



**DEPARTMENT OF FINANCE  
OFFICE OF PURCHASING**

**INVITATION TO BID**

June 22, 2010

Dear Sir/Madam,

The City of Norwalk is soliciting bids for portable tablet computers with related accessory and peripheral equipment. Your firm has expressed interest in providing this item. Below is an outline of some of the requirements that apply to this item.

|                      |                                  |                                  |
|----------------------|----------------------------------|----------------------------------|
| <b>PROJECT #</b>     | <b>2975</b>                      | <b>Document length – 6 pages</b> |
| <b>DEADLINE</b>      | <b>2:00 PM</b>                   | <b>June 30, 2010</b>             |
| <b>PROJECT TITLE</b> | <b>Portable Tablet Computers</b> |                                  |

Candidates will be required to provide:

1. Copies of current certifications as applicable.
2. Include Original bid package, plus four (4) copies.

All questions concerning these specifications should be directed, in writing, to Gerald J. Foley, Purchasing Agent, via fax to 203-854-7817, via e-mail to [gfoley@norwalkct.org](mailto:gfoley@norwalkct.org). The deadline for the submission of questions for this project is 2:00PM, June 25, 2010.

BID DOCUMENTS are available upon receipt of this invitation over the Internet at <http://www.bid.ci.norwalk.ct.us/>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided on the internet bid page. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. The document number to request will be the same as the project number indicated above.

Businesses, without fax or Internet access equipment, may contact the Purchasing Department at 203-854-7712 for any Bid information. Our fax number is 203-854-7817.

If, after review of the Bid documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete document, along with your detailed proposal, to the City of Norwalk Purchasing Department by the due date.

Yours truly,

Gerald J. Foley  
Purchasing Agent

## SECTION 1 - RESPONSE FORMS

### **SPECIAL NOTES ON RESPONDING:**

**ADDENDA** information is available over the Internet at <http://www.bid.ci.norwalk.ct.us/html/add.htm> Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided at the bottom of the internet bid page. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. Request document #1001. **We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline.**

**SUMMARIES** will be available any time after 5:00 PM on the day of the bid opening over the Internet at <http://www.bid.ci.norwalk.ct.us/html/sum.htm> . This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. The document number to request will be the same as the project number indicated in the invitation to bid. Bid results will not be provided over the phone.

**AWARD NOTIFICATION** will be issued by mail.

**BUSINESSES WITHOUT** Fax Equipment or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

**BID RESPONSES** Original + four (4) copies are to be delivered to:

City of Norwalk  
Purchasing Department, Room 103  
125 East Avenue  
P.O.Box 5125  
Norwalk, Ct. 06856-5125

See section 3 for information on delivering bids by fax.

**1.1 PRICING SHEET: #2975 – PORTABLE TABLET COMPUTERS**

|                      |              |                |
|----------------------|--------------|----------------|
| <b>Vendor Name -</b> |              |                |
| <b>Address -</b>     |              |                |
| <b>Phone -</b>       | <b>Fax -</b> | <b>Email -</b> |
| <b>Manager -</b>     |              | <b>Fed ID#</b> |

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

**1. Portable Tablet Computers**

|    | <b>Qty</b> | <b>Description</b>                                 | <b>Cost/Unit</b> | <b>Total Cost</b> |
|----|------------|--|------------------|-------------------|
| A. | 6          | Lenovo ThinkPad – Tablet - X201 Tablet Computer    | \$               | \$                |
| B. | 6          | Lenovo ThinkPad – Memory – 2 GB So DIMM 204 pin    | \$               | \$                |
| C. | 6          | Lenovo ThinkPad – Docking Base - Ultrabase TX X200 | \$               | \$                |
| D. | 6          | Lenovo ThinkPad – Adapter – 65 Watt AC adapter     | \$               | \$                |
| E. | 9          | Lenovo ThinkPad - DVD burner – ultra slim DVD+/-RW | \$               | \$                |
| F. | 6          | Lenovo ThinkPad - Battery – 8 cell lion battery    | \$               | \$                |
| G. | 6          | Lenovo ThinkPad - Extended Warranty 9x5xNBD        | \$               | \$                |
| H. |            | Total of items listed above A – G.                 |                  | \$                |

**Delivery Time frame \_\_\_\_\_ calendar days after receipt of order.**

*Note: this equipment is required for a July 14th training class, therefore your project delivery time frame shall be a factor in this award.*

|   |             |
|---|-------------|
| <b>Submitted by -</b>                               | -           |
| <b>Authorized Agent of Company (name and title)</b> | <b>Date</b> |

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

|                             |  |                             |  |
|-----------------------------|--|-----------------------------|--|
| <b>Addendum #1, Dated -</b> |  | <b>Addendum #2, Dated -</b> |  |
| <b>Addendum #3, Dated -</b> |  | <b>Addendum #4, Dated -</b> |  |

## 1.2 BIDDER'S QUALIFICATIONS

If a qualification statement is not on file with Purchasing, or is over one year old, please answer the following questions. Attach a financial statement or other supportive documentation.

1. Number of years in business - \_\_\_\_\_
2. Number of personnel employed Pt.time - \_\_\_\_\_, Full - \_\_\_\_\_,

3. List six contracts of this type/size your firm has completed within the last three years:

| Project | Date | Contact Person | Phone No. |
|---------|------|----------------|-----------|
|         |      |                |           |
|         |      |                |           |
|         |      |                |           |
|         |      |                |           |
|         |      |                |           |
|         |      |                |           |

### SERVICE -

4. Location of service center - \_\_\_\_\_
5. Size of service center (sq. ft.) - \_\_\_\_\_
6. Dollar value of parts relating to this bid in inventory \$ \_\_\_\_\_
7. Number of full time mechanics employed, qualified to handle this equipment: \_\_\_\_\_

**Attach any additional information which demonstrates your qualification for this work including appropriate certifications.**

## SECTION 2 - PROJECT SPECIFICATIONS

The Norwalk Health Department plans to purchase approximately six (6) portable Lenovo ThinkPad tablet computers for its clinician team.

The portable tablet computer shall be a Lenovo ThinkPad X201 Model #2985 Tablet Computer, Intel Core i7, 640LM / 2.13 GHz (2.93 GHz) vPro-RAM 4GB, HDD 250 Graphic 12.1" TFT 1280 x 800 (WXGA) Gigabit Ethernet, WLAN 802.11a a/b/g/n, Bluetooth 2.1, Windows 7 Pro/SP Pro pre-installed [Manufacturer Part Number 2985EUU]

Additionally, the following accessory and peripheral equipment shall also be required:

| Qty | Mfg Part No. | Description  |
|-----|--------------|--|
| 6   | 55Y3707      | Lenovo ThinkPad – 2GB So DIMM 204-pin DDR3                               |
| 6   | 43R8781      | Lenovo ThinkPad – Docking Base - Ultrabase TX X200                       |
| 6   | 40Y7696      | Lenovo ThinkPad – Adapter – 65 Watt AC adapter                           |
| 9   | 43N3214      | Lenovo ThinkPad - DVD burner – ultra slim DVD+/-RW                       |
| 6   | 43R9257      | Lenovo ThinkPad - Battery – 8 cell lion battery                          |
| 6   | 41C9342      | Lenovo ThinkPad Depot Plus – Accidental Damage protection Plan – 3 years |

Vendors are requested to provide a delivered price to a single location within the City boundaries of the City of Norwalk. For price quotation purposes utilize the mailing zip code number 06851.

The actual number of portable tablet computers, accessories and or peripherals required may vary depending upon the actual requirements of the Norwalk Health Department.

The aforementioned equipment is required for a July training class. Therefore the availability and delivery parameters provided by each vendor will be a factor in this award.

All questions concerning these specifications should be directed, in writing, to Gerald J. Foley, Purchasing Agent, via fax to 203-854-7817, via e-mail to [gfoley@norwalkct.org](mailto:gfoley@norwalkct.org)  
The deadline for the submission of questions for this project is 2:00PM, June 25, 2010.

### **SECTION 3 - GENERAL INFORMATION**

**NOTE: SECTION 3 - GENERAL INFORMATION** contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 011205, or later on file you may obtain a copy over the Internet at <http://www.bid.ci.norwalk.ct.us/html/terms.htm> . Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe. A link to the Adobe site is provided. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. Request document number 1002.