

**UNIVERSITY OF  
MASSACHUSETTS  
AMHERST**

**REQUEST FOR BID**

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**40 UNITS OF NEXLINK MINI-X3 MOBILE ON DESKTOP  
FOR THE SCHOOL OF NURSING  
PER THE ATTACHED SPECIFICATIONS OF APPROVED EQUAL**



**AA09-RH-2900**

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SUBMITTED BY THE AMHERST PROCUREMENT DEPARTMENT

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## SECTION 1 – GENERAL INFORMATION

### 1.1 INVITATION

The University of Massachusetts at Amherst, hereafter referred to as the UNIVERSITY, invites interested vendors to submit bids to supply 40 Nexlink Mini-X-3 Mobile on Desktops for the School of Nursing per the following specification or approved equal. The following document contains the specific requirements for bid as well as information that the successful vendor will find helpful in the preparation of the bid.

### 1.2 ACCEPTANCE/ REJECTION OF BIDS

**Only bids that are received by the bid opening date and time will be considered.** The UNIVERSITY reserves the right to reject any or all bids, wholly or in part and to make an award in a manner deemed by the Director of Procurement at the Amherst campus to be in the University's best interest. The UNIVERSITY reserves the right to make a partial award for the services requested, or to make an award to more than one vendor.

### 1.3 PROPOSED IMPLEMENTATION SCHEDULE

RFB Release date to vendors:	July 22, 2008
Deadline for submission of questions:	August 1, 2008 at 3:00 pm
Deadline for University responses:	August 4, 2008 at 5:00 pm
Deadline for submission of bids:	August 8, 2008 at 1:00 pm
Anticipated contract award date:	August 13, 2008
Installation to be completed by:	August 31, 2008

Note: All times are Eastern Standard Time.

### 1.4 BID OPENING DATE/TIME

Bidders shall deliver their bid response to the following address by **Friday, August 8, 2008 at 1:00pm, at which time the bids will be opened and publicly read.** Bids shall be clearly marked and addressed to:

**University of Massachusetts  
Procurement Department  
407 Goodell Bldg.  
140 Hicks Way  
Amherst, MA 01003  
Fax 413-545-1643**

*Attention: RFB AA09-RH-2900*

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted, provided the original is received within 5 working days after bid deadline submission date.

All questions from prospective vendors regarding this Request for Bid shall be referred to the Purchasing Manager in the Procurement Department by email or fax only, by Friday, August 1, 2008 at 3:00 PM. No telephone calls will be entertained. Inquiries received after the specified date and time will not be accepted. The University will E-Mail its response to all questions to all bidders of record by formal addendum by 5:00 pm on Monday, August 4, 2008.

The contact information for this individual is:

<p style="text-align: center;"><b>University of Massachusetts Amherst</b> <b>Rosemary A. Hassay, Purchasing Manager</b> <b>Fax: (413) 545-1643</b> <b>Email: rhassay@admin.umass.edu</b></p>
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The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical.

### **1.5 PUBLIC INFORMATION**

All bids and related documents submitted in response to this RFB are subject to the Massachusetts Freedom of Information Law, M.G.L. Chapter 66, and Section 10 and to M.G.L. Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Statements in the bid response that are inconsistent with those statutes will be disregarded.

### **1.6 COST TO SUBMIT/PRESENT BID**

The University is not responsible for any expenses that may be incurred by any bidder to prepare, submit, or present bids.

### **1.7 COMPENSATION**

Invoices submitted to the University by the successful bidder for services provided under the contract will be itemized and priced out by the successful bidder in accordance with the figures contained in the bidder's response to this RFB, Part 2, and Specifications/Bid Response. Therefore, bids must be all inclusive. All payments shall be made in arrears, after equipment has been received, installed, and configured to the satisfaction of the University.

### **1.8 ALTERATIONS TO BID**

The bidder may not materially alter its bid response after the bids have been opened. Only the Director of Procurement may deem what constitutes a material alteration to a bid.

### **1.9 TERMINATION**

The University of Massachusetts reserves the right to terminate this contract if the successful bidder fails to comply with the provisions of the contract. The University of Massachusetts reserves the right to terminate any and all parts of this contract specification due to lack of or reduction in financial appropriations that fund this contract.

## SECTION 2 – SPECIFICATIONS / BID RESPONSE SHEET

Listed below are the specifications for each unit – Nexlink Mini-X-3 Mobile on Desktop.  
All 40 units will be ordered at the same time.

<b>Request for Bid # AA09-RH-2900</b>				
<b>EACH UNIT WILL CONSIST OF THE FOLLOWING COMPONENTS or APPROVED EQUAL</b>				
Quantity	Code	Description	Unit Price	Extended Price
1 Each	NEX-Mini-X-3	Nexlink Mini-X-3 Mobile on Desktop		
<b>To include the following:</b>				
1 Each	12778929	Symantec OEM NAV 2008 System Builder CD		
1 Each	WINVISTABUSINESS	Microsoft Windows Vista Business SP-1		
1 Each	32025669	Memorex Single DVD-R 16x.47 GB with Jewel Case		
1 Each	XPPRODOWNGRADE	Loading/Installing Microsoft XP Professional SP3 custom image installation (Using MS Vista Downgrade Option)		
1 Each	NEX-PCANGEL	Installing PC Angel Recovery Solution		
1 Each	91.MA601.B1W0	Mini X PC Duo 965-D Super Multi DVDRW / Black / ROHS		
1 Each	LF80537GF0282MT	Intel Core 2 DUO T5450 1.66 Ghz 2MB		
1 Each	1024MB-SOD667	1 GB DDR2 667 SODIMM Non ECC		
1 Each	B2L-000047	Microsoft Comfort Keyboard/Mouse USB-Black		
1 Each	MINIXPC-BRACKET	VESA Mounting Bracket for Mini X		
1 Each	ET.B17RP.F04	Acer AL1717Fbd 17LCD 800:1 Blk Spkrs 1280x1024 VGA DVI-D 5ms		
1 Each	WD800BEVS	WD 80GB 2.5 inch internal SATA 5400 RPM 8MB		
1 Each	MINIX-DVDRW	Mini X DVDRW Super-Multi Drive		
1 Each	MINIX-NIC	Mini X Integrated NIC 10/100/1000		
1 Each	IS1278881	Nexlink MiniX 3		
1 Each	3 YR-DEPOT-EDU	3-Year Depot Warranty		
Shipping Charges: (if they apply)				
<b>Total</b>				

**Vendor must fill in lead-time after receipt of order \_\_\_\_\_**

If you are submitting a bid on any other system, please include all documentation and pricing on a separate sheet.

## 2.1 PRICING

Bidders shall provide pricing on a per server unit basis, with a sum total for 40 units. Failure to follow this protocol may result in disqualification.

Bidders shall agree to hold their pricing for a minimum of sixty (60) days after the bid deadline date.

## 2.2 WARRANTY

Minimum three-year warranty on all parts, labor and shipping to the University of Massachusetts.

## 2.3 OPERATING MANUALS

Included within each server will be full operating manuals. Total operating manuals needed are 40.

## 2.4 MUST BE DELIVERED FULLY ASSEMBLED, TESTED AND READY FOR INSTALLATION

## 2.5 DELIVERY

**Requested delivery date: On or before August 31, 2008 – Please supply the date**

Delivery Lead-time after receipt of order: \_\_\_\_\_

Delivery: FOB, Amherst, MA

Delivery Location:

University of Massachusetts  
Attn: Amy Stout  
School of Nursing  
651 North Pleasant Street  
Amherst, MA 01003  
Phone: 413-545-5097

Reference : RFB# AA09-RH-2900

## 2.6 BIDDERS EXCEPTION TO CONTRACT TERMS & CONDITIONS

If bidder takes exception to any of the contract terms and conditions contained herein, it must be so noted in the bid. Such an exception may be grounds for rejection of the bid, at the option of the University.

## 2.7 REFERENCES

At least three references (past and present clients with similar requirements), including the company name, address, telephone number, contact person and E-mail address. Supporting documentation must be included with the bid, either in the form of a list of clients with contact information, and/or letters of recommendation on client letterhead. By submitting this information, bidder authorizes the UNIVERSITY to contact these or other clients for purposes consistent with the review of this proposal.

## 2.8 BID EVALUATION CRITERIA / AWARD OF THE CONTRACT

The University reserves the right to award this contract in a manner that is deemed in the best interest of the University.

The award will be made to the Bidder who, in the opinion of the selection committee, offers the best package based on a point system. The evaluation will include, but not be limited to, the following (in rank order of importance to the University):

1. Bidder's ability to meet the qualifications listed in this RFB
2. Cost to the University
3. Bidder's references
4. Bidder's ability to meet the University's delivery schedule

A complete set of criteria is sealed and placed in the RFB folder for future use in case of any bid protests. The committee will read the bids and score them based on values assigned to each criterion. The points assigned to each criterion are not made public until after the bid is awarded to preserve the integrity of the bid process. Please note that some criteria may be assigned values equal to other criteria.

Company Name: _____	
Bid Submitted By: _____ Signature and Title	
Print Name: _____	
Bidder's Contact Person's Name Title for Questions or Points of Clarification: _____	
Telephone No. (toll free number, if available)	
Fax No.	E-Mail Address: