

THE CITY OF



PURCHASING/RISK MANAGEMENT DIVISION

241 W. South Street
Kalamazoo, Michigan 49007-4796
Telephone (269) 337-8020
FAX (269) 337-8500

ADDENDUM #1

May 26, 2010

TO: All Prospective Bidders
SUBJECT: Bid Reference #: 205-09-009 /TJ
PROJECT: Personal Computers and Notebooks
BID OPENING: June 10, 2010 @ 3:00 p.m. Local Time

The purpose of this Addendum is to clarify and/or modify the Specifications for this project. All work affected is subject to all applicable terms and conditions of the Bidding and Contract Documents.

1. Bid and Award page 2 has been revised and included for your use.
2. Item 4.1 PC Specifications Operating System should read:

Operating system: OEM Microsoft 7 Professional 64 bit with media for 5 PC's minimum

The Addendum can be viewed and downloaded from the City's website at www.kalamazoocity.org.

In order for a bid to be responsive, this addendum must be returned with your bid. If you have already submitted your bid, acknowledge receipt and acceptance of this addendum by signing in the place provided and returning it to the undersigned and it shall be incorporated in your bid. Please identify your return envelope with the bid reference number and project description.

Sincerely,

Nicholas Lam
Purchasing Director

c: Zondra Heckman, Information Technology

FIRM: _____

SIGNED: _____

NAME: _____

DATE: _____

(Type or Print)

**REVISED
SECTION II
BID AND AWARD**

The undersigned having become thoroughly familiar with and understanding all of the bid/contract documents incorporated herein, agrees to provide personal computers, notebooks and accessories as specified herein:

ITEM	<u>DESCRIPTION</u>	<u>EST QTY</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	Desktops (complete units) Brand/Model # _____	61	\$ _____	\$ _____
2.	Laptops Brand/Model # _____	31	\$ _____	\$ _____
3.	Additional Monitors Brand/Model # _____	10	\$ _____	\$ _____
4.	Docking Stations Brand/Model # _____	10	\$ _____	\$ _____
5.	AC Adaptors Brand/Model # _____	10	\$ _____	\$ _____

GRAND TOTAL \$ _____

Bid prices shall remain firm for six (6) months. For subsequent purchases should bid prices decrease during the term of the contract, the unit prices provided herein shall be adjusted downward to reflect this decrease.

The City may purchase additional PCs and notebooks during the term of this contract. The City offers no guarantees that additional purchases will be made above those quantities listed herein.

Bidder shall provide all of the information as requested herein with their bid. **Failure to do so and/or failure to provide post-bid requested information may be cause for rejecting the bid as non-responsive.**

Guaranteed delivery shall be _____ calendar days after receipt of notification of order. All equipment shall be shipped as a complete unit with all components assembled.

The City will award the contract based on the following selection criteria:

- a. Multiple successful installations in other networked business environments
- b. Assurance of capability to meet on-site warranty requirements
- c. Conformance to specifications
- d. Price

Bidder/Contractor has examined and carefully studied the bidding documents and attachments, and acknowledges receipt of the following addenda:

Addendum No: _____

Dated: _____

By my signature below, I certify that the firm bidding on this contract, when making hiring decisions, does not use a past criminal conviction as a bar to or preclude a person with a criminal conviction from being considered for employment with the bidding firm unless otherwise precluded by federal or state law. I further certify that I have read and agree to be bound by the provisions of the City's Non-Discrimination Clause found in Appendix A and as updated by City Ordinance 1856.

Signed: _____ Name: _____

Title: _____