

# CITY OF ALLIANCE

Municipal Building

City Manager's Office

324 Laramie Avenue  
P.O. Box D  
Alliance, Nebraska 69301



## INVITATION TO BID

### HIGH VOLUME PHOTOCOPIER

**Invitation Number:** 1210-08-11  
**Issue Date:** April 10, 2008  
**Publish Dates:** April 15, 17, and 22, 2008  
**Closing Date:** April 29, 2008  
**Closing Time:** 2:00 p.m., local time, our clock

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City of Alliance, Nebraska

INVITATION TO BID

HIGH VOLUME PHOTOCOPIER

Sealed bids will be received by the City of Alliance, Nebraska at the City Utility Facility, 1313 West 1<sup>st</sup> Street, P.O. Box D, Alliance, NE 69301 on or before 2:00 p.m. April 29, 2008 at which time the received bids will be publicly opened. Any bids received after the above specified date and time will be immediately returned unopened. Invitation documents may be seen and/or obtained at the City of Alliance Public Facilities office at 1313 West 1<sup>st</sup> Street, Alliance, NE 69301.

Right is reserved in the interest of the City to reject any or all Bids and to waive any informality in the bids received.

Publish: April 15, 17, and 22, 2008

1 Proof of Publication

P.O.: 2882

# **IMPORTANT! - PLEASE READ CAREFULLY BEFORE MAKING BID**

## **GENERAL PROVISIONS**

These general terms and conditions of bid quotation and acceptance apply in like force to this inquiry and to any subsequent contract resulting therefrom.

### **ACKNOWLEDGMENT OF AMENDMENTS**

Bidders shall acknowledge receipt of any amendment to the solicitation by identifying the amendment number and date in the space provided for this purpose on the bid form, by letter, or by returning a copy of the issued amendment with the submitted bid. The acknowledgment must be received by the City of Alliance by the time and at the place specified for the receipt of bids.

### **ADDITIONAL INFORMATION**

Questions concerning the contract or technical portions of the bid document must be shall be directed to the person listed on the Cover Sheet under Prepared By. Bidders are cautioned that any statements made by individuals, or employees of the City of Alliance, that materially change any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document. To find out whether the local government intends to issue an amendment, contact the person listed on the Cover Sheet under Prepared By.

### **ANTITRUST**

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City of Alliance all rights, titles, and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Nebraska that relate to the particular goods or services purchased or acquired by the City of Alliance under said contract.

### **ASSIGNMENT**

The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of the City of Alliance.

### **APPLICABLE LAW**

The contract shall be governed in all respects by the laws of the State of Nebraska, and any litigation with respect thereto shall be brought in the courts of the State of Nebraska. The contractor shall comply with all applicable federal, state, and local laws and regulations.

### **AWARD**

Consideration for award will be by proximity to specifications given, costs, and time of delivery. All purchases, leases, or contracts which are based on competitive bids will be awarded to the lowest, responsive and responsible bidder, determined according to the provisions of Nebraska State Statutes. Complete and accurate responses to all items are necessary for the complete and fair evaluation of

proposals. Bid Award, in addition to the above stated, will be based on compliance with the specified requirements as well as the “total-cost,” or “life-cycle costing” concept, including the following:

- **Cost:** A cost analysis will be conducted and will include all identifiable costs associated with acquisition, installation, maintenance and operation of the bidder's offered equipment. The analysis will be based upon bidders' proposal data and other cost factors which, in the judgment of the evaluators, will be incurred by the City resulting from acceptance of the bidder's proposal.
- **Equipment:** An evaluation of equipment will be based on compliance with the specifications, expected life of equipment, output, maintenance, consumption, disposal value, warranty, complexity of operation, required training, and other factors that may contribute to the overall cost of the specified item.
- **Bidder's Reputation and Experience:** An evaluation of the bidders' reputation and experience shall be based on the nature and extent of company data furnished, references and financial responsibility of the bidder.

### **BIDDER CERTIFICATION**

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

### **BID CLARIFICATIONS**

If any party contemplating the submission of a bid on this invitation is in doubt as to the true meaning of any part of the plans, specifications or other documents, they should contact the person listed on the Cover Sheet under Prepared By. An interpretation of the bid invitation document will be made only by addendum duly issued to each party receiving a bid invitation. The City of Alliance shall not be responsible for explanations or interpretations of bid invitation documents except as issued in accordance herewith.

### **BID FORM SUBMISSION**

Bids shall be submitted on the attached forms. Bids concerning separate bid invitations must not be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision shall not be considered. All bids must be signed, in ink, in order to be considered. Erasures are not acceptable on bids; if necessary to make a change, strike out or draw a line through incorrect item and type the correction above, and initial the correction in ink. If the bidder is a firm or corporation, the bidder must show the title of the individual executing the bid, and if the individual is not an officer of the firm or corporation, the bidder must submit proof that the individual has the authority to bid the firm or corporation. **BIDS MAY NOT BE ALTERED OR AMENDED AFTER THE BID CLOSING.**

### **BID ENVELOPES**

Envelopes containing bids should be sealed and marked in the lower left hand corner with the invitation number, commodity, and date and hour of opening of bids. Failure to do so may cause bid not to be considered. Express Company, or Express Mail envelopes containing a sealed bid shall also be sealed and marked in the lower left hand corner with the invitation number, commodity, and date and hour of opening of bids.

## **BID RECEIPT AND OPENING**

The City of Alliance will receive sealed bid proposals until date and time indicated on bid cover. Bids must be delivered, by hand or mail, to the location denoted on the Cover Sheet, where they will be opened at the stated time. Bids received after the date and time of the bid opening will be returned to the bidder unopened. It is the responsibility of the bidder to ensure that bids arrive at the designated opening place on time.

Late or non-delivery due to mail or express delivery company failure will not be considered adequate reason for consideration of late bids. **FACSIMILE (FAXED) BIDS WILL NOT BE ACCEPTED, AND SHALL NOT BE CONSIDERED FOR EVALUATION OR AWARD.** Notes may be taken at the public reading of the bid(s) at the specified time and date of the opening or a personal inspection may be made of the bid(s) after award has been made and documents are placed in central files.

## **BID ACCEPTANCE PERIOD**

Any bid submitted as a result of the solicitation shall be binding on the bidder for a minimum of sixty (60) calendar days following the bid opening date. Any bid for which the bidder specifies a shorter acceptance period may be rejected.

## **BID WITHDRAWAL**

Bids may not be changed after the bid closing time.

## **BRAND NAMES**

Any catalog, brand name or manufacturer's reference used in the specifications is intended to be descriptive and not restrictive, and is used **only** to indicate type and quality desired. Any article, equipment, or material which shall conform to the standards and excellence so established, and is of equal merit, strength, durability and appearance to perform the desired function, is deemed eligible for offer as a substitute. The qualifications of the offering shall be judged as to their conformance with these specifications. Any equipment offered other than herein specified shall be subject to a competitive demonstration and evaluation by the City of Alliance.

## **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

## **COLLUSION AMONG BIDDERS**

Each bidder, by submitting a bid, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all bids shall be rejected if there is any reason for believing that collusion exists among the bidders. The City of Alliance may or may not, at its discretion, accept future bids for the same work from participants in such collusion.

More than one bid from an individual, firm, partnership, cooperation, or association under the same or different names may be rejected. Reasonable grounds for believing that a bidder has interest in more than one bid for the work being bid may result in rejection of all bids in which the bidder is believed to have interest.

Nothing in this clause shall preclude a firm acting as a subcontractor to be included as a subcontractor for two or more primary contractors submitting a bid for the work.

### **DEBARMENT**

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Nebraska and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any subdivision or agency of the State of Nebraska.

### **ETHICS IN PUBLIC PROCUREMENT**

The contract shall incorporate by reference, but shall not be limited to, the provisions of law contained in the *Nebraska Political Accountability and Disclosure Act*. The bidder certifies that its bid was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with the bid; and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of value.

### **EXCEPTIONS**

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form or appendix. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the requirements as written. Conditional or qualified bids, unless specifically allowed, shall be subject to rejection in whole or in part.

### **EXPENSES INCURRED IN PREPARING BID**

The City of Alliance accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

### **ERRORS IN EXTENSIONS**

If the unit price and the extension price are at variance, the unit price shall prevail.

### **FORCE MAJEURE**

The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

### **FAILURE TO DELIVER**

In the event of failure of the contractor to deliver the goods and services in accordance with the contract terms and conditions, the City of Alliance, after due oral or written notice, may procure the goods and services from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the City of Alliance may have.

## **FAILURE TO ENFORCE**

Failure by the City of Alliance at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the City of Alliance to enforce any provision at any time in accordance with its terms.

## **INFORMALITIES AND IRREGULARITIES**

The City of Alliance has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a bidder with the bid for the City of Alliance to properly evaluate the bid, the City of Alliance has the right to require such additional information as it may deem necessary after the time set for receipt of bids, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured.

## **INDEMNIFICATION**

The contractor covenants to save, defend, hold harmless, and indemnify the City of Alliance and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and costs – including court costs and attorney’s fees, charges, liability, and exposure, however caused resulting from, arising out of, or in any way connected with the contractor’s negligent performance or nonperformance of the terms of the contract.

## **IDENTICAL BIDS**

Identical bids or bids which otherwise appear suspicious will be reported to the City Attorney’s Office for investigation.

## **LIMITATION OF COST**

The contractor agrees to provide the equipment, perform the work specified and/or complete all obligations under the contract within the stated amount.

## **NONCONFORMING TERMS AND CONDITIONS**

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. The City of Alliance reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by the City of Alliance of non-responsiveness based on the submission of nonconforming terms and conditions.

## **NONDISCRIMINATION**

By submission of a bid, the bidder certifies that the contractor(s) and/or subcontractor(s) providing product(s) or service(s) shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his/her hire, tenure, terms, conditions, or privileges of employment, because of his/her race, color, religion, sex, disability, or national origin, as outlined in Nebraska Fair Employment Practice Act, and applicable State and Federal Regulations.

## **ORAL STATEMENTS**

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the City of Alliance.

## **PATENTS AND ROYALTIES**

The contractor covenants to save, defend, keep harmless, and indemnify the City of Alliance and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and costs – including court costs and attorney’s fees, charges, liability, and exposure, however caused for or on account of any copyright or patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Alliance.

If the contractor uses any design, device, or materials covered by patent or copyright, it is mutually agreed and understood without exception that the contract price includes all royalties or costs arising from the use of such design, device, or materials in any way in the work.

## **PURCHASE ORDER REQUIREMENT**

Purchases of the City of Alliance are authorized only if a signed purchase order issued in advance of the transaction, showing that the ordering agency has sufficient funds available to pay for the service. Contractors providing services without a signed purchase order do so at their own risk. The City of Alliance will not be liable for payment for any services provided under the contract unless a valid purchase order has been issued to the contractor.

## **PAYMENT TERMS AND DISCOUNTS**

Unless otherwise indicated in the bid form, payment terms will be net thirty (30) days. The City of Alliance will pay the contractor within thirty (30) days after the receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets contract requirements, whichever event occurs later.

## **QUALIFICATIONS OF BIDDERS**

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Alliance that it has the necessary facilities, ability and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the City of Alliance in regard to the bidder’s qualifications. The City of Alliance may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Alliance all information for this purpose that may be requested. The City of Alliance reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City of Alliance that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder’s qualifications shall include:

- The ability, capacity, skill, and financial resources to perform the work or provide the service required.
- The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference.
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder.

- The quality of performance of previous contracts or services.

**THE BIDDER MAY BE REQUIRED TO GIVE A DEMONSTRATION OF THE PROPOSED EQUIPMENT, BEFORE AWARD IS MADE.**

**QUALITY OF GOODS**

All goods shall be new, in first class condition, and of the manufacturer's latest design of the model presently in production. All materials, supplies and equipment furnished or services performed under the terms of this purchase order or contractual agreement shall comply with the requirements and standards specified in the Williams-Steiger Occupational Safety and Health Act of 1970 (Public Law 91-596), as well as other applicable Federal, State and local codes. Equipment and materials furnished by the bidder having serious defects, corrosion or scratches which tend to present an "other than new" appearance shall be promptly replaced or such defects promptly corrected by the bidder at no cost to the City. Any existing MSDS (Material Safety Data Sheets) for the products, materials, supplies or equipment being bid must be submitted with the bid. No product containing asbestos, lead paint, or polychlorinated biphenyl (PCB) in any form will be considered for award by the City of Alliance.

**RISK OF LOSS**

The City shall be relieved from all risks of loss or damage to the equipment during periods of transportation and manufacture and during the entire time the equipment is in the possession of the City until acceptance of the equipment by the City of Alliance. At such time the risk of loss or damage to said equipment shall pass to the City. The bidder/contractor shall not be responsible for damage to equipment occasioned by negligence of the City or its employees.

**UNSATISFACTORY WORK**

If, at any time during the contract term, the service performed or work done by the contractor is considered by the City of Alliance to create a condition that threatens the health, safety, or welfare of the community, the contractor shall, on being notified by the City of Alliance, immediately correct such deficient service or work.

In the event the contractor fails, after notice, to correct the deficient service or work immediately, the City of Alliance shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the contractor.

**INSURANCE RESPONSIBILITY**

The City of Alliance shall have **no** responsibility or liability for the below listed insurance coverage. The bidder must provide Certificates of Insurance compliance within fourteen (14) calendar days after notification of bid award. Such certificates shall provide that the City of Alliance be given at least 30 days prior written notice of any cancellation of, intention to not renew, or material change in such coverage. The providing of any insurance required herein does not relieve the bidder of any of the responsibilities or obligations assumed by the bidder in the contract awarded or for which the bidder may be liable by law or otherwise. The service provider shall purchase at their expense and maintain in force at all times during the contract period the following listed policies of insurance, or those listed in the specifications:

- **Workman's Compensation Insurance:** As mandated by Nebraska State Statues.
- **Comprehensive (commercial) General Liability:** Coverage limits not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate to include product and completed operations.

- **Comprehensive Automobile Liability Insurance:** Coverage limits not less than \$500,000 combined single limit.

Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract and shall operate as an immediate termination thereof.

### **WARRANTY**

Unless otherwise specified, the bidder shall define any warranty service and replacements that will be provided during and subsequent to this contract. Bidders must explain on an attached sheet to what extent warranty and service facilities are provided.

**END OF GENERAL TERMS AND CONDITIONS**

# SPECIFICATIONS

## 1. SCOPE:

It is the intent of these specifications to describe a photocopier for use at the City of Alliance Municipal Building. The machine functions as the primary photocopier for all city departments, and as such prospective vendors must clearly understand the City's need for copy speed, monthly volume requirements, durability and reliability, among other features.

The scope of work shall include, but is not limited to, the manufacture, delivery, assembly, installation, and testing of the specified units. Service/maintenance/supply proposals shall be quoted on a "cost-per-copy" basis and shall include labor and all consumables; drum, developer, toner and parts. Paper is excluded from this requirement. Specifications included herein refer to purchase and lease options.

## 2. MINIMUM REQUIREMENTS

- 2.1 Type: Monochrome Photocopier
- 2.2 Configuration: Digital
- 2.3 Toner: Dry
- 2.4 Average monthly volume: Up to 15,000
- 2.5 Minimum copy speed: 55 letter-sized (8.5 x 11) documents per minute.
- 2.6 Maximum original size: Up to, and including, books or sheets sized 11 x 17.
- 2.7 Range of copy size: 5.5 x 8.5 to 11 x 17.
- 2.8 Reduction/enlargement: Variable zoom, 25% to 400%, in 1% increments.
- 2.9 Resolution (scan/copy): 600 x 600 dpi / 600 x 600 dpi
- 2.10 Paper Sources (Five):
  - Two drawers for 8.5 x 11, 1,000 sheet capacity, each.
  - One drawer for 8.5 x 14, 500 sheet capacity.
  - One drawer for 11 x 17, 500 sheet capacity.
  - One bypass with minimum of 100 sheets
- 2.11 Network Printing: Machine shall be network capable via a LAN with software provided to print to the photocopier from individual work stations. The machine's LAN software shall provide all copying and scanning features as is found on the machine's control panel.

- 2.12** Auto Document Feeder: ADF sized from 5.5 x 8.5 to 11 x 17.
- 2.13** Automatic Duplexing: 1:2, 2:2 and 2:1.
- 2.14** Sorter: The City understands the various methods manufacturers use to enable a machine to perform this function. Therefore, the vendor shall propose the best method of sorting that will meet the needs of the City.
- 2.15** Finishing: The machine shall have the capability to perform the stapling and three-hole punch.
  - 2.15.1** Full range of automatic stapling. This feature must be accomplished by the machine, not the operator. The City will not consider a bid proposal where the operator has to remove the document from the machine's output tray and insert it into a power stapler.
  - 2.15.2** Automatic three-hole punch. This feature must be accomplished by the machine, not the operator. The City will not consider a bid proposal where the operator has to remove the document from the machine's output tray and insert it into a power three-hole punch.
- 2.16** Quantity Selector: 1 to 999.
- 2.17** Auto Tray Switching: Required, machine must be able to automatically distinguish between different sizes of originals and automatically select appropriate tray.
- 2.18** Photo Mode: Required to enhance the copies produced from photographs.
- 2.19** Book Copying: Machine shall have the ability to copy facing pages of a book, or side by side originals up to 11 x 17, to produce single-sided or two-sided copies.
- 2.20** Copy Paper Weights: 16 ~ 28 pounds and 110-pound card stock via the bypass paper source.
- 2.21** Warranty: Minimum of six months.

### **3. SAMPLING, INSPECTION AND TEST PROCEDURES**

- 3.1** Proposed photocopiers and their component parts shall be inspected and reviewed to ensure full compliance with the requirements and conditions contained herein, prior to acceptance and payment for services and materials provided. All purchaser inspections and/or tests shall be performed at the point of delivery.

3.2 The City of Alliance **will** require, as a portion of evaluation, a demonstration of the product proposed. The demonstration product must be given using the machine being bid. The machine may have additional features, but must have the minimum features described previously. Deviation from this specification is not allowed.

#### 4. NOTES

4.1 Delivery shall be made Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. The person listed as Contact Person on the cover sheet, or designee, shall be notified no less than 24-hours prior to expected delivery.

4.2 Commodities procured under these specifications shall not deviate from those originally contracted for without written approval from the purchaser.

4.3 The Bidder shall provide one (1) complete set of operator manuals. Operator manual must accompany the delivered unit. Failure to provide manuals will result in 10-percent of the payment being retained until the manuals are delivered.

4.4 The bidder shall provide, free of charge, a complete and comprehensive “hands-on” training session for the delivered units. Training shall include instruction on operation and maintenance, and will be attended by a quantity of people set by the City of Alliance. The bidder will be notified of the expected class size. Training time shall be scheduled at a time that is convenient for both the City and the bidder; however, training must be completed within seven (7) days of delivery.

4.5 Insurance Requirements: For services requiring vendor’s presence on City property, the vendor shall provide and maintain the following types of insurance:

4.5.1 Worker’s Compensation: Statutory Limits

4.5.2 General Liability: \$500,000 per occurrence with \$1,000,000 aggregate.

4.5.3 Automobile Liability: \$500,000 combined single limit.

**Upon award of bid, the vendor/bidder must provide proof of these insurances within five (5) working days of award.**

#### 4.6 BASIS OF BID AWARD

Award of Bid shall be made to the lowest most responsible and responsive bidder meeting specifications as determined by the City. The City may select a supplier based on individual responses, or as is otherwise deemed to best meet the City’s needs. The City of Alliance, Nebraska reserves the right to select the service/provider which best meets its required needs, budget constraints, quality levels, and administrative expectations.

The following is a partial list of the criteria that may be used in evaluating this bid:

- Quality and adherence to specifications.
- Maintenance and service as specified in these bid documents.
- Guarantees and warranties.
- Company's reputation and financial status.
- Past experience and cost with same or similar material or equipment.
- Ability and/or willingness to work with the City on disposition of material no longer required or otherwise defective.
- Length of time committed for firm pricing.
- Life cycle costs (purchase price plus service and supply costs) for a projected five year life of the photocopier.
- Independent laboratory and consumer reports.
- Satisfactory demonstration – providing a demonstration using a machine with at a minimum the requirements contained herein.

**4.7** Loaner Copiers:

In the event a photocopier cannot be repaired in two (2) business days, the vendor must provide a loaner at no charge to the City. The loaner must have features similar to the photocopier being replaced.

**4.8** Vendor must include brochures and Buyers Laboratory, Inc. (BLI) data sheets detailing the proposed machine.

**4.9** Vendor must include price sheets for consumables.

**4.10** Trade-in machine information.

<b>MAKE</b>	<b>MODEL</b>	<b>DATE OF PURCHASE</b>	<b>INITIAL COPY COUNT</b>	<b>CURRENT COPY COUNT</b>
Canon	IR-550	December 14, 2003	716,557	1,336,954

The Current Copy Count is accurate as of April 4, 2008. Should the vendor require updated copy count data, a request shall be made to the person listed as the Contact Person on the cover sheet of this document.

**4.11** On a separate sheet, the bidder shall provide six references including:

- Name
- Address
- Telephone Number
- Responsible Contact Person

Such a listing shall detail customers who are using equipment that is identical or similar to the one proposed.

**END OF SPECIFICATIONS**

## BID FORM

<b>MUNICIPAL BUILDING PHOTOCOPIER</b>		
Total Purchase Bid	\$	
Trade-in Amount	\$	
Total Lease Bid; First Year	\$	
Second Year	\$	
Third Year	\$	
Fourth Year	\$	
Fifth Year	\$	
Manufacturer:	Model:	
Delivery in calendar days after receipt of purchase order:		
<b><i>STANDARD WARRANTY COVERAGE</i></b>		
The "full machine" is covered under the <u>initial</u> manufacturer/dealer warranty for a period of _____ months or _____ copies (whichever occurs first). <b>"Full Machine" coverage shall require the manufacturer/dealer be responsible for the cost of repairs including parts and labor.</b>		
<b><i>SERVICE CONTRACT COVERAGE</i></b>		
Bidder shall quote "full-machine" service/maintenance/supply coverage costs for the stated periods. This coverage shall be stated in terms of "cost-per-copy," and shall include labor and all consumables, including drum, toner and parts, but not including paper. The service/maintenance portion of this contract coverage is in addition, and will take effect after the Standard Warranty Coverage.		
First Year	\$	
Second Year	\$	
Third Year	\$	
Fourth Year	\$	
Fifth Year	\$	
<b>PRIMARY SERVICE FACILITY</b>		
Company:		
Address:		
City:	State:	Zip:
Telephone:	Fax:	E-mail:
Distance From Alliance, Nebraska, in miles:		

## SIGNATURE PAGE

"We offer to sell the City of Alliance, Nebraska, the above machine at the price stated, in accordance with the terms and conditions contained herein, and the bid is guaranteed firm for sixty (60) days."

---

(Signature of Bidder)

---

(Printed Name and Title)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_