



City of Conway – Mayor’s Office
1201 Oak Street
Conway, AR 72032
www.cityofconway.org



Invitation and Bid 2009-33

INVITATION

TO THE VENDOR ADDRESSED:

Bidders are invited to furnish the items listed herein in accordance with the terms and conditions attached. Sealed bids must be in the hands of the Mayor not later than **10:00 a.m. July 9, 2008**, at which time all bids will be opened and read. After a technical review, the successful bidder will be notified by mail. The City of Conway reserves the right to reject any and all bids. Unsigned bids will be rejected.

City of Conway, AR
Digital Copier/Printer/Scanner

The City of Conway, AR, Conway City Attorney’s Office is accepting bids for one (1) Digital Copier/Printer/Scanner. Detailed bid specifications are available at the Mayor’s Office, City Hall, 1201 Oak Street, Conway, Arkansas until July 9, 2009, 10:00 A.M.

*****SPECIFICATIONS FOR DIGITAL COPIER*****



Request for Proposal (RFP)

City of Conway

Digital Copier/Printer/Scanner

June 2009

Request for Proposal (RFP)
Digital Copier, Printer, Scanner

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Proposal times and location:

Sealed proposal will be accepted until:	10:00 a.m. July 9, 2008
Opening of sealed bids:	10:00 a.m. July 9, 2008
Declaration of winning bid:	Within 30-days of Bid Opening
Location of bid process:	City of Conway Mayor's Office 1201 Oak Street Conway, AR 72032

Proposals to be received in sealed envelope marked: Sealed Proposal for Digital Copier
2009-33

Contact:

Lloyd Hartzell
Chief Information Officer
(501) 513-3521
E-mail: Lloyd.Hartzell@cityofconway.org

Proposal Instructions

Sealed proposals will be received by the City of Conway, 1201 Oak Street, Conway, AR 72032, up to the hour of 10:00 a.m. (1000 hours) on July 9, 2009. The bids will be opened at 10:00 a.m. (1000 hours) on July 9, 2009 and reviewed prior to final declaration of winning bid within 30-days.

The bid must include all standard and optional equipment (or equivalents) listed in the bid specifications. The vendor shall guarantee the bid price for the specified equipment for at least thirty days after bid opening.

The City of Conway reserves the right to reject any or all bids or accept any presented which meet or exceed these specifications and which they deem to be in the best interest of the City, and are not necessarily bound to accept the low bid.

Each bidder shall specify the maximum price for specified equipment. The state sales tax shall be shown as a separate item and calculated in the equipment total.

Terms of sale: Equipment purchase shall consist of written Purchase Order from the City of Conway with NET-30 Day terms.

Each bidder shall specify the maximum delivery time for specified equipment and shall be delivered to City of Conway, District Court at 810 Parkway St. Conway, AR 72032.

Bidder must be an authorized equipment dealer with the necessary valid state and local licenses and/or certificates to conduct business as regulated by the State of Arkansas and the local county, or city government.

Equipment provided will be factory new – no used, refurbished, or demonstration equipment will be accepted.

All exceptions to these specifications shall be listed on the provided Exceptions to Specifications form and any bid submitted without exceptions will be required to meet every detail of these specifications, regardless of cost to the bidder.

In addition to the completion of required provided bid forms, the bidder must provide a specification sheet indicating all equipment and options included.

Bid Form

TO: City of Conway
1201 Oak Street
Conway, AR 72032

We hereby propose to furnish to you, City of Conway, a digital copier, printer, scanner as specified in the attached bid specifications. We also certify that the equipment provided will be factory new and without flaws or damage. The prices shown below shall be valid for at least 30-days of bid opening at which time City of Conway may enter into a contractual agreement for equipment purchase. Said purchase shall consist of written Purchase Order from the City of Conway with NET-30 Day terms:

Brand: _____

Model: _____

Cost: \$ _____

Arkansas State Sales Tax: \$ _____

Total equipment Bid Price: \$ _____

Explain what is included in service contract
(ie toner, drums, parts, labor, response time) _____

Delivery Date: _____

Authorized Dealer Name: _____

Address of Dealer: _____

Name of Sales Representative: _____

Phone Number: _____

E-Mail Address: _____

Dealer Authorized Signature: _____

Equipment Specifications

Digital Copier, Printer, Scanner

Minimum of 40 ppm copying, scanning, and printing	Comply	Exception
Network compatibility including NIC card and related equipment	Comply	Exception
10-100 Base T network capabilities	Comply	Exception
Minimum of 512 MB Ram	Comply	Exception
Minimum of 40 GB hard drive	Comply	Exception
Paper handling to include two (2) 500 capacity drawers	Comply	Exception
Large capacity drawer 3,000 sheets	Comply	Exception
100 page DSPF document feeder	Comply	Exception
Bypass feeder	Comply	Exception
Duplex capability	Comply	Exception
Magnification from 25% to 400%	Comply	Exception
Stapling capability up to 50 sheets	Comply	Exception
2 hole paper punch	Comply	Exception
3 hole paper punch	Comply	Exception
Print drivers compatible with Windows XP	Comply	Exception
Print drivers compatible with Windows Vista	Comply	Exception
Print drivers compatible with Windows 2003	Comply	Exception
Print drivers compatible with Mac	Comply	Exception
PM schedule per copies (Please Specify number of copies & cost per copy)	Comply	Exception

Printer management software (Please Specify name & version)	Comply	Exception

Current up-to-date version of printer management software	Comply	Exception

Mono or dual component (Please Specify) (Customer prefers Mono)	Comply	Exception
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Faxing capabilities	Comply	Exception
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Network faxing capabilities	Comply	Exception
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Full network scanning capabilities	Comply	Exception
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Color scanning capabilities	Comply	Exception
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Scan to desktop	Comply	Exception
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Scan to folder	Comply	Exception
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Scan to email	Comply	Exception
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TWAIN Compliant drivers	Comply	Exception
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OCR capability and related software (Please Specify name & version)	Comply	Exception
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Current up-to-date version of OCR software	Comply	Exception
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Specify compression format		
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Specify scan resolutions		
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Energy Star compliant	Comply	Exception
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Please specify any energy saving features,		
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City of Conway

TERMS AND CONDITIONS

Important – Read Carefully

By Submission of bid, bidder certifies that he has read all terms and conditions and that bid is submitted in accordance therewith.

1. Prices quoted will be considered to be net prices unless otherwise stated by the bidder. Cash discounts requiring payments in less than 30 days will not be considered in making awards.
2. Prices quoted shall be FOB Conway unless otherwise specifically stated on proposal. In either case, delivery charges must be prepaid.
3. All fees and taxes shall be included in prices quoted.
4. Bidder certifies that he will make delivery of items for which he bids within 10 days after receipt of award – unless otherwise specifically stated. Time of delivery in excess of 10 days may be considered a factor in making awards.
5. In case of default of contractor in making deliveries as per contract, the City may procure the articles or services from other sources and hold the contractor responsible for all excess costs occasioned thereby. Bidder's record as to satisfactory performance under previous contracts will be considered a factor in making awards and retention on bid lists.
6. The City reserves the right to reject any or all bids, in part or in whole and to waive information in bids received.
7. If not otherwise specified, bidder must furnish brand names with catalog number, if any, on items which are offered as "equal." In all such cases the burden of establishing equality is upon the bidder and failure to do so within a reasonable time may result in rejection. Alternative bids will not be considered unless no other type bid for the item is received.
8. In the case of equal or tie bids, preference will be given to Arkansas bidders. Other than as stated in the first sentence, awards on tie bids will be made at the discretion of the purchasing official. In such cases, "splitting" will be avoided and awards of previous contract(s) to one or more of the bidders will not be a factor.
9. In the event that bidder is unable to furnish all of an item, bids on portions thereof may be considered.
10. Final inspections and acceptance or rejection will be made after delivery. Items rejected because of non-conformance shall be removed and replaced immediately with those which meet specifications, all at the expense of the contractor. In the event that necessity requires the use of non-conforming items, payment therefore will be made at a proper reduction in price which shall be not greater than contractor's actual cost by purchase, fabrication, manufacture or other production method plus transportation paid to carriers. All costs in connection with testing items that do not meet specifications shall be paid by contractor.
11. 11. Quality, time of performance, probability of performance, and location of bidder will be factors in awards of all contracts.
12. The City reserves the right to purchase any, all or none of the items listed, in combinations thereof that may be in the best interest of the City of Conway.
13. The City reserves the right to change any specifications, terms and/or conditions at any time, with adequate notice in writing to bid invitees of those changes, if any.
14. The City is qualified for "GSA" pricing schedules, if available and applicable.
15. The City reserves the right to waive any informalities or minor defects, but this shall not be construed to indicate waiver of any specification, term and/or condition unless in the best interest of the City in the judgment of the City.
16. **CONSTRUCTION/INSTALLATION:** Any construction work that is worth \$20,000 or more must comply with Arkansas Code Annotated § 22-9-204.
17. **PROHIBITED INTEREST CONDITION:** No official of the City authorized on behalf of the City to specify, plan, design, negotiate, make, accept or approve, or take part in specifying, planning, negotiating, making, accepting or approving any construction or material purchase contract or any subcontract in connection with any purchase made by the City of Conway shall become directly or indirectly interested personally in the purchase in the purchase or any part thereof.
18. **EQUAL OPPORTUNITY IN EMPLOYMENT:** All qualified bidders will receive consideration without regard to race, color, religion, sex, age, disability or national origin.