



INVITATION TO BID

INSTRUCTIONS

1. Bid must be on this form.
2. Bid each item separately.
3. Direct correspondence / inquiries to the Point of Contact.
4. Bid the lowest net price, F.O.B. destination, site emplaced.

ITB Date: June 2, 2015

Bid No. KCI2015 – ITB002

Bid Due: June 8, 2015

Point of Contact:

Steve.Lovely@kidscentralinc.org

LAPTOPS WITH DOCKING STATIONS

Kids Central, Inc. invites bids for (220) two hundred and twenty, brand new, in factory packaging, laptops with docking station. The preferred models are listed on page 9.

QTY:	Description of model offered:	TOTAL PRICE
(220)	Price per laptop	\$ _____
	Total on 220 laptops	\$ _____
	GRAND TOTAL	\$ _____

NOTE: ALL PRICING TO INCLUDE ALL FEES ASSOCIATED WITH THE SALE – LAPTOPS MUST BE READY FOR USE UPON DELIVERY.

Offered: _____
 Make Model Year

LAPTOPS must have at least the minimum specifications listed below:

- Windows 7 Professional operating system
- Intel Core, Intel i7-5600U processor
- 8 GB memory
- 10/100/1000 NIC Card
- 256GB SSD Hard Drive
- 14" display size
- Not to exceed 5 pounds
- 3 year, next business day, on-site warranty
- B/G/N wireless card
- 6 cell battery
- Mechanical Docking Solution
- Track Point Pointing Device with separate mouse buttons

Offer Signature _____ Dealer _____
 Print Name _____ Date _____
 Phone Number: _____ Email Address _____



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Monitors

Kids Central, Inc. invites bids for (225), brand new, in factory packaging, monitors. The preferred models are listed on page 9.

QTY:	Description of model offered:	TOTAL PRICE
(225)	Price per Monitor	\$ _____
	Total on 225 Monitors	\$ _____
	GRAND TOTAL	\$ _____

NOTE: ALL PRICING TO INCLUDE ALL FEES ASSOCIATED WITH THE SALE – MONITORS MUST BE READY FOR USE UPON DELIVERY.

Offered: _____
 Make Model Year

- 21" LED Monitor
- DVI Connection
- VGA connection

Offer Signature _____ Dealer _____
Print Name _____ Date _____
Phone Number: _____ Email Address _____



DUE DATE: Sealed bids are due by 10:00 AM on or before June 8, 2015. All bids shall be delivered via email to Tmw@purvisgray.com. Bids delivered to any other location or delivered after 10:00 AM on **June 8, 2015** will be considered nonresponsive and not considered.

***** MARK SUBJECT LINE: "SEALED BID KCI2015-ITB002– DO NOT OPEN UNTIL 10AM ON 6/8/15: *****

- **"Time Certain": Bid must be received ONLY at the email address listed above prior to BID DUE time. Bids are only acceptable if emailed to Tmw@purvisgray.com**
- **Unsigned bids and rubber-stamped signatures MAY BE CONSIDERED NONRESPONSIVE.**

BIDDER'S STATEMENT: I have read, understand, and agree to the terms and conditions on all pages of this Invitation to Bid. Upon request, I will transfer and deliver goods to Kids Central in accordance with said terms and conditions.

Taxpayer I.D .No. _____

Complete Legal Name of Company Phone No. FAX No.

Business Address Street City/ State Zip Code

Signature of Authorized Agent – Title Printed Name

X _____



Invitation to Bid

For

Technology Equipment

KCI2015-ITB002

Kids Central, Inc.

2117 SW Highway 484

Ocala, FL 34473



BACKGROUND

Kids Central, Inc. is soliciting bids from qualified State of Florida contracted vendors for the purpose of purchasing, at State of Florida pricing, (220) two hundred and twenty Laptops with docking stations and (225) two hundred and twenty-five monitors on or before June 8, 2015.

Kids Central, Inc. is the private, non-profit, 501(c)(3) organization selected by the Florida Department of Children and Families (DCF) as the lead agency responsible for the privatization of child protection services in Citrus, Hernando, Lake, Marion and Sumter Counties (Circuit 5). The agency develops and manages a comprehensive, community-based system of care for abused, neglected and abandoned children and their families. Kids Central, Inc. is committed to promoting the welfare of children through abuse/neglect prevention services, in-home care, foster care, and adoption, as outlined in F.S. Section 409.1671.

BID INSTRUCTIONS

Alternatives: Any changes or alternatives must be set forth in a letter attached to this bid. Kids Central has the option of accepting or rejecting any alternative bid. Brand names are given for quality control only. The specifications below were compiled to develop a minimum standard expectation and used to determine the Preferred Models listed on page (9) nine:

- All Bidders must be State of Florida contracted vendors.
- Laptops with Docking Stations- Windows 7 Professional operating system, Intel Core i7-5600U Processor (4MB Cache, up to 3.20GHz, 8GB (4+4) PC3-12800 DDR3L (2 DIMM) Ram , 10/100/1000 NIC Card, 256GB SSD hard drive, 14"HD+ (1600 x 900) LED Backlit Display, 3 year, next business day, on-site warranty, B/G/N wireless card, 6 cell battery configuration, not to exceed (5) five pounds, mechanical docking solution, track point pointing device with separate mouse buttons.
- Monitors - 21 inch.

Bids on "equals" are encouraged; however, the bidder must give evidence of equal utility and quality. Evidence must include documentation that the equipment meets the criteria listed above used to determine the Preferred Models and the manufacturer is a State of Florida contracted vendor. Kids Central reserves the right to determine if the documentation submitted is sufficient evidence of equal utility and quality.

Rejection: Kids Central reserves the right to reject any or all bids and to waive any informality in any bid. The right is reserved by Kids Central to award a single contract or multiple contracts, to the best advantage of Kids Central, in order to expedite a prompt delivery schedule. No guarantee is made that this quantity will be purchased.

Period of Acceptance: Unless otherwise stated, bids shall be subject to acceptance by Kids Central for a period of ninety (90) calendar days following the opening of bids.

All or None Bids: Kids Central does not wish to purchase the same class of equipment from numerous vendors, therefore, if the bidder is entering a bid for the purchase of the laptops and monitors and is unable to fulfill the entire request for the class bidding on, then the bidder shall not enter a bid. Kids Central, Inc. reserves the right to make an award based on partial items unless the bid submitted by the bidder is marked "ALL OR NONE."

Bonds: When deemed necessary by Kids Central, Bid Bonds shall be furnished by all bidders in the amount of at least 10% of the bid, to guarantee that bidders will enter into contract to furnish goods at prices stated.



Likewise, a Performance Bond shall be required of the successful bidder. (Cash deposit, Certified or Cashier's check or Money Order may be submitted in lieu of either Bond).

Terms of Payment: As long as all agreed upon conditions are met, payment in full can be expected upon delivery. No additional charge will be paid by Kids Central unless expressly included and itemized herein.

GENERAL TERMS AND CONDITIONS OF THIS BID AND ANY RESULTING CONTRACT

Prohibited Interest: Bidder agrees it shall disclose to Kids Central in writing any financial interest, direct or indirect, in Bidder's business or in this transaction held by any Board Member or employee. Kids Central reserves the right to refuse any bid if Kids Central determines a conflict of interest exists. A conflict of interest may be determined to exist in any instance where Kids Central board member or employee participates in or influences any decision making process affecting a bid or contract in any way whatsoever.

Authority: This Invitation to Bid (ITB) is issued under the provisions of Kids Central, Inc. and the Department of Children and Families contract PJO4, FL Statutes and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed bid by a prospective vendor shall constitute admission of such knowledge on the part of such prospective vendor.

Public Inspection: Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

ITB Addenda: Kids Central, Inc. reserves the right to amend this ITB at any time.

Final Revised Bids: If requested, final revised bids shall be submitted in the manner, and by the date and time specified by Kids Central, Inc. If a final revised bid is not submitted, the previous submittal shall be construed as the best and final bid.

Cancellation of ITB: The Invitation to Bid may be canceled when it is determined to be in the best interests of Kids Central, Inc.

Costs for Bid Preparation: Any costs incurred by applicants in preparing or submitting a bid are the vendor's sole responsibility.

Notice of Award: Decisions shall be provided to all bidders by email or mail and posted on the Kids Central, Inc. website, upon completion of the evaluation. Any agreement arising out of this ITB is subject to the approval of Kids Central, Inc. as to form, and to all further approvals, including any approvals required by statute, regulation, rule, order or other directive. No work is to be undertaken by the awardees prior to the contract commencement date. Kids Central, Inc. is not liable for any costs incurred prior to the official starting date.

Availability of Funds: The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by Kids Central, Inc. and subject to the availability of State and/or Federal funds.



Wages and Labor Law Compliance: Prior to contract execution for service contract in excess of \$1.00, the vendor shall certify, if applicable, that it complies with all State of Florida labor and wage regulations, "Wages, hours, and working conditions of employees of contractors performing services."

Compliance with all Applicable State Business and Employment Laws: All vendors shall comply with all laws governing entities doing business in the State of Florida and must be in good standing. Prior to contracting, owners of all forms of business doing business in the State except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies shall register and be in good standing with the FL Department of Corporations, Business Registration Division. Foreign entities/companies must register with the Florida Department of State, Division of Corporations. More information is available at the Florida Department of Corporations website.

Confidentiality of Information: Kids Central, Inc. reserves the right to retain all copies of vendor bids submitted in response to this Invitation to Bid. You are hereby notified that under FS 119.07, ("Florida's Sunshine Law") bids submitted in response to this ITB cannot be granted immunity from public scrutiny. All information submitted must be made available to the public for examination, if so requested. Vendor requests to hold certain submitted materials in confidence cannot be honored. If it is essential to your organization that certain materials are kept confidential, and they are a required element of this ITB, it is recommended that you decline to respond to this solicitation.

Delivery: Time of delivery, as shown herein, must be adhered to. All goods shall be shipped F.O.B. destination designated by Kids Central. Vendor assumes full responsibility for transportation and liability for loss and/or damage. All transportation charges to be prepaid by Vendor. All Bidders are required to make delivery and transfer titles no later than June 25, 2015.

Late Delivery: As delivery of goods is required by June 25, 2015, if the Vendor is unable to meet the delivery expectation, Kids Central has the right to cancel any agreement with the Vendor and accept that of the next lowest Bidder.

General Guarantee: The Vendor guarantees that a) Vendor owns all rights, title and interest in the products and services and has the legal authority to sell, license or otherwise transfer the right to use to Kids Central; b) the products and services are free from defects in material and workmanship for a minimum period of one (1) year from the date of acceptance by Kids Central (this does not replace the standard warranty accompanying new equipment) , unless otherwise stated as part of the bid; and c) Vendor shall repair or replace all such defective goods F.O.B. destination.

Indemnification: The Vendor guarantees and agrees to indemnify, defend and hold harmless Kids Central against any or all loss, liability damages, demands, claims or costs alleged by third parties arising out of Vendor's performance. This includes defective material and products, faulty work performance, negligent or unlawful acts, and noncompliance with any applicable local, state or federal codes, ordinances, orders or statutes including, but not limited to, the Occupational Safety and Health Act (OSHA.) This guarantee is in addition to and not intended as a limitation on any other warranty, expressed or implied.

Termination: Kids Central reserves the right to terminate the order or delay delivery or acceptance of any products and/or services ordered resulting from this bid without penalty upon thirty (30) days written notice to the Vendor.



Assignment: Vendor may not assign, transfer, delegate, or subcontract any right, obligation, performance herein without the prior written consent of Kids Central and any such assignment, transfer, delegation or subcontract without Kids Central's prior written consent shall be considered null and void.

Default: In case of default by the Vendor of any of the conditions of this bid or contract resulting from this bid, the Vendor agrees that Kids Central may procure the articles or services from other sources and may deduct from the unpaid balance due the Vendor, or collect against the bond or surety, or may invoice the Vendor for excess costs so paid plus reasonable administrative costs. Prices paid by Kids Central shall be considered the prevailing market price at the time such purchase is made.

Law and Jurisdiction: The validity, performance and construction of this order shall be governed by the laws of the State of Florida.

Additional Terms: No additional term specified in the bid shall be part of the contract unless affirmatively accepted by Kids Central in writing.



Preferred Models

Laptops – Selections chosen based on State of Florida vendor status and pricing as well as the specifications listed in the “Alternatives” section on page 5.

- (1) Dell Latitude
- (2) HP
- (3) Lenovo M-450

LAPTOPS must have at least the minimum specifications listed in page (1) above.

Monitors – Selections chosen based on State of Florida vendor status and pricing as well as the specifications listed in the “Alternatives” section on page 5.

- (1) Dell
- (2) HP
- (3) Lenovo

MONITORS must have at least the minimum specifications listed in page (2) above.