

OHIO AUDITOR OF STATE
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Request for Quote: UAN Computer
and Printer Refresh

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Request for Quote: UAN Computer and Printer Refresh

The Ohio Auditor of State is seeking submissions in response to this Request for Quote (RFQ). The deadline for the response can be found in Section 5 – Timeframes.

1. Organization Overview

The Uniform Accounting Network (UAN) is a department of the Auditor of State (AOS) Information Technology (IT) Division. The UAN system is a financial management system that allows public entities to apply accounting standards to their financial record keeping. In addition to the UAN application, clients are provided with computer hardware.

UAN serves approximately 2,160 clients (townships, villages, libraries, cities, and special districts) throughout the State of Ohio. It is UAN’s mission to provide quality software, hardware, service, and assistance to our clients.

2. Overview of Products and Services Requested

A. Overview

UAN is refreshing the computer hardware for its clients. UAN will be purchasing a combination of laptop and desktop computers and multi-function and single function printers. The total purchase will consist of 2,215 computers and 2,170 printers. The computer hardware will be shipped to UAN clients throughout the state of Ohio and one address in Indiana (within a few miles of the Ohio border).

- Approximately 97% of the computers will be shipped to unique destinations (one computer and one printer per unique address).
- The remaining approximately 3% of the computers will be delivered to one address in Columbus, Ohio.

UAN will provide the selected firm with the entity specific detail at a mutually agreeable time. The breakdown between the number of laptop and desktop computers or multi-function and single function printers will not be known prior to the due date of the response to this request. For reference only, the last hardware refreshes in 2019 (printer) and 2020 (computer) consisted of approximately 85% multi-function printers and 15% single function printers and 70% laptop computers and 30% desktop computers.

B. Products

a. Computers

The following table describes the computer products that UAN will be purchasing. UAN will be purchasing computers with either all AMD processors or all Intel processors. UAN is asking that

both options be priced. The decision on which option UAN will select will be based, in part, by the costs provided but UAN will also consider other factors outside of this RFQ. The configurations of the systems are found in Attachment 1 – Configurations.

AMD Option		Intel Option
Laptop Computer <ul style="list-style-type: none"> - Model – HP Elite 865 G11 (See Attachment 1 for the configuration) - 4-Port USB 3.0 Hub (See Note Below) 	OR	Laptop Computer <ul style="list-style-type: none"> - Model – HP Elite 860 G11 (See Attachment 1 for the configuration) - 4-Port USB 3.0 Hub (See Note Below)
Desktop Computer <ul style="list-style-type: none"> - Model – HP Elite 805 G9 MTS Small Form Factor PC (See Attachment 1 for the configuration) - Monitor – HP P24h G5 FHD 		Desktop Computer <ul style="list-style-type: none"> - Model – HP Elite 800 G9 Small Form Factor PC (See Attachment 1 for the configuration) - Monitor – HP P24h G5 FHD

Note: An external 4-Port USB C Hub is to be included with the laptop. Your firm is requested to identify the specific products in your response. For reference only, an example of a suitable 4-port USB C hub is the Vilcome RJ45 to USB C Thunderbolt 3/Type-C Gigabit Ethernet LAN Network Adapter.

b. Computer Warranty

UAN is seeking alternative approaches to the warranty support for the computer hardware. Proposers must submit pricing for Warranty Approach 1 and Warranty Approach 2 (see below). However, proposers can submit a third warranty approach that best utilizes the capabilities of your firm and provides UAN and their clients with a warranty service that is, in UAN’s opinion, equivalent to the HP next day on-site warranty.

Warranty Approach 1

- 1-year next day on-site warranty through HP.

Warranty Approach 2

- 4-year next day on-site warranty through HP.

Warranty Approach 3 (Optional)

- Proposers can propose an alternative approach to providing warranty support for the computer for a 4-year period.

The selected firm will be responsible for:

- Ensuring the start date for the warranty for each computer coincides with the date that the first computer is delivered to a UAN client.
- Ensuring the ownership of the computers is transferred to “UAN – Ohio Auditor of State”.

- Providing a method where UAN is able to see all warranty services actions based on the serial number of the computer or based on the ownership (to see the fleet of computers as a whole).

c. Printer

The following table describes the computer products that UAN will be purchasing.

Printer
Multi-Function Printer <ul style="list-style-type: none"> - Model – HP LaserJet Pro MFP 4101dw Printer (2Z620F#BGJ) - HP LaserJet Pro 550-sheet Feeder Tray (D9P29A) - Warranty – HP 1-year Next Business Day Replacement
Single Function Printer <ul style="list-style-type: none"> - Model – HP LaserJet Pro 4001dw Printer (2Z601F#BGJ) - HP LaserJet Pro 550-sheet Feeder Tray (D9P29A) - Warranty – HP 1-year Next Business Day Replacement

d. Printer Warranty

As described above, UAN is requesting a 1-year next day replacement warranty on both the printer and the secondary tray. Following year 1 UAN will be self-maintaining the printer and tray for the remainder of their functional life.

The selected firm will be responsible for:

- Ensuring the start date for the warranty for each computer coincides with the date that the first computer is delivered to a UAN client.
- Ensuring the ownership of the computers is transferred to “UAN – Ohio Auditor of State”.
- Providing a method where UAN is able to see all warranty services actions based on the serial number of the printer or based on the ownership (to see the fleet of printer as a whole).

C. Services

a. Computer Imaging

UAN will provide one common computer image to be applied to each computer.

b. Asset Tag

UAN will provide a set of AOS asset tags. An asset tag must be placed on each laptop and desktop computer in a location that is mutually agreed upon. The asset tag number for the specific computer must be tracked and reported through delivery.

c. Delivery

UAN is requesting that a delivery process be proposed that details your approach to the delivery of the computer hardware to the UAN clients that meets the following requirements.

General Requirements

- Delivery of all hardware is scheduled to begin on or around February 10, 2025, and the completion of delivery must be completed by March 7, 2025.
- An individual shall be assigned to the rollout project to serve as the project manager and as the single point of contact to the Auditor of State.
- The ability for a UAN client to select, confirm, or modify their delivery date and delivery time window.
- The delivery must be signed for by someone over 18 years old.
- UAN is to be provided with accurate and timely reporting of the delivery progress.

Computer Specific Requirements

- The ability for a UAN client to select, confirm, or modify their delivery date and delivery time window.
- The delivery must be signed for by someone 18 years old or older.
- For the desktop computer, the computer and monitor must arrive to the client together as one shipment.
- For the laptop computer, the computer, external DVD drive and USB hub must arrive to the client together as one shipment.

Printer Specific Requirements

- It is UAN's preference that all products (computer, printer and other associated products) arrive on the same date that was requested. However, if an issue with the third-party delivery company causes the printer and/or second tray to arrive on a different delivery date than requested by the client the delivery of the printer and tray does not need to be signed for.

UAN is proposing that it will provide the selected firm with the following data for the delivery of the computers. If additional (or less) data is required, it should be clearly identified in your delivery approach:

- UAN Entity ID Number (unique)
- Entity Name
- Entity County
- Computer Type Selected
- Printer Type Selected
- Primary Contact Name
- Primary Contact Phone Number
- Primary Contact e-mail
- Primary Delivery Address
- Primary Address Type (Business or residential)
- Secondary Contact Name (optionally provided by the UAN client)
- Secondary Contact Phone Number (optionally provided by the UAN client)
- Secondary Contact e-mail (optionally provided by the UAN client)

3. Response Requirements

Your response to this request should provide detail on the following topics. The response shall be signed by a company officer empowered to bind your firm to the provisions of this RFQ and any contract awarded pursuant to it.

A. Description of your Firm

Briefly provide a background of your firm that demonstrates your firm’s capabilities to provide these products and services. Please provide three references where your firm has provided similar services. Please provide the Ohio State Term Schedule through which these products and services will be provided. Please include a statement on your recognition of the performance damages stated in Section 8 – Performance Damages.

B. Cost Summary

The tables below are provided as an example to assist in clarifying the cost summary expectation. Please provide a unit cost of the computer, monitor (for the desktop computer), warranty (each warranty approach should be listed separately), and services. Please provide a unit cost of the printer and second tray, warranty, and services. It should be noted that UAN will not be purchasing any item separately, i.e. UAN will not be purchasing any desktop computer without a monitor.

AMD Laptop				
Company	Item	Model	Part Number	Price
HP	Laptop Computer			
HP	Warranty Approach 1			
HP	Warranty Approach 2			
	Warranty Approach 3			
	4-Port USB 3.0 Hub			
	Services			

Intel Laptop				
Company	Item	Model	Part Number	Price
HP	Laptop Computer			
HP	Warranty Approach 1			
HP	Warranty Approach 2			
	Warranty Approach 3			
	4-Port USB 3.0 Hub			
	Services			

AMD Desktop				
Company	Item	Model	Part Number	Price
HP	Desktop Computer			

HP	Monitor			
HP	Warranty Approach 1			
HP	Warranty Approach 2			
	Warranty Approach 3			
	Services			

Intel Desktop				
Company	Item	Model	Part Number	Price
HP	Desktop Computer			
HP	Monitor			
HP	Warranty Approach 1			
HP	Warranty Approach 2			
	Warranty Approach 3			
	Services			

Multi-Function Printer				
Company	Item	Model	Part Number	Price
HP	Multi-Function Printer			
HP	Second Tray			
HP	Warranty			
	Services			

Single Function Printer				
Company	Item	Model	Part Number	Price
HP	Single Function Printer			
HP	Second Tray			
HP	Warranty			
	Services			

C. Product Warranty and Ownership Requirements

Please provide a statement that the following items on product warranty and ownership will be the responsibility of your firm.

- The start and end dates for the warranty will be the same for each computer.
- The start date for the warranty will coincide with the date that the first computer is delivered to a UAN client.
- The ownership of the computers will be transferred to "UAN – Ohio Auditor of State".

D. Services

Please provide a detailed approach to meeting the services requirements in section 2C of this document.

- Please describe your approach to applying, testing and verification of the UAN image to each of the computers.
- Please describe your approach to applying, tracking, and reporting the AOS asset tag.
- Please describe your delivery approach that meets the requirements in Section 2.C.III, the description should also include the following:
 - o Project schedule, including:
 - Date the PO is needed to meet the delivery schedule.
 - Date the final addresses are needed to meet the delivery schedule.
 - o Communicating with UAN clients.
 - o Scheduling deliveries.
 - o Activities requiring UAN resources.
 - o Delivery Report description – the minimum data required on the reports is the UAN Entity ID Number, AOS Asset Tag, Computer Serial Number and a delivery tracking number are required.
- Please describe your approach to missed deliveries where the missed delivery was caused your firm.
- Please describe your approach to missed deliveries where the missed delivery was caused by UAN or the UAN client.

E. Warranty Option 3

- Please describe your proposed approach to providing break-fix support to the UAN clients. Please include (but not limited to):
 - o Method for clients contact.
 - o Anticipated response and turn-around times.
 - o Experience in providing similar support.
 - o Two references specific to this type of support if the previous references did not include this type of support.

4. Evaluation Criteria

The contract will be awarded to the firm that offers the best value, based on a combination of qualifications and price. The contract may not necessarily be awarded to the lowest price quote. The following is the criteria for the evaluation of the responses.

- 60% - Cost summary
 - o Note: For cost comparisons, the ratio of 80% laptop computers and 20% desktop computers, and 85% multi-function printers and 15% single function printers will be used.

- Note: For the review of the warranty options both the cost and the best business interest of the AOS will be considered.
- 40% - Services Review
- The AOS reserves the right to interview any, all, or none of the firms prior to selection.

5. Timeframes

Request for Quote Issued: August 26, 2024

Inquiry Period Begins: August 26, 2024

Inquiry Period Ends: September 10, 2024, at 1:00 pm

Quote Due Date: September 13, 2024, at 1:00 pm

Interviews (if requested by AOS): Scheduled at a mutually agreeable time during September 19 – September 24, 2024

Notification Date: September 27, 2024

The AOS reserves the right to amend this schedule in the best interest of the AOS.

6. Inquiries

Potential firms may ask clarifying questions regarding this RFQ during the Inquiry Period as outlined in Section 5 – Timeframes. To ask a question, potential firms must submit the question to the following e-mail address:

BidQuestions@OhioAuditor.gov

Questions are limited to those that seek clarification of this RFQ. The question must reference the relevant portion of the RFQ. AOS may as its option, disregard any questions that do not appropriately reference the RFQ, or that do not ask a clarifying question in the opinion of AOS. AOS will not respond to any questions received after the inquiry period closes.

Vendors may view all inquiries that the AOS responded to and responses by visiting the AOS Bids Management Web Page at:

<https://ohioauditor.gov/Procurement/>

It is the responsibility of all potential vendors to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFQ.

7. Delivery of Response

Responses that arrive after the date and time found in Section 5 - Timeframes may not be accepted. The AOS is not responsible for any issues that result in a proposing organization to miss the submission deadline.

Responses must be submitted electronically by uploading it to this RFQ's submission web page, found by navigating the AOS Bids Management Web Page at:

<https://ohioauditor.gov/Procurement/>

Submitted documents must be in PDF format and must be no larger than 30 MB.

The AOS is not responsible for any costs incurred by a proposing organization in responding to this RFQ, regardless of whether the AOS awards a contract through this process, decides to cancel this RFQ for any reason, or issues another RFQ if it is deemed to be in the best interest of AOS to do so. The AOS has the discretion to select a firm and to reject any or all responses that are not in the best interest of the AOS, or to cancel this RFQ. The AOS may waive minor defects and/or request clarifications in the responses that do not materially deviate from the specifications or otherwise create an unfair competitive advantage. Any response, revision or amendment to a response received after the date and time specified or improperly marked or submitted may be disqualified.

All responses to this RFQ should include the information requested in this RFQ to ensure the quote submission is considered for this opportunity. Any material deviation from the format or information sought in this RFQ may result in rejection of a response.

The AOS reserves the right to negotiate any and all terms associated with this RFQ, including price. It is entirely within the discretion of the AOS to permit negotiations. A firm must not submit a response assuming that there will be an opportunity to negotiate any aspect of the response. The AOS is free to limit the negotiations to particular aspects of any response.

8. Liquidated Damages

The firm agrees that if it fails to meet the execution stipulations in this RFQ, it would be difficult to determine the AOS's damages. Therefore, in the event that the selected firm fails to meet the execution stipulations, the AOS may seek liquidated damages as set forth below. The purpose of the liquidated damages is to establish a good faith estimate of the damages likely to be suffered by AOS, not as a penalty, in order to ensure timely completion of the execution and adherence to the requirements of this RFQ.

The following liquidated damages will be assessed if there is/are execution issue(s) by the selected firm:

- F. The firm shall pay as liquidated damages 1% of the total cost of the contract to AOS if a delay is encountered in beginning the delivery of computers and/or printers (based on your proposed project schedule) to UAN clients that is not directly caused by UAN.
- G. The firm shall pay as liquidated damages 1% of the total cost of the contract to AOS if a delay is encountered in completing the delivery of computers and/or printers (based on your proposed project schedule) to UAN clients that is not directly caused by UAN.
 - a. If a delay is encountered at the beginning of the delivery process that results in liquidated damages, then an equal delay will be allowable to the completion of the delivery process before these liquidated damages would be enforced.
- H. The firm shall pay as liquidated damages 3% of the total cost of the contract to AOS if there is a failure to follow the Services processes described in your response to the RFQ where the deviation is not agreed to by UAN in advance.

9. Other Contractual Requirements and Considerations

A. Governing Law

This RFQ shall be governed by the laws of the State of Ohio. In the event of any legal action arising out of this RFQ, it shall be venued in the Court of Claims in Franklin County, Ohio.

B. Public Records

AOS is subject to the requirements of the Ohio Public Records Act, located at Ohio Revised Code Section 149.43. Accordingly, firms must understand that information and other materials submitted in response to this RFQ or in connection with any contract as a result of this RFQ may be subject to disclosure as a public record. Accordingly, responses should not include any confidential or trade secret information.

C. Independent Contractor

During the term of any contract resulting from this RFQ, the firm shall be engaged by AOS solely on an independent contractor basis, and the firm shall therefore be responsible for all the firm's business expenses, including, but not limited to, employees' wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any.

D. Change Orders

Change orders shall be negotiated and agreed upon by both parties in writing before payment can be made.

E. Certification of Funds

It is expressly understood and agreed that none of the rights, duties, and obligations described in a contract shall be binding on either AOS or the selected firm until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, O.R.C. §§ 126.07 or 127.16, as applicable, have been complied with, and until such time as all necessary funds are available or encumbered and such expenditure of funds is approved by the Controlling Board of the State of Ohio, if necessary. It is also expressly agreed by the parties that none of the rights, duties and obligations herein shall be binding on either party if award of this contract would be contrary to the terms of Section 127.16, Revised Code, or Chapter 102, Revised Code.

10. Warranties and Certifications

By submitting a response, the firm warrants and certifies that it is eligible for award of a contract by the AOS, pursuant to ORC Section 9.24; and

- It has read the RFQ, understands it, and agrees to be bound by its requirements.
- If awarded a contract arising out of this RFQ, it shall negotiate such contract in good faith, which contract shall be in a form provided by the AOS.
- It has not included any legal terms or conditions for the contract in its response.

Attachment 1: Configurations

Intel - 800 G9 SFF	Config ID - 52420318
Part Number	Description
7E5C9AV	HP Elite SFF 800 G9 R 260W -Base Unit RCTO
4G0A0AV	Electronic TCO Certified labeling
4G0J4AV	Windows 11 Pro 64
4YH35AV#ABA	OS Localization US
9B082AV	Intel Core i5-14500 5.00G 24 MB 14 cores 65W CPU
4G0K1AV	16GB (1x16GB) DDR5 4800 UDIMM Memory
4G0N5AV	512GB PCIe-4x4 NVMe TLC Solid State Drive
4E6E5AV#ABA	HP USB 320K Keyboard
4G0F6AV	HP Black 125 Wired Mouse
4G0N8AV	Intel AX211 Wi-Fi 6E 160 MHz +Bluetooth 5.3 WW WLAN
4R103AV	No Front Optional Port
4G0G1AV	No Rear Flex I/O Port
4G0G2AV	No Included ODD
4G0V2AV#ABA	Elite 800 SFF Country Kit
4G0V4AV#ABA	C13 1.83m Sticker Conventional Straight Power Cord
4E6B7AV#ABA	1/1/1 (material/labor/onsite) SFF Warranty
4G0F1AV	Single Unit (Small Form Factor) Packaging
5A153AV	SATA Power cable w/RF
63C90AV	G9 Non ODD Gasket
6E5H8AV	1/1/1 SFF Label US
7E5E1AV	Intel Core i5 Raptor Lake Label
U7923E	HP 4 year Next Business Day Onsite Desktop Hardware Support

AMD - 805 G9 SFF	Config ID - 52420294
Part Number	Description
A09V7AV	HP Elite SFF 805 G9 260W -Base Unit RCTO
8C9M7AV	No Country of Origin Restriction
192J5AV	Electronic TCO Certified labeling
A09XGAV	Windows 11 Pro 64
4YH35AV#ABA	OS Localization US
A09U9AV	AMD Ryzen5 PRO 8600G 5.00G 16 MB 6 cores 65W APU
A09XPAV	16GB (1x16GB) DDR5 5600 UDIMM Memory
A09YNAV	512GB PCIe-4x4 NVMe TLC Solid State Drive
A09ZGAV#ABA	HP USB 320K Keyboard
A09WNAV	HP Black 125 Wired Mouse
A09Z2AV	Mediatek RZ616 Wi-Fi 6E +Bluetooth 5.3 AIM-T WW WLAN External Antenna
A09WVAV	No Front Optional Port
A09VPAV	No Rear Flex I/O Port
A09WQAV	No Included ODD
A09ZCAV#ABA	Elite 805 G9 SFF Country Kit
A09Z8AV#ABA	C13 1.83m Sticker Conventional Straight Power Cord
A09Z7AV#ABA	1/1/1 (material/labor/onsite) SFF Warranty
A09WJAV	Single Unit (Small Form Factor) Packaging
A09VCAV	G9 Non ODD Gasket
A09WFAV	1/1/1 SFF Label US
A09Y0AV	SATA Power cable w/RF
U7923E	HP 4 year Next Business Day Onsite Desktop Hardware Support

Intel - 860 G11	Config ID - 52420262
Part Number	Description
8N354AV	HP EliteBook 860 16 inch G11 (U5-125U, UMA, TI PD IC) IDS, Base NB PC
8C9M7AV	No Country of Origin Restriction
1Y629AV	Electronic Energy Star labeling (EStar)
8N3C9AV	Windows 11 Pro 64
4SS11AV#ABA	OS Localization
8N381AV	Dual AryMic 5MP USB2 WFOV Integrated Camera
9P892AV	16.0 inch AG WUXGA (1920x1200) LED UWVA 300 f5MP bnt LCD Panel
8N3D3AV	16GB (1x16GB) DDR5 5600 SODIMM Memory
8N3E8AV	512GB PCIe-4x4 NVMe TLC Solid State Drive
8N3A2AV	No Near Field Communication (No NFC)
8N3G0AV	Intel AX211 Wi-Fi 6E 160 MHz +Bluetooth 5.3 WW WLAN
8N3A6AV	No WWAN
8N3E0AV	Fingerprint Sensor
8N3A3AV	No SmartCard Reader
8N351AV	BX Long Life 56Whr Fast Charge 3 cell Battery
8N347AV	HP 65W Slim USB-C AC Adapter
8N3G4AV#ABA	Clickpad Backlit num kypd spill-resistant Premium Keyboard
8N3G6AV#ABA	Country Localization
6B664AV#ABA	C5 1.0m Sticker Premium Power Cord
8N3G8AV#ABA	1/1/0 Warranty
791T2AV	Pre-Boot UEFI Wi-Fi support
4N735AV	HP Tamper Lock
X9H42AV	No vPro AMT supported
8N3A8AV	Standard Packaging
3E755AV	Electronic TCO Certified labeling
8E4W1AV	Core Ultra 5 sz3 G14 Label
U85BRE	HP 4y Premium Onsite Notebook

AMD - 865 G11	Config ID - 52420222
Part Number	Description
9R0F4AV	HP IDS UMA Ryzen 5 PRO 8640HS TI PD IC 865 G11 Base NB PC
8C9M7AV	No Country of Origin Restriction
1Y629AV	Electronic Energy Star labeling (EStar)
8T6A1AV	Windows 11 Pro 64
4SS11AV#ABA	OS Localization
8T655AV	Dual AryMic 5MP USB2 WFOV Integrated Camera
9R0F5AV	16.0 inch AG WUXGA (1920x1200) LED UWVA 300 f5MP bnt LCD Panel
8T6A7AV	16GB (1x16GB) DDR5 5600 SODIMM Memory
8T6C2AV	512GB PCIe-4x4 NVMe TLC Solid State Drive
8T811AV	No Near Field Communication (No NFC)
8T6D4AV	Mediatek RZ616 Wi-Fi 6E AIM-T 160 MHz +Bluetooth 5.3 WW WLAN
8T815AV	No WWAN
8T6B4AV	Fingerprint Sensor
8T812AV	No SmartCard Reader
8T638AV	BX Long Life 56Whr Fast Charge 3 cell Battery
8T634AV	HP 65W Slim USB-C AC Adapter
8T6E2AV#ABA	Clickpad Backlit num kypd spill-resistant Premium Keyboard
8T6D8AV#ABA	Country Localization
6B664AV#ABA	C5 1.0m Sticker Premium Power Cord
8T6E4AV#ABA	1/1/0 Warranty
791T2AV	Pre-Boot UEFI Wi-Fi support
4N735AV	HP Tamper Lock
8T681AV	Standard Packaging
3E755AV	Electronic TCO Certified labeling
U85BRE	HP 4y Premium Onsite Notebook