



CITY OF CONWAY
1201 Oak Street
Conway, Arkansas 72032

Invitation and Bid 2007-47

**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 am, Monday, October 1st, 2007](#) at which time all bids will be opened and read in the Downstairs Conference Room in City Hall. Successful bidders will receive a purchase order, if necessary within 30 days of City Council approve of bids.

Unsigned bids will be rejected.

**City of Conway
Digital Network B/W Copier**

The City of Conway is accepting sealed bids for two digital copiers w/ networking capability.

The following are the *minimum* specifications acceptable to the City of Conway.

1. Quantity

- 2 (two) black & white Copiers

2. Minimum Bid Options

- Must be new, not reconditioned or remanufactured
- Minimum copy speed of 55 pages per minute in black / white
- Automatic Document feeder with 200 sheet capacity (minimum) DSDP
- Duplexing (Automatic Trayless/Stackless Duplexing)
- Unlimited Sorting
- Minimum of 40GB image server (hard drive) Minimum 768 MB RAM
- High Capacity Feeder (3000 sheet minimum)
- Two 8 ½ x 11 front loading cassettes (minimum)
- One 8 ½ x 14 front loading cassettes (minimum)
- One 11 x 17 front loading cassette (minimum)

- One 13' x 19 (optional) however please quote if
- 3000 sheet capacity finisher capable of stapling 50-sheet sets
- Network Connectivity, Printer/Scanner
- Finishing Options (hole punching (i.e. booklets, tabs & cover insertions)
- LCD Operational Panel
- Zoom range 25-400% capability (bi-directional)
- Operating System should be Windows 2000, XP and Vista
- Complete Installation

3. Miscellaneous Items that should be included in bids:

Onsite Response time: _____

Local, Certified Technician Available: _____

Loaner Availability: _____
 (Downtime on Copier before we can get a loaner)

13x 19 capability (if applicable) _____

Trade in Allowance offered on old equipment _____

4. Delivery:

- Delivery and set up of copier shall be 30 days and removal of existing machine if so desired.

5. Training

- Training on-site (if required)

6. Warranty & Maintenance Agreement

- The City requires a minimum 5 year contract maintenance commitment from the selected vendor. Maintenance contracts must included everything (i.e. parts, labor, toner, and developer, and anything required to ensure network connections).

The bidder shall include all charges, including taxes, fees, shipping (if applicable)

In submitting this bid, it is understood by the undersigned Bidder that the right is reserved by the City of Conway to reject any and all bids.

This City also reserves the right to give preference to all local bidders.

If you have any questions regarding this bid, please contact Felicia Rogers at
 501.450.6110

Bid Number 2007-47
Black & White Digital Copier
Bid Opening: October 1st, 2007

Total Cost for (2) Digital Copier \$ _____

Unsigned bids will be rejected:

Authorized Agent Bidding on this project:

Company Name

Company Representative Name

Representative's Signature

Address Email Address

City State Zip

Telephone Number Fax Number

Date

*****This bid form should be signed, even if submitting bids on a different form.***

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. 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.

