



Memorandum

Grand Traverse County
Administration Office
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4622 Fax (231) 922-4636
sadams@grandtraverse.org

DATE: June 25, 2014
TO: Prospective Bidders
FROM: Sarah Adams
SUBJECT: Request for Bids for Digital Copier Multi-Function Devices

Grand Traverse County and the City of Traverse City invite bids from qualified firms for digital copier multi-function devices.

Attached to this letter is an Invitation to Bid and a Bid Form to provide interested parties with sufficient information to enable them to prepare and submit bids for a contract award.

The County and City reserve the right to consider bids or modifications received at any time before award is made, if such action is in their best interest. They also reserve the right to reject any and all bids received as a result of this request, or to negotiate separately with any source whatsoever in any manner necessary to serve their best interests. The County and the City do not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

The completed bid forms must be submitted to Grand Traverse County no later than **2:00 p.m. on Wednesday, July 16, 2014** on the Michigan Inter-governmental Trade Network site www.mitn.info or by hard copy to:

DIGITAL COPIER BID
Attention: Sarah Adams
Grand Traverse County
Administration Office
400 Boardman Avenue
Traverse City, Michigan 49684

Attachments:

1. Instructions to Bidders
2. Bid Form



REQUEST FOR BIDS

DIGITAL COPIER MULTI-FUNCTION DEVICES

Due Date: Wednesday, July 16, 2014 at 2:00 p.m.

Anticipated Award Dates:

Grand Traverse County: Wednesday, August 27, 2014

City of Traverse City: Monday, August 4, 2014

Issued by

Grand Traverse County

**400 Boardman Avenue
Traverse City, Michigan 49684**

POINT OF CONTACT

Sarah Adams

Phone: (231) 922-4622

Fax: (231) 922-4636

sadams@grandtraverse.org

INSTRUCTIONS TO BIDDERS

GENERAL INFORMATION

1-1 Purpose

Grand Traverse County and the City of Traverse City are requesting bids for digital copier multi-function devices. Bidders are to recommend equipment based on industry expertise within the required specifications. All machines quoted must meet or exceed each minimum specification. Details are provided within this request for bids.

All copiers quoted must meet or exceed the following minimum specifications:

| | |
|---------------------|---|
| Type: | Digital |
| Imaging system: | Dry laser process |
| Resolution: | 600 dpi x 600 dpi |
| Halftone: | 256 graduations of gray |
| Feeder: | Automatic |
| Finisher: | Automatic duplexing, collating, and stapling |
| Hole punch: | Required where specified |
| Page Numbering: | Required where specified |
| Envelope Printing | Must be able to print envelopes and labels as specified |
| Network capability: | Must be equipped with network capability |
| Scanning: | Must include scan to email and network |
| Fax: | Required where specified |
| Copy codes: | Programmable with copy codes through remote access |
| Address Book: | Programmable through remote access |
| Accounting: | Accounting with copy, fax, print, and scan counters for individual copy codes whether made from or sent to the copier |
| Administration: | Copy codes, counts, and address book must be able to be viewed, read, programmed, and reset through remote access |
| Paper Trays: | As requested |
| Energy efficiency: | Energy Star rating |
| Speed: | Within 5 pages per minute of speed specified unless industry expertise suggests a higher speed is warranted based on the information provided |
| Size: | Must fit within the stated footage where specified |
| Installation: | Must be scheduled to meet customer needs with delivery notification no later than a week in advance for proper notification to and coordination with departments, IT, and staff. Date and specified time will be set by mutual agreement. Installation must immediately include all programming, set up, testing, and removal of old equipment, followed immediately with training. All components are required to occur the same day with no delays. By bidding, vendor agrees to such requirements and will have all necessary staff available to coordinate smooth transition and installation as specified. |

All bids must be for new equipment - not used or remanufactured – except for the 2nd floor machine as noted below. Maintenance agreements must include all toner, parts,

labor, developer, and drums – excluding paper and staples. Bid prices must include all required specifications. Bidders must specify minimum copies, if any, for maintenance contract as well as the service response time for repairs.

Copiers must be of high quality with a useful life of 5 to 6 years or more and have the durability to process the volumes specified.

Bids should include purchase and lease options. Lease prices should be quoted as monthly rates based on a 5-year (60-month) lease. However, desired billing is quarterly.

All copiers must be programmable with copy codes and email addresses via internet connection, web interface, or software administration program.

Specific details are below:

Public Services Building – Lobby Area Machine is used by multiple departments with copy codes and serves as the primary copier for the building. Usage averages approximately 5,100 copies per month. Monthly copies ranged from 4,652 to 8,508 for 2013. Printing and scan required. Requested paper trays include 2 regular or 1 large capacity 8.5x11, 1 dedicated 8.5x14, and a universal tray that can be configured for 11x17. Speed of current machine is 35 pages per minute. The copier must be able to fit in a 3 foot deep by 5 foot wide space all inclusive of the finisher and opening components for removing paper jams and must be able to fit through a 3 foot wide counter opening to get into place.

Public Services Building – Hallway Machine is used by multiple departments with copy codes and serves as the primary copier for departments closest with backup for the others. Machine has not been utilized to its capacity. Currently, usage averages approximately 400 copies per month. Numbers are expected to increase with the installation of new equipment. Monthly copies ranged from 1,130 to 4,450 when in regular use. Printing and scan required. Requested paper trays include 2 regular or 1 large capacity 8.5x11, 1 dedicated 8.5x14, and a universal tray that can be configured for 11x17. Speed of current machine is 30 pages per minute.

District Court Probation, Hall of Justice Machine is used by one department without copy codes. The machine has replaced several printers within the department. Usage averages approximately 9,800 copies per month. Monthly copies ranged from 7,702 to 11,508 since being utilized for printing. Printing, scan, and fax required. Must be able to print #10 envelopes. Please detail solution to handle this. Requested paper trays include 2 regular or 1 large capacity 8.5x11, a universal tray, and a solution to handle envelope printing. Speed of current machine is 30 pages per minute.

Jail Machine is used by one department without copy codes. The jail is a 24-hour, 7-day a week operation. The machine will be replacing a copier and up to 3 printers, including one color printer. Current volume averages approximately 5,100 copies per month. Current volume on the 3 printers average about 9,000 black copies and 1,000 color copies. Total anticipated monthly volume is estimated at 15,000. Printing, scan, and fax required. Must be able to print ½ sheet/A5 size labels. Please detail solution to handle this. Requested paper trays include 1 universal tray that can be configured to any size, preferably for labels,

and 3 regular 8.5x11 trays or 1 regular 8.5x11 and a large capacity tray. Speed of current machine is 25 pages per minute. Copiers can be quoted in the 35 page per minute range given the volume.

Public Services Building – Construction Code Machine is used by one department without copy codes. Current volume averages approximately 2,700 copies per month. Monthly copies ranged from approximately 1,667 to 3,087 for 2013. Printing and scan required. Requested paper trays include 1 regular 8.5x11, 1 dedicated 8.5x14, and a universal tray that can be configured for 11x17 or a stack bypass that can handle it. Speed of current machine is 20 pages per minute. The current machine takes up a footprint of approximately 2.5' x 4'. Machines quoted should fit in a similar footprint but can be slightly larger and still fit in the space.

2nd Floor, Governmental Center, City of Traverse City Machine is used by multiple departments within the City of Traverse City who will be acquiring a new machine to replace County-owned equipment. Usage averages approximately 9,900 copies per month. Monthly copies ranged from 8,797 to 17,320 for 2013. Printing, scan, 3-hole punch, and page numbering required. Requested paper trays include 1 large (2,500 sheet) capacity 8.5x11, 1 dedicated 8.5x14, and a universal tray that can be configured for 11x17. Speed of current machine is 50 pages per minute. Color copier bids are requested in a similar speed; however, lower speeds may be suggested as alternatives for cost saving options. Used or remanufactured equipment may be quoted for this machine only.

Vendors must meet all minimum bid specifications. Bidders must provide sufficient information to demonstrate that all minimum requirements are met and will be successfully implemented.

Any exceptions not conforming to the bid specifications must be clearly defined on a separate sheet labeled "Exceptions to Bid Specifications".

The bidder must describe in sufficient detail how its plan will be implemented, the resources, materials and equipment that will be utilized, and how the necessary project management interactions will be carried out.

1-2 Contract Award

The contract(s) that may be entered into will be that which is most advantageous to the County and City, price and other factors considered. The County and City reserve the right to consider bids or modifications received at any time before award is made, if such action is in their best interest.

The selection of the successful vendor will be based on a combination of factors that, in the County's opinion, will best serve its interest.

Factors to be considered include but are not limited to:

- A. Equipment price
- B. Maintenance costs
- C. Maintenance minimums

- D. Total cost of ownership
- E. Vendor responsiveness
- F. Demonstrated ability to meet requirements
- G. Customer service/support
- H. Service/repair
- I. Availability for 24-hour operations
- J. Programming capabilities
- K. Remote access capabilities
- L. Standardization of equipment
- M. Equipment speed
- N. Equipment features
- O. Installation
- P. Vendor provided training
- Q. References

The above order of factors are not reflective of the order of importance.

The County reserves the right to negotiate copier trade-in, move, or disposal with the successful bidder.

Equipment installation will be scheduled with the Issuing Office and scheduled in such a manner to meet the County's needs as specified above. Requests for assistance for network or phone line access are to be made in coordination with the County's IT (Information Technology) department.

1-3 Rejection of Bids

The County and City reserve the right to reject any and all bids received as a result of this Request for Bids or to negotiate separately with any source whatsoever in any manner necessary to serve their best interests. The County and City do not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

1-4 Incurring Costs

Grand Traverse County and the City of Traverse City are not liable for any cost incurred by the firm prior to the issuance of a contract.

1-5 Prebid Conference

No prebid conference will be held.

1-6 Inquiries

Questions that arise as a result of this RFB that require a written response must be submitted to the Issuing Office.

1-7 Addenda to the RFB

In the event it becomes necessary to revise any part of this RFB, addenda will be

provided to all firms who received the RFB.

1-8 Response Date

To be considered, bids must be submitted on or before the date specified in the cover letter. Firms mailing bids should allow normal delivery time to insure timely receipt of their bids. Fax and email bids will not be accepted.

1-9 Bids

To be considered, firms must submit a complete response to this RFB, using the format provided. Sealed bids may be submitted by hard copy to the Issuing Office or online on the Michigan Inter-governmental Trade Network web site – www.mitn.info. Hard copy bids should be submitted in nine (9) copies. No other distribution of bids will be made by the firm. Bids must be signed by an official authorized to bind the firm to its provisions. For this RFB, the bid must remain valid for at least sixty (60) days.

1-10 Acceptance of Bid Content

The contents of the bid of the successful bidder, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations or meet specifications may result in cancellation of the award.

1-11 Interview/Oral Presentation

The County or City may request an interview and/or oral presentation of any firms who submit a bid. These meetings provide opportunity for the County or City to ask questions and for the bidder to clarify the bid. The requesting entity will schedule these presentations.

1-12 News Releases

News releases pertaining to this RFB or the service, study, or project to which it relates will not be made without prior County approval, and then only in coordination with the Issuing Office.

1-13 Disclosure of Bid Contents

Bids are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those bidders participating in this RFB.

1-14 Independent Price Determination

By submission of this bid or proposal, the bidder certifies that:

- A. The bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- B. The bid or proposal has not been knowingly disclosed, prior to the opening of the bids or proposals for this project, to any other bidder, competitor or potential competitor;
- C. No attempt has been or will be made to induce any other corporation to submit or not to submit a bid or proposal;
- D. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.

1-15 Contractor's Liability

The Contractor will provide and maintain public and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFB. The Contractor is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be provided by the successful bidder to the County prior to contract execution and will be included as a contract rider. Listed below are the minimum limits to liability.

| <u>Coverages</u> | <u>Limits of Liability</u> |
|------------------------------|-----------------------------|
| Workers' Compensation | Statutory |
| Employer's Liability | \$ 500,000 |
| Commercial General Liability | \$1,000,000 each occurrence |
| Property Damage Liability | \$1,000,000 each occurrence |
| Excess Liability Coverage | \$1,000,000 each occurrence |

The contractor must provide property and liability insurance coverage on an "Occurrence Basis". Coverage shall include the following extensions (A) Contractual Liability, (B) Products and Completed Operations, (C) Independent Contractors Coverage, and (D) Broad Form General Liability Extensions or equivalent.

1-16 County's Liability

The selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFB. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

1-17 Permits

The Contractor shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

1-18 Silence of Specifications

The apparent silence of this specification and any supplemental specification as to any detailed description omission shall be regarded as meaning that only the best commercial practices are to prevail and that only material of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretation of this specification shall be made upon the basis of this statement.

1-19 Safety

The contractor shall comply with and ensure that the contractor's personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Michigan Occupational Safety and Health Administration for the general industry. The contractor shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the contractor and subcontractor(s).

The contractor shall identify to the County Project Office at least one on-site person who is the contractor's competent, qualified, or authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent qualified or authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the contractor's personnel from the work site. The contractor shall provide to the County, at the County's request, a copy of the contractor's written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the County's request may result in cancellation of the award.

1-20 OSHA Requirements

The contractor certifies that all material supplied or used under this contract meets all occupational safety and health administration (O.S.H.A.) requirements, both federal and those of the commonwealth of Michigan; and further certifies that, if the material delivered or used in the performance of the work is found to be deficient in any of the applicable State or Federal Occupational Safety and Health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the contractor.

1-21 Hazardous Materials

Grand Traverse County is subject to the Hazard Communication Standard, 29 CFR S1910.1200 (standard). The contractor agrees that it will provide or cause to be provided material safety data sheets required under the standard for all hazardous materials supplied to the County or used in the performance of the work. Such material safety data sheets shall be delivered to the County no later than the time of actual delivery of any hazardous materials to the County or use of such material in the performance of work under the contract by the contractor or its subcontractors. Container labeling meeting the requirements of the standard shall be appropriately affixed to the shipping or internal containers. The County reserves the right to refuse shipments of hazardous materials not appropriately labeled, or when material safety data sheets have not been received prior to or at the time of receipt of the shipment for use by the County or for use by the contractor in the performance of the contract, or whenever the material is delivered in a manner inconsistent with any applicable law or regulation. Contractor is responsible for removal of hazardous material related to the job, after job has been completed.



Having carefully examined the specifications and any other applicable information, the bidder proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.

Bidder understands and agrees, if selected as the successful bidder, to accept a Purchase Order / Service Order / Contract from the City and to provide proof of any required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto.

Bid forms are to be completed, including bid sheet, and submitted. Items not meeting specifications must be noted in the "comply" column and bidder shall fully describe every variance, exception, and/or deviation. Additional sheets may be used and submitted with bid.

Bidder is also required to submit, with the bid, the latest printed manufacturer's specifications and advertising literature on the equipment (including components) to be provided. Completed unit MUST be equipped in compliance with all applicable ANSI, OSHA, State and Federal Motor Vehicle Safety standards and regulations in effect at time of manufacture.

Bidder understands that the City reserves the right to accept any or all bids in whole or in part and to waive irregularities in any bid in the best interest of the City of Traverse City.

The bids will be evaluated and awarded on the basis of the best value to the city. Criteria used will include, but not be limited to, bidder/contractor's ability, qualifications, experience, type and amount of equipment, purchase price, maintenance cost(s), insurance, resale, license and permits and overall capability meeting the needs of the City of Traverse City. The City is sales tax exempt – Government.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

(a) conviction of a criminal offense incident to the application for or performance of a contract;

(b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;

(c) conviction under state or federal antitrust statutes;

(d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Pre-delivery Inspection: Successful bidder shall make a complete inspection of vehicle (and/or equipment) to insure it meets specifications and perform any pre-delivery service(s) required before the vehicle is delivered. Acceptance shall be subject to complete inspection and approval of the City.

Terms: Net Cash. Payment will be made as soon as possible after delivery/acceptance of vehicle/equipment. Price quoted shall include any title fee and all delivery costs to the City Garage, 625 Woodmere Ave., Traverse City, MI 49686.

Bidder certifies that as of the date of this bid, Bidder's company or Bidder is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

The City may require an in house equipment demonstration for your bid to be considered.



BID FORM

**GRAND TRAVERSE COUNTY
CITY OF TRAVERSE CITY**

PROJECT: DIGITAL COPIER MULTI-FUNCTION DEVICE BID

DUE DATE: Wednesday, July 16, 2014 at 2:00 p.m.

TO: DIGITAL COPIER BID
Attention: Sarah Adams
Grand Traverse County
Administration Office
400 Boardman Avenue
Traverse City, Michigan 49684

FROM: _____

Bidder's Tel. No.: ____/_____

PROJECT DESCRIPTION

The purpose of the project is to provide digital copier multi-function devices.

BASE PROPOSAL

The undersigned hereby proposes to furnish, deliver, train staff, and install the awarded copiers to Grand Traverse County and the City of Traverse City in accordance with the provisions and specifications at a cost as indicated on the copier bid form.

FULL SERVICE MAINTENANCE:

Maintenance to include cost of all parts, labor, toner, developer, and drums - excluding paper and staples only. Bidders must specify minimum copies, if any, for contract for copier as well as cost per copy for maintenance. If maintenance prices increase annually, a break down must be provided per year.

Number of service technicians available _____

How long have they been with your company? _____

How often do your technicians receive training on new technology? _____

Provide geographical areas of service provided in Northern Michigan by county.

When a service call is placed, how long before you contact your customer with an estimated time of arrival? _____

State the number of hours after receiving a service call before repair service is provided on location by a technician. _____

What is your average on site response time? _____

Is service available during evenings or weekends for 24/7 operations? _____
If yes, state circumstances and pricing: _____

Is copier administration available on-line or through a web interface or software administration program (i.e. remote access)? _____

State the method of remote access and/or name of the administration program or software: _____

Does the administration allow for programming, reading, and resetting of user/copy codes and user counters through remote access? _____

Describe the process for administration through remote access.

Describe the user process for logging into and out of the machine using copier codes.

Describe the user process for scanning to email from log in to completion of scan.

Describe the user process for faxing from log in to completion of fax.

Describe the process to add a copier code to the machine through remote access.

Describe the process to remove/delete a copier code through remote access.

Describe the process to replace a copier code through remote access.

Provide a list of machines being quoted that are already installed and serviced by your company.

Provide three references as to your service capabilities – excluding the issuing office:

Contact Name:

Company:

Phone #:

If awarded the bid, will your company remove and dispose of the existing equipment?

State trade-in value, if any, for the following equipment:

PSB Lobby Area - Konica Minolta Biz Hub 350 acquired in 2007, with network, scan, and multiple paper trays. 941,473+ copies
\$ _____

PSB Hallway Area - Xerox 5030 acquired in 2008, with network, scan, fax, and multiple paper trays. 221,660+ copies
\$ _____

District Court Probation - Xerox 5030 acquired in 2008, with network, scan, and multiple paper trays. 370,745+ copies
\$ _____

Jail – Sharp AR-M257 acquired in 2007 with copy capability only and multiple paper trays. 457,670+ copies
\$ _____

Construction Code – Canon Image Runner 2020 with copy capability only and 2 paper trays. 372073+ copies
\$ _____

2nd Floor - Konica Minolta Biz Hub 500 acquired in 2007, with network, scan, 3-hole punch, multiple paper trays and large capacity tray. 1,728,867+ copies
\$ _____

State installation plan including how and when you plan to schedule, deliver, install, connect to network, program equipment, train staff, and remove equipment.

State which components will be conducted by vendor staff and which components will be conducted by County staff. _____

State which items, if any, for installation will occur prior to the day of delivery.

State any applicable forms or paper work that will need to be completed by the County for installation, removal, etc. _____

| | PSB Lobby Area | PSB Hallway | District Court Probation |
|---|---------------------------|------------------------|-------------------------------------|
| Copier make/model | | | |
| Pages per minute | | | |
| Will machine fit into 3'x5' space? | | | |
| Can it print #10 envelopes? | | | |
| PURCHASE PRICE with network/print & scan | | | |
| Specify black or color scanning | | | |
| Fax | | | |
| 3-hole punch | | | |
| Total Purchase Price | | | |
| LEASE PRICE with network/print & scan | | | |
| Fax | | | |
| 3-hole punch | | | |
| Total Lease Price | | | |
| Lease terms | | | |
| Maintenance per copy | | | |
| Annual maintenance increase | | | |
| Minimum copies, if any | | | |
| Copier resolution | | | |
| Number and type of paper trays | | | |
| Number of copy codes available | | | |
| Remote access included? | | | |
| Specify method of remote access | | | |
| Useful life volume | | | |
| Cost per box of staples & quantity | | | |
| Additional paper trays or options provided at no additional cost that may add value such as document server, USB port, single scan of 2-sided document, access to cloud, searchable pdfs, wireless printing, etc. | | | |
| Exceptions to specifications | | | |

*Bidders may attach additional sheets to quote alternatives or more than one machine per area.

| | Jail Color | Construction Code | 2 nd Floor Color |
|---|------------|-------------------|-----------------------------|
| Copier make/model | | | |
| Pages per minute | | | |
| Specify new, used, or refurbished | | | |
| Will machine fit into 3'x5' space? | | | |
| Can it print A5/½ sheet size labels? | | | |
| PURCHASE PRICE with network/print & scan | | | |
| Specify black or color scanning | | | |
| Fax | | | |
| 3-hole punch | | | |
| Total Purchase Price | | | |
| LEASE PRICE with network/print & scan | | | |
| Fax | | | |
| 3-hole punch | | | |
| Total Lease Price | | | |
| Lease terms | | | |
| Maintenance per copy | | | |
| Annual maintenance increase | | | |
| Minimum copies, if any | | | |
| Copier resolution | | | |
| Number and type of paper trays | | | |
| Number of copy codes available | | | |
| Remote access included? | | | |
| Specify method of remote access | | | |
| Useful life volume | | | |
| Cost per box of staples & quantity | | | |
| Additional paper trays or options provided at no additional cost that may add value such as document server, USB port, single scan of 2-sided document, access to cloud, searchable pdfs, wireless printing, etc. | | | |
| Exceptions to specifications | | | |

*Bidders may attach additional sheets to quote alternatives or more than one machine per area.

SPECIAL TERMS AND CONDITIONS

The undersigned has attached all special terms and conditions which would be contingent upon entering into a contract.

BIDDER QUALIFICATIONS:

At the time of bidding and throughout the contract period(s), the successful bidder must be a factory authorized distributor or a subsequently authorized dealership and fully qualified to service their installed machines. In addition, the successful bidder must have available in the area where the machines will be installed both factory trained repair technicians and an adequate supply of parts for the repair and maintenance of the machines.

EQUIPMENT AND WARRANTY/MAINTENANCE:

Equipment offered for purchase must be new in normal working condition and in accordance with the manufacturer's specifications. The vendor shall warrant against defects in material and workmanship to include all parts and labor for a minimum period of 90 days from the date of installation. Thereafter, for a minimum period of no less than five years from the date of installation, the vendor shall make available a Full Service Maintenance agreement at the County's or City's expense. Full Service maintenance agreement is to include all parts, labor, drum, developer, and toner - excluding paper and staples only.

ACKNOWLEDGMENTS

The undersigned acknowledges that:

The bidder has received the Bid Form and Request for Bids.

The bidder has familiarized themselves with the work to be performed and has correlated their observations with the requirements of the proposed contract documents.

Their bid is based upon the materials, systems, and equipment required by the bid documents and that exceptions are fully explained.

This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the RFB to which this proposal is a response.

AGREEMENTS

In submitting this bid, the undersigned agrees:

1. To hold their bid open for 60 consecutive calendar days from the bid due date.
2. To enter into and execute a contract with Grand Traverse County and/or the City of Traverse City, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this bid, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.
3. To perform the work in accord with the proposed contract documents and to perform said work within the time period stipulated in the bid.

LEGAL STATUS AND SIGNATURE OF BIDDER

1. Check appropriate section and complete information.

_____ Corporation incorporated under the laws of the State of _____

_____ Partnership

Names and Address of all members

| <u>NAME</u> | <u>ADDRESS</u> |
|-------------|----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

_____ Sole Proprietorship, doing business as _____

2. Complete all information below.

Authorized Negotiator

Name _____

Title _____

Federal ID # _____

License # _____ Type _____
(if applicable)

Bidder

By

Title

Signed this _____ day of _____, 2014.

EXCEPTIONS TO BID SPECIFICATIONS