

VILLAGE OF OAK PARK

**BID NO.:** 25IT-0007 Information Technology  
**PROJECTNAME:** Dell Computer Equipment  
**DATE ISSUED:** October 24, 2025

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REQUEST FOR PRICING

**Submission Instructions**

• **Bid Due Date & Time:**

On or before 4:00 PM Central Time, **Friday, November 7, 2025**

• **Submission Method:**

Responses must be emailed in **PDF format** to: **itrfp@oak-park.us**

• **Late Bids:**

Bids received **after the specified time will not be accepted.**

• **Authorization:**

Bids must be signed by a representative **authorized to enter into agreements** on behalf of the company.

• **Pricing Validity:**

All pricing must remain valid for **90 days** from the bid due date.

• **No Product Substitutions:**

All items must match the specifications exactly.

Bidders must submit a **detailed proposed specification sheet** and their **quote using the form included** in this Request for Pricing.

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**The Village of Oak Park is soliciting bids for the following computer equipment:**

<b>- Dell Pro Micro Plus Desktop</b>	<b>Qty.</b>
• <b>Processor</b>	<b>34</b>
○ Intel® Core™ Ultra 7 265 (13 TOPS NPU, 20 cores, up to 5.3GHz)	
• <b>Memory</b>	
○ 32 GB: 2 x 16 GB, DDR5, up to 5600 MT/s, non-ECC	
• <b>Storage</b>	
○ 512 GB, SSD	
• <b>Keyboard</b>	
○ Dell Pro Keyboard and Mouse - KM5221W - US English – Black	
• <b>Systems Management</b>	
○ Intel vPro® Enterprise	
• <b>Power Supply</b>	
○ 180 Watt A/C Adapter	
• <b>Operating System</b>	
○ Windows 11 Pro	
• <b>Hardware Support Service</b>	
○ 3 Years Basic Onsite Service after remote diagnosis with Hardware-Only Support	

### Additional Bid Information

- **Pricing:**  
Pricing must remain valid for a minimum of **90 days** from the date of submission.
- **Award and Agreement:**  
Upon approval by the **Village Board**, the award will be made to the successful Bidder. A **Purchase Order** will be issued not to exceed the quoted price, and the Bidder will be required to **enter into an agreement** with the Village.
- **Tax Exemption:**  
As a municipal entity, the **Village of Oak Park is exempt from Federal Excise Tax and Illinois Retailers' Occupational Tax**. These taxes must be **excluded from all bid pricing**.
- **Award Basis:**  
The bid may be awarded, **in whole or in part**, to the responsible Bidder(s) whose bid(s), conforming to this Request, will be **most advantageous to the Village — price and other factors considered**.
- **Right of Rejection:**  
The **Village reserves the right to accept or reject any and all bids**, to waive technicalities, or to accept any single item of any bid.
- **Questions:**  
All questions regarding this Request must be submitted via email to: [itrfp@oak-park.us](mailto:itrfp@oak-park.us)
- **Product Condition and Delivery:**  
All equipment must be **new**, in **original factory packaging**, and include all applicable **warranties**.  
Delivery must occur within **45 days of bid award** to:  
**Village Hall, 123 Madison St., Oak Park, IL 60302**  
(Note: There is no loading dock and limited parking at Village Hall.)

### FOIA Requirements

By submitting a bid or otherwise responding in any way to this request for bids, the bidder acknowledges the following: 1. This public body is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"), and any and all information submitted by the bidder to this public body is subject to disclosure to third parties in accordance with FOIA. 2. If the bidder intends for the public body to withhold the bidder's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the bidder must include with its bid submittal a written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the bidder, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the bidder at the time of bid submittal will be presumed to be open to public inspection. The bidder may be required to substantiate the basis for its claims at a later time. 3. Notwithstanding timely notice received from a bidder in accordance with Section 7(1)(g), the public body reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request.

**Dell Computer Equipment**  
**For the Village of Oak Park**

<b>Item</b>	<b>Qty.</b>	<b>Cost ea.</b>	<b>Cost Sub-Total</b>
Dell Pro Micro Plus Desktop	34	\$	\$
		<b>Shipping</b>	\$
		<b>Total</b>	\$

## **PURCHASE PRICE AGREEMENT**

**THIS PURCHASE PRICE AGREEMENT** ("Agreement") is entered onto on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the Village of Oak Park ("Village"), an Illinois home rule municipal corporation, 123 Madison Street, Oak Park, Illinois 60302 and \_\_\_\_\_ a \_\_\_\_\_ ("Contractor").

### **1. Price**

Contractor is a supplier of \_\_\_\_\_ ("Materials"). Contractor has provided the Village with a 2025 price for its Materials as set forth in its Proposal dated \_\_\_\_\_, attached hereto and incorporated herein by reference. The Village accepts the price set forth in the attachment and agrees to purchase from Contractor such Materials as it finds necessary at the price set forth in the attachment. This Agreement does not commit the Village to purchase any specific quantity of Materials. The total amount of Materials to be purchased pursuant to this Agreement shall not exceed \$ \_\_\_\_\_.

### **2. Tax Exempt**

The Village, as a local governmental entity, is exempt from the payment of State of Illinois sales tax or retailer's occupation taxes. The Village's tax exempt number is E9998-1823-06. Contractor agrees that its invoices will not include any amount for such sales taxes or retailer's occupation taxes.

### **3. Payment**

The Village will pay all undisputed portions of invoices within 30 days of approval as provided in the Local Government Prompt Payment Act, 50 ILCS 505/4. The maximum interest rate for any payment not made within thirty (30) days of approval is 1% per month.

### **4. Term of Agreement**

This Agreement is valid for purchases through \_\_\_\_\_.

### **5. Governing Law and Venue**

This Agreement is governed by the laws of the State of Illinois without regard to conflicts of law principals. Any action brought to enforce this Agreement must be brought in the state and/or federal courts located in Cook County, Illinois.

### **6. Dispute Resolution**

The Village does not agree to the mandatory arbitration of any dispute. In the event any action is brought to enforce this Agreement or to collect any unpaid amount from the Village, each party hereto shall bear the responsibility of paying its own attorney's fees and costs.

**7. Binding Authority**

The individuals executing this Agreement on behalf of the Parties represent that they have the legal power, right and actual authority to bind their respective party to the terms and conditions of this Agreement.

**THE PARTIES TO THIS AGREEMENT** by their signatures acknowledge they have read and understand this Agreement and intend to be bound by its terms.

**VILLAGE OF OAK PARK**

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\_\_\_\_\_

Kevin Jackson  
Village Manager

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_, 2025.

Dated: \_\_\_\_\_, 2025.

**ATTEST**

\_\_\_\_\_

By:  
Its:

Date: \_\_\_\_\_, \_\_\_\_\_