



# COUNTY OF WAKE PROCUREMENT SERVICES

## INVITATION TO BID

DATE PREPARED <b>27 Oct 09</b>
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THIS FORM MUST BE RETURNED TO: Wake County Procurement Services Wake County Office Building - Room 926 337 South Salisbury Street Raleigh, NC 27602	
ATTENTION <b>Scott Hanner</b>	PHONE <b>919-856-6157</b>

FOR QUESTIONS REGARDING SPECIFICATIONS CONTACT: <b>Scott Hanner</b>	
PHONE <b>919-856-6157</b>	EXTENTION
ORDERING AGENCY <b>Information Services</b>	REQUISITION

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ITB NO. <b>09-124</b>	QUOTE DUE DATE / TIME <b>9 Nov 09 2:00 PM</b>
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**THIS IS A REQUEST FOR PRICING, NOT AN ORDER. COMPLETED FORM AND ALL OTHER REQUESTED DATA MUST BE RETURNED. SEE ATTACHED FOR DETAILED REQUIREMENTS.**

Pursuant to general statutes of North Carolina, Section 143-129, as amended, sealed bids and proposals are invited and subject to the terms and conditions contained herein. The sealed bids and proposals will be publicly opened for furnishing the apparatus, supplies, materials, equipment and/or repair work and services as described below.

**THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY**

LINE	QUANTITY	UNIT	COMMODITY DESCRIPTION	UNIT COST	EXTENDED TOTAL
			Furnish as listed IBM License Renewals for Wake County Information Services as specified on attached list		
			Please submit pricing no later than 2:00 pm Nov 09, 2009		
			This is a Formal bid and only SEALED bids will be accepted		
			NO FAXED OR E-MAILED BIDS Identify on the bid outside of the envelope "BID Number 09-124"		
			Wake County reserves the right to award in whole or part.		
			Bids received after 2:00 PM 09 Nov 2009 will not be accepted under any circumstances		
			Bid deposit is NOT required.		
				<b>GRAND TOTAL</b>	

COMPANY NAME	DELIVERY DATE ARO DAYS	PRICES FIRM THROUGH	PAYMENT TERMS
ADDRESS	PRINTED NAME		PHONE
CITY STATE ZIP	AUTHORIZED SIGNATURE		FAX

**BID DEPOSIT REQUIREMENT:**

Bid deposits are not required unless specifically required on the front/cover page. If required, the bid deposit must be in the form of cash, cashier's check or certified check on

some bank or trust company insured by the Federal Deposit Insurance Corporation. In lieu of making the bid deposit as above provided, bidders may file a bid bond executed by a corporate surety licensed under the laws of North Carolina to execute such bonds conditioned that the surety will upon demand forth-with make payment to the obligee upon said bond if the bidder fails to execute the contract in accordance with the bid bond. This deposit shall be retained if the successful bidder fails to give satisfactory surety as required herein. All checks or bonds shall be made in favor of WAKE COUNTY, NOT WAKE COUNTY PURCHASING DEPARTMENT.

**RIGHT TO REJECT BIDS:**

Wake County reserves the right to reject any and all bids, to waive all technicalities and irregularities, and to make the award considered to be in the best interest of the County.

**SAVE HARMLESS:**

The successful bidder shall indemnify and save harmless the County from suits, actions, damages, and costs of every name and description resulting from work under a contract during its prosecution and suits brought against the County and the contractor for or on account of the use of patented appliances, products, or processes, or the infringement of any patent, trademark, copyright, or alleged negligence on the part of the contractor.

**TAXES:**

A. FEDERAL TAXES.— Wake County is exempt from Federal Excise Taxes and Transportation Taxes. The County will issue exemption certificates only upon request of the contractor. All requests for tax refunds are to be handled by the contractor. The county will not guarantee any Federal Tax Refunds to the contractor.

B. STATE TAXES — Wake County is liable for North Carolina Sales and Use Taxes, however, this item shall not be shown on the bid but shall be added to the invoices as a separate item.

**FINAL PAYMENT:**

Payment shall be made within thirty days after the contractor has completely delivered all materials or performed all the services in accordance with the requirements of the specifications as determined by the using department.

**STANDARD FORM REQUIRED:**

Bids must be the standard forms furnished by Wake County (only one copy is required). Proposals must be placed in a sealed envelope plainly marked so as to indicate its content without it being opened, i.e., Bid Request No., bid opening time and date. If the proposal is mailed rather than delivered, this sealed envelope shall be placed in another envelope addressed to the Wake County Purchasing Director, P.O. Box 550, Raleigh, North Carolina 27602

**TIME FOR OPENING BIDS:**

Bids will be opened promptly and read at the hour on the date set forth in the Advertisement. It shall be the responsibility on each bidder to see that bids are delivered prior to the time specified for the bid opening. LATE BIDS WILL NOT BE CONSIDERED. Bidders or their authorized agents are invited to be present.

**AWARD OF CONTRACT OF PURCHASE ORDER:**

Pursuant to Section 143-129 of the North Carolina General Statutes, as amended, the award will be made to the lowest responsive, responsible bidder taking into consideration quality, past performance and the time specified in the proposal for the performance of the contract.

**INFORMATION TO BE FURNISHED BY BIDDER:**

Bidders must submit with their bid, detailed specifications, circulars and all necessary data to facilitate evaluation of the equipment proposed. The bidders name should be entered on all such materials furnished. Failure to provide data may result in the rejection of the proposal.

**DEVIATIONS FROM THE SPECIFICATIONS:**

Bid the items as listed unless it is specifically authorized to bid alternates or equals. If no such deviations are noted and it is discovered later that the product or service furnished does not meet the minimum requirements of the specifications, the bidder may be required to furnish, at his expense and with no additional cost to Wake County, a product or service which does meet the minimum requirements of the specifications.

**SIGNING PROPOSALS:**

The County will prepare contracts or purchase orders for the successful bidder using the name exactly as it appears in the proposal, therefore, it is mandatory that bidders sign the proposal using their CORRECT AND COMPLETE LEGAL NAME.

**OTHER GENERAL INSTRUCTIONS:**

A. All equipment and materials furnished under these specifications shall be free from all defects and shall operate smoothly after being set up for operation. Bidders must submit their warranty against defects in materials and workmanship covering the equipment proposed.

B. Prices shall include delivery FOB. Destination, complete and ready for operation unless otherwise specified.

C. If necessary, the successful bidder may be required to instruct Wake County personnel in the proper operation of the equipment.

D. The County reserves the right to require a demonstration of the equipment bid at no cost to the County.

E. At the present time North Carolina law does not permit the award of contracts when bids contain escalation clauses unless the escalation clause incorporates a maximum figure for escalation or unless the escalation is computed at a fixed rate per period of time and the periods of time have a cut-off date so that, in effect, there is a computable maximum escalation figure.

F. The County shall have a period of 60 days after the opening of the bids or quotations in which to award the contract or purchase order, unless indicated otherwise by the County.

G. The name of certain brands or makes is to denote quality standards desired and does not restrict bidders to the specified brand name, unless otherwise indicated.

H. The contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract, or any portion thereof, or his right, title or interest therein, without consent of the County.

I. All bids and proposals shall be for furnishing apparatus, supplies, materials, equipment, and/or work and service in accordance with the applicable plans and specifications prescribed by the County of Wake. From the date shown above until the date of opening the proposals; the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials, or equipment, and/or work and services are and will continue to be on file in the Wake County Purchasing Office, Suite 900, Wake County Office Building, Raleigh, N.C., during usual office hours, and available to prospective bidders.

J. The bidder to whom contract is awarded must comply fully with the requirements of General Statutes. Section 143-129 as amended, including the furnishing of a satisfactory surety bond in the full amount of the contract price to guarantee faithful performance of the contract, if required.

K. By submitting a bid/proposal, the individual/company as indicated on the first page, swears and attests that: (1)they are fully informed respecting the preparation and contents of this bid/proposal, (2) such bid/proposal is genuine and is not a collusive or sham bid, (3) neither the bidder nor any of it officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham bid in connection with the contract for which the attached bid/proposal has been submitted; or to refrain from bidding, in connection with such contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any bidder, firm or person to fix the price or prices in the attached bid/proposal or of any other bidder, or to fix any overhead, profit or cost elements of the bid/proposal price or the bid price of any other bidder, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against recipient or any person interested in the proposed contract, (4) the price or prices quoted in the attached bid/proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any other of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

**INSTRUCTIONS TO BIDDERS**

Samples of items, when required, must be furnished free of expense, prior to the opening of bids, and if not destroyed, will upon request, be returned at the bidder's expense. Request for the return of samples must be made within 10 days, following opening of bids. Each individual sample must be labeled with bidder's name and item number.

If the item bid has a trade name or brand, such trade name or brand must be stated in the bid. Please address and mark your bid as shown.

FROM	_____	PLACE STAMP HERE
	_____	
	_____	
SEALED BID ON	_____	WAKE COUNTY PROCUREMENT SERVICES PO BOX 550 RALEIGH NC, 27602
TO BE OPENED	_____ 20 ____	