

INVITATION TO SUBMIT A REQUEST FOR BID

RFB: TNECD Broadband Ready Communities Grant – Computers, Office Furniture and related equipment	Bids Announced: January 21, 2025 Bids Due By: February 5, 2025 at 12:00 pm Central Standard Time	Houston County Mayor Joey Brake joe.brake@houstoncountyttn.gov Phone #: (931) 289-3633
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Project Overview:

Sealed bids for computers, office furniture and related equipment will be received at the Houston County Mayor's Office, in the Houston County Courthouse, 4725 E Main St, Erin, TN 37061 until 12:00 PM, Central Standard Time on Wednesday, February 5, 2025. Specifications for the type of computers, office furniture and related equipment required can be obtained by calling the Houston County Mayor's Office at (931) 289-3633 or obtaining such in person at the Mayor's Office at 4725 E Main St, Erin, TN 37061 between the hours of 8:00 AM and 4:30 PM, Monday through Friday. The computers, office furniture and related equipment should match these specifications and can be the brand described or an equivalent. The bidder is fully responsible for making sure their sealed bid is delivered by mail or hand delivered by February 5, 2025 to the Houston Mayor's Office, 4725 E Main St, Erin, TN 37061. Bids will be publicly read aloud at this location immediately following bid close.

Please state "2025 HOUSTON COUNTY REQUEST FOR BID – COMPUTERS, OFFICE FURNITURE AND RELATED EQUIPMENT" on the outside of the package.

Bidders are strongly encouraged to submit sealed bids in advance of the due date to avoid the possibility of missing the 12:00 p.m. deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. Houston County assumes no responsibility for delays caused by any package or mail delivery service. A postmark on or before the due date WILL NOT substitute for receipt of bid. Bids received after the due date and time will not be considered. Additional time will not be granted to any single bidder; however, additional time may be granted to all vendors when Houston County determines that circumstances require it. **Emailed or faxed bids will not be accepted.**

Houston County hereby notifies all bidders that it will affirmatively ensure that any provider of the above-mentioned computers, office furniture and related equipment will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. Houston County is an Equal Opportunity Employer. We encourage all small and minority owned firms and women's business enterprises to participate. No bidder may withdraw his bid within (60) days after the actual date of the opening thereof.

Scope of Work

As part of the Tennessee Department of Economic and Community Development's Broadband Ready Communities Grant program, Houston County is seeking computers, office furniture and related equipment to provide digital skills training at the Community Connectivity Center, located at 175 Hill Street, Erin, TN. 37061. Detailed specifications for each item (computers, furniture, and equipment) are included in the attached document. Vendors may submit equivalent products meeting these specifications.

Bid Evaluation Criteria

Bids will be evaluated based on the following criteria:

- **Cost (50 points)**
Competitive pricing and alignment with budget constraints
- **Adherence to Specifications (40 points)**
Compliance with detailed product specifications
- **Vendor Qualifications (10 points)**
Past performance, references, and ability to adhere to grant requirements

For questions, contact Mayor Joey Brake at joey.brake@houstoncountyttn.gov , Cc Rebecca Arrington at rebecca.arrington@houstoncountyttn.gov OR Phone: (931) 289-3633.

Compliance Requirements

The successful firm or individual must comply with Executive Order 11246, Equal Employment Opportunity, the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, and Section 3 of the Housing and Urban Development Act of 1968 and all federal procurement guidelines under 2 CFR Part 200, including cost analysis and competitive procurement requirements.

Bidders are encouraged to engage, small, minority-owned, and women-owned businesses. For assistance identifying such businesses, vendors may consult Tennessee's Diversity Business Enterprise Directory at the Governor's Office of Diversity Business Enterprise (Go-DBE).

Preference will be given to goods manufactured in the United States. The selected vendor shall purchase products made with recovered materials whenever possible.

All eligible vendors must receive a Unique Entity Identifier and be registered with Sam.gov. When setting up your account, please indicate that you wish for your company's information to be publicly searchable. Visit www.fsd.gov for more information.

Bid Due By: February 5, 2025 at 12:00 pm Central Standard Time

Specifications: Computers, Office Furniture and related equipment

The computers, office furniture and related equipment should match these specifications and can be the brand described or an equivalent.

Ten (10) Laptop Computers:

- Intel® Core™ Processor
- Windows 11 Pro
- 16 GB DDR5
- 512 GB, SSD
- 15-in. display Full HD, Non-Touch
- Wireless
- Microsoft Office Home and Business
- Camera, Microphone, Speakers & Power Adapter
- Head phone jack, USB ports
- Wireless Mouse

Ten (10) Desktop "All-In-One" Computers:

- Intel® Core™ Processor
- Windows 11 Pro
- 16 GB DDR5
- 1 TB, SSD
- 27-in. display Full HD, Non-Touch
- Wireless
- Microsoft Office Home and Business
- Camera, Microphone, Speakers & Power Adapter
- Head phone jack, USB ports
- Wireless Keyboard and Mouse

Ten (10) Laptop Cases (Shoulder Bags) for 15-16 inch laptops - Black

One (1) Security Charging Cabinet for Laptops and Tablets. Stores, charges and secures devices. Holds 12 devices.

Five (5) Large Print Computer Keyboards for Low Vision. Standard full-size keyboards, USB wired.

One (1) Smart Board – Digital Electronic Whiteboard. 65-inch HD Touch Screen, Flat panel. Microphone, Speakers, Camera, and Stand.

Six (6) Tables – 30"W x 72"L Rectangular Laminate Tables - Heavy Duty, Standard Height, Adjustable Legs.

Eight (8) Chairs – Standard Office/Waiting Room chairs, with arm rests - stackable.

One (1) Projector – Portable, to display visual content/presentations, Widescreen, HDMI, USB, Built-in Speaker.

One (1) Projector Floor Stand – Tripod stand, Adjustable height, foldable and portable.

One (1) Printer – laser jet, multifunction, wireless, color, and black & white.

Two (2) Chairs – Big & Tall Office/Waiting Room chairs, with arm rests, 400 lb. weight limit - stackable.