



## INVITATION FOR SEALED BID

**TAC 247C**

**Description: FACSIMILE MACHINE PROCUREMENT**

**Department: CITY OF TULSA**

**NIGP Commodity Code(s): 600-61-00-000-0**

**Total pages including this page is 18**

**Important Instruction – Read Carefully:**

**If you have obtained these bid specifications from either of:**

**City of Tulsa's Fax-on-Demand (918-596-1171) or**

**City of Tulsa's Website : <http://www.cityoftulsapurchasing.org/>**

**you must notify the buyer Laura Blades of your intent to bid by e-mail [lblades@ci.tulsa.ok.us](mailto:lblades@ci.tulsa.ok.us) in order to receive addenda. The buyer will always acknowledge your e-mail for your records. All addenda will be posted on fax-on-demand and the website.**

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**Pay special attention to those pages with a reference to the following notes:**

**Note #1: Signature of authorized agent required**

**Note #2: Signature of an authorized agent and notarized required**

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**Your bid response should follow the same format listed above plus any additional format requested in the body of the bid invitation.**

**INVITATION FOR SEALED BIDS  
TO  
City of Tulsa**

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

Bid number and date of bid opening must appear on the lower  
left outside corner of bid envelopes and all related containers.

**DATE OF OPENING:**      April 12, 2001

**BID NUMBER:**      TAC 247C

**BID MUST BE IN THE CITY CLERK'S OFFICE AT THE ABOVE ADDRESS BY 5:00 P.M. THE DAY PRECEDING THE "DATE OF OPENING" SHOWN ABOVE.**

**BIDS WILL BE OPENED AT 8:30 A.M. IN THE CITY COUNCIL ROOM ON THE DAY SPECIFIED UNDER "DATE OF OPENING."**

**PUBLISHED IN THE TULSA DAILY COMMERCE AND LEGAL NEWS:**      April 3, 4, 5, 6, 9, 2001

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of:      NONE

PLEASE READ TERMS AND CONDITIONS ON THE NEXT PAGE BEFORE COMPLETING BID DOCUMENTS

\*\*\*\*\* **THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER** \*\*\*\*\*

Delivery will be made in not more than \_\_\_\_\_ days after receipt of order.

Payment terms \_\_\_\_\_ % \_\_\_\_\_ days.

City of Tulsa may increase quantity of order at the unit price bid for \_\_\_\_\_ days. (Bidder to Specify Days) I have examined the terms and specifications and the instructions to bidders herein and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

Enclosed is a [  ] BID BOND ; [  ] CASHIER'S CHECK; [  ] Certified Check in the amount of \$ \_\_\_\_\_, which I agree the City of Tulsa may retain as liquidated damages in the event of my failure to comply with the terms of this bid.

**MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID**

FIRM NAME \_\_\_\_\_ by \_\_\_\_\_

STREET \_\_\_\_\_ TITLE \_\_\_\_\_

CITY STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS OF BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID.

### NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED.

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Tulsa, Oklahoma, and delivery to City of Tulsa location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form.
7. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.
8. **THE ENCLOSED FORMS REGARDING NON-COLLUSION AND FINANCIAL INTEREST MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE BID.**
9. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
10. All bids must be accompanied by bidders bond, cash, certified or cashier's check in the amount shown on the face of the bid form. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.
11. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
12. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
13. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.
14. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
15. If the bid requires a written contract, the successful bidder shall execute a written contract with the City of Tulsa and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the City.

**INTEREST AFFIDAVIT**

STATE OF \_\_\_\_\_ }  
  } ss  
COUNTY OF \_\_\_\_\_ }

\_\_\_\_\_, of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder to submit the attached bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's business or such a percentage which constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa have some direct or indirect interest in the bidder's business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

My Commission Expires:  
\_\_\_\_\_

**The Interest Affidavit must be completed, signed by an authorized agent, and notarized.**

# BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of lawful age, being first duly sworn on oath says  
**Authorized Agent**

1. (s)he is the duly authorized agent of \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
MY COMMISSION EXPIRES

**The Bidder Affidavit must be completed, signed by an authorized agent, and notarized.**

# CONTRACTOR/BIDDER INFORMATION SHEET

To be completed by all Bidders  
For Contracts with the City of Tulsa  
(Please print or type)

Project No. or Description \_\_\_\_\_  
\_\_\_\_\_

Full Name of Bidder \_\_\_\_\_

Legal Identity  
(Corporation, Partnership,  
Individual, etc.) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX No. \_\_\_\_\_

Taxpayer Identification Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Webpage Address \_\_\_\_\_

# Price Sheet Summary

Vendor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**You will be able to obtain a copy of the Bid Summary on the City of Tulsa's Purchase-Net Fax-on-Demand and Website shortly after bid opening.**

## TAC 247C

<u>ITEM</u>	<u>APPROX. QTY.</u>	<u>DESCRIPTION</u>
1.	15 or more	Low use FAX Machine: \$ _____ List: _____ %Discount \$ _____ Net  Manufacturer: _____ Model: _____ Warranty Period: _____ On-Site Annual Maintenance: \$ _____ (Fixed Fee) On-Site Annual Maintenance: \$ _____ per hour (Time and Material) _____ % Discount from manufacturer's list price for replacement parts.  <u>Cost of Consumables:</u> Cartridge cost per year: \$ _____ Other: \$ _____ Estimated yield per year: _____

2. 10 or more Medium use FAX Machine: \$\_\_\_\_\_ List:\_\_\_\_\_ %Discount  
\$\_\_\_\_\_ Net

Manufacturer:\_\_\_\_\_

Model:\_\_\_\_\_

Warranty Period:\_\_\_\_\_

On-Site Annual Maintenance:\$\_\_\_\_\_ (Fixed Fee)

On-Site Annual Maintenance: \$\_\_\_\_\_ per hour  
(Time and Material) \_\_\_\_\_ % Discount from  
manufacturer's list price for replacement parts.

Cost of Consumables:

Cartridge cost per year: \$\_\_\_\_\_

Other: \$\_\_\_\_\_

Estimated yield per year: \_\_\_\_\_

3. 5 or more High use FAX Machine: \$\_\_\_\_\_ List:\_\_\_\_\_ %Discount  
\$\_\_\_\_\_ Net

Manufacturer:\_\_\_\_\_

Model:\_\_\_\_\_

Warranty Period:\_\_\_\_\_

On-Site Annual Maintenance:\$\_\_\_\_\_ (Fixed Fee)

On-Site Annual Maintenance: \$\_\_\_\_\_ per hour  
(Time and Material) \_\_\_\_\_ % Discount from  
manufacturer's list price for replacement parts.

Cost of Consumables:

Cartridge cost per year: \$\_\_\_\_\_

Other: \$\_\_\_\_\_

Estimated yield per year: \_\_\_\_\_

**TAC #247C**  
**FACSIMILE MACHINE PROCUREMENT**  
**CITY OF TULSA**

**INTENT:**

It is the intent of this bid to secure, on a competitive basis, a source of supply for the procurement of **Facsimile Machines and Service** on an annual contract.

**GENERAL SPECIFICATIONS:**

All equipment bid shall be new and the latest production model. Warranty, delivery, maintenance and cost of operation information shall also be provided as a part of the bid proposal.

The successful bidder must respond to all parts of this bid. The City reserves the right to accept or reject any or all parts of bids.

The City reserves the right to request a demonstration of bid units.

For each unit bid, specify purchase price, warranty period, cost of annual maintenance agreement, cost of time and materials service, cost of consumables including: paper, toner, cartridges, ribbons and such with estimated yield in copies so a cost per copy can be computed. Units will be evaluated based on purchase price, maintenance cost, cost of operation and features.

The successful bidder will install new units and train personnel at the location of their use.

**CONTRACT:**

The contract shall be for a period of one year with options for two renewals with the agreement of both parties.

Bid equipment stating list price and percentage discount off list price. Discount percentage will remain constant during the life of the contract. Changes in list price will be passed on to the City.

In the event a bid product is discontinued by the manufacturer, the superseding product of that manufacturer may be substituted provided that the City agrees and that the product provides equivalent of better function at the same or a lower price.

## **PRICE ADJUSTMENT OPTION**

The price paid for a commodity under this contract shall not change during the term of this contract. However, if the bidder anticipates that it will not be able to maintain firm prices for any renewal period, a change in price may be allowed in a renewal of this contract if the following criteria are met:

- (1) The bidder includes a formula, to be used to calculate a change in price at the time of renewal, **in the bid for the initial contract.** Such formula shall be reasonable, objective and capable of measurement.
- (2) The contractor notifies the City, in writing, no later than 30 days prior to the expiration of the initial contract period, or any renewal period, of its intent to exercise the right to escalate or de-escalate prices under the contract. The notice shall include a calculation of the price increase or decrease requested including the formula used.

## **AWARD OF BID:**

The bid shall be awarded to the firm whose proposal is responsive to the bid and is most advantageous to the City, considering the factors identified in the bid and Section 406E of Title 6, The Purchasing Ordinance set forth below:

### 406E. AWARD OF CONTRACT

1. Authority in the Mayor. The Mayor shall have the authority to award contracts within the purview of this chapter.
2. Lowest Secure Bidder. Contracts shall be awarded to the lowest secure bidder meeting specifications. Bid Specifications may include a point system for evaluating the lowest secure bid. In determining "lowest secure bidder", in addition to price, the following factors shall be considered:
  - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
  - b. whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
  - c. the character, integrity, reputation, judgment, experience and efficiency of the bidder;
  - d. the quality of performance of previous contracts or services;
  - e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

- f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. the quality, availability and adaptability of the supplies or contractual services to the particular use required;
- h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award, and
- j. the number and scope of conditions attached to the bid.
- k. if a point system has been utilized in the bid specifications, the number of points earned by the bidder.

Bids are requested on the following three classes of equipment:

**Low usage - Plain Paper:**

Type:	Desktop transmitter/receiver
Transmission:	Public switched telephone network or equivalent
Transmission Speed:	15 seconds per page
CCITT Group:	2 and 3 compatible
Modem Operation:	14,400 bps with automatic fallback to 7200, 4800 and 2400 bps per CCITT
Resolution:	Standard Mode: 203 pels/in x 98 lines/ Fine Mode: 203 pels/ins x 196 lines/in.
Contrast Control:	64 levels of gray scale
Printing Width:	8.5 ins.
Scanning Width:	8.5 ins.
Scanning System:	CIS-Contact Image Sensor
Internal Memory:	16 pages
One-Touch Speed Dialing:	15 numbers
Document Feeder:	Automatic, at least 5 pages
LCD Display:	1 line, 15 characters
Terminal Identifier:	Yes, programmable
Remote Terminal Identifier:	Yes
Transmit/Receive Confirmation:	Yes
Paper Type:	Plain paper (no thermal)
Paper Supply:	50 sheet tray
Printing Method:	Electric-Photographic (Inkjet Bubblejet)

**Low Usage - Plain Paper: (cont'd)**

Printing Cartridge:	Yes
Telephone:	Yes, built in
Activity Reports:	Yes, transmit and receive
Answer and Receive:	Automatic

**Medium Usage - Plain Paper:**

Type:	Desktop transmitter/receiver
Transmission:	Public switched telephone network or equivalent
Transmission Speed:	12 seconds per page
CCITT Group:	2 and 3 compatible
Modem Operation:	14.4 bps with automatic fallback to 7200, 4800, and 2400 bps per CCITT
Resolution:	Superfine mode, 203 pels.in x 392 lines/in. Fine mode, 203 pels.in x 196 lines/in. Normal mode, 203 pels.in. x 98 lines/in.
Hypersmoothing:	Yes - unit fills in missing pels.
Contrast Control:	64 levels of gray scale
Printing Width:	8.5 ins.
Scanning Width:	8.5 ins.
Scanning System:	CIS - Contact Image Sensor
Document Reduction:	Automatic
Internal Memory:	16 pages, at least
One-Touch Speed Dialing:	25 numbers, at least
Document Feeder:	Automatic, at least 5 pages
LCD Display:	2 line, 20 characters
Terminal Identifier:	Programmable
Remote Terminal Identifier:	Yes
Transmit/Receive Confirmation:	Yes
Paper type:	Plain paper (no thermal)
Paper supply:	100 sheet tray

**Medium Usage - Plain Paper: (cont'd)**

Printing Method:	Electro-photographic (laser)
Printing Cartridge:	Yes
Telephone:	Yes, built in
Activity Reports:	Yes, transmit and receive
Answer and Receive:	Automatic
Dual Access:	Yes - receive and store at the same time

**High Usage - Plain Paper:**

Type:	Desktop transmitter/receiver
Transmission:	Public switched telephone network or equivalent
Transmission Speed:	6-9 seconds per page
CCITT Group:	2 and 3 compatible
Modem Operation:	14.400 bps with automatic fallback to 7200, 4800 and 2400 bps per CCITT
Resolution:	Superfine mode, 203 pels.in x 392 lines/in. Fine mode, 203 pels.in x 196 lines/in. Normal mode, 203 pels.in. x 98 lines/in.
Hypersmoothing:	Yes - unit fills in missing pels.
Contrast Control:	64 levels of gray scale
Printing Width:	8.5 ins.
Scanning Width:	8.5 ins.
Scanning System:	CIS - Contact Image Sensor
Document Reduction:	Automatic
Internal Memory:	32 pages, at least; memory reception, transmission reservation, delayed transmission, batch transmission
One-Touch Speed Dialing:	50 numbers, at least
Group Dialing:	Yes
Document Feeder:	Automatic, at least 20 pages
LCD Display:	2 line, 20 characters
Terminal Identifier:	Programmable
Remote Terminal Identifier:	Yes
Transmit/Receive Confirmation:	Yes

**High Usage - Plain Paper: (cont'd)**

Paper type:	Plain paper (no thermal)
Printing Method:	Electro-photographic (laser)
Printing Cartridge:	Yes
Dual Paper Trays:	Yes, automatic selection for letter or legal size
Paper Tray Capacity:	100 Sheets, expandable to 500 sheets
Telephone:	Yes, built in
Activity Reports:	Yes, transmit and receive
Answer and Receive:	Automatic
Dual Access:	Yes - receive and store at the same time
Automatic Redialing:	Yes
Collating:	Yes, reverse output
Remote diagnostics:	Yes