

**WEST VIRGINIA WATER DEVELOPMENT AUTHORITY**  
**REQUESTS FOR PROCUREMENT OF DESKTOP COMPUTERS,**  
**WORKSTATIONS, LAPTOPS AND DOCKING STATIONS**

**REQUIREMENTS**

1. West Virginia Water Development Authority (the Authority) will receive bids for its Request for Procurement of Desktop Computers, Workstations, Laptops and Docking Stations until 1:00 PM on Thursday, April, 5 2018, at its office located at 1009 Bullitt Street, Charleston, West Virginia 25301, at which time and place all bids will be publicly opened and read aloud. Bids may be delivered to the Authority office or mailed. Contact person is Ms. Joleen Harless at (304) 414-6500 ext. 100 or emailed to [jharless@wwda.org](mailto:jharless@wwda.org). All bids shall be labeled as follows in the lower left-hand corner of the envelope:

**SEALED BID OPENING:**  
**BID OPENING DATE:**  
**TIME:**

**Computers, Etc.**  
**THURSDAY, April 5, 2018**  
**1:00 O'CLOCK PM**

2. The Authority reserves the right to reject any or all proposals and to waive any informality in the bidding. Withdrawal of bids prior to and subsequent to the bid-opening deadline shall be permitted.
3. A purchase order shall be awarded to the lowest responsible bidder whose bid meets the requirements of the specifications. Only one (1) purchase order will be issued. The successful bidder will be awarded the purchase order for A. and B. However, option C may or may not be purchased at this time.

**GENERAL SPECIFICATIONS**

1. The Bidder has not entered into any collusion with any person in respect to the bid for this contract.
2. The Authority is exempt from sales tax, and a tax exempt certification will be provided to the selected Contractor upon request.
3. An Invoice for payment shall be submitted as items are delivered to the Authority as specified in this Request for Proposal. No invoice will be paid until the Authority has received the product. Invoices will be paid within 2 weeks of receipt.
4. Questions may be directed to Joleen Harless, at [jharless@wwda.org](mailto:jharless@wwda.org), she can also be reached at (304) 414-6500, extension 100.

**PART I. REQUIREMENTS: Computers and Equipment Specifications  
Must be Dells or HPs**

**You may offer alternatives or equivalents to the following specifications. Please list the price per alternative.**

- A.** Five (5) Laptop Mobile workstations and five (5) docking stations with minimum specifications:

Operating System: Windows 10 Pro  
Processor: Intel Core i7  
Memory: 16 GB DDR4  
Hard drive: 500 GB  
Display: 17" (or equivalent)  
Wireless: WiFi  
Operating System Recovery  
Docking Station  
Optical Drive: DVD +/- RW Drive

Price: \_\_\_\_\_

- B.** One (1) Desktop Computer Workstation with the minimum specifications:

Operating System: Windows 10 Pro  
Processor: Intel Core i7  
Memory: 16 GB DDR4  
Hard drive: 500 GB  
Network Card: Integrated or Equivalent  
Optical Drive: DVD +/- RW Drive  
Operating System Recovery  
Monitor: Not Required

Price: \_\_\_\_\_

## **PART I. REQUIREMENTS (Continued)**

**C. One (1) Desktop computer with the following minimum specifications:**

Operating System: Windows 10 Pro

Processor: Quad Core 2.7 GHs

Memory: 32 GB ram or 16 GB **please price both**

Solid state drive

2GB DDR3, PCI Express x 16 video card

Network Card: integrated or Equivalent

Optical Drive: DVD +/- RW Drive

Operating System Recovery

Monitor: Not Required

Price: \_\_\_\_\_

**The Authority plans to purchase A and B. The Authority may or may not purchase C.**



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**Our Company can meet all of the requirements, services to be performed, and general specifications listed in the request for bids. If there are any exceptions, please note them in writing and attach to this bid form.**

**Bid Submitted By:**

**Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Bidders Name(s)** \_\_\_\_\_

**Title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_