



REQUEST FOR BID

The San Benito Council of Governments is seeking bids for replacing, a Dell Power Edge T310 server, 1 Desktop Computer, 2 External Hard Drives for Backup and Software to Update System including Microsoft Exchange.

Currently there are eight workstations, seven located at 330 Tres Pinos Road, C7, Hollister, CA and one located at 3240 Southside Road, Hollister, CA. The eight computers will need to be connected to the server and updated as needed.

The seven computers at Tres Pinos Road are connected to a Konica Minolta Bizhub C454e for printing and scanning.

We request bids to be submitted by 5:00 pm May 26, 2017 in anticipation of purchase and installation completed June 30, 2017 end of fiscal year. Bids can be submitted by mail, Attn: Kathy Postigo, 330 Tres Pinos Road, Hollister, CA 95023

If you have any questions regarding this bid call Kathy Postigo at (831) 637-7665 x208.

COG reserves the right to reject any and all bids associated with this request.

OFFICIAL BID FORM

The undersigned bidder agrees to furnish all work, materials, equipment or incidentals which are stated below. The unit bid prices shall INCLUDE ALL FRIEGHT CHARGES, and be bid at F.O.B. Destination.

Item No.	Item Description	Quantity	Unit Price	Tax and Fees	Total Extended Price
1	Server	1			
2	External Hard Drives for Backup	2			
3	Desktop Computer	1			
4	Software to update System	1			

Service (example: install/updates/delivery)	Hourly Rate	Estimated Hours (if applicable)

A. Brand and Model offered, delivered F.O.B. Destination:

B. Any exception to, or deviation from, specifications, conditions, or requirements as noted in this invitation:

CHECK ONE: NONE

C. Warranty offered: Full explanation of standard parts and labor warranty, and duration (copy of warranty form must be attached).

D. Statement and full explanation of any optional extended warranties or maintenance agreements available, with costs:

E. Name and address of nearest authorized services to San Benito County:

G. Delivery: All equipment will be delivered and fully operational within _____ calendar days after notice of award.

H. Cash discount offered for prompt payment: _____%, 30 days

I. The bid is valid for 60 days. Yes No.

I declare under penalty of perjury that I have not been a party with any other bidder to offer a fixed cost in conjunction with this IFB.

EXECUTED IN _____ , _____ , on _____ , 2017
City State

SIGNATURE _____ TITLE: _____

PRINTED NAME OF PERSON WHOSE SIGNATURE APPEARS: _____

NAME OF FIRM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____