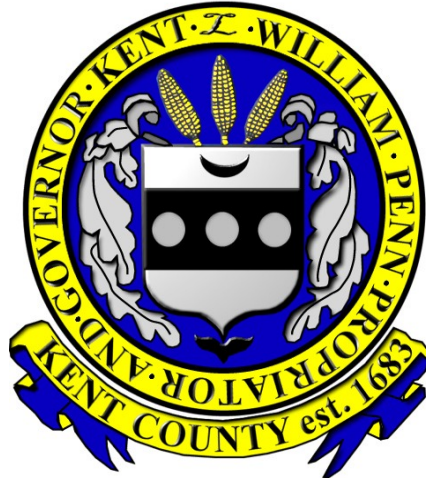


**KENT COUNTY LEVY COURT
INFORMATION TECHNOLOGY OFFICE**

Kent County Administrative Complex
555 Bay Road, Dover, DE 19901
Phone (302) 744-2458



BID SPECIFICATIONS

**2019 RECORDER OF DEEDS
HARDWARE / SOFTWARE UPGRADE**

Document Date:	February 22, 2019
Deadline to Respond:	April 4, 2019 3:00 pm

**KENT COUNTY LEVY COURT
INFORMATION TECHNOLOGY OFFICE
INVITATION TO BID**

Sealed bid proposals for the following will be received by the Kent County Levy Court, Office of Information Technology, 555 S. Bay Road, Dover, DE 19901 until 3:00 PM on April 4, 2019 and thereafter be publicly opened, read and recorded in Conference Room 220.

INVITATION TO BID: 2019 Recorder of Deeds Hardware / Software Upgrade. Kent County Office of Information Technology invites firms to submit a bid to furnish workstations, servers, printers, scanners and other hardware / software. The coordinator for this project is Dorothy Cheatham, of the Kent County Office of Information Technology. All inquiries shall be made via e-mail before 4:30pm on March 22, 2019 to it@co.kent.de.us. **All e-mail inquiries must contain in the subject line “INQUIRY Recorder of Deeds Hardware / Software Upgrade.”**

Bid packages and the Bid Form can be obtained from the Kent County Website under the Public Notices Section. Filter notices for “Bids” and choose the 2019 Recorder of Deeds Hardware / Software Upgrade.
<http://www.co.kent.de.us/levy-court/public-notices.aspx>

Kent County reserves the right to reject any or all bids in whole or in part.

Kent County Office of Information Technology is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.

Bids submitted via e-mail must contain the subject “**BID PROPOSAL 2019 Recorder of Deeds Hardware / Software Upgrade**” and sealed envelopes sent via U.S. Postal Service, courier, or hand-delivered must be clearly marked with the words “**BID PROPOSAL 2019 Recorder of Deeds Hardware / Software Upgrade.**” NO fax bid proposals will be accepted.

KENT COUNTY OFFICE OF INFORMATION TECHNOLOGY
555 BAY ROAD
DOVER, DE 19901
(302) 744-2458

**2019 RECORDER OF DEEDS HARDWARE / SOFTWARE UPGRADE INCLUDING WORKSTATIONS, SERVERS,
PRINTERS, SCANNERS AND OTHER HARDWARE / SOFTWARE.**

SPECIFICATIONS / BID AWARD REQUIREMENTS

The Kent County Levy Court, Office of Information Technology, requests sealed bids for the **2019 Recorder of Deeds Hardware / Software Upgrade** including workstations, servers, printers, scanners and other hardware / software. The coordinator for this project is Dorothy Cheatham, of the Kent County Office of Information Technology. All inquiries shall be made via e-mail before 4:30pm on March 22, 2019 to it@co.kent.de.us. **All e-mail inquiries must contain in the subject line “INQUIRY Recorder of Deeds Hardware / Software Upgrade.”**

Sealed bid proposals will be received by Kent County Office of Information Technology, until 3:00 pm April 4, 2019 and thereafter be publicly opened, read and recorded in Conference Room 220. Sealed bid envelopes must be clearly marked with the words **“BID PROPOSAL 2019 Record of Deeds Hardware / Software Upgrade”** and **all e-mail bids must contain in the subject line “BID PROPOSAL 2019 Recorder of Deeds Hardware / Software Upgrade”**. NO Fax bid proposals will be accepted.

Except for communications specifically authorized herein pertaining to the preparation and submittal of a Bid, Respondents to this Invitation to Bid or their representatives shall not separately or independently of their own accord discuss, negotiate, promote, market, lobby or solicit with any County Employee or any County Official, verbally or in writing, during the Invitation to Bid advertisement period and Bid Review and Selection Process as indicated in this Invitation to Bid. Failure of a Respondent to adhere to this provision may result in the Respondents disqualification from further consideration.

1. COPIES OF BIDDING DOCUMENTS

- A. Bid packages comprised of the Specifications / Bid Award Requirements and the Excel Bid Form can be obtained from the Kent County Website under the Public Notices Section. Filter notices for “Bids” and choose the 2019 Recorder of Deeds Hardware / Software Upgrade. <http://www.co.kent.de.us/levy-court/public-notices.aspx>.
- B. Complete Bid Documents shall be used in preparing Bids. The County assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.

2. QUALIFICATIONS OF BIDDERS

Kent County reserves the right to request additional information required to demonstrate Bidder’s qualifications to furnish the specified hardware / software. Within 10 days of this request, Bidder shall submit written evidence such as financial data, previous experience, present commitments, and such other data as may be defined by the County at the time of request.

3. EXAMINATION OF BID DOCUMENTS

- A. It is the responsibility of each Bidder before submitting a Bid to:
 - (1) examine the Bid Documents and any other related data identified in the Bid Documents;
 - (2) become familiar with and satisfy all Federal, State, and Local Laws and Regulations that may affect cost and performance of the specified hardware / software;
 - (3) agree at the time of submitting its Bid that no further examinations, investigations, or data are necessary for the determination of its Bid to furnish the specified hardware / software at the price(s) bid

- (4) promptly give the County written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bid Documents and confirm that the written resolution thereof by the County is acceptable to Bidder; and
- (5) determine that the Bid Documents are generally sufficient to indicate and convey an understanding of all terms and conditions to furnish the specified hardware / software.

B. The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of the Bid document, that without exception the Bid is premised upon furnishing the hardware / software required by the Bid Documents and that Bidder has given the County written notice of any conflicts, errors, ambiguities, and discrepancies that Bidder has discovered in the Bid Documents and the written resolutions thereof by the County are acceptable to Bidder, and that the Bid Documents are generally sufficient to indicate and convey understanding of all terms and conditions for furnishing the hardware / software as specified.

4. QUESTIONS, INTERPRETATIONS AND ADDENDA

- A. All inquiries shall be made via e-mail before 4:30pm on March 22, 2019 to it@co.kent.de.us. **All e-mail inquiries must contain in the subject line “INQUIRY 2019 Recorder of Deeds Hardware / Software Upgrade.”** Interpretations or clarifications considered necessary by the County in response to such questions will be posted on the County Website <http://www.co.kent.de.us/levy-court/public-notices.aspx>
- B. Addenda may be issued to clarify, correct, or change the Bid Documents as deemed advisable by Kent County.

5. PREPARATION AND REQUIREMENTS OF BID

- A. The Bidder must use the Excel Form- 2019 Bid Form.xlsx created by the County to submit the bid. Page one of the Bid Form.xlsx is to be included with a signature of an authorized representative of the company. This Excel Bid Form and the Specifications / Bid Award Requirements can be obtained from the Kent County Website under the Public Notices Section. Filter notices for “Bids” and choose the 2019 Recorder of Deeds Hardware / Software Upgrade. <http://www.co.kent.de.us/levy-court/public-notices.aspx>.
 - (1) If the bidder is submitting a hardcopy, sealed bid, a CD must be included containing the electronic Excel version of the County’s 2019 Bid Form.xlsx containing all the Bidder’s Bids.
 - (2) If the bidder is submitting a Bid via email, it must have attached to the email the Excel Spreadsheet of County’s 2019 Bid Form.xlsx containing all the Bids and a scanned copy of Page 1 of the Bid Form containing the signature of the authorized representative of the company.
- B. As indicated in the instructions on the Bid Form, the bidder is to fill in the cells shaded in blue.
- C. Postal and e-mail addresses and telephone number for communications regarding the Bid shall be entered on the bid form under *BID SUBMITTED BY* on the Bid form.
- D. The Bidder may enter a bid price on any or all of the items listed on the Bid Form. All Bidders will submit unit costs and the sheet will calculate the extended cost automatically. If the Bidder chooses to submit a lease bid for item H7 – Scanner / Plotter, Option B, the Bidder will submit the Monthly Lease Price. The sheet will calculate the total lease cost.
- E. If Bidder is submitting a bid price for the Lease Option (Option B of Item H7 Scanner / Plotter on the Bid Form.xlsx), a sample lease agreement is to be included with the bid. The lease agreement should reference Delaware Law.

- F. If Bidder chooses to submit a bid for the Trade-In of the County's existing Plotter in Deeds, (Option C of Item H7 Scanner / Plotter on the Bid Form.xlsx), the Bidder takes responsibility for removal of the plotter/scanner.

6. BASIS OF BID; COMPARISON OF BIDS UNIT PRICE

- A. The Bidder will enter unit prices for any/or all hardware/software item(s) listed in the Bid Form.
- B. The Total Extended Price for each item will be calculated by the submitted unit price times the quantity. All Extended Prices will be summarized by Hardware and Software. Although each bid will be summarized by hardware and software totals, Kent County will compare bids for items based on unit price and may choose any combination of bid items to accommodate available funding without additional compensation. This may result in award to multiple vendors.
- C. Discrepancies between the multiplication of units of hardware / software and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

7. SUBMITTAL AND OPENING OF BIDS

- A. Bidders are advised to confirm receipt of their bids.
- B. Sealed bid proposals will be received by Kent County Office of Information Technology, 555 Bay Road, Dover, DE 19901 via e-mail to IT@co.kent.de.us until 3:00 pm, April 4, 2019 and immediately thereafter will be publicly opened, read and recorded in Conference Room 220. Sealed bid envelopes must be clearly marked with the words **"2019 Recorder of Deeds Hardware / Software / Upgrade"** and all e-mail Bids must **contain in the subject line "BID PROPOSAL 2019 Recorder of Deeds Hardware / Software Upgrade"**. NO Fax bid proposals will be accepted.

8. BIDS TO REMAIN SUBJECT TO ACCEPTANCE

All Bids will remain subject to acceptance for a period of sixty (60) days from the Bid Due date. Kent County may, in its sole discretion, release any Bid prior to the end of this period.

9. EVALUATION OF BIDS AND AWARD OF PURCHASE ORDER

- A. Kent County reserves the right to reject any or all Bids, including without limitation, non-conforming, non-responsive, unbalanced, or conditional Bids. The County further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. Kent County may also reject the Bid of any Bidder if the County believes that it would not be in the best interest of the County to make an award to that Bidder. Kent County also reserves the right to waive all informalities not involving price, time, or changes in the hardware / software and to negotiate contract terms with the Successful Bidder.
- B. In evaluating Bids, the County will consider whether or not the Bids comply with the prescribed requirements and such alternates, unit prices and other data, as may be requested in the Bid Form.
- C. Kent County will award Purchase Order(s) to the Bidder(s) whose Bid(s) is/are in the best interests of the County.
- D. Kent County may choose any combination of bid items to accommodate available funding without additional compensation. This may result in award to multiple vendors.
- E. Kent County reserves the right to reject any or all bids in whole or in part, to advertise for new bids, to proceed to do the work otherwise, or to abandon the work, if in the judgement of Kent County, the best interest of Kent County will be promoted thereby.

10. RISK OF LOSS

Risk of loss, injury or destruction to the goods shall be borne by the successful bidder until physical delivery of the goods has been completed in accordance with this Contract.

11. FITNESS OF GOODS INCLUDING THEIR PACKAGING

A. The successful bidder shall warrant that all proposed goods, including their packaging, conform to specifications and are fit for the purpose for which such goods are ordinarily used and for purposes expressly made known to the bidder by the County and are free from defects in workmanship and materials. The successful bidder shall also warrant that the goods will be contained or packaged in a manner adequate to protect the goods.

B. The successful bidder shall warrant that components of the proposed hardware are constructed with new or un-used parts.

12. PRODUCT SUBSTITUTION

Kent County Office of Information Technology does not sponsor any one manufacturer's products, but lists equipment by specifications; name and/or model number as designated by a third party vendor to meet software lease requirements. Avenu requests that the compatibility of any substituted equipment for the 20/20 Perfect Vision Software would be the responsibility of the Bidder.

13. WARRANTY

The bidder shall provide a full replacement warranty for all hardware / software and associated labor charges for the period of the components manufacturer's warranty; or a minimum of one (1) year from the date of delivery, whichever is greater. Defective material shall be returned to the vendor for repair or replacement and returned to the County at no cost to the County.

14. BILLING

The successful bidder is required to "Bill as Shipped" to the Kent County Office of Information Technology. Kent County shall at a minimum, provide the purchase order number, ship to and bill to address, contact name and phone number.

15. PAYMENT

Successful bidders must present an invoice upon delivery. Payment authorization and processing will occur within thirty (30) days after the date of receipt, inspection and acceptance of the hardware / software purchased by Kent County.

16. HOLD HARMLESS

The successful bidder agrees that it shall indemnify and hold the Kent County Levy Court and all of its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the successful bidder, its employees, and invitees on or about the premises and which arise out of the successful bidder's performance, or failure to perform as specified in this bid package.

17. NON-PERFORMANCE

In the event the bidder does not fulfill its obligations under the terms and conditions of this contract, Kent County may purchase equivalent product(s) on the open market. Any difference in cost between the bid prices and the price of open market product(s) shall be the responsibility of the bidder. Under no circumstances shall monies be due the bidder in the event open market products can be obtained below contract cost. Any monies charged to the bidder may be deducted from an open invoice.

18. FORCE MAJEURE

Neither the bidder nor the Kent County Levy Court nor its agents or agencies shall be held liable for non-performance under the terms and conditions of the contract due, but not limited to, government restrictions, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other of

any situation that may prevent performance under the terms and conditions of this contract.

19. GOVERNING LAW

A. The laws of the State of Delaware will govern.

ATTACHMENTS

Appendix A is the Excel Document: **2019 Bid Form.xlsx**. This will be used as the pricing sheet for all Bids.

Appendix A - Bid Form for 2019 Recorder of Deeds Hardware and Software Upgrade

INSTRUCTIONS FOR FILLING OUT BID FORM
 1. Update only the cells below that are shaded blue.
 2. Submit as instructed in the Specifications / Bid Award Requirements.

BID SUBMITTED BY:

Company Name: _____
 Name: _____
 Title: _____
 By: _____
 (Signature -- attach evidence of authority to sign) (Seal if Corporation)

Company Address:
 Street: _____
 City, State Zip: _____
 Company Phone: _____
 Contact Phone: _____
 Contact Email: _____

Date Bid Submitted: _____
 Date Received: _____
 Received by: _____

Item	Description	Qty	Units	Extended Price
Software				
S1	Server Software			
	Open LcGov MS Win Svr Std Core 2016 (8 Min) 2 Lic (9EM-00264) (9EM-00264-5L6)	32		\$ -
	Open LcGov MS Win SQL 2017 Std CORE License (7NQ-01109) (7NQ-01109-5L6)	2		\$ -
	Total			\$ -
H1	PCs: (specifications must be equal or better)			
	Fill in make, model and specs for PC here	25	PCs	\$ -
	Freight (if applicable)	1		\$ -
	Total			\$ -
H2	Monitors: (specifications must be equal or better)			
	24" wide screen IPS LED monitor; HDMI, DVI-D, VGA with adjustable stands.	25	Wide-Screen Monitors	\$ -
	Fill in make, model and specs for monitor here	1		\$ -
	Freight (if applicable)	1		\$ -
	Total			\$ -
H3	Scanners:			
	FIJITSU Image Scanner fi-7700 (PA03740-B005)	2	Duplex Scanner	\$ -
	Freight (if applicable)	1		\$ -
	Total			\$ -
H4	Printers:			
	HP M806DN Printer (CZ244A#BGJ)	1	Laser Printer	\$ -
	HP M607DN Duplex (K0Q15A#BGJ)	5	Laser Printer	\$ -
	HP M607N/DN Sheet feed Tray (500) (L0H17A)	5	Laser Printer	\$ -
	Freight (if applicable)	1		\$ -
	Total			\$ -
H5	Network Equipment:			
	Cisco Catalyst 2960s - 24 Port	1	Switch	\$ -
	Freight (if applicable)	1		\$ -
	Total			\$ -
H6	Servers:			
	Dell PE R640 (2) 4110 8C 2.1G 128gb 5x300GB	2	FS Cluster	\$ -
	Dell PV MD3200 16TB (12x2TB NLSAS) 5YR NBD	1	SDS	\$ -
	SYR 4x7x24 Onsite	1	Support	\$ -
	Freight (if applicable)	1		\$ -
	Total			\$ -
H7	Scanner / Plotter			
A)	Purchase Option			
	HP Designjet SD Pro MFP; 1GY94A#B1K; which includes: - HP Designjet SD Pro scanner - HP DesignJet T1700 printer	1	Plotter / Scanner	\$ -