

RESOLUTION NO. 2019 - 19

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD BID NO. 19-25 AND TO EXECUTE A PURCHASE ORDER FOR THE PURCHASE OF PERSONAL COMPUTERS**

**RECITALS**

**WHEREAS**, the County desires to purchase personal computers from JPK Micro Supply, Inc. for the purpose of providing replacement computers for various County departments; and

**WHEREAS**, through the County's formal bid process, JPK Micro Supply Inc. was selected as the lowest, responsive, responsible bidder;

**WHEREAS**, the purchase of personal computers will be funded by various Departments; and

**WHEREAS**, said purchase serves a public purpose.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or his designee, is hereby authorized to award Bid No. 19-25 to JPK Micro Supply, Inc., and is further authorized to execute a purchase order on behalf of the County for the purchase of personal computers in the amount of \$109,816.00.

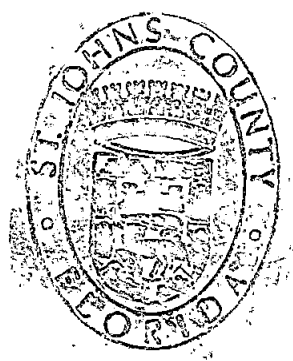
Section 3. To the extent that there are typographical or administrative errors that do not change the tone, tenor, or concept of this Resolution, this Resolution may be revised without subsequent approval by the Board of County Commissioners.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, this 15 day of January, 2019.

**BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**  
By: Paul M. Waldron  
Paul M. Waldron, Chair

**ATTEST** Hunter S. Conrad, Clerk  
By: Ram Hatterman  
Deputy Clerk

**RENDITION DATE** 1/17/19





## St. Johns County Board of County Commissioners

Purchasing Division

### NOTICE OF INTENT TO AWARD

December 4, 2018

**RE:** Bid No: 19-25 Purchase of Personal Computers

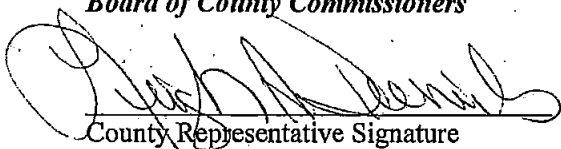
Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award JPK Micro Supply, Inc. as the lowest responsive, responsible bidder for **Bid No: 19-25 Purchase of Personal Computers**. This notice will remain posted to the **St. Johns County Purchasing Department bulletin board** until 9:00 AM, Monday, December 10, 2018.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and a purchase order will be issued.

Please forward all correspondence, requests or inquiries directly to the attention, Travis Hembree, Procurement Coordinator in the Purchasing Department at [thembree@sjcfl.us](mailto:thembree@sjcfl.us).

Sincerely,  
*St. Johns County*  
*Board of County Commissioners*

  
County Representative Signature

Date: 12/4/18

Leigh A. Daniels, CPPB  
Procurement Supervisor  
(904) 209-0154 – Direct  
(904) 209-0155 – Fax  
[ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us)



**ST. JOHNS COUNTY  
PURCHASING DEPARTMENT**

500 San Sebastian View  
St. Augustine, Florida 32084

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**I N T E R O F F I C E M E M O R A N D U M**

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**TO:** Wylie Thibault, Director of Information Systems  
**FROM:** Travis Hembree, Procurement Coordinator  
**SUBJECT:** Bid No. 19-25 Purchase of Personal Computers  
**DATE:** November 28, 2018

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience.

Please let me know if I can assist your department in any other way.

Department Head Approval Wyl 3 Thibault

Date 12-3-18

Budget Amount ~~\$109,888~~ \$111,148

Account Funding Title attached

Funding Charge Code attached

Award to JPK Micro Supply

Award Amount ~~\$109,888~~ \$109,816

| Dept                   | for Price Quote |
|------------------------|-----------------|
| BOCC                   | 0002-55103      |
| Administration         | 0004-55103      |
| Construction Services  | 0005-55103      |
| Risk Mgt               | 0007-55103      |
| MIS                    | 0012-55103      |
| MIS                    | 0012-55103      |
| Purchasing             | 0015-55103      |
| Personnel              | 0016-55103      |
| Cnty Atty              | 0017-55103      |
| FACT MAINT - DOBBS ROA | 0031-55103      |
| Bldg Ops               | 0032-55103      |
| EM                     | 0046-55103      |
| Med Ex                 | 0050-55103      |
| AG Center              | 0052-55103      |
| Vet Services           | 0060-55103      |
| Animal Control         | 0064-55103      |
| Social Services        | 0067-55103      |
| LIBRARY - PV           | 0078-55103      |
| LIBRARY - HASTINGS     | 0078-55103      |
| LIBRARY - MAIN         | 0078-55103      |
| LIBRARY - SE           | 0078-55103      |
| Rec Dept               | 0079-55103      |
| Growth Mgt             | 0101-55103      |
| Fact Miant - HHS       | 0108-55103      |
| PW Admin               | 1121-55103      |
| Road and Bridges       | 1122-55103      |
| Fleet Maint            | 1123-55103      |
| Traff & Trans          | 1125-55103      |
| PW Engineering         | 1128-55103      |
| PW Engineering         | 1128-55103      |
| Marine Rescue          | 1136-55103      |
| Beach Services         | 1137-55103      |
| Building Dept          | 1190-55103      |
| Fire Rescue Admin      | 1224-55103      |
| Fire Rescue Battalion  |                 |
| Chief                  | 1224-55103      |
| GIS                    | 1270-55103      |
| LMS                    | 1270-55103      |
| Cultural Events        | 1451-55103      |
| Solid Waste            | 4401-55103      |
| Utility Admin          | 4409-55103      |
| Utilty Lab             | 4414-55103      |
| Utility WW Treat       | 4415-55103      |
| Golf Course            | 4429-55103      |

## Travis Hembree

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**From:** Wylie Thibault  
**Sent:** Monday, November 05, 2018 9:00 AM  
**To:** Travis Hembree  
**Cc:** Leigh Daniels  
**Subject:** RE: Bid 19-25; Purchase of Personal Computers

Travis,

I dropped off the signed approval form to Purchasing this morning.

Here is the detailed list of departments with approved money for the PCs:

| Dept                  | GL Code Breakdown<br>for Price<br>Quote | Qty | FY19<br>Budget |
|-----------------------|---|-----|----------------|
| BOCC                  | 0002-55103                              | 3   | 1890           |
| Administration        | 0004-55103                              | 2   | \$1,260        |
| Construction Services | 0005-55103                              | 1   | \$630          |
| Risk Mgt              | 0007-55103                              | 1   | \$630          |
| MIS                   | 0012-55103                              | 3   | \$1,890        |
| MIS                   | 0012-55103                              | 3   | \$2,310        |
| Purchasing            | 0015-55103                              | 1   | \$630          |
| Personnel             | 0016-55103                              | 3   | \$1,890        |
| Cnty Atty             | 0017-55103                              | 1   | \$630          |
| FACT MAINT - DOBBS    |   |     |                |
| ROAD                  | 0031-55103                              | 2   | \$1,260        |
| Bldg Ops              | 0032-55103                              | 4   | \$2,520        |
| EM                    | 0046-55103                              | 3   | \$1,890        |
| Med Ex                | 0050-55103                              | 1   | \$630          |
| AG Center             | 0052-55103                              | 1   | \$630          |
| Vet Services          | 0060-55103                              | 1   | \$630          |
| Animal Control        | 0064-55103                              | 3   | \$1,890        |
| Social Services       | 0067-55103                              | 2   | \$1,260        |
| LIBRARY - PV          | 0078-55103                              | 7   | \$4,410        |
| LIBRARY - HASTINGS    | 0078-55103                              | 2   | \$1,260        |
| LIBRARY - MAIN        | 0078-55103                              | 4   | \$2,520        |
| LIBRARY - SE          | 0078-55103                              | 19  | \$11,970       |
| Rec Dept              | 0079-55103                              | 3   | \$1,890        |
| Growth Mgt            | 0101-55103                              | 20  | \$12,600       |
| Fact Miant - HHS      | 0108-55103                              | 2   | \$1,260        |
| PW Admin              | 1121-55103                              | 5   | \$3,150        |
| Road and Bridges      | 1122-55103                              | 3   | \$1,890        |
| Fleet Maint           | 1123-55103                              | 3   | \$1,890        |
| Traff & Trans         | 1125-55103                              | 2   | \$1,260        |
| PW Engineering        | 1128-55103                              | 1   | \$705          |
| PW Engineering        | 1128-55103                              | 8   | \$5,040        |
| Marine Rescue         | 1136-55103                              | 2   | \$1,260        |
| Beach Services        | 1137-55103                              | 2   | \$1,260        |

|                                |            |            |                  |
|--------------------------------|------------|------------|------------------|
| Building Dept                  | 1190-55103 | 6          | \$5,040          |
| Fire Rescue Admin              | 1224-55103 | 10         | \$6,300          |
| Fire Rescue Battalion<br>Chief | 1224-55103 | 2          | \$1,260          |
| GIS                            | 1270-55103 | 2          | \$1,998          |
| LMS                            | 1270-55103 | 5          | \$4,075          |
| Cultural Events                | 1451-55103 | 6          | \$3,780          |
| Solid Waste                    | 4401-55103 | 4          | \$2,520          |
| Utility Admin                  | 4409-55103 | 11         | \$5,670          |
| Utilty Lab                     | 4414-55103 | 1          | \$630            |
| Utility WW Treat               | 4415-55103 | 1          | \$630            |
| Golf Course                    | 4429-55103 | 5          | \$3,150          |
|                                | =====      | =====      |                  |
| <b>Total PCs in FY19</b>       |            | <b>171</b> | <b>\$109,888</b> |

Wylie Thibault  
 Director of Information Systems  
 St Johns County Board of County Commissioners  
 4455 Avenue A  
 Suite 103  
 St Augustine, FL 32095  
 (904) 827-6851 office  
 (904) 827-6882 fax  
[wylie@sjcfl.us](mailto:wylie@sjcfl.us)

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**From:** Travis Hembree  
**Sent:** Friday, November 02, 2018 11:30 AM  
**To:** Wylie Thibault  
**Subject:** Bid 19-25; Purchase of Personal Computers

Good morning Sir,

Please find attached the bid for PCs and approval form. Please let me know if any changes are necessary.

The Final bid will be posted upon receipt of the approval form.

Thank you,

**Travis Hembree**

Procurement Coordinator

St. Johns County BOCC

500 San Sebastian View, Suite 036

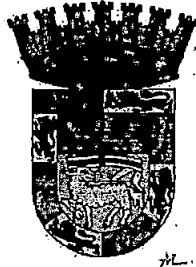
St. Augustine, FL 32084

[thembree@sjcfl.us](mailto:thembree@sjcfl.us)

(P) 904-209-0156

(F) 904-209-0167

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the St. Johns County Board of County Commissioners and employees regarding public business are public records available to the public and media through a request. Your e-mail communications may be subject to public disclosure.



**Board of County Commissioners  
St. Johns County, Florida**

**REQUEST FOR SEALED BIDS**

**BID NO: 19-25; PURCHASE OF PERSONAL COMPUTERS**

**BID DOCUMENTS**

**St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084  
904.209.0150**

**FINAL: 11/2/2018**

**COPY**



**BID NO: 19-25****NOTICE TO BIDDERS**

Notice is hereby given that sealed bids will be received until 2:00 p.m. on Wednesday, November 28, 2018 by Travis Hembree, Procurement Coordinator, St. Johns County Purchasing Department, 500 San Sebastian View, St. Augustine, Florida 32084 for Bid No: 19-25; Purchase of Personal Computers. Bids will be opened promptly after the 2:00 p.m. deadline. **Note:** Bids delivered to or received by the Purchasing Department after the 2:00 p.m. deadline shall not be given consideration and shall be returned to the sender unopened.

The purpose of this bid is to solicit responses from qualified and interested firms to provide the St. Johns County Management Information Systems Department with personal computers in accordance with the specifications provided herein.

Bid Documents may be obtained from Onvia DemandStar, Inc, at their website [www.demandstar.com](http://www.demandstar.com), by requesting Document # 19-25. For technical assistance with this Website please contact Onvia Supplier Services at 1-800-711-1712. A link to the Onvia DemandStar website is available through the St. Johns County Purchasing Website by clicking on the following link: <http://www.sjcfl.us/Purchasing/OpenBids.aspx>. Bid Documents may also be requested, in writing, from the Designated Point of Contact as provided herein.

Any and all questions or requests for information related to this Bid must be submitted *in writing* by or before five o'clock (5:00PM) EDST, on Wednesday, November 21, 2018, to the Designated Point of Contact provided below:

**Designated Point of Contact:** Travis Hembree  
 Procurement Coordinator  
 SJC Purchasing Department  
 500 San Sebastian View  
 St. Augustine, FL 32084  
 Email: [thembree@sjcfl.us](mailto:thembree@sjcfl.us)  
 Phone: (904)209-0156 / Fax: (904)209-0157

If the above representative is absent, or unavailable for three (3) or more business days, interested firms may direct questions or inquiries to Leigh Daniels, CPPB, Acting Purchasing Manager, Procurement Supervisor, at [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us).

**Vendors shall not contact, lobby, or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the Bid until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying".** According to SJC policy, any such communication shall disqualify the vendor, contractor, or consultant from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.

St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any alternate bids in any combination that best suits the needs of the County.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than 72 hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual.

All of the terms and conditions of the County Purchasing Manual are incorporated by reference and are fully binding.

BOARD OF COUNTY COMMISSIONERS  
 OF ST. JOHNS COUNTY, FLORIDA  
 HUNTER S. CONRAD, CLERK  
 BY: \_\_\_\_\_  
 Deputy Clerk

## **BID NO: 19-25; PURCHASE OF PERSONAL COMPUTERS**

### **INSTRUCTION TO BIDDERS**

**OWNER:** The Board of County Commissioners of St. Johns County, Florida ("County") OR ("Owner")

### **DEFINITIONS**

All definitions set forth in the General Conditions of the Contract or in other Contract Documents are applicable to the Bidding Documents.

Addenda are written or graphic instruments issued by the Purchasing Department prior to the time and date for receiving Bids that modify or interpret the Bidding Documents by addition, deletion, clarification, or corrections.

Base Bid is complete and properly signed proposal to do the work, or designated portion thereof, for the sums stipulated therein supported by data called for by the Bidding Documents.

Bid An offer, as a price, whether for payment or acceptance. A quotation, specifically given to a prospective purchaser upon its request, usually in competition with other vendors

Bid (Formal or Sealed) A request for firm prices by Advertised Legal Notice. Prices are submitted in sealed envelopes and in conformance with a prescribed format, all of which are opened in public on an appointed hour and date as advertised.

Bid Bond A good faith monetary commitment which a bidder or surety forfeits to the County of the bidder refuses, or is unable to enter into a contract after submitting a bid, or the bidder cannot furnish the required bonds, usually five percent (5%) of the bid proposal price.

Bidder is a firm or individual who submits a Bid to the Owner for the work described in the proposed Contract Documents.

Bidding Documents include the Advertisement/Notice to Bidders, Front End Bid Documents, Contract Agreement, Specifications and Plans including any Addenda issued prior to receipt of Bids.

Contract A delivered agreement between two or more parties, legally binding and enforceable, to perform a specific act or acts or exchange goods for consideration. A purchase order becomes a contract when accepted by a vendor. A unilateral contract is one in which only one party promises performance. A bilateral contract is one in which both parties promise performance.

Contractor An individual or firm having a contract to provide goods, service or construction for a specified price

County St. Johns County, a political subdivision of the State of Florida (F.S. 287.73)

Responsible Bidder A bidder capable of performing in all respects to fulfill the contract requirements. This includes having the ability to perform, the experience, reliability, capacity, credit, facilities and equipment to meet the contractual obligation.

Responsive Bid, Responsive Proposal, or Responsive Reply A bid, proposal, or reply submitted by a responsive and responsible vendor conforming in all material respects to the solicitation.

Specifications A clear, complete and accurate statement of the physical, functional or technical requirements descriptive of an item and if applicable, the procedure to be followed to determine if the requirements are met.

Subcontractor A party who contracts with a prime contractor to perform all or any part of the prime contractor's obligations.

Unit Price is an amount stated in the Bid as a price per unit of measurement for materials or services as described in the contract documents which shall include all labor, materials, equipment and any other item/s essential to accomplish the scope of work of the Unit Price.

### **BIDDER'S REPRESENTATION**

Each Bidder, by signing and submitting his Bid, represents that he has read and understands the Bid Documents and his Bid is made in accordance herewith: he has familiarized himself with the local conditions under which the Work is to be performed; and his Bid is based upon the materials, systems and equipment described in the Bidding Documents without exceptions.

By submitting a bid, each Bidder certifies that he/she is only interested in the bid submitted by their firm, and that the Bidder has no interest in any other submitted Bid Proposal that is received by the County. In the event it is discovered that a Bidder is interested in more than one bid proposal for this project, it shall be cause for disqualification of the bidder from consideration for award.

### **BIDDING DOCUMENTS**

Bidding documents may be obtained from [www.demandstar.com](http://www.demandstar.com) or the Designated Point of Contact, as stated in the Notice to Bidders. Complete sets of Bidding Documents shall be used in preparing the Bid Proposal. St. Johns County shall not assume any responsibility for errors or misinterpretations resulting from the use of complete or incomplete sets of Bid Documents. The Owner, in making copies of the Bid Documents available on the above terms, does so only for the purpose of obtaining bids on the Work and does not confer a license or grant for any other use.

### **INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS**

Bidders shall promptly notify the Owner of any ambiguity, inconsistency, or error which they may discover upon examination of the Bid Documents or of the site and local conditions. Bidders requiring clarification of interpretation of the Bid Documents shall make a written request to the Owner, to reach him at least **fourteen (14) days** prior to the date for receipt of Bids.

An interpretation, correction, or change of the Bid Documents will be made by Addendum. Interpretation, corrections, or changes of the Bid Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretation, corrections, and change. No change will be made to the Bid Documents by the Owner or its Representative **seven (7) days** prior to Bid receiving date, however, the Owner reserves the authority to decrease this time depending on the necessity of such change.

### **SUBSTITUTIONS**

The materials, products and equipment described in the Bid Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. No substitution will be considered unless written request for approval has been submitted by the Bidder and has been received by the Owner at least **fourteen (14) days** prior to the date for receipt of Bids. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute, including drawings, cuts, performance and test data any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. The project director's approval or disapproval of a proposed substitution shall be final.

If County Staff approves any proposed substitution, such approval will be set forth in an Addendum. Bidders shall **not** rely upon approval made in any other manner.

### **DESIGNATED POINT OF CONTACT**

The County's Designated Point of Contact for this Bid is Travis Hembree, Procurement Coordinator, St. Johns County Purchasing Department. Any and all questions an/or inquiries shall be directed to Travis Hembree, *in writing*, via email at [thembree@sjcfl.us](mailto:thembree@sjcfl.us) or fax to (904) 209-0157. In the event the Designated Point of Contact provided above is absent or otherwise unavailable, firms may contact Leigh Daniels, CPPB, Acting Purchasing Manager, Procurement Supervisor, at [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us).

Bidders shall not contact, lobby, or otherwise communicate with any other County Staff, including members of the Board of County Commissioners, other than the designated representative shown above. Failure to comply with this requirement shall disqualify a bidder from consideration for award, as provided in St. Johns County Purchasing Code 304.6.5 as provided below:

Vendors shall not contact, lobby, or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the Bid until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According

to SJC policy, any such communication shall disqualify the vendor, contractor, or consultant from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications. St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any alternate bids in any combination that best suits the needs of the County.

### **QUESTIONS**

Any and all questions related to this project shall be directed, *in writing*, to the Designated Point of Contact, as provided above, no later than five o'clock (5:00 P.M.) on **Wednesday, November 21, 2018**, so that any necessary addenda may be issued in a timely manner. Any questions received after the deadline will not be answered unless previously approved by the SJC Purchasing Manager or other designated County Representative.

### **ADDENDA**

Addenda will be distributed to all who are known by the entity responsible for distribution of the complete set of Bidding Documents. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

Each Bidder shall ascertain prior to submitting a bid, that all issued addenda have been received, and each Bidder **shall** acknowledge receipt of all issued addenda in the space provided in the Official County Bid Form, and a signed copy of each issued addendum must be included in the submitted bid proposal. Failure to provide signed copies of each addendum may result in a bid proposal being deemed non-responsive.

### **BID SUBMITTAL REQUIREMENTS**

Bids shall be submitted in **TRIPPLICATE** (one (1) original and two (2) copies) on the required forms provided herein by or before **Wednesday, November 28, 2018** at 2:00 P.M. All blanks on the Bid Form shall be filled in by typewriter or manually in blue or black ink. Bidders are not required to submit a copy of this Bid Document with their bid proposals. The bidders are required to submit, at a minimum, the Bid Proposal Attachments listed in this Document.

Bid proposals must be placed in an envelope, sealed and placed in a second envelope or container, plainly marked on the outside addressed to St. Johns County Purchasing Department, with the bidder's return address in top left hand corner and recite: "**Bid No: 19-25; Purchase of Personal Computers**"

### **See Example Below:**

|   |  |
|---|--|
| ABC Company, Inc.<br>123 Aviles Street<br>St. Augustine, FL 32084 | St. Johns County Purchasing Department<br>500 San Sebastian View<br>St. Augustine, FL 32084<br><b>BID NO.: XX-XX – SEALED BID FOR SAMPLE PROJECT</b> |
|---|--|

At the end of this document, a sealed Bid mailing label is provided for convenience. Bidders may affix the provided label to the outside of the sealed envelope/container to submit their Bid.

Bidder shall assume full responsibility for timely delivery at location designated for receipts of Bids. Bids shall be deposited at the designated location by or before the time and date for receipt of Bids indicated in the Notice to Bidders, or any time extension thereof made by Addendum. Bids received after the time and date for receipt of Bids will be returned to the sender unopened.

Oral, telephonic, telegraphic or electronic Bids are invalid and will not receive consideration.

Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in the case of discrepancy between the two, the amount expressed in words shall govern.

Any interlineations, alteration or erasure must be initialed by the signer of the Bid; failure to do so may cause the Bidder's proposal to be considered non-responsive.

Bidder shall make no stipulation on the Bid Form nor qualify his Bid in any manner, to do so may classify the Bid as being non-responsive, and may result in the Bidder being removed from consideration for award.

Each submitted copy of the Bid Proposal shall include the full legal company name, address, telephone number and legal name of an authorized representative for the Bidder and a statement as to whether the Bidder is a sole proprietor, partnership, corporation, or any other legal entity. Each copy of the submitted Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporation seal affixed.

A Bid submitted by an agent shall have a current Power of Attorney attached certifying agent's authority to bind the Bidder.

#### **BID POSTPONEMENT/CANCELLATION**

The County may, at its sole and absolute discretion, reject any bids that are not submitted in accordance with the terms in this Bid Document. The County may re-advertise this Bid; postpone or cancel, at any time, this Bid process; or waive any irregularities in this Bid or in the proposals received as a result of this Bid.

#### **MODIFICATION OR WITHDRAWAL OF BID**

A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and Bidder so agrees in submitting his Bid.

Prior to the time and date designated for receipt of Bids, a Bid submitted early may be modified or withdrawn only by notice to the party receiving Bids at the place and prior to the time designated for receipt of Bids.

Such notice shall be in writing over the signature of the Bidder. If by telephone, written confirmation over the signature of Bidder must be mailed and postmarked on or before the date and time set for receipt of Bids; it shall be so worded as not to reveal the amount of the original Bid.

Withdrawn Bids may be resubmitted by or before the time designated for the receipt of Bids provided that they are then fully in conformance with the Bid Documents.

#### **COSTS INCURRED BY BIDDERS**

All expenses involved with the preparation and submission of bids to the County, or any work performed in connection therewith, shall be borne by the Bidder(s). No rights of ownership will be conferred until title of the property is transferred to the successful bidder. All fees for copying and reproduction services for items listed herein are nonrefundable.

#### **CONSIDERATION OF BIDS**

Unless stated otherwise in an Addendum, the properly identified Bids received on time will be opened publicly as stated in the Bid Document and a tabulation of the bid amounts and major Alternates, if any, will be made available to Bidders. The Bid Tabulation will be posted on the Purchasing Department bulletin board for seventy two (72) hours.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by an term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, not of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the Owner's Purchasing Manual. All of the terms and conditions of the Owner Purchasing Manual are incorporated by reference and are fully binding.

**Rejection of Bids:** The County shall reject any material, supplies, or equipment that do not meet the specifications provided herein. The County reserves the right to reject any or all Bids and in particular to reject a Bid not accompanied by any required Bid Security or data required by the Bidding Documents or a Bid in any way incomplete or irregular.

**Acceptance of Bid (Award):** The County shall have the right to waive any minor formality or irregularity in any Bid received.

The County shall have the right to accept alternates in any order or combination and to determine the low Bidder on the basis of the sum of the Base Bid and/or the Alternates accepted if alternate bids are requested in the Official County Bid Form. The County is under no obligation to award any Bid Alternates, unless it serves the best interest of the County to do so.

It is the intent of the County to award the lowest responsible Bidder(s), based upon the overall lowest Total Price Bid of the individual groups, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents, if judged to be reasonable, and does not exceed the funds budgeted for the Project. The County reserves the right to separate the award to multiple bidders if doing so provides a cost savings to, and serves the best interest of the County. The estimated quantities are for bidding purposes only and do not obligate the County to purchase said quantities.

If an award is made, it will be awarded within a minimum of ninety (90) days from the date of the Bid opening, or as designated in the Bid Documents.

If only one (1) bid is received, the County reserves the right to negotiate with the responding Bidder, if the submitted bid is responsive to the requirements provided herein. The bid may also be rejected and re-advertised, in order to best serve the needs of the County.

**DELIVERY TERMS**

All prices shall be Free On Board (F.O.B.) destination.

All materials, equipment and supplies shall be subjected to rigid inspection under the immediate supervision of the Purchasing Department, its designee and/or the department to which they are delivered. If, during the inspection, defective materials, equipment, or supplies are discovered, the vendor shall be responsible for replacing the defective materials, equipment, and supplies without additional compensation by the County. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the vendor or release him from his obligation to perform and deliver to the County sound and satisfactory materials, equipment or supplies. The vendor agrees to pay the costs of all tests upon defective material, equipment or supplies or allow the cost to be deducted from any payments from the County.

**DELIVERY:**

F.O.B. Destination  
St. Johns County Management Information Systems  
4455 Avenue A., Suite 103  
St. Augustine, FL 32095  
Attn: Wylie Thibault

**COOPERATIVE OR PIGGYBACK PURCHASE:** Any bidder(s) awarded a contract under this bid agree(s) that such constitutes a bid price to all State, County, Local agencies and Political Subdivisions of the State of Florida under the same conditions, process and effective period as this bid, should the awarded bidder(s) deem it in the best interest of their business to do so.

**PAYMENT TERMS**

Payment terms are Net Thirty (30) days, in accordance with Chapter 288.74(2) Florida Statutes.

**PAYMENT/INVOICE**

Payments will be processed promptly after completion of delivery of items and after receipt of properly prepared and verified or approved invoices.

Invoices must contain the following information:

- Vendor's name and address
- Ship to address
- Purchase order number
- Itemization of each item purchased to include:
  - Description
  - Unit Price
  - Quantity
  - Total Price
  - Total Amount of Invoice
  - Date of Delivery

Invoices must not reflect any outstanding back orders.

Invoices must be delivered to the using departments for payment.

**GOVERNING LAWS & REGULATIONS**

The Contractor shall be responsible for being familiar and complying with any and all federal, state, and local laws, ordinances, rules and regulations that, in any manner, affect the work required under this contract. The agreement shall be governed by the laws of the State of Florida and St. Johns County both as to interpretation and performance.

**TAXES**

Project is subject to Federal Excise and Florida Sales Taxes, which must be included in Bidder's proposal.

**PUBLIC RECORDS**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) except as may be provided by other applicable State and Federal Law, all proposers should be aware that Requests for Bids and the responses thereto are public record. Proposers should identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Failure to identify confidential and/or proprietary information prior to submission of the proposal may result in such information being subject to release if requested in a public records request.

**END OF SECTION**

BID NO: 19-25

OFFICIAL COUNTY BID FORM

ST. JOHNS COUNTY, FL

TO: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

DATE SUBMITTED: 11/19/2018

-BID PROPOSAL-

JPK Micro Supply, Inc.  
 Full Legal Company Name  
15316 Valley Blvd, City of Industry, CA 91746 626-968-8803 626-968-8673  
 Mailing Address Telephone Number Fax Number

If awarded a Purchase Order on the basis of this bid proposal, the undersigned pledges to provide the materials as specified in the Bid Proposal and County Specifications barring delays due to strikes, fires, transportation difficulties or other causes beyond the control of the undersigned.

The undersigned declares that the statements and representations made in this bid proposal are true in every respect and that the said proposal is, in all respects, fair and made without collusion or fraud, and that no member of the St. Johns County Board, or any other agent or employee of the County, directly or indirectly, is interested in this proposal or in any profits expected to accrue therefrom.

The following proposal is presented:

PURCHASE OF PERSONAL COMPUTERS

TOTAL PACKAGE BID \$ 100,480.00  
(Cost of 160 Units) Amount Written in Numerals

One hundred thousand and four hundred eighty /100  
Amount Written in Words

UNIT PRICE \$ 628.00

DELIVERY DATE: 15 Days ARO

- Bid Alternate # 1 Upgrade cost, single stick, per machine to total of 16gb DDR4 Non-ECC RAM

UNIT PRICE \$ 68.00

- Bid Alternate # 2 Upgrade cost per machine to an Intel® Core i7-8700 7<sup>th</sup> Generation 6-Core Desktop Processor w/ a minimum 3.2Ghz Clock Speed and 8Mb SmartCache

UNIT PRICE \$ 160.00

- Bid Alternate # 3 Upgrade cost per machine to a NVIDIA GeForce GTX 1060 6GB along with Replacing case to a Mini-Tower Case and 400watt Power Supply

UNIT PRICE \$ 285.00



- **Bid Alternate # 4 Upgrade cost per machine for a Samsung 860 EVO 250Gb SSD (Replaces 500Gb Serial ATA Disk Drive)**

UNIT PRICE \$ 30.00

- **Bid Alternate # 5 Upgrade cost per machine for a Samsung 860 EVO 500Gb SSD (Replaces 500Gb Serial ATA Disk Drive)**

UNIT PRICE \$ 50.00

- **Bid Alternate # 7 Upgrade cost per machine to an Intel® i7 Generation 4 Quad-Core Desktop Processor w/ a minimum 3.6Ghz Clock Speed and 8Mb L3 Cache**

UNIT PRICE \$ 105.00

Price must be inclusive of any freight, handling, delivery, surcharges or any other incidental

Each Bidder shall type, or print legibly, in blue or black ink, the amount written in numerals and the amount written in words for the item shown above. In the event an amount submitted is not legible, the County reserves the right to consider it a "No Bid", and deem the Bidder nonresponsive to the requirements of the Bid.

The Total Bid Price shall be the extended price for all equipment, at the estimated quantities provided herein, as well as any and all fees, charges, or other costs associated with the installation of all of the specified equipment. All costs shall be included in the submitted unit prices for each piece of equipment, multiplied by the provided quantities, and then added together to determine the Total Bid Price. In the event of a discrepancy between the unit price and extended prices, the unit price shall prevail.

St. Johns County reserves the right to accept or reject any or all bids, waive minor formalities, and to award the bid that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any option items in any quantity or combination that best suits the needs of the County.

During the preparation of the Bid, the following addenda, if any, were received, and are hereby acknowledged:

No: None Date Received: \_\_\_\_\_

No: \_\_\_\_\_ Date Received: \_\_\_\_\_

No: \_\_\_\_\_ Date Received: \_\_\_\_\_

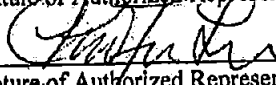
The Undersigned hereby declares that no person or persons, firm, or corporation, other than the undersigned are interested in this bid proposal, as principals, and that this bid proposal is made without collusion with any person, firm, or corporation, and the undersigned has carefully examined, and is thoroughly familiar with the requirements and specifications of this Bid.

The Undersigned certifies that the equipment presented in the submitted bid proposal meets or exceeds the County specifications. The Undersigned certifies that a full examination of the location of the proposed work and the sources of supply of materials has been completed, and agrees to furnish all necessary labor, equipment and materials, fully understanding that any quantities shown herein are approximate only, and will fully complete all requirements provided herein within the same time limit specified in the Bid Documents as indicated above.

**CORPORATE/COMPANY**

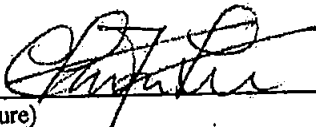
Full Legal Company Name: JPK Micro Supply, Inc. (Seal)

By:  Georgia Mak/ Sales Manager  
Signature of Authorized Representative (Name & Title typed or printed)

By:  Chuanfu Lu/ General Manager  
Signature of Authorized Representative (Name & Title typed or printed)

Address: 15316 Valley Blvd, city of Industry, CA 91746  
Telephone No.: ( ) 626-968-8803 Fax No.: ( ) 626-968-8673  
Email Address for Authorized Company Representative: georgiam@microsupplyla.com  
Federal I.D. Tax Number: 95-4199511 DUNS #: 78-001-6184  
(If applicable)

**INDIVIDUAL**

Name:  \_\_\_\_\_  
(Signature) (Name typed or printed) (Title)

Address: \_\_\_\_\_  
Telephone No.: ( ) Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Federal I.D. Tax Number: \_\_\_\_\_

**Submittal Requirements:**

- Official County Bid Form Including Fully Acknowledged Addenda Applicable to this Bid
- Attachment "A" - Affidavit
- Attachment "B" - Conflict of Interest Form.

Official County Bid Form, Attachments "A" and "B" must be completed, along with a fully acknowledged copy of each Addendum applicable to this Bid, and submitted with each copy of the Bid Proposal. One (1) original and two (2) copies of all required forms must be submitted.

Bid No: 19-25

ATTACHMENT "A"  
ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS AFFIDAVIT

TO: ST. JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS, ST. JOHNS COUNTY, ST. AUGUSTINE, FLORIDA.

At the time the proposal is submitted, the Bidder shall attach to his Bid a sworn statement.

This sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association, or corporation submitting the proposal, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF FLORIDA, COUNTY OF ST. JOHNS

Before me, the Undersigned authority, personally appeared Chaunfu Lu who being duly sworn, deposes and says he is General Manager (Title) of the firm of JPK Micro Supply, Inc. Bidder submitting the attached proposal for the services covered by the bid documents for Bid No: 19-25: Purchase of Personal Computers, in St. Johns County, Florida.

The affiant further states that no more than one proposal for the above-referenced project will be submitted from the individual, his firm or corporation under the same or different name, and that such Bidder has no financial interest in the firm of another bidder for the same work. That neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this firm's Bid on the above-described project. Furthermore, neither the firm nor any of its officers are barred from participating in public contract lettings in the State of Florida or any other state.

JPK Micro Supply, Inc.

(Bidder)

By: [Signature]

General Manager

(Title)

Sworn and subscribed to me this 20th day of November, 2018.

Notary Public:

WILLIAM GUOHAO CHEN

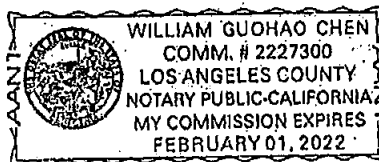
Signature:

[Signature]

Printed

My commission Expires: 02/01/2022

BIDDER ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFADAVIT TO EACH BID.



# JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

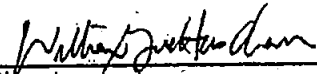
State of California

County of LOS ANGELES

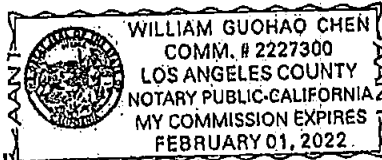
Subscribed and sworn to (or affirmed) before me on this 20<sup>th</sup> day of November

20 18 by CHUANFU LU

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

  
Signature \_\_\_\_\_

(Seal)



## OPTIONAL INFORMATION

## INSTRUCTIONS

### DESCRIPTION OF THE ATTACHED DOCUMENT

\_\_\_\_\_  
(Title or description of attached document)

\_\_\_\_\_  
(Title or description of attached document continued)

Number of Pages \_\_\_\_\_ Document Date \_\_\_\_\_

\_\_\_\_\_  
Additional information

The wording of all Jurats completed in California after January 1, 2015 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one which does contain the proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

- State and county information must be the state and county where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of the document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
  - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document with a staple.

Bid No: 19-25

**ATTACHMENT "B"**  
**St. Johns County Board of County Commissioners**  
**Conflict of Interest Disclosure Form**

Project Number/Description: Bid No 19-25; Purchase of Personal Computers

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent:

JPK Micro Supply, Inc.

Authorized Representative(s) :

*Georgia Mak*  
Signature

GEorgia Mak / Sales Manager  
Print Name/Title

*Chuanfu Lu*  
Signature

Chuanfu Lu General Manager  
Print Name/Title

**Bid NO: 19-25**

**SPECIFICATIONS**

**QUANTITY: 160** - Slim Line Desktop PC that contains a minimum the following:

Micro ATX Form Factor Motherboard:

- Supports Intel® 7<sup>th</sup>/6<sup>th</sup> Gen Core i7/ Intel® Core i5/ Intel® Core i3 (compatible w/ W10 Pro)
- Two DDR4 DIMM Slots supporting up to 32Gb of RAM
- Support for non-ECC DDR4 2400/2833Mhz memory
- 1 - D-Sub VGA Monitor Connector
- 1 - DVI-D Monitor Connector
- 1 - HDMI Monitor Connector
- 4 - USB 3.0 Ports
- USB 2.0 Ports
- 1 - Serial Connector
- Line-In Audio Connector
- Line-Out for Audio Devices
- 1 - PCI Express x16 slot running at x16 (PCIEX16)
- 2 - PCI Express x1 slots conforming to PCI Express 2.0 standard
- Power connectors for SATA Drives
- 4 - SATA 6Gb Connectors
- RJ-45 LAN Connector support 10/100/1000 Mbit connection
- Supports Dual Display configuration

Processor: Intel® Core i5-7500 7<sup>th</sup> Generation Quad-Core Desktop Processor w/ a minimum 3.4Ghz Clock Speed and 6Mb SmartCache (compatible with w/ W10 Pro)

275 watt power supply

RAM: Single Stick of 8Gb DDR4 Non-ECC RAM

500Gb Serial ATA 6Gbs 7200 RPM 16MB Cache Disk Drive

DVD/RW Internal Drive w/ appropriate burning software

Logitech Wireless Combo MK320 Wireless Keyboard and Mouse

External Speakers

Microsoft Windows 10 Pro w/ license

Five (5) Year Next Business Day Parts Warranty

**\*\*\*ALL MANUALS AND DRIVERS MUST BE INCLUDED FOR ALL COMPONENTS INCLUDING MOTHERBOARD\*\*\***

**\*\*\* All motherboard connectors to also be included and connected, i.e. serial, IEEE-1394a, .... \*\*\***

**\*\*\* All Personal Computers and it components to come with a Five (5) Year Warranty\*\*\***

**\*\*\* Warranty Resolution will be VIA Cross Shipment on a component basis \*\*\***

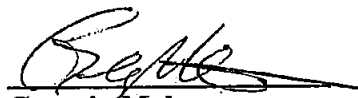
**\*\*\* 48 hour delivery of replacement part required \*\*\***

**“Bid # 19-25**  
**Purchase of Personal Computer”**

**St. John County Purchasing Dept**  
**500 San Sebastian View**  
**St. Augustine, FL 32084**

**RFP Opening Date: November 28, 2018**  
**Time: 2:00 PM**

**Submitted by:**

 11/20/18  
**Georgia Mak**  
**Sales Manager**  
**JPK Micro Supply, Inc.**  
**15316 Valley Blvd**  
**City of Industry, CA 91746**  
**Tel: 888-968-8856, Ext 106**  
**Fax: 626-968-8673**  
**georgiam@microsupplyla.com**

## Table of Contents

- Section 1: Company Description and Experience**
- Section 2: Specification / Technical detail for Hardware/Software**
- Section 3: Warranty**
- Section 4: Customer Reference**



## **Section I**

### **Company Description and Experience**

**JPK Micro Supply has been in the computer industry for well over 29 years. JPK Micro Supply was incorporated in the State of California on January 31, 1989 and has been active in the computer industry since its incorporation.**

**We have been successfully providing many government organizations, military, schools and medical institutes with thousands of computers for the past decade.**

**Our goal is to develop a long term and mutually rewarding business relationship with you. JPK Micro Supply has positioned itself as a realistic alternative to the traditional market leaders by:**

- 1. Being price competitive at all times.**
- 2. Offering a wide range of high quality custom-built computer systems and peripherals that meet present industry standards and demands.**
- 3. Dedicating efforts towards high level customer and technical support.**
- 4. Being flexible to customer need, always working with and not against the customer, putting customer satisfaction as top priority.**

## Section 2

# Specification

### **MicroSys Intel i5-7500 Slim Line Desktop Computer**

**Motherboard:** Gigabyte GA-H110 Motherboard  
**CPU:** Intel i5-7500 Processor with Intel Heat Sink & Fan  
**Memory:** Kingston 8GB DDR4 2400Mhz  
**Case:** APEX Slim Desktop Case w/275 Watt Power Supply  
**Hard Drive:** Toshiba 500GB Serial ATA 7200 rpm HDD  
**Optical:** LG DVDRW w/burning software  
**Keyboard:** Logitech MK320 Wireless keyboard  
**Mice:** Logitech MK320 Wireless optical Mouse  
**Speaker:** Logitech Speaker  
**VGA Card:** Integrated Intel Graphics Video Card – 1 x DVI, 1x HDMI and VGA  
4 x USB 3.0 & USB 2.0  
**Network:** Integrated 10/100/1000 Mbps based Ethernet NIC  
**Audio:** Integrated HD Audio  
**OS:** Microsoft Windows 10 Pro with COAs  
**Warranty:** 5 Years Next Business Advanced replacement warranty  
**Shipping:** Included

## **Section 3**

### **Term and Conditions**

#### **Warranty Information**

- 1/. JPK Micro Supply will provide a complete 5-year Warranty and Lifetime Technical Support warranty on all computers
- 2/. JPK Micro Supply will also provide a next business day replacement in advanced for all the defective parts.

### **Additional Term and Conditions**

#### **Delivery**

- 1/. JPK Micro Supply will deliver all the PCs to the location specified by St. John County within 15days ARO.
- 2/. All equipment sent to St. John County for any reason will be sent F.O.B. DESTINATION, freight prepaid and allowed.
- 3/. St. John County will not be responsible for arranging for any shipping methods or paying for any shipping costs for any reason/
- 4/. St. John County will not be responsible for damages to any products in transit.
- 5/. JPK Micro Supply will install St. John County's image for all the computers and there will be no extra charge.

## **Payments**

Payment in full will be due and payable within thirty (30) days after delivery, providing all goods are approved and accepted by the by St. John County and the contract having been fully performed.

## Section 5

### Customer References

Yuma Union School District  
Teresa Middaugh  
Manager, Technical Services  
1250 W. 11th St., Yuma, AZ 85365  
[tmiddaugh@yumaed.org](mailto:tmiddaugh@yumaed.org)

Public School of Petoskey  
Petoskey High School  
Attn: Howard E. Bates  
[bates.he.z@petoskeyschools.org](mailto:bates.he.z@petoskeyschools.org)  
Petoskey, MI 49770  
Director of Technology  
(231) 348-2345

City of Shreveport  
505 Travis Street  
Shreveport, LA 71130  
Contact: Dan Thomas  
[Dan.Thomas@shreveportla.gov](mailto:Dan.Thomas@shreveportla.gov)

**ST. JOHNS COUNTY  
BID TABULATION**

**BID TITLE** Purchase of Personal Computers

**BID NUMBER** 19-25

**OPENING DATE/TIME** November 28, 2018 2:00 PM

**POSTING DATE/TIME** FROM 11/29/18 9:00AM UNTIL 12/04/18 9:00AM

ANY BIDDER AFFECTED ADVERSELY BY AN INTENDED DECISION WITH RESPECT TO THE AWARD OF ANY BID, SHALL FILE WITH THE PURCHASING DEPARTMENT FOR ST. JOHNS COUNTY, A WRITTEN NOTICE OF INTENT FILE A PROTEST NOT LATER THAN SEVENTY-TWO (72) HOURS (EXCLUDING SATURDAY, SUNDAY AND LEGAL HOLIDAYS) AFTER THE POSTING OF THE BID TABULATION PROTEST PROCEDURES MAY BE OBTAINED IN THE PURCHASING DEPARTMENT.

**OPENED BY**  
**TABULATED BY**  
**VERIFIED BY**

Leigh Daniels  
Shelly Vongchanta  
Travis Hembree

| BIDDERS               | TOTAL PACKAGE BID PRICE | UNIT PRICE | DELIVERY DATE | ALTERNATIVE 1                            | ALTERNATIVE 2                           | ALTERNATIVE 3                            | ALTERNATIVE 4                            | ALTERNATIVE 5                           |
|-----------------------|-------------------------|------------|---------------|--|---|--|--|---|
| JPK MICRO SUPPLY INC. | \$100,480.00            | \$628.00   | 15 days ARO   | \$68.00                                  | \$160.00                                | \$285.00                                 | \$30.00                                  | \$50.00                                 |
| CDW GOVERNMENT LLC    | \$135,124.80            | \$844.53   | 2-4 wks ARO   | \$950.95, Quote KGMC878 (\$+106.42/unit) | \$937.28, Quote KGMC273 (+\$92.75/unit) | \$1237.10, Quote KCMC913 (\$382.57/unit) | \$1126.19, Quote KGMC230 (+\$96.99/unit) | \$1039.20, Quote KGMC180 (+194.67/unit) |
|                       |                         |            |               |  |   |  |  |   |
|                       |                         |            |               |  |   |  |  |   |
|                       |                         |            |               |  |   |  |  |   |
|                       |                         |            |               |  |   |  |  |   |

BID AWARD DATE - \_\_\_\_\_

**ST. JOHNS COUNTY  
BID TABULATION**

BID TITLE Purchase of Personal Computers

ANY BIDDER AFFECTED ADVERSELY BY AN INTENDED  
DECISION WITH RESPECT TO THE AWARD OF ANY BID,  
SHALL FILE WITH THE PURCHASING DEPARTMENT FOR  
ST. JOHNS COUNTY, A WRITTEN NOTICE OF INTENT  
FILE A PROTEST NOT LATER THAN SEVENTY-TWO (72)  
HOURS (EXCLUDING SATURDAY, SUNDAY AND LEGAL  
HOLIDAYS) AFTER THE POSTING OF THE BID TABULATION  
PROTEST PROCEDURES MAY BE OBTAINED IN THE  
PURCHASING DEPARTMENT.

OPENED BY  
TABULATED BY  
VERIFIED BY

*JAD*  
Leigh Daniels  
Shelly Vongchanta *SV*  
Travis Hembree *TH*

BID NUMBER 19-25

OPENING DATE/TIME November 28, 2018 2:00 PM

POSTING DATE/TIME FROM 11/29/18 9:00AM UNTIL 12/04/18 9:00AM

| BIDDERS               | ALTERNATIVE 7                         |  |  |  |  |  |  |  |
|-----------------------|---------------------------------------|--|--|--|--|--|--|--|
| JPK MICRO SUPPLY INC. | \$105.00                              |  |  |  |  |  |  |  |
| CDW GOVERNMENT LLC    | 937.28, Quote KGMC273 (+\$92.75/unit) |  |  |  |  |  |  |  |
|                       |                                       |  |  |  |  |  |  |  |
|                       |                                       |  |  |  |  |  |  |  |
|                       |                                       |  |  |  |  |  |  |  |
|                       |                                       |  |  |  |  |  |  |  |

BID AWARD DATE - \_\_\_\_\_



**Board of County Commissioners  
St. Johns County, Florida**

**REQUEST FOR SEALED BIDS**

**BID NO: 19-25; PURCHASE OF PERSONAL COMPUTERS**

**BID DOCUMENTS**

**St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084  
904.209.0150**

**FINAL: 11/2/2018**



**BID NO: 19-25**

**NOTICE TO BIDDERS**

Notice is hereby given that sealed bids will be received until 2:00 p.m. on Wednesday, November 28, 2018 by Travis Hembree, Procurement Coordinator, St. Johns County Purchasing Department, 500 San Sebastian View, St. Augustine, Florida 32084 for **Bid No: 19-25; Purchase of Personal Computers**. Bids will be opened promptly after the 2:00 p.m. deadline. **Note:** Bids delivered to or received by the Purchasing Department after the 2:00 p.m. deadline shall not be given consideration and shall be returned to the sender unopened.

The purpose of this bid is to solicit responses from qualified and interested firms to provide the St. Johns County Management Information Systems Department with personal computers in accordance with the specifications provided herein.

Bid Documents may be obtained from Onvia DemandStar, Inc, at their website [www.demandstar.com](http://www.demandstar.com), by requesting Document # **19-25**. For technical assistance with this Website please contact Onvia Supplier Services at 1-800-711-1712. A link to the Onvia DemandStar website is available through the St. Johns County Purchasing Website by clicking on the following link: <http://www.sjcfl.us/Purchasing/OpenBids.aspx>. Bid Documents may also be requested, **in writing**, from the Designated Point of Contact as provided herein.

Any and all questions or requests for information related to this Bid must be submitted **in writing** by or before five o'clock (5:00PM) EDST, on Wednesday, November 21, 2018, to the Designated Point of Contact provided below:

**Designated Point of Contact:** Travis Hembree  
Procurement Coordinator  
SJC Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084  
Email: [thembree@sjcfl.us](mailto:thembree@sjcfl.us)  
Phone: (904)209-0156 / Fax: (904)209-0157

If the above representative is absent, or unavailable for three (3) or more business days, interested firms may direct questions or inquiries to Leigh Daniels, CPPB, Acting Purchasing Manager, Procurement Supervisor, at [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us).

**Vendors shall not contact, lobby, or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the Bid until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying".** According to SJC policy, any such communication shall disqualify the vendor, contractor, or consultant from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.

St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any alternate bids in any combination that best suits the needs of the County.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than 72 hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual.

All of the terms and conditions of the County Purchasing Manual are incorporated by reference and are fully binding.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA  
HUNTER S. CONRAD, CLERK

BY: \_\_\_\_\_  
Deputy Clerk

## **BID NO: 19-25; PURCHASE OF PERSONAL COMPUTERS**

### **INSTRUCTION TO BIDDERS**

**OWNER:** The Board of County Commissioners of St. Johns County, Florida ("County") OR ("Owner")

### **DEFINITIONS**

All definitions set forth in the General Conditions of the Contract or in other Contract Documents are applicable to the Bidding Documents.

Addenda are written or graphic instruments issued by the Purchasing Department prior to the time and date for receiving Bids that modify or interpret the Bidding Documents by addition, deletion, clarification, or corrections.

Base Bid is complete and properly signed proposal to do the work, or designated portion thereof, for the sums stipulated therein supported by data called for by the Bidding Documents.

Bid An offer, as a price, whether for payment or acceptance. A quotation, specifically given to a prospective purchaser upon its request, usually in competition with other vendors

Bid (Formal or Sealed) A request for firm prices by Advertised Legal Notice. Prices are submitted in sealed envelopes and in conformance with a prescribed format, all of which are opened in public on an appointed hour and date as advertised.

Bid Bond A good faith monetary commitment which a bidder or surety forfeits to the County of the bidder refuses, or is unable to enter into a contract after submitting a bid, or the bidder cannot furnish the required bonds, usually five percent (5%) of the bid proposal price.

Bidder is a firm or individual who submits a Bid to the Owner for the work described in the proposed Contract Documents.

Bidding Documents include the Advertisement/Notice to Bidders, Front End Bid Documents, Contract Agreement, Specifications and Plans including any Addenda issued prior to receipt of Bids.

Contract A delivered agreement between two or more parties, legally binding and enforceable, to perform a specific act or acts or exchange goods for consideration. A purchase order becomes a contract when accepted by a vendor. A unilateral contract is one in which only one party promises performance. A bilateral contract is one in which both parties promise performance.

Contractor An individual or firm having a contract to provide goods, service or construction for a specified price

County St. Johns County, a political subdivision of the State of Florida (F.S. 287.73)

Responsible Bidder A bidder capable of performing in all respects to fulfill the contract requirements. This includes having the ability to perform, the experience, reliability, capacity, credit, facilities and equipment to meet the contractual obligation.

Responsive Bid, Responsive Proposal, or Responsive Reply A bid, proposal, or reply submitted by a responsive and responsible vendor conforming in all material respects to the solicitation.

Specifications A clear, complete and accurate statement of the physical, functional or technical requirements descriptive of an item and if applicable, the procedure to be followed to determine if the requirements are met.

Subcontractor A party who contracts with a prime contractor to perform all or any part of the prime contractor's obligations.

Unit Price is an amount stated in the Bid as a price per unit of measurement for materials or services as described in the contract documents which shall include all labor, materials, equipment and any other item/s essential to accomplish the scope of work of the Unit Price.

### **BIDDER'S REPRESENTATION**

Each Bidder, by signing and submitting his Bid, represents that he has read and understands the Bid Documents and his Bid is made in accordance herewith: he has familiarized himself with the local conditions under which the Work is to be performed; and his Bid is based upon the materials, systems and equipment described in the Bidding Documents without exceptions.

By submitting a bid, each Bidder certifies that he/she is only interested in the bid submitted by their firm, and that the Bidder has no interest in any other submitted Bid Proposal that is received by the County. In the event it is discovered that a Bidder is interested in more than one bid proposal for this project, it shall be cause for disqualification of the bidder from consideration for award.

### **BIDDING DOCUMENTS**

Bidding documents may be obtained from [www.demandstar.com](http://www.demandstar.com) or the Designated Point of Contact, as stated in the Notice to Bidders. Complete sets of Bidding Documents shall be used in preparing the Bid Proposal. St. Johns County shall not assume any responsibility for errors or misinterpretations resulting from the use of complete or incomplete sets of Bid Documents. The Owner, in making copies of the Bid Documents available on the above terms, does so only for the purpose of obtaining bids on the Work and does not confer a license or grant for any other use.

### **INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS**

Bidders shall promptly notify the Owner of any ambiguity, inconsistency, or error which they may discover upon examination of the Bid Documents or of the site and local conditions. Bidders requiring clarification of interpretation of the Bid Documents shall make a written request to the Owner, to reach him at least **fourteen (14) days** prior to the date for receipt of Bids.

An interpretation, correction, or change of the Bid Documents will be made by Addendum. Interpretation, corrections, or changes of the Bid Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretation, corrections, and change. No change will be made to the Bid Documents by the Owner or its Representative **seven (7) days** prior to Bid receiving date, however, the Owner reserves the authority to decrease this time depending on the necessity of such change.

### **SUBSTITUTIONS**

The materials, products and equipment described in the Bid Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. No substitution will be considered unless written request for approval has been submitted by the Bidder and has been received by the Owner at least **fourteen (14) days** prior to the date for receipt of Bids. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute, including drawings, cuts, performance and test data any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. The project director's approval or disapproval of a proposed substitution shall be final.

If County Staff approves any proposed substitution, such approval will be set forth in an Addendum. Bidders shall **not** rely upon approval made in any other manner.

### **DESIGNATED POINT OF CONTACT**

The County's Designated Point of Contact for this Bid is Travis Hembree, Procurement Coordinator, St. Johns County Purchasing Department. Any and all questions an/or inquiries shall be directed to Travis Hembree, *in writing*, via email at [thembree@sjcfl.us](mailto:thembree@sjcfl.us) or fax to (904) 209-0157. In the event the Designated Point of Contact provided above is absent or otherwise unavailable, firms may contact Leigh Daniels, CPPB, Acting Purchasing Manager, Procurement Supervisor, at [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us).

Bidders shall not contact, lobby, or otherwise communicate with any other County Staff, including members of the Board of County Commissioners, other than the designated representative shown above. Failure to comply with this requirement shall disqualify a bidder from consideration for award, as provided in St. Johns County Purchasing Code 304.6.5 as provided below:

Vendors shall not contact, lobby, or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the Bid until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According

to SJC policy, any such communication shall disqualify the vendor, contractor, or consultant from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications. St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any alternate bids in any combination that best suits the needs of the County.

### **QUESTIONS**

Any and all questions related to this project shall be directed, *in writing*, to the Designated Point of Contact, as provided above, no later than five o'clock (5:00 P.M.) on **Wednesday, November 21, 2018**, so that any necessary addenda may be issued in a timely manner. Any questions received after the deadline will not be answered unless previously approved by the SJC Purchasing Manager or other designated County Representative.

### **ADDENDA**

Addenda will be distributed to all who are known by the entity responsible for distribution of the complete set of Bidding Documents. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

Each Bidder shall ascertain prior to submitting a bid, that all issued addenda have been received, and each Bidder **shall** acknowledge receipt of all issued addenda in the space provided in the Official County Bid Form, and a signed copy of each issued addendum must be included in the submitted bid proposal. Failure to provide signed copies of each addendum may result in a bid proposal being deemed non-responsive.

### **BID SUBMITTAL REQUIREMENTS**

Bids shall be submitted in **TRIPPLICATE (one (1) original and two (2) copies)** on the required forms provided herein by or before **Wednesday, November 28, 2018** at 2:00 P.M. All blanks on the Bid Form shall be filled in by typewriter or manually in blue or black ink. Bidders are not required to submit a copy of this Bid Document with their bid proposals. The bidders are required to submit, at a minimum, the Bid Proposal Attachments listed in this Document.

Bid proposals must be placed in an envelope, sealed and placed in a second envelope or container, plainly marked on the outside addressed to St. Johns County Purchasing Department, with the bidder's return address in top left hand corner and recite: "**Bid No: 19-25; Purchase of Personal Computers**"

### ***See Example Below:***

|   |  |
|---|--|
| ABC Company, Inc.<br>123 Aviles Street<br>St. Augustine, FL 32084 | St. Johns County Purchasing Department<br>500 San Sebastian View<br>St. Augustine, FL 32084<br><b>BID NO.: XX-XX – SEALED BID FOR SAMPLE PROJECT</b> |
|---|--|

At the end of this document, a sealed Bid mailing label is provided for convenience. Bidders may affix the provided label to the outside of the sealed envelope/container to submit their Bid.

Bidder shall assume full responsibility for timely delivery at location designated for receipts of Bids. Bids shall be deposited at the designated location by or before the time and date for receipt of Bids indicated in the Notice to Bidders, or any time extension thereof made by Addendum. Bids received after the time and date for receipt of Bids will be returned to the sender unopened.

Oral, telephonic, telegraphic or electronic Bids are invalid and will not receive consideration.

Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in the case of discrepancy between the two, the amount expressed in words shall govern.

Any interlineations, alteration or erasure must be initialed by the signer of the Bid; failure to do so may cause the Bidder's proposal to be considered non-responsive.

Bidder shall make no stipulation on the Bid Form nor qualify his Bid in any manner, to do so may classify the Bid as being non-responsive, and may result in the Bidder being removed from consideration for award.

Each submitted copy of the Bid Proposal shall include the full legal company name, address, telephone number and legal name of an authorized representative for the Bidder and a statement as to whether the Bidder is a sole proprietor, partnership, corporation, or any other legal entity. Each copy of the submitted Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporation seal affixed.

A Bid submitted by an agent shall have a current Power of Attorney attached certifying agent's authority to bind the Bidder.

#### **BID POSTPONEMENT/CANCELLATION**

The County may, at its sole and absolute discretion, reject any bids that are not submitted in accordance with the terms in this Bid Document. The County may re-advertise this Bid; postpone or cancel, at any time, this Bid process; or waive any irregularities in this Bid or in the proposals received as a result of this Bid.

#### **MODIFICATION OR WITHDRAWAL OF BID**

A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and Bidder so agrees in submitting his Bid.

Prior to the time and date designated for receipt of Bids, a Bid submitted early may be modified or withdrawn only by notice to the party receiving Bids at the place and prior to the time designated for receipt of Bids.

Such notice shall be in writing over the signature of the Bidder. If by telephone, written confirmation over the signature of Bidder must be mailed and postmarked on or before the date and time set for receipt of Bids; it shall be so worded as not to reveal the amount of the original Bid.

Withdrawn Bids may be resubmitted by or before the time designated for the receipt of Bids provided that they are then fully in conformance with the Bid Documents.

#### **COSTS INCURRED BY BIDDERS**

All expenses involved with the preparation and submission of bids to the County, or any work performed in connection therewith, shall be borne by the Bidder(s). No rights of ownership will be conferred until title of the property is transferred to the successful bidder. All fees for copying and reproduction services for items listed herein are nonrefundable.

#### **CONSIDERATION OF BIDS**

Unless stated otherwise in an Addendum, the properly identified Bids received on time will be opened publicly as stated in the Bid Document and a tabulation of the bid amounts and major Alternates, if any, will be made available to Bidders. The Bid Tabulation will be posted on the Purchasing Department bulletin board for seventy two (72) hours.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by an term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, not of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the Owner's Purchasing Manual. All of the terms and conditions of the Owner Purchasing Manual are incorporated by reference and are fully binding.

**Rejection of Bids:** The County shall reject any material, supplies, or equipment that do not meet the specifications provided herein. The County reserves the right to reject any or all Bids and in particular to reject a Bid not accompanied by any required Bid Security or data required by the Bidding Documents or a Bid in any way incomplete or irregular.

**Acceptance of Bid (Award):** The County shall have the right to waive any minor formality or irregularity in any Bid received.

The County shall have the right to accept alternates in any order or combination and to determine the low Bidder on the basis of the sum of the Base Bid and/or the Alternates accepted if alternate bids are requested in the Official County Bid Form. The County is under no obligation to award any Bid Alternates, unless it serves the best interest of the County to do so.

It is the intent of the County to award the lowest responsible Bidder(s), based upon the overall lowest Total Price Bid of the individual groups, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents, if judged to be reasonable, and does not exceed the funds budgeted for the Project. The County reserves the right to separate the award to multiple bidders if doing so provides a cost savings to, and serves the best interest of the County. The estimated quantities are for bidding purposes only and do not obligate the County to purchase said quantities.

If an award is made, it will be awarded within a minimum of ninety (90) days from the date of the Bid opening, or as designated in the Bid Documents.

If only one (1) bid is received, the County reserves the right to negotiate with the responding Bidder, if the submitted bid is responsive to the requirements provided herein. The bid may also be rejected and re-advertised, in order to best serve the needs of the County.

**DELIVERY TERMS**

All prices shall be Free On Board (F.O.B.) destination.

All materials, equipment and supplies shall be subjected to rigid inspection under the immediate supervision of the Purchasing Department, its designee and/or the department to which they are delivered. If, during the inspection, defective materials, equipment, or supplies are discovered, the vendor shall be responsible for replacing the defective materials, equipment, and supplies without additional compensation by the County. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the vendor or release him from his obligation to perform and deliver to the County sound and satisfactory materials, equipment or supplies. The vendor agrees to pay the costs of all tests upon defective material, equipment or supplies or allow the cost to be deducted from any payments from the County.

**DELIVERY:**

F.O.B. Destination  
St. Johns County Management Information Systems  
4455 Avenue A., Suite 103  
St. Augustine, FL 32095  
Attn: Wylie Thibault

**COOPERATIVE OR PIGGYBACK PURCHASE:** Any bidder(s) awarded a contract under this bid agree(s) that such constitutes a bid price to all State, County, Local agencies and Political Subdivisions of the State of Florida under the same conditions, process and effective period as this bid, should the awarded bidder(s) deem it in the best interest of their business to do so.

**PAYMENT TERMS**

Payment terms are Net Thirty (30) days, in accordance with Chapter 288.74(2) Florida Statutes.

**PAYMENT/INVOICE**

Payments will be processed promptly after completion of delivery of items and after receipt of properly prepared and verified or approved invoices.

Invoices must contain the following information:

- Vendor's name and address
- Ship to address
- Purchase order number
- Itemization of each item purchased to include:
  - Description
  - Unit Price
  - Quantity
  - Total Price
  - Total Amount of Invoice
  - Date of Delivery

Invoices must not reflect any outstanding back orders.

Invoices must be delivered to the using departments for payment.

**GOVERNING LAWS & REGULATIONS**

The Contractor shall be responsible for being familiar and complying with any and all federal, state, and local laws, ordinances, rules and regulations that, in any manner, affect the work required under this contract. The agreement shall be governed by the laws of the State of Florida and St. Johns County both as to interpretation and performance.

**TAXES**

Project is subject to Federal Excise and Florida Sales Taxes, which must be included in Bidder's proposal.

**PUBLIC RECORDS**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) except as may be provided by other applicable State and Federal Law, all proposers should be aware that Requests for Bids and the responses thereto are public record. Proposers should identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Failure to identify confidential and/or proprietary information prior to submission of the proposal may result in such information being subject to release if requested in a public records request.

**END OF SECTION**

**BID NO: 19-25**

**OFFICIAL COUNTY BID FORM**

**ST. JOHNS COUNTY, FL**

**TO: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**

**DATE SUBMITTED:** \_\_\_\_\_

**-BID PROPOSAL-**

\_\_\_\_\_  
Full Legal Company Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

If awarded a Purchase Order on the basis of this bid proposal, the undersigned pledges to provide the materials as specified in the Bid Proposal and County Specifications barring delays due to strikes, fires, transportation difficulties or other causes beyond the control of the undersigned.

The undersigned declares that the statements and representations made in this bid proposal are true in every respect and that the said proposal is, in all respects, fair and made without collusion or fraud, and that no member of the St. Johns County Board, or any other agent or employee of the County, directly or indirectly, is interested in this proposal or in any profits expected to accrue therefrom.

The following proposal is presented:

**PURCHASE OF PERSONAL COMPUTERS**

**TOTAL PACKAGE BID \$** \_\_\_\_\_  
(Cost of 160 Units) Amount Written in Numerals

\_\_\_\_\_  
Amount Written in Words /100

**UNIT PRICE \$** \_\_\_\_\_

**DELIVERY DATE:** \_\_\_\_\_

- **Bid Alternate # 1** Upgrade cost, single stick, **per machine** to total of 16gb DDR4 Non-ECC RAM

**UNIT PRICE \$** \_\_\_\_\_

- **Bid Alternate # 2** Upgrade cost **per machine** to an Intel® Core i7-8700 7<sup>th</sup> Generation 6-Core Desktop Processor w/ a minimum 3.2Ghz Clock Speed and 8Mb SmartCache

**UNIT PRICE \$** \_\_\_\_\_

- **Bid Alternate # 3** Upgrade cost **per machine** to a NVIDIA GeForce GTX 1060 6GB along with Replacing case to a Mini-Tower Case and 400watt Power Supply

**UNIT PRICE \$** \_\_\_\_\_



- **Bid Alternate # 4 Upgrade cost per machine** for a Samsung 860 EVO 250Gb SSD  
(Replaces 500Gb Serial ATA Disk Drive )

UNIT PRICE \$ \_\_\_\_\_

- **Bid Alternate # 5 Upgrade cost per machine** for a Samsung 860 EVO 500Gb SSD  
(Replaces 500Gb Serial ATA Disk Drive )

UNIT PRICE \$ \_\_\_\_\_

- **Bid Alternate # 7 Upgrade cost per machine** to an Intel® i7 Generation 4 Quad-Core Desktop Processor w/  
a minimum 3.6Ghz Clock Speed and 8Mb L3 Cache

UNIT PRICE \$ \_\_\_\_\_

Price must be inclusive of any freight, handling, delivery, surcharges or any other incidental

Each Bidder shall type, or print legibly, in blue or black ink, the amount written in numerals and the amount written in words for the item shown above. In the event an amount submitted is not legible, the County reserves the right to consider it a "No Bid", and deem the Bidder nonresponsive to the requirements of the Bid.

The Total Bid Price shall be the extended price for all equipment, at the estimated quantities provided herein, as well as any and all fees, charges, or other costs associated with the installation of all of the specified equipment. All costs shall be included in the submitted unit prices for each piece of equipment, multiplied by the provided quantities, and then added together to determine the Total Bid Price. In the event of a discrepancy between the unit price and extended prices, the unit price shall prevail.

St. Johns County reserves the right to accept or reject any or all bids, waive minor formalities, and to award the bid that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any option items in any quantity or combination that best suits the needs of the County.

During the preparation of the Bid, the following addenda, if any, were received, and are hereby acknowledged:

No: \_\_\_\_\_ Date Received: \_\_\_\_\_

No: \_\_\_\_\_ Date Received: \_\_\_\_\_

No: \_\_\_\_\_ Date Received: \_\_\_\_\_

The Undersigned hereby declares that no person or persons, firm, or corporation, other than the undersigned are interested in this bid proposal, as principals, and that this bid proposal is made without collusion with any person, firm, or corporation, and the undersigned has carefully examined, and is thoroughly familiar with the requirements and specifications of this Bid.

The Undersigned certifies that the equipment presented in the submitted bid proposal meets or exceeds the County specifications. The Undersigned certifies that a full examination of the location of the proposed work and the sources of supply of materials has been completed, and agrees to furnish all necessary labor, equipment and materials, fully understanding that any quantities shown herein are approximate only, and will fully complete all requirements provided herein within the same time limit specified in the Bid Documents as indicated above.

**CORPORATE/COMPANY**

Full Legal Company Name: \_\_\_\_\_ (Seal)

By: \_\_\_\_\_  
Signature of Authorized Representative (Name & Title typed or printed)

By: \_\_\_\_\_  
Signature of Authorized Representative (Name & Title typed or printed)

Address: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

Email Address for Authorized Company Representative: \_\_\_\_\_

Federal I.D. Tax Number: \_\_\_\_\_ DUNS #: \_\_\_\_\_  
(If applicable)

**INDIVIDUAL**

Name: \_\_\_\_\_  
(Signature) (Name typed or printed) (Title)

Address: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal I.D. Tax Number: \_\_\_\_\_

**Submittal Requirements:**

- Official County Bid Form Including Fully Acknowledged Addenda Applicable to this Bid
- Attachment "A" – Affidavit
- Attachment "B" – Conflict of Interest Form

Official County Bid Form, Attachments "A" and "B" must be completed, along with a fully acknowledged copy of each Addendum applicable to this Bid, and submitted with each copy of the Bid Proposal. One (1) original and two (2) copies of all required forms must be submitted.

Bid No: 19-25

**ATTACHMENT "A"**  
**ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS AFFIDAVIT**

TO: ST. JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS, ST. JOHNS COUNTY, ST. AUGUSTINE, FLORIDA.

At the time the proposal is submitted, the Bidder shall attach to his Bid a sworn statement.

This sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association, or corporation submitting the proposal, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF FLORIDA, COUNTY OF ST. JOHNS

Before me, the Undersigned authority, personally appeared \_\_\_\_\_ who being duly sworn, deposes and says he is \_\_\_\_\_ (Title) of the firm of \_\_\_\_\_ Bidder submitting the attached proposal for the services covered by the bid documents for Bid No: 19-25; Purchase of Personal Computers, in St. Johns County, Florida.

The affiant further states that no more than one proposal for the above-referenced project will be submitted from the individual, his firm or corporation under the same or different name, and that such Bidder has no financial interest in the firm of another bidder for the same work. That neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this firm's Bid on the above-described project. Furthermore, neither the firm nor any of its officers are barred from participating in public contract lettings in the State of Florida or any other state.

\_\_\_\_\_  
(Bidder)

Sworn and subscribed to me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
\_\_\_\_\_  
(Title)

Notary Public:  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed

My commission Expires: \_\_\_\_\_

**BIDDER ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFADAVIT TO EACH BID.**

Bid No: 19-25

**ATTACHMENT "B"**  
**St. Johns County Board of County Commissioners**  
**Conflict of Interest Disclosure Form**

Project Number/Description: Bid No 19-25; Purchase of Personal Computers

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Contractors, therefore must avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: \_\_\_\_\_

Authorized Representative(s) : \_\_\_\_\_  
Signature Print Name/Title

\_\_\_\_\_  
Signature Print Name/Title

**SPECIFICATIONS**

**QUANTITY: 160 - Slim Line Desktop PC that contains a minimum the following:**

Micro ATX Form Factor Motherboard:

- Supports Intel® 7<sup>th</sup>/6<sup>th</sup> Gen Core i7/ Intel® Core i5/ Intel® Core i3 (compatible w/ W10 Pro)
- Two DDR4 DIMM Slots supporting up to 32Gb of RAM
- Support for non-ECC DDR4 2400/2833Mhz memory
- 1 - D-Sub VGA Monitor Connector
- 1 - DVI-D Monitor Connector
- 1 - HDMI Monitor Connector
- 4 - USB 3.0 Ports
- USB 2.0 Ports
- 1 - Serial Connector
- Line-In Audio Connector
- Line-Out for Audio Devices
- 1 - PCI Express x16 slot running at x16 (PCIEX16)
- 2 - PCI Express x1 slots conforming to PCI Express 2.0 standard
- Power connectors for SATA Drives
- 4 - SATA 6Gb Connectors
- RJ-45 LAN Connector support 10/100/1000 Mbit connection
- Supports Dual Display configuration

Processor: Intel® Core i5-7500 7<sup>th</sup> Generation Quad-Core Desktop Processor w/ a minimum 3.4Ghz Clock Speed and 6Mb SmartCache (compatible with w/ W10 Pro)

275 watt power supply

RAM: Single Stick of 8Gb DDR4 Non-ECC RAM

500Gb Serial ATA 6Gbs 7200 RPM 16MB Cache Disk Drive

DVD/RW Internal Drive w/ appropriate burning software

Logitech Wireless Combo MK320 Wireless Keyboard and Mouse

External Speakers

Microsoft Windows 10 Pro w/ license

Five (5) Year Next Business Day Parts Warranty

**\*\*\*ALL MANUALS AND DRIVERS MUST BE INCLUDED FOR ALL COMPONENTS INCLUDING MOTHERBOARD\*\*\***

**\*\*\* All motherboard connectors to also be included and connected, i.e. serial, IEEE-1394a, .... \*\*\***

**\*\*\* All Personal Computers and it components to come with a Five (5) Year Warranty\*\*\***

**\*\*\* Warranty Resolution will be VIA Cross Shipment on a component basis \*\*\***

**\*\*\* 48 hour delivery of replacement part required \*\*\***

**SEALED BID MAILING LABEL**

**BID NO: 19-25; PURCHASE OF PERSONAL COMPUTERS**

**Cut along the outer border and affix this label  
to your sealed bid envelope to identify it as a  
"Sealed BID"**

|                                 |  |
|---------------------------------|--|
| <b>SEALED BID • DO NOT OPEN</b> |  |
| <b>SEALED BID NO.:</b>          | <b>BID NO: 19-25</b>   |
| <b>BID TITLE:</b>               | <b>PURCHASE OF PERSONAL COMPUTERS</b>  |
| <b>DUE DATE/TIME:</b>           | <b>By 2:00PM – November 28, 2018</b>   |
| <b>SUBMITTED BY:</b>            |  |
|                                 | Company Name   |
|                                 | Company Address  |
|                                 | Company Address  |
| <b>DELIVER TO:</b>              | St. Johns County Purchasing Dept.<br>Attn: Travis Hembree<br>500 San Sebastian View St<br>St. Augustine FL 32084 |



END OF DOCUMENT