



Invitation for Sealed Project TAC617 Revision 1 dated 6-6-02

Description: Computer room printers and support
Department: Telecommunications and Information Services

City of Tulsa

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Mail Sealed Bid TO: City of Tulsa 200 Civic Center, Room 109 Tulsa, Oklahoma 74103		Sealed bid due by: <u>5:00 PM Wednesday</u> <u>June 12, 2002</u>	Bid Opening: 8:30 AM the next day City Council Room Dual opening: ___ Yes; <input checked="" type="checkbox"/> No
Envelope/Box Labeling: Bid Number and opening date must appear on the lower left corner of all envelopes and box tops.		Bid Bond Required: ___ Yes <input checked="" type="checkbox"/> No	Performance Bond: ___ Yes <input checked="" type="checkbox"/> No
		PreBid Conference: ___ Yes <input checked="" type="checkbox"/> No	
Response to this request must be submitted on this form with requested and supporting documents attached to the back of packet.			<u>4</u> Copies Required
Published:	Tulsa Daily Commerce and Legal News(announcement only) June 5, 2002		
	Purchase Net Fax-on-Demand: 918-596-1171 (for index)		
	Purchase Net Website: www.cityoftulsapurchasing.org		
City Contacts:	Project Buyer:		
	Bill Youngblood, CPM byoungblood@ci.tulsa.ok.us Fax: 918-699-3153; Phone: 918-596-7551		
Acknowledgement of intent to bid:	E-mail the Project Buyer of your intent. If you don't receive a return e-mail within 48 hours, contact the Project Buyer		
Bidder Questions:	Email all questions to Project Buyer. All e-mail questions must include Project Number listed at the top of each page on the subject line in the format shown.		
Addendum:	All addenda will be communicated to all known respondents in writing. Any verbal communications by any City personnel or their agent will not be a part of these bid specifications.		
NIGP Codes:	204-00		

RETURN THIS ENTIRE RFB PACKET WITH ANY SUPPORTING DOCUMENTS ATTACHED TO THE BACK

I have read and understand these Bid Specifications and agree to adhere to all terms and conditions contained herein. I have included all costs in my bid to implement the solution requested in these bid specifications. Exceptions must be described in detail and attached to this bid packet. *Note: Taking an exception to a "must item" may cause your bid to be rejected. (DO NOT PRINT SIGNATURE)*

Firm name: _____ Date: _____

Street: _____ County: _____ City/State: _____ Zip: _____

E-Mail _____ Fax: _____ Phone: _____

Print Name: _____ Signature: _____

(Authorized agent for the firm shown)

****** Entire packet must be notarized by Notarizing this page******

Subscribed and sworn to before me this _____ day of _____, 19____.

Signature of Notary Public _____ MY COMMISSION EXPIRES: _____



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Important: Your bid will be rejected if not properly signed and notarized on those pages indicated above.



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Addendum

Addendum 1 dated 6-6-2002:

1. Recipient of contract page 12-See change



INTEREST AFFIDAVIT

STATE OF _____ }
 COUNTY OF _____ } ss

_____, 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 _____, 20____.

 NOTARY PUBLIC SIGNATURE

My Commission Expires:

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



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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 _____, 20_____.

 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 respondents to
 Invitations for Sealed Bids or Proposals**
 (Print or type)

Project No:		
Description:		
Taxpayer Identification No:		
Legal Identity: <small>Corporation, Partnership, Individual, etc.</small>		
Full Name of Bidder:		
Street:		
City/State/Zip:		
Project Manager		Legal Contact
Name:		Name:
Street:		Street:
City/State/Zip:		City/State/Zip:
E-Mail:		E-Mail:
Phone:		Phone:
Fax:		Fax:
Alternate Contact:		Alternate Contact:
Name:		Name:
E-Mail:		E-Mail:
Phone:		Phone:
Fax:		Fax:
Website Address:		
Would you like to receive information to register as a potential supplier to the City of Tulsa for other projects?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes , Fax copy to: Phyllis Brown 918-699-3225		



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GENERAL TERMS AND CONDITIONS

Definitions:

“**Bidder**” Is a supplier that submits a bid for consideration by the City in accordance with this RFB.

“**Change Order**” Request for additional work within the general scope of these specifications not requested within bid request. See additional information in body of bid specifications.

“**City**” means City of Tulsa.

“**Contractor**” A Bidder that has been selected by the City to provide specific design, supply and/or installation services. Same as successful bidder.

“**Cost**” The price or cost to the city will be the lower of the price quoted in the bid, current published price, or published sale price. The word cost and price are equal in meaning.

“**Department**” means the department shown on the cover sheet.

“**Desirable**” The terms "can", "may", "should", "preferably", or "prefers" identifies a desirable or discretionary item or factor.

“**Fax-on-Demand**” 918-596-1171 (to obtain index of documents)

“**Mandatory**” Such terms as "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor. Failure to meet a mandatory item or factor may result in the rejection of the bidder's bid.

“**Price**” See Cost definition above.

“**Purchasing Office**” City of Tulsa; 200 Civic Center Room 802; Tulsa, Oklahoma 74103

“**Seller**” Same as successful bidder

“**Successful Bidder**” The bidder who receives the award and enters into a contract or accepts a purchase order for the goods and services specified herein.

“**T&C**” Terms and Conditions

“**Website**” www.cityoftulsapurchasing.org

Specification Color and Special Effects:

For those viewing this specification on the internet or printing on a color printer, there may be color or special effects used to highlight an item as needed.

Purchasing Authority:

The authority used to issue this Invitation for Sealed Bid comes from:
a.) City Charter Article XII Section 14
b.) City ordinance Title 6, Chapter 4 (Purchasing)

Fairness:

It is the intent of the City to present these bid specifications such that they will result in an open and competitive process. If in your opinion, we have not met that objective, discuss at the pre-bid meeting or contact the project buyer in writing.

Bidder Conflict of Interest:

City employees will not be permitted to bid on this contract or work for the awarded Contractor(s) on this contract. By submission of a bid, Bidder certifies that no employees of theirs, any affiliate or subcontractor has bribed or lobbied, or attempted to bribe or lobby an officer or employee of the City.



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Specification Availability:

These specifications can be obtained in the following ways:

- Website: www.cityoftulsapurchasing.org
- Fax-on-Demand: 918-596-1171 for an index
- Purchasing Office: 200 Civic Center Room 802; Tulsa, Oklahoma 74103

Acknowledgement of Intent to Bid:

The only way to acknowledge your intent to bid will be as directed on page 1. Sending any addenda or notice of addenda to you will be based on you notifying us in the prescribed manner of your intent to bid.

Bid Form:

BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT. If submitting multiple bids, submit each in a separate envelope or box. Be sure the envelope or box is completely and properly identified and sealed, showing the bid number and opening date in the lower left hand corner.

Proposed Contract:

If the method of award will be by contract, you must include a copy of your proposed contract language making sure that the language does not contradict with any portion of these specifications.

RFB Ambiguity, Omission, Inconsistency, or Error:

Any Bidder believing that there is any ambiguity, omission, inconsistency or error in the RFB should promptly notify the City in writing of such apparent discrepancy. Failure to notify will constitute a waiver of claim of ambiguity, consistency or error.

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this Invitation for Sealed Bid, they shall immediately notify the City contact of such error in writing and request modification or clarification of the document. If needed, an addendum will be issued to all known bidders without divulging the source for the request of the same.

If a bidder fails to notify the City prior to the date and time fixed for submission of bids of an error or ambiguity in the RFB known to them, or an error or ambiguity that reasonably should have been known to them, they shall not be entitled to compensation or time by reason of the error/ambiguity of its late resolution.

The apparent silence of this specification as to any detail or apparent omission of a detailed description concerning any point shall be regarded as meaning that the best commercial practice is to be used. All interpretations of the specification shall be made from this statement. Proof of compliance will be the responsibility of the contractor.

Bidder Questions:

Except for the pre-bid conference, all questions will be handled as stated on the first page. Any discussions with anyone other than the Project Buyer or other procurement personnel may disqualify your bid and be grounds for retracting an award recommendation or be cause for the termination of any future contract or purchase order.

If there has been a breach of this General T&C and products have been delivered, they will be returned at the successful bidders cost. The City will not be liable for any supplier costs. A list of all procurement personnel is available on the City of Tulsa's website and Fax-on-Demand.

The City cannot guarantee that any questions received within ten (10) working days of the due date will be answered.

Any oral explanations or instructions given before the award of the contract will not be binding.

Any information given one bidder concerning this Invitation will be provided promptly to all other known bidders as an addendum, if that information is necessary in submitting a bid or if the lack of it would be prejudicial to other bidders. The City may at its option periodically send an e-mail containing any questions and answers not previously distributed by an addendum prior to it being included in an addendum.

Addendum to Invitation for Sealed Bid:

- a.) All addendum information will be communicated to all known respondents in writing. Any verbal communications by any City personnel or their agent will not be a part of these bid specifications.
- b.) If this specification is amended, then all unchanged provisions, which are not modified, remain unchanged.



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Preparation Cost:

The City of Tulsa will not be responsible for any bidder costs in preparing the bid response, pre-bid conference, demo, or any other cost incurred by the bidder.

Multiple Responses:

Bidders may submit more than one bid in response to this RFB. However, each bid must be a separate, complete package, which can be considered independently of any other bids from the same Bidder.

Bid due:

Deliver or hand carry offers to the office of the City Clerk City of Tulsa; 200 Civic Center, Room 109; Tulsa, Oklahoma 74103 **NO LATER THAN 5:00 PM** on the due date shown on the cover sheet. Offers will be date/time stamped in accordance with this provision.

The City shall not be responsible for the failure of offers not reaching the City Clerks office prior to the due date and time.

Faxing Bids:

Bids cannot be faxed to the City Clerk, Purchasing, or any other City office or employee.

Bid Opening:

All bid openings are public. The opening will take place the day after due:

Francis Campbell Council Meeting Room
City Hall, 200 Civic Center, plaza level
Tulsa, Oklahoma 74103
8:30 A.M.

Exceptions Taken to Specifications:

Any exceptions or deviations from these written specifications shall be shown in writing on the "List of all Exceptions taken to these specifications" page. Note that an exception may eliminate you from consideration.

Altering Bids:

Bids cannot be altered or amended after the submission deadline. The signer of the bid thus guaranteeing authenticity must initial any interlineations, alteration, or erasure made to the bid before the opening bid date. Bids must be submitted in ink or type written. Bids using pencil will not be accepted.

Bid Conformity:

By submitting a properly signed and notarized response to this Invitation, the bidder attests that the supplies and/or services conform to these specifications unless an exception is listed.

Mathematical Errors:

The bidder shall show on the detail cost summary 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.

Evaluation Committee:

The evaluation committee will consist of personnel selected from the operating and technical areas as needed. The Purchasing Division will assist as needed.

Award of Bid:



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The bid will be awarded to the firm(s) whose bid is responsive and most advantageous to the City, considering the factors identified in the bid and the Purchasing Ordinance set forth below:

Award of Contract, City of Tulsa Ordinance, Title 6, TRO Chapter 4, Section 406E:

1. Authority of 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 the "lowest secure bidder" in addition to price the following factors shall be considered:
 - a. the ability, capacity and skill of the bidder (proposer) to perform the contract or provide the service required;
 - b. whether the bidder (proposer) 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 (proposer);
 - d. the quality of performance of previous contracts or services;
 - e. the previous and existing compliance by the bidder (proposer) with laws and ordinances relating to the contract or service;
 - f. the sufficiency of the financial resources and ability of the bidder (proposer) 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 (proposer) 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;
 - j. the number and scope of conditions attached to the bid; and
 - k. if a point system has been utilized in the bid specifications, the number of points earned by the bidder (proposer).

The bid will be awarded based on a scoring percentage and/or cost per point ratio and percentages in the following areas:

1. Cost of Hardware/Software (lowest cost per point)
2. Ability to meet City needs as defined by Tier 1 to 4 rated questions
3. Demonstrations
4. References
5. General Questionnaire

See Special Terms and Conditions for any additional details.

Award of Items to Bidder(s):

The City may award each item to different bidders or all items to a single bidder at its sole discretion unless otherwise defined on the detail cost summary page or described in the Special Terms and Conditions section.

Technicalities: The City may waive any minor technicalities in the bidding process at its sole discretion.

Right to Reject:

The City of Tulsa reserves the right to reject any and all bids, or may accept or reject any line item at the price quoted. In addition, the bidder should recognize the right of the City to reject a bid if the bidder fails to submit the data required in the bid document, or if the bid is in any way incomplete, or irregular, or is not in total compliance with the specifications. Any departure from the specifications shall be stated in the bid with an explanation of the reason for the change.

Bid Results Notice:

Available in the following ways:

- City of Tulsa Purchasing Website
- City of Tulsa Fax-on-Demand
- City Clerks office at City Hall



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Notice of Award:

The project buyer will notify the successful bidder.

Equal Employment Opportunity:

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.

Employment Discrimination Prohibited by Contractor:

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification, reasonably necessary to the normal operation of the contractor. Or agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
2. The contractor, in all solicitations or advertisements for employment placed by or on behalf of the contractor, will state that such contractor is an Equal Employment Opportunity Employer.
3. Notices, advertisements and solicitations placed in accordance with Federal Law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provision of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Americans with Disabilities Act:

The Contractor shall take the necessary actions to ensure its facilities and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Any costs of such compliance with the requirements will be the responsibility of the contractor.

Delivery Time Frame:

Bid must show number of days required for delivery under normal conditions on the first page. 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.

In the case of projects with multiple deliveries, detail the delivery events in the section provided in the Supplier Response Section.

Description of offering and warranty:

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 the contract with the City of Tulsa.

Mandatory Requirements:

The bidder must comply with all mandatory requirements. Exceptions:

The City will consider an alternate response to a mandatory requirement. The City at its option may consider and approve an alternate if it fulfills the needs of the City.



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Travel Expenses:

The response shall include a "Not to Exceed" amount for all expenses necessary to fulfill these specifications. No reimbursement will be made for expenses not actually incurred. The City reserves the right to audit all travel expenses.

Industry Standards:

Any applicable industry standard and codes will be adhered to whether specifically listed or not.

Product Substitutions:

The parties recognize that technology may change during the term specified in this bid request or the term of any subsequent purchase order or contract. Therefore, the City may at its option accept changes to the specifications for products of equal or better capabilities at no additional cost to the City. The Contractor(s) shall give the City thirty (30) working days advance notice in writing of any changes to the original Bid specifications. The City reserves the right to accept or decline the specification changes and will indicate the decision in writing to the Contractor(s).

Right to Audit:

Contractor fully understands that it is a condition of this bid to allow the City to audit for goods, services, materials, and/or supplies provided to the City of Tulsa. Contractor agrees to provide timely access to its books and records on Contractor's premises upon reasonable request by City staff. Contractor further agrees that it shall provide City personnel reasonable access and such clerical assistance as City staff may require for examination and audit of those portions of Contractor's books and records relating to the goods, services, materials and/or supplies furnished to the City during the term of any contract between Contractor and City. The contractor further agrees that any discrepancies found will be corrected and will return funds to the City for undelivered goods or services or overcharges. The supplier will have fourteen (14) days to refund any monies due. Depending on the magnitude of the problem, the contract may be terminated.

Authorized Reseller:

If you are not the manufacturer of the products being solicited for bid, you must have been an authorized reseller of the products and/or services bid for at least 180 days prior to bid due date. If not specifically requested as a part of these specifications, the bidder will have seven (7) working days to respond to a written request to produce sufficient proof from the manufacturer certifying the reseller status and beginning date.

Oral Agreements:

None apply

Recipient of Contract:

The City will only contract with the "Firm name" shown on the first page and, only, if signed by an authorized agent of that firm. Exception: If the bid is for equipment and support, the City may be willing to contract with the manufacturer for the support as long as the support agreement is in accordance with these specifications. The bidder remains responsible for making sure a contract with the manufacturer for support is possible and is signed by the manufacturer. The contract with the bidder for the hardware is contingent upon the successful completion of a contract with the manufacturer for support. The City will have the right to cancel the contract with the bidder of the hardware if a contract with the manufacturer cannot be completed for support. It is recommended that the bidder not proceed with their contract until the contract for support is confirmed to be in place.

Contract Assignment:

Successful Bidders(s) shall not sell, sublet, or assign the agreement or any portion thereof to any person or persons, except with the written approval of the City of Tulsa. In anticipation of the support agreement being with the manufacturer of proposed equipment, the City will allow for the assignment of the support portion of these bid specifications to the manufacturer when initiating a contract for the purchase of the equipment with the successful bidder..

Litigation of Conflicts:

Any dispute requiring litigation will only take place in the courts of Oklahoma in the County of Tulsa.

Law Applicable:

Bidder warrants that the goods and/ or services bid will be produced and sold in compliance with the provisions of any and all Federal, State, and Municipal laws and ordinances.



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Order of Document Precedence:

This document will be made a part, either implied or specifically, of any future contract or purchase order. Nothing submitted in the bidder's documents or future contracts or other correspondence will replace any specifications, terms and conditions herein.

Bidder's response, including all promises, warranties, commitments and representations made in the successful bid, shall be binding and incorporated by reference in the City's contract or purchase order with the successful bidder. Therefore, all responses including all statements, claims, declarations, and specifications in the bids shall be considered firm and irrevocable, and all prices considered maximum, for purposes of bid evaluation, future purchase order, or future contract stipulations unless specifically waived in writing by the City.

Treatment of Information by both parties:

Bidder:

All information received or obtained by bidders in connection with this RFB must be treated as confidential and not used for announcement of your receiving this bid or possible award of bid. Any use of this and related information is not permitted without the written permission of the City contact person named herein.

City:

All bid information received from bidders by the City of Tulsa, in connection with this RFB, will be retained by the City and remain as a matter of public record. Any proprietary or confidential information should be identified as such, and the desired treatment of the information specified with the understanding that the City is governed by Oklahoma Open Records Act. .

Bids will be disqualified if information relevant to the evaluation process cannot be retained for possible disclosure based on established State of Oklahoma Open Records Law.

Liens:

The contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and materials furnished by the contractor or his/her subcontractors under the scope of this bid and from all laborer's, materialmen's and mechanic's liens upon the real property of the City of Tulsa.

Hold Harmless:

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 the City or use or operation of such goods in accordance with bidders direction.

Liability:

The bidder shall assume all liability for damages and shall hold the City free and harmless from all claims of damages to persons and/or property that may arise out of, or by reason of, this contract.

Bankruptcy:

In the event of any proceedings, voluntary or involuntary, in bankruptcy or insolvency, by, or against the Seller (successful bidder) or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, the City shall be entitled to cancel the purchase order or contract at any stage of completion without any liability whatsoever.

If any of the proceedings described above are taking place at time of bid or occur during the evaluation period or prior to the execution of a purchase order or contract, the City at it's sole discretion may withdraw any further consideration of bidder without any liability whatsoever.

The bidder must inform the City in writing at the time of bid of current or possible proceedings as described in paragraph one in this section.

Waiver:

A waiver of any breach of any provision of this Contract shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.



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Contract Administration:

The department shown on page one will perform the primary administration of the contract. Purchasing and other City departments may become involved primarily from an audit standpoint.

City Not Liable for Delays:

It is agreed that in no event shall the City be liable for or responsible to the Contractor(s), any subcontractor or to any other person for or on account of any stoppages or delay in the work herein provided for by injunction or other legal or equitable proceedings or on account of any delay for any cause over which the City has no control.

Packing and Shipping:

No additional charges will be added for packaging and shipping. All goods shall be packaged, marked with:
Bid number or purchase order number (if applicable)

Packaging will be in accordance with good commercial practice. An itemized packing list shall accompany each shipment.

F.O.B. Title and Risk of Loss:

The F.O.B. point will be the delivery point listed on the purchase order or contract. The seller will be responsible for all shipping costs including all applicable transportation and insurance costs. Seller shall bear all risk of loss or damage to the goods, and the title shall not shift to the Buyer, until delivery of the goods to the Buyer's location. The seller will be responsible for all activities associated with the replacement of any damaged goods including damage discovered at time of unpacking or testing.

Cash Discounts:

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 (unless the City provides for progress payments in this packet) 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.

Sales Tax:

All Federal, State, and local sales tax are not applicable.



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Special Terms and Conditions

Definitions: No additions in this section		
Bid Offer Duration (enter number of days): No bidder may not withdraw his bid for a period of <input type="text" value="90"/> calendar days after the date and hour set for the opening of bids.		
Electronic copy of bid required (check one): Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>		Attach the electronic version to the copy labeled Purchasing.
<p>PRICE ADJUSTMENT OPTION: The price paid for any commodity or service bid shall not increase during the term of the contract if you are the successful bidder. 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 the renewal of this contract if the following criteria are met:</p> <p>a.) The bidder includes a formula in the initial bid, to be used to calculate a change in price at the time of renewal. Such formula shall be reasonable, objective, and capable of measurement. The City reserves the right to audit such increases. Any pertinent records not made available may be cause for the cancellation of contract or other such remedy as deemed appropriate.</p> <p>b.) The contractor notifies the City, in writing, no later than 30 days prior to expiration of the initial contract period, or any renewal period, of it's intent to exercise the right to escalate or de-escalate prices under the contract. The notice cannot include increases greater than the potential increases bid.</p> <p>The predicted increases will be used in the evaluation of the bid. The increase percentages will be used to calculate the total solution cost. If the consumer price index is used for the renewal increase, the previous years CI will be used to calculate the total solution cost.</p> <p>YOUR RESPONSE MUST BE PRESENTED IN THE APPLICABLE APPENDIX. <i>If a purchase order is used, the above price adjustment option will apply for the term specified in the bid specifications</i></p>		
Award Method (check one):		
Lowest Cost: <input checked="" type="checkbox"/>	Lowest Cost Per Point: <input type="checkbox"/>	Other: <input type="checkbox"/>
Purchase Method (check one):		
Contract: <input checked="" type="checkbox"/>	Purchase Order: <input type="checkbox"/>	



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Initial Contract term: **1 Year**

Contract renewals (1 Year each):

Total contract term including renewals:

If the bid requires a written contract to be entered into by the successful bidder, the successful bidder must attach a copy or copies of the proposed contract in a form that does not conflict with any terms of these specifications. If the bidder submits a sample contract in conflict with these specifications, the bidder must indicate those exceptions on the "Exceptions to Specifications Sheet" with the knowledge and understanding that an exception to these specifications may eliminate you from further consideration.

Pre-bid Conference available (check):

NO:

YES:

If Yes (If mandatory, you must attend one pre-bid conference):

Date:

Time:

Pre-bid Conference is mandatory:

NO:

YES:

Location:

Explanation:

- a. You are encouraged to submit your questions in advance of the Pre-Bid meeting to the Project Buyer whether you plan on attending or not. This will assist the City in the event research is needed to answer your questions. Advance submission of questions is not mandatory.
- b. The pre-bid meeting may be monitored, audio-recorded, video recorded, etc.
- c. The City will make its best effort to make sure that any questions and answers that add to the clarity and quality of these specifications are made a part of these specifications by addendum to all known bidders.

Bid Bond (check one):

NO:

YES:

If Yes:

Bid Bond Amount:

Explanation:

If a bid bond is required, it must be enclosed with the bid in the form of a bidder's bond, cash, certified or cashier's check in the amount of shown above. 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.

The City Clerk's Office will return Bid Bond's within 10 days of receiving an executed contract from the successful bidder.

Performance Bond (check one):

NO:

YES:

If Yes:

Performance Bond Amount:

Bid Total:

Contractors' Liability and Insurance Requirements:

Required: NO:

YES:



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General Liability:

The City of Tulsa shall not be liable for any loss or damage sustained by the contractor. The contractor shall save the City of Tulsa whole and harmless from any and all claims of whatsoever nature growing out of or resulting from or in any way connected with the exercise of the privilege herein granted. Contractor will exercise every necessary precaution for the safety of the property and the protection of any and all persons and/or property located adjacent to or making passage through said property.

Liens:

The contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by the contractor or his subcontractors under the scope of this Invitation for Sealed Bid and from all laborer's materialmen's and mechanic's liens upon the real property upon which the work is located or any property of the City of Tulsa.

Insurance:

The contractor, and any subcontractors, shall carry and keep in force during the term of the contract including any subsequent renewals policies of public liability insurance including any contractual liability assumed under the contract in the minimum amounts set forth below and workmen's compensation insurance in the amounts required by law.

The bidder (defined to include all subcontractors and agents) shall secure and maintain throughout the duration of this contract policies of insurance and furnish to the City certificates of insurance of such types and not less than the amounts as hereinafter listed:

- Personal injury, each person \$ 175,000
- Personal injury, each occurrence \$ 1,000,000
- Property damage, each person \$ 25,000
- Property damage, each occurrence \$ 100,000
- Workers' Compensation (as required by law)

The policy shall include a clause stating that it cannot be cancelled by the insurer without the insurer first giving ten (10) days written notice of cancellation or the City must be included on the policy as a named insurer. The named insurer must provide the following on the certificate:

The City of Tulsa, a municipal corporation, is an additional insured for worked performed under Bid xx-xxx (specify bid no. shown at the top of page) and must be notified thirty (30) days in advance of insurance cancellation or termination.

An insurance certificate must include: name and address of insurance company (must be licensed to transact business in the State of Oklahoma), Policy number; and liability coverage and amounts.

The successful bidder must furnish the City a certificate of insurance showing such coverage within ten (10) days following the acceptance of the bid by the City and before starting work. Acceptance at the point the successful bidder is notified in writing their bid has been accepted and an award recommendation is made.

The certificate of insurance must be identified with bid number xx-xxx and must be sent to:

City of Tulsa
Legal Department-Insurance
200 Civic Center Room 316
Tulsa, Oklahoma 74103

Premiums:

Premiums on all insurance policies shall be paid by the contractor and shall be included in the bid. The City will have no responsibility or liability for such insurance coverage.

References:

See Technical Specifications



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Furnished by the City:

Nothing

Payment Schedule:

Net 30 days after acceptance by the City or date on invoice whichever is later.

Prompt Payment:

Prompt payment discounts will be used in the calculation to determine final price.



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1.0 Introduction

Tulsa is the second largest city in Oklahoma with an estimated population of 374,000. This population is encompassed in an area of approximately 185 square miles.

In 1989, the City converted from a City Commission form of government to the present Mayor-Council form of government. This new form of government provides for election of district representatives from the various diverse areas of the City. The Mayor is the chief executive and administrator for the City, and all City Departments and agencies, with the exception of the City Auditor, report to him.

1.1 Current Environment

The City of Tulsa's major administrative functions have been automated for over 32 years using a variety of hardware and software configurations.

The City is currently using GEAC Software's Governmental Financial and Human Resource Systems application packages, formerly Dun & Bradstreet Software (formerly Management Science of America or MSA). These applications currently reside on a Hitachi Data Systems (HDS) Pilot 26 utilizing IBM's VSE/ESA 2.5.1 Operating System.

In addition to these core applications, other systems that reside on this HDS platform are an Accounts Receivable System, Neighborhood Inspections System, General Revenue System, and a Drivers License System.

The HDS system supports all of the City's governmental financial and accounting functions (with the exception of Utility Billing functions) and produces a large volume of reports via an Xerox (formerly Delphax) 180 IE cut sheet duplex MICR laser printer and a number of coax attached HP laser printers.

The majority of the laser printing is performed utilizing 3 hole pre-punched 20 lb paper, and the current volume of print has gradually declined during the previous 4 years from 1,000,000 impressions per month to an existing level of approximately 400,000 impressions per month. This current level of print volume is projected to continue to gradually decrease over the next several years due to the ongoing implementation of IBM's Content Manager OnDemand print archival software, and through the successful implementation of report distribution over the city's network as part of this project.

There are an additional sixteen (16) coax attached low speed cut sheet laser printers (HPs with IDATA coax cards and IBM 3916s) that are also used for departmental printing. Control and rerouting of POWER output between printers is accomplished via Computer Associates FAQs software by Telecommunications & Information Services Division technical and operations staff when requirements dictate.

2.0 RFB Objectives - Total Cost of Printing Proposal

Scope: The City is seeking to replace the existing Delphax 180IE (180 ipm) and three (3) HP 8100 laser duplex cut-sheet printers located in the 7th Floor Data Center at City Hall. In an effort to control costs the bidders are to identify current and projected costs for the next three (3) years. The vendor will be expected to cap the supplies, maintenance, and usage charges or provide a 'not to exceed' cost in their bid responses. Therefore, the objective of this RFB is not to acquire a laser printer cut sheet solution based solely on the initial acquisition cost, but to include the operational costs over the next three (3) years.

2.1 One total solution requested

- 1). Two (2) medium speed laser cut-sheet non-MICR printers. Both printers configured exactly the same.
- 2). Two (2) low speed laser cut-sheet MICR printers. Both printers configured exactly the same.
- 3). All four (4) printers offered must be of the same original manufacturer.
- 4). Same manufacturer to provide onsite local hardware maintenance support for all four printers.

2.2 Floor Space/Delivery Constraints

The bidder is responsible for all aspects of the equipment delivery to the inside of the City of Tulsa Data Center located on the 7th floor of City Hall. The suggested printer configurations can only reside within the designated space subject to the constraints in Section 7.0. In addition, movement of the printer from the street level to the 7th floor will be performed utilizing one of the City of Tulsa's four (4) elevators. Please refer to the dimensions contained in Section 8.0 regarding the elevator specifications. The bidder is responsible for all costs required to deliver the printer into the 7th Floor Data Center. There is no centralized receiving dock, and the architecture of City Hall includes elevated walkways which will require



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equipment to offloaded into the parking lot for movement into the building. The City does NOT provide personnel and equipment for use during delivery. The bidder has complete responsibility for coordination of this activity.

3.0 Bidder Information

3.1 Treatment of Information

- 3.1.1 All information received or obtained by vendors in connection with this RFB must be treated as confidential and not used for any purpose other than for replying to this proposal request, and for fulfillment of any subsequent contract, if awarded.
- 3.1.2 All proposal information received from vendors by the City of Tulsa, in connection with this RFB, will be retained by the City and remain as a matter of public record. Any proprietary or confidential information should be identified as such, and the desired treatment of the information specified.
- 3.1.3 Proposals will be rejected if information relevant to the evaluation process cannot be retained for possible disclosure in established audit processes.

3.2 General Points of Consideration

- 3.2.1 Bidders who submit a proposal in response to this RFB may be required to make an oral presentation of their proposal to the City. The City will schedule the time and location for this presentation.
- 3.2.2 Bidders will be responsible for all shipping costs and any other costs incurred through the completion of implementation of turn-key solutions of the selected products.
- 3.2.3 A warranty period must be specified for all proposed products and services.
- 3.2.4 Bidders will be responsible for providing on-site and training for their selected products.

3.3 Valid Proposals

Bidders must submit four (4) copies of the Proposal in the format outlined below.

3.3.1 Cover Letter

The proposal will be accompanied by a cover letter containing the signature of the authorized individual responsible for the contents of the proposal.

3.3.2 An Executive Overview

The bidder must submit as part of their proposal an executive overview, which states facts about the firm's history, market presence, and commitment in the laser printing marketplace.

3.3.3 Financial Statements

The bidder shall include Audited Financial Statements for the last two Fiscal years.

3.3.4 Hardware Maintenance

Bidders are required to identify maintenance services required and provided for the equipment included in their proposal.

Vendor methodologies for maintenance and support must be described. Capabilities for diagnostics and repair, response time on problem calls, average time to repair, local spare parts inventory, problem escalation policies, and the skill level and number of local



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maintenance engineers must be included with the bidders response. Maintenance costs and options must be stated. The City of Tulsa data center is no longer staffed 7 days a week, 24 hours a day, 365 days a year. The current operational schedule calls for a 5 day X 24 hour schedule, Monday through Fridays. There is no 2nd shift coverage 4:00 PM through Midnight on Saturday, Sundays, and Holidays.

Onsite response time to service calls will not exceed 4 hours per call.

Bidders are requested to bid 7 X 24 X 365 hardware maintenance coverage as is currently reflected in Section 9.0 Proposal Detail Sheet.

The City is requesting bidders to bid alternative hardware maintenance coverage due to the very recent change in the data center operations staff and schedules. (For Example: 5 X 9). If a bidder selects to bid an alternative schedule then a 2nd set of Section 9.0 Proposal Detail Sheet and corresponding Section 10.0 Proposal Summary Sheet will need to be submitted also. Please be sure to indicate on the forms that you are bidding alternative hardware maintenance coverage.

Bidders are also requested to bid pre-paid hardware maintenance for three (3) years, and if available to follow the guidelines above regarding completion of the Detail and Summary Sheets.

3.3.5 Services

The selected bidder will be responsible for delivery, installation, attachment, configuration of the operating systems to handle the printers.

Note: Travel and Living expenses must be included into the bidder's services if necessary.

3.3.6 Supplies

Bidders must identify the supplies required, lead times for re-ordering, approximate number of copies between replacement, and cost of replacement. Local sources including contacts and phone numbers must be specified for each specific supply.

The bidder is expected to cap the individual supply cost or provide a 'not to exceed cost' for the next three (3) years. The higher of the 'not to exceed cost' or capped cost is to be used in the bidder's cost estimates. If supplies in subsequent years are lower than the capped costs, the City will purchase the supplies at that current price with local government discounts, assuming the 'per unit yields' have not changed.

3.3.7 Education Services

Bidders are to provide two (2) introductory classes regarding the printer operation at installation time. Within six (6) months, the bidder will provide one advanced class regarding the printer operation. Specific schedules to be developed jointly by the Operations Data Center Supervisor and the selected bidder.

3.3.8 On-going Costs

Bidders must provide the amount of any on-going costs that are not included in the supplies section above. The bidder is expected to cap the costs or provide a 'not to exceed cost' for the each of the three (3) years. The higher of the not to exceed cost or capped cost is to be used in the bidder's cost estimates. If the cost in subsequent years is lower than the capped cost, the City will pay that current price with the local government discounts applied.

3.3.9 Bidder Proposal Format

Bidders must respond to each of the requirements in section 4.1, and 4.2. Additional product information must be attached as an addendum for reference. Any assessment data that is omitted or incorrect in the proposal will be sufficient reason to eliminate the proposal from additional consideration.

Bidders should specify any credits, discounts, and/or financing options that are offered as a part of their proposal. For example, trade-in allowance on the City of Tulsa's Delphax 180 IE laser printer should be reflected.

Bidder Proposal Detail and Summary Sheets provided in Section 9.0 and 10.0 must be completed. Detailed costs with how projected costs were derived must be provided as an addendum to the Proposal Detail Sheet Sheets for review by City staff.

Bidders have the option of responding to Section 4.3 if they have a solution. This section is an optional section only.



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3.3.10 References

Bidders shall supply, as references, three (3) entities that have the same product being proposed. These references should be in the Tulsa area and have a configuration as close to the proposed configuration as possible. If Tulsa area references are not available, others may be substituted.

3.3.11 Estimated Time Frame

Bidders must provide lead-time required for delivery, installation, and implementation. The selected bidder will be responsible for delivery, installation, attachment, and configuration within twenty-five (25) days of the award and completion of a contract.

3.3.12 Sample Contract

A sample of the bidder's standard maintenance contract must be submitted for review.

3.4 Proposal Evaluation and Selection

3.4.1 Bidder Market Presence

The Bidder will be evaluated on information related to their history, market presence, and commitment in the data processing marketplace.

3.4.2 Bidder Stability

The financial stability of the bidder will be evaluated based on an assessment of the financial information to be provided as part of the proposal.

3.4.3 Bidder Support Capability

The support capability of the bidders will be evaluated based on an assessment of their ability to provide the level of implementation and on-going hardware and/or software support required by the City.

3.4.4 General Product Requirements

General requirements of reliability, compatibility, support capability, implementation complexity, and operational impact, on each proposed item of hardware, software, and service will be evaluated based on information acquired from references, other sites known to the City, RFB responses, and City staff familiarity with the item.

3.4.5 Specific Product Requirements

An assessment of the response document, product description information, and other information gathered by the City will result in an evaluation of the specific products proposed in response to requirement.

3.4.6 Presentations/Demonstrations

Some products may require the bidder to make presentations and demonstrations prior to the City awarding a contract.

3.6.7 Immediate Elimination

Any assessment data that is omitted or incorrect in the bid offering will be sufficient reason to eliminate the bid from additional consideration.

4.0 Requirements

Bidders are requested to provide a complete solution, subject to the specifications and constraints contained in the RFB, if possible. Only one solution is requested for each section; Section 4.1 Medium Speed Laser Duplex Cut Sheet Printers, Section 4.2 Low Speed Laser MICR Printers, Section 4.3 Distributed Print Services.



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4.1 Medium Speed Laser Duplex Cut Sheet Non-MICR Printers Mandatory Specifications.

- a. A minimum 100 % IBM VSE/ESA 2.5.2 compatibility
- b. A minimum 100 % IBM PSF/VSE 2.2.1 compatibility
- c. A minimum 100 % IBM Advanced Function Printing (AFP/IPDS) compatibility
- d. HDS Pilot 26 Mainframe Connectivity:
 - 1). A minimum IBM ESCON OR parallel channel attached OR
 - 2). Network attached via an IBM 2216-400 communications controller that is attached to the HDS Pilot 26 via an ESCON channel. The 2216-400 currently has network interface adapters supporting the following connectivity capabilities:
 - a). FDDI (Not available for printer use)
 - b). Token Ring (Required)
 - c). Fast Ethernet (Required)
 - d). Several available empty slots.
 - e). Network attached printing including additional support for PostScript, PCL, and PDF.
- e. A minimum throughput rate of 100 IPM (impressions per minute) per printer.
- f. A minimum monthly duty cycle of 800,000 impressions per month per printer.
- g. A minimum 600 DPI print resolution with automatic conversion of 240 DPI to 600 DPI.
- h. A minimum characteristic of IBM system and remote console control of ongoing printing.
[Remote console control support is implemented using Computer Associates FAQS software.]
- i. All equipment/components must be new. No refurbished/used equipment will be accepted for this alternative.
- j. A minimum three months of supplies are to be provided at installation time to accommodate a projected 400,000 impression usage per month for both printers.
- k. A minimum of two (2) paper input sources.
- l. A minimum input capacity of 7,500 sheets of 20 lb paper.
- m. A minimum 20 lb weight paper support in simplex and duplex mode.
- n. Cabling Requirements (To be installed under the raised floor in the data center):
 - 1). If ESCON attached, the bidder must provide a minimum of 120 ft of cabling.
 - 2). If parallel attached, the bidder must provide a minimum of 120 ft of cabling.
 - 3). If network attached, the bidder must provide a minimum of 120 ft of cabling for both the token ring and fast ethernet connections.
- o. The bidder must specifically identify each type of supply, per unit cost, source of this supply, and projected supply usage.
- p. A minimum one (1) paper output sources.
- q. A minimum of 3,000 sheets output capacity of 20 lb paper.
- r. A minimum capability of print job recovery capability in case of uncompleted print jobs.
- s. A minimum requirement to support both simplex and duplex printing.



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4.2 Low Speed MICR Laser Printers Mandatory Specifications.

Background:

The City of Tulsa currently generates the entire form for both Accounts Payable and Payroll Checks. This includes logo, signatures, name, amount, and the complete MICR line for processing by financial institutions. Following the printing of each batch of checks, sample checks are scanned and verified using an RDM MICR verifier for quality control purposes. Accounts Payable checks are generated each day (0 – 400 checks per day), Payroll checks are generated twice a month (1,200 per pay period).

The Accounts Payable checks are printed on an HP Laserjet Printer that is coax attached via an IDATA interface card to the HDS Pilot 26 mainframe system with a 300 DPI resolution.

The Payroll checks are printed on the Delphax 180 IE laser printer that is parallel channel attached to the HDS Pilot 26 mainframe system with a 240 DPI resolution.

Specifications:

- a. A minimum 100 % IBM VSE/ESA 2.5.1 compatibility
- b. A minimum 100 % IBM PSF/VSE 2.2.1 compatibility
- c. A minimum 100 % IBM Advanced Function Printing (AFP/IPDS) compatibility
- d. HDS Pilot 26 Mainframe Connectivity:
 - 1). A minimum IBM ESCON OR parallel channel attached OR
 - 2). Network attached via an IBM 2216-400 communications controller that is attached to the HDS Pilot 26 via an ESCON channel. The 2216-400 currently has network interface adapters supporting the following connectivity capabilities:
 - a). FDDI (Not available for printer use)
 - b). Token Ring (Required)
 - c). Fast Ethernet (Required)
 - d). Several available empty slots.
- e. A minimum throughput rate of 40 IPM (impressions per minute) per printer.
- f. A minimum monthly duty cycle of 150,000 impressions per month per printer.
- g. A minimum characteristic of IBM system and remote console control of ongoing printing. [Remote console control support is implemented using Computer Associates FAQs software.]
- h. A minimum DPI support level in support of the Accounts Payable and Payroll Checks that will now be generated with this printer.
- i. All equipment/components must be new. No refurbished/used equipment will be accepted for this alternative.
- j. A minimum three months of supplies are to be provided at installation time to accommodate a projected 12,000 impression usage per month for both printers.
- k. A minimum of two (2) paper input sources.
- l. A minimum input capacity of 2,000 sheets of 24 lb blank check stock.
- m. A minimum 24 lb weight paper support in simplex mode.
- n. Cabling Requirements (To be installed under the raised floor in the data center):
 - 1). If ESCON attached, the bidder must provide a minimum of 120 ft of cabling.
 - 2). If parallel attached, the bidder must provide a minimum of 120 ft of cabling.
 - 3). If network attached, the bidder must provide a minimum of 120 ft of cabling for both the token ring and fast ethernet connections.
- o. The bidder must specifically identify each type of supply, per unit cost, source of this supply, and projected supply usage.
- p. A minimum one (1) paper output source.
- q. A minimum of 1,500 sheets output capacity of 24 lb check stock.
- r. A minimum capability of print job recovery capability in case of uncompleted print jobs.
- s. MICR Output Print Specifications:
 - 1). Must conform with the American national Standards Institute (ANSI) and American Bankers Association (ABA) industry standards that govern the placement of the MICR line.
 - 2). Must provide a E-13B MICR font that complies with the ANSI and ABA industry standards.
 - 3). Must provide originally manufactured certified MICR toner.
- t. A minimum of simplex printing capability only.

4.3 Distributed Print Services – Optional Section

Background:



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As reflected in an earlier section, the City of Tulsa currently utilizes sixteen (16) coax attached HP printers for remote printing. These printers are connected to the HDS Pilot 26 mainframe via IBM 3172 and 3174 communications controllers. The HP printers are low speed printers that are connected via dedicated phone lines and/or dedicated coax cables within City Hall.

Requirements:

The City of Tulsa has a requirement for a dedicated Distributed Print Server that will allow AFP reports to be routed/distributed from the HDS Pilot 26 mainframe to HP printers that are connected to the City of Tulsa's network. There is no plan to install 'special feature' network cards or 'special feature' adapters to allow AFP/IPDS print streams to be accepted by these printers. Instead, the Print Server must have the capability to convert the AFP/IPDS print streams to a format usable by the large number of HP printers that are currently connected to the City's network. Implementation of the Distributed Print Server would allow the eventual phasing out of communications controllers and dedicated data communications lines.

This is a turn-key solution, with the bidder responsible for all server hardware, software, cabling, etc, including configuration responsibilities to integrate this solution within the existing environment.

- a. A minimum 100 % IBM VSE/ESA 2.5.1 compatibility
- b. A minimum 100 % IBM PSF/VSE 2.2.1 compatibility
- c. A minimum 100 % IBM Advanced Function Printing (AFP/IPDS) compatibility
- d. HDS Pilot 26 Mainframe Connectivity:
 - 1). A minimum IBM ESCON OR parallel channel attached OR
 - 2). Network attached via an IBM 2216-400 communications controller that is attached to the HDS Pilot 26 via an ESCON channel. The 2216-400 currently has network interface adapters supporting the following connectivity capabilities:
 - a). FDDI (Not available for use)
 - b). Token Ring (Available, but not required)
 - c). Fast Ethernet (Required)
 - d). Several available empty slots.
- e. A minimum characteristic of IBM system and remote console control of outgoing printing to the print server.
- f. All equipment/components must be new. No refurbished/used equipment will be accepted for this alternative.
- g. The bidder has complete responsibility for the configuration of this Distributed Print Server to allow print to be distributed over the City's existing network.
- h. The required manufacturer of the Intel server can either be IBM or DELL.
- i. All distributed reports are currently 240 DPI.
- j. A minimum requirement that the operating system for the server must be W2000.



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5.0 Acceptance Criteria

- A. Within forty five days (45) following printer(s) installation, the City will complete it's assessment as to compliance with the RFB versus the products selected and installed. Failure to meet specifications and/or specific vendor bid responses, the City will request all equipment to be de-installed and removed from the City's premises within 15 days at no cost to the City. No payment will be provided to the vendor for any costs.
- B. Installation, testing, and acceptance of the MICR printers will be completed in two phases. The first phase will be completed with the successful verification of Accounts Payable and Payroll checks utilizing the City of Tulsa's RDM MICR verifier. The second phase will be completed upon approval by the City of Tulsa's primary financial institution of samples of both types of checks that were printed on both MICR printers.

6.0 Xerox (Delphax) 180 IE Printer Release

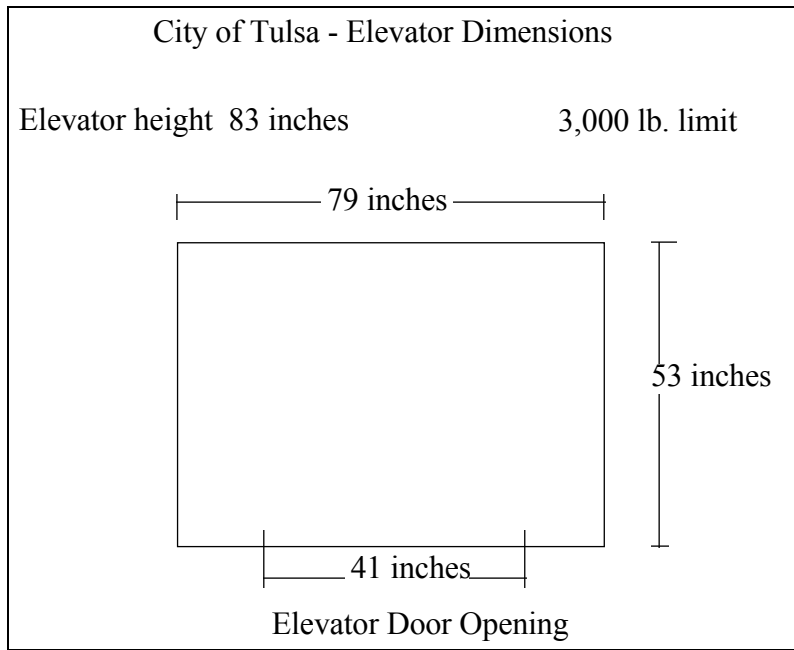
If an bidder has allowed for a trade-in/allowance for the City of Tulsa's Delphax 180 IE, this printer will be released to the bidder following acceptance of the bidder's printer(s) as specified in Section 5.0 by the City. The bidder will be allowed a maximum of 30 days from acceptance notification to physically remove the printer. The bidder will be responsible for all costs associated with the removal of the Delphax 180 IE from the City Hall 7th floor Data Center.

7.0 City Hall Data Center Space Constraints

There is limited space available in the 7th Floor City Hall Data Center for the laser printer solution. The printers cannot exceed the following dimensions: 10 ft X 20 ft NOT including service clearances.

8.0 Elevator Specifications

- a. Specifications for the City of Tulsa four(4) elevators are as follows:
 - 1. 3000 lb. maximum weight limit
 - 2. Elevator door width 41 inches
 - 3. Elevator door height 83 inches
 - 4. Elevator inside depth 53 inches
 - 5. Elevator inside width 79 inches
- b. Bidders will be permitted a site visit in order to conduct a visual inspection and survey accessibility. Bidders must call in advance to schedule this site visit to ensure the availability of City staff and/or Dover Elevator representatives.





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9.0 Proposal Detail Sheet

A. TWO - Medium Speed Laser Cut Sheet Non-MICR Printers Price

1). Printers Acquisition Purchase Price.....	\$ _____
[Includes installation, shipping, cabling, hardware/software, and services]	
a). Operator Training - ONSITE	
(1). Two Introductory sessions.....	\$ _____
(2). One Advanced session.....	\$ _____
b). Supplies - Three (3) months provided at installation.....	\$ _____
c). Less Delphax 180 IE Trade In/Allowance credit.....	\$ _____
 Total Initial Medium Speed Laser Cut Sheet Non-MICR Printer Price.	 \$ _____

B. TWO - Medium Speed Laser Cut Sheet Non-MICR Printers Operational Costs

1). Hardware Maintenance [7X24X365 Coverage]	
a). 1st year Annual Charges	\$ _____
b). 2nd year Annual Charges	\$ _____
c). 3rd year Annual Charges	\$ _____
2). Usage charges	
[Baseline is Duplex, One Up, 400,000 Impressions/Month]	
a). 1st year Annual Charges	\$ _____
b). 2nd year Annual Charges	\$ _____
c). 3rd year Annual Charges	\$ _____
3). Printer Consumable Item # 1 <i>Enter Description Here</i>	
a). 1st year Annual Costs	\$ _____
b). 2nd year Annual Costs.....	\$ _____
c). 3rd year Annual Costs.....	\$ _____
4). Printer Consumable Item # 2 <i>Enter Description Here</i>	
a). 1st year Annual Costs	\$ _____
b). 2nd year Annual Costs.....	\$ _____
c). 3rd year Annual Costs.....	\$ _____
5). Printer Consumable Item # 3 <i>Enter Description Here</i>	
a). 1st year Annual Costs	\$ _____
b). 2nd year Annual Costs.....	\$ _____
c). 3rd year Annual Costs.....	\$ _____
6). Printer Consumable Item # 4 <i>Enter Description Here</i>	
a). 1st year Annual Costs	\$ _____
b). 2nd year Annual Costs.....	\$ _____
c). 3rd year Annual Costs.....	\$ _____
7). Printer Consumable Item # 5 <i>Enter Description Here</i>	
a). 1st year Annual Costs	\$ _____
b). 2nd year Annual Costs.....	\$ _____
c). 3rd year Annual Costs.....	\$ _____
8). Software Maintenance If applicable	
a). 1st year Annual Charges	\$ _____
b). 2nd year Annual Charges	\$ _____
c). 3rd year Annual Charges	\$ _____



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Total 3 Year Operational Costs – Two Medium Speed Laser Printers \$ _____

C. *Total Cost of Printing Medium Speed Laser Cut Sheet Non-MICR Printers Solution*

Total of 9A + 9B Above..... \$ _____



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D. TWO - Low Speed Laser Cut Sheet MICR Printers Price

- 1). Printers Acquisition Purchase Price..... \$ _____
 [Includes installation, shipping, cabling, hardware/software, and services]
 - a). Operator Training - ONSITE
 - (1). Two Introductory sessions..... \$ _____
 - (2). One Advanced session..... \$ _____
 - b). Supplies - Three (3) months provided at installation..... \$ _____
- Total Initial Low Speed Laser Cut Sheet MICR Printer Price..... \$ _____

E. TWO - Low Speed Laser Cut Sheet MICR Printers Operational Costs

- 1). Hardware Maintenance [7X24X365 Coverage]
 - a). 1st year Annual Charges \$ _____
 - b). 2nd year Annual Charges \$ _____
 - c). 3rd year Annual Charges \$ _____
 - 2). Usage charges
 [Baseline is Simplex, One Up, 12,000 Impressions/Month]
 - a). 1st year Annual Charges \$ _____
 - b). 2nd year Annual Charges \$ _____
 - c). 3rd year Annual Charges \$ _____
 - 3). Printer Consumable Item # 1 *Enter Description Here*
 - a). 1st year Annual Costs \$ _____
 - b). 2nd year Annual Costs..... \$ _____
 - c). 3rd year Annual Costs..... \$ _____
 - 4). Printer Consumable Item # 2 *Enter Description Here*
 - a). 1st year Annual Costs..... \$ _____
 - b). 2nd year Annual Costs..... \$ _____
 - c). 3rd year Annual Costs..... \$ _____
 - 5). Printer Consumable Item # 3 *Enter Description Here*
 - a). 1st year Annual Costs \$ _____
 - b). 2nd year Annual Costs..... \$ _____
 - c). 3rd year Annual Costs..... \$ _____
 - 6). Printer Consumable Item # 4 *Enter Description Here*
 - a). 1st year Annual Costs \$ _____
 - b). 2nd year Annual Costs..... \$ _____
 - c). 3rd year Annual Costs..... \$ _____
 - 7). Printer Consumable Item # 5 *Enter Description Here*
 - a). 1st year Annual Costs \$ _____
 - b). 2nd year Annual Costs..... \$ _____
 - c). 3rd year Annual Costs..... \$ _____
 - 8). Software Maintenance If applicable
 - a). 1st year Annual Charges \$ _____
 - b). 2nd year Annual Charges \$ _____
 - c). 3rd year Annual Charges \$ _____
- Total 3 Year Operational Costs – Two Low Speed MICR Printers \$ _____



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F. Total Cost of Printing Low Speed Laser Cut Sheet MICR Printers Solution

Total of 9D + 9E Above..... \$ _____

G. Distributed Print Services Solution [Optional Section]

- 1). Distributed Print Services Acquisition Purchase Price..... \$ _____
 [Includes installation, shipping, cabling, hardware/software]
 - a). Systems and Operator Training - ONSITE
 - (1). One Introductory sessions..... \$ _____
 - 2). Services..... \$ _____
- Total Initial Print Services Solution..... \$ _____

H. Distributed Print Services Solution – Operational Costs [Optional Section]

- 1). Hardware Maintenance [7X24X365 Coverage]
 - a). 1st year Annual Charges \$ _____
 - b). 2nd year Annual Charges \$ _____
 - c). 3rd year Annual Charges \$ _____
 - 2). Software Maintenance [7X24X365 Coverage]
 - a). 1st year Annual Charges \$ _____
 - b). 2nd year Annual Charges \$ _____
 - c). 3rd year Annual Charges \$ _____
 - 3). Telephone Support [7X24X365 Coverage]
 - a). 1st year Annual Charges \$ _____
 - b). 2nd year Annual Charges \$ _____
 - c). 3rd year Annual Charges \$ _____
- Total 3 Year Operational Costs – Two Low Speed MICR Printers \$ _____

I. Total Cost of Distributed Print Services Solution [Optional Section]

Total of 9G + 9H Above..... \$ _____



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10.0 Proposal Summary Sheet

A. Two Medium Speed Non-MICR Printers

Enter the amount from the Detail Proposal Sheet [9C above]. This represents the total cost of ownership for two medium speed non-MICR printers for three years:

\$ _____

B. Two Low Speed MICR Printers

Enter the amount from the Detail Proposal Sheet [9F above]. This represents the total cost of ownership for two low speed MICR printers for three years:

\$ _____

C. Total Bid Amount

Enter the sum of 10A and 10B. This represents the total bid response amount.

\$

D. Distributed Print Services Solution – [Optional Section Only]

Enter the amount from the Detail Proposal Sheet [9I above]. This represents the total cost of ownership for the Distributed Print Services Solution for three years:

\$ _____

D. Trade-In (to be considered at the option of the City)

_____ \$ _____

_____ \$ _____