

BIDDERS COMPANY NAME

# REQUEST FOR PROPOSAL

**#6260**

**NORTEL NETWORK**

**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 # 6260

January 23, 2006

Washtenaw County Purchasing Division on behalf of Washtenaw County Information and Technology Services Department is issuing a sealed RFP #6260 for new Nortel Networks data switching equipment.

**Sealed Proposals:** Vendor will deliver one (1) original and two (2) copies which are clearly marked as such and must contain one original signature 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 FEBRUARY 6, 2006**

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 must be clearly marked "**SEALED RFP # 6260**".
- Please direct purchasing and procedural questions regarding this RFP to Robert Devault at **734-222-6760** or [devaultb@ewashtenaw.org](mailto:devaultb@ewashtenaw.org)
- Please direct technical questions regarding this RFP to Steve Farat at **734-222-6598** or [farats@ewashtenaw.org](mailto:farats@ewashtenaw.org).

Thank you for your interest.

WASHTENAW COUNTY  
INFORMATION & TECHNOLOGY SERVICES

INTRODUCTION

Washtenaw County is soliciting bids for new 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.

1.1 PROPOSAL TERMS AND RFP INSTRUCTIONS

- 1.1.1 **All respondents must submit a letter of good standing with Nortel from Nortel and attach as addenda "B" to their response. No further consideration will be given to a response without this verification from the manufacturer to the respondent providing the equipment.**
- 1.1.2 This proposal will encompass pricing for **new** Nortel Networks data switching equipment.
- 1.1.3 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.
- 1.1.4 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.
- 1.1.5 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.
- 1.1.6 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.
- 1.1.7 All bids in response to this request for proposal (RFP) **MUST** comply with the following instructions. Failure to do so may result in disqualification.

## **RFP #6260 NORTEL NETWORK EQUIPMENT**

- 1.1.8 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.
- 1.1.9 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.
- 1.1.10 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.
- 1.1.11 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.

### 2.1 REQUIRED INFORMATION

All required information must be provided.

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

### 2.2 FINANCIAL DATA

All financial information is to be attached as ATTACHMENT A.

- 2.2.1 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.
- 2.2.2 Provide bank reference in which the vendor maintains a business financial relationship. Include contact name, phone number of contact, address and name of institution.

### 2.3 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.

### 2.4 EXTRA CHARGES

- 2.4.1 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.

2.4.2 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.

## 2.5 AWARD

2.5.1 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.

## 2.6 PURCHASE ORDERS

Purchase orders will be issued to the successful bidder.

## 2.7 DELIVERY AND SHIPPING

The costs of shipping and insuring the requested equipment is the responsibility of the seller. Upon inspection, Washtenaw County reserves the right to reject any and all equipment visibly damaged as a result of shipping or delivery for a period of five (5) days after delivery. All claims will be placed with the seller. Replacements for damaged equipment will be the seller's responsibility with replacement equipment to be ordered and delivered to Washtenaw County no less than 10 days after claim is made, unless other arrangements are made with the County.

## 2.8 PRICING

Please direct any questions regarding this section to Steve Farat at 734-222-6598 or [farats@ewashtenaw.org](mailto:farats@ewashtenaw.org).

Successful Contractor will be permitted annual increases in the price bid in years 1-2 in accordance with the change in the National Consumer Price Index for the previous 12 month period and shall not exceed any other customer rates.

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

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**PRICING SHEET**

<b>Item</b>	<b>Model Number</b>	<b>Model Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	DS1404038	Passport 8608GBE Routing Switch Module	2	_____	_____
2	AA1419003	1-port 1000 Base-XD Gigabit Interface Converter	2	_____	_____
3	DS1402002	Passport 8606 6 Slot Chassis	1	_____	_____
4	DS1404090	Passport 8691SF Routing Switch Module	1	_____	_____
5	DS1410003-3.7	Passport 8000 Routing Switch Software	1	_____	_____
6	DS1405A08	8004 AC 100-240 VAC Power Supply	2	_____	_____
7	AA1419001	1-Port 1000 Base-SX Gigabit Interface Converter	2	_____	_____
8	AL2012E34	BayStack 470-48T Switch	7	_____	_____
9	AA1419013	1-Port 1000 Base –SX GBIC	2	_____	_____
10	AA0020050	Power Cord 15A	2	_____	_____
<b>TOTAL COST</b>					_____

**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.