

**OUTAGAMIE COUNTY**

**REQUEST FOR BID**

**FOR**

**19" LED MONITORS**

**FOR THE**

**MIS DEPARTMENT**

**Due Date: May 23, 2014**

## 1.0 **Specifications**

Seeking bids for qty 100 19" LED Monitors. Specifications as follows –

- Manufacturer: ViewSonic
- Model: VA926-LED
- New Factory Sealed, with full manufacturer warranty
- Dock delivery to zipcode 54911
- One-time order

## 2.0 **Bid Submittal**

You must submit the bid form as well as pricing on your standard quote which references the manufacturer part number and condition. If there are any deviations from the abovementioned specifications that must be fully explained. Failure to do so will result in the rejection of your bid.

## 3.0 **Purchasing Policy & Procedure Information**

Nicole Schoultz

Purchasing Coordinator, Outagamie County  
(920) 832-6083

[Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

## 4.0 **Clarification and/or Revisions to the Specifications and Requirements**

Bidder must examine the documents carefully and before submitting a Bid, may request from the County's contact person(s) additional information or clarification by the date specified in the document timetable. A Bidder's failure to request additional information or clarification shall preclude the Bidder from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Bid due date. Bidders should rely only on the representations, statements or explanations that are contained in this document and any written addendum to this document. Where there appears to be a conflict between the document and any addendum issued, the last addendum issued will prevail.

It is the Bidder's responsibility to assure receipt of all addenda. All documents will be posted online at [www.outagamie.org](http://www.outagamie.org) then Bids / Proposals. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

Any questions that come up and require additional information will be posted online at [www.outagamie.org](http://www.outagamie.org) then Bids / Proposals.

## 5.0 **County Reservation**

- a. This bid request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this bid.
- b. The bid will become part of Outagamie County's files without any obligation on Outagamie County's part.

- c. The bidder shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. Outagamie County has the sole discretion and reserves the right to cancel this bid and to reject any and all bids received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- e. Outagamie County reserves the right to request clarifications for any bid.

**6.0      *Closing Date***

Outagamie County will receive bids up to 2:00 p.m. Central Time (CT), May 23, 2014.

Email bids to [nicole.schoultz@outagamie.org](mailto:nicole.schoultz@outagamie.org)

**7.0      *Method of Procurement***

The method for this procurement is pursuant to Chapter 22 of the Outagamie County Code of Ordinances.

**OUTAGAMIE COUNTY BID FORM**  
**LED Monitors**

**Bid Due:** May 23, 2014 2:00 p.m. CT

**Email Bids To:** nicole.schoultz@outagamie.org

**Cost per Monitor \$** \_\_\_\_\_

**Include information as requested in Section 2.0**

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_