

Waukesha County Purchasing Division

INVITATION TO BID

Opening Date:	10/20/2020
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Opening Time (CST/CDT):	10:30 AM
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DATE:

Buyer:	Matthew Kuhn
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MKuhn@waukeshacounty.gov

Phone Number:	262-548-7889
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Bids received after the opening date and time specified will be rejected

**Bids submitted in hard copy format, must be in a sealed envelope,
and identified with the Bid Number and Opening Date and Time**

BID NO. 20020 **DESCRIPTION:** Polycom Video Conferencing Software

Includes the following documents:

- BID 20020 Pricing Document-Required
- BID 20020 General Terms & Conditions-Optional
- BID 20020 Amendment No. 1-Optional
- Signature Sheet-Required

Bids must be submitted on the forms provided and MANUALLY SIGNED to be considered. Pages containing Standard Terms and Conditions for bidding need not be returned, however, THE SIGNATURE PAGE AND THIS PAGE MUST BE RETURNED WITH YOUR BID in order to be eligible for award.

Delivery Terms: Bids must include delivery F.O.B. to the address specified. All transportation charges to be prepaid and borne by the vendor.

If awarded bid, purchase order should be addressed to:

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Payments should be mailed to:

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THIS IS AN INVITATION TO BID - IT IS NOT AN ORDER

WAUKESHA COUNTY PURCHASING DIVISION
515 W Moreland Blvd, Admin Center Room 310
Waukesha, WI 53188

Phone: 262.548.7888
Fax: 262.548.7668

www.waukeshacounty.gov/purchasing/

BID SIGNATURE PAGE

All Bids must be signed to be considered

BID NO. 20020 DESCRIPTION: Polycom Video Conferencing Software

OFFER AND ACCEPTANCE

The proper submission of this form by the vendor will be considered as the vendor's offer to enter into a contract in accordance with the provisions herein set forth. All bids must be binding for ninety - (90) calendar days from the bid opening date, unless otherwise specified in the bid.

If your bid is accepted, then this Invitation to Bid, including its Terms and Conditions and all documents attached hereto including any amendments and any other written offers/clarifications made by the vendor and accepted by the County, will constitute the entire contract between the County and your firm, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this bid shall be deemed to exist or bind any of the parties hereto.

Acceptance will take place upon award by the Purchasing Division, execution of a purchase order and/or this document by the proper County officials, and delivery of said document(s) to the vendor. Acceptance may be revoked at any time prior to delivery of the fully executed contract/purchase order to the successful vendor. The contract may be amended only by written agreement by the vendor and the Purchasing Division.

Complete all boxed areas, including Amendment number(s) and manually sign the document prior to submitting. The tracking ID will auto-populate when submitting electronically. If submitting hard copy, leave it blank. By signing below you agree to furnish all items listed in the above referenced Bid inclusive of applicable specifications and the Bid Terms and conditions.

By signing below we agree to furnish all items listed in the above referenced Bid inclusive of applicable specifications, the Bids Terms and Conditions and Amendments Nos.

Tracking ID:		FEIN:	
Bidder's Firm:			
Address, City, State, Zip:			
Telephone No:		Fax No:	
E-Mail:			
TO BE SIGNED & SUBMITTED BY THE PERSON AUTHORIZED TO LEGALLY BIND YOUR FIRM TO THIS CONTRACT			
Submitted By:			
	(Manual Signature Required)	(Printed Name Required)	
Title:		Date:	

Waukesha County
Title: _____

Date

Revised 7-10-19

STANDARD TERMS AND CONDITIONS FOR INFORMAL BIDDING

SCOPE- These Standard conditions apply to any and all subsequent award(s) except where special requirements are specifically stated elsewhere in Bid Request. In such cases the special requirements apply. The use of other forms or attachments of conditions for bidding contrary to Waukesha County conditions will invalidate your bid.

PRICES- Bid prices shall be stated in units requested. Do not show list prices and trade discounts. Prices shall be firm and shall be binding for 90 calendar days following bid opening date.

CASH DISCOUNTS- Only cash discounts for payment within thirty (30) days will be deducted in determining the Low Bidder.

TAXES- Bids should not include Federal Excise and Wisconsin Sales Taxes as the County is exempt from payment of such taxes. State Statute No. 77.54(9a).

PACKAGING- Materials shall be clearly labeled and packaged in accordance with Federal and Wisconsin requirements and as specified in the terms and conditions of the Bid Request.

DELIVERY- Failure of the successful bidder to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for the difference between the "open market" and the bid price. All bid prices must include delivery FOB destination and freight prepaid.

EXTENSIONS- Agreements shall run for the period indicated subject to two one year extensions. Option of Extension, if agreed to by both the County and the contractor, may be exercised within sixty (60) days of the contract expiration date.

CANCELLATION- Waukesha County reserves the right to cancel any order or contract for failure of the successful bidder to comply with terms, conditions and specifications of the Bid Request. In such instances, the defaulting contractor shall be liable to Waukesha County for cost to the County in excess of the default over contract prices.

RESERVATIONS- The right is reserved to (1) Reject any or all bids; (2) Award items separately or in the aggregate, if not stated, whichever is in the best interest of the County; (3) Order within 10% more or less of the quantity specified.

SAFETY REQUIREMENTS- All material, equipment and supplies provided to the County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.

WITHDRAWAL OF BIDS- Bids may be withdrawn, only in total and only by written request to the appropriate Purchasing agent, prior to bid opening. The Purchasing Division has sole discretion to grant a request for withdrawal of bid.

AMENDMENT OF BIDS- Bid may be amended prior to bid opening. Amendments will be posted to our Vendor Services app at https://purchasing.waukeshacounty.gov/bids_list.aspx. Bidders are responsible for checking this website for amendments, etc. prior to the opening date. All Amendments must acknowledge in the area provided on the signature sheet. Bidders who do not acknowledge the amendment(s) may have their bid rejected. If you are unable to access the Internet, contact the buyer for a hard copy.

COUNTER OFFER- Counter offers, changes to any terms, conditions, specifications or plans stated herein, made without approval from the Purchasing Division will result in bid rejection.

OTHER CONSIDERATIONS- Quantities involved, time of delivery, purpose for which required, competency of bidder and ability to render satisfactory service in a past performance will be considered in determining status as a responsible bidder.

QUALIFYING BIDDERS- Prior to Award to bidder, Waukesha County Purchasing Division may require submission by bidder of proof of financial stability/ability and experience in performance of similar obligations.

ASSIGNMENT- No contract may be assigned, sublet or transferred without the written consent of the Waukesha County Purchasing Division.

BID RESULTS- Bid tabulations are available to the public approximately 10 days after the opening date. Bidders may obtain information pertaining to results of bids by visiting the County Purchasing Division Monday through Friday between 8:00-11:30 AM & 1:00-4:00 PM. Copies of available bid tabulations can be obtained at 15 cents a page and postage costs, if applicable. Bid tabulations are also available in our Vendor Services app at https://purchasing.waukeshacounty.gov/bids_list.aspx - Results.

FAILURE TO BID- Failure to respond to Invitation to Bids (submission of bid, or notice in writing that you are unable to bid but wish to remain on the bidder's mailing list qualifies) will be understood by the County to be a lack of interest and result in the removal of the supplier's name from the applicable bidder's list.

SIGNATURE REQUIREMENT – ALL BIDS MUST BE SIGNED

Revised 7-10-19