



Invitation to Bid
Refurbished Computers

Posted Date: August 21, 2012
Bid Due Date: September 21, 2012

Questions about the specifications or this bid should be addressed to:

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About Us

The Partnership for a Connected Illinois, Inc. (PCI) is a 501(c)(3) non-profit organization based in Springfield, Illinois. PCI has a three-fold mission: (a) to collect and publish broadband data, (b) to ensure broadband access throughout the State, and (c) to maximize broadband's impact and use.

Objective

The purpose of this invitation to bid is to establish a contract with a vendor or multiple vendors to purchase previously used personal computer desktops and accessories. The Partnership for a Connected Illinois (PCI) will use this equipment to meet requirements of a potential contract with the Federal Communications Commission. Under said contract, equipment will be distributed to individuals receiving a federal subsidy for broadband connectivity.

Contract Period

A contract to begin on the date of award will be awarded to at least one vendor. PCI reserves the right to terminate for any reason any contract awarded as a result of this invitation to bid after 30 days written notice to the successful bidder. Failure to provide items as bid or failure to meet other requirements herein will be grounds for cancellation. PCI may choose to not award any contracts if pending federal funding is not granted.

Vendor Qualification

Vendors must be Microsoft Authorized or Registered Refurbisher. Vendor must be located in Illinois. Vendor must not be included in the Federal Excluded Parties List an electronic, web based system that identifies those parties excluded from receiving federal contracts and certain subcontracts.

Equipment Certification

All equipment must meet or exceed FCC Class A and Class B certifications and be Microsoft Compliance certified.

Equipment Requirements

All units must be used equipment that has been reconditioned to original manufactured condition. At minimum, the equipment should include Intel Pentium 4 Processor or equivalent, 2 GHz or higher CPU, 1 GB RAM, 30 GB hard drive, CD/DVD Drive, speakers (either incorporated into equipment or stand alone), keyboard, mouse, CRT monitor, CAT5 cable, and all applicable power supply cords.. Software installed should include fully licensed Windows 7 Operating System, Open Office, Internet Explorer, Windows Media Player, and Adobe Flash Player.

Equipment Warranty

All equipment must include a minimum 1-year standard cross-ship warranty for equipment or component exchanged. All shipping cost for warranty items must be

covered by the Vendor. All warranty claims will be conducted between Vendor and redeeming individual.

User Guide

Vendor should include a guide with each system. The user guide should give new users easy to follow instructions on set-up of computer as well as information on warranty support services.

Delivery Terms

Individuals eligible for receipt of refurbished equipment will be provided a voucher to redeem directly with the Vendor. All orders must be delivered within 30 days of voucher redemption. Equipment will be delivered to the home address of individual recipients. The individual recipient will be responsible for set shipping costs, payable directly to the Vendor.

Payment Terms

Vendor will invoice PCI on a monthly basis for any equipment vouchers redeemed in the prior month. Serial numbers of redeemed vouchers will be required.

Responsibilities

Vendor is responsible for delivery, installation, warranty service for all equipment, software, supplies, etc. regardless of whether the vendor is the original manufacturer. The vendor is the sole point of contact regarding contractual matters, including performance of services and the payment of any and all charges resulting from contract obligations.

Quantity

It is estimated that PCI may purchase 3,500 refurbished units. However, no representation is expressed or implied that a particular amount or volume of equipment will be purchased as a result of this invitation. Orders will be placed as needed. Minimum order amounts are not acceptable. Quantity discounts for large orders should be noted.

Cooperative Grant

PCI may pursue donated computer equipment from established foundations and corporations. PCI requests that the Vendor partner in this application as well as conduct any needed refurbishing of this equipment and distribution of equipment as with Vendor provided equipment.

Basis of Bid Award

PCI will evaluate all bids for specifications, invitation compliance, and pricing. PCI may award bids to one or more vendor. PCI may choose to not award any contracts if pending federal funding is not granted.

Refurbished Computer Equipment Bid Template

Company Name	
Company Address	
Company City, State, Zip	
Company Phone	
Company Email	
Company Website	
Bid Contact Person	

- If address listed above is not in Illinois, please list address of Illinois offices.
- Specify your Microsoft Refurbisher Status (Authorized or Registered).
- Describe your organization’s history and capacity for providing this service.
- Describe the maximum amount of equipment you expect to be able to provide.
- Describe the equipment you will provide, stating whether each component is at the minimum requirements stated in bid invitation or above the minimum requirements.
- Describe equipment warranty offered and terms and conditions of warranty.
- List equipment price and all other costs as follows:
 - Equipment Price Options.
 - Applicable Quantity Discounts.
 - Price each to refurbish and ship individual computers donated through grants to PCI.
 - Expected shipping cost to be passed on to individual recipients.
- Describe any corporations that you may be able to connect us to in order to receive donated equipment, which you will then refurbish and distribute.
- Provide a sample of the User Guide that you will provide with equipment.
- By submitting a bid, you agree to the equipment certification, delivery terms, payment terms, and responsibilities described in the accompanying bid invitation.

Submit to bid@broadbandillinois.org no later than September 21, 2012.