

City of Salem



## **Invitation for Bids**

### **Lease of Copy Machines for NSWIB**

R-24

September 4, 2015

#### **BIDS DUE:**

**Monday, September 21, 2015 at 11:00 AM**

\*Late bids will be rejected

Whitney C. Haskell  
Purchasing Agent  
93 Washington Street, 2<sup>nd</sup> Floor  
Salem, MA 01970  
[whaskell@salem.com](mailto:whaskell@salem.com)  
(978) 619-5695

**R-17  
COPIERS FOR NSWIB  
COVER SHEET**

**PLEASE PRINT OR TYPE:**

Name of Bidder:	Contact Individual:
Address:	
Zip Code	# Street City/Town State
Phone:	Alternate Phone:
Email Address:	Social Security/Federal Tax Identification Number:
Authorized Signature: _____	

**R-17**  
**COPIERS FOR NSWIB**  
**CHECKLIST**

**Submission Requirements:**

**Please Check:**

- Completed Cover Sheet
- Bid Form
- Machine Specifications
- Signed Certificate of Non-Collusion
- Signed Tax Compliance Certification
- Certificate as to Corporate Bidder
- Reference Form
- Acknowledgement of Addenda: \_\_\_\_\_ (*if applicable*)  
(#s)

**R-24**  
**COPIERS FOR NSWIB**  
**BID FORM**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>#</b>	<b>Model</b>	<b>Monthly</b>	<b>Two-Year =B*24</b>	<b>CPC (B)</b>	<b>CPC (C)</b>	<b>Est. Usage (B)*</b>	<b>Est. Usage (C)*</b>	<b>Total =C+((D*F) +(E*G))</b>
1		\$	\$	\$	\$	400,000	-	\$
2		\$	\$	\$	\$	400,000	-	\$
3		\$	\$	\$	\$	400,000	-	\$
4		\$	\$	\$	\$	400,000	-	\$
5		\$	\$	\$	\$	400,000	-	\$
6		\$	\$	\$	\$	400,000	100,000	\$
	<b>Total</b>	<b>\$</b>	<b>\$</b>	-	-	-	-	<b>\$</b>

\*The amounts provided are for evaluation purposes only and may not reflect actual usage.

The monthly amount should not include any allowance. All prints/copies shall be billed on a cost/copy basis.

**R-24**  
**COPIERS FOR NSWIB**  
**CERTIFICATIONS**

**FORM A**  
**NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Signature of authorized individual submitting proposal)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Name of Business (if applicable))

**FORM B**  
**TAX COMPLIANCE**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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(Signature of authorized individual submitting proposal)

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(Printed Name)

---

(Name of Business (if applicable))

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(Federal Tax Identification or Social Security Number)

**FORM C**  
**CERTIFICATE OF CORPORATE AUTHORITY**

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_ of the corporation named as Bidder in the Bid included herein, that \_\_\_\_\_, who signed said Bid on behalf of the Bidder was then \_\_\_\_\_ of said corporation, that I know his signature, that his signature thereon is genuine and that said Bid was duly signed, sealed and executed for and in behalf of said corporation by authority of its governing body.

(Corporate Seal)

\_\_\_\_\_  
(Secretary-Clerk)

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of authorized individual submitting proposal)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Name of Business (if applicable))

**R-24  
COPIERS FOR NSWIB  
REFERENCES**

(1) Reference Name (Contact Person):	City/Town/Company:	
Address:		
Phone:	Fax:	Email:
Dates of Services Provided: ____ / ____ / ____ to ____ / ____ / ____ ____		
Description of Services Provided:		

(2) Reference Name (Contact Person):	City/Town/Company:	
Address:		
Phone:	Fax:	Email:
Dates of Services Provided: ____ / ____ / ____ to ____ / ____ / ____ ____		



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Description of Services Provided:

(3)Reference Name (Contact Person):	City/Town/Company:
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Address:

Phone:	Fax:	Email:
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Dates of Services Provided: ____ / ____ / ____ to ____ / ____ / ____ ____	
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Description of Services Provided:

<b>PART 1. GENERAL INFORMATION</b>
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**1.1 PROCUREMENT DESCRIPTION**

The City of Salem Purchasing Department, on behalf of the North Shore Workforce Investment Board, is issuing this Invitation for Bids for the lease of six (6) photocopiers as described herein.

Any lease that results from this procurement shall be for a term of 24 months.

**1.2 APPLICABLE LAW**

This procurement will be conducted pursuant to Massachusetts General Laws Chapter 30B, Section 5.

**1.3 APPROVAL**

Any contract that may result from the procurement shall be subject to the approval of the Mayor of the City of Salem.

**1.4 INCORPORATION BY REFERENCE**

All requirements, specifications, terms and conditions described in this Invitation for Bids shall be incorporated by reference into any contract that may result.

**1.5 TIME FOR AWARD**

Any contract that may result from the procurement shall be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to 45 days by agreement between the City and apparent low bidder.

**1.6 RIGHT TO CANCEL/REJECT**

The City reserves the right to cancel this Invitation for Bids or reject in whole or in part any and all bids if the City determines that cancellation or rejection serves the best interests of the City.

**1.7 TAXATION**

Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the bid pricing.

Copies of the City's tax exempt paperwork shall be available upon request of the selected contractor.

**1.8 OBTAINING THE INVITATION FOR BIDS**

The Invitation for Bids shall be available beginning, Friday, September 4, 2015.  
The Invitation for Bids and related documents shall be available for free download from the City's Purchasing Department website at [http://saalem.com/Pages/SalemMA\\_Purchasing/index](http://saalem.com/Pages/SalemMA_Purchasing/index) under the link titled "IFBs, RFPs, RFQs."

Hardcopies of the Invitation for Bids and related documents may be obtained at the Office of the Purchasing Agent, 93 Washington Street, Salem, MA 01970, between the hours of 8:00 AM-4:00 PM on Monday-Wednesday, 8:00-7:00 PM on Thursday, and 8:00 AM-12:00 PM on Friday.

<b>PART 2. INSTRUCTIONS</b>
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## **2.1 REQUIREMENTS AND SUBMISSIONS**

Below please find a description of the requirements and submissions that must be included as part of a bid. Bids must be sealed and marked as noted.

### **2.1.1 BID PRICING FORM**

Every bid must include a completed 'Bid Pricing Form'. See attached. All material, equipment and labor is F.O.B. City of Salem.

### **2.1.2 NON-COLLUSION**

Every bid must include a certification of good faith, certifying that the bid was made in good faith and without collusion or fraud. See 'Non-Collusion Form' attached.

### **2.1.3 TAX COMPLIANCE**

Every bid must include a written certification that the bidder has complied with all state laws relating to taxes, reporting of employees and contractors, and child support. See 'Tax Compliance Form' attached.

### **2.1.4 CORPORATE AUTHORITY**

If the bid is being submitted by a corporation, the bid must include a certification that the individual submitting the bid has been authorized to bind the corporation. See 'Certificate of Corporate Authority' attached.

### **2.1.5 REFERENCE FORM**

Every bid must include at least three (3) references.

### **2.1.6 SPECIFICATIONS**

Bidder must submit detailed specifications for each machine bid.

## **2.2 BID DELIVERY**

Below please find a description of the manner in which sealed bids must be submitted.

### **2.2.1 DUE DATE AND TIME**

Bids shall be received by the Office of the Purchasing Agent on or before **11:00 AM on Monday, September 21, 2015.**

Any bid received after that time shall be rejected as non-responsive.

## 2.2.2 ADDRESS

Sealed bids shall be delivered to the Office of the Purchasing Agent, 93 Washington Street, 2<sup>nd</sup> Floor, Salem MA 01970.

## 2.2.3 HOURS OF OPERATION

Bids must be delivered during the normal hours of operation of the City of Salem:

Monday-Wednesday:	8:00 AM-4:00 PM
Thursday:	8:00 AM-7:00 PM
Friday:	8:00 AM-12:00 PM

## 2.2.4 COPIES

Bidders must submit one (1) original and one (1) copy of the bid.

## 2.2.5 LABELING

The outside of the envelope containing the sealed bid must be labeled with 1) the bid number 2) the bid opening date and time and 3) the name of the bidder.

## 2.3 SIGNATURES

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

## 2.4 QUESTIONS, CHANGES, MODIFICATIONS AND WITHDRAWALS

### 2.4.1 QUESTIONS/REQUESTS FOR CLARIFICATION

Questions concerning this Invitation for Bids must be submitted in writing to: Whitney Haskell at [whaskell@salem.com](mailto:whaskell@salem.com) at least five (5) days prior to the bid opening date. Written responses will be mailed to all bidders on record as having picked up the Invitation for Bids.

### 2.4.2 CHANGES

If any changes are made to this Invitation for Bids, addenda will be issued. Addenda will be posted in the Office of the Purchasing Agent, on the website and e-mailed to all bidders on record as having picked up the Invitation for Bids.

### 2.4.3 MODIFICATIONS AND WITHDRAWALS

A bidder may correct, modify, or withdraw a bid by written notice received by the City of Salem prior to the time and date set for bid opening.

Modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the Invitation for Bids.

After the bid opening a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

## **2.5 UNFORESEEN OFFICE CLOSURES**

If, at the time of the scheduled bid opening, 93 Washington Street, Salem, MA 01970, is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.

## **2.6 BID OPENING PROCEDURE**

At the time and place fixed for opening of bids, the City will cause to be opened and publicly read aloud every bid received within the time set for receiving bids, irrespective of any irregularities therein. Bidders and other persons properly interested may be present, in person or by representative.

**PART 3. SPECIFICATIONS**

**3.1 SPECIFICATIONS**

Cost must include new equipment delivery, installation, set up, training, and maintenance (parts and labor). The successful proposer will provide prompt maintenance during business hours.

Maintenance shall consist of all operating parts and supplies including toner, developer, fuser oil, drums, rollers, circuit boards.

The monthly lease cost should not include an allowance of copies.

	<b>Copier 1</b>	<b>Yes</b>	<b>No</b>
1.	Black and White		
2.	35 ppm		
3.	Automatic basic document feeder		
4.	Automatic duplexing		
5.	Copy		
6.	Print		
7.	Scan		
8.	Two 500 sheet paper trays		
9.	One 50 sheet bypass tray		

	<b>Copiers 2, 3, and 4</b>	<b>Yes</b>	<b>No</b>
1.	Black and White		
2.	45 ppm		
3.	Automatic basic document feeder		
4.	Automatic duplexing		
5.	Copy		
6.	Print		
7.	Scan		
8.	Fax		
9.	Two 500 sheet paper trays		
10.	One 50 sheet bypass tray		
11.	Finisher (1,000 sheet, hole punch not required)		
12.	Tabloid printing (up to 11 x 17)		

	<b>Copier 5</b>	<b>Yes</b>	<b>No</b>
1.	Black and White		
2.	55 ppm		
3.	Automatic basic document feeder		
4.	Automatic duplexing		
5.	Copy		
6.	Print		
9.	Two 500 sheet paper trays		
10.	One 50 sheet bypass tray		
11.	Finisher (1,000 sheet, hole punch not required)		
12.	Tabloid printing (up to 11 x 17)		

	<b>Copier 6</b>	<b>Yes</b>	<b>No</b>
1.	Color		

2.	45 ppm		
3.	Automatic basic document feeder		
4.	Automatic duplexing		
5.	Copy		
6.	Print		
7.	Scan		
8.	Fax		
9.	Two 500 sheet paper trays		
10.	One 50 sheet bypass tray		
11.	Finisher (1,000 sheet, hole punch not required)		
12.	Tabloid printing (up to 11 x 17)		



## **PART 4. EVALUATION AND SELECTION**

### **4.1 RULE FOR AWARD**

Any contract that results from the Invitation for Bids will be awarded to the responsive and responsible vendor offering the products and services described in this Invitation for Bids for the lowest total price.

<b>PART 5. TERMS AND CONDITIONS</b>
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**5.1 TERM OF CONTRACT**

The lease period for the initial term shall commence on or around September 1, 2015 and terminate on or around August 31, 2017 with the option to renew for two additional terms in one year increments at the sole discretion of the City. Lease must contain a fiscal out provision which allows the contract to be cancelled if funds are not appropriated to the City/North Shore workforce Investment Board.

**5.2 ASSIGNMENTS AND SUBCONTRACTING**

The selected contractor(s) shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

**5.3 PAYMENT**

The City shall make every effort to furnish payment within thirty (30) days of receipt of a reasonably detailed invoice. Any invoice received must reference the contract number.