

BID NOTICE

The City of Red Bank will be accepting sealed bids for the lease of two (2) new copy machines until 2 P.M. on Friday, February 27, 2015 in the office of the City Manager, at which time the bids will be publicly opened and read. Specifications and Bid packages can be picked up at Red Bank City Hall, 3117 Dayton Blvd., Red Bank TN 37415 or on our website at www.redbanktn.gov. All bids shall be good for a period of at least 90 days. The City reserves the right to accept or reject any and all bids. For additional information please contact Ruth Rohen at 423-877-1103 Ext. #1062.

Randall G. Smith
City Manager

LEGAL NOTICE TO BIDDERS

Sealed bids will be received at the office of the City Manager of Red Bank, City Hall, 3117 Dayton Boulevard, Red Bank, TN 37415 no later than **2:00 a.m. Friday**, February 27th, 2015 for furnishing the City of Red Bank with the following:

FOR THE DIVISION OF: **Administration and Police Department**

FOR THE LEASE OF: **Two (2) new copy/fax/scan all in one machines**

(Reference: # 15-0202)

THE CITY OF RED BANK ENCOURAGES THE PARTICIPATION OF SMALL AND MINORITY BUSINESSES IN THE PURCHASING PROCESS.

Award of contracts will be made on the basis of the lowest and best bids as determined by the City of Red Bank.

Any protest of award must be filed in writing with the Purchasing Agent within five (5) days of the award announcement.

By Order of the Mayor of the City of Red Bank, Tennessee.

John Roberts
MAYOR

Randall G. Smith
CITY MANAGER

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INSTRUCTIONS TO BIDDERS

No objections with regard to the application, meaning, or interpretation of these specifications will be considered after the opening of the subject bids. Unsigned bids will be considered nonconforming. Bids containing terms and conditions other than those contained herein, may be considered nonconforming.

Bidders will submit their proposal in a sealed envelope INDICATING ON THE OUTSIDE: THE COMPANY NAME AND THE ABOVE REFERENCE #. Any firm receiving a mailed bid on the above subject and not bidding will be electronically removed from the mailing list used for the above referenced subject after three consecutive non-responses or no bids.

Upon opening, all bids and attendant documents become a matter of public record.

NO BID BOND REQUIRED.

Vendors must comply with all applicable licensing requirements.

In accordance with Title VI it is the policy of the City of Red Bank to provide equal employment opportunities and to provide its programs, activities, and services to all individuals regardless of race, color, religion, sex, national origin, age, disability, or status in any other group protected by law. Inquiries and charges of violation of this policy should be directed to the City Manager at (423) 877-1103 at 3117 Dayton Blvd., Red Bank, Tennessee 37415. Requests for accommodation of a disability should be directed to the City Manager at (423) 877-1103 or at 3117 Dayton Blvd., Red Bank, Tennessee 37415. With regard to all aspects of this contract, the Vendor certifies and warrants it will comply with this policy.

With regard to all aspects of this contract, the Vendor certifies and warrants it will comply with this policy.

The City of Red Bank reserves the right to waive any informality or to accept or reject any and all bids, and to accept the bid, which in the opinion of the City Commission, is in the best interest of the City of Red Bank.

For additional information, contact: Ruth Rohen (423) 877-1103.

To the Honorable Mayor and Commissioners of the City of Red Bank, Tennessee

Gentlemen:

20 _____

(I/We) do hereby declare that (I am/we are) the only person, firm or corporation interested in this proposal, and that no other person, firm or corporation than the one herein named has any interest herein or in the contract proposed to be taken; that it is made without any connection with any person, firm or corporation making proposal for the same work, and that it is in all respects fair as to each item bid upon and as to the proposal as a whole and without collusion or fraud: also that no officer or employee of the City of Red Bank, who is by law excluded from participating therein, is directly or indirectly interested herein, or in the furnishing of the supplies, or doing the work to which it relates, or in furnishing surety, or in any portion of the profits thereof;

With the understanding that any contract resulting from the bids taken herein shall be governed, construed and enforced according to the laws of the State of Tennessee. All actions whether sounding in contract or in tort, relating to the validity, construction, interpretation, and enforcement of this contract shall be instituted and litigated in the courts of the State of Tennessee located in Hamilton County, Tennessee, and in no other. In accordance herewith the parties to this proposal submit to the jurisdiction of the courts of the State of Tennessee, located in Hamilton County, Tennessee;

And do further declare that (I/We) have carefully examined the annexed specifications, and hereby propose to furnish the following items, and/or do the following work for the sum hereinafter set forth, VIZ:

GENERAL CONDITIONS:

1. The bidder is required to list all exceptions, deviations or variations to the specifications set forth and it should be done in a clear, logical fashion on a sheet designated by the bidder as such. Brochures, standard catalog sheets or technical data should accompany each proposal, but may not be considered a notice of exceptions, deviations, or variations to these specifications.
2. BRAND or TRADE NAMES are given as a "quality reference" to aid bidders in offering the right quality for this proposal, except where said quality reference is followed by the word "only", any quotation will be considered if, in the opinion of the City, the products are equal to those specified.
3. Successful bidder must have local parts and service availability within Hamilton County, including a service center equipped with factory trained mechanics and a sufficient parts inventory within a 50 mile radius of Hamilton County, Tennessee, a copy of which will be furnished to the City upon request.
4. Bidder may bid multiple models as long as they meet or exceed the minimum specifications.
5. Copier hard drive shall be erased before removing the copier at the end of lease period.
6. A full copy of the warrant(y)(ies) covering the proposed unit(s), should accompany this proposal. Warranty start date will be the date the piece of equipment is put in service, not the invoice date.
7. The copiers to be delivered to, 3117 Dayton Boulevard, Red Bank, Tennessee 37415. Delivery time is Monday – Friday, 8:30 a.m. – 3:30 p.m.
8. Invoices are to be delivered and made out to: City of Red Bank, 3117 Dayton Boulevard, Red Bank, TN 37415.
9. All equipment will be delivered fully operational and ready for service.

AUDIT CLAUSE

"The City reserves the right to audit the records of the "(contractor name)." The Contractor shall make and keep as the same accrue, full and complete records and books as accounts of revenue and income, and costs and expenses that specifically relate to performance under this contract. Records and books of accounts, together with any or all other memoranda pertaining thereto that may be kept, maintained or possessed by the Contractor, shall be open to examination during regular business hours by the City or its representatives for the purpose of inspecting, auditing, verifying or copying the same or making extracts therefrom. The Contractor shall make and keep said records and books of accounts in accordance with generally accepted accounting principles."

BID SECTION:

As per attached specifications, the bid for the copy machine is as follows:

Monthly Lease Price: _____

#Number of Copies Included in monthly lease: _____

Price per copy overage: _____

Term of Lease (Months): _____

Delivery: _____ days A.R.O.

(Reference Bid: 15-0201)

For either of the two following numbered reasons (I, we) herewith declare that (I/we)) will forfeit any claim to any contract resulting from the bid stated herein:

(AND, IF A BID BOND IS REQUIRED IN ORDER TO COMPLY WITH THE ENCLOSED "LEGAL NOTICE TO BIDDERS")

(I/we) will forfeit as liquidated damages to the City of Red Bank (my/our) bidder's bond, or certified or cashier's check on a solvent bank in the sum of _____

_____ (\$ _____)

DOLLARS:

- 1) If the contract is not signed and returned to the City WITHIN TEN (10) DAYS AFTER RECEIPT OF SAME, or:
- 2) If a performance bond is required – failure to enter into a contract with a good and solvent bond in a surety company doing business in the State of Tennessee acceptable to the City of Red Bank in an amount equal to the gross amount of said contract (or for an amount as specified) and to be made and contract signed and required to the City WITHIN TEN (10) DAYS AFTER RECEIPT OF SAME.

The full name and residence of all persons interested in the foregoing as principals are as follows: (if out of state company, please list Tennessee office address.)

BUSINESS ADDRESS OF BIDDER:

If Bidder is an INDIVIDUAL, fill out the following:

_____ (NAME OF OWNER)

If Bidder is a PARTNERSHIP, fill out the following:

PARTNER NAME:

ADDRESS / EMAIL ADDRESS

If Bidder is a CORPORATION or LLC, fill out the following:

NAME OF CORPORATION PRESIDENT or LLC MANAGER:

NAME OF CORPORATION or LLC SECRETARY:

FULL LEGAL NAME OF BIDDER: _____

SIGNATURE OF BIDDER: _____

TITLE: _____

PHONE NUMBER: _____

DATE: _____

NAME OF CORPORATION PRESIDENT: _____

NAME OF CORPORATION SECRETARY: _____

NAME OF COMPANY: _____

SIGNATURE OF BIDDER: _____

TITLE: _____

PHONE NUMBER: _____

MINIMUM SPECIFICATIONS FOR TWO NEW COPY MACHINE RENTALS

ONE

- 42 or greater pages per minute Black and White
- Copy, Print, Fax w/URF II or PCL Printer Kit and Super G3 Fax Board
- Color Network Scanning to email, network folders and document management systems
- Duplexing Automatic Document Feeder
- Automatic Duplexing
- Two 520 or above Sheet Paper Cassettes and 50 or above Sheet By-pass Tray
- Output Paper sizes up to 8 ½ X 14 (Legal)
- Stapling Finisher
- Cabinet

TWO

- 42 or greater pages per minute Black and White
- Copy, Print, Fax w/URF II Printer Kit and Super G3 Fax Board
- Color Network Scanning to email, network folders and document management systems
- Duplexing Automatic Document Feeder
- Automatic Duplexing and Collating
- Two 520 or above Sheet Paper Cassettes and 50 or above Sheet By-pass Tray
- Output Paper sizes up to 8 ½ X 14 (Legal)
- Cabinet

Bid amount should include service (labor and parts) and toner replacement