Muskegon Community College
Request For Quotes
CAD Computers

Request for Quotes
Muskegon Community College is requesting quotes for CAD Computers.

Quotes must be delivered via email by Friday, May 6, 2022 at 4:00 pm EST. Quotes received after the specified time will not be considered. Questions and quotes should be submitted to:

Mike Council, Purchasing Manager
mike.council@muskegoncc.edu

NOTICE: Prospective bidders who have received this document from a source other than the Office of Financial Services should immediately contact the Office and provide their name and mailing address in order to ensure that amendments to the Request for Quotes or other communications are sent to them. Any prospective bidder who fails to provide the Office with this information assumes complete responsibility in the event that they do not receive communications from the Office of Financial Services prior to the closing date.
Quotes will be selected based on competitive price, vendor reputation with similar clients, and ability to support.

Please provide quotes for only the items specified, as noted below. Quotes should be for new equipment- quotes for refurbished or renewed equipment will not be considered.

Quantity may be scaled down to fit available budget.

**Quote Format and Content**

A. MCC will accept quotes for CAD Computers until 4:00 p.m. **Friday May 6, 2022.** **Quotes must be emailed to Mike Council, at:** mike.council@muskegoncc.edu

B. Quotes must adhere to the following format, both in content and sequence. Quotes should be succinct, yet provide adequate detail for objective analysis. By submitting a quote, each firm/organization certifies that it understands this RFQ and has full knowledge of its scope. Each firm/organization also certifies that it understands that it will be solely responsible for any and all costs relating to preparation of quotes.

1. **Firm/Organization Name and Address,** including local address, telephone number, name of contact person, and date of quote.

2. **Total Price,** including shipping or freight charges.

3. **Other Terms & Conditions** -- All quotes must specify warranty information.

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All quotes must be available for payment on or before June 30, 2022 and be available for delivery on or before June 30, 2022. Delivery dates may be negotiable, but due to budget restrictions this purchase must be billed by the vendor and paid by MCC by the date above.
Items Requested:

- CAD Computers
  - Qty 22 HP Z4 G4 Workstation - 9VD55UT
    - 9VD55UT#ABA HP Z4 G4 Workstation - 1 x Intel Core X-Series
    - Deca-core (10 Core) i9-10900X 10th Gen 3.70 GHz
    - 16 GB DDR4 SDRAM RAM - 512 GB SSD - Minitower
    - Black - Windows 10 Pro 64-bit - NVIDIA 8
    - GB Graphics - DVD-Writer - Serial ATA/600
    - Controller - 0, 1, 5, 10 R
Contacts, Timing, and Administrative Details

A. Contacts
MCC specifically instructs all interested firms/organizations to restrict all questions regarding this RFQ to written or emailed communications forwarded to the above-named RFQ Contact Person. All questions and concerns must be received no later than **Friday, April 29th, 2022 at 10:00a.m**. MCC shall have a reasonable amount of time in which to respond to all questions and concerns; however MCC reserves the right to decline to respond to any question.

B. Timing
1. **Quotes must be submitted by 4:00 PM, EST, Friday, May 6, 2022.**
2. Award notification will be announced upon the decision by our selection team.

C. Administrative Details
1. The quote must be signed and dated by a duly authorized firm/organization representative.
2. MCC considers all information and documentation requested to be submitted in response to this RFQ to be of a non-confidential and non-proprietary nature and therefore shall be subject to public disclosure. Bidders are hereby notified that MCC strictly adheres to all statutes, court decisions, and the opinions of the Michigan Attorney General with respect to disclosure of public information.
3. MCC reserves the right to reject any and all quotes, to accept or reject separate line items of submitted quotes, to waive informalities and minor irregularities in offers received, and to request additional information from proposing firms.

4. MCC reserves the right to accept the quote for services deemed to be in the best interests of MCC. The accepted quote may not necessarily be the lowest bid.

5. **Taxes:** Muskegon Community College is exempt from Federal, State, and Local Taxes and will not be responsible for any such taxes in connection with the award under this RFP.

6. **Equal Employment Opportunity:** It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other prohibitive matters. It is the policy of the College to patronize only those firms and vendors that demonstrate a commitment to equal opportunity within their own enterprises and abide by Federal and State laws.