

**CITY OF JASPER, ALABAMA
P. O. Box 1589
400 19th Street West
Jasper, Alabama 35502**

Date: March 6, 2019

Bids to be opened at 11:00 A.M.
Date: April 17, 2019

To Whom It May Concern:

Sealed bids will be received by the City of Jasper, Alabama, at Purchasing Agent's office in Jasper, Alabama, until the above time and date, and then opened as soon thereafter as practicable.

Derleda Abrom, Purchasing Agent
City of Jasper, Alabama

Specifications: **MULTI-FUNCTION NETWORK DEVICES**

SEE ATTACHED SHEETS

If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. No errors will be corrected after bids are opened. No prices shall include State or Federal Excise Taxes. Tax exemption certificates furnished upon request. City reserves the right to accept or reject all bids or any portion thereof.

TO BE COMPLETED BY BIDDER

We are in position to furnish the above at the prices shown and can make shipment within _____ calendar days after receipt of order. Any attachment hereto is made and becomes a part of this inquiry and must be signed by the Bidder.

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

Name of Firm
By _____
Name
Title _____

(Bids made out in pencil will not be accepted.)

ALL BIDDERS MUST USE OUR BID FORM AND SHOW ON ENVELOPE THE OPENING DATE.

CITY OF JASPER, ALABAMA
MULTI-FUNCTION NETWORK DEVICES
SPECIFICATIONS

SCOPE:

This is to establish a contract for acquisition by purchase, straight lease or lease to purchase of multi-function network devices that will be used by the City of Jasper Departments. This will be a firm-fixed price contract for three-year contract providing funding is available. The City cannot commit funds for future fiscal's years. There is no existing estimate of the quantity of equipment to be obtained during contract period. Equipment will be obtained as needed.

Any rebates/ incentives offered by the manufacturers after the bids have been opened will be passed to the City of Jasper. **The City of Jasper will not be responsible for any property taxes accesses any equipment involved in this contract.** All bids can be held for a period of sixty days after bid opening before awarding the contract. Bids will be evaluated by item and/or total and may be awarded by item, group or total whichever is in the best interest of the City.

This specification describes digital equipment that copy, serve as networked printers, networked fax machines, and networked scanners. The equipment must support Novell Netware, Microsoft NT and Ethernet. The City intends to receive bids from Copier Equipment from certified dealers for establishing a contract for digital copier program wherein the vendor provides the following, including, but limited to:

- New, not used, refurbished or remanufactured equipment
- Preventative and remedial maintenance
- Repairs
- All parts including drums
- All consumable supplies including staples and excluding paper and transparencies. Vendor must supply either local or 1-800 number for ordering of supplies. All supplies must be new with an extra set of toner with each new service site.
- Accounting, invoicing, reporting services
- Delivery and equipment set-up. All installation cost shall be burden of the vendor and included in bid price.
- Removal of equipment at end of the contract
- Relocation of equipment as needed
- Initial and continuous operator training
- Connectivity and associated software including management software

The unit offered must be new with all-standard equipment and accessories not specifically mentioned herein, but necessary to furnish complete unit ready for use shall be also included. All equipment furnished under this contract may be new and the same as the manufacturer's current production model. The City must be the first time user of equipment. Unit shall conform to the best practice known to the body trade in design, quality of material and workmanship.

Bidder must quote only the top of the line equipment that is built by the manufacturer which bidder represents. Bidders are to refrain from submitting bids on lesser industry models. Bid on equipment with construction or performance standards less than the specified herein will not be considered. Bidder shall state his normal warranty and extended warranty where available. Bidder shall furnish complete parts, maintenance, and operator's manual with each piece of equipment sold. Successful bidder shall supply all training deemed necessary to safety and efficiently operated and service any piece of equipment supplied.

All equipment shall be assembled and fully serviced, ready for operation including initial start up supplies prior to acceptance. Items needed to initiate operation of equipment are defined as start-up supplies. The City reserves the right of final acceptance or rejection and the determination of items conformity to specifications.

The City reserves the right to terminate this agreement with ten (10) days written notice if the successful Bidder fails to perform in a manner deemed acceptable to the City. Upon delivery of such notice by the City to the successful Bidder, the successful Bidder shall discontinue all services in connection with the performance of this agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such order or contracts are chargeable to this agreement. Contractor will be considered in default of contract if/when they have not delivered the before mentioned responsibilities for a period of two scheduled dates. As soon as practicable after receipt of notice of termination, the Bidder shall submit a statement to the City for payment of that portion of the agreement successfully performed.

The successful Bidder's rights and duties awarded by the agreement may not be assigned to another without the written consent of the City signed by the City's authorized agent. Such consent shall not relieve the assignor of the liability in the event of default by the assignee. Any disputes over the interpretation and and/or performance of conditions or responsibilities shall be resolved at sole discretion of City Purchasing Agent.

Supplier shall obtain any and all federal, state and local permits and licenses required to execute the project as described. Supplier further agrees to abide by all applicable federal, state and local codes, regulations statutes, ordinances and laws including but not limited to Equal Employment, Anti-Discrimination, Immigration, Wage and Salary, Drug Free Workplace and Disability.

The relationship of the Supplier and employees to the City is that of independent contractors and not of employees of the City. Supplier and employees shall not be entitled to any benefits that accrue to an employee of the City and shall not be covered by Workers' Compensation, leave, retirement, and group health insurance. Supplier assumes responsibility for injuries occurred by employees and will provide the City with procedures on handling such if necessary.

Bidder shall complete every space in the specification bidder proposal column with a check mark to indicate if the item being bid is exactly as specified. If an item is left blank, the City will assume the bidder cannot meet specifications and can cause rejection of bid. Any exceptions to specifications or conditions must be listed on a separate sheet and attached to bid proposal.

All bids/proposals shall be submitted in the form and manner indicated by the bid documents and bid forms. Any bid /proposal which is not submitted in form and manner indicated which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for the purposes of making an award, or which alter any proposal terms, conditions specifications, or forms, which have not been previously by written addendum from Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive and shall be rejected. Any proposals that do not fully respond to all detailed specifications or requests for information including execution of proposal forms may be declared "non-responsive" and recommended for rejection

The City reserves the right to waive minor variances from the specifications, provided these differences do not violate the specification intent, materially affects the operation for which the item or items are being purchased, nor increase the estimated maintenance and repair cost to the City. Please bid the equipment delivered, set-up and tested.

Whenever in this invitation, any particular material, process and/or equipment are indicated or specified by patent, proprietary or brand name, or by name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description only, and will be deemed to be followed by the words, "or equal".

Bidder to show that the alternative product is, in fact, equal to the product required in the specifications must provide proof satisfactory to the City. Bidders must supply product information on all equipment offered in response to this bid invitation.

Bid will be awarded to the lowest responsive and responsible bidder. The determination of lowest responsive and responsible bidder may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, compatibility as required, other costs, or other objective and accountable factors which are reasonable.

All requests for interpretation of any portion of bid may be made by telephone to the City Purchasing Agent at (205) 221-2100. All replies will be given verbally and a copy of any inquiry and advise, if deemed vital by Purchasing Agent, will be made available to each prospective bidder

Default Conditions

Contractor will be considered in default of contract if/when they have not delivered the before mentioned items within the time stated in calendar days from order date.

CONTACT INFORMATION

Any questions please contact:

Derleda Abrom, Purchasing Agent

E-mail: dabrom@jaspercitey.com

Phone: (205) 221-2100

GENERAL:

Equipment must meet the minimum specifications described and be capable of and reproducing:

- General office correspondence and reports
- On 20 lb. bond paper both virgin and recycled
- Copies of 8 ½ inch x 11 inch thru 11inch x 17 inch minimum
- From colored paper, labels and transparency materials
- Acceptable copy quality from solids, architectural patterns, graduated tones, line and grids, standard black graphite #2 and red pencils, blue ball point pens, NCR copies, photographs and colored originals

Equipment must:

- Have an appropriate cabinet or stand provided
- Be a standard item listed in the lasted catalogue
- Have all electrical equipment grounded
- Equipped with non-resetable copy/image meter
- Have vendor supplied surge protector included
- Network scanning must include all required hardware and software to scan to pc desktop or network file server with but not limited to the following editable formats: PDF, TIFF and JPEG
- Offer batch document or job build means.
- Have finishing capacity or staple finished sets

Maintenance Service for all equipment must provide but not limited to the following

- All parts including drums or masters or like materials at not extra cost
- Include all labor, service and preventative maintenance at no extra cost
- Preventative maintenance based on specific needs of device and include lubrication, necessary adjustments and replacement of unserviceable parts
- On call remedial maintenance with all replacement parts to be new and manufacturer approved
- Maximum service response time at any location shall be one (1) working hour, with normal working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except for City approved holidays.
- Equitable credit will be granted by vendor if repairs can not be made within one work day
- If a device shows a trend of excessive malfunctions, vendor shall replace device with at least a equal features at no cost to City

Vendor will agree to relocate each device at the same location one time with no cost to the City during the life of the contract.

Vendors will supply initial training for a minimum of three (3) operators on all aspects of the device installed. Operator/instruction manuals must be included with each device installed.

CATEGORY I

- 30 CPM minimum
- 3,000 – 5,000 monthly volume
- Connectivity: 10/100 Base TX Ethernet, USB – connected at time of installation
- 512 RAM minimum
- 40 GB multipurpose HDD minimum
- 300 MHZ processor or better
- 600 DPI resolution
- B/W print
- Color scan to hard drive
- Paper size range: 8-1/2” x 5-1/2” to 11” x 17”
- Fully automatic 2-sided copying, electronic sorting
- Floor console or cabinet
- Automatic duplexing
- Reversing automatic document feeder – 100 sheet minimum
- Offset finishing with stapling
- With/without fax board option
- Variable and preset reduction/enlargement modes, 25% to 400 %
- Minimum of 3 on line paper sources – minimum 1300 sheet capacity
- 100 sheet paper by pass
- Scan once, print many
- Scan destinations – email, PC, FTP, SMB
- Wireless printing capable
- Password Protection- ID/Accounting Monitoring/Security Encryption
- Confidential Print Mailboxes
- Capacity to add fax function
- Desktop OCR software – release date 2006 or later, edit capable
- Window and MAC compatible
- Energy Saver certified

CATEGORY II

- 45 CPM minimum
- 5,000 – 7,000 monthly volume
- Connectivity: 10/100 Base TX Ethernet, USB – connected at time of installation
- 2 GB RAM minimum
- 40 GB multipurpose HDD minimum
- 300 MHZ processor or better
- 600 DPI resolution
- B/W print
- Color scan to hard drive
- Paper size range: 8-1/2” x 5-1/2” to 11” x 17”
- Fully automatic 2-sided copying, electronic sorting
- Floor console or cabinet
- Automatic duplexing
- Reversing automatic document feeder- 100 sheet minimum
- Three hole punch
- Offset finishing with stapling
- Variable and preset reduction/enlargement modes, 25% to 400 %

- Minimum of 3 on line paper sources – minimum 2000 sheet capacity
- 100 sheet paper by pass
- Scan once, print many
- Scan destinations – email, PC, FTP, SMB
- Wireless printing capable
- Password Protection- ID/Accounting Monitoring/Security Encryption
- Confidential Print Mailboxes
- Capacity to add fax function
- Desktop OCR software – release date 2006 or later, edit capable
- Window and MAC compatible
- Energy Saver certified

CATEGORY III

- 30 CPM minimum
- 5,000 – 7,000 monthly volume
- Connectivity: 10/100 Base TX Ethernet, USB – connected at time of installation
- 4 GB RAM minimum
- 40 GB multipurpose HDD minimum
- 300 MHZ processor or better
- 600 DPI resolution
- B/W/Color print
- Color scan to hard drive
- Paper size range: 8-1/2” x 5-1/2” to 11” x 17”
- Tab Feeding attachment option with 2700 sheet capacity minimum and 16 bond (min) support letter size paper
- Fully automatic 2-sided copying, electronic sorting
- Floor console or cabinet
- Automatic duplexing
- Reversing automatic document feeder- 100 sheet minimum
- Three hole punch
- Offset finishing with stapling
- Variable and preset reduction/enlargement modes, 25% to 400 %
- Minimum of 3 on line paper sources – minimum 2000 sheet capacity
- 100 sheet paper by pass
- Scan once, print many
- Scan destinations – email, PC, FTP, SMB
- Wireless printing capable
- Password Protection- ID/Accounting Monitoring/Security Encryption
- Confidential Print Mailboxes
- Capacity to add fax function
- Desktop OCR software – release date 2006 or later, edit capable
- Window and MAC compatible
- Energy Saver certified

CATEGORY IV

- 50 CPM minimum
- 5,000 – 7,000 monthly volume
- Connectivity: 10/100 Base TX Ethernet, USB – connected at time of installation
- 2 GB RAM minimum
- 40 GB multipurpose HDD minimum
- 300 MHZ processor or better
- 600 DPI resolution
- B/W/Color print
- Color scan to hard drive
- Paper size range: 8-1/2” x 5-1/2” to 11” x 17”
- Tab Feeding attachment option with 2700 sheet capacity minimum and 16 bond (min) that supports letter size paper
- Fully automatic 2-sided copying, electronic sorting
- Floor console or cabinet
- Automatic duplexing
- Reversing automatic document feeder- 100 sheet minimum
- Three hole punch
- Offset finishing with stapling
- Variable and preset reduction/enlargement modes, 25% to 400 %
- Minimum of 3 on line paper sources – minimum 2000 sheet capacity
- 100 sheet paper by pass
- Scan once, print many
- Scan destinations – email, PC, FTP, SMB
- Wireless printing capable
- Password Protection- ID/Accounting Monitoring/Security Encryption
- Confidential Print Mailboxes
- Capacity to add fax function
- Desktop OCR software – release date 2006 or later, edit capable
- Window and MAC compatible
- Energy Saver certified

CATEGORY V

- 42 CPM minimum
- 100-1000 monthly volume
- Connectivity: 10/100 Base TX Ethernet, USB – connected at time of installation
- 1 GB RAM minimum
- 40 GB multipurpose HDD minimum
- 300 MHZ processor or better
- 600 DPI resolution
- B/W print
- Color scan to hard drive
- Paper size range: 8-1/2” x 5-1/2” to 11” x 17”
- Fully automatic 2-sided copying, electronic sorting
- Desktop console
- Automatic duplexing

- Reversing automatic document feeder – 100 sheet minimum
- With/without fax board option
- Variable and preset reduction/enlargement modes, 25% to 400 %
- Minimum of 3 on line paper sources – minimum 500 sheet capacity
- 100 sheet paper by pass
- Scan once, print many
- Scan destinations – email, PC, FTP, SMB
- Wireless printing capable
- Password Protection- ID/Accounting Monitoring/Security Encryption
- Confidential Print Mailboxes
- Capacity to add fax function
- Desktop OCR software – release date 2006 or later, edit capable
- Window and MAC compatible
- Energy Saver certified

BID SHEET

Please bid the following in a per unit basis as stated in the scope:

(1) CATEGORY I

Purchase Price \$ _____ without fax board

\$ _____ with fax board

Straight 36 month lease \$ _____ per month

copy \$ _____ per black & white

Delivery Time _____ days

Model name/number _____

(2) CATEGORY II

Purchase Price \$ _____

Straight 36 month lease \$ _____ per month

\$ _____ per black & white copy

Delivery Time _____ days

Model name/number _____

(3) CATEGORY III

Purchase Price \$ _____ without Tab Feeding Option

\$ _____ with Tab Feeding Option

Straight 36 month lease \$ _____ per month

\$ _____ per black & white copy

\$ _____ per color copy

Delivery Time _____ days

Model name/number _____

(4) CATEGORY IV

Purchase Price \$_____ without Tab Feeding Option

\$_____ with Tab Feeding Option

Straight 36 month lease \$_____ per month

\$_____ per black & white copy

\$_____ per color copy

Delivery Time _____ days

Model name/number _____

(5) CATEGORY V

Purchase Price \$_____ without Tab Feeding Option

\$_____ with Tab Feeding Option

Straight 36 month lease \$_____ per month

\$_____ per black & white copy

Delivery Time _____ days

Model name/number _____

Bidder/Company Name: _____

Authorized Representative: _____

Signed: _____

Title: _____

Address: _____

City, State, & Zip: _____

Date: _____

Telephone: _____

Cell Phone: _____

Fax Number: _____

E-Mail Address: _____