



## County Of Alpena Invitation To Bid Computer Purchase

The County of Alpena I.T. Department is accepting bids to purchase 19 desktop computers and 4 laptop computers with the following specifications. All computers must be new, not used or reconditioned.

**Items:**

**19 Lenovo ThinkCentre Desktop Tower Computer - Intel Core i5 (6th Gen or higher) - 8 GB - 500 GB HDD - Windows 10 Professional 64-bit (English) – 3 year warranty**

**4 Lenovo ThinkPad E570 - 15.6" - Core i5 (6<sup>th</sup> Gen or higher) - 8 GB RAM - 500 GB HDD – HDMI output - Windows 10 Professional 64-bit (English) - 3 year warranty.**

**Bids will be received until 10:30am, Wednesday, Feb 14th, 2018. Bid Name: “SEALED BIDS FOR COMPUTERS 022018”. Bid opening is set for Wednesday, Feb 14th, 2018 at 10:30 am in the county commissioner’s conference room.**

Please, send all bids to:

**County of Alpena  
Commissioners Office  
SEALED BIDS FOR COMPUTERS 022018  
720 W. Chisholm St Suite #7  
Alpena, Michigan 49707 or email  
bids@alpenacounty.org**

The County reserves the right to reject any or all bids and to waive irregularities and technicalities. If you have any questions, you may call Eric Vanderver at (989) 354-9585 or email [evanderv@alpenacounty.org](mailto:evanderv@alpenacounty.org) (reference “SEALED BIDS FOR COMPUTERS 022018 QUESTION” in the Subject)

## SECTION ONE: INSTRUCTIONS TO BIDDERS

- 1.1 The County of Alpena is accepting bids for the purchase of the item or items listed on page one.
- 1.2 Sealed bids shall be delivered, emailed or mailed to the mailing address on page one, not later than the closing date and time listed on page one. The envelope shall indicate the bid name, firm name of bidder and firm's address.
- 1.3 The County of Alpena reserves the right to reject any and all bids, and/or to award a contract only to a bidder who is equipped, competent and experienced in the class of work and whose bid is deemed to be most advantageous to the interests of the County of Alpena.
- 1.4 On a multiple item bid, the County of Alpena reserves the right to award bids on a per item basis. Vendors do not have to include all items in their bid

## SECTION TWO: SPECIFICATIONS

- 2.1 Time of delivery must be no later than two weeks from notification of award of the purchase. If delivery varies on different items the vendor should so state.
- 2.2 All cables and accessories to make the machine operational and to conform to the specifications must be included in the price.
- 2.3 Award will be made to the lowest responsible bidder after Information Services personnel have determined that the machines meet the minimum operations specifications.
- 2.4 The County of Alpena reserves the right to reject any or all bids or any part thereof, or to accept any bid or any part thereof, or to waive any information in any bid, deemed to be for the best interest of the County of Alpena.
- 2.5 Bidders may submit more than one bid for each item if alternatives are available, however the County of Alpena is under no obligation to accept or consider responses that do not match the specifications.
- 2.6 The County/City are exempt from all state and federal taxes.