

**HOUSING AUTHORITY
OF THE COUNTY OF DAUPHIN**

REQUEST FOR PROPOSALS

FOR

COMPUTER PURCHASE

OCTOBER 24, 2017

William Pettigrew, Sr.....Chairman
Michael Musser II.....Vice-Chairman
Nancy Thompson.....Assistant Secretary
George Connor.....Treasurer
William Roberts.....Assistant Treasurer

Leo E. Agresti.....Executive Director/Secretary
Leah Eppinger.....Deputy Executive Director

HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

REQUEST FOR PROPOSALS

COMPUTER PURCHASE

General Overview

The Housing Authority of Dauphin County (HACD) is looking to purchase 30 desktop computers for their employees. The mission of the Housing Authority of the County of Dauphin is to provide eligible low income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. Furthermore, the Housing Authority endeavors to provide accessible facilities to persons with disabilities. The Housing Authority is committed to operating in an efficient, ethical and professional manner as well as creating and maintaining partnerships with its clients and appropriate community agencies. In order to keep the office computers up-to-date, the Authority is seeking proposals for the purchase of 30 desktop computers, monitors and next day on-site supportive services.

Scope of Services

HACD is seeking a vendor with the capability to provide, configure and install 30 desktop computers (25 basic and 5 executive), monitors and provide next day onsite supportive services.

Proposals shall meet the following minimum requirements:

- All components must be factory new, not reconditioned or refurbished. All components must be an available commodity and supported by the vendor.
- All components must be from the same manufacturer, or partnered manufacturer.
- All expenses must be tax-exempt. Tax-exemption information shall be provided upon award of contract.
- No additional expenses, such as freight, shipping or labor shall be added after award of contract. Proposals must be inclusive of all expenses.
- Advanced product support, warranty, and replacement shall be provided for a minimum of 5 years after installation.
- Must provide all installation and configuration of all proposed equipment components and necessary cabling.

- Vendor will provide the Housing Authority with the SKU numbers for all required software so it can be ordered from Tech Soup, then installed by the vendor.

Basic Computer Minimum Requirements – 25

- Small Form Factor case and chassis
- 6th Gen 3.4ghz i5 7500
- Windows 10 Pro
- 80 Plus Platinum Power Supply
- 1 8GB 2400mhz DDR4 ram stick
- 256GB SSD Drive
- 3 year Next Business day onsite support after remote diagnostics
- 20" Professional Series Monitor
- USB Standard Keyboard
- USB Optical Mouse

Basic computers shall be preinstalled and preconfigured by vendor to include the following software:

- Windows 10 Pro
- HACD supplied version of Microsoft Office
- Emphasys Elite Housing
- Adobe Reader
- Chrome

Executive Computer Minimum Requirements - 5

- Small Form Factor case and chassis
- 6th Gen 3.4ghz i5 7500
- Windows 10 Pro
- 80 Plus Platinum Power Supply
- 1 8GB 2400mhz DDR4 ram stick
- 256GB SSD Drive
- Capability to install dual monitors
- 3 year Next Business day onsite support after remote diagnostics
- 2x 20" Professional Series Monitor
- USB Standard Keyboard
- USB Optical Mouse

Executive computers shall be preinstalled and preconfigured by vendor to include the

following software:

- Windows 10 Pro
- HACD supplied version of Microsoft Office
- Emphasys Elite Housing
- Adobe Acrobat Pro 2017
- Chrome

Vendor shall provide all necessary cabling to complete desktop and monitor setup. Vendor shall provide HACD a copy of the computer image on a flash drive. Vendor shall deploy all computers with minimal downtime during office hours (9:00 AM to 4:30 PM).

Proposed Solution

Response to this RFP shall include the following information:

- Project Description: proposals must contain description of the vendor's solution in paragraph format. The proposals may also contain figures or attachments to illustrate the description.
- Project Outline: proposals must contain an itemized outline of the solution referencing each requirement listed in the Scope of Services section of this RFP. This outline shall describe how the vendor's solution will meet or exceed the needs that have been established.
- Project Phase Description: proposals must include a detailed description of how each phase of the project is to be completed by the vendor.
- Project Timeline: proposals must contain a theoretical project timeline. Daily start and stop times shall NOT fall outside hours of operation (9:00 AM to 4:30 PM).
- Housing Authority of the County of Dauphin's Responsibility in Completing Project: If applicable, proposals must contain details of any project tasks to be completed by the Authority's employees.
- Project Cost: proposals must contain an itemized list of all project expenses. Cost of Basic Computers and Executive Computers shall be listed separately. The Housing Authority of the County of Dauphin shall incur no additional expenses due to vendor omission, error or misunderstanding after submittal.

Selection Process

The Housing Authority of the County of Dauphin will award a contract to the vendor that appears to be best suited to perform the scope of services at a reasonable cost. Proposals will be evaluated according to the following criteria:

1. The prior experience of the vendor in performing the professional service outlined in the scope of services. Proposers shall submit evidence of appropriate professional certifications and affiliations and provide at least 3 references on previously completed or ongoing jobs of a similar nature.
2. Narrative in support of the vendor's approach in delivering high quality services in a timely and cost effective manner in order to minimize delay.
3. The proposed total fee for the performance of the required services.

Interested vendors are to prepare a proposal which provides sufficient information for the Housing Authority to evaluate the proposal vendors according to the above criteria. Proposals that do not present a well-developed approach supported by a record of solid experience and professional consideration will not be given serious consideration.

All proposals shall be submitted to the following address no later than **12:00 NOON on November 3, 2017**:

Leah Eppinger, AICP, Deputy Executive Director
Housing Authority of the County of Dauphin
501 Mohn Street
Steelton, Pennsylvania 17113

Envelopes should be clearly marked "Request for Proposals Computer Purchase."

**CONTRACT FOR
COMPUTER LEASING SERVICES**

**HOUSING AUTHORITY
OF THE COUNTY OF DAUPHIN**

AND

CONTRACT H-17-04

AGREEMENT FOR COMPUTER PURCHASING SERVICES

BY AND BETWEEN THE

HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN AND

THIS AGREEMENT, entered into as of this ____ **day of** ____ **2017** by and between the HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN, 501 Mohn Street, Steelton, Pennsylvania 17113, hereinafter known as the "HOUSING AUTHORITY," and _____, hereinafter, known as the "CONTRACTOR."

WITNESSETH THAT:

WHEREAS, the HOUSING AUTHORITY desires to have a Contractor provide, configure, and install 30 desktop computers (25 basic and 5 executive), monitors and provide next day onsite supportive services.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

A. SCOPE OF SERVICES The CONTRACTOR shall perform the above referenced services including meeting the minimum requirements:

- All components must be factory new, not reconditioned or refurbished. All components must be an available commodity and supported by the vendor.
- All components must be from the same manufacturer, or partnered manufacturer.
- All expenses must be tax-exempt. Tax-exemption information shall be provided upon award of contract.
- No additional expenses, such as freight, shipping or labor shall be added after award of contract. Proposals must be inclusive of all expenses.
- Advanced product support, warranty, and replacement shall be provided for a minimum of 5 years after installation.
- Must provide all installation and configuration of all proposed equipment components and necessary cabling.
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- Adobe Acrobat Pro 2017
- Chrome

Vendor shall provide all necessary cabling to complete desktop and monitor setup. Vendor shall provide HACD a copy of the computer image on a flash drive. Vendor shall deploy all computers with minimal downtime during office hours (9:00 AM to 4:30 PM).

B. TIME OF PERFORMANCE

The time of performance to complete and deliver the above mentioned services shall extend for a period of sixty (60) consecutive calendar days beginning no later than November 13, 2017.

C. COMPENSATION

The HOUSING AUTHORITY agrees to pay the CONTRACTOR for services rendered under this contract an amount that shall not exceed the sum of \$_____ excluding miscellaneous reimbursements of incidental costs specified in the written proposal of the CONTRACTOR.

D. INSURANCE

LIABILITY INSURANCE

1. Workmen's Compensation Insurance

The CONTRACTOR shall purchase and maintain such insurance (minimum coverage required by state law) as will protect him from claims under Worker's Compensation Acts, for damages which may arise from operations by himself or anyone directly or indirectly employed by him.

2. Comprehensive General Liability

The CONTRACTOR shall carry comprehensive general liability insurance with bodily injury and property damage in the following amounts:

Bodily Injury and Property Damage

- a. Each Occurrence \$1,000,000
- b. Annual Aggregate \$1,000,000

3. Comprehensive Automobile Liability

Bodily Injury and Property Damage

- a. Each Occurrence \$1,000,000
- b. Annual Aggregate \$1,000,000

4. Professional Liability (Errors and Omissions) Insurance

- a. Each Occurrence \$ 500,000
- b. Annual Aggregate \$1,000,000

E. MERGER AND SEVERABILITY

This contract represents the entire integrated agreement between the HOUSING AUTHORITY and the CONTRACTOR and supersedes all prior negotiations, representations, agreements or communications whether written or oral. However, this contract does hereby incorporate by reference the CONTRACTOR proposals for professional services dated and submitted to the HOUSING AUTHORITY on_____. This contract may be amended only by written instrument signed by both the HOUSING AUTHORITY and the CONTRACTOR. If any term or condition of this contract shall, to any extent, be found invalid, void, or unenforceable, the remaining provisions shall remain in full force and effect to the extent allowed by applicable law.

F. GENERAL CONTRACT CONDITIONS

This contract also incorporates and is further subject to the provisions in the Request for Proposals attached.

IN WITNESS WHEREOF, THE HOUSING AUTHORITY and the CONTRACTOR have executed this contract as of the date first written above.

ATTEST:

**HOUSING AUTHORITY
OF THE COUNTY OF DAUPHIN**

Leo E. Agresti, Secretary

William Pettigrew, Sr., Chairman

501 Mohn Street, P.O. Box 7598
Steelton, Pennsylvania 17113

WITNESS:

CONTRACTOR

Name of Firm

Address

By: _____

Title: _____