



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item:	FY 2023 & FY 2024 Citywide Computer Replacements		
Presenter & Title:	PETER I. COLLINS, Information Technologies Manager		
Date:	January 31, 2023		
<b><i>Please Check Appropriate Box:</i></b>			
<input checked="" type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective:			
Estimated Cost: \$144,363 (\$101,996 & \$42,367 respectively)	Budgeted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If "Other Funding," please explain how the item will be funded:</i>			
<b>Executive Summary:</b>			
As provided for in Geneva’s 2023 Fiscal Year Budget, and contemplated in the 2024 Fiscal Year Budget, Information Technologies staff solicited bids for replacement of computers across departments citywide.			
<b>Attachments:</b> <i>(please list)</i>			
<ul style="list-style-type: none"> <li>• Memo &amp; Bid Reply</li> </ul>			
<b>Voting Requirements:</b>			
<i>This motion requires a simple majority affirmative votes for passage.</i>			
<i>The Mayor may vote on three occasions: (a) when the vote of the aldermen or trustees has resulted in a tie; (b) when one half of the aldermen or trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i>			
<b>Recommendation / Suggested Action:</b> <i>(how the item should be listed on agenda)</i>			
Recommend Approval of Resolution Authorizing the Purchase of Replacement Computers from SAITECH, INC. in the amount of \$144,363.00.			

# Memo

**To:** Mayor and City Council  
**From:** Peter I. Collins, Information Systems Manager  
**CC:** Stephanie K. Dawkins, City Administrator  
**Date:** 01/31/2023  
**Re:** Replacement of computers across departments citywide

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As provided in Geneva's 2023 Fiscal Year Budget, and contemplated in the Proposed 2024 Fiscal Year Budget, Information Technologies staff solicited bids for replacement of computers across departments citywide for both FY 2023 & FY 2024. Bid documents were posted to the City website and sent via email to vendors.

After receiving returned bids and review of proposed bids, it was determined that funding would be available for the purchase of computers. Based on responses from the vendors submitting bids, see below the following total amounts:

Ethos - \$179,485  
Sunflower Lab, LLC. - \$185,993  
Saitech, Inc. - \$144,363  
Tiles In Style, LLC. - \$146,037

Unopened bids from Comp Solutions & Vprimetech were received late, and thus, disqualified.

This purchase will be funded from the General Capital Projects Fund, as well the Electric & Water Funds.

**STAFF RECOMMENDATION:** In consideration of the above information and after careful review of the submitted bid proposals, I would request and respectfully recommend that the Geneva City Council approve the purchase of replacement computers from Saitech, Inc. in the amount of \$144,363.00 (\$101,996 for FY 2023 & \$42,367 for FY 2024.)

cc: Stephanie Dawkins, City Administrator  
Ben McCready, Asst. City Administrator, Director of Administrative Services  
Mitch Radman, Information Technologies Technician

**RESOLUTION NO. 2023-15**

**RESOLUTION AUTHORIZING EXECUTION OF  
Purchase of Miscellaneous Dell Products for FY 2023 & FY 2024**

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**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS**, as follows:

**SECTION 1:** That the City Administrator is hereby authorized to purchase, on behalf of the City of Geneva, **Miscellaneous Dell Products for FY 2023 & FY 2024** from SAITECH, INC. in the amount of \$144,363, in the form attached hereto at Exhibit "A".

**SECTION 2:** This Resolution shall become effective from and after its passage as in accordance with law.

**PASSED** by the City Council of the City of Geneva, Kane County, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2023

**AYES:** \_\_ **NAYS:** \_\_ **ABSENT:** \_\_ **ABSTAINING:** \_\_ **HOLDING OFFICE:** \_\_

Approved by me this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Saitech Inc. Introductory Letter

Dear Peter Collins

This is Shalini Kalra, Public Contracts Manager for Saitech Inc.

We are very much interested in the **Bid # 23-002 for Dell Products** and submitting our proposal.

Saitech Inc. is proposing the most cost-effective Dell solution that **meets the requirement shared with us in the Bid.**

**Please find included in Package the signed and completed Bid Document with all the required information.**

**We are Dell EMC Gold Partners and Authorized Value Added Resellers.**

Please let me know if you need any more information from our side, we will be pleased to assist.

Thanks & Regards

Shalini Kalra

Public Sector Contracts Manager

Saitech Inc.

**Email: [govtsales@esaitech.com](mailto:govtsales@esaitech.com)**

**Ph.: 510-440-0256 X308**

Fax: 510-440-0257

42640 Christy St.

Fremont, CA – 94538

[www.saitechincorporated.com](http://www.saitechincorporated.com)

DUNS # 082826723    CAGE CODE # 1YQH2    ISO 9001:2015 Certified Company

Certified Small Business & Minority Business Enterprise

**GSA Schedule 70 Contract: GS-35F-287GA**

[www.saitechincorporated.com](http://www.saitechincorporated.com)

**Email: [govtsales@esaitech.com](mailto:govtsales@esaitech.com)    Ph.: 510-440-0256 X308**

**CITY OF GENEVA  
INFORMATION SYSTEMS DIVISION**

**PETER COLLINS**  
Information Technologies Manager

22 South First Street  
Geneva, Illinois 60134  
Telephone: 630.938.4500



**INVITATION FOR BID**

**BID NUMBER: 23-002 Dell Products**

**DATE: January 3, 2023**

The City of Geneva is accepting competitive sealed bids from qualified and authorized Vendors or firms for the purchase and delivery of miscellaneous Dell products as outlined within this document.

**GENERAL REQUIREMENTS:**     **Signed Bid Response Form**  
Submit one original bid and one copy  
Explanation of any variance from specification

**SUBMISSION LOCATION:**     **City of Geneva**  
City Hall  
22 South First Street  
Geneva, Illinois 60134

**SUBMISSION DATE & TIME:**     **10:00 A.M. MONDAY, JANUARY 23, 2023**  
Bids received after the submittal time will be rejected  
and returned unopened to the sender.

**CONTACT PERSONS:**     **Peter Collins or Mitch Radman**  
[GenevaIT@geneva.il.us](mailto:GenevaIT@geneva.il.us)  
City Hall  
22 South First Street  
Geneva, Illinois 60134  
Telephone: 630.938.4500

**THE CITY OF GENEVA  
 BID RESPONSE FORM  
 For  
 BID 23-002 Dell Products**

**Bid Due Date & Time:** 10:00 A.M. MONDAY, JANUARY 23, 2023

**To:** City of Geneva  
 City Hall  
 22 South First Street  
 Geneva, Illinois 60134

**From:** Organization:

SAITECH INC.

In compliance with your Bid, and subject to all conditions thereof, the undersigned offers and agrees, if this Bid is accepted, to supply the City of Geneva with misc. Dell products with all pricing held firm for one year. Bid pricing shall be firm for a period of 90 days, so an award can be made.

**RECEIPT OF ADDENDA:** The receipt of the following addenda is hereby acknowledged:  
 Addendum No.       , No.       , No.       ,

**BID: (Per Specifications)**

**There will be NO SUBSTITUTIONS!**

**Dell Optiplex 7000 Unit Cost:**

\$ 1,421.00

**Dell Latitude 5530 Unit Cost:**

\$ 1,952.00

**Dell Latitude 5430 Rugged Unit Cost:**

\$ 2,236.00

**Dell PowerEdge R350 Rack Server Unit Cost:**

\$ 3,333.00

## Sealed Bid 23-002 Dell Products

**Bid Response Form:** All pricing of the above listed Dell products must be submitted on the provided Bid Response Form, or the bid will be deemed as non-compliant. Unit of measure such as weighted, sizes, packages, counts, and etc., shall be followed completely.

Pricing shall be for quantities listed. If the Bidder's packaged quantities differ from those listed, it shall be the Bidder's responsibility to convert their pricing to reflect the listed packaged quantities, unit of measure, and quantities requested on this Bid Response Form.

By signing this Bid, the Offeror hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended. The awarding of any contract resulting from this Bid will be based upon the funding available to the City of Geneva, which may award all or part of this project. The terms of the Bid and the response shall be incorporated by this reference as though fully set forth into the Contract notwithstanding any language in the contract to the contrary. In the event of any conflict between the terms of the Contract and the terms of the Bid and the response, the terms of the Bid and the response shall govern. Every element or item of the Bid and the response shall be deemed a material and severable item or element of the contract. Since the City of Geneva does not wish to rule out other competition, the phrase "or approved equal" is added. An "approved equal" is equal to or superior in grade or quality. The City of Geneva will be the sole judge as to acceptability of an "approved equal". **THIS SECTION MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY OR ENTITY RESPONDING TO THE BID AND THE RESPONSE.**

Signature Vikram Mahajan Typed Signature VIKRAM MAHAJAN  
 Company SAITECH INC.  
 Address 42640 CHRISTY ST. FREMONT, CA 94538  
 Phone # 510-440-0256 Fax # 510-440-0257  
 Federal I.D./Social Security # 75-3004589 Date 1/18/23

## INSTRUCTIONS TO BIDDERS

### CITY OF GENEVA COMPETITIVE SELECTION PROCEDURE - BID TERMS AND CONDITIONS

1. **AUTHORITY.** This Invitation for Bid is issued pursuant to applicable provisions of the City of Geneva Purchasing Ordinance.
2. **BID OPENING.** Sealed bids will be received at the City of Geneva Purchasing until the date and time specified at which time they shall be opened in public. Late bids shall be rejected and returned unopened to the sender. The City of Geneva does not prescribe the method by which bids are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the bids.
3. **BID PREPARATION.** Bids must be submitted on this form and all information and certifications called for must be furnished. Bids submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of bids. Bids shall be filled out legibly in ink or type-written with all erasures, strikeovers and corrections initialed in ink by the person signing the bid. The bid shall include the legal name of the bidder, the complete mailing address, and be signed on the signature line in ink by a person or persons legally authorized to bind the bidder to a contract. Name of person signing should be typed or printed below the signature.
4. **BID ENVELOPES.** Envelopes containing bids must be sealed and addressed to the City of Geneva. The name and address of the bidder and the Invitation Number must be shown in the upper left corner of the envelope.
5. **ERRORS IN BIDS.** Bidders are cautioned to verify their bids before submission. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal or modification of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit prices will govern.
6. **RESERVED RIGHTS.** The City of Geneva reserves the right at any time and for any reason to cancel this Invitation for Bids, accept or reject any or all bids or any portion thereof, or accept an alternate bid. The City reserves the right to waive any immaterial defect in any bid. Unless otherwise specified by the bidder or the City, the City has ninety (90) days to accept. The City may seek clarification from any bidder at any time and failure to respond promptly is cause for rejection.
7. **INCURRED COSTS.** The City will not be liable for any costs incurred by bidders in replying to this Invitation for Bids.
8. **AWARD.** It is the intent of the City to award a contract to the lowest responsive responsible bidder meeting specifications. The City reserves the right to determine the lowest responsive responsible bidder on the basis of an individual item, groups of items, or in any way determined to be in the best interests of the City. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

## Sealed Bid 23-002 Dell Products

9. **PRICING.** The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.
10. **DISCOUNTS.** Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.
11. **TAXES.** The City of Geneva is not subject to Federal Excise Tax. Per Illinois Revised Statutes, Chapter 120, Paragraph 441: The City of Geneva is exempt from state and local taxes.
12. **SPECIFICATIONS.** Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items will be considered, provided the bidder clearly states exactly what is proposed to be furnished, including complete specifications. Unless the bidder specified otherwise, it is understood the bidder is offering a referenced brand item as specified or is bidding as specified when no brand is referenced, and does not propose to furnish an "equal." The City reserves the right to determine whether a substitute offer is equivalent to and meets the standard of quality indicated by the brand name and number referenced.
13. **SAMPLES.** Samples of items, when called for, must be furnished free of expense and, if not destroyed in the evaluation process, will, upon request, be returned at the bidder's expense. Request for the return of samples must accompany the sample and include UPS Pickup Slip, postage or other acceptable mode of return. Individual samples must be labeled with bidder's name, invitation number, item reference, manufacturer's brand name and number.
14. **INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS.** Bidders shall promptly notify the City of any ambiguity, inconsistency of error which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by addendum. Each bidder shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid.
15. **VARIANCES.** State or list by reference on the reverse side of this form any variations to specifications, terms and/or conditions.
16. **INDEMNIFICATION.** The Seller shall indemnify and hold harmless the City, its agents, officials, employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against the City as a consequence of granting the Contract.  
  
Vendor and/or Seller (as case may be), agrees to save, hold harmless, defend and indemnify the City of Geneva and its Officers, Agents, Employees from any and all liability or loss incurred by the City of Geneva resulting from Vendor's and/or Seller's noncompliance with any laws or regulations of any governmental authority having jurisdiction over Vendor's and/or Seller's performance of this contract and Vendor's and/or Seller's violation of any of the terms and conditions of this Agreement, and from the Vendor's and/or Seller's negligence arising from, in any manner and in any way connected with, the terms and conditions of this Agreement and arising from the Vendor's and/or Seller's performance thereunder.
17. **DEFAULT.** Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, the City reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Seller, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with any or all losses incurred.
18. **INSPECTION.** Materials or equipment purchased are subject to inspection and approval at the City's destination. The City reserves the right to reject and refuse acceptance of items which are

## Sealed Bid 23-002 Dell Products

not in accordance with the instructions, specifications, drawings or data of Seller's warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense of, the Seller promptly after rejection.

19. **WARRANTY.** Seller warrants that all goods and services furnished hereunder will conform in all respects to the terms of the solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Seller warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The City may return any nonconforming or defective items to the Seller or require correction or replacement of the item at the time the defect is discovered, all at the Seller's risk and expense. Acceptance shall not relieve the Seller of its responsibility.

Contractor and/or Seller (as case may be) expressly warrants that all goods and services (real property and all structures thereon) will conform to the drawings, materials, performance and any other specifications, samples or other description furnished by the City, and will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship. Contractor and/or Seller (as case may be) agrees that these warranties shall run to The City of Geneva, its successor, assigns, customers and users of the products or services and that these warranties shall survive acceptance of the goods or performance of the services.

20. **EQUAL EMPLOYMENT OPPORTUNITY.** (Res.No. 82-90, 6-10-80; Res. No. 81-79, 6-9-81; Res. No. 82-90, 6-8-82; 05-303, 09-23-05) State law references--Fair Employment Practices Act, Ill. Rev.Stat. Ch. 48, Sec.851 et seq.; requirements for public contracts, Ill. Rev. Stat. Ch. 48, Sec. 854.

The equal employment opportunity clause required by the Illinois Fair Employment Practices Commission is hereby incorporated by reference in all contracts made by the City of and in all bid specifications therefore furnished by the City to all bidders, contractors and subcontractors

The City of Geneva, State of Illinois, represents that it and the employing agencies responsible to it, conform to the following:

We do not discriminate against any employee or applicant for employment because of race, creed, color, age, disability, religion, sex, national origin/ancestry, sexual orientation, marital status, veteran status, political affiliation, or any other legally protected status. We will take whatever action is necessary to ensure that applicants and employees are treated appropriately regarding all terms and conditions of employment. We will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

We will, in all solicitations or advertisements for employees placed by or on behalf of the employing agencies, state that all qualified applicants will receive consideration for employment without regard to race, creed, age, disability, religion, sex, national origin/ancestry, sexual orientation, marital status, veteran status, political affiliation, or any other legally protected status.

21. **REGULATORY COMPLIANCE.** Seller represents and warrants that the goods or services furnished hereunder (including all labels, packages and container for said good) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended

**Sealed Bid 23-002 Dell Products**

purpose of said goods or services. Seller shall furnish "Material Safety Data Sheet" in compliance with the Illinois Toxic Substances Disclosure to Employees Act.

22. **ROYALTIES AND PATENTS.** Seller shall pay all royalties and license fees. Seller shall defend all suits or claims for infringement of any patent or trademark rights and shall hold the City harmless from loss on account thereof.
23. **LAW GOVERNING.** This contract shall be governed by and construed according to the laws of the State of Illinois.
24. **ELIGIBILITY.** By signing this bid, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of Article 33E, Public Contracts of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

**REFERENCES**

**BID 23-002 Dell Products  
For  
THE CITY OF GENEVA, Geneva, Illinois**

General Information, list below businesses or other organizations for which you have provided comparable consumables or services within the last three years:

Offeror's Name: SAITECH INC.

1. Organization: RIVERSIDE IT  
 Address: 1960 Chicago Ave Bldg  
 City, State, Zip Code: Riverside CA 92507  
 Telephone Number: 951-955-7808  
 Contact Person: Melissa Palma  
 Date of Project: Dec 2022 - Jan 2023 - just delivered.  
*We have contact with Riverside from 2018 to 2025.*
2. Organization: SAN BERNARDINO Dept. of Behavioral Health  
 Address: 850 E Foot Hill Blvd.  
 City, State, Zip Code: Rialto, CA 92376  
 Telephone Number: 909-388-0944  
 Contact Person: Angelina Monk  
 Date of Project: Couple of IT Hardware Projects throughout the  
*Contract with San Bernardino county from 2020 to 2025 years.*
3. Organization: BUTTE  
 Address: 202 N. Joma Drive  
 City, State, Zip Code: Oroville, CA 95965  
 Telephone Number: 530-552-4045  
 Contact Person: Richard Torres  
 Date of Project: Dec 2022
4. Organization: Westport Public Schools  
 Address: 70 North Avenue  
 City, State, Zip Code: Westport, CT 06880  
 Telephone Number: 203-341-1211  
 Contact Person: Georges Yagoff  
 Date of Project: Dell Services - Jan 9 & Jan 11 2023  
*received 2 POs → currently delivered.*

**INSTRUCTIONS TO BIDDERS**  
**For**  
**BID 23-002 Dell Products**

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**OVERVIEW:**

The City of Geneva is accepting competitive sealed bids from qualified and authorized Vendors or firms for the purchase and delivery of miscellaneous Dell products.

**INTENT OF SPECIFICATIONS:**

It is the intent and purpose of these specifications that all labor, transportation, equipment and materials necessary be provided for completion of all work by the Vendor per the signed agreement. The next day delivery and service shall be complete in all details, including all minor items and accessories or devices necessary for completion of sale.

The City of Geneva reserves the right to reject any or all bids, to waive all technicalities, and award any or all of quantity required.

**SPECIFICATIONS:**

**General:**

The Vendor shall furnish all labor, equipment, and transportation necessary to provide the City with the Dell products specified under this bid document. **All pricing pertaining to this bid shall remain firm for a period of no less than one (1) year.**

If awarded bid, vendor will be responsible for transferring ownership of purchased products from vendor to the City of Geneva, Illinois and will be responsible to confirm, in writing, that transfer of ownership with Dell Corporate and Technical Support.

**ANTICIPATED QUANTITIES:**

The City is looking to purchase prior to March 1, 2023:

**29 Dell Optiplex 7000**  
**18 Dell Latitude 5530**  
**7 Latitude Rugged 5430**  
**3 PowerEdge R350 Rack Server**

The City is looking to purchase after May 1, 2023, but prior to February 1, 2024:

**19 Dell Optiplex 7000**  
**1 Dell Latitude 5530**  
**6 Latitude Rugged 5430**

**ORDERING:**

All shipping labels and invoicing will identify the purchase order number, the department name and the name of person placing the order.

Vendors shall provide adequate delivery/sales tickets and other documentation at the time of delivery as required. All delivery/sales tickets must be signed by an authorized receiving person.

With the state of current technologies, we would like to know if you have your catalog available electronically online. If you have online ordering capabilities available please provide us information on these capabilities and systems.

**RETURNS:**

Goods ordered or delivered in error, (Vendor's or City's) are to be credited 100% upon their return within a specified time frame.

All damaged goods received by the City of Geneva are to be credited 100% upon their return and a credit memo must be issued upon pickup.

A qualified Account Representative shall be assigned to the City of Geneva to assist in ordering, handling service problems and providing timely information upon request.

**DELIVERY REQUIREMENTS:**

Deliveries shall be between the business hours of 8:30 a.m. to 4:00 p.m., Monday through Friday, excluding holidays unless other arrangements are made.

Prices are to be quoted F.O.B. destination, for inside delivery to:

Geneva Police Department  
20 Police Plaza  
Geneva, Illinois 60134

**AWARD:**

All pricing pertaining to the Dell products shall be submitted on the Bid Response Form, or the bid will be deemed as non-compliant. Unit of measure such as sizes, packages, counts, and etc., shall be completely followed.

**APPROVED EQUAL:**

If and wherever in the specifications reference is made to a brand name, catalog number, or specific description and etc., it is only for the purpose of establishing a grade and quality. Since the City of Geneva does not wish to rule out other brands, the phrase "or approved equal" is added unless indicated as "NO SUBSTITUTION". An "approved equal" is identical, equivalent, or superior in grade or quality with these specifications that may be offered, or an item determined to meet applicable specifications satisfactory. The City of Geneva will be the sole judge as to acceptability of an "Approved Equal".

**SPECIAL CONDITIONS:**

**Response Instructions:**

An original bid response, marked as "original" and one (1) copy shall be returned in a sealed package or envelope bearing the name and address of the respondent and be labeled "23-002 Dell Products." Your Bid may be mailed or hand delivered as follows:

CITY OF GENEVA  
City Hall  
22 South First Street  
Geneva, IL 60134

The City shall not be responsible for late delivery of your Bid by a third party courier. There will be no exceptions!

**Bid Acceptance Period:**

Upon submission of the Bid, it is understood that the costs provided will be valid for a period of ninety days after submission.

**ALL QUESTIONS PERTAINING TO THIS SEALED BID MUST BE SUBMITTED IN WRITING TO THE INFORMATION SYSTEMS DIVISION NO LATER THAN 12:00 PM. FRIDAY, JANUARY 20, 2023 via E-MAIL to GenevaIT@geneva.il.us**