



Gaithersburg
A CHARACTER COUNTS CITY!

CITY OF GAITHERSBURG

31 South Summit Avenue
Gaithersburg, Maryland 20877

REQUEST FOR QUOTATIONS

Issue Date:	May 11, 2016
General Description:	The City of Gaithersburg, Maryland, is soliciting written quotations for the purchase of 18 APC Smart-UPS uninterruptable power supplies, 18 network management cards, and 18 temperature and humidity sensors.
Quotations Due Date and Time: <i>See Section 3 for Submission Instructions</i>	May 19, 2016 by 5:00pm

1. Definitions

The following words in their singular form have the same meaning as in their plural form, and vice versa:

- “City” means the City of Gaithersburg, Maryland.
- “Goods and/or Services” means the goods and/or services described in this Solicitation.
- “Quote” means the document submitted by a Respondent in response to this Solicitation.
- “Respondent” means the sole proprietor or any other association or business recognized by law.
- “Solicitation” means this Request for Quotations.

2. General

- 2.1. This is a Solicitation only, it is not a contract. The City shall assume no obligation to pay or reimburse any Respondent for any costs, fees or expenses incurred in preparation of a response to this Solicitation.
- 2.2. The City reserves the right to reject any or all Quotes in full or in part and/or to waive any minor technicalities and/or informalities in the process as best may serve the interests of the City.
- 2.3. The purchase of Goods and/or Services is subject to the City’s standard Purchase Order Terms and Conditions, which are incorporated herein and attached hereto.

3. Submissions of Quotes

- 3.1. Quotes shall be addressed to Rick Rowles, Network Operations Specialist, and be submitted by email to rrowles@gaitHERSBURGMD.GOV, or in person at or by mail to 31 South Summit Avenue, Gaithersburg MD 20877.
- 3.2. Quotes not received by the City by the date and time due shall not be accepted; postmarking by the date due shall not substitute for actual receipt. The City shall assume no responsibility for delays or errors in the delivery of Quotes.

4. Questions

- 4.1. Unauthorized contact regarding this Solicitation with City employees or contractors may result in disqualification. Any oral communications shall be considered unofficial and non-binding on the City. Respondents shall rely only on written statements issued by the individual named below.
- 4.2. Questions regarding this Solicitation shall be directed to Rick Rowles, Network Operations Specialist, by email to rrowles@gaitHERSBURGMD.GOV.

5. Goods and/or Services

Respondents shall provide Quotes for the Goods and/or Services described below.

Line	Description	Quantity
1	APC AP9335TH Temperature and Humidity Sensor	18
2	APC AP9631 UPS Network Management Card 2 with Environmental Monitoring	18
3	APC Smart-UPS SMT1500RM2U 1440VA 1000 Watts UPS	16
4	APC Smart-UPS SMX1500RM2U 1440VA 1200 Watts UPS	2

1. Quotes must be for the exact part numbers above. No substitutions or alternate equipment proposals will be accepted.
2. The City may elect to purchase any or all of the above line items. Quantities of any line items will not change, however.