



**AMENDMENT # 1
INVITATION FOR BIDS
Insert Solicitation # MDHBE31041457
Dell Hardware IFB
October 31, 2018**

This Amendment is being issued to amend and clarify certain information contained in the above named IFB. All information contained herein is binding on all Contractors who respond to this IFB. Specific parts of the IFB have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Amend IFB Key Information Sheet as follows:

SECTION 2 — SCOPE OF WORK

2.1 Background and Purpose

The MHBE is seeking qualified Bidders to procure various Dell hardware. The MHBE seeks to purchase fifty (50) Dell Latitude 7390 2-in-1 laptops and twenty-five (25) Dell Mobile Precision 5520 Laptops with accessories as listed below in Section 2.2

2.2 Detailed Specifications

The Bidder shall provide to the MHBE fifty (50) Dell Latitude 7390 2-in-1 laptops, each with Dell Business Dock WD15 with 130 W adaptor and Dell USB-C Mobile Adaptor – DA300; and, twenty-five (25) Dell Mobile Precision 5520 laptops, each with Dell Business Dock with 180 W adaptor and Dell USB-C Mobile Adaptor – DA300. The quantities and specifications for each are elaborated in the table below.

Return Policy

At the request of MHBE, any hardware, accessories, peripherals, and parts may be returned within thirty (30) days from the date on the packing slip or invoice for a credit or a refund of the purchase price paid. MHBE shall not be required to pay any restocking fees.

SECTION 3 – BIDDER MINIMUM QUALIFICATIONS

The Bidder must be an authorized reseller of Dell products. As proof, the Bidder must submit with the bid a letter of authorization from the manufacturer ~~or distributor~~ providing evidence of the rights to resell all products and services required by this IFB.

2.3 Invoicing

All invoices shall be submitted by the Contractor within 30 days of receipt of equipment, software or services and shall include, at the minimum, the following information:

- Name and address of the MHBE
- Contractor name
- Products(s) and/or service(s) purchased listed separately including the amount for each individual charge (i.e., 5 – ABC Hardware @ \$2,000 Total \$10,000.00, Support @ \$100.00 Total \$200.00)
- Supporting Documentation
- E-mail address/phone number of Contractor's POC
- Remittance address
- Federal taxpayer identification or (if owned by an individual) Contractor's social security number
- Invoice period, invoice date, invoice number and amount due
- Purchase Order # being billed

Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information. The MHBE is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The Contractor; however, is not exempt from such sales and use taxes and may be liable for the same.

Prior to submitting invoice to MHBE, the Contractor shall provide proof of:

- Manufacturer warranty start and end dates for each asset; and
- Ownership transfer to MHBE within manufacturer's system of record.

Additional Information

Quote Numbers Submitted by Dell

A. Quote Number for Fifty (50) Dell Latitude 7390 2-in-1 Laptops, Fifty (50) Dell Business Docks WD15 with 130 W Adaptors and Fifty (50) Dell USB-C Mobile Adaptor DA 300 3000030185858.1

B. Quote Number for Twenty Five (25) Dell Mobile Precision 5520 Laptops, Twenty Five (25) Dell USB-C Mobile Adaptor DA300 and Twenty Five (25) Dell Business Dock WD15 with 180 W Adaptor 3000030188330.1

Date Issued: October 31, 2018
Raelene Glasgow
Procurement Officer