

WAUKESHA COUNTY GENERAL TERMS AND CONDITIONS FOR POLYCOM VIDEO CONFERENCING SOFTWARE

GENERAL: It is the intent of this specification to describe the minimum requirements for the purchase of Polycom Video Conferencing Software. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide the services described herein shall be furnished at the bid price and shall conform in strength, quality and workmanship to that usually provided by the practice indicated in the Invitation to Bid.

REQUEST FOR CLARIFICATION OR CHANGE: Bidders are reminded to carefully examine the bid and specifications upon receipt. Bidders should make a request for interpretation or correction of any ambiguity, inconsistency or error.

Additionally, if in your opinion, any of the terms and conditions of this bid or specification **causes your firm to be noncompliant with the specifications and prevent you from bidding**, consideration will be given to a bidder's request for change.

Any requests for changes, clarifications, etc., **MUST be submitted in writing** to the Waukesha County Purchasing Division, to the attention of the purchasing agent whose name appears on the Pricing Document, at least **five working days prior to the bid opening**. Requests received after that time **will not** be considered.

Any changes made as a result of a written request will be issued via a bid amendment to all prospective bidders and, if necessary, an extension will be made to the bid opening date. **Amendments will be posted to the Waukesha County Purchasing website: (<https://www.waukeshacounty.gov/purchasinghome>).** Bidders are responsible for checking this website for any future amendments, etc., prior to the opening date. **If an amendment is issued, it must be acknowledged on the signature page by placing the amendment number(s) in the box located above the signature area. Bidders who do not acknowledge the amendments may have their bids rejected.**

Bidders are cautioned not to change any of the terms or conditions in the bid and/or any of the specification requirements without the written approval of the Purchasing Division. Any unauthorized changes will constitute a counter offer and will subject the bid to rejection.

BID RESPONSE: Your bid response may be submitted hard copy or electronically using Waukesha County's website and following the directions contained therein. **Fax or email responses are not considered electronic responses and will not be accepted. If you are unable to access the internet, contact the buyer listed for a hard copy.**

AUTHORIZED DISTRIBUTOR: Vendor must be an authorized distributor/reseller for Polycom. Evidence must be submitted upon request.

AWARD AUTHORITY: The Waukesha County Purchasing Department will be the sole judge of the quality and suitability of the equipment, materials and/or services offered in its determination of the successful bidder. Award will be made in total to the lowest responsible, responsive bidder.

STATE SALES TAX/FEDERAL EXCISE TAX: Bids should not include Federal Excise and Wisconsin State Taxes, as the County is exempt from payment of such taxes. Wis. Stat. § 77.54(9a).

PAYMENT: Waukesha County's preference is to pay for goods/services on a P-Card. Indicate in the pricing document whether you will accept MasterCard for payment purposes. If so, all pricing must be inclusive of any and all fees associated with the acceptance of MasterCard; i.e. vendors are not to add notations such as "+3% service fee."

In addition, vendor should note how many days after receipt and acceptance of goods/services or receipt of invoice (whichever is later), payment must be processed to accept the credit card. Please keep in mind that we will not process payment until/unless compliance with the requirements/receipt of goods are confirmed and that Waukesha County requires a minimum of two (2) days to process p-card payments.

If you are unable to accept credit card, payment will be made within thirty (30) days after acceptance of goods/services and receipt of a properly documented invoice. Note: Invoice must be sent to the location specified on the purchase order to avoid delays in payment. Vendors who wish to quote a discount for early payment against a purchase order may do so (reference the payment terms of the Pricing Document). For example: 1%/10 days. Discounts will be taken into consideration when evaluating costs.

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