

BID SPECIFICATION

Bid Ref. No:	102-2025
Description	Request for public and staff computer hardware and software for the Ray County Library.
Questions	Location: Ray County Library 215 E. Lexington, Richmond, MO 64085 Review of site can be completed upon request. Please contact: Stacy Hisle, Library Director, office 816-848-2419 or library.director.rcl@gmail.com.
Closing Date:	August 3, 2025

Description

Request for computer hardware and software to replace existing public and staff computer workstations. This includes 1 catalog desktop computer, 14 public desktop computers, and 5 staff desktop computers. Computer desktop hardware should be equal to or better than the specifications listed below and include monitor, mouse, and keyboard. The operating system should not be installed on the computers prior to purchase. The software requested includes a volume license for Windows 11 Professional Operating System for 20 computers, and Microsoft Office LTSC Standard 2024 volume license for 15 computers.

Scope of Work

The bidder must provide the following services:

1. Supply hardware and software to replace public and staff workstations
2. Supply an extended warranty for included hardware
3. Provide peripheral devices for computer workstations including monitors, keyboards, and mice that are compatible with the workstation
4. Provide all login and license information including any account setup necessary to use the licenses.
5. Adhere to all provisions in this document
6. Provide an invoice payment process with a minimum of 30 days term
7. Accept Missouri tax exemption

System specifics:

1. Preferred brand is HP
2. Processor: AMD Ryzen 5 8600G
3. Graphics: Integrated AMD Radeon 760M

4. Memory 16 GB DDR5-5600MT/s minimum (would prefer 32GB)
5. Hard drive: 512 GB PCIe Gen4 NVMe TLS M.2 SSD
6. Computers should not have the OS installed prior to purchase
7. Compatible keyboard and mouse for each computer included
8. Compatible 27-inch FHD monitor for each computer included

Certification and Qualification

1. The Supplier commits to refrain from quoting or proposing solutions during the bidding process unless:
 - a. it has the necessary expertise, skill, qualifications and ability to undertake the work required as per the Bid Specifications;
 - b. it is committed to provide the required products and services;
2. The Supplier must provide the necessary documentation to substantiate the requirements in Paragraph (a) above when requested.
3. The Supplier must provide the service in a good and workmanlike manner and in accordance with the practices and high professional standards used in well-managed operations performing services similar to the proposed solution; and in accordance with industry standards.
4. The Supplier must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in Scope of Work;
5. Where applicable, the Supplier must ensure that all work is performed according to all federal, state, and local standards.

Cost and Pricing

1. Cost breakdown per aspect, including proposed specific supplies
2. Cost breakdown for any additional costs that the project might require

Proposal Content

1. List of experience, including references
2. List the method of billing
3. Warranty on work provided
4. Contact individual with phone and email

The Ray County Library reserves the right to accept or reject all bids.