.10 The Bids should be submitted on 8 1/2" by 11" paper single-sided, clearly labeled to show the Bidder's name. The Bidder is responsible for the full-page count of Bids submitted in 3-ring binders. All pages are to be CLEARLY marked and in sequential order.

1.2 REQUIRED INFORMATION

All required information must be provided.

- 1.2.1 Complete pricing information as specified in Section 1.12, Pricing.
- 1.2.2 Provide product availability and delivery options.

1.3 FINANCIAL DATA

All financial information is to be attached as **ATTACHMENT A**.

- 1.3.1 Provide Dun and Bradstreet number for your business. If unavailable, provide financial statement, Annual Report, and any other pertinent financial data relating to the company.
- 1.3.2 Provide bank reference in which the vendor maintains a business financial relationship. Include contact name, phone number of contact, address and name of institution.

1.4 SUBCONTRACTORS

Subcontracting of any services requested under this bid is prohibited, unless those services requested are required to effect timely completion of requested service and are agreed to by the County in advance contract initiation and start of work.

1.5 INSPECTION OF FACILITIES

The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment for ability to comply with conditions of the bid.

1.6 EXTRA CHARGES

- 1.6.1 No changes shall be made, nor will bills for extra charges, alterations, modifications, deviations, and extra orders made by the Contractor be paid for except upon written work/change order from the County.
- 1.6.2 The County will not authorize payment for changes, alterations, modifications, deviations, or extra orders made except upon written order from the County. The County will not authorize payment for changes, alterations, modification, deviations, etc. that are the result of Contractor error in performance.

1.7 AWARD

- 1.7.1 Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service and other factors which Washtenaw County may consider (see section 1.2 REQUIRED INFORMATION.) The County does not intend to award a contract fully on the basis of any response made to the proposal. The County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that Contractor whose proposal is deemed to best meet the County's specifications and needs.

BID SHEET

- 1) Complete all information requested below using pricing sheet provided.
- 2) Provide product availability and delivery. This information **MUST** be provided.

Item	Model Number	Model Description	Qty	Unit Price	Extended Price
1	AL2001E15	Nortel Business Policy Switch 2000	10	_____	_____
2	AL2033010	BayStack 400 – ST1 Cascade Module	3	_____	_____
3	AL2033013	BPS2000-2FX 2 Port 100Base FX MDA	5	_____	_____
4	AL2018001	BayStack 400 - SCR Cascade Cable	4	_____	_____
5	AL2012E34	BayStack 470-48T 10/100 Switch	10	_____	_____
5	AL2033005	450-SX1 1-Port 10000BASE-SX MDA	4	_____	_____
Total Cost					_____

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ Company Address
_____ Date	_____ City St. Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	<u>CHECK ONE</u> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days or until the contract is signed.