



**United Planning Organization**

# **INVITATION FOR BIDS (IFB)**

**IFB#2021-07**

# **TECHNOLOGY EQUIPMENT**

**INVITATION FOR BIDS (IFB)**

**Cover Page**

<b>Solicitation Issue Date: Monday, May 24, 2021</b>			
<b>Solicitation Closing Date: Monday, June 21, 2021</b>		<b>Solicitation Closing Time: 2:00 PM (EST)</b>	
<b>Issued By: United Planning Organization</b>			
<b>Address: 301, Rhode Island Ave, NW, Washington, DC 20001</b>			
<b>Telephone Number: 202-238-4600</b>			
United Planning Organization is a non-profit agency in the District of Columbia founded in 1962 and is exempt from any state or federal tax.			
Responses must be received on or before <b>Monday, June 21 2021</b> , by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301, Rhode Island Avenue, NW, Washington, DC 20001.			
Please submit your proposal/quotation to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing "Technology Equipment IFB# 2021-07" in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer at <a href="mailto:rhaque@upo.org">rhaque@upo.org</a> , referencing "Technology Equipment IFB# 2021-XX" in the subject line. Questions/information must be emailed no later than <b>Tuesday, June 8, 2021</b> . All questions received by this date will be answered within three (3) business days and will be posted on the UPO website.			
United Planning Organization reserves the right to waive informalities or irregularities, to reject any or all bids received, to accept the bid deemed best for the organization, and/or request new bids if necessary.			
Any objection to the above conditions must be clearly indicated in the offers.			
In compliance with this IFB and to all the conditions imposed herein, the undersigned offers and agrees to furnish the materials in accordance with the attached signed quotation or as mutually agreed upon by subsequent negotiation.			
<b>VENDOR IDENTIFICATION</b>			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

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## **I. PURPOSE**

The United Planning Organization (UPO) invites experienced and qualified vendors to submit their bids to provide Technology Equipment, per specifications, terms and conditions as detailed in this IFB.

## **II. CONTRACT PERIOD**

The term of any contract resulting from this solicitation shall be from July 1, 2021 (or from the date the contract is executed) to September 30, 2021.

## **III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND**

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest
- Comprehensive youth services with scholarships for DC residents
- Homeless transportation services
- Training programs designed to prepare participants for skilled employment
- Weatherization services to make homes more energy efficient
- Substance abuse treatment programs that assist individuals in overcoming their addictions
- Tax preparation and e-filing community-based tax preparation services
- Housing Counseling services that help alleviate predatory lending
- Job placement and career development services

## **IV. SCOPE OF WORK / SPECIFICATIONS**

UPO seeks a vendor to provide quotes for providing technology equipment for its upcoming computer lab hardware upgrade project. The specifications for equipment are detailed below:

- 48 - HP EliteOne All-in-One – Part#: 2T3V6UT#ABA
- 3 - Samsung - 85" Class Q60T Series QLED 4K UHD Smart Tizen TV – Part# QN85Q60TAFXZA
- 2 - Microsoft Surface Hub 2s – Part# NSG-00001
- 1 – Surface Hub Steelcase Cart – Part# STPM1CART
- 3 – Cisco Wireless Access Point – Part# AIR-AP2802I-B-K9
- 2 – Cisco Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP – Part# WS-C2960X-48FPS-L

Delivery of equipment must be completed 30 days within the execution of contract. The vendor must guarantee the inventory of the equipment and shipping information.

## V. SOLICITATION REQUIREMENTS

### A. General Requirements

1. In order to be considered for selection, bidders must submit a complete response to this IFB through email addressed to [procurement@upo.org](mailto:procurement@upo.org). No other distribution of the bids shall be made by the bidder.
2. **NOTE: A bidder may submit no more than one (1) bid in response to this IFB.**
3. Bids shall be signed by an authorized representative of the bidder. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information. Bids which are substantially incomplete or lack key information may be rejected by UPO.
4. Bids should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the IFB. Emphasis should be placed on completeness and clarity of content.
5. All responses are to be submitted on standard 8.5" X 11" size in 12 font minimum type. Bids should not be double-sided. Bidders shall respond to the items in the order they are shown in the IFB. The responses should describe the most favorable terms and shall remain firm for 90 days from the bid opening date.
6. Prices should be submitted on the attached **Pricing Sheet (Appendix B)**, exclusive of all federal, state, and local taxes.
7. All documentation submitted with the bid should be contained in one single volume.
8. Ownership of all data, materials and documentation originated and prepared for this IFB by any bidder shall belong exclusively to UPO.

### B. Special Requirements

All pages of the proposal should be numbered, and the following are typical documents that a successful bidder will be required to provide to UPO, if awarded the contract, and should be addressed in the bidder's response in the following order:

1. Completed, signed and dated IFB Cover Page.
2. Completed, signed and dated Vendor Identification Form, included as an attachment (Appendix A).
3. Completed Pricing Sheet, included as an attachment (Appendix B) to this IFB.
4. Copy of current business license to operate in the District of Columbia.
5. Copy of current certificate of insurance evidencing coverage of the minimum required in this IFB.
6. Three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address.
7. Signed Letter of interest detailing qualifications to provide the equipment requested in this IFB.

## **VI. AWARD OF CONTRACT**

Contract will be awarded to the lowest responsive and responsible bidder, keeping in view the target delivery date of 30 days within the execution of contract.

## **VII. GENERAL TERMS AND CONDITIONS**

1. Additions and/or Deletions of Goods or Services: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor will be reduced proportionally to the amount of goods or services reduced in accordance with the proposed price. Should additional goods or services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the proposer of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the proposer.
3. Licenses: By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits, and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner proposer's fulfillment of the contract.
4. Anti-Kickback Provision: This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. Non-Collusion/Fraud: By submitting a proposal, proposer warrants and certifies that neither proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, proposer's proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.
6. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this solicitation on the grounds of actual or perceived sex, race, color, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in

whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.

7. Right to Audit: UPO shall have the right to audit all invoices submitted by the proposer. The organization shall have the right to audit all relevant data upon which the proposer's fees are based.
8. Informal Communications: From the date of receipt of this solicitation by each proposer until a binding contractual agreement exists with the selected proposer and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
9. Formal Communications: From the date of receipt of this solicitation by each proposer, until a binding contractual agreement exists with the selected proposer, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.
10. Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
11. Any agreement resulting from this solicitation shall be subject to but not limited to the following certifications:
  - a. Certification that it nor its principles are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any Federal department or agency in accordance with 45 CFR Part 76.
  - b. Certification Regarding Lobbying under Title 31, US Code, Section 1352.
12. Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
13. Federal, State and Local Taxes: UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the proposer to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
14. Payments Terms: Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the proposer under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the proposer. At any time or times before final payment and three year thereafter, UPO may have the proposers' invoices or vouchers and statement of cost audited.
15. Indemnification: Proposer shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by proposer or (2) any act or omission by proposer and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the proposer under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the proposer.
16. Insurance: Proposer shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Proposer shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall

be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.

- Workers' Compensation Insurance providing statutory limits for the District of Columbia.
- Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
- Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

17. Addendum: In the event that it becomes necessary to revise this solicitation, in whole or in part, an addendum will be provided on our website <http://www.upo.org/about/requests-for-proposals-solicitations/>.
18. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this solicitation. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
19. Withdrawal of Proposals: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submission. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.
20. By submitting a proposal, the proposer represents that:
  - The proposer has read and understands the solicitation and submits the response in accordance therewith.
  - The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
  - The proposer has all required licenses and insurance.
21. Receipt and Opening of Proposals: Proposers are responsible to assure their bid is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this solicitation will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Proposers must pay particular attention to ensure the proposal is properly addressed. **UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.**
22. Contract Award Notification: When the evaluation process of the proposals is completed, the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.



**Appendix A**



*United Planning Organization*

**VENDOR IDENTIFICATION (must be completed and returned with bid/proposal)**

<b>Company/Individual's Name:</b>	-----		
<b>Doing Business As (DBA):</b>	-----		
<b>Company Federal ID # or Social Security #:</b>	-----		
<b>Address:</b>	-----		
<b>Remit To Address:</b>	-----		
<b>Telephone:</b>	-----		
<b>Fax:</b>	-----		
<b>Email:</b>	-----		
<b>Web address:</b>	-----		
<b>Main Contact Person:</b>	-----		
<b>Person responsible for response (if different):</b>	-----		
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

**Appendix B**

**IFB#2021-07: Technology Equipment**

**PRICING SHEET**

Please complete this form and return along with other documents noted in the IFB.

<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>TOTAL AMOUNT</b>
50 HP EliteOne 800 G5 23.8-inch All-in-One – Product # - 7HX75UT#ABA	48	
Samsung - 85" Class Q60T Series QLED 4K UHD Smart Tizen TV – Part# QN85Q60TAFXZA	3	
Microsoft Surface Hub 2s – Part# NSG-00001	2	
Surface Hub Steelcase Cart – Part# STPM1CART	1	
Cisco Wireless Access Point – Part# AIR-AP2802I-B-K9	3	
Cisco Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP – Part# WS-C2960X-48FPS-L	2	
5. Delivery Charges (if any)	XXXXXX	
<b>TOTAL AMOUNT:</b>	XXXXXX	

Bidder's Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_