



615 Weaver Court  
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## **Request for Proposal (RFP) #2021-01 For Tablets and Cases**

The Gladwin City-County Transit (GCCT) is a rural demand response public transportation system providing service to the County of Gladwin. GCCT is requesting proposals for 35 tablets and cases.

### Tablets:

#### Microsoft Surface Go 2

- Core m3 8100Y/1.1GHz
- Win 10 Pro
- 8 GB Ram
- 128 GB SSD
- 10.5 " touchscreen 1920x1080 (Full HD)
- HD Graphics 615
- Support for LTE Advanced
- 3-year warranty with accident protection

### Cases:

#### UAG Rugged Case

- Back cover for tablet
- Rugged
- Aluminum

### **Submission Requirements:**

Proposals must give the exact capabilities/features of the system being proposed. The proposed price must include the hardware, software, and all materials and supplies necessary. The tablets and cases must be factory new and no damaged, used, refurbished, or demonstration equipment will be accepted. Descriptions of this information must accompany the proposal.

Proposals must describe the type of service offered and whether it is in-person, online, or by phone, and the timeliness of the offered service.

Proposers must also complete the Attachment B – Price Proposal Form. A complete list of detailed, itemized costs must be attached to Attachment B – Price Proposal Form. The evaluated price will be the Total Price listed on the form. The GCCT is exempt from Federal, State, and local taxes. The vendor must guarantee the proposed price for ninety days after the submission due date.

This project is funded by the Federal Transit Administration and Michigan Department of Transportation (MDOT) and is subject to federal and state guidelines. The federal requirements are the Federal Contract Clauses Materials and Supplies Less Than \$150,000 (Attachment A). A signed copy of page 1 of Attachment A must be submitted with the proposal. The selected firm may have to execute an MDOT – approved third party subcontract with the Gladwin City County Transit.

### **Questions:**

Direct any questions to Kimberly Bruner via email at [kim@gladwintransit.org](mailto:kim@gladwintransit.org). All questions must be submitted in writing by 14th, October 2021. All questions and answers will be shared via email and on our website [gladwintransit.org](http://gladwintransit.org) and sent to every firm sent an RFP or who has submitted a proposal or question. Verbal comments are not part of this solicitation.

### **Proposal due date:**

Proposals must be received at the Gladwin City County Transit, 615 Weaver Court, Gladwin, Michigan 48624 in envelopes clearly labeled: Tablets or by email to Kimberly Bruner at [kim@gladwintransit.org](mailto:kim@gladwintransit.org) by 4:00 p.m. on 25<sup>th</sup>, October, 2021. Late submissions will not be accepted.

### **Proposal evaluation:**

The Selection Committee will consist of the GCCT director, office manager, and operations manager. Proposals will be evaluated using the following selection criteria which are equally weighted.

Service: timeliness and user friendliness of the response.

Price: The evaluated price will be the Total Price on Attachment B. Price will be evaluated using the following formula: lowest proposed price divided by the price being evaluated times available points.

The GCCT reserves the right to award to other than the lowest price proposal and to the proposal representing the Best Value.

Other Information:

Award will only be to a responsive and responsible company. This RFP will result in a firm, fixed price award. GCCT reserves the right to accept or reject any or all quotes for sound, documentable, business reasons and to waive any minor irregularities or informalities.

Written protests about specifications and processes must be received by the Transit Director at the Gladwin City-County Transit, 615 Weaver Court, Gladwin, Michigan 48624 before 10 business days before the proposal due date. Post award protests must be received no later than 5 days after the award decision.

The company shall indemnify, defend and hold harmless the GCCT, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorney's fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties, arising from or in connection with any of the following:

- a. The product provided, performance of the work, duties, responsibilities, actions or omissions of the product.
- b. Breach by the company or any representation of warranty made by the company in the contract
- c. Occurrences that the company is required to insure against as provided for in this contract
- d. Any claim, demand, action, citation or legal proceedings against the Agency, its employees and agents which results from an act or omission of the contractor or any of its subcontractors in its or their capacity as an employer or person.

Attachments:

Attachment A – Federal Contract Clauses Materials and Supplies Less Than \$150,000

Attachment B- Price Proposal Form

**Attachment B – Price Proposal Form  
GLADWIN CITY-COUNTY TRANSIT TABLETS AND CASES RFP**

Provide prices for each item and attach a detailed, cost breakdown. The TOTAL will be the evaluated priced.

Tablets:                                    \$ \_\_\_\_\_

Cases:                                     \$ \_\_\_\_\_

Shipping:                                 \$ \_\_\_\_\_

**TOTAL:**                                    \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Printed Name of Signer: \_\_\_\_\_

Printed Title of Signer: \_\_\_\_\_

Federal tax ID number: \_\_\_\_\_

