

Request for Proposals:

Computer Equipment – Lenovo Laptops & Docking stations

**ORGANIZATIONAL
INFORMATION:**

Name: Chesapeake Bay Foundation, Inc.
Address: 6 Herndon Ave., Annapolis, MD 21403
Contact: Andrew Evans

ISSUE DATE:

August 1st, 2022

SUMMARY OF NEED:

Computer Equipment Purchase

SCOPE OF WORK:

Lenovo ThinkPad L13 Yoga Gen3, or similar model. (Model # 21B5003VUS).
Quantity 30.
Processor: Core i7.
Operating System: Windows 10 or 11 Pro, 64.
Memory: 16 GB.
Hard Drive: 256 Solid State.
Warranty: 3 Year (depot).

Docking station – ThinkPad Universal USB-C dock, or similar model. Quantity 30.

Include shipping costs in the RFP.

THE SCHEDULE:

We request that your proposal be delivered using the File Request Link below to CBF staff member Andrew Evans no later than August 19th, 2022, by 5pm, EST.

It is the intent of CBF to make a selection no later than September 9th, 2022. We will notify you once a decision for award of bid is made.

MINIMUM REQUIREMENTS: At a minimum, you must be able to provide the following: (or have the following qualifications – list minimum requirements)

- Must be able to provide a Certificate of Insurance including General Liability, Auto and Workers Compensation.

MINORITY PARTICIPATION: CBF actively encourages proposals from Small, Women and Minority Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State/Commonwealth/DC.

FOR FURTHER INFORMATION
OR QUESTIONS:

cbfinfotech@cbf.org

Please use the link below to upload all proposals and supporting documents.

<https://cbf.app.box.com/f/ab894c7117f84449905e71ef10fbb96b>

BID RESPONSE FORM

Please complete the following information for your response:

1. The name and full contact information of your company and, if applicable, any other entity comprising your team: [Attach resumes of individuals involved.]
2. Include basic information and history about the business entity, financial information, technical capability, and any other information you feel is important for us to know.

A successful applicant will need to provide proof of insurance based on the services or product provided.

The undersigned certifies that the information submitted above is true and accurate.

The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

(Name of Firm)

(Authorized Signature)

(Title)

(Please print Name)

(Date)