

ADVERTISEMENT TO BID

The ROUND LAKE AREA PUBLIC LIBRARY DISTRICT does hereby invite sealed bids for the purchase of

37 Desktop Computers

Bids will be received until **November 10th, 2023 at 12:00 PM – noon** by mail, pdf or delivered by hand to Executive Director, Jim DiDonato, Round Lake Area Public Library District, 906 Hart Rd. Round Lake, Illinois. Bid opening will be held in the District Offices, 906 Hart Rd. Round Lake, Illinois, 60073 promptly at **November 10th, 2023 at 1:00 PM.**

Those desiring to bid may obtain copies of the Specifications and other bidding information during normal business hours from the District Offices, Round Lake Area Public Library District 906 Hart Rd Round Lake, Illinois, **after 3:00 PM, October 26th, 2023.**

The Round Lake Area Public Library District will accept the lowest responsible bid or may reject all bids without disclosure of a reason. The failure to make such a disclosure will not result in accrual of any right, claim, or cause of action by any Bidder against the Round Lake Area Public Library District.

Round Lake Area Public Library District
Jim DiDonato
Executive Director
Dated: October 26, 2023

To appear in the Daily Herald On October 26, 2023

ADVERTISEMENT FOR BIDS

PROJECT MANUAL

**ROUND LAKE AREA
PUBLIC LIBRARY
DISTRICT**

**2023 Desktop Computer and Monitor
Purchase**

OWNER:

Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

DATE:

October 26, 2023

ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

INVITATION TO BID/NOTICE TO BIDDERS

PROJECT TITLE: 2023 Desktop Computer and Monitor Purchase

Purchase of 37 Desktop computers and monitors. HP is the preferred manufacturer for Round Lake Area Public Library District and will be given priority in bid evaluation. Substitutions will be considered, but acceptance is at the sole discretion of the Round Lake Area Public Library District.

PROJECT SCOPE: The Purchase of 37 Desktop Computers and Monitors that is stated in the (Bid Form Copy) attached.

BIDDER'S REPRESENTATION:

1. Each Bidder by making a Bid represents that:
 - a. The Bidder has read and understands any and all Bidding Documents and their Bid is made in accordance therewith.
 - b. Their Bid is based upon the materials and or equipment specified in the Bid Form Copy without exception.

RECEIVING OF BID PROPOSALS:

Sealed bids will be received in the office of the Executive Director in accordance with the "Instructions to Bidders":

Bids must be received by: November 10th, 2023 at 12:00 PM – noon

Bid opening: November 10th, 2023 at 1:00 PM in the Library Meeting Room

All sealed bids received after the time stipulated will be returned unopened. Sealed bids will be publicly opened and read aloud at location designated for receiving bids.

Detailed specifications and Bid Forms may be secured from the Round Lake Area Public Library District, 906 Hart Rd, Round Lake, IL 60073.

INSTRUCTIONS TO BIDDERS

ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

906 Hart Rd
Round Lake, IL 60073

1. PROJECT DESCRIPTION: **Purchase of 37 Desktop Computers and Monitor**

2. PREPARATION AND SUBMISSION OF BIDS:

A. Each bid shall be submitted in duplicate on the exact form furnished. All blank spaces for bid prices, unit costs, and alternatives must be filled in, in ink, in both words and figures. In case of any discrepancy in the amount bid, the prices expressed in written words shall govern.

B. Bids shall be submitted in a sealed envelope addressed "2023 Desktop Computer and Monitor Purchase" - Attention: Round Lake Area Public Library, Executive Director. Mailed in bids shall be sent to the attention of the Round Lake Area Public Library District, Executive Director, 906 Hart Rd, Round Lake, IL 60073. If mailed, the sealed bid envelope shall be enclosed inside an outer mailing envelope.

C. The sealed bid envelope shall be clearly marked with the bidder's name and address and the label "2023 Desktop Computers and Monitor Purchase" shall be clearly marked on both faces of the sealed envelope, and be received by the Executive Director on or before 12:00 PM, prevailing time, November 10, 2023. Proposals received after this time will not be considered. Bid packet envelopes will be publicly opened at 1:00 PM November 10, 2023 in the Library Meeting Room.

D. Bidders may attach separate sheets to the proposal form for the purpose of explanation, exception, or alternate proposal and to cover unit prices required.

E. By submitting a bid, the bidder understands and agrees that if that proposal is accepted and the bidder fails to enter into a contract forthwith, the bidder shall be liable to the Owner for any damages the Owner may thereby suffer.

F. Bids may not be modified after submittal. Bidders may withdraw proposals either personally or by written request at any time before the hour set for the bid opening, but may not resubmit them. No proposal may be withdrawn or modified after the bid openings except if the award of contract has been delayed for a period more than 45 days.

3. BASIS OF AWARD:

A. The **Round Lake Area Public Library District** reserves the right to waive any informality in or to reject any or all bids and to accept any bids deemed most favorable to the interest of the District after all bids have been examined and tabulated.

B. The District may award a contract on individual items within a particular group or upon the total group of items.

4. BREAKDOWN OF COSTS: Delivered: Include unit and total costs per item for the delivery of the item(s) to their designated locations ready for use.

5. SUBSTITUTIONS:

A. Certain materials and equipment are specified by a manufacturer or trade name to establish standards or quality and performance and not for the purpose of limiting competition. Bidders are invited to submit bids not only on named items but also on items that they propose for substitution of named items. Products of other manufacturers may be substituted if, in the opinion of the District, they are equal to those specified in quality, performance, design, and suitability for intended use. When two or more items are specified, the selection among those specified is the Contractor's option, or the Contractor may submit a bid on all such items.

B. Bids shall be based on materials and equipment included in the specifications. Substitutions for the purpose of evaluating bids will be considered only if proposed substitutions are set forth in a sealed bid and will be accepted only prior to the award of contract. The offer of substitutions shall be an integral part of the proposal, appearing immediately after all requested bids and before the signature of the bidder for the entire proposal.

C. Substitutions of materials other than those specified will not be considered in the base bid price. However, other substitutions may be listed in the specified place in the proposal form, with the indication of the change in the base bid price for the entire work.

D. In addition to the requirements heretofore mentioned, in order for substitutions to qualify for consideration, the following shall accompany each proposal:

1. Each proposed substitution shall be itemized, showing manufacturer's name, catalog number, quantity, unit cost, and total cost. The bidder shall prepare the necessary forms to list his or her substitutions in the manner outlined.
2. Each proposal offering substitutions shall be accompanied by descriptive literature, catalog data, complete technical specifications, and reports of all pertinent tests concerning the bidder's proposed substitutions.
3. Within five days after request by the District, each bidder offering substitutions shall deliver an assembled sample of each proposed substitution. Delivery charges shall be prepaid by the bidder.

BIDDING AND CONTRACT REQUIREMENTS
(Specifications to be attached hereto)

1. **Identification of Project**

The official name and location of the project shall henceforth be known as:

2023 Desktop Computer and Monitor Purchase

The official name and address of the project owner shall henceforth be known as:

Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

Bids Due: **November 10, 2023, 12:00 PM**
Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

Bids Opened: **November 10, 2023, 1:00 PM**
Round Lake Area Public Library District

Board Approval: **November 15, 2023, 6:45 PM**

Bid Awarded: **November 15, 2023, 6:45 PM**

Commencement of Work: Work shall be commenced within ten (10) days of Notice to Proceed.

Completion: See Bid specifications for schedule

INSTRUCTIONS TO BIDDERS

2. Contract Documents

The Invitation to Bid, Instructions to Bidders, Specifications, Bid Form, and the accepted Bid Sheet comprise the Contract Documents. Copies of these documents can be obtained from:

Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

3. Explanation to Bidders

Any explanation desired by a Bidder regarding the meaning or interpretation of the Invitation to Bid, Drawings, Specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach Bidders before the submission of their bids.

Any interpretation made will be in the form of an addendum of the Invitation to Bid, Drawings, Specifications, etc., and will be furnished to all prospective Bidders. Its receipt by the Bidder must be acknowledged in the space provided on the Bid Form or by letter or telegram received before the time set for opening of bids. Oral explanations or instructions given before the award of the contract will not be binding.

4. Preparation and Submission of Bids

Before submitting a proposal, each Bidder shall examine carefully all documents pertaining to the work and visit the site to verify conditions under which work will be performed.

Submission of a bid will be considered presumptive evidence that the Bidder has visited the site and is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State or Local Codes, the state of Labor and Material Markets, and has made due allowance in his bid for all contingencies. Include in bid all costs of labor, material, equipment, allowance, fees, permits, guarantees, applicable taxes, insurance and contingencies, with overhead and profit necessary to produce a complete project, or to complete those portions of the work covered by the Specifications on which proposal is made, including all

trades, without further cost to the Owner. Obtain all permits and arrange for all inspections. Pay all fees and costs incurred.

No compensation will be allowed by reason of any difficulties which the Bidder could have discovered or reasonably known prior to bidding.

All proposals must be made upon the Bid Form furnished by the Owner, attached hereto, and should give the amounts bid for work, in numbers, and must be signed and acknowledged by the contractor. In order to insure consideration, the Bid Form should be enclosed in the envelope provided or in an envelope marked **2023 Desktop Computer and Monitor Purchase** showing the name and return address of the sender and addressed to:

**Round Lake Area Public Library District
Executive Director
906 Hart Rd, Round Lake, IL 60073**

Bids must be sealed, marked and addressed as directed above. Failure to do so may result in a premature opening of, or a failure to open, such bid.

The proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the bid.

Modifications of bids already submitted will be considered if received at the office designated in the Invitation to Bid by the time set for opening of bids. Telegraphic modifications will be considered, but should not reveal the amount of the original or reversed bid. Unless called for, alternate bids will not be considered.

5. Prices

The prices are to include the furnishing of all materials, warranties, delivery and the performance of all labor and services necessary for the proper completion of the work except as may be otherwise expressly provided in the Contract Documents.

6. Time Schedule

INSTRUCTIONS TO BIDDERS

The timely execution of any project is extremely important. As timing is of importance to us, we ask that you submit scheduling information along with your bid. Failure to supply this information may be considered cause for rejecting your bid.

7. Late Bids and Modifications or Withdrawals

A. Bids and modifications or withdrawals thereof received at the office designated in the Invitation to Bid after the exact time set for opening of bids will not be considered.

8. Withdrawal of Bids

Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time set for opening of bids.

9. Public Opening of Bids

Bids will be publicly opened at the time set for opening in the Invitation to Bid. Their content will be made public for the information of Bidders and others interested, who may be present either in person or by representative.

10. Award of Contract

A. Award of Contract will be made to lowest responsible Bidder as determined by the Library Board of Trustees, Round Lake Area Public Library District

B. The Library Board of Trustees will accept the lowest responsible bid or may reject all bids without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any Bidder against the **Round Lake Area Public Library District.**

11. COMPLETION AND/OR DELIVERY TIME

1. Bidder of this Contract must deliver to Owner the equipment specified within the time frame stated on the Bid Form.

INSTRUCTIONS TO BIDDERS

2. Bidder must acknowledge on the Bid Form acceptance of the indicated delivery time frame.
3. The Owner shall have the right to reject the Bid of any Bidder who does not acknowledge acceptance of the specified delivery time.

12. Postponement of Date for Opening Proposals

The Owner reserves the right to postpone the date of presentation and opening of bids and will give telegraphic notice of any such postponement to each interested party.

END OF DOCUMENT

INSTRUCTIONS TO BIDDERS

Bid Specifications – Addendum

2023 Desktop Computer and Monitor Purchase

Round Lake Area Public Library District

Following is a list of specifications for the 2023 Desktop Computer and Monitor Purchase to be furnished to the Round Lake Area Public Library District. Reference should be made to required specifications in final proposal.

Project

The Round Lake Area Public Library District will purchase 37 desktop computers.

Desktop Computer Specifications

First PC (quantity 8)

Desktop computers provided shall meet or exceed the following specifications:

HP ProDesk 400 G9 Small form Factor PC

Intel Core i5 13500 (2.5 GHz)

16 GB RAM

250 GB SSD

Integrated Graphics Adapter, VGA connector

Integrated 10/100/1000 Ethernet NIC

USB Standard Keyboard

USB Optical Mouse

All hardware, chipsets, motherboard, processor, and components must be fully Microsoft Windows 11 Professional compatible.

Specifications are based on HP part number 89M72UT#ABA

Second PC (quantity 29)

Desktop computers provided shall meet or exceed the following specifications:

HP ProDesk 400 G9 mini PC

Intel Core i5 13500T (1.6 GHz)

16 GB RAM

250 GB SSD

Integrated Graphics Adapter, VGA connector

Integrated 10/100/1000 Ethernet NIC

Bluetooth 5.3 wireless card (Bluetooth dual-mode, 802.11ax)

USB Standard Keyboard

USB Optical Mouse

All hardware, chipsets, motherboard, processor, and components must be fully Microsoft Windows 11 Professional compatible.

Specifications are based on HP part number 89M64UT#ABA

Monitors (quantity 37)

HP P24 G5 -23.8" LED Monitor

1920 x 1080 full HD
HDMI, VGA, and Display Port inputs
Specifications are based on HP part number 64X66AA#ABA

HP is the preferred manufacturer for Round Lake Area Public Library District and will be given priority in bid evaluation. Substitutions will be considered, but acceptance is at the sole discretion of the Round Lake Area Public Library District.

Operating System

The computers are expected to have Windows 11 Professional licenses.

Warranty: Computers supplied under this purchase shall carry a minimum of three (3) years manufacturer's warranty, commonly referred to as a "9x5 Next-Business Day On-Site" warranty. The warranty should provide "on-site" labor and replacement of parts for the full three (3) years of the equipment warranty.

Schedule and Completion Time:

This project should commence by December 1, 2023, or as close to that date as is possible, and be completed by December 10, 2023.

Facility Workflow: Interruption in workflow to patrons and staff of the Round Lake Area Public Library District shall not exceed a level acceptable to the library.

Delivery and of Materials: Delivery of all materials is the responsibility of the Vendor. All materials will be delivered inside to the library's Receiving Room. Lift-gate delivery is required.

Material and Products to be Furnished: Equipment and materials furnished shall be new and unused, prior to this installation, first grade commercial quality and shall be essentially the standard cataloged products of a manufacturer regularly engaged in manufacture of the products. Rebuilt or remanufactured equipment will not be permitted. All computer components must be guaranteed to work correctly in workstation upon delivery.

Contact and Bid Proposal Deadline: Please direct all questions to John Haliotis, Information Technology Systems Administrator, by 2:00 PM on November 6, 2023. Please direct proposals to Jim DiDonato, Executive Director, by 12:00 PM, November 10, 2023.

SUBMIT QUESTIONS TO

John Haliotis, Information Technology Systems Administrator
906 Hart Rd.
Round Lake, IL 60073
(847) 546-7060
jhaliotis@rlalibrary.org

DELIVER FINAL BID TO

Jim DiDonato, Executive Director
906 Hart Rd.
Round Lake, IL 60073
(847) 546-7060
jdidonato@rlalibrary.org

PROPOSAL FORM

ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

2023 Desktop Computer and Monitor Purchase

CONTRACTOR'S NAME:

ADDRESS:

PROPOSAL FORM FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

906 Hart Rd
Round Lake, IL 60073
(To be submitted in duplicate)

1. **COST OF WORK:** The undersigned, having familiarized himself with conditions affecting the cost of the work and its performance and having carefully examined and fully understood the **INSTRUCTIONS TO BIDDERS**, hereby affirms and agrees to enter into a contract with **ROUND LAKE AREA PUBLIC LIBRARY DISTRICT**;

TO PROVIDE all supervision, labor, material, equipment, and all other expense items to perform completely the entire work covered by all specifications for the entire work;

FOR THE LUMP SUM OF _____ Dollars (\$ _____).

2. **COSTS:** The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the District for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits, and all other work, services, and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the contract documents considered severally and collectively. All bids shall be held valid for a period of 45 days after the bid due date.

3. **DELIVERY REQUIREMENTS:** The undersigned hereby affirms and states that the prices listed as "Delivered" are the unit and total costs for the delivery of item(s) to their designated locations ready for use.

4. TIME OF COMPLETION: This project should commence by December 1, 2023, or as close to that date as is possible, and be completed by December 10, 2023.

5. SPECIFICATIONS: Furnish all labor, material, equipment, and services necessary for said computers, in accordance with the following specifications and drawings (if required) as attached.

6. CONDITIONS:

A. I understand that the District is exempt from federal excise tax and the Illinois Retailers' Occupation Tax. I hereby certify that this proposal does not include any amounts of money for these taxes.

B. To be valid, bids shall be itemized so that selection for purchase may be made, there being included in the price of each item the cost of delivery, insurance, bonds, overhead, and profit.

C. The District shall reserve the right to add to or deduct from the base bid and/or alternate bid any item at the prices indicated in itemization of bid.

7. SUBSTITUTION OF MATERIALS: If the materials listed below are permitted for use in lieu of those specified, the base bid is changed by the amounts indicated.

MATERIAL MANUFACTURER SUBSTITUTED FOR ADD (+) DEDUCT (-)

NAME _____

BY [signed] _____

OFFICE _____

[if a corporation]

ADDRESS _____

TELEPHONE NO. _____

DATE _____