

SPECIFICATIONS FOR PENTIUM WORKSTATIONS  
DEPARTMENT OF SOCIAL SERVICES

I. **SCOPE OF WORK**

The Contractor shall provide integration services that include all materials, labor, supervision, tools, equipment and incidentals necessary to furnish, deliver, unpack, set in place, label, connect to the LAN, test, make operational and document, **1,068 Pentium Computer Workstations** for the Department of Social Services, at various locations throughout the Commonwealth of Virginia (see Attachment A). All equipment, materials and installation work shall comply with this Specification and Virginia OSHA Standards.

II. **MATERIAL REQUIREMENTS**

The following specifications are intended to define the level of quality and performance of the requested goods and services and not to be restrictive by manufacturer, brand, method of configuring a system, and method of accomplishing required functions, unless otherwise indicated.

**Attention Bidders:**            **1. Annotate and return these specification pages to indicate manufacturers, models and compliance. 2. Provide pertinent technical data documenting compliance/equivalence with dimensions, quality, features, functions and performance.**

All figures are minimums unless stated otherwise. The offered equipment must meet or exceed the following dimensions, quality, features, functions and performance.


**BIDDER SHALL INDICATE PRODUCT OFFERED:** Bidder **shall** indicate below the manufacturer and model of workstation offered. Bidder **shall** also indicate throughout these specification pages the manufacturer(s) and model(s) of components offered, where applicable.

Manufacturer:  \_\_\_\_\_ Model:  \_\_\_\_\_

**SPECIFICATIONS**

**Bidder:** Specify Mfr. and Model number(s) where applicable, in spaces provided. Note compliance by annotating a cross reference (e.g., page #, paragraph #, etc..) to the submitted technical literature


A. **GENERAL REQUIREMENTS:**

1. Workstation Manufacturer (**not re-seller**)  \_\_\_\_\_  
**shall** be ISO 9000 series certified. \_\_\_\_\_  
Bidder: Attach a copy of this certification \_\_\_\_\_  
with your Bid response. \_\_\_\_\_


2. Each workstation **shall** have A) a 72 hour continuous system CPU and Monitor burn-in period or B) a secondary chip cooling fan, in addition to the Section B Workstation Requirement No. 1-(primary cooling fan and heat sink), and the manufacturer's suggested burn-in period.

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3. CPU case and monitor **shall** be the same general color.

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4. CPU and monitor **shall** be DPMS or Energy Star compliant.

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5. Workstations **shall** be delivered with the low-power feature activated or enabled.

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6. Monitors **shall** be capable of entering a low-power mode when connected to the accompanying PC.

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7. Workstations **shall** run commercial off-the-shelf software both before and after recovery from a lower-power state, including retention of files opened before the power management feature was activated.

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8. Workstations **shall** have permanent labels indicating manufacturers' name, model and serial number.

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9. Hardware and software components **shall** be 100% functional and compatible with integrated components.

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10. Workstation processor **shall** be upgradable to a minimum of 233MHz.

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11. Each workstation **shall** be provided with a patch cord with RJ-45 connectors. **(Minimum of 15 feet)**

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**B. WORKSTATION REQUIREMENTS:**

- 1. Offered Workstations **shall** have the following minimum features:
  - a. 200MHz Pentium w/MMX, 512k cache and minimum of a primary cooling fan with heat sink.
  - b. Intel based motherboard with a BIOS desktop management interface(DMI) browser/client that is DMI 2.0 compliant and components to support the service layer.
  - c. 32MB EDO RAM
  - d. Intel 430TX Chipset, PnP BIOS
  - e. 3.2GB EIDE Hard Drive;  
≤12ms access; 128K Buffer
  - f. 64-bit PCI Graphics Interface Card with 2MB/RAM
  - g. EIDE controller; 4 device support
  - h. 1.44MB Diskette Drive
  - i. One Universal Serial Bus interface
  - j. One EPP/ECP parallel port
  - k. Two 16550 UART serial ports
  - l. 4 PCI & 3 ISA slots
  - m. Windows 95 Keyboard
  - n. MS Mouse w/mousepad
  - o. Plug and Play support
  - p. 24X CD-ROM internal drive;  
3600KB/sec. w/mini audio jack & volume control on front
  - q. PCI Ethernet Network Interface Card; RJ-45 connector; IEEE 802.3 compliant; 10Mbps
  
  - r. 16 bit Sound Blaster compatible, PnP

REQUISITION NO. 765:8-17


sound card. MIDI interface with 20 voice FM synthesizer, IDE interface for CD ROM compatibility.

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- s. 17in. NI Monitor; Tilt/Swivel Base;  
≥15.7" Viewable area; .28 dot pitch;  
1280 x 1024 NI resolution; Digital controls; MPR-II compliant; Anti-glare screen; Energy Star or DPMS Compliant.



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C. **FLOOR MODEL SURGE PROTECTOR REQUIREMENTS:**

1. The Suppressor **shall** be UL 1449, 1283 and 1363 or equivalently certified.
2. The Suppressor **shall** comply with ANSI/IEEE 587 category A tests.
3. Nominal line voltage **shall** be 120VAC, 50/60Hz.
4. Surge response time **shall** be less than 1 nano second.
5. Suppressor **shall** have a "Circuitry Working" indicator.
6. Suppressor **shall** provide RFI/EMI noise filtering.
7. Suppressor **shall** have a master on/off switch.
8. Suppressor **shall** have a minimum of six NEMA 5-15R receptacles.
9. A surge protector **shall** be supplied for each workstation.
10. Surge protectors **shall** be provided with a lifetime warranty.




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D. **SOFTWARE REQUIREMENTS:**

1. The Contractor **shall** provide and



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pre-install Windows 95 on each workstation.

2. The following Windows 95, current or latest version software, **shall** be provided by and pre-installed on each workstation by the Contractor:

- a. InfoConnect PEP-Emerald Edition  
PEP\EOAM\OTS "NCP"  
Product Number: 128709.11 from Attachmate
- b. Solstice NFS Network Client 3.1
- c. MS Internet Explorer 4.0
- d. MS Office 97 Professional
- e. Netscape 4.0
- f. Adobe Acrobat 3.0 Reader
- g. Netwizard 4.01

3. Norton AntiVirus software **shall** be installed on each workstation by the Contractor, but the software and licensing will be provided by the Agency.

4. Contractor **shall** supply all necessary software on magnetic media CD-ROM or 3.5 diskettes. The contractor **shall** supply certification of software agreements for all software licenses to the DSS Division Information Systems. The contractor **shall** supply appropriate software licenses for each workstation.

5. All software and/or drivers **shall** be supplied and installed for all appropriate components and systems to ensure a fully functional/operational system is provided.

F. **WARRANTY REQUIREMENTS:**

1. The Contractor **shall** provide a 2 year

on-site hardware warranty service which includes 100% parts, labor & transportation

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2. Contractor **shall** provide a toll-free telephone number for service related calls with a 2 hour return call response. If a problem occurs, the Agency will contact the Contractor and attempt to resolve the problem by telephone.



3. If the problem cannot be resolved by way of telephone, the Contractor **shall** respond on-site by the next business day. Repairs **shall** be completed within 2 business days after Contractor's arrival on-site or within a time frame as mutually agreed between the Department of Social Services and the Contractor.



G. **SERVICES REQUIREMENTS:**

1. **Project Management:** The Contractor **shall** provide a designated project manager and establish an escalation procedure for coordination and resolution of problems in the equipment delivery and installation. The project manager **shall** provide weekly progress reports on planned and completed activities to Agency Representative, 804-692-1601 or designee on delivery and **shall** serve as the point person for the identification and resolution of problems. The project manager **shall** also participate (in person or via audio/video conferences) in weekly meetings until project completion.



2. **Pre-delivery:** Within seven (7) days after award of contract, the Contractor **shall** provide a prototype of the offered equipment fully configured with hardware, software, etc., in compliance with the requirements outlined in Section A. General Requirements; Section B. Workstation Requirements; Section C. Floor Model Surge Protector, and, Section D. Software Requirements No 1, No. 2, and No. 3 to the Agency. The Agency will load software as stated in Section D. Software Requirements No. 4 only and develop the Agency specific configuration and settings. The Contractor **shall** provide the needed licenses for software as specified herein in Section D. Software

Requirements No. 1 and No. 2, and the Agency will provide the licenses on the remaining software listed in No. 4. Approximately seven (7) days from the receipt of the prototype, the Agency will return the prototype to the Contractor who **shall** then configure each workstation according to the model hard drive configuration prior to delivery. The prototype **shall** be shipped in care of:

**Department of Social Services**  
**Attn: Director/Division of Information Systems**  
**730 East Broad Street, 6th floor**  
**Richmond, Va. 23219**  
**(804) 692-1601**



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- Delivery:** Contractor **shall** connect the workstations to the new lines via the LAN/hub or switch device designated by the Agency. The Contractor **shall** in **accordance with Installation Checklist Items A-W (Attachment B)** test all connections from the new line at each delivery site; check on satisfactory operation of the IP and terminal addresses and of connectivity to Internet, intranet, Unisys and IBM mainframes, and E-mail. For the terminal addresses and connectivity to the mainframe computers, the Contractor will be provided with the Id's after an Award has been made. Finally, the Contractor **shall** test for satisfactory operation of software.



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The Contractor **shall** follow the attached delivery and installation schedule (**See Attachment A**), **which is based on an estimated Award date of May 1, 1998**. In the event of a later Award date, the delivery schedule will be modified accordingly. The Agency will notify the Contractor if delivery and installation can be accomplished before the scheduled date.



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4. **Inventory:** The Contractor **shall receive inventory tags the DSS Division of Information Systems Customer Care Unit** and place bar coded tags on front of the monitor and system unit. The following information **shall** be recorded for each tag and provided as an ASCII text file suitable for Import to MS Excel. The contractor shall also enter this information on the Installation Checklist (Attachment B). Each line/record **shall** consist of the following five(5) fields:

- a. Six-digit equipment number
- b. Full description of equipment (brand name, model number)
- c. Serial number
- d. Physical location (county/city, satellite office by name, fips, zip code)
- e. Install date (to initiate warranty period)



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In addition to the electronic file, the contractor **shall** complete the identical inventory information referenced above on the **Attachment B Installation Checklist Sheet.**



### III. **INSTALLATION:**

- 1. The Contractor **shall** plan and coordinate the performance of the work with the Agency's Representative, in order to expedite the work so as to cause minimal disturbance of facilities. The Contractor **shall** notify the Agency's Representative at least 3 working days prior to beginning work for each delivery site.
- 2. Installation of workstation **shall** be performed by competent technicians. The Contractor **shall** be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.
- 3. The Contractor **shall** set-up and connect the workstations to the LAN and **shall** also provide and install one surge protector, as specified in II.C, to each workstation.
- 4. The installation work **shall** be performed in accordance with the manufacturer's recommendations and these Specifications. The Contractor shall also set up the IP addresses and then configure for terminal Ids (including PIDs), on site, for each unit.

at all delivery addresses. The Contractor **shall** pick-up and lawfully dispose of all installation debris off State property at the conclusion of each work day.

5. Any damage to existing equipment or finished surfaces resulting from this work **shall** be repaired to the Agency's satisfaction at the Contractor's sole expense.
6. At the conclusion of the work, the Contractor **shall** demonstrate to the Agency's Representative or designee, that the work is fully operational and in compliance with these Specifications.
7. At the conclusion of the installation of each workstation, the contractor **shall** complete the **Attachment B Installation Check list** and deliver it to the site contact.
8. All workstations must be installed and invoices submitted for payment by June 15, 1998.

IV. **POST-INSTALLATION DOCUMENT REQUIREMENTS:**

1. Complete documentation (e.g., user's manual, etc.) on all hardware components **shall** be provided for each workstation.  \_\_\_\_\_  
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2. Appropriate documentation, (e.g., registration, licensing, etc.) for all supplied software **shall** be provided on CD-ROM, if available, for each workstation.  \_\_\_\_\_  
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3. A completed and executed copy of **Attachment B Installation Checklist** to the contact at each site.

V. **SUBMITTAL OF INVOICES:** Contractor **shall** submit an invoice by the 10th day of each month for locations completed the previous month for which a **Attachment B Installation Checklist per desktop installation was verified by the site contact.** Invoices **shall** be sent to the address specified on the purchase order and **shall** include the following:

1. Purchase Order Number
2. Number of Workstations installed
3. Installation date of Workstations
3. Location of Workstation installed
4. Invoice total
5. All workstations must be installed and invoices submitted for payment by 6/15/98.

VI. **ORDERING OPTION:** The Department of Social Services, may during the first 90 days after this contract is awarded, with the concurrence of the contractor, place additional orders

under the contract at the original unit price through the issuance of separate purchase orders. The aggregate of such additional orders shall not exceed 100% of the quantity originally stated in the contract.

VII. **CHECKLIST FOR BIDDERS:** The following checklist is provided to assist Bidders in submitting a responsive bid. This checklist may not be inclusive of all requirements. It is the responsibility of the Bidder to ensure Bid is submitted in compliance with all requirements outlined in this Invitation for Bids (IFB).

- Bidder must be registered or have an application on file with the Purchasing Agency (see page 1 of IFB)
- Carefully review all Terms and Conditions
- Provide name, telephone number and fax number of contact (see Page 2 of IFB)
- Sign Bid
- Provide Manufacturer(s) and model number(s) of product(s) offered, as applicable
- Provide copy of ISO 9000 series certification
- Provide prices for each Option (see pages 1-2 of IFB)
- Provide pertinent technical data documenting compliance/equivalence with specifications
- Provide an addressed, stamped, return envelope with Bid if Bid results are desired (see page 1 of IFB)
- Fax or E-Mail questions to Purchase Officer, *Janice Bain*, at 804-371-8936, E-Mail address is [jbain@dgs.state.va.us](mailto:jbain@dgs.state.va.us)