

COUNTY OF UNION, ILLINOIS

REQUEST FOR PROPOSALS

FOR

COUNTY CLERK WORKSTATIONS

Issue Date: June 18, 2019

Submittal Date: July 2, 2019

Contact:

County Clerk Lance Meisenheimer
Union County Clerk's Office
309 West Market Street, Room 116
Jonesboro, Illinois 62952
Telephone 618-833-5711

COUNTY CLERK WORKSTATIONS

Overview

The County of Union, Illinois (the “County”) is issuing this Request for Proposals (the “RFP”) for design and installation of a five (5) workstation position for the Union County Clerk’s Office. The County Clerk’s workstation may be one of the following computer configurations listed below.

The RFP is for computer equipment only. Mayer Network will provide the installation of equipment and programming of the new County Clerk workstations.

Sealed proposals will be received by the County Clerk’s Office until July 2, 2019 at 4:00 p.m. in the Union County Clerk’s Office.

Questions regarding this RFP may be directed to Lance Meisenheimer, County Clerk, at 618-833-5711

The County reserves the right to reject any and all proposals received pursuant to this RFP and to waive or not waive any informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms or conditions of any proposal determined by the County to be in the best interests of the County even though not the lowest cost proposal.

WORKSTATION REQUIREMENTS

STATION 1

- HP EliteDesk 705 G3 Tower | 8GB DDR4 Memory | 512GB HD | AMD Radeon R7
- Windows 10 Pro 64bit English/French/Spanish
- Epson TM-H6000IV (C31CB25A8771) w/cables
- Planar Helium 27” LED Touchscreen Monitor
- HP Keyboard (Wireless Preferred)
- HP Mouse (Wireless Preferred)
- Honeywell Hyperion 1300G 1D USB Barcode Scanner with stand
- DYMO LabelWriter 450
- Digital Persona U.are.U 4500 Fingerprint Reader

OR

- Dell Optiplex 3060 Small Form Factor
 - Intel core i5-8500 (6 Cores/9MB/6T/up to 4.1 GHz/65W); supports Windows 10/Linux
 - Windows 10 Pro 64bit English/French/Spanish
 - 8GB 1x8GB DDR4 2666MHz UDIMM non-ECC
 - M.2 256 GB SATA Class 20 Solid State Drive
 - 8X DVD+/-RW 9.5mm Optical Disk Drive
- Dell Multimedia Keyboard - KB216 (Wireless Preferred)

- Dell MS116 Wired Mouse (Wireless Preferred)
- Epson TM-H6000IV (C31CB25A8771) w/cables
- 27" Touchscreen Monitor
- Honeywell Hyperion 1300G 1D USB Barcode Scanner with stand
- DYMO LabelWriter 450
- Digital Persona U.are.U 4500 Fingerprint Reader

SCANNER PACKAGE

- Fujitsu FI-7160 Color Duplex Sheetfed Scanner
- KOFAX VRS Elite Desktop Full Version

OTHER STATIONS

- (4) HP EliteDesk 705 G4 SFF AMD Ryzen 5 Pro
- (2) HP 24" E242 LED-LCD Monitor*
- (3) 27" Monitor
- (4) HP Keyboard (Wireless Preferred)
- (4) HP Mouse (Wireless Preferred)

OR

- (4) Dell Optiplex 3060 Small Form Factor
 - Intel core i5-8500 (6 Cores/9MB/6T/up to 4.1 GHz/65W); supports Windows 10/Linux
 - Windows 10 Pro 64bit English/French/Spanish
 - 8GB 1x8GB DDR4 2666MHz UDIMM non-ECC
 - M.2 256 GB SATA Class 20 Solid State Drive
 - 8X DVD+/-RW 9.5mm Optical Disk Drive
- (4) Dell Multimedia Keyboard - KB216 (Wireless Preferred)
- (4) Dell MS116 Wired Mouse (Wireless Preferred)
- (2) 24" Monitor
- (3) 27" Monitor

Mandatory Requirements and Conditions

A response to this RFP must be **sealed** and must include and/or comply with the following:

- (1) A cover letter designating the name, address and telephone number of the person or persons available for contact concerning the proposal.
- (2) Descriptions and/or statements regarding labor, installation, warranties, shipping/delivery and experience regarding prior design and/or installations of similar systems.

- (3) Statements regarding manufacturer authorization regarding proposed products.
- (4) Availability of training, orientation and maintenance regarding the Dispatch System including experience and qualifications of service technicians.
- (5) A timeline regarding provision of services. Work must be completed by August 1, 2019
- (6) Other items the proposer wishes to have considered.
- (7) References.

Opening of Bids and Selection of Proposal

Proposals will be opened by the Union County Clerk at 9:00 a.m. on July 3, 2019.

Evaluation Criteria

In determining the most favorable proposal the County shall consider the following:

- (1) Terms of services to be provided and materials to be used.
- (2) Pricing.
- (3) References.
- (4) Prior knowledge or prior dealings of the proposer, as the knowledge or dealings relate to official business of the County.
- (5) Any other information and/or factors that the County considers relevant.