

Invitation to Bid- Instructions to Bidders 01/24/2014

Elmhurst Public Library – Apple Computers

125 S. Prospect Avenue

Elmhurst, IL 60126

The Elmhurst Public Library will receive sealed bids for Apple Computers. You are invited to submit a sealed bid, subject to the terms and conditions of this invitation to bid. Please read the instructions and specifications carefully. Failure to comply with these instructions may disqualify your bid.

Bids must be mailed or delivered to: Elmhurst Public Library – Attn: Mary Beth Campe, in an envelope marked “Library Apple Computer Proposal.” The Bidder’s return address shall appear in the upper left-hand corner. **Bids which are not sealed will be rejected.**

Bids Documents: Copies of the Contract Documents may be obtained by calling the Library Director, Mary Beth Campe – call 630-279-8696 to obtain.

Period of Contract: The bid will be opened at the bid opening and selection will be based on a number of factors including price, responsiveness to functional requirements, recommendations and input from third parties. Final approval will be made by the Elmhurst Library Board at their February board meeting. The contract will remain in effect from February 11, 2014 through May 12, 2014.

Sales Tax Exempt: No local sales, use or excise tax to be included for this project, all other applicable taxes to be paid by vendor.

Bid Consideration: Bid consideration will be based on a number of things including price, responsiveness to functional requirements, experience/completion of similar scoped projects, recommendations and input from third parties.

Time of Bid Opening: Bids must be received by 9:00 a.m. CST, on February 11, 2014 at which time they shall be publicly opened and read aloud. All bids must be received by the designated time stated in the incitation and none will be considered thereafter. Failure to have the bid to the address below prior to the bid opening will automatically prevent the reading of your bid. We do not accept FAX bids. Bids that are not sealed will be rejected. The Elmhurst Public Library cannot assume the responsibility for any delay as a result of failure of the mail to deliver bids on time.

Location of Bid Opening: Bids will be opened and read at the Elmhurst Public Library – 125 S. Prospect Avenue, Elmhurst, IL 60126 at noon CST, on Tuesday, February 11, 2014.