

# CITY OF WASHINGTON



## **BID PROPOSAL REQUEST FOR Computers**

### **INVITATION TO BID**

The City of Washington, Kansas, is inviting sealed bids for computers and setup/installation onto the existing network and transfer of files.

Bids will be received at the City Clerk's Office, P.O. Box 296, 301 C Street, Washington, Kansas 66968, until 1:00 pm on Monday, March 31, 2025. All bids should be sealed in an envelope with "Computers" clearly printed on the outside of the envelope. **Electronic bids will be accepted if submitted directly to City Clerk Denise M. Powell at [washclerk@washingtonks.net](mailto:washclerk@washingtonks.net) prior to the bid deadline.** Bids received later than specified hour and date will not be considered.

All submitted bids shall be honored for 60 days after the bid opening. Bidders are encouraged to submit more than one bid, if desired.

The attached bid sheet with specifications (or copies) shall be submitted with each bid to be considered a valid bid. State bids will be considered in determining the lowest responsible bid, if applicable.

Bids will be opened at 1:00pm on Monday, March 31, 2025, in the City Council Chambers. Bids will be reviewed and a recommendation made to the City Council for consideration at the April 7, 2025 regular council meeting.

The City of Washington reserves the right to reject any or all bids with or without cause and to waive any irregularities.

If you have questions, please feel free to contact Caroline Scoville at (785) 325-2284.

Sincerely,

Carl D. Chalfant  
City Administrator

## **BID INSTRUCTIONS**

### **GENERAL**

The specifications and dimensions that follow shall apply to the purchase of Computers for the City of Washington, Kansas. The City reserves the right to waive minor technicalities under this specification.

The computers shall be new and unused, under standard production by the manufacturer. All parts on the computers shall be new and unused.

Complete specifications, documentation and literature on all equipment must accompany the final purchased product.

Interested bidders may contact Caroline Scoville, EMT, for questions at 785-325-2284 or to schedule a site visit.

### **DELIVERY**

The Computers shall be delivered to City Hall, 301 C Street, Washington, Kansas and installation scheduled with city staff so as to minimize disruptions in daily business.

### **TAX INFORMATION**

This purchase will be tax exempt. Appropriate certification will be supplied to the vendor upon request.

**ITEM SPECIFICATION & BID SHEET**

All components and accessories shall be new, unused, and ready for installation and operation upon delivery.

**Computers shall meet minimum specifications of:**

- Intel I5 or better CPU
- 16 GB RAM
- WI-FI capability
- Windows 11 Professional 64-bit operating system
- 512 GB SSD or greater
- Intel UHD Graphics 630 or equivalent
- \*\*\*Microsoft Office 2019 Professional or newer 32-bit required. *(If the computer base bid price does not include this software, please ensure that it is listed as an additional charge)*
- Speakers
- *Small form factor for desktops*
- *17” screen or bigger on laptops*
- *Monitor resolution of 1920x1080 or better*
- *Extended keyboard to include number keypad on laptops*

*Please provide information regarding warranty.*

**ITEM #1 – City Clerk Laptop Computer**

MFG. & MODEL OFFERED: \_\_\_\_\_

BASE BID

- 1) \_\_\_\_\_ New laptop computer.  
Exception Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ITEM #2 – City Administrator Laptop Computer**

MFG. & MODEL OFFERED: \_\_\_\_\_

BASE BID

- 2) \_\_\_\_\_ New laptop computer.  
Exception Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ITEM #3 – EMT Laptop Computer**

MFG. & MODEL OFFERED: \_\_\_\_\_

BASE BID

- 3) \_\_\_\_\_ New desktop computer.  
Exception Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ITEM #4 – City Treasurer Desktop Computer**

MFG. & MODEL OFFERED: \_\_\_\_\_

BASE BID

- 4) \_\_\_\_\_ New desktop computer.  
Exception Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALTERNATE A**

- 5) \_\_\_\_\_ 3 – Compatible Docking Stations with 100W USB Type C, 6 x USB Ports,  
4 x USB 3.0 ports, HDMI display port - Wired  
Exception Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*Microsoft Office 2019 Professional or newer *MUST BE 32 BIT***

- 6) \_\_\_\_\_ Microsoft Office 2019 Professional *or newer must be 32 bit* software (per  
license)  
Exception Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_