



INVITATION TO BID

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Email and Office Solution

Sealed bids for furnishing the City of South Portland, Maine with an Email and Office Solution as specified below and in the attached proposal will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine until **2:00 P.M., Wednesday, May 4, 2016** at which time they will be publicly opened and read aloud. Proposals received after above stated date and time will not be considered.

Bids shall be submitted on an official quote form, in sealed envelopes, plainly marked "Bid #33-16 for Email and Office Solution " and shall be addressed to the Purchasing Agent at the above address.

Delivery to be made upon receipt of purchase order and shall be delivered to, Information Services, 25 Cottage Rd Street, South Portland, Maine.

Bidders can provide any solution from any vendor that is an Email and Office Solution.

Bidders proposing a Microsoft solution must be registered as a Microsoft LSP with Gold competencies, have a physical location in ME, NH, or MA, and supply documentation of each. MPSA Number: 4100027774 and Purchasing Account Number: 0005276307 must be used.

Please contact Chris Dumais cdumais@southportland.org with any questions.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg
Purchasing Agent

PROPOSAL

The City of South Portland is currently using Microsoft Office 2007 and Microsoft Exchange 2010 for its Email and Office system. The City is looking to move its Email and Office system to current technology. **Bidders can provide any solution from any vendor that is an Email and Office Solution.**

The current license count for each is 302 Office Cals and 424 Exchange user Cals

The UNDERSIGNED hereby proposes an Email and Office Solution to the City of South Portland, Maine, F.O.B., City Hall, 25 Cottage Rd, South Portland, Maine, with delivery to be made upon receipt of purchase order, in accordance with the attached Invitation to Bid, the following specifications, and at the following prices and delivery times:

Signed: _____
(Corporation, Firm or Company)

By: _____
(Officer, Authorized Individual or Owner)

Title: _____

Mailing
Address: _____

Zip Code _____ Date: _____

Telephone: _____ Fax: _____

Email: _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.