



# CITY OF URBANA INVITATION TO BID COMPUTER PURCHASE

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The City of Urbana is accepting bids to purchase the following item(s).

**Items:**

**50 Personal Computers as specified below.**

Attached are instructions to bidders, the City's Equal Employment Opportunity (E.E.O.) Workforce Statistics Form, Purchasing Certification Form and itemized listings of the **minimum** specifications for the equipment that the City wishes to acquire.

There is a Bid Form where bidders must identify the detail of items proposed.

Bids will be received until 5:00pm, Friday, September 9, 2016.

Please, send all bids to:

**City of Urbana  
Shawn C. Fluno  
Information Technology  
BID # PC20160909  
400 South Vine Street  
Urbana, Illinois 61801**

- or -

**Send as a PDF attachment with the BID # PC20160909 in  
the Subject of an email to:  
[scfluno@urbanailinois.us](mailto:scfluno@urbanailinois.us)**

The City reserves the right to reject any or all bids and to waive irregularities and technicalities.

If you have any questions, you may call Shawn Fluno at (217) 384-2347 or email [scfluno@urbanailinois.us](mailto:scfluno@urbanailinois.us) (reference BID # PC20160909 in the Subject).

**SECTION ONE: INSTRUCTIONS TO BIDDERS**

- 1.1 The City of Urbana, Illinois, is accepting bids for the purchase of the item or items listed on page one with full specifications to follow. All item(s) must be new, not used or reconditioned.
- 1.2 Sealed bids shall be delivered or mailed to the mailing address on page one, not later than the closing date and time listed on page one. The envelope shall indicate the bid number, firm name of bidder and firm's address. If emailed as a PDF, the bid number must be included in the subject (a response email will be sent to confirm receipt).
- 1.3 Each bid must be submitted on the Bid Form furnished by the City of Urbana. Bids shall be signed by a principal duly authorized to make contracts. For electronic submissions, a scan of the completed and signed bid form is required.
- 1.4 The City of Urbana reserves the right to reject any and all bids, and/or to award a contract only to a bidder who is equipped, competent and experienced in the class of work and whose bid is deemed to be most advantageous to the interests of the City of Urbana.
- 1.5 Written verification of Windows compatibility and FCC 'B' certification must be attached to the Bid Form.
- 1.6 Bidders may submit more than one bid for each item if alternatives are available, however the City of Urbana is under no obligation to accept or consider responses that do not match the specifications.
- 1.7 On a multiple item bid, the City of Urbana reserves the right to award bids on a per item basis. Vendors do not have to include all items in their bid.
- 1.8 The City is eligible for any "State of Illinois joint purchasing contract pricing" if available.
- 1.9 The City is exempt from all state and federal sales taxes.

**SECTION TWO: SPECIFICATIONS**

- 2.1 The price is to be freight prepaid with delivery to the City of Urbana, Information Technology, 400 South Vine Street, Urbana, Illinois 61801.
- 2.2 Time of delivery must be no later than two weeks from notification of award of the purchase. If delivery varies on different items the vendor should so state, as an attachment to the Bid Form.
- 2.3 All cables and accessories to make the machine operational and to conform to the specifications must be included in the price.
- 2.4 Award will be made to the lowest responsible bidder after Information Technology personnel have determined that the machines meet the minimum operations specifications.
- 2.5 The machines must carry a minimum warranty as specified with the item, including all parts unless otherwise noted.

- 2.6 Vendors must clearly indicate the warranty/guarantee period for the machines or individual parts, if different from that listed in the Item Specification.
- 2.7 The vendor must be a factory authorized dealer and must clearly state the manufacturer and model of each item proposed and its components.
- 2.8 The vendor agrees to provide necessary and full support to City Information Technology personnel during initial installation at no additional cost to the City.

### **SECTION THREE: POLICIES**

- 3.1 The vendor shall hold the City of Urbana, its officers, agents and employees harmless from liability of any nature or kind on account of use of any copyrighted or not copyrighted composition, process, patented or un-patented inventions and article of appliance furnished or used under this request for proposals.
- 3.2 The vendor chosen will agree to comply with the City of Urbana's Affirmative Action Ordinance and will be required to submit Equal Employment Opportunity Forms (included with the bid) to be reviewed by the City's Human Relations Commission which is required for purchases greater than \$25,000.
- 3.3 The vendor chosen will agree to comply with the City of Urbana's Drug-Free Workplace Certification Form (required by Illinois Revised Statutes, Chapter 127, Section 132.311, (available on-line or on request)).
- 3.4 The vendor chosen will agree to comply with the City of Urbana's Certificate of Compliance Form (required by Chapter 38, section 38-E and 34-E and Chapter 24, Section 11-42.1-1 of the Illinois revised Statutes, see (available on-line or on request)).
- 3.4 The vendor must provide third-party green certified product when possible to show equipment is ENERGY STAR Certified by City Policy section 7.11.

**3.5 Ghz Intel Core i5 Computers Without Monitor****Note:**

Manufacturer and model of parts must be included on returned bid form below.

**Unit Specifications:**

- Intel Core i5-6600K 3.5GHz LGA1151 Skylake Processor, 6MB Cache and Intel HD Graphics 530 with Intel approved heat sink and fan.
- Motherboard: LGA1151 Socket, 1 (min) PCI Express 3.0 16x slot, 1 (min) PCI Express 1x slot, 4 DIMM DDR4-2133MHz (min) slots, Dual Channel memory support, 2 (min) SATA 6GB/S connector, 4 (min) SATA 3GB/S connectors, 2 external USB 3.0 or higher (min), 6 external USB 2.0 or higher (min) (2 front in front required), integrated High Definition Audio (microphone /speakers in back) and (microphone/headphones in front), integrated 1Gbps Ethernet LAN, integrated Intel HD Graphics video in CPU, 2 integrated DVI connectors (or Display Port with connector) (min), must support dual monitor display, solid state capacitors.  
Note: ROM BIOS should be latest version available at time of shipment.
- Black Mini-Tower case with 350W (min) 85% (min) Efficiency power supply, front accessible Headphone & USB 2.0 ports.
- 16 GB RAM - 2 x 8GB – DDR4-2133MHz (min) Memory.
- 24X DVD+-RW SATA drive.
- 1 TB (min) SATA 3.0 (6 Gb/s) hard disk drive.  
The City is requesting hard drive retention on failed hard drives.
- Speakers - black, AC powered.
- Black 104+ key Logitech or Microsoft 'Windows' USB Keyboard.
- Black Microsoft, 5 button, laser, wheel USB mouse.
- Windows 10 Professional x64 license with Windows 7 Professional x64 downgrade.
- Must include Windows 10 Professional x64 Install DVD (not system restore disk).  
Must include Windows 7 Professional x64 Install and/or System restore disk DVD.
- Warranty:
  - All parts should include a minimum 5-year:
  - A 'parts closet' should be included for all parts except the case, but including a power supply to allow City to swap defective parts. Defective parts should then be replaced with-in a one week period.
  - On-site service is not required.
- Price must include shipping.
- The City does not pay sales tax.



**CITY OF URBANA, ILLINOIS  
PURCHASING CERTIFICATION FORM (Rev. 4/06)**

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

**DRUG FREE WORKPLACE ACT:** An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

**CERTIFICATION OF COMPLIANCE:** An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

**DELINQUENT TAXPAYERS:** An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

**SIGNATURES (COMPLETE APPROPRIATE SECTION)**

**INDIVIDUAL**  **PARTNERSHIP**  **CORPORATION**  (check one)

Name of the Business \_\_\_\_\_

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Business Phone Number: \_\_\_\_\_

Date \_\_\_\_\_

<p style="text-align: center;"><b>CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us</b></p>	<b>Office Use Only (09/15)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification Date:</b>	
	<b>Certificate Expiration Date:</b>	

**EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM**

**Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.**

**Section I. Identification**

**1. Company Name and Address:**

Name:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.
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FEI Number:	Social Security Number:
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**2. Name and Address of the Company's Principal Office *(answer only if not the same as above)***

Name:

Address:

City/State/Zip

**3. Major activity of your company (product or service):**

**4. Project on which your company is bidding:**

**5. City of Urbana contact staff assigned to contract:**

## SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?		
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: _____ Title: _____ Telephone: _____ Email: _____		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. <b>You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.</b>		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.</b>		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? <b>(If yes, please complete Table B.)</b>		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>		

# SECTION III. Employment Information

**IMPORTANT:** Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.**

**TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE**

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>												
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
<b>Date of above Data:</b> _____												



## SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Date

## SECTION V. Verification

**Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:**

1. **Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?**

YES \_\_\_\_\_

NO \_\_\_\_\_

2. **Have you enclosed your company's EEO statement?**

YES \_\_\_\_\_

NO \_\_\_\_\_

3. **Have you enclosed your company's Sexual Harassment policy?**

YES \_\_\_\_\_

NO \_\_\_\_\_

# DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

## DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

**White (Not of Hispanic origin).** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black of African-American (Not of Hispanic origin).** All persons having origins in any of the Black racial groups of Africa.

**Hispanic or Latino.** All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander.** All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

**American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

**Officials and managers.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

**Professionals.** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

**Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

**Sales.** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

**Office and clerical.** Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

**Craft workers (skilled).** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

**Operatives (semiskilled).** Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

**Laborers (unskilled).** Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

**Service workers.** Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.