



**OFFICE OF COUNCIL SERVICES
COUNTY OF MAUI**

RELEASE DATE: FRIDAY, MAY 20, 2024

**INVITATION FOR BIDS
IFB No. 24-006OCS**

**FURNISH AND DELIVERY OF 2-IN-1
DETACHABLE TOUCHSCREEN COMPUTERS
(CURRENT VERSION) AND ACCESSORIES**

BIDS WILL BE RECEIVED UP TO 2:00 P.M. HST
ON WEDNESDAY, JUNE 5, 2024

IN THE OFFICE OF COUNCIL SERVICES, 200 SOUTH HIGH STREET, ROOM 703, WAILUKU, HAWAII 96793. SEND QUESTIONS RELATING TO THIS SOLICITATION TO MARLENE REBUGIO, SUPPORT SUPERVISOR, OFFICE OF COUNCIL SERVICES, AT COUNTY.COUNCIL@MAUICOUNTY.US. NO LATER THAN WEDNESDAY, MAY 29, 2024.

A handwritten signature in cursive script, appearing to read "Alice L. Lee".

Alice L. Lee
Council Chair

MINIMUM SPECIFICATIONS

IFB 24-0060CS

**FURNISH AND DELIVERY OF 2-IN-1 DETACHABLE TOUCHSCREEN
COMPUTERS (CURRENT VERSION) AND ACCESSORIES**

**FOR THE OFFICE OF COUNCIL SERVICES,
COUNTY OF MAUI**

It is the intent of these specifications to describe the minimum requirements of thirty (30) 2-In-1 Detachable Touchscreen Computers (current version) and accessories for the Office of Council Services, Maui County. Any item(s) not listed but are required for the proposed model to be considered complete shall be furnished. Any item(s) listed as standard equipment in manufacturer's publications, are assumed to be included in the bidder's proposal and shall be furnished.

<u>QUANTITY</u>	<u>PRODUCT</u>
30	2-In-1 Detachable Touchscreen Computers, Current Version Core i7 or Higher 16GB 512GB SSD ax BT 2xWC 13" PS MT Windows 11Pro
30	Type Cover with Magnetic FPR Type, Current Version
30	4 Year Complete for Business Service
60	USB C to Display Port Adapter, 3 Feet
60	Docking Station, Current Version

Delivery shall be within ninety (90) calendar days from the Notice to Proceed ("NTP") issued by the Council Chair.

SPECIAL PROVISIONS

IFB 24-006OCS

FURNISH AND DELIVERY OF 2-IN-1 DETACHABLE TOUCHSCREEN COMPUTERS (CURRENT VERSION) AND ACCESSORIES

FOR THE OFFICE OF COUNCIL SERVICES, COUNTY OF MAUI

- 1) "Chief Procurement Officer" or "CPO" means the Chair of the Maui County Council, or the Chair's designated representative.
- 2) Bids shall be received by the CPO no later than 2:00 p.m. HST, Wednesday, June 5, 2024. Timely receipt of offers must be evidenced by the date and time registered by an OCS time-stamp clock on the hard copy. Bids received after the deadline will be rejected.
- 3) Offeror chooses to deliver its bid by United States Postal Services ("USPS"), please be aware that the USPS does not make deliveries to Room 703, but rather to a central County mailroom. This may cause a delay in receipt by the CPO, and the proposal may reach the CPO after the deadline, resulting in an automatic rejection.
- 4) The original bid, along with three hard copies and an electronic copy, must be submitted in sealed envelopes or packages marked "Bid for IFB 24-006OCS", and mailed or delivered to:

Chief Procurement Officer
Office of Council Services
County of Maui
200 South High Street, Room 703
Wailuku, Hawaii 96793
- 5) Proposals submitted via email and fax will not be accepted.
- 6) Proposals will not be publicly opened but will be opened only in the presence of the CPO and two or more employees of OCS. Proposals will become public information after the posting of the award or rejection of all proposals in accordance with procurement laws.
- 7) Bidders are required to comply with the newest procurement code, Hawaii Revised Statutes ("HRS"), Chapter 103-D, any rules and regulations and

policy directives issued with respect to Chapter 103-D and any amendments thereof.

- 8) Furnish and delivery of all devices and accessories to the Office of Council Services, County of Maui, shall be subject to the Minimum Specifications, Questionnaire, Special Provisions, Bid Form and General Terms & Conditions in this order of priority.
- 9) Offer shall include all applicable taxes, except Federal Excise Tax from which the County is exempt, and delivery charges to 200 South High Street, Room 703, Wailuku, freight prepaid.
- 10) Bidder shall complete the bid form, enclosing the latest printed specifications and literature describing the equipment offered.
- 11) Manufacturer's brands and stock/part numbers specified do not denote a preference for that make but specify the level of quality desired. Alternate brands found to be equal to or greater in quality to the brand specified may be accepted by the Officer-In-Charge; however, the burden to prove equality shall rest with the bidder.
- 12) The CPO reserves the right to:
 - a) withhold confirmation of award for a period of sixty (60) calendar days from the date of bid opening; and
 - b) increase or decrease the quantity any time prior to award, and the vendor agrees not to claim loss of profit from this change; and
 - c) cancel solicitation in its entirety, any time prior to award, and the vendor agrees not to claim loss of profit from this change.
- 13) Bidder shall not submit more than one (1) bid form and shall not submit more than one (1) offer. Doing so shall be cause for rejection of all offers from that bidder.
- 14) A contract shall be awarded to the lowest responsible and responsive bidder based on the lowest NET TOTAL OUTRIGHT PURCHASE PRICE. Incomplete, conditional, or irregular bids will be rejected.
- 15) Whenever there is a mathematical error, the unit price shall govern.
- 16) A bid bond and performance bond shall not be required.
- 17) No offer shall be withdrawn from the set time of the bid opening.
- 18) Manufacturer's warranty shall be enclosed with the bid form.

- 19) Any questions pertaining to this solicitation may be directed to Marlene Rebugio, Support Supervisor, Office of Council Services at county.council@mauicounty.us.

Questions must be received at least five (5) business days prior to the bid opening date. Any acceptable modifications or clarifications shall be made by issuance of an addendum and shall be given by written notice to all parties.

- 20) The Purchasing General Terms and Conditions for Goods and/or Services for the County of Maui applies and available on the County website at <https://www.mauicounty.gov/DocumentCenter/View/3186/Goods-and-Services-?bidId=>.
- 21) In accordance with Section 3-122-112, as amended, of the Hawaii Administrative Rules, the successful bidder must produce the following documents:
- a) Tax Clearance Certificate
 - b) DLIR Certificate of Compliance
 - c) Certificate of Good Standing from the DCCA

Since time is of the essence, once the highest-ranked proposal is determined, OCS will verify with the Hawaii Compliance Express (“HCE”) online system to determine whether the Contractor is compliant with State-required certificates. Pursuant to HRS, Section 103D-310(c), upon award of the contract, the Contractor must be registered with HCE to demonstrate compliance with applicable State laws. There can be significant delays in attaining HCE compliance. Offerors should verify HCE compliance as soon as possible. DO NOT WAIT UNTIL AWARD OF THE CONTRACT.

The awarded vendor is encouraged to use the Hawaii Compliance Express website to assist them in obtaining the above certificates. The state website is <http://vendors.ehawaii.gov>.

QUESTIONNAIRE

IFB 24-0060CS

**FURNISH AND DELIVERY OF 2-IN-1 DETACHABLE TOUCHSCREEN
COMPUTERS (CURRENT VERSION) AND ACCESSORIES**

**FOR THE OFFICE OF COUNCIL SERVICES,
COUNTY OF MAUI**

Bidder shall complete and submit this questionnaire with their offer.
**FAILURE TO COMPLY WITH THIS REQUIREMENT WILL BE CAUSE
FOR REJECTION OF A BID AS BEING NON-RESPONSIVE OR NON-
RESPONSIBLE.**

<u>SPECIFY PART NUMBER</u>	<u>QTY</u>	<u>PRODUCT</u>	
	30	2-In-1 Detachable Touchscreen Computer Core i7 or Higher 16GB 512GB SSD ax BT 2xWC 13" PS MT Windows 11Pro	Y___ N___
	30	Type Cover with Magnetic FPR Type, Current Version	Y___ N___
	30	4 Yr Complete for Business Service	Y___ N___
	60	USB C to Display Port Adapter 3 Feet	Y___ N___
	60	Docking Station, Current Version	Y___ N___

BID FORM

IFB 24-006OCS

FURNISH AND DELIVERY OF 2-IN-1 DETACHABLE TOUCHSCREEN COMPUTERS (CURRENT VERSION) AND ACCESSORIES

**FOR THE OFFICE OF COUNCIL SERVICES,
COUNTY OF MAUI**

Council Chair
County of Maui
Wailuku, Maui, Hawaii 96793

DATE _____

Dear Council Chair:

The undersigned hereby agrees to furnish and deliver thirty (30) 2-In-1 Detachable Touchscreen Computers (Current Version) and Accessories to the Office of Council Services, County of Maui, for the amount set forth below, all in strict compliance with the Minimum Specifications, Questionnaire, Special Provisions, General Terms & Conditions, and this Bid Form.

FURNISH AND DELIVERY OF (30) 2-IN-1 DETACHABLE TOUCHSCREEN COMPUTERS (CURRENT VERSION) AND ACCESSORIES

**FOR THE OFFICE OF COUNCIL SERVICES,
COUNTY OF MAUI**

Make & Model(s):

NET TOTAL OUTRIGHT PURCHASE PRICE \$ _____

The undersigned shall acknowledge receipt of any addendum issued by the Office of Council Services by recording in the spaces below the date of receipt.

Addendum No.1 _____

Addendum No.3 _____

Addendum No.2 _____

Addendum No.4 _____

Respectfully submitted,

NAME OF FIRM**

SIGNATURE OF BIDDER**

ADDRESS OF FIRM

PRINT OR TYPE NAME OF BIDDER

TELEPHONE & FAX NUMBER

PRINT OR TYPE TITLE OF BIDDER

EMAIL ADDRESS

DATE SIGNED

FEDERAL ID/SOCIAL SECURITY NO.
(FEDERAL ID No. for Partnerships and Corporations only)

HAWAII STATE GENERAL EXCISE TAX LICENSE NUMBER

PLEASE SPECIFY TYPE OF ORGANIZATION:

INDIVIDUAL ____ PARTNERSHIP ____ CORPORATION ____

STATE OF INCORPORATION: _____

OTHER _____ PLEASE SPECIFY

** If submitting as a corporation, please attach to this page your corporate seal; also, evidence of the authority of this officer to submit a bid on behalf of the corporation. Such authority must be in the form of a corporate resolution. Provide the names and addresses of the officers of the corporation.